

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting
July 16, 2007

The regular meeting of the City of Manistee Housing Commission was held on Monday, July 16, 2007 at the City Council Chambers at City Hall. The meeting was called to order at 3:02 p.m. by President Dale Priester.

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert (Al) Purdom, Commissioner Donna Korzeniewski and Commissioner Harvey Good.

Members Absent: None

Also Present: Clinton McKinven-Copus, Executive Director/Secretary and Lorna Perski, Housing Coordinator.

The date of the meeting at the top of page 1 of last months minutes was incorrect and was changed from May 21, 2007 to June 18, 2007. **Doug made a motion to approve the corrected Regular Minutes of June 18, 2007.** Al seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

The following amendments were made to the agenda: Under New Business – Resolution prepared by George Saylor for Purchase of 232 Grove Street, Under Old Business – Situation with Windemuller Last Week.

Finances

Clinton passed out copies of the June Check Summary and Financial Reports that had not been included in the board packet. The Check Summary for June 2007 Bills and Disbursements was reviewed. Dale asked about the check for Robert T. Cole for \$43,000.00. This was a payment for the renovation of the office at Harborview, payment voucher #4. Al had questions about the check for Seniors Choice. This is the insurance coverage provided for retirees. It was for Noble Holmes for a refund. He paid his account and it was set up to be a direct debit for the same month. There were no additional questions about the bills and disbursements. **Harvey made a motion to approve the June 2007 Bills and Disbursements.** Al seconded the motion. The Roll Call Vote: President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.

Financial Statements for June 2007 were reviewed. Clinton noted that in the Operating Budget on page 2 under Utilities (relating to utility consumption) we are over budget by \$14,549.00. We have a proposal for Energy Consumption that will hopefully help cut costs from 2008 and forward, depending on when the cost saving measures can be put in place. The second item is under Ordinary Maintenance & Operations under Contract Costs the variance is from temporary workers that were hired during an extended leave and a short term leave for maintenance workers. In addition we have had to replace hot water boilers, furnaces and hot water heaters in units. An item that wasn't on the budget that is reflected in this section is lawn care. Lawn care is at Century Terrace and Harborview primarily, though there are a couple common lots in the Scattered Sites. Harvey asked about the cost of the transformer work at Century Terrace and whether that was included in the \$14,549.00 over budget amount. The

Regular Meeting Minutes

July 16, 2007

Page 2

transformer was a 2006 expense, the over budget is just from 2007. Dale asked how the new lawn maintenance was working out compared to last year. It seems to be improved, and any issues that have arisen have been promptly taken care of. The new lawn service checks in with Clint to see if he has noticed any problems a couple times a month. Clint mentioned that there is a Balance Sheet that includes the Operating Fund, Capital Funds and Grants combined. There had been no activity yet on Youth Build Grant, but spending will increase soon since the program kicks off in September and we now have someone under salary operating the program at Casman. **The June 2007 Financial Statements were accepted and placed on file.**

Communications

The Century Terrace and Harborview Newsletters are included in communications.

Reports of the Director

Clint noted that on page 2 of the Director's Report he wrote about the 30 years of accumulated files. Dale asked how many years we need to keep certain items. We have good standards on what we need to keep. Clinton proposed that we get someone in who is cognitive of Manistee Housing Commission Files and HUD Regulation to go through and sort files so they can be useful for us. Doug asked about his estimate of what could be shredded. Doug recommended that Clinton talk to Daryl at West Shore Bank as they have a bin that is picked up by a company in Detroit. The bin is never full and the company is bonded and secured. They shred the paper and mix with water to make a paste that is landfilled. Maybe they would let us add a bag a week or so to their bin. Doug thought maybe Karen could sort it and then it could be taken to West Shore Bank for disposal. Clint asked what commissioners thought about the possibility of a contract with Karen. Commissioners thought that we were not under any deadline to get rid of the items immediately and that people in the office could find time to get rid of old tenant files and applications and just keep HUD files and Employee Files, etc. on hand for now.

Any additional items in the Directors Report will be included in Old Business and New Business.

Old Business

The 2,000 sq. feet of the new office is considered to be a building within a building which means for inspection purposes it is not part of the whole so we needed to be disconnected from the building smoke detection system. The local Fire Chief was not happy that we were disconnected since 90% of the building is residential units. The cost to reconnect the office to the Smoke Detector System for Harborview was \$4,425.00. Clint sent an e-mail to the officers last week telling them he had to make a decision to have this completed. Doug noted that he was not against safety, but asked how a local Fire Chief had the authority to override state building code. We hired architects, engineers and builders and they should have figured this out before building took place. Clint noted that Sid Scrimger could have held up the final approval of the office. The office wing was disconnected from the old system and designed without any alarm system. **Doug made a motion to approve the cost of \$4,425.00 to have the new office reconnected to the Harborview Fire Alarm System.** Al seconded the motion. All members

Regular Meeting Minutes

July 16, 2007

Page 3

voted in favor. Motion carried. T. Eftaxiadis and Clint will be preparing an exit of this project and recommendations on how to proceed in the future with architects and engineers on projects. There was not sufficient field work done by the architects before the project began, plans were drawn from blueprints.

New Business

Michigan Social Security Number Privacy Act Policy Resolution #2007-5 was presented. **Doug made a motion to approve the Michigan Social Security Number Privacy Act Policy Resolution #2007-4.** Donna seconded the motion. All members voted in favor. Motion carried. It has to do with our storage of the information and how we handle it. It is what we are currently doing with information, we just needed a policy indicating our procedure.

Freedom of Information Act Policy Resolution #2007-4 was presented. **Doug made a motion to approve the Freedom of Information Act Policy Resolution #2007-4 with the Executive Director listed as the coordinator.** Donna seconded the motion. All members voted in favor. Motion carried. Doug asked if we were FOIA'ed on something. Clint said we were FOIA'ed during the process of the Energy Performance Contract RFP by a potential contractor who is notorious for causing legal suits. The information he was requesting wasn't problematic, but it was the manner in which he approached it and asked if we had a policy. He ended up not submitting a proposal or the fee for the information.

Resolution #2006-6 Executing of Purchasing Document of 232 Grove Street. Clinton explained that our grant from MSHDA is a loan grant for 40 years as long as the homes we purchased remain in the program and are rented to victims of domestic violence. If at any time we stop renting to victims of domestic violence it then becomes a loan/mortgage. MSHDA is requiring title insurance on this closing because of the mortgage factor. Lois at the title office didn't feel that the previous resolution that we passed provided the kind information that she needed for the title insurance. In discussion with George Saylor and Christine in Lansing this resolution was put in place. It will take both Dale and Clint to sign documents at the closing of 232 Grove Street. **Doug made a motion to approve Resolution #2007-6 Execution of the Purchase Documents: 232 Grove Street.** Donna seconded the motion. All members voted in favor. Motion carried.

Public Comment

Betty Pefley requested that a roof be put on the patio on the West side of Harborview. There is no shade and it is very hot. They have asked Clinton and was told there was no money. Clint noted that is not the money, it is an issue of time, he would have to get three bids at least to have this done. Harvey noted that he had someone that would look at it and give an idea of the approximate cost.

Pearl Woodworth was concerned about the lobby at Harborview. There have been many rumors about loosing the lobby. Clint said the fountain is there because it is required by code to be there. We are planning to put a small desk in the lobby so residents can fill out a check and get it ready for the payment box. There will be chairs in the lobby which Clint was planning to update. He also informed those in attendance that he is available to talk to tenants and inform them of the truth when they hear rumors about something.

Regular Meeting Minutes

July 16, 2007

Page 4

Mary O'Brien, Resident Manager of Harborview said it was brought to her attention that the board that was on the wall facing the payment window in the current office has names posted on it that can be read from the window. Clint noted that it was true and it was one of reasons we needed to come into compliance with HUD Privacy Regulations. You will not see that once it is moved to the new office.

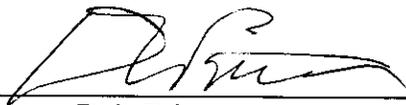
Clint also mentioned that we will be having a brief open house for the new office.

Delores Hunter asked about mail delivery, if packages will still be placed below the mailboxes since the general public will be coming through the building. At Century Terrace they were left in the office and we really shouldn't be doing that. The solution at Century Terrace is the Resident Manager is responsible to get into the mail room and get packages. Since the topic was brought up, Clint asked Mary if she would be willing to get packages out of the mail room here. A slip will be placed in your mailbox to say you have a package.

Commissioner Comments and Concerns

Harvey asked about the pictures that had been in the Harborview lobby before the construction started. Clint noted that there is a portion of the walls that need to be repainted before pictures are re-hung. He is not sure if there will be room for all of the pictures as they were in the lobby, but they will all be re-hung somewhere in the building.

There being no further business, **Donna made a motion to adjourn the meeting at 3:50 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary