

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting

June 18, 2007

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, June 18, 2007 at the City Council Chambers at City Hall. The meeting was called to order at 3:03 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.

There were no additions or corrections to the minutes. **Doug made a motion to approve the Regular Minutes of May 21, 2007.** Al seconded the motion. All members present voted in favor. Motion carried. **Doug made a motion to approve the Executive Session Minutes of May 21, 2007.** Al seconded the motion. All members present voted in favor. Motion carried. **Doug made a motion to approve the Work Session Minutes (review of the ACOP) of June 12, 2007.** Al seconded the motion. All members voted in favor. Motion carried. **Doug made a motion to approve the Joint Work Session Minutes (Youth Build) of June 12, 2007.** Al seconded the motion. All members voted in favor. Motion carried.

Clinton mentioned an e-mail that was received from George Saylor regarding our Executive Sessions. Mr. Saylor indicated that to move to Executive Session requires a roll-call vote. In the case of our board with five appointed members, we will need a yes vote from 4 members to proceed into Executive Session.

Amendments to the Agenda

The following amendments were made to the agenda: Under New Business – Move to the New Office at Harborview.

Finances

Approval of May 2007 Bills and Disbursements – The first thing in the packet is the Check Summary, the Public Housing Balance Sheet, etc. Harvey asked about the check for 1 cent. That was the check that was sent to HUD to set up the Youth Build Grant. A copy of a check had to be sent with the information for them to set up the Direct Deposit into our bank account. We were not able to generate a check from the system with a zero dollar amount. Al asked about the shoes for maintenance workers and if we were obligated to buy them. Clinton mentioned that Marvin Chick had been off with an injury at the time the rest of the Maintenance Department purchased their shoes and recently purchased his. Al also asked about the breakdown of the cost of shoes to the different properties. Harvey asked if we were going to put down \$100.00 to hold the property between Century Terrace and Harborview. Dale said we were and he had the check until Joe Pienta gets clearance from the State to sell the property. Joe also received a letter stating our interest in purchasing the property. There were no additional questions about the bills and disbursements. **Al made a motion to approve the May 2007 Bills and Disbursements.** Harvey seconded the motion. The Roll Call Vote: President Priester - Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.

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May 2007 Financial Statements – There were no questions or concerns. **The May 2007 Financial Statements were accepted and placed on file.**

Communications

The Century Terrace and Harborview Newsletters are included in communications. Doug asked which newsletter had Marvin Chick's birthday correct, there is a different date in each newsletter.

Reports of the Director

The main thing Clinton discussed under the Reports of the Director was the internal controls recommended by the auditors. Al and Clinton discussed revising the CMCH Internal Controls as advised by our auditors. They determined that rather than instituting revised internal controls at this time we will wait until receipt of the completed audit and management letter. Once we have received the audit and management letter a meeting of the audit committee (Al, Doug, Bruce and Clinton) will be called to review recommendations from the auditors in the management letter and create internal controls that are workable within our organization. The office has already stopped making change for tenants and selling stamps to them as requested by the auditors.

Dale asked about how our occupancy was doing. We are doing fairly well overall, there are always vacancies at Century Terrace. Lorna gets a few filled up and then a few move out. Clinton's goal is to get occupancy at Century Terrace up in the 90% category.

Old Business

Resolution to Purchase Homes for the MSHDA Ending Homelessness Initiative Grant – Clinton noted that we need a separate motion to bring the homes that had been tabled at the last meeting back to active status. **Doug made a motion to bring 416 First Street from tabled status back to active status for consideration.** No seconded is required for this motion. **Doug made a motion to rescind the offer that we had submitted for 416 First Street.** Donna seconded the motion. Discussion ensued about the purchase of 416 First Street. MSHDA noted that the home needs a new roof, a new furnace and it must have water problems in the basement since there are troughs built in to the basement have that water in them. We would also need to install a fence in the back yard for young children since it is close to a main street. MSHDA felt that this home would consume a lot of the grant for repairs. Doug recommended that when we rescind the offer we list exactly what the problems with the home are. All members voted in favor. Motion carried. **Doug made a motion to bring 232 Grove Street from the tabled status back to active status for consideration.** No second is required for this motion. Clinton noted that there is nothing wrong with this home and his recommendation is that we purchase 232 Grove Street and try to get the additional land from the City of Manistee on Grove Street and build a new home. **Donna made a motion to purchase 232 Grove Street with funds from the MSHDA Ending Homelessness Initiative Grant.** Harvey seconded the motion. All members voted in favor. Motion carried. Dale asked about the prospect for other places. Clinton put a request in to the Planning Commission, which then needs to be approved by the City Council of Manistee for the donation a piece of property behind 232 Grove Street for construction of a new home. This would be a single family home or a duplex unit. By the time all approvals are

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complete it will probably be January 2008. In addition we should be able to purchase between one and three additional homes, depending on the price. Clinton noted that he would submit a request to MSHDA to proceed on the Grove Street sale for now and then continue to look for additional homes.

New Business

Clinton handed out a list of items that need to be put in place for the move to the new office at Harborview. Items on the list included Security Cameras for the building entrance and lobby, Server upgrade to handle Security System, Workstation for the Interview Room, Workstation Secure VPN Tunnel, Window Blinds/Shades, Equipment Moving, move and set-up computer network and move and set-up copier. Approximate cost for additional expenses for the office set-up is between \$10,605.00 and \$13,805.00. The move is planned for July 25 and 26, 2007.

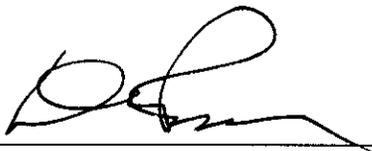
Public Comment

There were no public comments at this meeting.

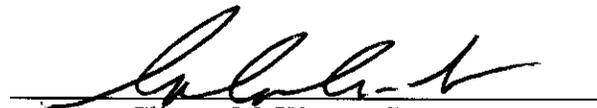
Commissioner Reports

There were no commissioner reports or concerns mentioned at this meeting.

There being no further business, **Donna made a motion to adjourn the Regular Meeting at 3:33 p.m.** The motion was seconded by Doug. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary

CITY OF MANISTEE HOUSING COMMISSION
Work Session
June 12, 2007

A joint work session was held on Tuesday, June 12, 2007 from 5:00-6:00 p.m. at CASMAN Academy with the CASMAN Academy Board and the City of Manistee Housing Commission board to review the implementation of the Youth Build Grant.

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

Members Absent: None

Also Present: Members of the CASMAN Academy Board and Clinton McKinven-Copus, Executive Director/ Secretary.

This work session adjourned at 5:59 p.m.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary

CITY OF MANISTEE HOUSING COMMISSION
Work Session

June 12, 2007

A work session was held on Tuesday, June 12, 2007 from 3:00-5:00 p.m. at CASMAN Academy to review the proposed lease and Admission and Continued Occupancy Policy of the City of Manistee Housing Commission.

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: George Saylor, Attorney, Clinton McKinven-Copus, Executive Director and Lorna Perski, Housing Coordinator.

All present reviewed the Lease and the Admission and Continued Occupancy Policy and discussed possible changes. Corrections will be made to these documents and it will be presented at the August board meeting. After review of the corrected document by Commission Members, there will be a 30-day public comment period prior to adoption by the Commission.

This work session adjourned at 4:59 p.m.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary