

**Sandusky Housing Commission
East Side Manor
239 Roberts St.
Sandusky, MI 48471**

**Annual Meeting
September 19, 2011**

11:00AM

**Present: Marguerite McNiven, Chairperson
Keith Costine, Vice Chairman
Gordon Hutson, Commissioner
Iva Gallagher, Resident Commissioner
Shirley McPherson, Commissioner**

**Employees: Susan Henry, Housing Director, Secretary and Treasurer
Ron Paape, Contracted Maintenance**

**Guests: John Partaka Normalene Navarro Harlene Smith
Peggy Jones Barb Thompson Marlene Flach
Rosie Cipponeri Betty Fuentes Janice Morden**

AGENDA:

A motion was made by Gallagher and supported by Hutson to approve the agenda as presented.

MOTION CARRIED

MINUTES:

A motion was made by McPherson and supported by Costine to accept the minutes as presented.

MOTION CARRIED

FINANCIAL REPORT:

A motion was made by Costine and supported by Gallagher to accept the financial report as presented.

MOTION CARRIED

PAYMENT OF BILLS:

A motion was made by McPherson and supported by Hutson to accept to pay the bills in the amount of \$14,297.47.

YEAS: Costine, Gallagher, McNiven McPherson, and Hutson NAYS: None

MOTION CARRIED

COMMENTS BY COMMISSIONERS:

McNiven, Gallagher, Costine, McPherson and Hutson: None at this time.

Comments by Housing Director:

- Management Review for 2011 has been closed and all findings have been corrected.
- MSHDA/MAMM will continue to be the contract administrator for HUD for our project.
- Debbie Seaman has been coming over in the afternoon from 7-10 hours/week to help in the office.
- Currently there is one vacant unit. In the process of filling it.
- Our contract renewal is not completed yet. We submitted request for an additional 20 year contract (option 2). Waiting for the appraisal company to complete the Rent Comparability Study.
- Copy of the PILOT letter to be reviewed by Council was given to the City Manager to put on agenda for next meeting.

Comments by Contracted Maintenance:

Paape:

- Fertilized the yard with spreader
- Will be doing inspections of all units the first week of October

PUBLIC COMMENT:

Thompson: Expressed her concern with a resident on her floor. They have guests that are disruptive and occasionally stay at the apartments. Director Henry informed Thompson and the Board that the issue has been addressed and the tenant's guardian has been contacted.

OLD BUSINESS

- Rehab Updates
 - a. **Pre-Development Loan and Mortgage Application** – Director Henry informed the board that she received the Pre-Development Loan Check that morning from MSHDA for the studies that need to be completed. Henry and Commissioner Costine will open up an account to deposit the check since it can't be deposited with the City of Sandusky's account that they have set up for East Side Manor.
 - b. **Various Studies:**
 - Environmental Study** – Started August 30, 2011.
 - RCS/Appraisal:** Began September 14, 2011.
 - Architect/Contractor:** Toured the building August 17, 2011. Costine explained that we will still expect to go out to bid for the architect and contractor. They have to be MSHDA approved to work on project.
 - MSHDA:** Team from MSHDA toured the building August 11, 2011 to see the condition of the project.
 - Capital Needs Assessment:** This will be the next study that will be performed. This assessment will determine what MSHDA requires that if

we do the rehab, what we will have to do for updates and replacements for the building.

- c. **Trip to Lansing to meet with Attorney Tom Lapka:** City Manager Dave Faber, Costine and Henry traveled to Lansing on September 15, 2011 to meet with the project Attorney Tom Lapka and Consultants Ben Fedewa and Dave Mehelich. Faber inquired how the management and transfer of the building from one entity to another worked in West Branch when they did the rehab. Lapka explained the process and said it would be structured slightly different since the Housing Commission is on the deed of East Side Manor. Costine inquired about the Management of the project since we currently were not a Management Company how did they see it Managed? MSHDA may require a Management Company for the first few years since the project will be backed by tax credits. Henry would have to go through training and fill out Management application to get qualified to become a Management Agent. Henry would most likely need to do all of the financials such as paying of the bills, payroll and accounting to qualify as an agent.

NEW BUSINESS

Human Development Contract (HDC) for Dining Room: Henry provided a contract form the Human Development Commission to use our dining facility. The requested contract amount remained the same for \$300.00 per month. A motion was made by Costine and supported by McPherson to renew the Dining Center contract for \$300.00 per month for the next year.

MOTION CARRIED

Snow Plowing Bid: One bid from Oswald's was submitted for the same price quoted the last 2 years for \$60.00/plowing of the parking lot and driveways. A motion was made by Hutson and supported by Gallagher to approve the bid as presented for this winter season.

MOTION-CARRIED

Computer Bid: A bid was submitted for another computer for the office for Office Assistant Debbie Seaman that is compatible with HUD software. A bid was submitted from Sanilac Computer Products for \$1373.99. A motion was made by McPherson and supported by Hutson to approve the bid as presented.

MOTION-CARRIED

With no further business to be presented to the board, a motion was made by Gallagher and supported by McPherson to adjourn the meeting at 11:45AM.

Marguerite McNiven, Chairperson

Susan M. Henry, Housing Director

