

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Apartment Towers Community Room
300 N 5th Street
Manhattan, KS 66502
January 19, 2005
5:30 p.m.**

Members Present: Ida Jane Leupold, Chair
Randy Stitt
Bruce Snead
Gary Olds
Katherine Burgess

Members Absent: David Craft
Jerry Lowenstein

City Commission Liaison: Bruce Snead

Staff Present: Jai Johnson, PHM, Executive Director
Mandy Thomas, Administrative Assistant
JoAnn Sutton, PHM, Asst. Executive Director

I. CALL TO ORDER

Ida Jane Leupold, Chair, called the meeting to order at 5:40 p.m.

II. OPEN FORUM

- a. New Comments/Concerns: None.
- b. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.

III. MINUTES

It was moved and seconded to approve the minutes of December 15, 2004 and January 12, 2005 as presented. Motion carried.

IV. EXECUTIVE DIRECTOR REPORT: Jai introduced her new husband (Mr. James Demby) to the Board of Commissioners and answered commissioner questions.

V. COMMISSIONER COMMENTS

Bruce informed the commissioners regarding the tax credit application from R & J Investment Group. The City Commissioners approved the resolution for the tax credit units which will be constructed on the vacant lot at Flint Hills Place. During the discussion of the tax credits units Mr. Moore from R & J Investment Group requested the City of Manhattan donate the land for the project. Several City Commissioners had concerns regarding the value of the land and instructed City staff to research the information. Jai thanked Ida and Gary for attending the City Commission meeting.

Kathy presented Jai with a newspaper article on the Council Bluffs, Iowa Family Self Sufficiency Program. Kathy stated staff should contact the coordinator in Council Bluffs to help with our program. Jai stated the Family Self Sufficiency program slots are currently filled and MHA staff has attended training with participants from other states FSS programs but she should pass the article to the appropriate staff member.

VI. OLD BUSINESS

- a. By-Laws Revisions: Jai stated since no action has been taken regarding the By-Laws it would remain on the agenda as Old Business. It will be placed on the agenda for the February meeting. Bruce requested the By-Laws be reviewed by the City and Housing Authority attorneys. The Board agreed to have both attorneys review the By-Laws.
- b. 501(c)3 Application: Jai stated the application was ready to be submitted (Varney and Associates) and the Housing Authority should know the results by early summer.

Ida requested the Board of Commissioners move to discuss new business due the executive session on the agenda under Old Business.

VII. NEW BUSINESS

- a. Credit Card Policy, Resolution No. 011905-A: Jai explained the credit card policy and answered commissioner questions. Kathy moved to approve Resolution No. 011905-A, Credit Card Policy, as presented. Bruce seconded. Bruce stated the policy should state credit cards issued to the Housing Authority and exclude Bank of America from the policy. Randy requested staff acknowledge the policy by signing it. Motion carried. Gary arrived at this time.
- b. Housing Authority Property Insurance: Jai stated the Housing Authority property insurance increased by 42% and the property value increased by 24% due to the reevaluation of the property for the new insurance carrier. Jai stated the Housing Authority pays for property insurance and Payment In Lieu Of Taxes (PILOT) even though the Housing Authority does not own the property. Gary stated the increase may be due to the property replacement value and most carriers do not want to insure Public Housing Authorities due to the high risks associated. Gary stated there is no need for the Housing Authority to have replacement costs due to the minimal chance for a total loss due to Manhattan's Emergency Response departments.

Gary questioned Jai on the PILOT and if there was an issue with the Department of Housing and Urban Development.

Jai stated the Department of Housing and Urban Development does not understand why the Housing Authority uses federal monies to pay for property insurance and the PILOT when the Housing Authority does not own the property. Jai stated the Housing Authority's name only appears on the deed for Pottawatomie Court and Hudson Circle. Kathy questioned Jai on the legal name of the Housing Authority. Jai stated it was the City of Manhattan Housing Authority.

Bruce stated he would request the following questions from the City Manager and City Finance Department:

1. What is the cost ratio to replacement
2. Why a 24% increase from last year
3. What the premiums are compared to property value
4. Will the HA pay a partial payment if ownership is changed in 2005
5. What happened to the other City property values or was the Housing Authority singled out due to the risks associated
6. How claims will be paid per property or per occurrence

JoAnn informed the Commissioners the City of Manhattan stated all property values increased but did not state how much of an increase. Gary questioned staff if the policy states per property or per occurrence under claims. JoAnn stated the Housing Authority requested the information but never received an answer.

VIII. OLD BUSINESS

- a. Move into Executive Session to Discuss Executive Director Evaluation: Kathy moved to recess in to Executive Session to discuss non elected personnel issues until 7:00 p.m. Randy seconded. Motion carried.

The Commissioners recessed out of executive session at 7:15 p.m. Bruce moved to recess into to Executive Session to discuss non elected personnel issues until 7:35 p.m. Gary seconded. Motion carried.

The Commissioner recessed out of executive session at 7:35 p.m. Gary questioned the Commissioners regarding the policy for attendance at meetings and who was responsible for contacting the absentees. Bruce read the language in the by-laws regarding absenteeism of Commissioners.

Bruce moved to recess into executive session to discuss non elected personnel issues until 8:00 p.m. Kathy seconded. Motion carried.

The Commissioners recessed out of executive session at 8:00 p.m. Bruce moved to recess into executive session to discuss non elected personnel issues until 8:10 p.m. Kathy seconded. Motion carried.

- b. Take Action on Executive Director Evaluation: The Commissioners agreed the Chair will provide the Executive Director with an overall rating for the evaluation by January 24, 2005.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Ida Jane Leupold, Chair

G:/Bd Commisisoners/Minutes/2005/011905/Regular Meeting