

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
July 14, 2010
5:30 p.m.**

Members Present: Eileen Meyer
Ida Jane Leupold
Lorenza Lockett
Jan Galitzer
Bob Strawn

Members Absent: Randy Stitt
Phil Anderson

City Commission Liaison: Bob Strawn

Staff Present: JoAnn Sutton, Executive Director
Mandy Thomas, Assistant Executive Director
Michael Wilhoite, Facilities Supervisor
Patrick O'Neil, Special Projects Manager/HR
Marvin Rhodeman, Maintenance Worker I

I. CALL TO ORDER

Eileen called the meeting to order at 5:35 p.m.

II. OPEN FORUM

- a. New Comments or Concerns: There were no new comments or concerns.
- b. Five Year Service Award: JoAnn presented Marvin Rhodeman, Maintenance Worker I, with a Certificate of Appreciation and a Service Award check in recognition of five (5) years of service to the Manhattan Housing Authority.
- c. Adjournment Time: Adjournment time was set for no later than 7:30 p.m.

III. MINUTES

Jan moved to approve the minutes of the June 23, 2010 Regular meeting as presented. Lorenza seconded. Motion carried 5-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. Five staff members have been enrolled in a conversational sign language course. Classes will be held once a week in the evening for eight (8) weeks.
- b. A PIH Notice has been issued regarding available funds for emergency safety and security projects. The Housing Authority will be working to complete the funding application; if awarded, funds will be used for fencing, security cameras and other safety measures.
- c. JoAnn informed the Board that October is "Housing America" month; JoAnn will join Karen Davis, Director of Community Development on October 5, 2010 to receive a proclamation from the City Commission.

The Housing Authority is also participating in a NAHRO sponsored poster contest for children residing in federally assisted units. Winning submissions from the Housing Authority will be sent to the Kansas Chapter NAHRO for state-wide judging.

- d. The Housing Authority has been awarded \$2000 in Kansas Career Work Study grant funds to hire a KSU student to perform clerical and other duties for the Housing Authority. Staff will also be attending the KSU Part-time Opportunities Fair on August 26, 2010, to distribute employment applications for the position.
- e. JoAnn provided the Board with copies of a newspaper article regarding HUD's proposed Transforming Rental Assistance (TRA) initiative.
- f. The Housing Authority has reported to HUD the creation of 7.5 jobs through the use of ARRA funds. The projects completed through ARRA funds have also allowed companies to keep employees working who may have otherwise been laid off.

V. COMMISSIONER'S COMMENTS

- a. Bob asked if the Housing Authority had any Spanish speaking staff members to assist clients. JoAnn stated that there were no current employees who spoke Spanish. The Housing Authority utilizes the Language Line hotline to provide translation for non-English speaking clients.

VI. OLD BUSINESS

- a. T-Mobile Cell Site Lease Modifications: JoAnn stated that she had made a counter proposal to T-Mobile regarding proposed modifications to the current lease agreement for rooftop space; the offer was not accepted; T-Mobile in turn counter offered at less revenue than proposed in the original lease modification. JoAnn informed the Board that she had not received return calls from AT&T regarding possible interest in entering into a lease agreement if T-Mobile did not renew its lease with the Housing Authority. Jan asked what the outcome would be if the Board did not agree to any of the proposed lease modifications. JoAnn stated that T-Mobile would either give a 60 day notice of non renewal for the current lease or agree to renew the lease agreement under the current terms. If the lease were not renewed, T-Mobile would be responsible for the removal of all equipment and restoring the roof to its original condition. Bob moved that the Housing Authority decline to accept any of the lease modification proposals presented by T-Mobile's representatives. Jan seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.

VII. NEW BUSINESS

- a. Revised Schedule of Charges for Tenant Caused Damages (MHA-owned Public Housing) – Resolution No. 071410-A: JoAnn explained that the proposed revisions were necessary to reflect changes in material costs for certain common repair items. Most of the price increases are minor, with

the exception of replacement of toilets at Apartment Towers, which have increased due to the discontinuation of the product and difficulty in finding replacements. Michael added that replacement of the toilets is rarely needed. The format of the schedule has also been changed for easier reading. Jan moved to approve Resolution No. 071410-A, adopting the Revised Schedule of Charges for Tenant Caused Damages. Bob seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.

- b. Schedule of Charges for Tenant Caused Damages (Gardens & FHI) – Resolution No. 071410-B: JoAnn explained that since the completion of The Gardens at Flint Hills and the rehabilitation of Flint Hills Place, the Housing Authority had accumulated historical cost information of replacement parts for each development; therefore, the proposed schedule of charges is presented with knowledge of actual cost of parts that have routinely been purchased for these developments. JoAnn added that labor costs were higher than under the Public Housing schedule of charges due to the Housing Authority having a management contract (rather than ownership) of the two properties. Jan moved to approve Resolution No. 071410-B, adopting the Schedule of Charges for Tenant Caused Damages for The Gardens and FHI. Ida Jane seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.
- c. One Strike Policy Revision (Section 8) – Resolution No. 071410-C: The Housing Authority is required to implement a One Strike Policy for drug related and/or violent criminal activity; the current policy was established in 1996 and last revised in 2008. JoAnn explained that under the current One Strike Policy, which applies to both Public Housing and Section 8, there are many provisions that apply to only one of the programs. The proposed revision separates the policy into separate policies for Section 8 and Public Housing. The proposed Section 8 policy removes references to lease enforcement, as the Housing Authority is not responsible for the enforcement of Section 8 participant's leases. If approved, the Housing Authority will send copies of the revised policy to all Section 8 participants to allow for public comment and review. Lorenza moved to approve Resolution No. 071410-C, adopting the Revised One Strike Policy (Section 8). Bob seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.
- d. One Strike Policy Revision (Public Housing) – Resolution No. 071410-D: JoAnn informed the Board that the proposed revision would create a separate One Strike Policy for the Public Housing program to provide clarification for staff and residents. If approved, residents will be provided with a copy of the revised policy for public review and comment. Lorenza moved to approve Resolution No. 071410-D, adopting the Revised One Strike Policy (Public Housing). Bob seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.

- e. Annual Statement-2010 Capital Fund Program – Resolution No. 071410-E & Annual Statement-2010 Replacement Housing Fund – Resolution No. 071410-F: JoAnn stated that the Board is now required by HUD to approve the Housing Authority’s Annual Statement for the Capital Fund program; Board approval has not been previously required by HUD since the Annual Statement was previously approved with the Annual and Five Year Plans. All Capital Funds received will be placed into Operations and some will then be used for capital projects. The Board must also approve the Annual Statement for Replacement Housing Funds. JoAnn stated that she had not yet received a response from HUD regarding the decrease in RHF for 2010; however, the Board is still required to approve the Annual Statement. Jan moved to approve Resolution Nos. 071410-E & 071410-F, adopting the Annual Statements for the 2010 Capital Fund Program and for the 2010 Replacement Housing Funds. Bob seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.
- f. Disposal of Obsolete Equipment – Resolution No. 071410-G: JoAnn explained that the Housing Authority must periodically dispose of obsolete or unsafe equipment which can no longer be used. Items are stripped of salvageable parts to be used as replacements. Many of the items on the disposal list were removed during HVAC and water heater replacement projects at Hudson Circle and Pottawatomie Court and were disposed of by contractors upon removal as required in project contracts. Bob moved to approved Resolution No. 071410-G, adopting the Disposal of Obsolete Equipment. Lorenza seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.

VIII. EXECUTIVE SESSION

- a. Eileen recessed the Board into Executive Session until 7:00 p.m. for the purpose of preliminary discussions regarding the acquisition of real estate.

Bob moved that the Board reconvene from Executive Session at 7:00 p.m. and immediately recess back into Executive Session until 7:10 p.m. for the purpose of continued discussion. Jan seconded. Motion passed by roll call vote 5-0.

Bob moved to close the Executive Session and reconvene the Regular meeting at 7:10 p.m. Jan seconded. Motion passed by roll call vote 5-0.

Jan moved to table the issue from Executive Session for further discussion at the August Regular meeting, for the purpose of gathering more information. Lorenza seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 4-1.

Bob stated that he did not feel there was a need for the Board to reconsider the issue at the August Regular meeting, as it seemed the Board was in agreement on the issue. After further discussion, the Board agreed that there was no need to table the issue. Bob moved to reconsider the

previous motion. Lorenza seconded. Eileen called for a roll call vote. Roll call vote carried 5-0.

Jan moved to direct JoAnn to inform the interested parties involved in the discussions of the Executive Session that the Housing Authority was not interested in pursuing the proposed real estate acquisition at this time. Bob seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 5-0.

IX. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:20 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair