

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
APARTMENT TOWERS COMMUNITY ROOM  
Manhattan, KS 66502  
August 15, 2007  
5:30 p.m.**

**Members Present:** Ida Jane Leupold  
Gary Olds  
Torry Dickinson  
Bruce Snead  
Eileen Meyer  
Jayme Morris-Hardeman

**Members Absent:** Randy Stitt

**City Commission Liaison:** Bruce Snead

**Staff Present:** JoAnn Sutton, PHM, Executive Director  
Mandy Thomas, Assistant Executive Director  
Patrick O'Neil, Special Projects Manager  
Michael Wilhoite, Facilities Supervisor  
Jason Smith, Resident Services Coordinator  
Billye Guliford, Section 8 Coordinator

**I. CALL TO ORDER**

Ida 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. SAF Contest Winners: Jason Smith presented awards for the 2007 SAF Essay Contest winners. Ida asked if an essay contest would be continued after 2007 Special Alcohol Fund grant was expended. JoAnn stated that other funds would be sought out to continue similar contests and that the Housing Authority would apply for 2009 SAF funding.
- c. FSS Graduate Presentation: Billye gave a brief description of the goals and accomplishments of Karen Gray, FSS graduate. An escrow check was presented to Karen and she gave an account of what the FSS program had meant to her.
- d. Adjournment Time-7:30 p.m.: Adjournment time was set for 7:30 p.m.

**III. MINUTES**

Gary moved to approve the minutes of the July 18, 2007 Regular Meeting as presented. Bruce seconded. Motion carried 4-0, with 2 abstentions.

**IV. EXECUTIVE DIRECTOR'S REPORT**

- a. JoAnn introduced Jayme Morris-Hardeman as a new Board Member. Jayme will fulfill the unexpired term of Carol Gould.
- b. JoAnn gave a report on the Staff Retreat held on August 10, 2007. Staff had discussions regarding the need to make changes to sick and vacation accrual policy and project-based accounting changes, and participated in team-building exercises.
- c. JoAnn gave an update on the open Maintenance Worker I position. One maintenance worker was hired through Express Personnel, with one other interview scheduled. A part-time Custodial position remains open.
- d. A representative from Northwestern Mutual Financial Services visited with staff on site to discuss retirement savings. The Housing Authority will be offering payroll deduction for employee contributions to a retirement savings plan. A future Board Agenda item may be Housing Authority matching contributions to an employee IRA plan.
- e. An updated Board Roster was given to Board members.

**V. COMMISSIONER'S COMMENTS**

- a. Torry commented on the discussion from previous Board meeting regarding the COLA and Merit Increases for staff. Torry pointed out that state agencies often contract work to non-profits because these usually have lower salary costs. Torry stated that the families of non-profit employees also sacrifice as well, since many times employees could receive higher salaries in the private sector, and that the families' commitment should also be respected.
- b. JoAnn asked when the Board would like to have the COLA and Merit Increases placed on the Agenda. Gary asked when the issue is usually on the Agenda. JoAnn replied that it is usually placed on the Agenda for October or November. Bruce stated that the City had recently determined the COLA for City employees will be 2.8%. After more discussion, it was agreed to place the issue on the Agenda for October.
- c. JoAnn stated that the Housing Authority had not been able to find information for the small business program that Torry had asked about at the previous Board meeting.
- d. Bruce stated that there would be a Housing Summit sponsored by the Chamber of Commerce and Ft. Riley on August 28<sup>th</sup>.
- e. Ida stated that she did not feel that Commissioners should be involved in issues that should be handled by Housing Authority Staff and that these matters should be dealt with by the appropriate Staff member.

**VI. OLD BUSINESS**

- a. An update on The Gardens was given. The trees which were planted on the wrong side of the property line have yet to be removed. Stakes marking the property line were removed before the trees were able to be moved. The lines will be re-marked and the trees moved. The Developer advised that he had received a request from the Contractor asking for

release of retainage money. JoAnn informed the Developer that there were some ongoing issues and she did not feel it appropriate to release the money at this time, however it was the Developer's decision to make. Lease-up is proceeding smoothly. Property management fees are being received and major problems seem to be corrected. A Compliance Review will be conducted in September.

- b. An update of the Flint Hills Place redevelopment was given. JoAnn has received a draft approval letter for the Flint Hills Place redevelopment and a closing date has been set for August 30, 2007. Bruce asked that JoAnn give a brief overview of the project for Jayme, which JoAnn provided. JoAnn received an e-mail with concerns from Kansas Equity Fund, however JoAnn contacted HUD and the issue should be able to be resolved. JoAnn asked for approval from the Board to authorize JoAnn to sign documents to execute the closing of the transactions for Flint Hills Place. Bruce move to authorize the Executive Director to execute any documents necessary for the closing of the transaction related to Flint Hills Place. Torry seconded. Ida asked for comments or discussion. There were no further comments or discussion. Ida called for a roll call vote. Roll call voted carried 6-0. JoAnn stated that the environmental review should be completed next week. Legal counsel expressed some concerns regarding debt service. The Housing Authority will have authority to execute the First Right of Refusal, but at this time would not have the authority to exercise the rights of the document without City approval to borrow funds, if necessary.

## **VII. NEW BUSINESS**

- a. 2008 Agency Plan Public Hearing: JoAnn stated that this would be the first of two Public Hearings for the Agency Plan. JoAnn gave a brief overview of the Agency Plan's purpose. The plan is a guide for HUD as to what the Housing Authority will be doing in 2008 and for the next five years. The Quality Housing and Work Responsibility Act of 1998 mandated that all housing authorities have an Agency Plan. The Agency Plan was presented to the Resident Advisory Board on August 13, 2007 for input. The Agency Plan includes any new or revised policies of the Housing Authority. The Capital Fund projects will not include any improvements for Flint Hills Place due to the redevelopment project. Funds will be withheld for fire sprinkler system for Apartment Towers. The Housing Authority will also re-apply for grant funds for this project that were not previously awarded. JoAnn asked for questions or comments. There were no questions or comments from the Board or community members. JoAnn stated that the Agency Plan will be placed on the Agenda for the September Regular Meeting. This will be the second Public Hearing and a Resolution will be presented to the Board for approval.

- b. Revised Pet Policy-Resolution No. 081507-A: JoAnn explained that the need for a Pet Policy had been implemented by QHWRA of 1998 and that several revisions of the policy had been previously adopted. The policies of other housing authorities and legal comments were reviewed when preparing the proposed revisions. JoAnn stated that the revisions were needed to better define terms within the policy. Torry asked why dogs within Public Housing units could not be de-barked, but cats can be required to be de-clawed. JoAnn stated that HUD regulations specify that the Housing Authority cannot require de-barking, but that there is no regulation stating that de-clawing cannot be required. Ida asked about the Pet Deposit being used as payment for damages or un-paid rent. Ida stated that she was under the impression that this was not legal. JoAnn stated she had also believed that this was not legal but that after checking with legal counsel and HUD staff that this was a legal practice. Ida asked Gary how he handled pet deposits in rentals. Gary stated that he had non-refundable fee for pets. JoAnn stated that the policy had been reviewed and approved by legal counsel. Gary asked about the expansion of exclusions for assistive and companion animals. JoAnn stated that there are different views as to what constitutes “assistive”, “companion” and “therapy” animals. Torry moved to approve Resolution No. 081507-A, adopting the Revised Pet Policy. Bruce seconded. Ida asked if there was any further discussion. Bruce added that the City had updated its dangerous dogs ordinance, but that he believed the policy required a higher standard than the ordinance. There were no further comments or discussion. Ida called for a roll call vote. Roll call vote carried 6-0.

### **VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 6:20 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair