

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**June 25, 2013**

The Regular Meeting of the City of Manistee Housing Commission was held on June 25, 2013 at 4:00 p.m. at the City Council Chambers.

Members Present:

- President Dale Priester
- Treasurer Elbert Purdom
- Commissioner Donna Korzeniewski

Members Absent:

- Vice-President Doug Parkes
- Commissioner Cheryl Stephison

Staff Present

- Housing Coordinator Lorna Perski
- Executive Director/Commission Secretary Clinton McKinven-Copus

**Amendments to the Agenda**

There were no Amendments to the Agenda.

**Approval of May 28, 2013 Minutes**

Motion to Approve: Donna Korzeniewski

Motion Seconded: Elbert Purdom

Motion Approved

**Old Business**

None

**New Business**

**Resolution 2013-06 Utility Allowances – October 1, 2013.**

Each year we have to adopt new Utility Allowance Schedule for residents who pay their own utilities. Siemens does a cost analysis. A list of the pricing is included in the Commissioner packets. Some allowances increased and some decreased and will become effective October 1, 2013. Utility allowances vary by unit bedroom size and utilities tenant is required to pay.

Motion to Approve: Elbert Purdom

Motion Seconded: Donna Korzeniewski

Motion Approved

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### Resolution 2013-07 Effective Commissioner Training (on-site)

Training is scheduled for 8 hours in one day. It has been tentatively scheduled for October 26, 2013.

Motion to Table until July 23, 2013: Donna Korzeniewski

### Resolution 2013-08 – Updating of Cash Management – Internal Control Policy

The standard operating procedures need to match up with the Internal Control Policy. There were changes in the check signing rotation. Al and Dale are taking the rotation, and if they are not available, then the others will fill in. Postage information has changed in the policy, and postage meter information was added in case we go back to the postage meter. Some of the verbiage changed under petty cash and the cash box. The last change authorizes Clint to make ensure there are procedures in place to support the policy.

Motion to Approve: Elbert Purdom

Motion Seconded: Donna Korzeniewski

Motion Approved

### Director's Report

Commissioners discussed and reviewed the Director's Report.

### Finances

May 2013 Financial Reports were reviewed.

### Communications

There were no Communications to report.

### Public Comment

There were no Public Comments at this meeting.

### Commissioner Reports or Concerns

There were no Commissioner Reports or Concerns.

### Adjourn

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Motion to Approve: Donna Korzeniewski

Motion Seconded: Elbert Purdom

Motion Approved

Meeting adjourned at 5:00 P.M.

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Dale Priester  
President

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Clinton McKinven-Copus  
Executive Director  
Commission Secretary