

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

April 23, 2013

The Regular Meeting of the City of Manistee Housing Commission was held on April 23, 2013 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was opened at 4:11 p.m. by President Dale Priester.

Members Present: President Dale Priester, Vice-President Doug Parkes and Treasurer Elbert Purdom.

Members Absent: Commissioner Donna Korzeniewski, Excused.

Amendments to the Agenda

Renaming Item #11 to Potential Action on Union Wage Opener Negotiation.

Item #12 becomes Commissioner Reports/Concerns

Item #13 becomes Motion to Adjourn

Approval of Minutes

There were three sets of minutes for board review.

- Annual Meeting of March 26, 2013
- Regular Meeting of March 26, 2013
- Work Session Minutes of April 17, 2013

Doug Parkes made a motion to approve all three minutes as written. Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

Old Business

There was no Old Business to discuss at this meeting.

New Business

Resolution 2013-04 Submission to HUD of Recovery Agreement Accomplishments - Some the items that have been address are: Aggressive Lease Enforcement, Documentation of HUD requirements presented to Judge, Training on EIV System, Letter from Attorney, Working with Great Lakes Collection Agency to collect bad debt, etc. Treasurer Purdom asked for a list of dates when the bad debt write-offs occurred. **Doug Parkes made a motion to approve Resolution 2013-04 Submission to HUD of Recovery Agreement Accomplishments.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

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Director's Report

Under Key Indicators the Occupancy Reports are between 98 and 99%. The houses are dragging our time down right now as there are repairs that need to be made.

Unit Turns are really good with an average of 7.6 day. HUD requires a 20 day unit turn.

Vacancy Categories fall mainly in the other category.

The Financial Reserves were at 3.7 months for February at \$337,510.00 and 3.6 for March at \$328,144.00.

Finances

There was a loss in February 2013 of \$9,414.97. This was due to overpayments and unusual contract work for damage due to the power outage that occurred in 2012.

Clint reported that he thought that the March 2013 financial reports would be good, but there were payments indicated in the General Fund that should have been classified as CFP. There was also an issue with the correct amount coming out of payroll for an employee that has a child on the insurance, as the employees pay 50% of insurance for a child. Elbert noted that there was no water usage recorded in March and that February and March bills were paid in the same month. He also noted that the electric expense seemed high. Clint will check with Darrin.

On the DVG Operating Budget, we receive a management fee that we can transfer to the General Fund. We don't bill those units for maintenance cost.

Dale mentioned that we had not accepted the January 2013 Financial Statements, they had previously been tabled. **Doug Parkes made a motion to accept the January 2013, February 2013 and March 2013 Financial Statements and place them on file.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

Communications

There were no communications

Public Comment

There were no Public Comments

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Executive Session

At this time, **Doug Parkes made a motion for the board to go into Executive Session at 4:39 p.m. to discuss a Wage and Benefit Opener that was agreed to with the 2012 Steel Workers Union Contract.**

Dale Priester made a motion to return to the Regular Meeting at 4:59 pm.

Potential Action on Union Wage and Benefit Opener

There was no action taken at this time on the Union Wage and Benefit Opener negotiation.

Commissioner Report/Comment

There were no Commissioner Reports or Comments.

Adjournment

There was no further business to discuss. **Doug Parkes made a motion to adjourn the meeting at 5:02 p.m.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary