

# CITY OF MANISTEE HOUSING COMMISSION

Tuesday, December 16, 2014

**Community Room - Harborview**

4:00 PM

## AGENDA

1. Call to Order/Roll Call
2. Public Comments on Agenda Related Items

*This is an opportunity for citizens to comment on items on the Agenda. Citizens in attendance may be recognized by the Commission President. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments on agenda items only at this time.*

3. Consent Agenda

*All agenda items marked with an asterisk (\*) are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will be taken up during the regular portion of the meeting.*

*Consent Agenda items include:*

- a. Approval of Minutes
  - 1) Regular Meeting Minutes, November 18, 2014
- b. Financial Reports
  - 1) Public Housing Financial Statements
    - a) *Not available for meeting*
  - 2) Domestic Violence Grant Program
    - a) *Not available for meeting*
  - 3) Security Deposit Reconciliation
    - a) October 2014
    - b) November 2014
4. Amendments to Agenda
5. \*Approval of Minutes
6. Old Business

*None*
7. New Business
  - a. Resolution 2014-22 December Write-off of Doubtful Accounts
  - b. Resolution 2014-23 Meeting Schedule January--June 2015
  - c. Resolution 2014-24 Executive Director Employment Agreement
8. Report of the Executive Director

- a. Key Performance Indicators
- b. Discussion Notes
- 9. Other Staff Reports

*None*

- 10. Committee Reports

*None*

- 11. \*Finances

- 12. Communications

*None received*

- 13. Public Comment

*This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.*

- 14. Commissioner Report/Comment

- 15. Adjournment

**CITY OF MANISTEE HOUSING COMMISSION**  
**Meeting Minutes**  
**November 18, 2014**  
**Regular Meeting Minutes**

**Meeting Start Time:** The meeting was called to order by President Dale Priester at 4:02 p.m.

**Roll Call:**

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

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

**Others Present:**

- David Bachman, Public Safety Director

**Consent Agenda**

Motion to Approve Consent Agenda Items: Doug Parkes

Second: Donna Korzeniewski

Approval: AIF

**Amendments to the Agenda:**

There were no Amendments to the Agenda

**Special Guest: Public Safety Director David Bachman**

David Bachman, Director of Public Safety talked about alleged non-response of the police department to our calls. There was a call yesterday with a semi-truck that had been running for several days in the Harborview Parking Lot. It was reported there was no response by the police. The officers did respond and the truck had been moved. They didn't realize they were supposed to come in and talk to the resident manager and report the outcome to her. Dave said that a lot of the complaints that they get calls about that are bogus, and there are no charges that they can file, or nothing they can do about a disagreement

City of Manistee Housing Commission Minutes

Meeting Date: 11-18-14

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with your neighbor. They are not police issues. Dave Lanning, Resident Manager at Century Terrace reported that he always gets a response from the city police on any call he has made. Mr. Bachman also reported that everyone in the fire department will soon be paramedics. He offered to provide any kind of instructional meeting that is needed to provide information for tenants. He said that he felt his team has a quick response time when responding to our buildings.

Old Business:

There was no Old Business to discuss.

New Business:

Resolution 2014-19 Authorization of Retirement

Motion: Doug Parkes  
Second: Elbert Purdom  
Approval: AIF

Resolution 2014-20 Approval of Job Description Updates – Admin Clerk I & II

Motion: Donna Korzeniewski  
Second: Doug Parkes  
Approval: AIF

There will also be cross training of all staff members after new hires are in place and trained.

Resolution 2014-21 Amendment of the 2014 Operating Budget

Motion: Donna  
Second: Elbert  
Approval: AIF

The amount on Admin line 4182 uncompensated benefits will be distributed in 2015 through the Management Improvement line in the budget. There will be an increase in wages for the Housing Coordinator and the Bookkeeper/Financial Analyst. This will increase our budget expenses for 2015. Union wage increases will be discussed at contract renewal in May 2015. Employees in the top five positions had to fill out a form earlier which included their job descriptions. They were compared with other housing authorities locally and nationally. We needed to comply with this survey that was performed based on information provided. A step program needed to be used in the wage increases. The change in the budget includes a one-time pay out, plus the wage increases.

Executive Director's Report:

The usual Key Performance Indicators were discussed.

Vacant unit turn-around time is being tracked now. Are there common months that vacancies occur? Tracking of our unit turnarounds will give us this information. Tracking will be by building and by unit.

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The Security Deposit reports for August and September have changed.

The extraordinary maintenance amount of \$85,000.00 was the grant for the Demolition of the Plating Buildings between Century Terrace and Harborview. Darrin our accountant had not processed this separately as a grant, as it should have been. The October Financial Reports have now been corrected.

Other Staff Reports:

There were no staff reports.

Communications:

No Communications received.

Public Comment:

Eight members of the public were present at the meeting. The following items were discussed: The Ventilation System at Harborview. Clint reported that there was a problem with the Air Uptake Handlers and the Energy Performance Contract. He had talked to the architect about going around the problem. There was a window leaking water in one of the units and it was reported that the wind blows in through the windows so you can see the curtains moving, when the wind is from the West.

Commissioner Report/Comments:

Donna noted that Personnel Committee Reports are due. She has received two of the reports. She had not heard from Mitch Diesch at the City of Manistee. When a final policy is created it will be run by Mitch to see if he has any comments. The policy will be ready for approval at the December 16, 2014 meeting. Our next work session meeting could be used to create the policy.

Meeting Adjourned

Motion: Donna

Second: Doug

Approval: AIF

Time: Adjourned at 4:58 p.m.

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Dale Priester

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Clinton McKinven-Copus

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President

Executive Director/Secretary  
City of Manistee Housing Commission

DRAFT

City of Manistee Housing Commission Minutes

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**Discussion Notes**

**Commission Meeting:** December 16, 2014  
Clinton McKinven-Copus, Executive Director

**General Information**

Procurement of Services, Materials and Construction  
Per CMHC Procurement Policy as amended August 25, 2009:

Micro Purchases (purchases of less than \$2,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>None</b>				

Competitive Proposal (purchases greater than \$100,000)				
Authorization Required: Executive Director & Board of Commissioners				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>None</b>				

Small Purchases (purchases greater than \$2,000 and under \$100,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>Repair of roofing system above west stairwell at Century Terrace</b>	Quotation for Small Purchase	Bob's Roofing Co., Inc.	X	\$3,973.00
		G. Freeland Roofing Systems, Inc.		\$5,100.00

**Communications Received**

*None*

**Old Business**

*None*

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## New Business

**Resolution 2014-22: Write Off of Doubtful Accounts**



**SNAPSHOT:** The resolution approves the write off of doubtful accounts for the time period of July 1—December 1, 2015

**Resolution 2014-23: Establishment of Regular Monthly Meetings January—June 2015**



**SNAPSHOT:** The updated By-laws of the Housing Commission moved the Annual Meeting from January to June of each year. The Commissioners regular meeting and work session schedule are set at the Annual Meeting. This resolution provides for the establishment of regular and work session meetings for the gap period of January—June created by the adoption of our updated By-laws.

**Resolution 2014-24: Executive Director Agreement**



**SNAPSHOT:** The resolution approves the annual agreement between the Housing Commission and the Executive Director. Other than changing the date, there has been not adjustments to the agreement.

Resolution 2014-21 comes as a recommendation from the Personnel Committee.

## Finance

Financial statements from our accountant are unavailable for this meeting and will be forwarded to Commissioners when available.

Please review all financial statements and staff notes within your packet.

[NOTE: Due to Federal Privacy Act rules all financial statements and/or documents containing names or personally identifying information of tenants has been redacted.]

### Key Performance Indicators

Reporting Month: December 16, 2014

#### Occupancy

#### Occupancy: As Of December 10, 2014

Property	Total Units	Total Occupied	Occupancy Rate
HA Wide	218 <sup>1</sup>	210	96% <sup>2</sup>
Century Terrace	119	118	99%
Harborview	48	47	98%
Scattered Sites	47	45	96%

<sup>1</sup>Represents total number of public housing units managed and used in calculating occupancy by HUD. The CMHC has 214 public housing units available to rent and 4 public housing units designated by HUD for the management offices.

<sup>2</sup>Represents occupancy rate using formula of  

$$\text{Total Occupied Units} / \text{Total Units (218)} = \text{Occupancy Rate}$$

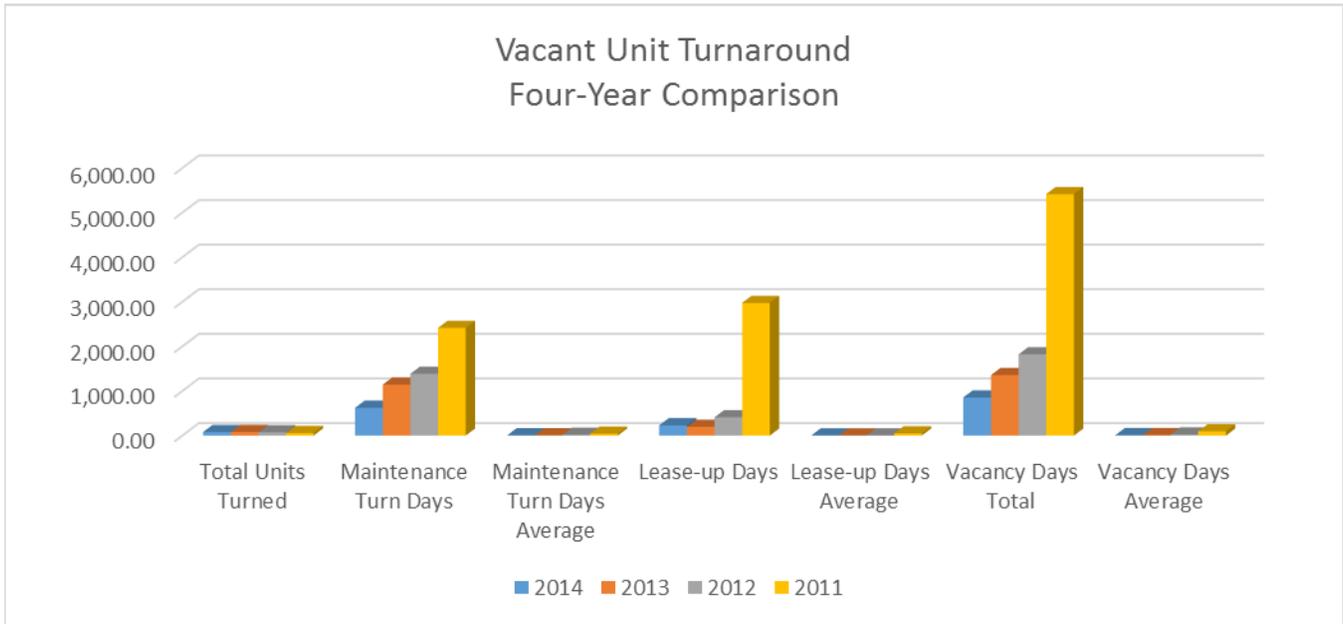
#### Vacant Unit Turn Around Time

01/01—12/10

2011-2014

	Total Units Turned	Maintenance Turn Days	Maintenance Turn Days Average	Lease-up Days	Lease-up Days Average	Vacancy Days Total	Vacancy Days Average	Capital Fund Days
2014	80.00	624.00	6.83	231.00	2.89	856.00	9.73	78.00
2013	81.00	1,145.00	7.79	197.00	2.43	1,358.00	10.42	514.00
2012	75.00	1,386.00	18.59	411.00	5.48	1,823.00	24.42	0.00
2011	58.00	2,417.00	43.95	2,975.00	51.29	5,416.00	95.65	0.00
Total	236.00	5,572.00	77.16	3,814.00	62.09	9,453.00	140.22	592.00
4-Year Average	73.50	1,393.00	19.29	279.67	15.52	1,345.67	35.06	197.33

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**Financial**

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Financial statements from our accountant are unavailable for this meeting and will be forwarded to Commissioners when available.

RESERVES			
Min. Months Required (No date set for achievement by HUD)	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000		
			\$

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13

KEY FINANCIAL INDICATORS— <i>Financial Reports Not Available At This Time</i>					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$	\$	\$	\$	\$	\$ <sup>1</sup>

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<sup>1</sup>Please refer to CMHC internal documentation for further detail



# City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

## Resolution 2014-22 Write Off Of Doubtful Accounts

**WHEREAS**, it is the intention of the City of Manistee Housing Commission(the “CMHC”) to fully collect all rent and related charges assessed to residents, and

**WHEREAS**, the City of Manistee Housing Commission has made every reasonable attempt to collect on the accounts listed in this resolution,

**NOW, THEREFORE**, on the motion of \_\_\_\_\_, supported by \_\_\_\_\_, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**IT IS HEREBY RESOLVED** that the Board of Commissioners authorizes that the following accounts and said amounts owed be written off:

Name	Amount Owed	Reason	Action Taken
	\$ 209.25	Eviction	Sent to collections/recorded in EIV
	\$ 412.00	Eviction	Sent to collections/recorded in EIV
	\$ 38.00	Eviction	Sent to collections/recorded in EIV
	\$ 103.00	Moved Out	Sent to collections/recorded in EIV
	\$ 456.05	Eviction	Sent to collections/recorded in EIV
	\$ 517.68	Eviction	Sent to collections/recorded in EIV
	\$ 149.68	Eviction	Sent to collections/recorded in EIV
	\$ 99.00	Eviction	Sent to collections/recorded in EIV
	\$ 203.68	Eviction	Sent to collections/recorded in EIV
	\$ 764.89	Moved Out	Sent to collections/recorded in EIV
	\$ 216.00	Moved Out	Sent to collections/recorded in EIV
	\$ 1,602.00	Eviction	Sent to collections/recorded in EIV
	\$ 98.00	Moved Out	Sent to collections/recorded in EIV
	\$ 781.68	Eviction	Sent to collections/recorded in EIV
	\$ 1,147.00	Eviction	Sent to collections/recorded in EIV
	\$ 1,000.50	Moved Out	Sent to collections/recorded in EIV
	\$ 93.86	Eviction	Sent to collections/recorded in EIV
	\$ 435.02	Eviction	Sent to collections/recorded in EIV
	\$ 6,117.56	Eviction	Sent to collections/recorded in EIV
	\$ 2,141.05	Eviction	Sent to collections/recorded in EIV
<b>TOTAL</b>	\$ 16,585.90		

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **PASSED****

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December 2014.

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Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December 2014.

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Clinton McKinven-Copus, Secretary



# City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

## Annual Meeting Resolution 2014-23 Establishment of Regular Meetings January—June 2015

**WHEREAS**, the City of Manistee Housing Commission (CMHC) By-Laws, Section 3.3 requires that the regular meetings for the year be set at the Annual Meeting and posted in accordance with the Michigan Open Meetings Act, and

**WHEREAS**, the CMHC By-Laws adopted April 22, 2014 moved the date of the Annual Meeting from just prior to the January regular meeting to just prior to the June regular meeting, and

**WHEREAS**, CMHC, shall meet in regular and in work sessions prior to the next Annual Meeting in June 2015;

**NOW, THEREFORE**, on the motion of [REDACTED], supported by [REDACTED], and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission Board of Commissioners regular meetings between January and June 2015 be set as follows:

- Tuesday, January 27
- Tuesday, February 24
- Tuesday, March 24
- Tuesday, April 28
- Tuesday, May 26
- Tuesday, June 23

Regular meetings shall be at 4:00 PM and held in the Harborview Apartments (273 Sixth Ave.) Community Room. CMHC shall post meeting notices and cancellations at the following locations:

- City of Manistee website [www.manisteemi.gov/](http://www.manisteemi.gov/)
- CMHC Main office window (located at Harborview Apartments)
- Harborview Apartments Main Lobby

**BE IT FURTHER RESOLVED** that the City of Manistee Housing Commission Board of Commissioners work sessions between January and June 2015 be set as follows:

- Tuesday, February 10
- Tuesday, March 10
- Tuesday, April 14
- Tuesday, May 12
- Tuesday, June 9

Work sessions shall be at 4:00 PM and held in the Conference Room of the Housing Commission main office (Harborview Apartments). Additional work sessions shall be added as needed in consultation with the Housing Commission Board President and Executive Director. CMHC shall post meeting notices and cancellations at the following locations:

- City of Manistee website [www.manisteemi.gov/](http://www.manisteemi.gov/)
- CMHC Main office window (located at Harborview Apartments)
- Harborview Apartments Main Lobby

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **Passed****

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2014.

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Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2014.

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Clinton McKinven-Copus, Executive Director



# City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

## **Resolution 2014-24** **Executive Director Agreement**

**WHEREAS**, the City of Manistee Housing Commission Board of Commissioners appointed Clinton McKinven-Copus as Housing Commission Executive Director March 1, 2005, and

**WHEREAS**, Mr. Clinton McKinven-Copus has continuously served as the City of Manistee Housing Commission Executive Director since appointment March 1, 2005;

**NOW, THEREFORE**, on the motion of \_\_\_\_\_, supported by \_\_\_\_\_, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission authorizes

- President Dale Priester to execute the employment agreement between City of Manistee Housing Commission and Mr. Clinton McKinven-Copus

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **Passed****

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

## **AGREEMENT**

**This Agreement** is entered into this 16<sup>th</sup> day of December, 2014, by and between the **City of Manistee Housing Commission**, a Municipal Housing Commission (hereinafter “CMHC”), of 273 Sixth Avenue, Manistee, MI 49660, and **Clinton McKinven-Copus** (hereinafter “McKinven-Copus”). The parties agree and contract as follows:

1. **Appointment and Employment as CMHC Executive Director.** The CMHC hereby appoints McKinven-Copus as the CMHC Executive Director in accordance with the Bylaws of the CMHC to serve in the capacity of CMHC Executive Director and perform the duties and functions as described in the Bylaws, and perform such other duties and functions as may from time to time be assigned by the CMHC Commissioners. Such appointment shall continue from the original appointment and shall continue until such appointment is withdrawn by the CMHC Commission or McKinven-Copus terminates employment with the CMHC.
  
2. **Acceptance of Appointment.** McKinven-Copus accepts the appointment as CMHC Executive Director and promises to faithfully, and to the best of his efforts, discharge the duties, functions and responsibilities of such office as the same are contained in the Bylaws of the CMHC and that may be assigned from time to time by the CMHC Commissioners.
  
3. **At-Will Appointment and Employment.** McKinven-Copus acknowledges and agrees that the appointment and employment as CMHC Executive Director for the CMHC is an “at-will” appointment. The CMHC may terminate the employment of McKinven-Copus as CMHC Executive Director at its pleasure, subject to the terms and conditions contained in this Agreement only.
  
4. **Remuneration.**
  - A. **Salary and Evaluation.** During the term of appointment, McKinven-Copus shall receive a salary to be set from time to time by the CMHC Commissioners. The current annual rate of remuneration for McKinven-Copus shall be Eighty Thousand Two Hundred Fifty Dollars (\$80,250) per year, payable bi-weekly, less any applicable federal, state and all other employment related deductions. Salary shall be effective from January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year.
  
  - B. **Performance Evaluation and Salary Adjustment(s).** Performance goals and objectives will be established annually. McKinven-Copus is a full-time salaried employee of CMHC and his salary is subject to review each year by the CMHC Commissioners. CMHC Commission in its performance evaluation of McKinven-Copus shall set goals and objectives to be completed each calendar year.
  
  - C. **Fringe Benefits.** During the term of appointment, McKinven-Copus, as the CMHC Executive Director, shall also receive the following fringe benefits:
    - i. **Vacation.** McKinven-Copus shall be entitled annually to Twenty (20) days in addition to any vacation accrued but not used from previous years.

- a. Vacation exceeding ten (10) days requires preapproval of the Personnel Committee
  - b. Unused accumulated vacation days are paid out (ratio 1:1) at current rate of salary at time of separation.
  - c. Unused vacation days may be accumulated to a maximum of forty (40) days.
- ii. **Sick Leave.**
  - a. Accumulates at the rate of Eight (8) hours per month;
  - b. Accumulation limited to One Hundred Eighty (180) days;
  - c. At termination of employment, unused and accumulated sick leave paid up to \$5,000 in gross pay.
- iii. **Insurance.** McKinven-Copus shall receive insurance benefits provided other CMHC supervisory personnel excluding compensatory time but including:
  - a. Health for McKinven-Copus and spouse/dependent as provided by the CMHC Welfare Benefit Plan;
  - b. Dental for McKinven-Copus and spouse/dependent as provided by the CMCH Welfare Benefit Plan;
  - c. Vision for McKinven-Copus and spouse/dependent as provided by the CMCH Welfare Benefit Plan;
  - d. Disability Insurance for McKinven-Copus as provided by the CMCH Welfare Benefit Plan;
  - e. Term life insurance at \$50,000.00.
- iv. **Holidays.** As provided in the CMHC Personnel Policy.
- v. **Professional Dues and Continuing Education.** The CMHC shall provide membership dues for involvement in professional organizations, such as NAHRO, MINAHRO AND PHADA. Further, the CMHC will pay for attendance at continuing education for seminars and classes directly in the interest of the CMHC and McKinven-Copus's performance as CMHC Executive Director on behalf of the CMHC, as approved in advance by the CMHC Commissioners.
- vi. **Hold Harmless.** The CMHC will indemnify and hold McKinven-Copus harmless from liability for any claims or demands arising out of an act or omission occurring in the performance of McKinven-Copus's duties as CMHC Executive Director, except as to those acts or omissions deemed to constitute gross negligence, deliberate misconduct, intentional discrimination or criminal acts, all of which shall also be considered "just cause" for a dismissal of McKinven-Copus as described elsewhere in this Agreement.
- vii. **Severance Pay and Notice.** In the event that the CMHC revokes the employment and appointment of McKinven-Copus according to its prerogatives as specified in the CMHC Bylaws as heretofore referenced, the employment and appointment of

McKinven-Copus shall cease, together with the cessation of any payment of salary or fringe benefits, except, however, McKinven-Copus shall be entitled to receive a gross severance pay of one (1) month of salary, less applicable federal tax, state tax and other employment related charges, for each completed year of service, up to a maximum of Twelve (12) months, paid at the same time and in the same manner wages for current employees are paid. In addition, during the term of severance pay CMHC shall continue insurance coverage described in Paragraph 4.C.ii above.

McKinven-Copus agrees to provide the CMHC with not less than Thirty (30) days notice of his leaving the employment of the CMHC. In the event McKinven-Copus resigns his appointment and employment with the CMHC, no severance pay shall be payable.

Notwithstanding anything contained herein to the contrary, McKinven-Copus shall not be entitled to any post-separation compensation as provided for in this section if he is dismissed from employment for just cause. Just cause, for purposes of this Agreement, is defined as those acts or omissions on the part of McKinven-Copus occurring during the course of his employment that constitute gross negligence, deliberate misconduct, intentional and improper discrimination, or criminal acts.

viii. **Severability.** The CMHC and McKinven-Copus agree that if any part of this Agreement shall be held unenforceable, null or void, that the rest of the Agreement shall remain in full force and effect.

5. **Interpretation.** This Agreement shall be interpreted according to the Bylaws of the CMHC, City of Manistee Ordinance and the laws of the State of Michigan.
6. **Entire Agreement.** This document represents the entire agreement of the parties and incorporates herein all negotiations, discussions and agreements of the parties and no other agreements exist between the parties that are not included herein. This Agreement may be modified only upon written document acknowledged and signed by both parties.

### City of Manistee Housing Commission

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dale Priester, Commission President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clinton McKinven-Copus, CMHC Executive Director

**City of Manistee Housing Commission**  
**Security Deposit Reconciliation**  
**For the Month Ending November 30, 2014**  
Prepared December 11, 2014 by Bookkeeper

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 51,967.30
<b>Increases to PH</b>				
██████████	11/6/2014	New Tenant	\$ 264.00	\$ 264.00
██████████	11/7/2014	New Tenant	\$ 259.00	\$ 523.00
██████████	11/13/2014	New Tenant	\$ 222.00	\$ 745.00
██████████	11/18/2014	New Tenant	\$ 217.00	\$ 962.00
██████████	11/20/2014	New Tenant	\$ 217.00	\$ 1,179.00
██████████	11/26/2014	New Tenant	\$ 216.00	\$ 1,395.00
Total Increases to PH			<u>\$ 1,395.00</u>	<u>\$ 1,395.00</u>
<b>Decreases to PH</b>				
██████████	11/12/2014	Transfer Against Owed	\$ (136.00)	\$ (136.00)
██████████	11/12/2014	Transfer Against Owed	\$ (67.00)	\$ (203.00)
██████████	11/26/2014	Transfer Against Owed	\$ (110.00)	\$ (313.00)
██████████	11/26/2014	Refund of Deposit	\$ (97.00)	\$ (410.00)
██████████	11/11/2014	Transfer Against Owed	\$ (296.50)	\$ (706.50)
██████████	11/11/2014	Refund of Deposit	\$ (84.50)	\$ (791.00)
██████████	11/11/2014	Refund of Deposit	\$ (203.00)	\$ (994.00)
██████████	11/18/2014	Refund of Deposit	\$ (194.00)	\$ (1,188.00)
██████████	11/11/2014	Refund of Deposit	\$ (237.80)	\$ (1,425.80)
Total Decreases to PH			<u>\$ (1,425.80)</u>	<u>\$ (1,425.80)</u>
Net Increase (Decrease) to PH			<u>\$ (30.80)</u>	<u>\$ (30.80)</u>
<b>Ending PH Balance</b>			<b>\$ (30.80)</b>	<b>\$ 51,936.50</b>
<b>Beginning DVG Balance</b>				\$ 1,748.00
<b>Increases to DVG</b>				
N/A			<u>\$ -</u>	<u>\$ -</u>
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to DVG</b>				
N/A			<u>\$ -</u>	<u>\$ -</u>
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Ending DVG Balance</b>			<b>\$ -</b>	<b>\$ 1,748.00</b>
<b>Combined Ending Balance</b>				<b><u>\$ 53,684.50</u></b>

**City of Manistee Housing Commission**

**Security Deposit Reconciliation**

For the Month Ending October 31, 2014

Prepared November 12, 2014 by Bookkeeper

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 53,301.30
<b>Increases to PH</b>				
[REDACTED]	10/2/2014	New Tenant	\$ 431.00	\$ 431.00
[REDACTED]	10/3/2014	New Tenant	\$ 50.00	\$ 481.00
[REDACTED]	10/7/2014	New Tenant	\$ 327.00	\$ 808.00
[REDACTED]	10/14/2014	New Tenant	\$ 193.00	\$ 1,001.00
[REDACTED]	10/17/2014	New Tenant	\$ 96.00	\$ 1,097.00
[REDACTED]	10/22/2014	New Tenant	\$ 349.00	\$ 1,446.00
[REDACTED]	10/24/2014	New Tenant	\$ 340.00	\$ 1,786.00
[REDACTED]	10/30/2014	New Tenant	\$ 217.00	\$ 2,003.00
<b>Total Increases to PH</b>			\$ 2,003.00	\$ 2,003.00
<b>Decreases to PH</b>				
[REDACTED]	10/8/2014	Transfer Against Owed	\$ (347.00)	\$ (347.00)
[REDACTED]	10/8/2014	Loss of Security Deposit	\$ (165.00)	\$ (512.00)
[REDACTED]	10/14/2014	Transfer Against Owed	\$ (469.00)	\$ (981.00)
[REDACTED]	10/14/2014	Refund of Deposit	\$ (339.00)	\$ (1,320.00)
[REDACTED]	10/16/2014	Refund of Deposit	\$ (402.00)	\$ (1,722.00)
[REDACTED]	10/16/2014	Loss of Security Deposit	\$ (211.00)	\$ (1,933.00)
[REDACTED]	10/20/2014	Refund of Deposit	\$ (432.00)	\$ (2,365.00)
[REDACTED]	10/22/2014	Transfer Against Owed	\$ (206.00)	\$ (2,571.00)
[REDACTED]	10/22/2014	Loss of Security Deposit	\$ (50.00)	\$ (2,621.00)
[REDACTED]	10/28/2014	Transfer Against Owed	\$ (163.00)	\$ (2,784.00)
[REDACTED]	10/28/2014	Refund of Deposit	\$ (284.00)	\$ (3,068.00)
[REDACTED]	10/28/2014	Transfer Against Owed	\$ (269.00)	\$ (3,337.00)
<b>Total Decreases to PH</b>			\$ (3,337.00)	\$ (3,337.00)
<b>Net Increase (Decrease) to PH</b>			\$ (1,334.00)	\$ (1,334.00)
<b>Ending PH Balance</b>			\$ (1,334.00)	\$ 51,967.30
<b>Beginning DVG Balance</b>				
				\$ 1,748.00
<b>Increases to DVG</b>				
N/A			\$ -	\$ -
<b>Total Increases to DVG</b>			\$ -	\$ -
<b>Decreases to DVG</b>				
N/A			\$ -	\$ -
<b>Total Decreases to DVG</b>			\$ -	\$ -
<b>Net Increase (Decrease) to DVG</b>			\$ -	\$ -
<b>Ending DVG Balance</b>			\$ -	\$ 1,748.00
<b>Combined Ending Balance</b>				<u>\$ 53,715.30</u>