

CITY OF MANISTEE HOUSING COMMISSION

Meeting Minutes

July 22, 2014

Regular Meeting

Meeting Start Time: 4:10 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 type="checkbox"/>	<input checked="" 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"/>
Vacant Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

- Clinton McKinven-Copus, Executive Director/Commission Secretary
- Lorna Perski, Housing Coordinator
- Kevin Helminiak, Maintenance Supervisor

Others Present:

- None

Public Comment on Agenda Related Items:

- This is a new category on the Regular Monthly Meeting Agenda. This is due to the new commission by-laws. The public may make a comment on the agenda items at this time.

Amendments to the Agenda:

- Resolution 2014-13 Errata and Correction Policy

Approval of Minutes: June 24, 2014

Motion: Donna

Second: Elbert

Approval: AIF

Old Business:

- None

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

s:\housing commission minutes\2014-minutes\regular meeting minutes 7-22-14.docx

Page 1 of 3

New Business:

Resolution 2014-10 Smoke Free Property Policy

Motion: Donna

Second: Elbert

Approval: AIF

Notes: There were a few edits in the policy since the June meeting that were made by our attorney. Clint summarized the smoke free policy for those in attendance. It will be a smoke free property, not just smoke free buildings. Examples of this are included in the policy. There will be no smoking area, smoking will need to off of our property. Residents will be responsible for their guest not smoking on the property.

Resolution 2014-11 Policy on removing banned individuals from CMHC Property - Banning

Motion: Elbert

Second: Donna

Approval: AIF

Notes: We ban individuals that are evicted, commit crimes, make threats, etc. on our property. The official policy reflects everything we have been doing and explains what banning is. Reasons are listed in the policy. Banned individuals are notified by first class mail. Banned individuals may file an appeal to be removed from the list. Public bodies must give an opportunity to appeal.

Resolution 2014-12 Write Off of Doubtful Accounts

Motion: Donna

Second: Elbert

Approval: AIF

Notes: All of these are with the collection agencies and in the HUD's Enterprise Income Verification System already.

Resolution 2014-13 Errata and Corrections Policy

Motion: Donna

Second: Elbert

Approval: AIF

Notes: This policy allows us to make corrections due to grammatical or spelling errors.

Executive Director's Report:

- Key Performance Indicators – Unit Turns and Occupancy Rates are good currently. There have been less units turned this year than at the same time last year.
- Reserves in our bank account are at a 3.81 years currently. HUD wants 6 months of reserves in our account.
- Key financial indicators look good. Income has been more than anticipated over the past six months.

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

s:\housing commission minutes\2014-minutes\regular meeting minutes 7-22-14.docx

Page 2 of 3

- Extra items that have been paid for this year are Harborview Entrance Doors, Harborview Generator Repairs, Snow Removal, Harborview Elevator Repair, repair of Stairwell at Century Terrace, Mold Testing Unthawing of Frozen Pipes. Unemployment, Phone System Repair, Heating at Harborview. There have been \$45,504.00 of repair items that were not budgeted over the past six month.

Finances: June Financial Statements

Accepted and Placed on File: Elbert
Second: Donna
AIF

Notes: The City of Manistee has a new ordinance on Water Rates and how to fund their bonds. It will affect our Utility Allowances. Higher usages should see a reduction in costs at Harborview and Century Terrace. Our Scattered Site Homes will have an increase in utility costs.

Elbert asked about the balance for Payment in Lieu of Taxes for \$57,000.00. Clint said that will be adjusted. He had to wait until after the audit before making the payment.

Communications:

- No Communications were received.

Public Comment:

- There were six members of the public present. Comments included tenants checking their own smoke alarm, and what happened is they get hurt doing so.

Commissioner Report/Comments:

- There were no Commissioner Reports or Comments.

Meeting Adjourned

Motion: Donna
Second: Elbert
Approval: AIF

Time: Meeting closed at 4:50 p.m.



Dale Priester
President



Clinton McKinven-Copus
Executive Director/Secretary
City of Manistee Housing Commission

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

s:\housing commission minutes\2014-minutes\regular meeting minutes 7-22-14.docx

Page 3 of 3