

**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 with your neighbor. They are not police issues. Dave Lanning, Resident Manager at Century Terrace

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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.

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.



Dale Priester  
President



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