

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, February 28, 2017

Community Room - Harborview

4:00 PM

AGENDA

1. Call to Order/Roll Call

a. General Notice:

The staff of CMHC carefully reviews each item attached to the agenda for errors and omissions, and though the review is thorough, there still remains the chance for an error or omission to occur. Please bring to the attention of the Executive Director any errors or omissions you may find.

Thank you

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 come before the Commissioners as stated on the agenda.*

Consent Agenda items include:

a. Approval of Minutes

- 1) Regular Meeting Minutes January 24, 2017

3

b. Financial Reports

Financial documents are redacted in compliance with the requirements of the Federal Privacy Act. All personally identifying information of current and past program participants has been redacted.

NOTE: Presentation of Financial Statements shall resume after the CMHC Accountant has finished closing out fiscal year 2016 and the operating subsidy submission for 2017 to HUD.

- 1) Public Housing Financial Statements

2) Domestic Violence Grant Program

3) Security Deposits Reconciliation

4. Amendments to Agenda

5. Old Business

a. *None*

6. New Business

a. Resolution 2017-03: Authorization to Grant Property Easement to the City of Manistee 7

b. Resolution 2017-03: Approval of Memorandum for Executive Off-Site Access of CMHC Data 18

7. Review of the Executive Director Summary 22

8. Other Staff Reports

At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.

9. Committee Reports

At this time CMHC standing committees may make a report to the Commissioners as needed.

10. Communications

None received

11. 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.

12. Commissioner Report/Comment

13. Adjournment

14. Next Meeting[s]

a. *Regular Monthly Meeting - Tuesday, March 28, 2017, 4:00 PM
Location - Harborview Apartments Community Room*



**City of Manistee
Housing Commission**
273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
January 24, 2017
Regular Meeting

Meeting Start Time: 4:03 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"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

- Lindsay McIntyre, Program Director
- Monica Otis, Financial Analyst/Procurement Assistant
- Kevin Helminiak, Maintenance Crew Leader
- Clinton McKinven-Copus, Executive Director, and Commission Secretary

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

Consent Agenda:

Motion: D. Parkes
Second: S. Kuenzer
Approval: All

Old Business:

- None

DRAFT

New Business:

- Resolution 2017 – 01 Authorization of Updating Bank Signature Card

 Motion: D. Korzeniewski
 Second: S. Kuenzer
 Approval: All

- Resolution 2017 – 02 Write Off of Uncollected Grant Funds

 Motion: D. Parkes
 Second: S. Kuenzer
 Approval: All

Executive Director's Report:

- Clinton McKinven-Copus, Executive Director, reviewed items contained in the written report

Finances:

- Nothing additional than provided in written financial statements

Communications:

- None received

Public Comment:

- Sue Kukla
 - Question about the status of appointing of new resident managers
 - Brought to management's attention that North [on 6th Ave] exit door at Harborview has been propped open

Commissioner Report/Comments:

- None

DRAFT

Executive Session:

The Executive Session was requested by the Executive Director for the purpose of conducting the annual evaluation of the Executive Director and to discuss other personnel matters.

Motion to Enter: D. Parkes
Second: D. Korzeniewski
Approval: All
Time Entered: 4:25 PM

Personnel Committee [Vice-President Parkes and Commissioner Korzeniewski] led a discussion to complete the evaluation of the Executive Director and discuss related personnel matters.

Motion to Exit: D. Parkes
Second: D. Korzeniewski
Approval: All
Time Exit: 4:58 PM

Motion to Return to
Public Session: D. Parkes
Second: D. Korzeniewski
Approval: All
Time: 4:58 PM

Public Session Continued

Motion to approve management wages for 2017 as recommended by Personnel Committee

Motion Enter: D. Parkes
Second: D. Korzeniewski
Approval: All

Motion to approve Executive Director evaluation and authorize President Priester to sign on behalf of the Commissioners

Motion Enter: D. Parkes
Second: S. Kuenzer
Approval: All

DRAFT

Motion to approve Executive Director employment agreement and authorize President Priester to sign on behalf of the Commissioners

Motion Enter: D. Parkes
Second: S. Kuenzer
Approval: All

Meeting Adjourned

Motion: D. Parkes
Second: S. Kuenzer
Approval: All

Time: 5:00 PM

Dale Priester
President

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



Phone: (231) 723-6201
Fax: (231) 723-8900
TDD/TTY: (800) 545-1833, ext. 870
manisteehousing@manisteehousing.com

Resolution 2017—03
Authorization to Grant Property Easement to the City of Manistee

WHEREAS, the City of Manistee Housing Commission [CMHC] is the owner, as represented in the Declaration of Trustee filed on behalf of the U.S. Department of Housing and Urban Development [HUD] and CMHC, and

WHEREAS, CMHC is authorized under the terms of the Declaration of Trust dated September 22, 2009, and recorded at Document No. 2009R005668, Manistee County Records to grant the requested easement, and

WHEREAS, the purpose of the easement is to grant the City of Manistee access for the purpose of operation and maintenance of public utilities;

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 [CMHC],

- Grant easement, as requested, to the City of Manistee for the property with the legal description of

Part of Government Lot One (1) commencing 600 feet West plus 263 feet South of the Northeast corner, West 399 feet, South 128 feet, West 51 feet, South to Manistee River, Easterly along the river to a point due South of the point of beginning, North to the point of beginning, Section Eleven (11), Township Twenty-one (21) North, Range Seventeen (17) West

- Authorize Commission President Dale Priester to execute the Grant of Easement document

Record of Voting				
Commissioner	Approve	Against	Abstain	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

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 28th day of February 2017.

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 28th day of February 2017.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

GRANT OF EASEMENT

This Agreement entered into on the dates shown below and dated as of the date the last party signs, by and among City of Manistee Housing Commission, a Michigan municipal corporation of 273 Sixth Avenue, Manistee, Michigan 49660, (hereinafter referred to as “Grantor”) and City of Manistee, a Michigan municipal corporation of 70 Maple Street, Manistee, Michigan 49660 (hereinafter referred to as “Grantee”);

W I T N E S S E T H:

WHEREAS, Grantor is the owner of the following described lands situated in the City of Manistee, Manistee County, Michigan, and further described as follows, to-wit:

Part of Government Lot One (1) commencing 600 feet West plus 263 feet South of the Northeast corner, West 399 feet, South 128 feet, West 51 feet, South to Manistee River, Easterly along the river to a point due South of the point of beginning, North to the point of beginning, Section Eleven (11), Township Twenty-one (21) North, Range Seventeen (17) West

hereinafter referred to as the “Servient Estate”; and

WHEREAS, Grantee is a Michigan municipal corporation and operates and maintains sanitary and storm sewer systems in the City of Manistee, Manistee County, Michigan, which include a lift station located on property adjacent to Grantors above-described property, the property of Grantee being in the City of Manistee, Manistee County, Michigan, and more particularly described as:

Part of Government Lot 1, commencing at the Northeast corner of said Government Lot, thence South 269.82 feet, thence South 89° 34’ 06” West 249.4 feet to point of beginning, thence South 111 feet, to northerly edge of Manistee River, thence South 83° 18’ 30” West 238.44 feet, thence North 137 feet, thence North 89° 34’ 06” East 57.67 feet, thence South S 50 feet, thence North 89° 34’ 06” East 100 feet, thence North 50 feet, thence North 89° 34’ 06” East 79.33 feet to point of beginning. .56 A*M/L. SEC 11 T21N R17W.

hereinafter referred to as the “Dominant Estate”; and

WHEREAS, the Grantee, has various sanitary and storm sewer lines crossing over and under Grantor’s property and, further, in connection with the above-described lift station maintains a generator and generator pad on the eastern edge of Grantor’s property as is more specifically set forth in the survey drawing prepared by Spicer Group, dated November 2016 and attached hereto as Exhibit “A”; and

WHEREAS, the generator and generator pad also include electric service from Sixth Avenue over Grantor’s property as is depicted in Exhibit “A”.

WHEREAS, and the parties wish to allow the encroachment of the generator (which has eliminated two of Grantor’s parking spaces), generator pads, electric lines, along with establishing the continued use of various sanitary sewer and storm sewer lines as described and depicted in the attached Exhibit “A”.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS CONTAINED HEREIN AND OTHER GOOD AND VALUABLE CONSIDERATIONS, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Grantor hereby grants to Grantee an Easement for the purposes of allowing the storm sewer, sanitary sewer, and sanitary forced main lines as described and depicted in the attached Exhibit “A”, to continue to exist in their present location and for reasonable access thereto by Grantee for maintenance, repair and replacement of the same.

2. Grantor further grants to Grantee an Easement for the purpose of allowing the generator and generator pad, along with electric service to the same, over Grantor’s property to continue to exist in its present location as depicted on Exhibit “A” and for

reasonable access thereto over Grantor's property by Grantee for maintenance, repair and replacement of the same.

3. Grantee shall reasonably maintain the generator, generator pad, electric line and sewers in good condition during the continuation of this easement at no cost to Grantor.

4. Grantee, and its successors and assigns, shall indemnify and hold harmless Grantor, and its successors and assigns, from and against any and all claims, damages, causes of action, costs and expenses, for any injury to persons (including death), or damages to property arising from or any way relating to the use of the easement by Grantee, and its successors or assigns, or any of its agents, servants, employees, guests or social or business invitees.

5. Except to the extent herein granted to Grantee, Grantor reserves all right, title and interest in and to the Servient Estate.

8. This Agreement constitutes the entire agreement between the parties and there are no prior or contemporaneous written or oral agreements not set forth herein. This Agreement may not be altered or amended except by another suitable instrument, in writing, and signed by all parties.

9. This Agreement shall be interpreted and construed in accordance with the laws of the State of Michigan.

10. This Grant of Easement is for the purpose of the establishment, operation and maintenance of a public utility and is authorized under the terms of the Declaration of Trust dated September 22, 2009 and recorded at Document No. 2009R005668, Manistee

County Records as endorsed by a duly authorized representative of the United States Department of Housing and Urban Development.

11. Any maintenance, repair or replacement as authorized under this Agreement, as long as the property is subject to the Declaration of Trust described in paragraph 10 above, shall meet the standards of the Uniform Physical Condition Standards of the United States Department of Housing and Urban Development and any property regulation or requirement promulgated by the United States Department of Housing and Urban Development for Public Housing Agencies.

12. The City of Manistee shall ensure that the City Utilities described meet the requirements of the United States Environmental Protection Agency and Michigan Department of Environmental Quality.

13. This Agreement shall be binding upon the parties hereto, their heirs, successors and assigns. The individuals executing this Agreement represent and warrant that they have been duly authorized to execute the same.

14. This Agreement has been prepared by Mika Meyers, PLC, for and on behalf of the City of Manistee. The parties acknowledge that Mika Meyers, PLC represents the City of Manistee Housing Commission in unrelated matters and that there is an inherent conflict of interest in the representation by Mika Meyers, PLC of the City of Manistee regarding the preparation of this Agreement. The parties waive any conflict of interest and, further, the City of Manistee Housing Commission understands that any legal review for it of this Agreement would require the review to be by other counsel.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates indicated below.

City of Manistee Housing Commission,
Grantor

Dated: _____

By: _____
Dale Priester
Chairman of the Board of Commissioners

City of Manistee, Grantee

Dated: _____

James Smith
Mayor
City of Manistee

Dated: _____

Michelle Wright
City Clerk
City of Manistee

STATE OF MICHIGAN)
) SS.
COUNTY OF MANISTEE)

On _____, 2017, before me, a Notary Public in and for said County, personally appeared **Dale Priester, Chairman of the City of Manistee Housing Commission**, to me known to be the same person described in and who executed the within instrument, who acknowledged the same to be his free act and deed and the free act and deed of City of Manistee Housing Commission.

Notary Public, Manistee County, MI

My Commission Expires:

STATE OF MICHIGAN)
) SS.
COUNTY OF MANISTEE)

On _____, before me, a Notary Public in and for said County, personally appeared **James Smith**, to me known to be the same person described in and who executed the within instrument, who acknowledged the same to be his free act and deed and the free act and deed of the City of Manistee.

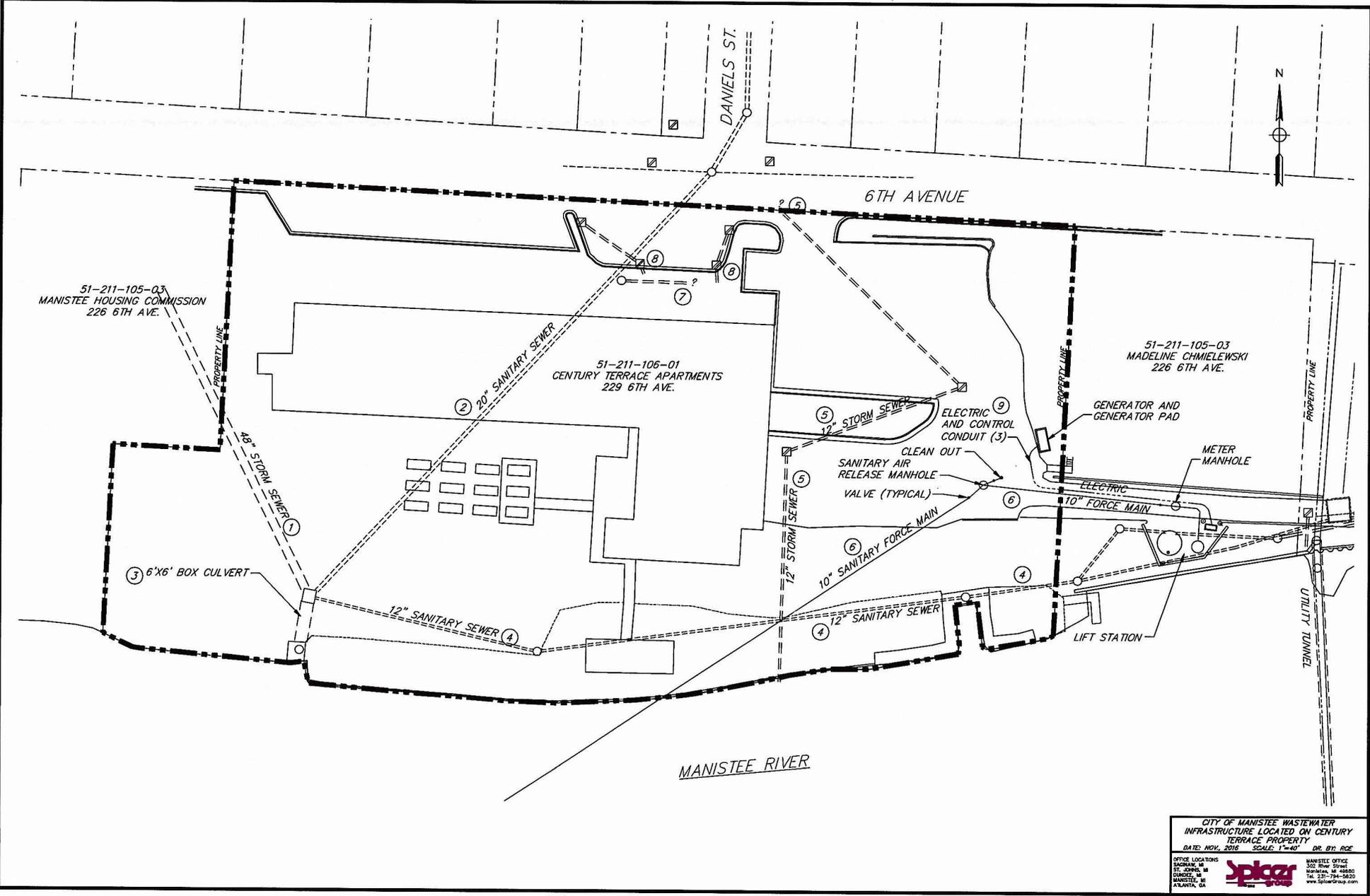
Notary Public, Manistee County, MI
My Commission Expires:

STATE OF MICHIGAN)
) SS.
COUNTY OF MANISTEE)

On _____, before me, a Notary Public in and for said County, personally appeared **Michelle Wright**, to me known to be the same person described in and who executed the within instrument, who acknowledged the same to be her free act and deed and the free act and deed of the City of Manistee.

Notary Public, Manistee County, MI
My Commission Expires:

FILE LOC: /PLOT DATE: 11/09/2016 11:00:00 AM
 WORKBOOK: 1101_0000
 DESIGNED BY: AAA
 DRAWN BY: AAA
 CHECKED BY: AAA
 DATE: 11/09/2016
 SCALE: 1"=40'
 DR. BY: RCE



CITY OF MANISTEE WASTEWATER
 INFRASTRUCTURE LOCATED ON CENTURY
 TERRACE PROPERTY
 DATE: NOV, 2016 SCALE: 1"=40' DR. BY: RCE

OFFICE LOCATIONS SACRAMENTO, CA ST. LOUIS, MO DANVILLE, VA MANISTEE, MI ATLANTA, GA	MANISTEE OFFICE 302 River Street Manistee, MI 49803 Tel: 231-784-5830 www.SplitterGroup.com
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Splitter
 GROUP

Resolution 2017—04
Approval of Memorandum for Executive Off-Site of CMHC Data

WHEREAS, the Executive Director of the City of Manistee Housing Commission [CMHC], in the performance of official duties, requires access to the electronic data of CMHC, and

WHEREAS, CMHC has issued to the Executive Director electronic equipment and appliances to perform the secure access of CMHC data offsite, and

WHEREAS, the CMHC Personnel Committee has prepared a memorandum authorizing the access of offsite data and guideline parameters for the Executive Director's access to the data offsite;

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 [CMHC],

- Authorize Commission President Dale Priester to execute the memorandum of offsite access of CMHC data with the Executive Director

Record of Voting				
Commissioner	Approve	Against	Abstain	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

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 28th day of February 2017.

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 28th day of February 2017.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

Memorandum

Issued by: Personnel Committee, City of Manistee Housing Commission
Board of Commissioners

Date Issued: February 28, 2017

Date of Expiration: Valid until issuance of a new or countering memorandum

Subject: Offsite access of CMHC electronic data and use of electronic/
computerized equipment by the Executive Director

Executive Summary:

The City of Manistee Housing Commission [CMHC] recognizes that during the fulfilling of the responsibilities of the Executive Director it is necessary for the Executive Director to use electronic/computerized equipment to access data maintained on the CMHC server and related electronic storage formats. The purpose of this memorandum is to establish authorization for the Executive Director to access the data and use CMHC electronic/computerized equipment while performing official duties offsite.

Authorization:

The Executive Director of the City of Manistee Housing Commission is authorized, by this memorandum, to access any and all data on the CMHC server or cloud storage while fulfilling his/her official duties offsite. The Executive Director is required to follow all CMHC security protocols and maintain privacy protection of the data while accessing the information offsite. To that end, the Executive Director is to use authorized electronic and computerized equipment and security appliances while access CMHC data offsite. The Executive Director is responsible for the care of and custody of all the information and equipment he/she will use and access offsite. Any and all CMHC information and equipment shall be immediately returned to CMHC at the request of either the CMHC Board or the CMHC Board President.

Authorizations

I, Dale Priester, CMHC Board of Commissioner President, acknowledge the authorization of this Memorandum between CMHC and Executive Director, Clinton McKinven-Copus. The CMHC Board of Commissioners has authorized this Memorandum through the adoption of Resolution 2017 – 04.

Dale Priester, Commission President

Date

I, Clinton McKinven-Copus, Executive Director of the CMHC acknowledge receipt of this Memorandum and agree to adhere to the directives of the Memorandum and to uphold all CMHC policies and procedures related to the matter.

Clinton McKinven-Copus, Executive Director

Date

PENDING APPROVAL



Report of the Executive Director

February 28, 2017

NOTE: The Executive Director is in the process of updating critical information dashboards. The following dashboards have been updated. Additional dashboards will be added as they are prepared.

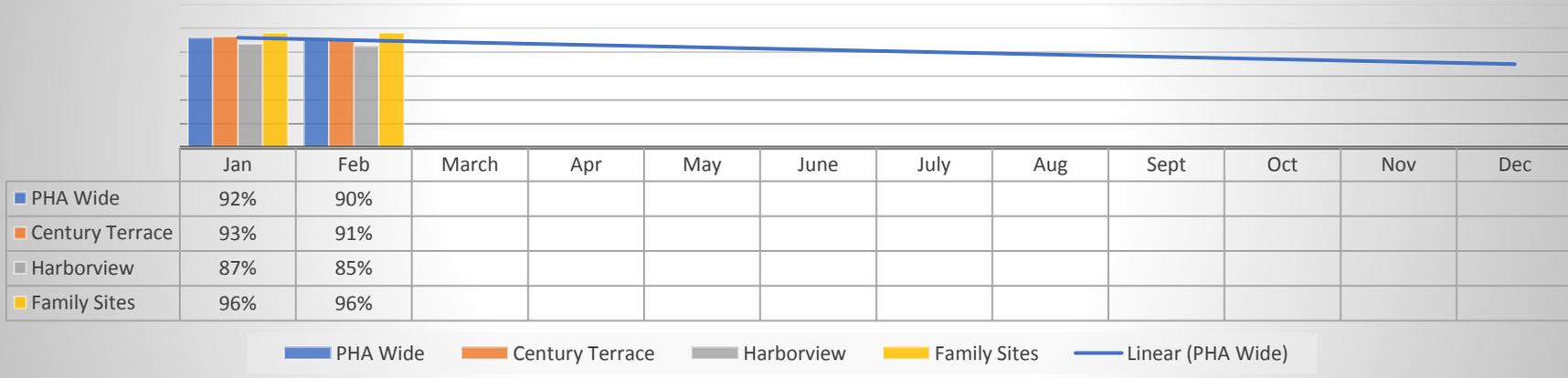
CMHC Performance Dashboards

Public Housing Financial Dashboards

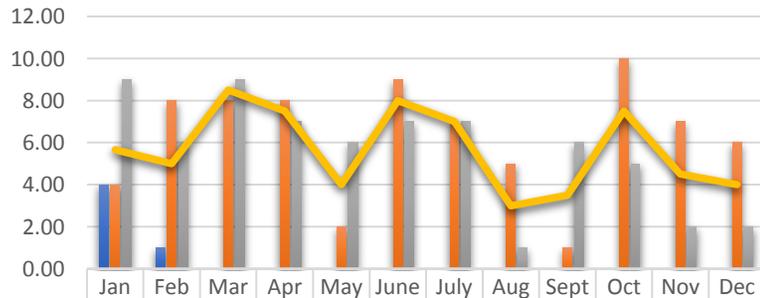
Awaiting updated information from Accountant after the fiscal year 2016 is closed out.

Public Housing Occupancy Dashboards

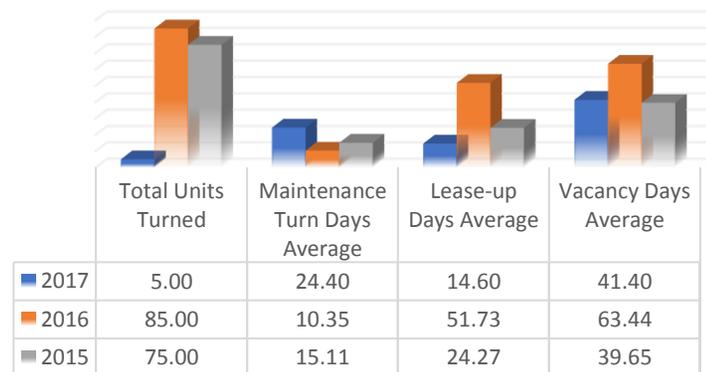
Occupancy Percentage 2017



PHA Units Turned by Month



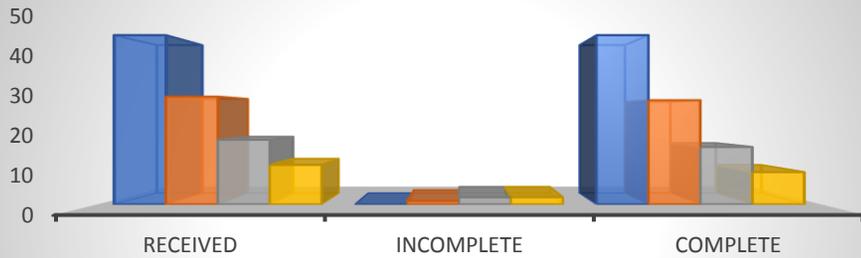
PUBLIC HOUSING UNIT TURN TIME AVERAGES



23

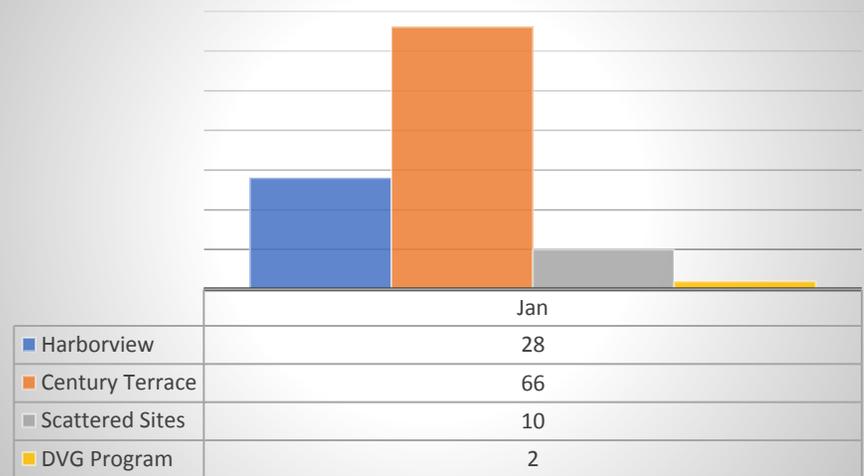
NEW DASHBOARDS – Public Housing Work Order Dashboards

2017 Cumulative Work Order Tracking by Priority

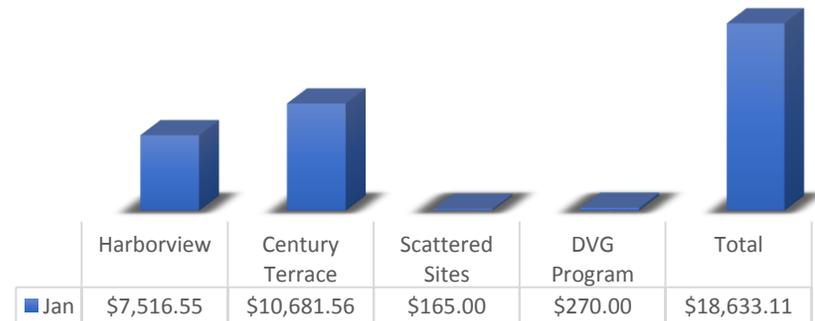


	Received	Incomplete	Complete
Emergency 24	47	0	47
Urgent 1-3 Days	30	1	29
General 2-20 Days	18	2	16
Unit Redecoration	11	2	9

Work Orders by Property



Completed Total Work Order Costs YTD



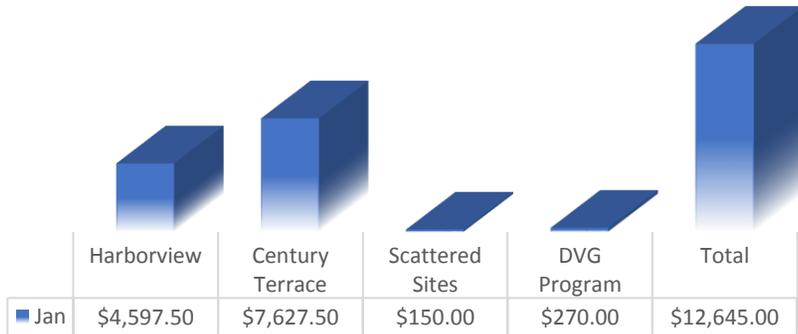
Dashboard Information

2017 Cumulative Tracking by Priority – this dashboard will reflect cumulative totals for completed months. The current dashboard reflects work orders received and completed for the period of January 1 – 31, 2017. The CMHC work order system tracks everything to the month the work order was created. Thus, a work order created [received] in January, but completed in February is recorded as completed in January.

Work Orders by Property – this dashboard is designed to track the cumulative number of all work orders performed at individual properties.

Completed Work Order Costs YTD – this dashboard is designed to track the costs of work completions, the bulk of which are rental unit based costs. It does not reflect major system/infrastructure repair and maintenance which are not tracked in the work order system [e.g. elevator maintenance, major plumbing, etc.]

COMPLETED WORK ORDER LABOR COSTS YTD



Completed Work Order Material Costs YTD

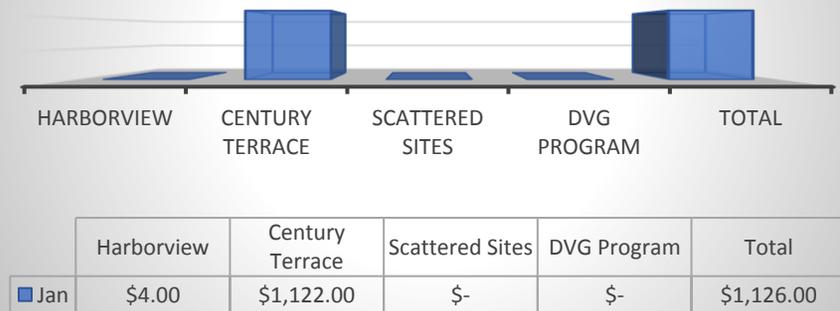


Dashboard Information

The information represented by the dashboards on this page are related to work orders for the stated period of the dashboard and do not reflect the total costs of maintenance and upkeep of CMHC properties. The dashboards reflect costs of the work orders for the period stated, most of which are for tenant services.

The purpose of these dashboards is to provide insight into cost expenditures for work order completion and to indicate which properties have the highest related cost implication on the CMHC operating budget.

Completed Work Order Costs Charged to Tenant YTD



Items of Business Before the Commissioners

Resolutions for Consideration

Resolution No.	Resolution Name	Attachments	Discussion & Recommendation
2017-03	Authorization to Grant Property Easement to the City of Manistee	Proposed Grant of Easement	<ul style="list-style-type: none"> • The purpose of the resolution is to authorize the granting of an easement to the City of Manistee for public utilities existing on the Century Terrace property. During the recent City pump station project, it was discovered that proper easement had never been granted. • Recommendation – Adoption
2017-04	Approval of Memorandum for Executive Off-Site Access of CMHC Data	Memorandum: Off-site Access of CMHC Data	<ul style="list-style-type: none"> • The explanation and rationale provided in the memorandum • The memorandum comes before the Board of Commissioners from the Personnel Committee • Recommendation – Adoption

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General Information and Communications

Nothing to report.