



**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

**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 6<sup>th</sup> Ave] exit door at Harborview has been propped open

**Commissioner Report/Comments:**

- None

**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

City of Manistee Housing Commission Minutes

Meeting Date: January 24, 2017

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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