



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
July 25, 2017
Regular Meeting

Meeting Start Time: 4:07 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<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:

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	<input checked="" type="checkbox"/>
Lindsay McIntyre, Program Director	<input checked="" type="checkbox"/>
Monica Otis, Financial Analyst/Procurement Assistant	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input checked="" type="checkbox"/>

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- Moved Resolution 2017-09: Adoption of Utility Allowances 2017 to Consent Agenda

Consent Agenda:

- A. Approval of Minutes
 - i. Regular Meeting: March 28, 2017
- B. Financial Reports
 - i. Public Housing Financial Statements
 - i. Internal Report: January – May 2017 Account Analysis
 - ii. February 28, 2017
 - iii. March 31, 2017
 - iv. April 30, 2017
 - v. May 31, 2017
 - ii. Domestic Violence Grant Program
 - i. February 28, 2017
 - ii. March 31, 2017
 - iii. April 30, 2017
 - iv. May 31, 2017
 - iii. Security Deposit Reconciliation
 - i. February 28, 2017
 - ii. March 31, 2017
 - iii. April 30, 2017
 - iv. May 31, 2017
- C. Resolutions
 - i. Resolution 2017-06: Adoption of the Resident Occupancy and Transfer Rights Under VAWA
 - ii. Resolution 2017-08: July Write Off of Bad Debt
 - iii. Resolution 2017-09: Adoption of Utility Allowances 2017

Consent Agenda					Motion By: Doug Parkes	Second By: Krista McDougall
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Old Business:

- None

New Business:

Resolution 2017-07	Title: Adoption of Investment Plan for 100% Funding of the MERS Retirement Plan for Employees				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Resolution 2017-10	Title: Adoption of 457 Supplemental Retirement Program Resolution				Motion By: Doug Parkes	Second By: Krista McDougall
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Resolution 2017-11	Title: Adoption of MERS Health Care Savings Program Participation				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Executive Director's Report:

- Executive Director, Clinton McKinven-Copus reviewed the prepared report.

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- Several residents brought to the attention of the Commissioners items that were of a work order nature. The Commissioners remanded the items to Executive Director, Clinton McKinven-Copus to resolve.

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:50 PM			Motion By: Sheryl Kuenzer		Second By: Krista McDougall	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused		
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Dale Priester
President



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