



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
December 11, 2018  
Regular Meeting

**Meeting Start Time:** 4:04 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"/>
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input checked="" 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"/>
Cindy Scott, Financial Analyst/Procurement Assistant	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input type="checkbox"/>

**Others Present:**

- None

**Public Comment on Agenda Related Items:**

- None

**Amendments to the Agenda:**

- New Business – Addition of Resolution 2018-13 Authorization for Executive Director to sign License of use of Property Located on 12<sup>th</sup> Street by the City of Manistee
- Executive Director Report – Discussion of current status of fulfillment of City rental inspection Ordinance

**Consent Agenda:**

- A. Approval of Minutes
  - i. Work Session Minutes – November 27, 2018
  - ii. Regular Meeting Minutes – November 27, 2018
- B. Financial Reports
  - i. Public Housing Financial Statements
    - 1. Public Housing Financial Statement, October 31, 2018
    - 2. Public Housing Bank Reconciliation, October 31, 2018
    - 3. Public Housing Current Year vs. Prior Year, October 31, 2018
  - ii. Domestic Violence Grant Program
    - 1. Domestic Violence Program Financial Statement, October 31, 2018
    - 2. Domestic Violence Bank Reconciliation, October 31, 2018
  - iii. Security Deposit Reconciliation
    - 1. Security Deposit Reconciliation, October 31, 2018
- C. Resolutions
  - i. None

Consent Agenda		Moted By: Vice-President Parkes			Second By: Commissioner Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

**Old Business:**

- None

**New Business:**

Resolution # 2018-09	Title: Adoption of the 2019 Public Housing Operating Budget			Motion By: Vice-President Parkes	Second By: Commissioner Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>Resolution #</b> 2018-10	<b>Title: Adoption of the 2019 Domestic Violence Grant Program Operating Budget</b>			<b>Motion By:</b> Vice-President Parkes	<b>Second By:</b> Treasurer McDougall
<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Results</b>	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>Resolution #</b> 2018-11	<b>Title: Write Off of Doubtful Accounts December 2018</b>			<b>Motion By:</b> Vice-President Parkes	<b>Second By:</b> Treasurer McDougall
<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Results</b>	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>Resolution #</b> 2018-12	<b>Title: Adoption of the Updated 125 Cafeteria Plan Documents</b>			<b>Motion By:</b> Vice-President Parkes	<b>Second By:</b> Commissioner Bond
<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Results</b>	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>Resolution # 2018-13</b>	<b>Title: Authorization for Executive Director to Sign License of use of Property Located on 12<sup>th</sup> Street by the City of Manistee</b>			<b>Motion By: Vice-President Parkes</b>	<b>Second By: Treasurer McDougall</b>
<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Results</b>	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

**Executive Director's Report:**

- Executive Director, Clinton McKinven-Copus provided the Commissioners with an update on the status of the discussions with the City of Manistee paying for the City Ordinance rental inspections.

**Other Staff Reports:**

- None

**Finances:**

- Approved with Consent Agenda

**Committee Reports:**

- None

**Communications:**

- None received

**Public Comment:**

- None

**Commissioner Report/Comments:**

- None

**Meeting Adjourned**

Adjournment Time: 4:45 PM			Motion By: Vice-President Parkes		Second By: Commissioner Bond	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Dale Priester	<input checked="" 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"/>		
James Bond	<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"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Dale Priester  
President

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