



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
June 25, 2019
Regular Meeting

Meeting Start Time: 4:08 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 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"/>
Cindy Scott, Financial Analyst/Procurement Assistant	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input checked="" type="checkbox"/>

Others Present:

- Naomi Byrne, EJP Consultants
- Joe Hollander, Hollander Development Corporation
- Jason Muniz, Hollander Development Corporation

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

Consent Agenda:

A. Approval of Minutes

- i. Regular Meeting – March 12, 2019

B. Financial Reports

i. Public Housing Financial Statements

- | | |
|--|-------------------|
| 1. Public Housing Financial Statement | December 31, 2018 |
| 2. Public Housing Bank Reconciliation | December 31, 2018 |
| 3. Public Housing Current Year vs. Prior Year | December 31, 2018 |
| 4. Public Housing Financial Statement | January 31, 2019 |
| 5. Public Housing Bank Reconciliation | January 31, 2019 |
| 6. Public Housing Current Year vs. Prior Year | January 31, 2019 |
| 7. Public Housing Financial Statement | February 28, 2019 |
| 8. Public Housing Bank Reconciliation | February 28, 2019 |
| 9. Public Housing Current Year vs. Prior Year | February 28, 2019 |
| 10. Public Housing Financial Statement | March 31, 2019 |
| 11. Public Housing Bank Reconciliation | March 31, 2019 |
| 12. Public Housing Current Year vs. Prior Year | March 31, 2019 |

ii. Domestic Violence Grant Program*

- | | |
|---|-------------------|
| 1.Domestic Violence Grant Program Financial Statement | December 31, 2018 |
| 2.Domestic Violence Grant Program Bank Reconciliation | December 31, 2018 |
| 3.Domestic Violence Grant Program Financial Statement | January 31, 2019 |
| 4.Domestic Violence Grant Program Bank Reconciliation | January 31, 2019 |
| 5.Domestic Violence Grant Program Financial Statement | February 28, 2019 |
| 6.Domestic Violence Grant Program Bank Reconciliation | February 28, 2019 |
| 7.Domestic Violence Grant Program Financial Statement | March 31, 2019 |
| 8.Domestic Violence Grant Program Bank Reconciliation | March 31, 2019 |

iii. Security Deposits Reconciliation*

- | | |
|-----------------------------------|-------------------|
| 1.Security Deposit Reconciliation | December 31, 2018 |
| 2.Security Deposit Reconciliation | January 31, 2019 |
| 3.Security Deposit Reconciliation | February 28, 2019 |
| 4.Security Deposit Reconciliation | March 31, 2019 |

C. Resolutions

- i. None

Consent Agenda	Motedion By: Vice-President Parkes			Second By: Treasurer McDougall
Commissioner	Yes	No	Absent	Results
Dale Priester	<input checked="" 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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Old Business:

- None

New Business:

- None

RAD Conversion Project Update:

The CMHC RAD Conversion Project Team provided an update to the Board of Commissioners. The update reviewed the reasons why CMHC chose to pursue RAD conversion, the engagement of EJP Consultants, LLC, the procurement of Reno & Cavanaugh as RAD legal counsel and the procurement of Hollander Development Corporation as the RAD developer.

Issues discussed included

- How the determination to purchase a new site and build new on the site was made
- The process of applying for the Low Income Housing Tax Credits [LIHTC] through the Michigan State Housing Development Authority [MSHDA]
- The timeline for filing the LIHTC application and the timeline for building new units if the application is approved
- The meeting with residents currently living in the units included in Phase I
- Other general information concerning the project

Executive Director's Report:

- Nothing beyond the printed report

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- Two program participants from the Century Terrace property discussed issues with a noisy neighbor. Executive Director, Clinton McKinven-Copus, informed them he would investigate the issue.
- A program participant from the Harborview property asked questions about the addition of handicap spaces in the parking lots.

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 5:07 PM	Motion By: Vice-President Parkes				Second By: Commissioner Bond
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"/>	
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 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