

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
August 27, 2013

The Regular Meeting of the City of Manistee Housing Commission was held on August 27, 2013 at 4:00 p.m. at the City Council Chambers at City Hall.

Members Present:

- President Dale Priester
- Vice-President Doug Parkes
- Treasurer Elbert Purdom
- Commissioner Donna Korzeniewski
- Commissioner Cheryl Stephison

Members Absent:

- None

Staff Present

- Housing Coordinator Lorna Perski
- Executive Director/Commission Secretary Clinton McKinven-Copus

Amendments to the Agenda

Under New Business –

- Add: Resolution 2013-13 Adoption of 2013 Annual Plan Revision 1 Annual Contributions Contract for CFP 2013 MI33P07850113
- Move Resolution 2013-11 Updating of By-laws to the first item of review under new business

Approval of Minutes

- Regular Meeting Minutes, July 23, 2013
- Regular Meeting Minutes, August 5, 2013
- Work Session Minutes, August 13, 2013
- Special Meeting Minutes, August 20, 2013

Motion to Approve: Donna Korzeniewski

Motion Seconded: Doug Parkes

Motion Approved

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New Business

Resolution 2013-11 – Updating of By-Laws:

Legal Counsel Mr. George Saylor presented updated By-laws to the Commissioners. The updated By-laws ensure that the Housing Commission's By-laws are in compliance with Michigan Public Act 18. Mr. Saylor is working with the City of Manistee to ensure that the City Ordinance (Chapter 270 of the Codified Ordinances) comply with Michigan Public Act 18. Prior to enacting the updated By-laws for the Housing Commission they must be approved by the City Council.

Commissioner Parkes suggested that there should have two Public Comment times on our agenda; one at the beginning of the agenda to comment on agenda items and one at the end for general comments. Commissioners concurred and instructed that this be included in the appropriate section of the updated By-laws.

Items of note:

- The Annual Meeting will be set to June, proceeding the regular meeting
- Conflicts between HUD Regulation and State law are resolved as follows
 - State law overrules regulations
 - Federal law overrules State law
 -

Motion to approve Resolution 2013-11 Updating of By-Laws with the change of a second Public Comment Period to be added to the Agenda

Motion to Approve: Doug Parkes

Motion Seconded: Cheryl Stephison

Motion Approved

Resolution 2013-10 – Adoption of 2014 Fiscal Year Operating Budget:

Items of note:

- A \$500.00 annual income for the pop machine was listed. We no longer have the pop machine. Pop machine income was removed.

Motion to Approve: Cheryl Stephison

Motion Second: Elbert Purdom

Motion Approved

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Resolution 2013-12 – Authorization to Negotiate Rental Agreement with Real Life Living Services, Inc.:

Real Life Living wants to rent office space in the Century Terrace Building.

This is a money making opportunity for the CMHC. We would need to make sure that it covers utilities and charge by the square foot for office space. This resolution will empower Clint with George Saylor's and Doug Parkes assistance to come up with an agreement with Real Life Living Services, Inc. They have been working with clients in our building for 2½ years. Doug brought up the tax exempt status, and the fact that we may be charged property taxes on the amount of space that they use, since we current pay PILOT to the City of Manistee. Clint will bring information to the board for a vote.

Resolution 2013-13 – Adoption of 2013 Annual Plan Revision 1 Annual Contributions Contract for CFP 2013: MI33P07850113:

Executive Director, Clinton McKinven-Copus presented the revised 2013 Capital Funds Program Budget and amended Annual Contributions Contract to the Commissioners. Revisions were required by HUD regulations.

Motion to Approve: Doug Parkes

Motion Second: Donna Korzeniewski

Motion Approved

Director's Report

Key Performance Indicators remain solid:

- Current occupancy is 97% even though we have had several vacancies throughout the summer
- Financial Reserves are at 3.82 months currently. By the end of this year, we should be at 4 months reserves.

Finances

The July 2013 Financial Statements were reviewed; there were no comments about the statements.

Motion to Accept and Place on File: Donna Korzeniewski

Motion Second: Elbert Purdom

Motion Approved

Communications

There were no Communications at this meeting.

Public Comment

There were various Public Comments from those in attendance regarding vacancies, new washers and dryers that are continuously breaking down in high rise laundry rooms and possible playground equipment at Century Terrace for children of tenants/visitors.

Commissioner Reports/Concerns

There were no Commissioner Reports or Concerns.

Motion to Adjourn

Motion to Approve: Donna Korzeniewski

Motion to Second: Cheryl Stephison

Motion Approved

Meeting adjourned at 4:42 p.m.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary