

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

May 28, 2013

The Regular Meeting of the City of Manistee Housing Commission was held on May 28, 2013 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was called to order at 4:10 p.m. by President Dale Priester. Commissioners welcomed Cheryl Stephison as the new Resident Commissioner.

Roll Call

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Cheryl Stephison.

Members Absent: None.

Amendments to the Agenda

There were no Amendments to the Agenda

Approval of Minutes

Board members reviewed the Regular Meeting Minutes of April 23, 2013 The Executive Session Minutes of April 23, 2013 were added to the agenda. There were no additions or corrections in the minutes. **Doug made a motion to approve the Regular and Executive Session Minutes as written.** The motion was seconded by Donna. All members voted in favor. Motion carried.

Old Business

There was no Old Business to discuss at this meeting.

New Business

Submission to HUD of Recovery Agreement Accomplishments. Items have been completed in physical and other categories. We were to reduce unit turn around days to 20 total with 15 days in maintenance and 5 in lease up. Even though we have had high vacancy rates this has been accomplished with an average turn around day of 6.93 days. Other items included minimizing of staff time with lease up. Our attorney's response is that we continue to spend the time in lease up, as it may affect an eviction if we use a video tape presentation for review of the lease information. Clint provided a synopsis of what has been completed for board member review. The summary shows that 21 items need to be completed and 14 are already complete. **Doug made a motion to approve the Submission to HUD of Recover Agreement Accomplishments.** Elbert seconded the motion. All members voted in favor. Motion carried.

Director's Report

The Key Performance Indicators are listed in the Director's Report.

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Under Discussion Notes, the Vacancy Report is listed as under construction. Clint is spending more and more time preparing this report, and has been spending time with our software company to make this report easier and less time consuming.

Financial Reports

The Financial Reports for April were just received and there has not been time to review them. Clint noted that we are at 3.8 months in financial reserves at this point.

Communications

There were no communications.

Public Comment

There was no Public Comment at this meeting.

Executive Session

There was no need for an Executive Session at this meeting, it was cancelled.

Commissioner Reports/Comments

There were no Commissioner Reports or Comments.

Motion to Adjourn

There was no further business to discuss, **Doug made a motion to adjourn the meeting at 4:38 p.m.** Donna seconded the motion. All members present voted in favor. Motion carried.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary