

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
March 11, 2014
Regular Meeting Minutes

Meeting Start Time: The Regular Meeting was called to order by President Dale Priester at 4:02 p.m.

Roll Call:

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheryl Stephison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Housing Commission Staff Present:

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

Others Present:

- None

Amendments to the Agenda:

- Under Commission Reports/Comments – Quorum Issue

Approval of Minutes: Annual Meeting, January 21, 2014

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Approval of Minutes: Regular Meeting, January 21, 2014

Motion: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

Approval of Minutes: Work Session, February 11, 2014

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Old Business:

- None

New Business:

- Resolution 2014-02 Approval of Timeline for Adoption of a Non Smoking Policy: During the work session of February 11, 2014, a timeline for the Adoption of a Non Smoking Policy for all of our properties was reviewed. Surveys were sent out March 3 and must be returned by tenants by March 28. Informational meetings are scheduled to provide results from the surveys, hear tenant input and answer questions.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- Resolution 2014-03 Adoption of Security Deposit Policy and Procedure Manual: Currently Security Deposits are set aside in a CD and reconciled annually. HUD now requires the balancing of the Security Deposit Account monthly. The Commissioners authorized the establishment of a money market account for this purpose in December 2013. The Housing Commission needs to implement the following in order to be fully in compliance with HUD:
 - Policy and Procedure Manual for the Security Deposit account
 - Cash Management Policy for the Security Deposit account
 - Security Deposit Report, Transfer of Security Deposit and Security Deposit Reconciliation Form

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- Resolution 2014-04 Adoption of Maintenance Plan and Procedure Manual: The Housing Commission is required by HUD to have a Procedure Manual that describes all maintenance procedures and work, regular or seasonal including: types of work orders and how they are generated, inspections (cyclical and preventative maintenance), schedule of monthly items to complete for each month of the year. We will continue to update this policy as we go. Checklists and work order samples are included in the packet. Job descriptions are in the contact.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Executive Director's Report:

- Key Performance Indicators for March are good 96.8%, and 97% is required by HUD. We have a higher rate if we only consider rentable units. Maintenance turn and administration lease up times are good. We review waiting lists each week at staff meeting.
- Reserves were at 3.89 months at the end of 2013. We are almost at the 2014 level now. HUD has changed the required numbers for the end of 2014.
- December rent collections were good and expenses were high for December. The reserves for January 2014 were only 3.54% as some things got paid twice in December due to the holidays.
- Clint reported that the repair in the stairwell in Century Terrace has begun and will be completed by the end of the week.

Finances:

- December 2013 Year End Financial Reports were reviewed by Commissioners.

Motion to Accept and Place on File: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

- January 2014 Financial Reports were reviewed by Commissioners.

Motion to Accept and Place on File: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

- Monica has created a spread sheet for comparison to see trends, 2013 Budget Tracking for Unusual Expenses.

Communications:

- There were no communications.

Public Comment:

- Fourteen members of the Public were in attendance at the meeting, no public comment.

Commissioner Report/Comments:

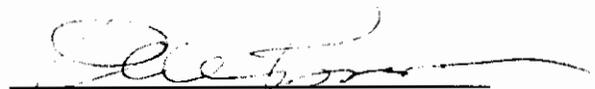
- Quorum Issues – There have been quorum issues in relationship to one of our commissioners. The Mayor appoints members and there are no rules about appointees being removed. George recommended that a letter be sent to the non-attending commissioner to see if they would like to resign from the commission. He suggested that a short resignation form be sent to the non-attending member. Clint will create a letter with the attorney's approval and have Dale Priester sign it.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- There will not be a quorum for the March meeting. If anything is pressing before the April 2014 Regular Meeting, we may need to convert the work session for that purpose.

Meeting Adjourned

Motion to Adjourn: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor
Time: 4:38 p.m.



Dale Priester
President



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