

**CITY OF MANISTEE HOUSING COMMISSION**

**Meeting Minutes**

**June 24, 2014**

**Regular Meeting**

**Meeting Start Time:**

**Roll Call:**

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

**Housing Commission Staff Present:**

- Clinton McKinven-Copus, Executive Director/Commission Secretary
- Monica Otis, Accountant

**Others Present:**

- None

**Amendments to the Agenda:**

- Notice of Resignation from Commissioner Stephison under New Business.

**Approval of Minutes: April 22, 2014**

Motion: Donna Korzeniewski

Second: Elbert Purdom

Approval: All members present voted in favor

**Old Business:**

- There was no Old Business to discuss at this meeting

New Business:

*Resolution 2014-07: Change of Meeting Date for August 2014*

Motion: Elbert Purdom  
Second: Donna Korzeniewski  
Approval: All members present voted in favor

Notes: Meeting changed to Tuesday, September 2, 2014.

*Resolution 2014-08: Energy Conservation Policy*

Motion: Donna Korzeniewski  
Second: Elbert Purdom  
Approval: All members present voted in favor

Notes: Air Conditioners need to be Energy Star as of the date of installation. Current Air Conditioners must be new within the last 5 years. Open windows in the winter with a visual will be charged a heating fee per day. The amount of Utility Usage is estimated and reviewed yearly by Siemens. No above ground swimming pools in family units except baby pools. Energy Star AC is \$20.00 per month for 12 months, Non-Energy Star is \$30.00 per month for 12 months. Open Windows in Heating Season is \$5.00 per day and Excess Appliances are \$5.00 per month.

*Resolution 2014-09: Errata and Correction Policy*

Motion: Elbert Purdom  
Second: Donna Korzeniewski  
Approval: All members present voted in favor

Notes: Policy provides for the correction of errata in official documents.

*The Commissioners reviewed the following items: no action was taken.*

- Smoke Free Policy
  - Adoption of the Policy would be at the July Meeting and be effective January 1, 2015.
- Admissions and Continued Occupancy Policy Updates
  - Chapter 1 Overview of the Program and Plan
  - Chapter 2 Fair Housing and Equal Opportunity
  - Chapter 4 Eligibility

Executive Director's Report:

- Key Performance Indicators – We need a Codification System for policies for better access. 23 Units have been turned. We have 98% occupancy with a total of 13.61 days out of 20 days allowed.

City of Manistee Housing Commission Minutes

Meeting Date: [Insert Date]

s:\housing commission minutes\2014-minutes\regular meeting minutes 6-24-14.docx

Page 2 of 4

- Financial Indicators – We now have 3.75 months in reserve as of April. Board members wondered why our Unemployment Tax Rates were so high. Due to past layoffs the Housing Commission owes the Unemployment Bureau higher than normal rates until we have rebalanced from those layoffs.

Finances:

*April 2014 Financial Statements*

Motion: Donna Korzeniewski  
 Second: Elbert Purdom  
 Approval: All members present voted in favor of placing the documents on file

*May 2014 Financial Statements*

Motion: Donna Korzeniewski  
 Second: Elbert Purdom  
 Approval: All members present voted in favor of placing the documents on file

Notes: There was a profit of \$22,000.00 for May. There was a reduction of salaries due to the CFP draw down.

Communications:

- City of Manistee Clerk
  - Executed (June 17, 2014) Updated Bylaws  
We were already following these Updated Bylaws, but now we are legally approved by the City Council.
  - Revised (June 17, 2014) City Ordinance 270, Housing Commission  
This was to bring the City Ordinance into compliance with state law.

Public Comment:

There were 10 people from the public present at the meeting including from the newspaper. Items discussed during public comment included:

- Return of resident computers and Century Terrace and Harborview to service
  - Information was provided that these computers would be returned to service upon completion of the investigation of the Port City Resident Council
- Replacement of rotting wood boxes in the gardens
  - There are no funds to replace these garden boxes originally installed as part of the ROSS grants
- A suggestion to save on heating by fixing the windows at Harborview
- A question on how to obtain a copy of updated bylaws
  - Updated bylaws are available on the City website and by request at the Housing Commission office
- A question as to why names are redacted on some documents made available to the public
  - Information was provided that this was due to federal privacy laws

City of Manistee Housing Commission Minutes

Meeting Date: [Insert Date]

s:\housing commission minutes\2014-minutes\regular meeting minutes 6-24-14.docx

- A concern that the new thermostats installed are not functioning properly
  - Information was provided that the thermostats are functioning as designed and determined by the Energy Performance Contract
- Request for an explanation as to why the AC Charge is spread out over a year
  - Information was provided explaining that this makes payment of the cost easier on those residents affected.

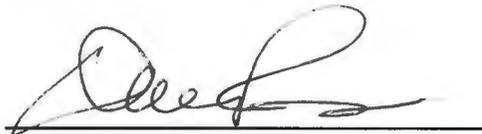
Commissioner Report/Comments:

There were no Commissioner Reports or Comments.

Meeting Adjourned

Motion: Doug Parkes  
Second: Donna Korzeniewski  
Approval: All members present voted in favor

Time: 5:01 p.m.



Dale Priester  
President



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