

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
September 2, 2014
Regular Meeting (Rescheduled August 2014 Meeting)

Meeting Start Time: 4:08 p.m. Called to order by President Dale Priester.

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"/>
Vacant Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

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

Others Present:

- None

Consent Agenda:

Motion to Approve All Items in the Consent Agenda

Motion: Doug Parks

Second: Donna Korzeniewski

Approval: AIF

Amendments to the Agenda

- None

Old Business:

- None

New Business:

Resolution 2014-14 Adoption of 2015 Operating Budget

Motion: Donna Korzeniewski

Second: Doug Parkes

Approval: AIF

Notes: 2015 Budget with revisions was modified by our accountant and are reddish pink in color. There were slight adjustments on the recovery account. The Domestic Violence should be \$9,000.00. Employee Benefits were brought down to \$52,000.00. The Resident Stipends increased to \$1,000.00. Snow Removal was added, including Scattered Sites in case needed. Extermination cost increased and garbage removal costs were rounded up. PILT is always added in at \$39,500.00. Compensated absences were put in by Darrin (absences earned, but not used). Replacement of equipment \$5,000.00 (not to be repeated). Donna asked about the City Inspections of our units. HUD does not allow us to pay the City of Manistee to do our inspections, so unless they want to do them for free, they won't be done.

Resolution 2014-15 Adoption of tenant Utility Allowances

Motion: Doug Parkes

Second: Donna Korzeniewski

Approval: AIF

Notes: Clint explained the allowances for the various unit size and the new per gallon rate for excess water usage for the homes.

Resolution 2014-16 Final Determination of PCRC Investigation

Motion: Doug Parkes

Second: Donna Korzeniewski

Approval: AIF

Notes: The PCRC began on June 6, 2009. Office equipment, supplies and funding at \$15.00 per unit were provided by the CMHC. The PCRC was to provide Financial Reports to the CMHC by June of each year. The necessary reports were not provided and the Memorandum of Understanding has expired. Reports were finally provided after the designated date and an investigation began. It was determined that there was no malfeasance, just a lack of skilled leadership. The CMHC rescinds its MOU with the PCRC as the official organization and repossess all equipment, etc. The CMHC will form a new resident council and redevelopment of resident computer labs.

Executive Director's Report:

Key Performance Indicators - Occupancy is at 97%.

Discussion Notes – PCRC Computers are all XP Operating System which we cannot hook up to our internet safely. Clint is looking into a web page or Windows 7 boxes to update the PCRC Computers. Doug said that he updated to Windows 7 for about \$125.00. The computers are in good condition other than the

City of Manistee Housing Commission Minutes

Meeting Date: September 9, 2014

s:\housing commission minutes\2014-minutes\regular meeting minutes 9-2-14 (rescheduled august meeting).docx

Page 2 of 3

operating system. We possibly would have a tenant hired on a stipend basis to establish consistent hours of availability at the Century Terrace computer lab. The cost for this stipend is already budgeted.

There were no bids received the first time for the Century Terrace Roof and Pole Barn. The second bidding resulted in two bids being received. There is non-responsiveness in the bids which can be corrected. We are nearer to be able to release the bid packet for the Harborview Elevators. If we use Capital Funds for the Make-Up Air Units at Harborview our Energy Performance Contract will be affected. HUD promised 92% on CFP Funds, but we have gotten only 87%.

Other Staff Reports:

- None

Committee Reports:

- None

Communications:

- None Received

Public Comment:

There were nine members of the public present at the meeting. Discussion involved garbage left by the chute on 5th floor, dog urination in the building, rudeness/poor treatment of others by a certain individual, vegetable gardens continuation, tenant computer labs, complaints about work orders not completed.

Commissioner Report/Comments:

- None

Meeting Adjourned

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: AIF

Time: 5:15 p.m.



Dale Priester
President



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