

**CITY OF MANISTEE HOUSING COMMISSION**  
**Meeting Minutes**  
**December 16, 2014**  
**Regular Meeting**

**Meeting Start Time:** Meeting called to order by President Dale Priester at 4:01 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacancy	<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

**Public Comment on Agenda Related Items**

- None

**Consent Agenda**

- To Approve Consent Agenda Items  
Motion: Doug Parkes  
Second: Donna Korzeniewski  
Approval: All in Favor

**Amendments to the Agenda:**

- None

**Old Business:**

- None

### New Business:

- Resolution 2014-22 December Write Off of Doubtful Accounts  
Motion: Doug Parkes  
Second: Elbert Purdom  
Approval: All in Favor
- Resolution 2014-23 Meeting Schedule for January – June 2015  
Motion: Donna Korzeniewski  
Second: Doug Parkes  
Approval: All in Favor
- Resolution 2014-24 Executive Director Employment Agreement  
Motion: Doug Parkes  
Second: Donna Korzeniewski  
Approval: All in Favor

### Executive Director's Report:

- Key Performance Indicators – We closed the year with well over 97% Occupancy. Lease up times are doing good. There were questions about how to keep unit turns from happening so often. Also agency help to get units leased and the problems with their payments.
- Discussion Notes – Financial Reports came in too late for any analysis for this meeting. Our reserves are at \$358,000.00. For the year end clean up \$9,000.00 was transferred from DVG, and there was a CFP Administration transfer. Monica will do a mock up from quick books on the year end analysis.
- The Century Terrace Roof above the stairwell repair will be done so water does not pool and get stuck by the stairwell and be forced toward the drain.

### Finances:

- None

### Communications:

- None Received

### Public Comment:

- There were three members of the public present. The following items were discussed: Notice of the Housing Commission Scheduled Meetings have not been being posted in the glass case or on the office door and Air Quality at Harborview.
- Clint responded that he would see that meetings are posted. He responded to the air quality issue at Harborview, saying the heat wheel is not working and will cause cold air to be circulated if we run it the way it is, and we will then need more heat to warm up the cold air.

Commissioner Report/Comments:

- None

Meeting Adjourned

Motion: Donna Korzeniewski

Second: Elbert Purdom

Approval: All in Favor

Time: Adjourned at 4:31 p.m.



Dale Priester  
President



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