



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Tuesday, February 23, 2021

Meeting Agenda

4:00 PM – VIRTUAL MEETING

Good afternoon. Today is Tuesday, February 23, 2021. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's February 23, 2021, Regular Meeting is being conducted remotely by Zoom.

The meeting is conducted in audio-only mode. Deputy Director Lindsay McIntyre is assisting me with this meeting. You may hear her voice if there is an issue that requires her assistance. The microphones of all Housing Commission Board members, Ms. McIntyre, and myself will always be live unless there is an audio disruption.

As a reminder, Housing Commission Board members, please clearly state your name before speaking or making a motion or a second. Roll call will be taken by the Executive Director/Secretary, as usual.

We are ready now to call the meeting to order. President Priester, you may now call the meeting to order.

1. Call to Order/Roll Call

The Commission Secretary/Executive Director will make a written record of Commissioner attendance and physical location (City/Township and County).

2. Amendments to Agenda

3. Public Comments on Agenda Related Items

Members of the public attending the virtual meeting will have their microphones muted. When it comes time for the public comment, the public members will be called individually by their telephone number's last four digits. Individuals will be asked if they have a comment on an agenda item or if they are passing.

Those giving comments must:

- *Have a good phone connection, and*
- *Shutoff all background sound*

If the caller cannot correct the issue, we will move on to the next person in line.

Please be aware that for those calling, when they first call in, their full telephone number may be visible briefly on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.

At this time, citizens who wish to comment on items related to the agenda may do so. The City of Manistee Housing Commission's Public Comment Policy limits each individual to a three [3] minute statement.

We will now unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on an agenda related item.

4. Consent Agenda

Agenda items marked with an [] are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda, Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will come before the Commissioners, as stated on the agenda.*

Consent Agenda items include:

a. Approval of Minutes*

- i. Regular Meeting Minutes, January 26, 2021

b. Financial Reports

In compliance with the Federal Privacy Act, CMHC has redacted all personally identifying current and past program participants' information from our financial documents.

i. Public Housing Financial Statements*

1. Public Housing Financial Statement*

- a. *Not available for this meeting*

2. Public Housing Bank Reconciliation*

- a. *Not available for this meeting*

3. Public Housing Current Year vs. Prior Year*

- a. *Not available for this meeting*

ii. Domestic Violence Grant Program*

1. Domestic Violence Grant Program Financial Statement

- a. *Not available for this meeting*

2. Domestic Violence Bank Reconciliation

- a. *Not available for this meeting*

iii. Security Deposits Reconciliation*

1. Security Deposit Reconciliation

- a. *Not available for this meeting*

c. Resolutions

Consent Agenda resolutions are matters of compliance with the U.S. Department of Housing and Urban Development or federal law that requires the adoption of a policy or provision of public housing benefits. The contents of these Resolutions, items of compliance, policy, and regulation are not debatable but are a requirement of regulatory compliance.

i. Listed by Number and Title

1. None

5. Old Business

- a. None

6. New Business

- a. Resolution 2021-01 Voiding of Outstanding Checks

7. Reports and Communications

At this time, President Priester will ask if there are reports from the following individuals or if any other communication has been received. If there are no reports, the individual may respond, "no report/comment."

- a. Executive Director Report
- b. Staff Reports
- c. Commissioner Reports/Comments
- d. Received Communications

8. Public Comment

Members of the public attending the virtual meeting will have their microphones muted. When it comes time for the public comment, the public members will be called individually by their telephone number's last four digits. Individuals will be asked if they have a comment on an agenda item or if they are passing.

Those giving comments must:

- *Have a good phone connection, and*
- *Shutoff all background sound*

If the caller cannot correct the issue, we will move on to the next person in line.

Please be aware that for those calling, when they first call in, their full telephone number may be visible briefly on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.

At this time, citizens may comment on general Housing Commission affairs. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities, or involvement areas. The City of Manistee Housing Commission's Public Comment Policy limits each individual to a three [3] minute statement. The City of Manistee Housing Commission will receive public comments and respond later if the Housing Commission determines a response is appropriate.

We will now unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment.

9. Adjournment

10. Announcements and Upcoming Meetings

- a. Regular Commission Meeting
March 23, 2021
4:00 PM



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
January 26, 2021
Regular Meeting

NOTE: This meeting was conducted as a “virtual meeting” using the Zoom application.

Meeting Start Time: 4:03 PM.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused	Remote Location
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Kelly Tomaszewski	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Housing Commission Staff & Others Present:

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	<input checked="" type="checkbox"/>
Lindsay McIntyre, Deputy Director	<input checked="" type="checkbox"/>
Cindy Scott, Financial Analyst	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input type="checkbox"/>

Name	Representing

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

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Consent Agenda:

- A. Approval of Minutes
 - i. Regular Meeting Minutes, December 15, 2020
- B. Financial Reports
 - i. Public Housing
 - i. Financial Statements
 - 1. October 2020
 - 2. November 2020
 - ii. Bank Reconciliation
 - 1. October 2020
 - 2. November 2020
 - iii. Current Year vs. Prior Year
 - 1. October 2020
 - 2. November 2020
 - ii. Domestic Violence Grant Program
 - i. Financial Statements
 - 1. October
 - 2. November
 - ii. Bank Reconciliation
 - 1. October
 - 2. November
 - iii. Security Deposit Reconciliation
 - i. November 2020
- C. Resolutions
 - i. None

Consent Agenda		Moteded By: Parkes			Second By: Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Old Business:

- None

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New Business:

- None

Reports and Communications:

- Non4

Public Comment:

- None

Meeting Adjourned

Adjournment Time: 4:21 PM		Motion By: Parkes		Second By: Goodman	
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Dale Priester
President

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



RESOLUTION 2021-01

Voiding of Outstanding Checks

WHEREAS, the City of Manistee Housing Commission [CMHC], a Public Housing Authority [PHA] of the U.S. Department of Housing and Urban Development [HUD], issued the following checks through West Shore Bank checking account 851620 [public housing checking account for CMHC]

Date	Check Number	Amount	Issued To	Purpose
09/01/2019	10245	\$ 23.00	Former Program Participant ¹	Security Deposit Return
10/01/2019	10288	\$425.00	Former Program Participant ¹	Security Deposit Return
10/11/2019	10319	\$.22	Former Program Participant ¹	Security Deposit Return
04/07/2020	10745	\$100.00	Former Program Participant ¹	Security Deposit Return
04/07/2020	10746	\$ 21.00	Former Program Participant ¹	Security Deposit Return
09/10/2020	11117	\$ 84.74	Poster Compliance Center	Subscription Payment
10/01/2020	11144	\$ 50.00	Former Program Participant ¹	Security Deposit Return

Former Program Participant¹—Federal Privacy Act prohibits the publication of the names of current and past Program Participants of public housing.

and

WHEREAS, there has been no contact from the individuals and business listed about, and

WHEREAS, attempts by CMHC to reach the individuals and business concerning the check issued has been unsuccessful, and

WHEREAS, the CMHC accountant has recommended that the Board of Commissioners declare the above listed checks void and that CMHC place a stop payment on these checks;

NOW, THEREFORE, on the motion of Commissioner [REDACTED], supported by Commissioner [REDACTED], and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners of the City of Manistee authorize the voiding of the listed checks without placing a stop payment on the voided checks [NOTE: placing a stop-payment on a check costs \$35.00 and is only good for six months.]

Commissioner	Approve	Against	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the President and Executive Director’s signatures below, it is CERTIFIED that on February 23, 2021, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2021-01 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director