

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
October 16, 2012

The Regular Meeting of the City of Manistee Housing Commission was held on October 16, 2012 in the Harborview Community Room.

The meeting was opened at 4:11 p.m. by President Dale Priester.

Members Present: President Dale Priester, Vice-President Doug Parkes, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Members Absent: Treasurer Elbert Purdom – Excused.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Amendments to the Agenda

Commissioner Training Policy was added under New Business.

Approval of Minutes

There was a correction in the 8-28-2012 minutes. The motion for Resolution 2012-19 was not approved. **Donna made a motion to approve the 8-28-2012 minutes with the correction.** Lawrence seconded the motion. All members present voted in favor. Motion carried.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2012-21 Welfare Benefit Plan Amendment and 125 Plan Update – It was discovered that there were inconsistencies between the Plans and the Collective Bargaining Agreement with the Union. Inconsistencies were corrected with assistance from our insurance agent. There is no change in cost. Eligibility for the union is due to the 90 day waiting period. **Donna made a motion to approve Resolution 2012-21 Welfare Benefit Plan Amendment and 125 Plan Update.** Doug seconded the motion. All members present voted in favor. Motion carried.

Resolution 2012-22 Declaration of 101 and 101½ Holly Court as Smoke Free – The Recovery Agreement signed with U.S. Dept of HUD requires CMHC to designate all of its Public Housing Units smoke free by the end of 2013. Two existing residents have requested to live in smoke free units and all existing smoke free units are currently occupied. Moving one of these residents to the empty duplex at 101½ Holly Court permitted CMHC to immediately address the request of the two residents. **Doug made a motion to approve Resolution 2012-22 Declaration of 101 and 101½ Holly Court as Smoke Free .** Donna seconded the motion. All members present voted in favor. Motion carried.

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Resolution 2012-23 Award of QSP 2012-01 Roofing Repair of 1204 Cypress Street – The bids were posted. Brooks Roofing did not bid as they could not accept the 15 day turn around. Three bids were received: Affordable Quality Construction, Bob's Roofing and A. Tanner & Sons Roofing. AQC Affordable Quality Construction was the low bidder. **Doug made a motion to approve the low bid of Affordable Quality Construction.** Lawrence seconded the motion. All members present voted in favor. Motion carried.

Resolution 2012-24 Adoption of the Five Year and 2013 Annual Agency Plan - MC Smith has been working on our PNA Plan so the Five Year Plan will need to be updated when that is completed. The approved PHA Plan for fiscal year 2012 stated a budget of \$191,849.00. This resolution resolves that the Board of Commissioners of CMHC adopts the 2013 Public Housing Authority Plans for fiscal year 2013. **Donna made a motion to approve Resolution 2012-24 Adoption of the Five Year and 2013 Annual Agency Plan.** Doug seconded the motion. All members present voted in favor. Motion carried.

Resolution 2012-25 Revision of Resolution 2012-12 Excess Equipment Disposition – The CMHC authorized the sale of the 1997 Dodge 2500 4 x 4 with snowplow for a minimum bid of \$6,000.00 and the public was notified through the Manistee New Advocate. The CMHC received no bids. This resolution removes the minimum bid requirement of \$6,000.00 and authorizes the sale of the vehicle to the highest reasonable offer. CMHC reserves the right to reject all bids. **Doug made a motion to approve Resolution 2012-25 Excess Equipment Disposition.** Donna seconded the motion. All members present voted in favor. Motion carried.

Resolution 2012-26 Designation of Resident Manager Units – This Resolution will clearly designate those units as Resident Manager Units. All Resident Managers will need to sign an addendum to the lease stating that they are residing in these units only due to the Resident Manager status and will need to move from the unit when they are no longer Resident Manager. **Doug made a motion to approve Resolution 2012-26 Designation of Resident Manager Units.** Donna seconded the motion. All members present voted in favor. Motion carried.

Change of meeting date for the December 25, 2012 City of Manistee Housing Commission Regular Meeting. It was decided by board members that the December meeting would be changed to December 18, 2012 if there is a need to meet. If there is no business, the meeting could be cancelled.

Commissioner Training Policy is one of the items required by HUD for CMHC within the Recovery Agreement Plan. Donna made up a sample policy and said it was up for review by board members. Clint said that HTVN has a new commissioner orientation that we could order and have all commissioners view it.

Director's Report

Clint reviewed the Occupancy Status with commissioners. The occupancy rates are very good at an average of 99%. The Vacant Unit Turnaround Time is well within the required time frame for HUD.

Clint also addressed the Financial Reserves and Key Financial Indicators for the month of August 2012. We need to be at a three months reserve in the check book by the end of 2012. The required Reserve amount is \$270,000.00. We are currently at \$238,803.00 in our Reserves. We will be at the three month amount by the end of 2012.

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Financial Reports

Financial Reports for August 2012 were reviewed. Doug asked about a delinquency report. Rebecca is going through the books to see who has not paid and if they have a payment agreement. If there is no Payment Agreement one will need to be made or we move to a 14 Day Notice to Quit. Dale asked if Darrin was doing okay with the financials. **Donna made a motion to accept the August Financial reports and place them on file.** Doug seconded the motion. All members present voted in favor. Motion carried.

Communications

There were no communications.

Public Comment

There were various Public Comments from Century Terrace Residents about a couple dryers in the laundry room which have not been working for some time and the Resident Manager position.

A Harborview Resident brought a question about the cost of a maintenance item available for purchase by tenants.

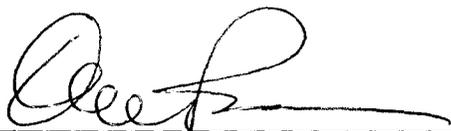
Commissioner Comments & Concerns

Dale said we should ask our City Council or City Manager when they are going to fix up Sixth Avenue.

Dale also said we may need to restore training and travel money, and look at wages that were reduced when we had to cut the budget.

The Regular October Meeting will be cancelled as October Regular Business was discussed at this meeting.

There was no further business to discuss. **Donna made a motion to adjourn the meeting.** Doug seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary