

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**December 20, 2011**

The regular meeting of the City of Manistee Housing Commission was held on December 20, 2011 at 4:00 p.m. in the City Council Chambers at Manistee City Hall.

The meeting was called to order by President Dale Priester at 4:07 p.m.

Members Present: President Dale Priester, Treasurer Elbert Purdom and Commissioner Lawrence Bacon.

Members Absent: Vice-President Doug Parkes and Commissioner Donna Korzeniewski.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of November 22, 2011. **Elbert made a motion to approve the November 22, 2011 Regular Meeting Minutes as written.** Lawrence (LB) seconded the motion. All members present voted in favor. Motion carried. There were no additions or corrections in the Work Session Meeting Minutes of December 8, 2011. **Elbert made a motion to approve the December 9, 2011 Work Session Meeting Minutes as written.** Lawrence (LB) seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Under the Director's Report – Add Mail from HUD.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2011-19 Write-Off of Doubtful Accounts – There are couple deceased individuals on the list for Write-Off of Doubtful Accounts. The rest are individuals that have been evicted. We cannot collect on these individual as we do not have forwarding addresses which are required for small claims court.

Resolution 2011-20 Adoption of Operating Budget - The Board of Commissioners met on December 8, 2011 in a work session to review the 2012 Operating Budget. The budget is the result of the work session. The Commissioners must pass the budget at the Commission Meeting and Clint must sign and e-mail it to the Detroit Field Office on Wednesday, December 21, 2011. Failure to pass the budget will place us in non-compliance with HUD. Clint has also been informed by the Detroit Field Office that we must have the approved Operating Budget for 2013 submitted no later than November 1, 2012. Clint said that the issues we had in 2009 caused us to be listed in troubled status with HUD because our reserves had dipped. At the end of this year, we will have approximately 54% of the required balance in our checking account. By the end of 2012 we should be at 110% of the required balance for HUD if everything follows the scheduled budget. HUD requires four months of reserve in our account. **Elbert made a motion to accept Resolution 2011-20 Adoption of Operating Budget.** Lawrence (LB) seconded the motion. All members present voted in favor.

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Motion carried.

### Director's Report

Clint presented Lorna with a certificate of completion from HUD for training in the HUD Enterprise Income Verification System.

Clint discussed the Occupancy Report with the Board of Commissioners. We have had several deaths at Century Terrace and have many vacancies at this time. We have a new two bedroom that we are having difficulty in finding a suitable resident that will take a no pet/no smoking unit. Clint has run several advertisements in the paper regarding vacancies without much result. The staff continues to meet weekly to review unoccupied units and determine a plan for leasing.

The meeting with the HUD Review Team is scheduled for Thursday, February 23, 2012 at 3:00 p.m. The meeting will be held at the City Council Chambers at City Hall. Those required to attend are Mitch Deisch, City Manager; Mayor Kenny, Clinton McKinven-Copus, Executive Director; Dale Priester, Board President; Tonya DeVore, District Representative of the United Steelworkers Union (Non-participatory) and Marvin Chick, President Local Union for the Housing Commission Non-participatory). George Saylor will also be in attendance since we will be presented with a legally binding contract that must be signed. There is no indication that we will be given this contract in advance of having to sign it. In verbal conversations Clint has had with Lou Berra, of the Grand Rapids Field Office of HUD, he said we are making great strides.

### Financials

The November 2011 Financial Reports were reviewed by the Board of Commissioners. Elbert noted that under Manistee Housing Capital Fund and Operating Grants 50109 on page 6, we are showing a reduction of our revenues in the amount of \$12,781.00. Transactions have to balance out to zero for Darrin and Clint is not quite sure how he does that. Al couldn't find the other half of this entry. Clint said in the 2009 Capital Fund, there was receivable of \$21,000.00 that was spent in 2009 Capital Funds that was recorded by Rector/Reader that had never been cleared and drawn down. That cut into the Elevator Fund money in the 2011 Capital Fund. Darrin has worked diligently to rectify errors from the Rector/Reader time. Rector/Reader accounting put us in Troubled Status with HUD as we were not drawing monies that we should have at that time. The November 2011 Financial Reports were accepted and placed on file.

There was no additional business to discuss, **Lawrence (LB) made a motion to adjourn the meeting at 4:42 p.m.** Elbert seconded the motion. All members present voted in favor. Motion carried.



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director  
Commission Secretary