

AGENDA

City of Manistee Housing Commission
Tuesday, November 15, 2022, 2:00 PM
City Council Chambers
City of Manistee City Hall

1. Call to Order and Roll Call

The President of the Board of Commissioners shall call the meeting to order. The Commission Secretary/Executive Director will make a written record of the Commissioner's attendance

2. Amendments to Agenda

The President of the Board of Commissioners shall ask if there are any amendments to the agenda.

3. Public Comments on Agenda-Related Items

The public comment section on agenda-related items is an opportunity for citizens to comment on agenda-related items only. The Board President shall recognize citizens in attendance for comments (limited to three minutes.) Letters submitted to the Housing Commission Board will not be read publicly.

4. Consent Agenda

Agenda items marked with an [] are on the Consent Agenda and considered by the Executive Director to be routine matters. Before approving 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, October 25, 2022*

b. Resolutions

Consent Agenda resolutions are matters of compliance with the U.S. Department of Housing and Urban Development or federal law that requires adopting a policy or providing public housing benefits. The contents of these resolutions, such as compliance items, policy, and regulations, are not debatable but are required for regulatory compliance.

i. Listed by Number and Title

1. None*

5. Old Business

- a. *None*

6. New Business

- a. *None*

7. Presentation and Discussion of the 2023 Fiscal Year Public Housing and Domestic Violence Grant Budgets

- a. *No action required*

8. Reports and Communications

The President will ask if there are reports from the following individuals or if we have received any other communication. If there are no reports, the individual may respond, "no report/comment."

- a. Executive Director Report
- b. Staff Reports
- c. Commissioner Reports/Comments
 - i. *Note: Commissioner comments are limited to Housing Commission business, specifically business concerning the 48 public housing units commonly known as the Scattered/Family sites.*
- d. Received Communications

9. Public Comment

*Citizens may now make comments on general Housing Commission affairs. Comments are not limited to agenda items but should be directed to Housing Commission services, activities, or involvement areas. **Specifically, comments are to be related to the public housing properties for which the Housing Commission has oversight. Those public housing properties are commonly known as Scattered/Family Sites.***

Citizens are limited to a three (3) minute statement by the Housing Commission's Public Comment Policy. The City of Manistee Housing Commission will receive public comments and respond later if the Housing Commission determines a response is appropriate. Letters submitted to the Housing Commission Board will not be read publicly.

10. Adjournment

11. Announcements and Upcoming Meetings

- a. Regular Commission Meeting
Tuesday, December 13, 2022, 2:00 PM
City Council Chambers



Meeting Minutes
October 25, 2022
Regular Meeting

Meeting Start Time: 2:00 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gini Pelton	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
James Bond	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>
Kevin Helminiak, Maintenance Crew Leader	<input type="checkbox"/>

Name	Representing
None	

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

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Consent Agenda:

- A. Approval of Minutes
 - i. Special Meeting Minutes, October 4, 2022
- B. Financial Reports
 - i. None
- C. Resolutions
 - i. None

Consent Agenda		Motioned By: Bond			Second By: Pelton
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	
Gini Pelton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Old Business:

- None

New Business:

Resolution # 2022-12	Title: Utility Allowances 2022-2023			Motion By: Bond	Second By: Pelton
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	
Gini Pelton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Resolution # 2022-13	Title: Voiding of Outstanding Checks			Motion By: Bond	Second By: Pelton
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	
Gini Pelton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Reports and Communications:

- Executive Director Clinton McKinven-Copus presented a report provided to the Housing Commission by Chief Glass of the Manistee Police Department. The report provided information on calls received by 911 for assistance from residents of Century Terrace. The report covered a 33-month period, starting January 1, 2020, and ending October 17, 2022. Commissioners entered into a discussion concerning the information provided by Chief Glass.
- Deputy Director Lindsay McIntyre shared with the Commissioners different ways of communicating with our residents. She also reiterated that residents could schedule meetings with staff to discuss the lease, policies, and procedures.

Public Comment:

- Steve Fosdick asked about the relocation of residents at Century Terrace compared to residents of Harborview. Harborview residents returned to their original unit before relocation. Century Terrace residents cannot return to their original unit before relocation. Mr. Fosdick also made a statement concerning the drug issues at Century Terrace.
- Karen Nash raised a concern about families living at Century Terrace
- Margaret Void raised concerns about a relative living at Century Terrace

Secretary's Note: The Commissioners heard and received these public comments. However, Century Terrace and Harborview are no longer under the Commissioner's oversight. Thus, no response shall be provided.

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Meeting Adjourned

Adjournment Time: 3:09 P.M.		Motion By: Bond		Second By: Pelton	
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	
Gini Pelton	<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"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

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

Public Housing Operating Budget 2023

Operating Revenue

		Staff Comments
Tenant Rental Revenue		
Dwelling Rental Revenue	\$ 135,000	Based on tenant rent collections in 2022
Tenant Revenue - Excess Utilities	\$ 1,600	
Tenant Revenue - Other	\$ 2,500	
Total Tenant Rental Revenue	\$ 139,100	
HUD PHA Grant Revenue		
Operating Grants	\$ 35,341	Anticipated capital funds grant from HUD. As a small PHA we are able to use a portion of the capital funds grant for operations. Actual amount of capital
Operating Subsidy	\$ 132,000	Anticipated operating funds from HUD. Actual amount of HUD operating funds is determined between February and May of each year.
Total HUD PHA Grant Revenue	\$ 167,341	
Other Revenue		
Interest Income	\$ 400	
Other Revenue	\$ 300	
Gain/Loss-Sale of Fixed Assets	\$ -	
Laundry Revenue	\$ 100	
Fraud Recovery Revenue	\$ 850	
Management Fee - DVG	\$ 10,000	Representats payment from these properties to cover management and maintenance of three domestic violence homes. These homes are operated under a MSHDA grant.
Total Other Revenue	\$ 11,650	
Total Operating Revenue	\$ 318,091	

Operating Expenses

Administration

Administration Wages	\$	50,158	Represents the Housing Commission's portion (22.30%) of the entire costs
Legal Expense	\$	5,500	
Staff Training	\$	-	
Accounting Fees	\$	6,000	
Auditing	\$	2,500	
Employee Benefits - Admin	\$	32,800	Represents the Housing Commission's portion (22.30%) of the entire costs
Telephone	\$	8,000	Represents the Housing Commission's portion (22.30%) of the entire costs
Publications	\$	-	
Membership Dues and Fees	\$	200	
Admin Service Contracts	\$	10,000	Represents the Housing Commission's portion (22.30%) of the entire costs
Office Supplies	\$	2,400	Represents the Housing Commission's portion (22.30%) of the entire costs
Other Sundry-Misc.	\$	1,000	
Total Administration	\$	118,558	

Staff Comments

Tenant Services

Rec., Pub., & Other Services	\$	1,050
Resident Employee Stipend	\$	2,400
Total Tenant Services	\$	3,450

Utilities

Water & Sewer	\$	34,000
Electricity	\$	12,000
Gas	\$	8,500
Total Utilities	\$	54,500

Ordinary Maint. & Operations**Staff Comments**

Maintenance Wages	\$	30,000	Represents the Housing Commission's portion (22.30%) of the entire costs
Materials	\$	6,000	
Heating & Cooling Contracts	\$	8,000	
Landscape & Grounds Contracts	\$	-	
Unit Turnaround Contracts	\$	2,500	
Electrical Contracts	\$	1,000	
Plumbing Contracts	\$	1,500	
Extermination Contracts	\$	-	
Routine Maintenance Contracts	\$	-	
Miscellaneous Contracts	\$	500	
Employee Benefits - Maint.	\$	16,077	Represents the Housing Commission's portion (22.30%) of the entire costs
Staff Training - Maintenance	\$	-	
Total Ordinary Maint. & Operations	\$	65,577	

General Expense

Insurance	\$	37,724	
Payment in Lieu of Taxes	\$	8,443	
Compensated Absences	\$	22,000	Represents the Housing Commission's portion (22.30%) of the entire costs
Collection Losses	\$	3,000	
Interest Expense	\$	97	
Total General Expense	\$	71,264	

Total Routine Operating Expenses \$ **313,349**

Principal Payments - F250 2019	\$	1,341	Represents the Housing Commission's portion (22.30%) of the entire costs
Replacement of Equipment	\$	2,000	Represents the Housing Commission's portion (22.30%) of the entire costs
Betterments and Additions	\$	-	
Operating Expenditures - Contra	\$	(3,341)	
Total Capital Expenditures	\$	-	

TOTAL OPERATING REVENUE	\$	318,091	
TOTAL ROUTINE OPERATING EXPENSES	\$	313,349	
PROFIT/(LOSS)	\$	4,742	

INCOME/DEFICIT MINUS CAPITAL EXPENDITURES	\$	1,401	
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DVG Grant Budget 2023

Operating Income

3110 Dwelling Rental Revenue	\$	21,000
3690 Tenant Revenue - Other	\$	800
Total Operating Income	\$	21,800

Operating Expenses

Administration

4170 Accounting Fees	\$	1,635
4172 Management Fee	\$	10,000
Total Administration	\$	11,635

Ordinary Maint. & Operations

4420 Materials	\$	3,000
4430.02 Heating & Cooling Contracts	\$	-
4430.06 Unit Turnaround Contracts	\$	-
4430.12 Miscellaneous Contracts	\$	-
Total Ordinary Maint. & Operations	\$	3,000

General Expense

4590 Other General Expense	\$	1,200
Total General Expense	\$	1,200

Total Operating Expense \$ 15,835

Operating Income (loss) \$ 5,965