

Minutes
Manistee Housing Commission
October 19, 2023
Regular Meeting

The regular meeting was called to order at 9:03 a.m. by President Steve Fosdick.

Roll Call: Steve Fosdick
 Karen Goodman
 Jim Smith
 Gini Pelton

Absent: James Taylor

Staff: Laurie Hatchew
 Mark Sochocki

Amendments to the Agenda: None

It was moved by Commissioner Goodman, supported by Commissioner Smith to approve the Regular Meeting Minutes, and the Bills & Disbursements for September 2023. Motion carried.

Old Business

- a. It was moved by Commissioner Goodman, supported by Commissioner Smith to award the bid to Rusty Manke in the amount of up to \$56,000 for the renovations at 343 10th St which will include the roofing and siding on 2 sheds. Motion was carried.

New Business:

- a. It was moved by Commissioner Goodman, supported by Commissioner Smith to approve the hiring of Karla Humm as the temporary Assistant Director. Motion carried.
- b. It was moved by Commissioner Goodman, supported by Commissioner Smith to approve the purchase of a John Deere compact tractor with blower in the amount of \$22,826.05. Motion carried.
- c. Shay Allen from BDO presented the financial statements and the board reviewed.
- d. It was moved by Commissioner Goodman, supported by Commissioner Smith to adopt Resolution #2023-15, Utility Allowances effective 01/01/2024. Roll Call Vote: All Yeas
- e. It was moved by Commissioner Smith, supported by Commissioner Goodman to adopt Resolution #2023-16, Flat Rents effective 01/01/2024 PH. Roll Call Vote: All Yeas

- f. It was moved by Commissioner Smith, supported by Commissioner Goodman to adopt Resolution #2023-17, By-Laws of the City of Manistee Housing Commission. Roll Call Vote: All Yeas

Presentation and Discussion

- a. None

Reports and Communications

- a. The Operations Manager commented on the new smoking areas that seem to be working and tenants are staying off sidewalks. Site work is finishing up and it looks good. There will be a budget meeting in November and the proposed budget will be on the agenda for approval in December. It would be good to get an auditor engaged by January. The A.C.O.P. needs to be updated for admissions.

The Executive Director commented on the issues with the DVG program and residents not receiving utility allowances accordingly. She is working with MSHDA on all program non-compliance issues. They need to work on getting the revenue up on these homes by raising the max unit rent and having the residents obtain vouchers to supplement the rental short fall. The Resident Council Election was held on October 18, 2023 and a board consisting of 4 Executive Board Members and 6 Regular Board Members was established. The first official meeting will be in November 2023. The meeting with Consumers Energy to verify the LED lighting improvements and discussed the mini split installation program for Century Terrace went well. Unit inspections will be scheduled soon.

- b. Commissioner Smith commented on what a great job the staff is doing and the efforts the staff and board are putting forth.
- c. Received Communication.
 - i. The Ross Grant application is due by December 18, 2023 for the Service Coordinator Grant.
 - ii. Commonwealth construction change order requests were discussed.
- d. The Vacancy Report was discussed.
- e. The Newsletter is successful, and the residents seem to like them. A smoking cessation class was discussed during the Resident Council Meeting and a Diabetes Prevention Class will be presented by the Health Department.

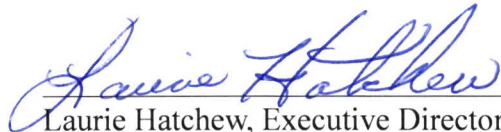
Public Comments.

No Comments were heard during hearing of the public.

The meeting was adjourned at 10:20 a.m.



Steve Fosdick, President
City of Manistee Housing Commission



Laurie Hatchew, Executive Director
City of Manistee Housing Commission