

Elk Rapids Housing Commission Minutes

April 18, 2017

President Myrna Howse called the meeting to order at 3 :30 pm.

The Pledge of Allegiance to the American flag was led by President Myrna Howse

Roll call: President Myrna Howse, Vice President Marilyn Sinclair, Commissioners, Margaret VandenBerge, Gerti Lane, T. MacGregor, Council Representative Larry Ball, all present.

Moved by G. Lane and supported M. VandenBerge to approve the minutes of March 21, 2017 as presented. Carried.

Moved by G, Lane and supported by M. VandenBerge to amend the agenda to include a Closed Session after the regular business April meeting. The Closed session will be to review Staff Evaluations and Compensation as requested by Director Victoria Harrett. The second item to amend the agenda is to move Staff Compensation from New Business to the May agenda. Carried

Public Comment / Communications on items listed on the agenda – None

Moved by G. Lane and seconded by M. VandenBerge to accept the payroll and bills paid March 21, 2017 – April 16, 2017. Roll call vote: M. Sinclair-yes, MacGregor-yes, G. Lane-yes, M.VandenBerge-yes, M. Howse-yes. Motion carried.

Occupancy, V. Harrett reported occupancy - Noble Pines has a full house with eight active applicants. Currently Noble Pines has an open enrollment list. Three applications were sent out as requested from telephone contacts. No return applications. Note one tenant continues out of his apartment on a medical issue.

Resident Commissioner Report - Resident Commissioner G. Lane had nothing to report.

Maintenance Report was given by H. Webb. Maintenance on the front loading wash machine is completed. The contracted tree removal has been completed and we are waiting stump removal. Routine building maintenance. Several students from the Sunrise Academy arrived as planned to help with our Spring yard work. Thank you to the students and staff for their time and energy.

V. Harrett, reported that Noble Pines received the second, reduced subsidy checks this month. Noble Pines remains financially stable. Our water bill has been reduced. The Village manager and DPW Supervisor reviewed our use and Public Housing status and recommended a reduction to the Village Council. The Village Council voted in an Ordinance change to bill low income apartments with 500 sq. ft. or less living space a reduction on water charges. Our

Council Representative Larry Ball, was instrumental in seeing this thru the maze of legal paper work along with Village staff.

The special groups that meet regularly in the Community Room have been notified that the parking lot is reserved for Noble Pines business, Tenant parking and Tenant visitor parking All others must park along Chippewa Street or on the abandoned road on the west side of the building. This includes the Handicapped Visitor parking space. We continue to look for ways to improve and add more parking in the area around the building.

An Annual Tenant meeting was held March 27, 2017. Several topics were discussed and a “wish” list was generated for future Noble Pines projects. No decision was made on prioritizing the list. Thank you to all who participated.

April 12, 2017 a letter was sent to each Tenant (see letter in packet) updating events.

We received two new sample window shading films, each with less mirror effect after dark. We have them on the Lobby window for consideration. We need some additional window shading since we lost many trees in the 2015 storm. No recommendation has been made.

Larry Ball, Elk Rapids Village Council Representative, gave an overview of the last Council meeting. Free fishing Day set for June 17th. Larry extended an invitation to all Commissioners to attend the Village Appreciation of Commissioners event that will be May 1st at 6pm in the Village Hall.

Unfinished Business - The office has started the process of tenants signing the new Noble Pines Lease Agreement and House Rules. This should be completed by May 1, 2017. Thank you to Trisha Perlman for taking on the job of getting 25 sets of documents printed for a good price.

New Business- Staff Compensation was moved to the May Agenda for review.

Resident Activity report was given by G. Lane - New puzzles are again a social time in the Community Room. BINGO and Spring Pot Luck rounded out the month. All well attended

Communications from Common Angle - A quote for installing the Community Room resident computer with a 25 password capability, and antivirus software. Date and time of installation has yet to be set. Staff will draw up a procedure for using the computer. Common Angle also submitted a quote for a proposed new security system with 6 cameras. Director will ask for an additional quote using 9 cameras before working on a Grant for help with the costs

Moved by M. VandenBerge and supported by T. MacGregor to close regular meeting.
Motion carried.4:25PM

President called a 5-minute break

Moved by M. Sinclair supported by M. VandenBerge to go into a Closed Session to discuss Staff Evaluations and Compensation.

Roll call vote: G. Lane-Yes, M. VandenBerge-Yes, M. Howse-Yes, M. Sinclair-Yes, T. MacGregor. Motion carried 4:33 pm.

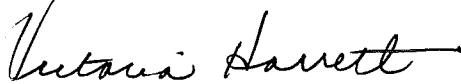
Moved by M. Sinclair and supported by M. VandenBerge to exit Closed session. Motion carried 4:54pm.

President M. Howse stated that as requested by Victoria Harrett, Executive Director staff evaluation and compensation was reviewed in closed session.


Next meeting will be May 16, 2017 at 3:30 pm.

Motion by M. VandenBerge to adjourn and Seconded by G. Lane. Carried
Meeting adjourned at 4:55 pm

Respectfully submitted,



Victoria Harrett
Executive Director

Approved  5-16-17

