

Elk Rapids Housing Commission Minutes

November 16, 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 M. Howse, Vice President M. Sinclair, Commissioners, G. Lane, Margaret VandenBerge, T. MacGregor, Council Representative Larry Ball. All present.

Two in attendance.

Moved by M. Vandenberge and supported by G. Lane to approve the minutes of October 17, 2017 adding Handicap/Disabled to the ACOP proposed preference list as posted. The addition will be on page 3, last paragraph, last line. a minor correction. Motion carried.

There was no meeting in September.

Moved by G. Lane supported by M. Sinclair to approve the November agenda as presented. Motion carried.

NOTE: Village staff Caroline Kennedy rescheduled. The Open Meetings Act presentation will be on the January agenda.

Public Comment / Communications on action items on the agenda. None

Moved by M. VandenBerge and supported by G. Lane, to accept the payroll and bills paid October 17, 2017 - November 16, 2017. Director Harrett gave a brief explanation of some of the monthly expenses that have occurred getting ready for REAC inspection and refurbishing vacated apartments for new tenants.

Roll call vote:

Ayes: Sinclair, MacGregor, Lane, VandenBerge, Howse.

No: 0 Motion carried.

V. Harrett reported on Noble Pines occupancy. We have a full house. Noble Pines has a waiting list of 5 active applicants. The waiting list is low due to having three new tenants since August. We maintain an open waiting list.

Resident Commissioner G. Lane had nothing to report.

Maintenance Report was given by V. Harrett in the absence of H. Webb. The November 2, 2017 HUD REAC inspection went well, Noble Pines received a 99 rating out of possible 100.

President Myrna Howse thanked Harrett and Webb for an outstanding job preparing Noble Pines for the inspection. The tenants are using the 2nd street building to store their seasonal items. The snow removal equipment is reported, ready for winter use.

The Executive Director verbal report was brief. One Unit had a Health and Safety violation during the REAC inspection. Health and Safety issues are a significant violation of the Lease agreement. We examined the procedure outlined in the lease and have retained the services of an attorney for guidance.

Larry Ball, Elk Rapids Village Council Representative, reported on several items the Council had dealt with on their November 6, 2017 meeting. Among the items were the District Library's request to expand the Island House building, Harbor rate increase, curbside trash pick-up, and the Dexter street property donation.

Unfinished business, the Board entered into another full discussion about setting new ACOP priority preferences for admission into Noble Pines Apartments. The preferences were posted (October 18, 2017), to the public for 30 days as required by HUD regulation. There were no written or verbal comments received from the public for the Board to consider.

Resolution 2017-13

ADMISSION AND CONTINUED OCCUPANCY PRIORITY PREFERENCE

Moved by Larry Ball and Supported by M. VandenBerge to amend the Admissions and Continued Occupancy Policies (ACOP) Preference as follows;

Elderly- (62 years old or older)

Elk Rapids Resident

Non-Smoker

Veteran

Near Elderly (55 years old – 61 years old)

Handicap/Disabled

Antrim Co Resident

Michigan Resident

Homeless

Roll call vote:

Ayes: MacGregor, Lane, VandenBerge, Howse, Sinclair.

No: 0 Motion passed

In new business it was brought to the attention of the board by Director Harrett, the Elk Rapids Housing Commission Annual meeting, needs to include setting the regular meeting dates and make administrative appointments for the upcoming year.

**Resolution 2017 – 14
Annual Meeting Appointments**

Moved by M. VandenBerge and Supported by G. Lane to set the Regular monthly meeting dates as approved and posted by the Elk Rapids Village Council, the **Third Tuesday of each calendar month, and will be held in the Noble Pines Community Room, 701 Chippewa Street, Elk Rapids, Michigan at 3:30 PM.** If there is a Special meeting or change in the Regular meeting, a notice will be posted at the Village Hall and in the Lobby at Noble Pines at least 18 hours prior to the meeting date.

Annual Appointments are as follows:

Executive Director – Victoria Harrett

Fee Accountant – Housing Data Specialists

Auditor – Barry Gaudette CPA

Attorney – Bethany C. Warner & Associates

Designation of Bank Depositories – Fifth /Third Bank

Roll call vote:

Ayes: Lane, VandenBerge, Howse, Sinclair, MacGregor

No: 0 Motion passed

The Board was given copies of an Ethics Policy and By-laws for amendment consideration and review. The Board will discuss any action or change at their next meeting.

There were no public written or verbal comments to share.

Resident social activity report was given by G. Lane. She commented on the good conversations at Sunday Sweet Night, and the good turnout for the monthly Pot Luck. Tenants are preparing to set a date and time for a Holiday Pot Luck tree trimming evening in December.

No Communications.

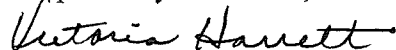
The Board President Myrna Howse gave recognition to Tom MacGregor for his years of serving on the Elk Rapids Housing Commission 2010-2017. The Board and those in attendance were invited to wish Tom well with cake and coffee refreshment.

Motion by T. MacGregor and Supported by G. Lane to adjourn at 4:45 PM. Carried

Meeting adjourned at 4:45 PM

Next meeting will be December 19, 2017 at 3:30 PM.

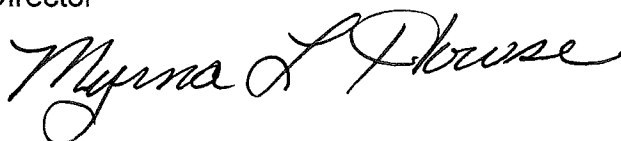
Respectfully submitted,



Victoria Harrett

Executive Director

Approved:



December 19, 2017

