

# Meeting Minutes of the Elk Rapids Housing Commission

December 18, 2018

Following a "Resident Reception", a Regular Meeting of the Elk Rapids Housing Commission was called to order by President Myrna Howse in the Community Room of the Noble Pines Apartment Building, 701 Chippewa Street, Elk Rapids, Michigan at 3:30 P.M. President Howse then led all participants in the Pledge of Allegiance.

## **I ROLL CALL**

The following Commissioners were present: Myrna Howse, Marilyn Leix, Marilyn Sinclair, Judy Standerfer, and Margaret VanDenBerge.

Staff: Tony Lentych, Executive Director, Angela Szabo, and Henry Webb, Maintenance.

Others/Guests: Elaine Glowicki, Elk Rapids Village Council reported a previous commitment.

Public/Residents: Three Noble Pines Residents.

## **II APPROVAL OF AGENDA**

Commissioner VanDenBerge moved (Standerfer support) to accept the agenda as presented. The motion was unanimously approved.

## **III APPROVAL OF MINUTES**

Commissioner VanDenBerge moved (Leix support) to accept the meeting minutes of November 20, 2018. The motion was unanimously approved.

## **IV APPROVAL OF BILLS**

Commissioner Leix moved (VanDenBerge support) to approve the bills paid from November 20, 2018 until December 17, 2018. There was a brief discussion on the check register before the vote.

### **Roll Call**

VanDenBerge	Yes
Leix	Yes
Sinclair	Yes
Standerfer	Yes
Howse	Yes

The motion was unanimously approved.

## **V PUBLIC COMMENT**

A resident inquired about the water lines at Noble Pines.

## **VI OLD BUSINESS**

A. The Noble Pines Occupancy Report was given by staff and all units are filled. There was a request to study who on the wait list "give-up" and move to other units during the waiting period.

- B. Henry Webb gave the Noble Pines Maintenance Report. There was a somewhat major repair on the dryer.
- C. Staff reviewed that memorandum in the packet and there was a long conversation about the RAD program. The HUD field office contacted staff to gauge interest in the program and the board commented that it is worth exploring options at this time.

Staff also reported that the Board Orientation held on December 14, 2018 was a well-attended and well received meeting. There was a question if the orientation was mandatory and staff reported that it was not. It was a voluntary training for new Commissioners and anyone else interested in learning more about ERHC. It was a public meeting and noticed as such, but attendance was not required.

- D. Village Trustee Elaine Glowicki was not in attendance due to a schedule conflict. It was reported that the Village meeting was a “quiet” one and not much business was conducted.
- E. Staff reported on the maintenance agreement. Henry Webb is still satisfied with his employment and will continue for the time being. TCHC is ready to step in when needed.

**VII NEW BUSINESS**

- A. The Calendar of Meetings was presented and discussed. Staff informed the Commission that this was not a necessary item but “good housekeeping”. Commissioner Standerfer moved (VanDenBerge support) to adopted the Calendar of Meetings for 2019. The motion was unanimously approved.
- B. The ERHC Fiscal Year 2018 Annual Audit was presented and discussed. Commissioner VanDenBerge moved (Leix support) to accept the Annual Audit and submitted it to HUD as necessary. The motion was unanimously approved.
- C. Staff presented the final draft of the Noble Pines Community Room Policy that had been tabled at the November meeting. There was a question about parking for “public events” and staff will be sure to instruct those that reserve the room that parking should be on Maple Street. After additional discussion, Commissioner VanDenBerge moved (Sinclair Support) to adopt the following resolution:

*The Community Room Policy as presented to the Elk Rapids Housing Commission is hereby adopted with immediate effect.*

**Roll Call**

Leix	Yes
Sinclair	Yes
Standerfer	Yes
Howse	Yes
VanDenBerge	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-11.

**VIII ADJOURNMENT**

Commissioner Leix moved (VanDenBerge support) to adjourn the meeting. The motion was approved and Commissioner Howse closed the meeting at 4:16 P.M.

Respectfully submitted,



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Tony Lentych, Executive Director

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Myrna Howse, President