

Elk Rapids Housing Commission Minutes

October 17, 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.
Four tenants in attendance.

Moved by M. VandenBerge and supported by G. Lane to approve the minutes of August 15, 2017 with a minor correction. Motion carried. There was no meeting in September.

Moved by M. VandenBerge supported by G. Lane to approve the October agenda with two additions under Other for consideration. Motion carried.

Village staff Caroline Kennedy was not present for the Open Meetings Act presentation.

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 August 15, 2017 – October 17, 2017.

Roll call vote. M. Sinclair Yes; T. MacGregor Yes; G. Lane Yes; M. VandenBerge Yes; M. Howse Yes. Motion carried.

Occupancy, V. Harrett reported on Noble Pines occupancy – Apartment #1 and apartment #17 both have new tenants. Noble Pines has a waiting list of 6 active applicants and keeps an open waiting list.

Resident Commissioner Report –No report

Maintenance Report was given by H. Webb. Usual maintenance and yard work along with extra items to do in preparation for November 2, 2017 HUD REAC inspection. F. Russell is available to assist with the painting, bush and tree trimming maintenance. Sunrise Academy students were here to help paint the fences. Nine shower floors needed fiberglass repair and under tub support added. Annual Boiler Inspections completed and no repairs needed. EPS inspected all fire alarms, they are all in good shape. Documents are on file.

The Executive Director read a prepared Annual Report that is attached to the minutes.

The Board was presented with the announcement that the Director will be leaving this fiscal year. The search for a replacement will begin in January 2018. They will look into several options for filling the position. The Board discussed the option of sharing an Executive Director with another Public Housing Authority. The Board directed V. Harrett to set up an informational time to bring the pros and cons to the table for discussion. This discussion will be at a future meeting of the Elk Rapids Housing Commission.

Larry Ball, Elk Rapids Village Council Representative, had no report.

Larry commented that there will be a citizen comment session at the Elk Rapids Village Hall on the Library expansion on October 23, 2017.

Under old business the Board entered into a full discussion about the trimming of bushes and trees on the Noble Pines grounds. A summary of HUD regulations will be posted for the tenants to read. No changes in procedure will be made at this time.

President M. Howse gave a brief summary of a letter received from the Coan & Lyons Attorneys. They are representing the Public Housing Authorities in a suite we joined to capture operation funding dollars held by HUD in 2012. The letter acknowledged that they received our fee to join the suite.

In new business, the Board unanimously reelected Myrna Howse as President and Marilyn Sinclair as Vice President for the 2017-2018 fiscal year.

Accept **Resolution 2017-11** - Noble Pines Apartment 2018 Flat Rate Rent

Roll call vote; M. Sinclair Yes; T. MacGregor Yes; G. Lane Yes; M. VandenBerge Yes; M. Howse Yes. Passed.

Approve and accept **Resolution 2017-12** – Capital Fund Grant MI28P116501-17 in the amount of \$17,344.00.

Roll call Vote; T. MacGregor; yes G. Lane Yes; M. VandenBerge Yes; M. Howse Yes; M. Sinclair Yes. Passed.

The Elk Rapids Housing Commission's governing document is the ACOP. In the annual review of the ACOP document it was noticed that the preferences for admission may need to be adjusted for clarification and eligibility acceptance on the waiting list. After a full discussion the Board made recommendations for change. The proposed changes will be posted 30 days. Tenants and the public are

encouraged to read the information and comment. The recommended changes will affect the priority preference for admission. The resolution will be on the November agenda for discussion and a vote.

5:00 PM Commissioner G. Lane left the meeting.

In public comment, tenant M. Leix asked about the status of the Village owned storage building. Director Harrett, confirmed the availability of building for Noble Pines storage. Guidelines have been set to allow tenants seasonal item storage. No household items such as dressers, beds, chairs or kitchen items or clothes are to be stored in the building. Items like bikes, air conditioners and planters and lawn chairs are considered seasonal. All items will be tagged with the tenant's name and the date. A list of items will be maintained with maintenance department. There will be a form to sign releasing the Elk Rapids Village and the Elk Rapids Housing Commission of any responsibility if items are damaged or lost during storage. Getting into the storage building will be during regular business hours of the Elk Rapids Housing Commission. The Director and the Maintenance man will have keys for access.

The Resident Social Activities Report for the month was given by M. Sinclair in the absence of G. Lane. The usual BINGO, Pot luck and Sunday "Sweet Treats" were enjoyed by the few that attended. A thank you, to S. Lockhart and family, also H. Harvey for the apples that they shared with their tenant neighbors.

No additional Communications.

OTHER:

Three Board members have scheduling conflicts with the November 21, 2017 meeting date. The Board changed the November meeting to Thursday, November 16, 2017 at 3:30 pm. The Director will post the change at the Village Hall.

An update in the ACOP was also proposed by the Board. The update is in the preferences for admissions. The current priority list for Noble Pines is not in keeping with the trends for occupancy used by most Public Housing Authorities. The proposed preference priority is as follows;
Elderly, Elk Rapids Resident, Non Smoker, Veteran, Near Elderly, Handicap/
Disabled, Antrim Co Resident, Michigan Resident and Homeless.

This proposed change to the Elk Rapids Housing Commission ACOP will be posted as required for 30 days and then put on the November agenda for discussion and vote.

Moved by M. Vandenberg and supported by L. Ball to adjourn.


Motion carried.

Meeting adjourned at 5:20 pm

Next meeting will be November 16, 2017 at 3:30 PM.

Respectfully submitted,

Victoria Harrett
Executive Director

Approved 
November 16, 2017