

# Meeting Minutes of the Elk Rapids Housing Commission

## July 17 2018

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, and Margaret VanDenBerge.

Staff: Tony Lentych, Executive Director, David Gourlay and Henry Webb, Maintenance.

Other: Larry Ball

Public: Three (3) Residents of Noble Pines.

NOTE: Commissioner Howse announced that a new Commissioner has been appointed but had not been sworn in by the Clerk. President Howse then introduced Judy Standerfer.

### **II APPROVAL OF AGENDA**

Commissioner Leix moved (VanDenBerge support) to accept the agenda as amended – the date of the next meeting was corrected to be August 21, 2018. The motion was unanimously approved.

### **III APPROVAL OF MINUTES**

Commissioner VanDenBerge moved (Ball support) to accept the meeting minutes of the June 19, 2018 meeting without correction. The motion was unanimously approved.

### **IV APPROVAL OF BILLS**

Commissioner VanDenBerge moved (Leix support) to approve the bills paid from June 18, 2018 until July 10, 2018. There were checks issued on July 11 that were not in the report but will be included in the report next month.

#### **Roll Call**

VanDenBerge	Yes
Sinclair	Yes
Howse	Yes
Leix	Yes

The motion was unanimously approved.

### **V PUBLIC COMMENT**

There was no Public Comment.

### **VI OLD BUSINESS**

A. The Noble Pines Occupancy Report was given by staff. Unit No. 7 has been occupied and Noble Pines is once again completely filled.

- B. Henry Webb gave the Noble Pines Maintenance Report. Not much is “happening” at this time and he reported that TCHC Maintenance staff assisted with a light fixture repair. Staff announced that Angie Szabo will be doing some light custodial work at Noble Pines to help free some time from Henry’s schedule.
- C. Staff presented a memorandum to the Commission that provided an update on the relationship between ERHC and TCHC. Staff also reviewed the packet of material for the remainder of the meeting.
- D. Village Trustee Larry Ball gave the Elk Rapids Village Council Report. A new police officer was introduced by the new Police Chief – the new officer began on July 9, 2018. Judy Standerfer was appointed to the Elk Rapids Housing Commission to fill the vacant seat. A State of Michigan Trust Fund grant has been approved for a new public restroom in the Village. There may be a pedestrian “traffic study” ordered in the near future. And all light fixtures in the village’s facilities will be converted to LED.
- E. There was a brief discussion on the maintenance agreement, or the need for one, starting in with the new fiscal year. There will be more discussion on this during the next two months as the overall relationship with TCHC is discussed.

**VII NEW BUSINESS**

- A. Staff introduced the Check Signing Authorization Policy and there was discussion on the rationale behind the policy. Commissioner VanDenBerge moved (Sinclair support) to adopt the Check Signing Authorization Policy immediate effect.

**Roll Call**

Leix	Yes
Sinclair	Yes
VanDenBerge	Yes
Howse	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-04.

- B. With the retirement of Vicky Harrett, Commissioners need to amend the list of those that can sign checks on behalf of ERHC. After a brief discussion, Commissioner VanDenBerge moved (Leix support) to adopt the Resolution authorizing a change in the list of Check Signers for ERHC based upon the newly adopted policy.

**Roll Call**

VanDenBerge	Yes
Howse	Yes
Leix	Yes
Sinclair	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-05.

**VIII ADJOURNMENT**

Commissioner VanDenBerge moved (Sinclair support) to adjourn the meeting. The motion was approved and Commissioner Howse adjourned the meeting at 4:13 P.M. It was noted the next regular meeting will be on August 21, 2018.

Respectfully submitted,



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Tony Lentych, Executive Director



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Myrna Howse, President