

Meeting Minutes of the Elk Rapids Housing Commission

September 18, 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, and Judy Standerfer. Marilyn Sinclair and Margaret VanDenBerge were excused.

Staff: Tony Lentych, Executive Director, Ken Sands and Henry Webb, Maintenance.

Others/Guests: Larry Ball.

Public/Residents: Judy Ashley, and Vickie Harrett.

II PUBLIC HEARING

Commissioner Howse opened the Public Hearing on the HUD Annual Plan Update to the Five-Year Plan for the Capital Fund Program (CFP) at 3:32 P.M. No public comment was received and the Public Hearing was closed by Commissioner Howse at 3:34 P.M.

III APPROVAL OF AGENDA

Larry Ball moved (Standerfer support) to accept the agenda. The motion was unanimously approved.

IV APPROVAL OF MINUTES

Commissioner Leix moved (Ball support) to accept the meeting minutes of the August 21, 2018. The motion was unanimously approved.

V APPROVAL OF BILLS

Commissioner Leix moved (Standerfer support) to approve the bills paid from August 21, 2018 until September 17, 2018. There was a discussion about the two payments to Common Angle which was due to their billing practices and the payment to Stanley Steamer (they cleaned the hallway carpets).

Roll Call

Howse	Yes
Leix	Yes
Standerfer	Yes

The motion was unanimously approved.

VI PUBLIC COMMENT

Judy Ashley and Vicki Harrett made general comments.

VII OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff and all units are filled.

- B. Henry Webb gave the Noble Pines Maintenance Report. Everything is “up to snuff” and the plan for the next few weeks is to remove the air conditioners from the units. Commissioner Leix inquired about the broken sprinkler line. Webb reported that the village will repair it in the spring and that it would cost money to repair and test it this fall.
- C. Staff presented a memorandum to the Commission that provided an update on the relationship between ERHC and TCHC. Staff reviewed the packet of material for the remainder of the meeting and noted that there is a new contract to extend the relationship with TCHC for twelve months.
- D. Village Trustee Larry Ball gave the Elk Rapids Village Council Report. There was a report from Lawrence Tech on the Village’s gardens, trees, etc. and that suggestions are being sought on next steps. There were several citizen comments at the last meeting including Judge Hays re-election speech. The review of the Dexter Street property is on hold. The River Street traffic and pedestrian safety report is also on hold. The library expansion was approved with a vote of 6-1. Several meetings were announced and all are encouraged to attend. He also reported that his elected term in office is coming to an end but that he will be attending the Housing Commission meetings until November 18, 2018 when his term ends.
- 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. Ken Sands was introduced to the Commission as a new maintenance employee at TCHC. He will assist at Noble Pines when needed.

VIII NEW BUSINESS

- A. Staff introduced a Resolution to Adopt the HUD Capital Fund Annual Plan Update. There was a Public Hearing and a review by the Resident Advisory Board there were no suggested changes made to this plan. Commissioner Standerfer moved (Ball support) that the 2018 HUD Annual Plan for the Capital Fund Program be adopted and be submitted to HUD with all required authorizations and approvals from this Commission.

Roll Call

Standerfer	Yes
Leix	Yes
Howse	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-07.

- B. Staff introduced a Resolution to Adopt a Management Agreement with the Traverse City Housing Commission for Fiscal Year 2019. Commissioner Leix moved (Standerfer support) that TCHC provide Management Services to the Elk Rapids Housing Commission for a period of twelve (12) months beginning October 1, 2018 per the terms of the proposed Management Agreement and upon final legal review and/or appropriate comment from Detroit Field Office. A lengthy discussion and review of the contract following the motion. It was noted that since the TCHC attorney reviewed the document and since there is no substantial difference between this contract and the previous contract, there is no need to have another attorney review it.

Roll Call

Leix	Yes
Howse	Yes
Standerfer	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-08.

- C. Staff introduced a Resolution to Adopt an Operating Budget for Fiscal Year 2019. The Budget was previewed the August meeting and remains unchanged. Commissioner Standerfer moved (Leix support) that the Fiscal Year 2019 Operating Budget, as required by HUD for the Fiscal Year Ending September 30, 2019, be adopted and be submitted to HUD for approval on or before September 30, 2018. It was noted that this budget includes the management agreement with TCHC and was reviewed by the Fee Accountant.

Roll Call

Howse	Yes
Standerfer	Yes
Leix	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2018-09.

IX ADJOURNMENT

Commissioner Leix moved (Standerfer support) to adjourn the meeting. The motion was approved and Commissioner Howse closed the meeting at 4:36 P.M.

It was noted the next meeting will be the ANNUAL MEETING on October 16, 2018.

Respectfully submitted,



Tony Lentych, Executive Director



Myrna Howse, President