

# Meeting Minutes of the Elk Rapids Housing Commission

## February 19, 2019

A Regular Meeting of the Elk Rapids Housing Commission was called to order by Vice President Judy Standerfer in the Community Room of the Noble Pines Apartment Building, 701 Chippewa Street, Elk Rapids, Michigan at 3:30 P.M. Vice President Standerfer then led all participants in the Pledge of Allegiance.

### **I ROLL CALL**

The following Commissioners were present: Marilyn Leix, Judy Standerfer, and Margaret VanDenBerge. Myrna Howse (out of town) and it was noted for the record that Marilyn Sinclair had passed away since the last meeting.

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

Others/Guests: Elaine Glowicki, Elk Rapids Village Council.

Public/Residents: Three Noble Pines Residents.

### **II APPROVAL OF AGENDA**

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

### **III APPROVAL OF MINUTES**

Commissioner VanDenBerge moved (Leix support) to accept the regular meeting minutes of January 15, 2019. The motion was unanimously approved.

### **IV APPROVAL OF BILLS**

Commissioner VanDenBerge moved (Leix support) to approve the bills paid from January 15, 2019 until February 18, 2019. It was reported that everything was in order.

#### **Roll Call**

VanDenBerge Yes

Leix Yes

Standerfer Yes

The motion was unanimously approved.

### **V PUBLIC COMMENT**

There was "Reserved" Public Comment from Paul Olson, Municipal Underwriters, reviewing the insurance coverages for the Elk Rapids Housing Commission. Paul Olson has served ERHC for nearly 13 years but has been working with public entities for over 30 years. There is a 3% increase of the premiums for the year.

### **VI OLD BUSINESS**

A. The Noble Pines Occupancy Report was given by staff and all units are filled. Staff will review the wait list.

- B. Henry Webb gave the Noble Pines Maintenance Report. There has been a lot of snow. There was an issue with air in some of the heating lines.
- C. Staff reviewed that memorandum in the packet. Attention was called to the recently published HUD Public Housing Assessment Score of 100 (perfect)! This means the ERHC is a “high performer”.
- D. Village Trustee Elaine Glowicki provided an update about issues before the Village Council. There is a public hearing on a proposed 3% increase in water and sewer fees. The Ethical Conduct Policy is in draft form and there is an issue with a Maple Street project.
- E. Staff reported that there will be a draft maintenance agreement at the next meeting. Henry Webb announced that he will be leaving around May 1, 2019 so a transition plan will need to be in place.

**VII NEW BUSINESS**

- A. The Commission considered a resolution to change the authorized user in the Line of Credit Control System and all other HUD systems. Commissioner VanDenBerge moved (Standerfer support) to adopt the following resolution:

*The Elk Rapids Housing Commission approves Anthony Lentych, its Executive Director, to be the Authorized User for all on-line HUD systems including the Line of Credit Control System (eLOCCS).*

**Roll Call**

Leix	Yes
Standerfer	Yes
VanDenBerge	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2019-01.

- B. Staff presented the recent Insurance information from Municipal Underwriters of West Michigan. After some discussion, Commissioner VanDenBerge moved (Standerfer support) to approve paying the invoice for the insurance coverage for the next year. The motion was unanimously approved. It was noted that the insurance program may need to be “shopped” around within the next year or two.
- C. Commissioner VanDenBerge moved (Leix support) to acknowledge and receive the recently published HUD Public Housing Assessment Score (PHAS). The motion was unanimously approved.
- D. A resolution honoring the commitment and service of Marilyn Sinclair was presented. Commissioner VanDenBerge moved (Leix support) to adopt the following resolution:

*The Elk Rapids Housing Commission celebrates the great work of Commissioner Marilyn Sinclair. She was a steady leader, a tireless volunteer, and a true proponent of affordable housing in our community. Today, as we honor her service to the Noble Pines community and the entire Village of Elk Rapids, we will remember her efforts to make everything better*

*whenever however she could. As we strive to continue her good work for the Housing Commission, we will remember her with great joy each step along the way.*

**Roll Call**

Standerfer	Yes
VanDenBerge	Yes
Leix	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2019-02.

**VIII ADJOURNMENT**

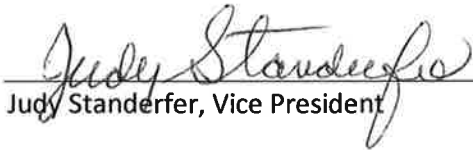
Commissioner VanDenBerge moved (Leix support) to adjourn the meeting. The motion was approved and Commissioner Standerfer closed the meeting at 4:18 P.M.

Respectfully submitted,



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Tony Lentych, Executive Director



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Judy Standerfer, Vice President