

Meeting Minutes of the Elk Rapids Housing Commission

March 19, 2019

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 3:31 P.M. President Howse then led all participants in the Pledge of Allegiance.

I ROLL CALL

The following Commissioners were present: Myrna Howse, Theresa Knecht, Marilyn Leix, Judy Standerfer, and Margaret VanDenBerge. It was noted that this was Commissioner Knecht's first meeting having been sworn in at the Village Meeting the previous evening.

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 (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 regular meeting minutes of February 19, 2019. The motion was approved – Commissioner Howse abstained.

IV APPROVAL OF BILLS

Commissioner Standerfer moved (Leix support) to approve the bills paid from February 20, 2019 until March 18, 2019. It was reported that everything was in order.

Roll Call

Leix	Yes
Knecht	Yes
Standerfer	Yes
VanDenBerge	Yes
Howse	Yes

The motion was unanimously approved.

V PUBLIC COMMENT

There were comments made about the water and about recent issues with USPS mail delivery.

VI OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff and there is an expected move out on March 31, 2019. Staff will be visiting the wait list to get a new resident in the unit as soon as possible.

- B. Henry Webb gave the Noble Pines Maintenance Report: "It has been a long hard winter." Staff will be working on the vacant unit as soon as it can.
- C. Staff reviewed that memorandum in the packet. The new agenda was briefly reviewed. New Business can have one of three designations: Action Required, Action Requested, or Discussion Only.
- D. Village Trustee Elaine Glowicki provided an update about issues before the Village Council. There was a public discussion about an inflatable "obstacle course" that was proposed to be in a public park. There was a discussion about the budget – and a conversation about Water Project funds being programmed incorrectly (sewer vs. water). Ethics Policy and the Harbor Bathrooms were also discussed.
- E. Staff reported that a draft maintenance agreement will be discussed under new business and that we are on target to meet Henry Webb's announced retirement date of May 1, 2019.

VII NEW BUSINESS

- A. After a brief conversation, the Commission decided to hold another "New Member" Orientation on April 16, 2019 at 2:00 PM. It will follow the same agenda as the Orientation held in December. It is not a required meeting and it is open to all residents and members of the public.
- B. Staff presented a memorandum detailing a proposal to upgrade to a different HDS (property management software) module that will have a one-time cost of \$1,150.00 - \$1,350.00. The new module allows staff to use HDS to create and manage tenant ledgers. This will increase efficiency on collection of rents and miscellaneous charges (e.g., cable, Wi-Fi, A/C) ensuring we are collecting the correct amounts. This will protect both the resident and ERHC. The price includes the cost on our side to make the module available "in the cloud" to allow remote access. This item was considered an "introduction" only and was tabled until next month.
- C. The first "draft" of Maintenance Services Agreement with TCHC was presented and discussed. The plan is to formally adopt the final version at the April meeting so that Henry Webb can meet his "retirement" goal of May 1, 2019.

It was noted that the plan to fill Henry's position with TCHC current maintenance staff plus some contracts for snow removal and lawn maintenance. Staff will be exploring all of those costs during the next several weeks so that there will more specific information before the adoption of the final resolution.

It was also noted that this is a seventeen (17) month agreement so the end of the agreement will coincide with end of the overall management agreement. This will help with budgeting and planning in future fiscal years.

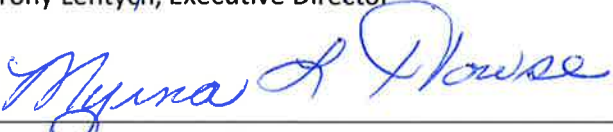
VIII ADJOURNMENT

Commissioner VanDenBerge moved (Standerfer support) to adjourn the meeting. The motion was approved and Commissioner Howse closed the meeting at 4:22 P.M.

Respectfully submitted,

Handwritten signature of Tony Lentych in blue ink.

Tony Lentych, Executive Director

Handwritten signature of Myrna Howse in blue ink.

Myrna Howse, President