

Meeting Minutes of the Elk Rapids Housing Commission

April 16, 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 3:32 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, Judy Standerfer, and Margaret VanDenBerge. Marilyn Leix was excused.

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 (Knecht support) to accept the agenda as presented. The motion was unanimously approved.

III APPROVAL OF MINUTES

Commissioner VanDenBerge moved (Knecht support) to accept the regular meeting minutes of March 19, 2019. The motion was unanimously approved.

IV APPROVAL OF BILLS

Commissioner Standerfer moved (VanDenBerge support) to approve the bills paid from March 19, 2019 until April 15, 2019. During the review, no issues were reported.

Roll Call

VanDenBerge	Yes
Knecht	Yes
Howse	Yes
Standerfer	Yes

The motion was unanimously approved.

V PUBLIC COMMENT

There were comments made about the trees, irrigation, the "smoke-free property" signage, public safety (and the need for a patrol route through Noble Pines).

VI OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff and there was a unit vacated at the end of March and a couple moved into that unit. Noble Pines is complete full.

B. Henry Webb gave the Noble Pines Maintenance Report: Three (3) stoves have been having issues overheating and have now been repaired.

- C. Staff reviewed the management memorandum in the packet. There was a question if Margaret VanDenBerge needed to be sworn in again (she was reappointed to the Commission). Staff also reported that he attend the Village Council meeting the night before where an “ad hoc” committee to discuss the future of Noble Pines and Public Housing was created – and staff reviewed the accompanying Public Notice (PIH Notice 2019-05).
- D. Village Trustee Elaine Glowicki provided a written update about issues before the Village Council. Several issues were discussed during this report including the housing report from the Chamber of Commerce and the potential “no smoking” ordinance for the Village.

VII NEW BUSINESS

- A. 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. After discussion and review, Commissioner VanDenBerge moved (Knecht support) to approve the purchase and implementation of the upgrade as presented.

Roll Call

Knecht	Yes
Howse	Yes
Standerfer	Yes
VanDenBerge	Yes

The motion was unanimously approved.

- B. A final version of Maintenance Services Agreement with TCHC was presented and discussed. A draft of the report had been presented to the Commission at the April meeting and the terms were reviewed once again. It was 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.

After the review, Commissioner VanDenBerge moved (Standerfer support) to adopt the following resolution:

The Traverse City Housing Commission will provide Maintenance Services to the Elk Rapids Housing Commission for a period of seventeen (17) months beginning May 1, 2019 per the terms of the proposed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call

Howse	Yes
Standerfer	Yes
VanDenBerge	Yes
Knecht	Yes

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

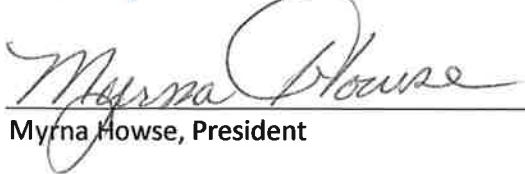
VIII ADJOURNMENT

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

Respectfully submitted,



Tony Lentych, Executive Director



Myrna Howse, President