

Meeting Minutes of the Elk Rapids Housing Commission

October 15, 2019

The Annual 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, Amy Grzesiak, Marilyn Leix, Judy Standerfer, and Margaret VanDenBerge. Myrna Howse introduced Amy Grzesiak and noted that she was attending her first meeting having been recently approved by the Village Council.

Staff: Tony Lentych, Executive Director, Angie Szabo, Property Manager, and Henry Webb, Maintenance.

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

Public/Residents: Four 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 September 17, 2019. There was a small edit on the second page to clarify a sentence. With that minor change, the motion was approved. President Howse abstained from voting due to her absence during that meeting.

IV APPROVAL OF BILLS

Commissioner Leix moved (VanDenBerge support) to approve the bills paid from September 17, 2019 until October 14, 2019. Staff reported that one check was voided.

Roll Call

Standerfer	Yes
Howse	Yes
Grzesiak	Yes
Leix	Yes
VanDenBerge	Yes

The motion was unanimously approved.

V PUBLIC COMMENT

There was an inquiry about a space heater replacement.

VI OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff. Noble Pines is full leased and all units are occupied. The wait list has 13 people with two other applications recently collected.

- B. Staff gave a brief report on Noble Pines maintenance issues. Staff began winterizing the building including the closing of all vents.
- C. Staff reviewed the management memorandum in the packet. It was noted that TCHC has called for a comprehensive review of the contracts next summer prior to the execution of additional contracts.
- D. Village Trustee Elaine Glowicki gave an update on Village business and provided a written report to all present. She highlighted the lift station issue and the short-term rental legislation that was discussed – she also included the handout from the Village on this matter.

VIII NEW BUSINESS

- A. **ANNUAL MEETING:** Myrna Howse opened the Annual Meeting by calling for the Election of Officers.

OFFICE OF PRESIDENT: Commissioner VanDenBerge moved (Leix support) to open the floor for nominations for the Office of President. The motion was unanimously approved. Commissioner Standerfer nominated Myrna Howse for President. Hearing no other nominations, Commissioner Standerfer moved (VanDenBerge support) to close nominations (Leix support). The motion was approved. Judy Standerfer moved (VanDenBerge support) to accept Myrna Howse as President by acclamation. The motion was approved unanimously.

OFFICE OF VICE PRESIDENT: Commissioner VanDenBerge moved (Grzesiak support) to open the floor for nominations for the Office of Vice President. The motion was unanimously approved. Commissioner VanDenBerge nominated Judy Standerfer for Vice President. Hearing no other nominations, Commissioner VanDenBerge moved (Leix support) to close nominations. The motion was approved. Commissioner VanDenBerge moved (Leix support) to accept Judy Standerfer as Vice President by acclamation. The motion was approved unanimously.

- B. A Resolution to adopt the Flat Rent Schedule for Fiscal Year 2020 was presented. There was a review of its purpose and content. Commissioner VanDenBerge moved (Leix support) to adopt the following resolution:

The Flat Rent Schedule required by HUD is adopted for the Public Housing Program in Antrim County beginning November 1, 2019.

Roll Call

Howse	Yes
Grzesiak	Yes
Leix	Yes
VanDenBerge	Yes
Standerfer	Yes

The resolution was adopted. It will be recorded as Resolution 2019-06.

- C. A memorandum regarding the purchase of an upgrade (module) to the HDS property management software was presented and discussed. Commissioner VanDenBerge moved (Standerfer support) to purchase the new module.

Roll Call

Grzesiak	Yes
Leix	Yes
VanDenBerge	Yes
Standerfer	Yes
Howse	Yes

The motion was unanimously approved.

IX ADJOURNMENT

Commissioner Standerfer moved (VanDenBerge support) to adjourn the meeting. The motion was approved and Commissioner Standerfer closed the meeting at 4:09 P.M.

Respectfully submitted,



Tony Lentych, Executive Director



Myrna Howse, President