

# Meeting Minutes of the Elk Rapids Housing Commission

March 16, 2021

A Regular Meeting of the Elk Rapids Housing Commission was called to order by Vice President Judy Standerfer in the Village Council Chamber, as part of the Government Center, 315 Bridge Street, Elk Rapids, Michigan, at 3:34 P.M. with Social Distancing measures in effect. Vice President Standerfer then led all participants in the Pledge of Allegiance.

## I ROLL CALL

The following people were present:

Commissioners – Amy Grzesiak (arriving late), Marilyn Leix, Judy Standerfer, and Margaret VanDenBerge. Myrna Howse was excused.

Staff – Tony Lentych, Executive Director, Angie Szabo, Program Manager, and Henry Webb, Maintenance.

Others/Guests – None. Elaine Glowicki, Elk Rapids Village Council, reported a conflict.

Public/Residents – None.

## II APPROVAL OF AGENDA

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

## III APPROVAL OF MINUTES

Commissioner VanDenBerge moved (Leix support) to accept the Annual Meeting minutes of October 20, 2020 with one correction: removal of the last line referencing the “Annual Meeting”. The motion was unanimously approved.

## IV APPROVAL OF BILLS

Commissioner VanDenBerge moved (Leix support) to approve the bills paid from October 20, 2020 until March 15, 2021. There was a brief review of some items including the bill to the State of Michigan for the Boiler Inspection. Staff also discussed the change in bank accounts under the recommendation of the Fee Accountant.

### Roll Call

Leix	Yes
Standerfer	Yes
VanDenBerge	Yes

The motion was unanimously approved.

## V PUBLIC COMMENT

None.

## VI OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff. Noble Pines has one open unit (No. 17 has been open since January 31, 2021) and it has been difficult to fill. The wait list is at 24 and we have already moved through half of the list. Many do not want to move in the

winter and/or during the pandemic. Staff will continue through the list until the unit is filled.

- B. Henry Webb gave a brief report on Noble Pines maintenance issues. It has been quiet since most residents are staying in their apartments. There was an update on the boiler work and all is working well with the new boiler.
- C. Staff reviewed the management memorandum in the packet. There was some discussion on the COVID-19 Vaccination rate and inquiries as to whether or not residents need assistance to secure appointments. It was noted that information was printed in the last two newsletters and that staff would make an effort to check with everyone at Noble Pines.
- D. Elaine Glowicki, Elk Rapids Village Council, provided a detailed written report in her absence. It was noted that the Village now has a new Village Manager, Clerk, and Treasurer.

#### **VIII NEW BUSINESS**

- A. The Annual Calendar of Meetings was submitted for adoption. Staff noted that a second location was added (The Village Government Center) to this year's schedule and that we would continue to meet there until the pandemic restrictions were completely cleared. Commissioner VanDenBerge then moved (Leix support) to adopt the Annual Calendar of Meetings. The motion was unanimously approved.
- B. The results of ERHC's Annual Audit as conducted by Barry E. Gaudette, CPA was presented for review. There were no findings and no issues reported during the audit itself. Commissioner VanDenBerge moved (Leix support) to accept the Annual Audit for Fiscal Year Ended September 30, 2020 as presented. The motion was unanimously approved.

There was then a discussion about investing in some improvements at Noble Pines. It was recommended that staff look into the following items: Improving the mail box area, more security cameras, air flow/temperature in the hallways, and a significant remodel of the community room. Staff will survey residents as to their "wish list" in the community room.

#### **IX ADJOURNMENT**

Commissioner VanDenBerge moved (Leix support) to adjourn the meeting. The motion was approved and Vice President Standerfer announced that the next meeting will be on April 20, 2021 and then closed the meeting at 4:07 P.M.

Respectfully submitted,

  
Tony Lentych, Executive Director

  
Judy Standerfer, Vice President