

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, November 9, 2011
6 p.m.**

Commissioner Nehs called the Housing Commission meeting to order at 6:05 p.m.

ROLL CALL: Present: Commissioners Nehs, Haas, Deneau and Catallo; Director Necelis; and Administrative Assistant Ziemba.

ABSENT/EXCUSED: Commissioner Buckhave, Maintenance Manager Welbes.

CONSENT AGENDA:

- A. Housing Commission meeting minutes of October 12, 2011.
- B. Housing Commission Invoice Distribution Report dated October 2011.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to approve the agenda and the consent agenda as presented.

Carried unanimously

CITIZENS COMMENTS: A resident inquired about computer lessons. Ms. Necelis said that Sue Hooper once held the classes; Ms. Necelis said she would look into it.

COMMUNICATIONS: Commissioner Nehs said former Council Liaison Doug Bingham was not present as he did not run for another term on the City Council.

COUNCIL LIAISON REPORT: No report.

HOUSING COMMISSION: There were six move-outs during the months of September and October, Director Necelis said. The vacancies were filled, but there was a \$700 vacancy loss, she said. Maintenance Manager has finished installing all of the new toilets and also is up to date with requests for maintenance for the month of October, she said. The Halloween potluck dinner was a success; about 45 people attended. Commissioners Nehs and Haas attended the event and said it was a lot of fun.

Applications: After reviewing the new applications, it was moved by Commissioner Haas and supported by Commissioner Deneau to approve the applications in the categories in which they are submitted.

Carried unanimously

MAINTENANCE COMMITTEE: Commissioner Haas said that soon the city would be delivering the salt barrels for our parking lots. Director Necelis said we were looking for someone to remove snow from between residents' vehicles, as in the past. A resident said arrangements had been made with one of her relatives to remove snow. Resident Dennis Grunewald suggested having a backup in case this person might be unavailable. Mr. Grunewald is the new president of the Allen Terrace Resident Council. He said it was wonderful working with Ms. Necelis and that she's doing a wonderful job.

BUDGET COMMITTEE: Director Necelis said she is busy working on next year's budget. Currently, everything in the budget is in line and there are no issues, she added. She said that there was a problem with a relay switch on the boilers, which caused a temporary interruption of hot water delivery. Long's came out and had the hot water back the next day, she said.

PUBLIC RELATIONS COMMITTEE: Commissioner Nehs mentioned the city's Holiday Lighted Parade is Nov. 18. Also, the Christmas Market is Nov. 19 and 20 downtown.

UNFINISHED BUSINESS: Regarding the pending stove and gutter purchase, Director Necelis said we received estimates from different companies for both items. The request for proposals will be published Nov. 10; the bid opening will be Nov. 23. A special meeting to approve contracts will be at 3 p.m. Nov. 29. Director Necelis said Wilmar told us that they would have the stoves delivered within seven days following contract approval. Also, they will deliver 20 stoves at a time. Commissioner Haas asked if it was possible to have all the stoves in place before Christmas. Director Necelis said that since we have

to avoid taking delivery on Tuesdays and Thursdays, this wouldn't be possible. Another company can bring all 99 stoves, which would be housed in trailers on our property. Another company would install the new stoves and haul away the old ones. Commissioner Haas inquired about the replacement of the cylinders in the electronic doors. Director Necelis said she has been in touch with the company to get a date for the work to be done. Commissioner Nehs said we have made much progress on the stoves, gutters and toilets.

NEW BUSINESS:

INFORMATION: The annual Holiday Dinner sponsored by the Housing Commission is Wednesday, Dec.7, at 6 p.m. Director Necelis urged residents to return their responses to their respective floor representatives as soon as possible. She also told the commission there would be a public hearing on CDBG funding Nov. 10. Due to government regulations, the money only can be used for specific purposes; also, the hearing will not lock us into any one project, she said.

COMMISSIONER COMMENTS:

ADJOURNMENT: It was moved by Commissioner Catallo and supported by Commissioner Deneau to adjourn.

Carried unanimously

Time of adjournment: 6:30 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant