

**Northville Housing Commission  
Regular Meeting Minutes  
Wednesday, February 14, 2018  
6 p.m.**

*Commissioner Schultz called the Housing Commission meeting to order at 6 p.m.*

**ROLL CALL:**

Members Present: Commissioners Schultz, Deneau, Rentz, and Valade, Council Liaison Ekong

Members Absent: Commissioner Catallo

Others Present: Director Emmanuel, Barbara Ziemba, Kevin Parks

Commissioner Schultz introduced Commissioners Kirk Rentz and Janice Jolly Valade, the new members of the Northville Housing Commission.

**APPROVAL OF AGENDA AND CONSENT AGENDA:**

A. Approve Housing Commission meeting minutes of January 10, 2018.

B. Receive Financial reports: Revenue & Expenditures, Trial Balance

Motioned by Commissioner Schultz and supported by Commissioner Deneau to approve the agenda and consent agenda as presented.

*Carried unanimously*

**ATRC REPORT:** Mr. Linden complimented residents who assisted in moving vehicles in the parking lot so that plows could remove the snow. Recent ATRC activities included bingo, trivia and meet and greets. A St. Patrick's Day dinner is planned and a local church, Compassionate for Christ, contributed gift bags and chocolate roses for Valentine's Day. Also, the church will hold a brunch on Easter Sunday at Allen Terrace.

**CITIZEN COMMENTS:** Resident Sue Korte thanked Director Emmanuel and Mr. Linden on clearing the parking lot.

**COMMUNICATIONS:** None

**COUNCIL LIAISON REPORT:** Councilman Ekong wished everyone a happy Valentine's Day; he also asked if there were any questions from the residents; Mr. Holland asked if the windows in the Activity Room were going to be fixed this year; Emmanuel said repairs are proposed to be done this year.

**HOUSING COMMISSION REPORT:** Monthly Report: Emmanuel presented the report for January 2018. The benchmark for analyzing percentage of the budget spent is 58%. Not all revenue and expenditures occur evenly throughout the fiscal year (July 1 to June 30) and for this reason there may be some items that vary from that percentage. Administrative costs were higher due to former Director Necelis' retirement; the building is at 100% occupancy; two move-out notices were received in January; there was no vacancy loss in January and 72 maintenance requests were received and completed. Schultz asked if Meals on Wheels is open on weekdays; Emmanuel said it is, unless it is a holiday or schools are closed due to poor weather. Councilman Ekong asked about the PTAC unit replacement. Emanuel said 17 units have been replaced since the program began. Since the new units are being purchased with CDBG money, only so many can be purchased annually and storage limitations preclude mass purchases.

Motioned by Commissioner Valade and supported by Deneau to approve the applications.

*Carried unanimously*

*Emmanuel asked to take the Old Business and New Business items out of order so that discussion on the budget could take place prior to voting on proposed rent increases.*

**NEW BUSINESS:** Emmanuel presented the FY2019 Budget and the Five-Year Budget 2018-2022. The purpose of the Capital Outlay Fund is to reserve funds to meet capital needs for Allen Terrace, such as the proposed roof and atrium work. The atrium/wall estimate is \$32,600; the roof estimate is \$340,000. Emmanuel said these are only capital outlay expenditures, not other possible expenditures. Refrigerators and exterior lighting are slated for future replacement. A Capital Outlay Assessment was done in 2013 that called for \$5 million in improvements to the building; Emmanuel said the cost has gone up since then. Management will strive to keep up with other expenses; the budget can be amended to account for those expenses, she said. Water costs projected to increase 5 percent; the city will expect Allen Terrace management to reduce water usage.

Motioned by Valade and supported by Schultz that the Northville Housing Commission approve the FY2019 Budget and Five-Year Plan.

*Carried unanimously*

**OLD BUSINESS:** Emmanuel said the 1% increase proposed for 2018-19 rent will enable management to provide affordable housing in a desirable location for Allen Terrace residents. Utilities are anticipated to increase 2% for electric and gas and 5% for water. This year, the roof and atrium windows in the Activity Room are proposed to be replaced at a total estimated cost of \$372,600. Also, according to ApartmentGuide.com, the average rent in Northville for a one-bedroom apartment is \$1,017; a two-bedroom unit is \$1,198. The proposed increases would provide additional revenue of \$12,129 for 2018-19. Commissioner Rentz asked when a definitive cost on utilities would be available; Ekong said he didn't know.

Motioned by Valade and supported by Deneau that the Northville Housing Commission authorize a rent increase of \$10 for 98 one-bedroom apartments and a \$15 rent increase for both two-bedroom apartments at Allen Terrace.

*Carried unanimously*

**INFORMATION:** The February newsletter outlined various activities scheduled for residents.

**DIRECTOR UPDATE:** Emmanuel said the new office computers have been received but have not yet been installed. A quote for network connection has been received; waiting for installation to be scheduled. Insurance provider, MMRMA, wanted some language in the generator contract changed; the company agreed to the change. Also, certain items continue to be disposed of down the compactor chute, which could result in a fire. Emmanuel composed a notice regarding this issue that will be delivered to each resident by the ATRC Floor reps. The note also addressed that some residents are not observing laundry room hours, which are 8 a.m. to 8 p.m. Emmanuel also complimented the participation of the ATRC in clearing the parking lot as well as other residents who assisted. She also thanked Rentz and Valade for volunteering to serve on the commission.

**COMMISSIONER COMMENTS:** Rentz said it was his pleasure to serve on the commission and to do what he could to improve Allen Terrace; he also wished everyone a happy Valentine's Day. Valade said she already knew some residents as her mother, Helen Jolly, had lived at Allen Terrace and that she hoped to meet more tenants.

**ADJOURNMENT:** The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

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Barbara Ziemba, Administrative Assistant