



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**AGENDA
LANSING HOUSING COMMISSION
August 24, 2011**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes of June 22, 2011.**
- 4. Resolution # 1130 - Write Off of Uncollected Rent**
- 5. Resolution #1131- Authorization to enter into a Window Replacement Contract for LaRoy Froh**
- 6. Resolution #1132 – Annual SEMAP Submission**
- 7. Informational Items**
 - a. Capital Fund Projects**
 - b. Financial Reports**
 - c. Asset Management Reports – Forrest Babcock**
 - i. Mt. Vernon & Scattered Sites AMP 102-104** Lisa Parsons
 - ii. Hildebrandt AMP 103** Rhonda Pagel
 - iii. LaRoyFroh AMP 111** Sona Mendoza
 - iv. South Washington AMP 112** Dave Abood
 - c. Housing Choice Voucher Report – Kendra Schmidtman**
- 8. Executive Director's Quarterly Report**
- 9. President Comments**
- 10. Public Comment – limit 3 minutes per person**
- 11. Other Business.**

Adjournment.





310 Seymour Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

**MINUTES OF THE AUGUST 24, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: All Commissioners Present

Guest: Michelle Robbins, Sylvia Rodriguez, Ryan Gardner

STAFF:

Patricia Baines-Lake	David Abood
Kendra Schmidtman	Forrest Babcock
Rhonda Pagel	Ramiro Salazar
Dona Davenport	Lisa Parsons
Phil Chajkowski	

President Baltimore called the meeting to order at 6:02 pm.

All Commissioners were present at roll call.

The Minutes of June 22, 2011 regular Board Meeting were presented for approval. Commissioner Nelson moved to approve the minutes and Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1130 –Approval to write off uncollected rental accounts. The figure of \$9,175.95 reflects balances that are older than 90 days, covering January 1, 2011 through March 31, 2011. Commissioner Nelson moved to approve Resolution #1130, with Commissioner Robbins seconding the motion.

Approved: Unanimously

Resolution #1131 – Staff presented information involving the Window Replacement Contract for LaRoy Froh. Architect, Fleis & Vandenbrink recommended the LHC accept the First Contracting bid which was the lowest most responsible bid. LHC along with the Architect will select a decision on the brand of window – Crowne or Anderson. Commissioner Nelson moved to approve the Resolution. Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1132 – The Lansing Housing Commission presented their Annual Section Eight Management Assessment to the Board for approval. Director Lake explained the

submission. Commissioner Nelson moved to approve the SEMAP submission with Commissioner Robbins seconding the motion.

Approved: Unanimously

Director Lake briefly spoke to the concrete, asphalt and roofing work currently being done. Forrest Babcock presented the color board for the work that is being planned for the Hildebrandt Office.

Kendra Schmidtman presented the Housing Choice Voucher Report to the Board. The May HCV report was presented by Financial Manager, Ramiro Salazar.

Ramiro Salazar, Finance Manager presented the Low Income Public Housing and the Central Office Cost Center financial reports.

Forrest Babcock presented the Asset Management Overview and Asset Manager Parsons and Mendoza's June/July activities for Mt. Vernon and LaRoy Froh - AMPs 102-104, 111 Asset Manager's, Pagel and Abood presented their individual reports on Hildebrandt and South Washington two AMPS. Occupancy is strong in all developments

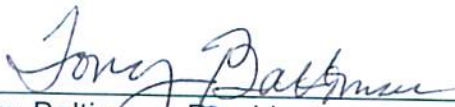
Commissioner Nelson spoke briefly about the new law regarding the cap on cash benefits to households on Public Assistance.

President Baltimore welcomed new Commissioner Greg Frens. Commissioner Regina Bell resigned her position as Commissioner. Everyone thanked her for her service and wished her well.

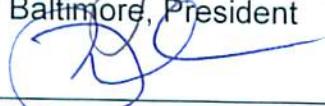
Sylvia Rodriguez inquired about her other housing options for moving to other Lansing Housing Commission properties. Ryan Gardner inquired about a Resident Council and security at S. Washington Park. Director Lake and Asset Mgr Dave Abood spoke to both issues.

There being no further business, Commissioner Nelson moved to adjourn the meeting.

The meeting adjourned at 7:37 pm.



Tony Baltimore, President



Patricia Baines Lake, Executive Director and Secretary

10/26/11

Date