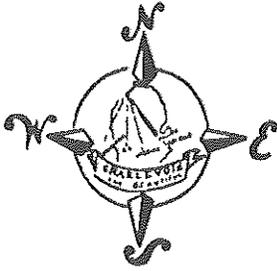


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## ANNUAL MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, APRIL 19, 2016

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

### AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Public Participation at Board Meetings Policy

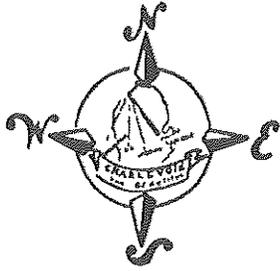
New Business: Elections of Officers

Public Comment on subjects unrelated to Agenda Items

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes March 15, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:02 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Crandall, Stevens

ABSENT:

OTHERS: Julie Waterman, Executive Director,  
Brad Waterman, Maintenance Supervisor,  
Resident of Pine River Place  
Shirley Roloff, Charlevoix County Commissioner District 6

**Additions to the Agenda:** Gregory Stevens asked that a "Miscellaneous Business" be added to the agenda at the end of the meeting after New Business. Lillian Left made a motion to add Miscellaneous Business to the agenda following New Business. Joan Buday seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

### **Approval of Meeting Minutes and Bills:**

President Stevens asked if there were any corrections or additions to the minutes from the February regular meeting or the minutes from the Work Session on February 23, 2016 or questions on the February bills. Joan Buday asked about the "e-connect" banking fee and wanted to know if we could get this waived. Julie Waterman will contact the bank and make an inquiry. A motion to approve the minutes from the February 16th meeting, the minutes from the February 23rd Work Session and the February bills was made by Joan Buday and seconded by Lillian Left.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the February financial statements. Julie gave an update on the recent upgrade to the emergency medical alert system. 26 residents have opted to have a pendant to be able to summon emergency services if needed. 126 pull-cords were removed from the building in this update. With some creative and frugal

measures on the part of the staff, this upgrade was at no cost to the Commission. There are fewer chances of false alarms happening with the upgraded system. She was able to negotiate a reduced rate of \$420 a month (from the previous \$645) and a new contract of 2 years instead of the former contract that still had 3 years remaining. An Inventory Removal Application is underway so that the Declaration of Trust can be removed from the storage building in order to finish the sale of the property at 207 W. Garfield. There will be a Michigan Housing Directors Association conference in Traverse City May 11-13<sup>th</sup> at the Park Place Hotel. Julie does not have an agenda yet but will be sure to inform the board as soon as one is announced so that they may decide if they would like to attend.

**Old Business:**

**Public Participation at Board Meetings:**

There have been no public comments to date on this policy. There is one more day before a full 30 day public posting is complete. Gregory Stevens asked if there were any public comments concerning the Public Participation at Board Meetings Policy. There were no public comments. Laurie Crandall made a motion to postpone approving by resolution the Public Participation at Board Meetings Policy until the April meeting to allow the full 30 days for public comments. Paul Stephan seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**Employee Handbook:**

A final draft of the Employee Handbook has been completed and presented to the board. Julie Waterman read 2016-02 Resolution Approving Employee Handbook. Gregory Stevens asked if there were any public comments concerning the Employee Handbook. There were no public comments. Joan Buday made a motion to approve by resolution the Employee Handbook. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**FYE 2017 Operating Budget:**

Julie Waterman pointed out the changes made at the Board's request and there was discussion on these details. Julie read 2016-03 Resolution Approving FYE 2017 Operating Budget. Gregory Stevens asked if there were any public comments concerning the FYE 2017 Operating Budget. There were no public comments. Lillian left made a motion to approve by resolution the FYE 2017 Operating Budget. Laurie Crandall seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**New Business:**

**FY 2016 Capital Funds:**

Julie Waterman explained what the annual statement is and how it needs amended when it is different from what the 5 year plan stated. The Capital Fund amount for FY 2016 is \$60,977.00. Julie Waterman read 2016-04 Resolution Approving Annual Statement for FY 2016 Parts I & II and Capital Fund Program Amendment. Gregory Stevens asked if there were any public comments concerning the Annual Statement for FY 2016 Parts I & II and Capital Fund Program Amendment. There were no public comments. Paul Stephan made a motion to approve by resolution the Annual Statement for FY 2016 Parts I & II and Capital Fund Program Amendment. Joan Buday seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**Utility Allowances:**

Julie Waterman explained what the Utility Allowance are and how the calculations were made. She read 2016-05 Resolution Approving FYE 2017 Utility Allowances. Gregory Stevens asked if there were any public comments concerning the FYE 2017 Utility Allowances. There were no public comments. Joan Buday made a motion to approve by resolution the FYE 2017 Utility Allowances. Laurie Crandall seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

**Miscellaneous Business:**

Gregory Stevens wanted to be sure that everyone was aware of the hours Julie Waterman has been putting in since being appointed as the Interim Director and now as the Executive Director in order to make the changes necessary to bring the Housing Commission up-to-date and correct certain deficiencies that existed.

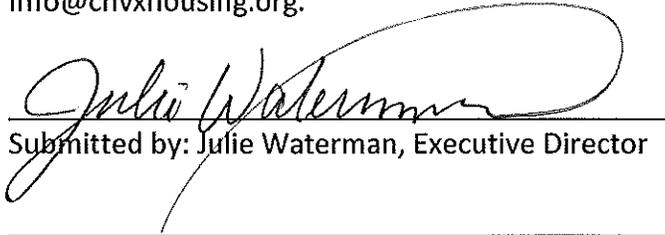
**Public Comment:** President Stevens asked if there were any public comments on subjects unrelated to agenda items.

Shirley Roloff (Charlevoix County Commissioner District 6) was introduced and she asked if anyone from the City Council oversees the Housing Commission. [Julie Waterman gave a brief description of how the Housing Commission is structured.] Shirley said that by what she has heard today she applauds Julie's work [for the Housing Commission] and that she [Shirley] was previously involved with the Housing Commission. Shirley mentioned that the Commission on Aging offers a lot of programs for seniors. [Julie Waterman said that it would be great to have someone from the Commission on Aging attend any of the monthly meetings held for residents.] Shirley also made a comment [in response to Julie's inquiry] that the Housing Commission may be able to get some assistance in setting up a recycling program at Pine River Place. Shirley

suggested that additional copies of the agenda be made available at the meeting. [Julie Waterman said that was a great idea and would be done for future meetings.]

President Stevens thanked Mrs. Roloff for attending our meeting. With no further public comments, President Stevens closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 2:55 pm. The next meeting will be an Annual Meeting and will be held Tuesday, April 19, 2016 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.

  
Submitted by: Julie Waterman, Executive Director

March 17, 2016

Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 03/01/2016 To: 03/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
03/03/2016	ADJUST	E-Connect Fee	69.70		38,380.68	monthly electronic banking fee
03/07/2016	DEP	Rent ACH		10,748.00	49,128.68	
03/08/2016	EFT	Paychex of New York LLC	2,120.51		47,008.17	payroll for 2/20/2016 to 3/04/16
03/09/2016	DEP	Rent		5,351.00	52,359.17	
03/09/2016	DEP	Rent		2,710.00	55,069.17	
03/09/2016	EFT	Paychex of New York LLC	30.60		55,038.57	costs for payroll services
03/09/2016	EFT	Paychex of New York LLC	846.40		54,192.17	Federal Withholding Taxes
03/10/2016	DEP	OFND		4,413.00	58,605.17	March Operating Subsidy
03/10/2016	DEP	CFP		5,600.00	64,205.17	Capital Fund Program
03/11/2016	EFT	Paychex of New York LLC	225.25		63,979.92	costs HR & timeclock services
03/11/2016	014012	Housing Authority Accounting S	778.24		63,201.68	Accounting service for February 2016
03/11/2016	014013	American Waste / Walloon Lake Refuse	294.00		62,907.68	Regular trash removal for March plus extra cleanup
03/11/2016	014014	Great Lakes Plumbing Heating & AC	1,676.26		61,231.42	contract costs
03/11/2016	014015	Business Card	411.79		60,819.63	American and Michigan flags, replacement phone, ignitors, oven hinge doors, thank you card, conference meal, room charge for conference
03/11/2016	014016	City Of Charlevoix	3,164.54		57,655.09	Water, sewer & electric through 2/29/16
03/11/2016	014017	Northern Michigan Review, Inc.	329.80		57,325.29	employment postings
03/11/2016	014018	ACE Hardware	81.94		57,243.35	keys, roof melt tablets, oven heating element
03/14/2016	014019	American Total Security, Inc.	252.50		56,990.85	labor to rebuild 4 cylinders and additional keys for doc locks
03/14/2016	014020	Sally Taber	75.00		56,915.85	Refund Pet Deposit
03/14/2016	014021	AT&T	138.06		56,777.79	Telephone service through 4/03/2016
03/21/2016	014022	Blue Cross/ Blue Shield	1,165.45		55,612.34	Medical Insurance through 5/09/2016
03/21/2016	014023	Critical Signal Technologies	420.00		55,192.34	March monitoring charge for call to aid system.
03/22/2016	EFT	Paychex of New York LLC	2,767.42		52,424.92	payroll for 3/5/2016 to 3/18/16
03/23/2016	EFT	Paychex of New York LLC	1,036.20		51,388.72	Federal Withholding Taxes
03/23/2016	EFT	Paychex of New York LLC	35.12		51,353.60	costs for payroll services
03/29/2016	014024	AT & T Mobility	138.21		51,215.39	Mobile service through 3/16/2016.
03/29/2016	014025	Charter Communications	1,497.07		49,718.32	Bulk rate cable TV & cable internet service through 4/30/2016

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget

From: 03/01/2016 To: 03/31/2016

Date      Ref Num      Payee      Payment      Deposit      Balance      Memo

Total:                      17,554.06                      28,822.00

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Public Participation at Board Meetings Policy

**Date:** April 14, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Proposed Resolution 2016-06

**Background Information:**

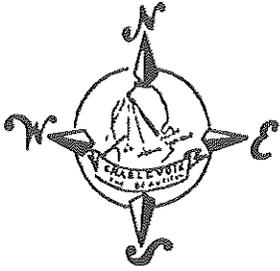
A draft of the policy was presented to the board at the November 17, 2015 board meeting. The policy was approved and posted for 30 days to allow for public comments. (There were no public comments.) At the January 19<sup>th</sup> board meeting there was additional board discussion on the policy. It was decided that requiring individuals to register was not in accordance with Michigan's Open Meetings Act. The draft was amended to remove any language as such. After being approved by the board on February 16, 2016, the revised draft has been posted to allow for public comments before being adopted by board resolution. The draft was posted on February 16, 2016. (30 days would be March 16, 2016) As of April 14, 2016 there have been no public comments.

**Recommendation:**

Adopt by resolution the Public Participation at Board Meetings Policy.

# CHARLEVOIX HOUSING COMMISSION

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PROJECT  
PINE RIVER PLACE

## Resolution Approving Adoption of Public Participation in Board Meetings Policy

April 19, 2016                      2016-06

Whereas, the Charlevoix Housing Commission wants to ensure that the public has the opportunity to participate in the public meetings of this body; and

Whereas, the Charlevoix Housing Commission wants to ensure that the public participation is fair and orderly; and

Whereas, the Charlevoix Housing Commission board resolves to adopt the Public Participation in Board Meetings Policy.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and adopts the Public Participation in Board Meetings Policy on this said date of April 19, 2016.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Abstention    \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Election of Officers

**Date:** April 14, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

FYE 2017 Officers need to be elected. The positions are President and Vice-President. Any of the five Board Commissioners can be elected for these positions. First a candidate must be nominated. The person(s) nominated must accept the nomination. Votes are then made to elect the officers from the nominees.

**Recommendation:**

Nominate persons for these positions and cast votes to elect Officers from the persons nominated.