

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes February 21, 2017

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

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall
ABSENT: None
OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Residents of Pine River Place and guests

Additions to the Agenda:

Julie Waterman added:

- FYE 2018 Operating Budget
- Sale of house and property at 212 W. Garfield
- Sale of house and property at 901 State Street

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the January regular meeting or questions on the January bills. Paul Stephan asked what the \$125.00 attorney fee was for and Julie Waterman explained that it was to assist with a resident eviction. A motion to approve the minutes from the January regular meeting and the January bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the January financial reports. There is one vacancy at this time and the unit is being remodeled. The Energy Performance Contract is moving forward. CGE Energy Team was the company chosen by the consortium for the comprehensive energy audit. The Housing Commission's bank, FirstMerit, has merged with Huntington Bank. Julie will let the board know if anything needs to be updated on the signature cards. The upcoming spring housing conference is a regional conference. Board members wishing to attend need to let Julie know by March 15th so she can send in the registrations. The next "Coffee with Julie" will be March 15th. This time gives residents a chance to ask the director any and all questions they have in regards to Pine River Place Apartments. The next area directors' meeting will be in Cadillac on March 16th. The carpet cleaning machine purchased in 1999 has had a major part fail which is not available

any longer and a new machine will need to be purchased. Three microphones and stands are on order to help everyone be able to better hear at the public meetings.

Old Business:

Smoke-Free Housing Policy Revision:

Discussion continued in regards to the federal law changes to Smoke-Free Housing and how this affects the Smoke-Free Housing Policy of Pine River Place as well as the residents of Pine River Place. There has been clarification from HUD that compliance date is July 30, 2018. The draft has been changed to reflect this date. Joan Buday Made a motion to approve the draft of the revised Smoke-Free Housing Policy to allow 30 days for public comments. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions: Stephan

Absent:

New Business:

FYE 2018 Utility Allowances:

A proposed resolution and utility schedule was presented to the board for review and discussion. Julie Waterman explained the annual process of calculating the Utility Allowances. The figures are \$26.00 monthly for a one bedroom unit and \$26.00 monthly for a two bedroom unit. Lillian Left made a motion to approve resolution 2017-01 - Resolution Approving FYE 2018 Utility Allowances. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Sale of house and property at 212 W. Garfield:

One purchase offer was received for the house at 212 W. Garfield. The board reviewed and discussed the offer. President Crandall asked if there were any public comments in reference to sale of the 212 W. Garfield house. There were no public comments.

Lillian Left made a motion to approve 2017-02 Resolution Approving Sale and Removal from Inventory of Property at 212 W. Garfield to Martin and Oneda Schuller for \$79,500.00. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Sale of house and property at 901 State Street:

Six purchase offers were received for the house at 901 State Street. The board reviewed and discussed the offers. President Crandall asked if there were any public comments in reference to sale of the 901 State Street house. Leilani Durbin, who submitted one of the offers, spoke to the board on her reasons

for wanting to purchase the house and her intentions for its use. There were no further public comments.

Joan Buday made a motion to approve 2017-03 Resolution Approving Sale and Removal from Inventory of Property at 901 State Street to Charles D. Morrow for \$85,100.00. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

FYE 2018 Operating Budget:

A draft of the FYE 2018 Operating Budget was presented to the board for review and discussion. President Laurie Crandall called for a work session on Tuesday, March 14th at 2:00pm to discuss the FYE 2018 Operating Budget.

Public Comment:

President Crandall asked if there were public comments.

Marilyn Gibbons wanted to be sure that the board received her recent letter concerning the revision of the Smoke-Free Housing Policy. It was confirmed that the board did receive her letter.

Cindy Morris, Administrative Assistant, stated that she is working with the Wellness Clinic to arrange a clinic to assist people who would like information and guidance to quit smoking.


Gus Schmidt mentioned that there is still one vacant board commissioner position.

Bill Supernaw commented on the recent Charter Cable TV cost increase.

Marilyn Gibbons expressed her satisfaction with the cable TV option and price.

With no further public comments, President Crandall closed the meeting to public comments.

Adjournment: The meeting adjourned at 3:20 pm. The next meeting will be held Tuesday, March 21, 2017 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

February 28, 2017


Approved by: Laurie Crandall, Board President

3-21-17