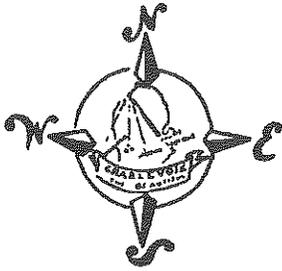


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes January 19, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:03 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Stevens
ABSENT:
OTHER: Julie Waterman, Executive Director,
Brad Waterman, Maintenance Supervisor,
Residents of Pine River Place

Additions to the Agenda: Julie Waterman asked that the discussion of Commission banking check signers be added to the new business agenda. Joan Buday made a motion to add Check Signers to the agenda under new business. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, 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 December regular meeting or questions on the December bills. Paul Stephan asked for clarification on what a "stipend" was. A motion to approve the minutes from the December 15th meeting and the December bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the December financial statements. Reserves have increased to 32.6% after months of careful spending and contract negotiations. 100% occupied at this time. The new fire alarm panel was installed on January 11th. The next upgrade to the system needs to be "addressable devices". This will enable the monitoring company, the fire department and the staff to see exactly what unit/area is having an issue. We will be getting a quote soon and will need to perform this upgrade in stages due to the high cost. A suggestion box has been permanently mounted to the wall just inside the community room doors. Plans are under way to convert the emergency pull-cord system to completely wireless. This will help avoid unnecessary false alarms which happen

frequently and may result in future charges from the city. "Coffee with Julie" is scheduled for next Wednesday the 27th to allow residents to ask questions and voice concerns and suggestions.

Old Business:

Property at 207 W. Garfield:

Discussed occurred about the sale of the property and its use before the sale is final and where we are with HUD signing off on the sale. Although a vote was taken at the December meeting approving the sale, a resolution was not approved. Joan Buday made a motion to approve resolution 2016-01 "Resolution Approving Sale of Property at 207 W. Garfield". Lillian Left second the motion.

Yes: Left, Buday, Stephan, Stevens

No:

Abstentions:

Absent:

Public Participation at Board Meetings:

A resolution was presented for a Public Participation at Board Meetings Policy which had been posted for 30 days for public comment. There were no public comments. After further discussion of the board, it was determined that the requirement for registration was not in accordance with the Open Meetings Act and needed to be removed. Joan Buday made a motion to table the Public Participation at Board Meetings Policy until it is amended per board discussion and meets all board members agreement. Paul Stephan seconded the motion.

Yes: Left, Stephan, Buday, Stevens

No:

Abstentions:

Absent:

Employee Handbook:

Discussion occurred on the draft of the Employee Handbook that was prepared by Paychex. This second draft was still missing a few required changes. Julie Waterman will see that the final changes are made and present it at the February regular board meeting. Gregory Stevens asked if there were any public comments concerning the Employee Handbook. There were no public comments.

New Business:

Check Signers:

Due to a vacancy on the board, a new check signer need to be assigned. After discussion it was decided that the authorized commission check signers will be Gregory Stevens, Lillian Left and Paul Stephan. Joan Buday made a motion to add Paul Stephan as an authorized check signer on the housing commission's banking accounts. Lillian Left seconded the motion.

Yes: Left, Buday, Stevens

No:

Abstentions: Stephan

Absent:

Executive Director Performance Review:

The board was prepared to conduct a performance evaluation for Executive Director Julie Waterman. Julie Waterman requested that the evaluation be held in closed session. Paul Stephan made a motion to go into closed session to discuss Julie Waterman’s performance evaluation. Joan Buday seconded the motion.

Yes: Left, Stephan, Buday, Stevens

No:

Abstentions:

Absent:

The meeting went into closed session at 2:59pm. The meeting resumed into open session at 4:34 pm. The performance evaluation of Julie Waterman was completed by the board of commissioners.

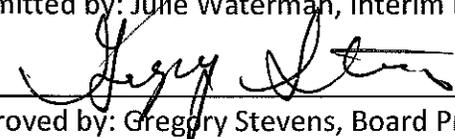
Public Comment: President Stevens asked if there were any public comments on subjects unrelated to agenda items.

With no public comments, President Stevens closed the meeting to public comments.

Adjournment: The meeting adjourned at 4:35 pm. The next Regular Meeting will be held Tuesday, February 16, 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, Interim Executive Director

January 25, 2016


Approved by: Gregory Stevens, Board President

2-16-16