

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes November 15, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 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
Cindy Morris, Administrative Assistant
Resident of Pine River Place

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the October regular meeting or questions on the October bills. A motion to approve the minutes from the October regular meeting and the October bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the October financial reports. Pine River Place is 100% occupied. This Thursday (November 17th) the contractor will be starting the project of replacing the shingles on the roof of the community room. Julie presented a demographic report for Pine River Place Apartments. Julie gave an update on the progress of the application for disposition of the storage building at 207 W. Garfield Street.

Old Business:

Executive Directors Evaluation:

Discussion occurred in regards to conducting a performance evaluation of the Executive Director (January 1, 2016 to present). Julie Waterman requested a closed session for the discussion of her performance evaluation. Joan Buday made a motion to go into closed session immediately following the public comment agenda item to conduct the Executive Director's performance evaluation. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

New Business:

2017 Meeting Schedule:

Discussion occurred in regards to the 2017 meeting dates of the board of commissioners of the Charlevoix Housing Commission. Joan Buday made a motion to accept the proposed meeting schedule for 2017. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

FY 2017 Fair Market Rents and Flat Rent Schedule:

Discussion occurred in regards to the FY 2017 Fair Market Rents and Flat Rent Schedule. Lillian Left made a motion to set the Flat Rent Schedule for fiscal year 2017 at the Fair Market Rent amounts to match the Fair Market Rent Final Calculation amounts set for Charlevoix County by approving Resolution 2016-09. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Public Comment:


Barbara Evans stated that if the work on the community room roof is not complete by Saturday she would reschedule the annual Rummage Sale.

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

The board went into closed session at 2:22pm. The board came out of closed session at 4:08pm.

The evaluation of the Executive Director was completed with a positive/favorable evaluation of the performance of Julie Waterman as her role as Executive Director.

Adjournment: The meeting adjourned at 4:09 pm. The next meeting will be held Tuesday, December 20, 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

November 17, 2016


Approved by: Laurie Crandall, Board President

12-20-16