

# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes December 20, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:01 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 November regular meeting and the November 15th closed session or questions November bills. Discussion occurred concerning the Sam's Club membership and if the savings were worth the membership fees, mileage and hourly wages. Julie explained that the savings on paper products, cleaning supplies, office supplies, etc. are significant enough to make it cost effective to shop at Sam's. The cost to clean the washing machines was discussed. A motion to approve the minutes from the November 15th closed session was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

A motion to approve the minutes from the November regular meeting and the November 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 November financial reports. Pine River Place is 100% occupied. The Community Room roof has been re-shingled. There is a Michigan Housing Directors Association conference coming up February 8 – 10, 2017 in Mount Pleasant if any board members are interested in attending. Julie has details. The Charlevoix Rotary club generously provided a holiday luncheon for residents of Pine River Place on December 15th – 61 people attended (43 residents, 3 staff and 15 Rotarians). Julie received information from HUD with the new regulations concerning smoke-free public housing. Revising our current Smoke-Free Housing Policy will be an agenda item for the January regular meeting.

**Old Business:**

None

**New Business:**

**Executive Director Contract:**

Discussion occurred in regards to the contract for the Executive Director for January 1, 2017 to December 31, 2017. Specifically salary and paid time off. Notes were made by Laurie Crandall on a contract draft. Lillian Left made a motion for the Board President, Laurie Crandall, to sign the contract with the Executive Director after the revisions/additions/corrections discussed today are made. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Inventory Removal:**

Discussion occurred in regards to Resolution 2016-10 for inventory removal. Lillian Left made a motion to approve Resolution 2016-10 for Removal of Inventory as listed. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Public Comment:**

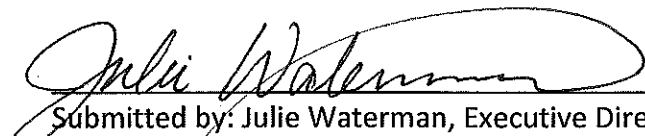
President Crandall asked if there were public comments.

Cindy Morris (Administrative Assistant) mentioned that she will be attending a rent calculation training and exam in late January 2017.


Paul Stephan mentioned the light bulbs the city is giving away to city of Charlevoix residents.

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

**Adjournment:** The meeting adjourned at 3:26 pm. The next meeting will be held Tuesday, January 17, 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

December 21, 2016

  
Approved by: Laurie Crandall, Board President

12-21-16