

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 11-13th 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.

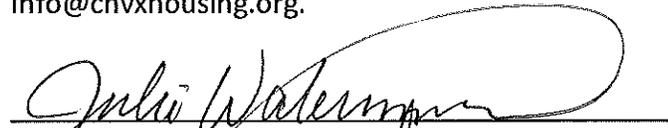
Public Comment: President Stevens asked if there were any public comments on subjects unrelated to agenda items.

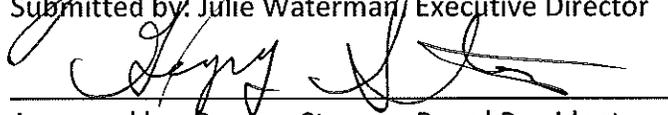
Shirley Roloff (Charlevoix County Commissioner District 6) was introduced and she asked if anyone from the City Council oversees the Housing Commission. [Julie Waterman gave a brief description of how the Housing Commission is structured.] Shirley said that by what she has heard today she applauds Julie's 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


Approved by: Gregory Stevens, Board President

March 17, 2016

4/19/16