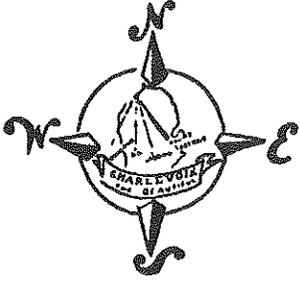


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes May 19, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Stevens, Buday, Left, Olach, Stephan
ABSENT: None
OTHER: Julie Waterman, Interim Executive Director
Brad Waterman, Maintenance Supervisor
Keri Casbohm, Administrative Assistant
Tenants of Pine River Place - Barb & Jerry Evans, Laurie Crandall, Mary Novotny-Moore

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the April meeting or questions on the April bills. Discussed occurred on several entries in the checkbook. A motion to accept the minutes from the April 16th meeting and the April bills was made by Lillian Left and seconded by Joni Olach.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the March and April financial statements. Discussion occurred on what is in the category "Other Sundry Expenses". The new electronic time clock is working well. Brady's will be coming on July 8th due to their staffing issues and previous difficulties with washing the windows before the end of high pollen season. HUD confirmed that they received the Board's letter and will have an answer in 30 days. A \$130.00 adjustment is needed to balance the checkbook. At some point before 2011 (an extensive search was done from now back to 2011) a payment was made that did not get recorded in the checkbook. Fall Joint Conference of NAHRO, MHDA and UPHO will be September 9, 10, 11 at Crystal Mountain. Julie will let the Board know if there is any training for Commissioners. The computer/camera server has been relocated. A bulletin board has been installed in the entryway enabling added compliance with Michigan Open Meetings Act.

Old Business:

Fiscal Policy: The 30 day posting period has ended for the Fiscal Policy as approved by the Board. There were no comments or questions.

Energy Performance Contracting: Discussion of the feasibility of going into agreement for an Energy Performance Contract. The Board determined that more information is needed from the company. A free energy audit will be conducted first so that the company and the CHC can learn more about the process. Julie Waterman and Brad Waterman will be providing the company with the necessary information to conduct the audit.

New Business:

Financial Audit:

Three proposals for a financial audit of FYE 3/31/2015 were presented to the board. After review and discussion, Joan Buday offered a motion to hire Anderson, Tackman & Company, P.L.C, with a 2-year contract to perform the audit. Paul Stephan seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

eLOCCS (electronic Line of Credit Control System) Approving Official: Paul Stephan made a motion to approve Gregory Stevens as the eLOCCS approving official. Lillian Left seconded the motion.

Yes: Left, Buday, Olach, Stephan

No:

Abstentions: Stevens

Absent:

Miscellaneous Business:

P.I.L.O.T. (Payment In Lieu of Taxes): Discussion occurred on what is the P.I.L.O.T. Joan Buday made a motion to approve payment to the city of Charlevoix as calculated by the fee accountant in accordance with Public Act 338 of 1996. Lillian Left seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

Attorney Fees: The bill from Plunkett Cooney was presented. Lillian Left made a motion to approve the payment of the attorney fees to Plunkett Cooney. Joni Olach seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

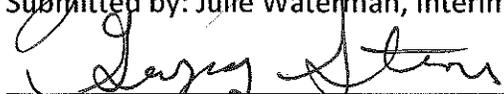
Absent:

Board Commissioners: Gregory Stevens discussed the Travel Policy and its outdated content and limitations. The entire Travel Policy needs to be changed and will be added to the agenda for the next meeting. Paul Stephans asked if there was any update from HUD on the Smoke Free Housing issue. Discussion occurred. The question was asked as to where the funds go from the sale of unused equipment. The monies are put into the general fund.

Public Comment: Barb Evans asked if Julie Waterman had been hired yet as the Executive Director.

Adjournment: The meeting adjourned at 3:25 pm. The next Regular Meeting will be held Tuesday, June 16, 2015 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451.


Submitted by: Julie Waterman, Interim Executive Director


Approved by: Gregory Stevens, Board President

June 8, 2015

6-16-15