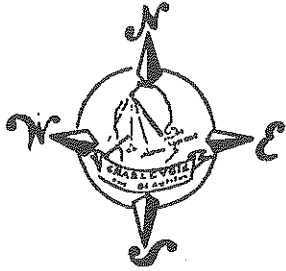


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes December 15, 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: Left, Buday, Stephan, Olach, Stevens
ABSENT:
OTHER: Julie Waterman, Interim Executive Director,
Brad Waterman, Maintenance Supervisor,
Amanda Lamb, Administrative Assistant
Residents of Pine River Place

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the November regular meeting or the December 1st work session or questions on the November bills. There were no questions. Gregory Stevens commented that he was not at the December 1st work session and would abstain from the vote.

A motion to approve the minutes from the November 17th meeting was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Olach, Stevens
No:
Abstentions:
Absent:

A motion to approve the December 1st work session minutes was made by Lillian Left and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Olach
No:
Abstentions: Stevens
Absent:

A motion was made to approve the November bills by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Stephan, Olach, Stevens
No:
Abstentions:
Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the November financial statements. The annual luncheon put on by the Charlevoix Rotary Club has been postponed until January due to scheduling issues. It will likely be in December again next year. The new parts and components for the boiler system have been installed and there is a noticeable improvement to the functioning of the system overall.

Old Business:

Executive Director Vacancy:

Discussion occurred in regards to the contract for Julie Waterman to serve as the Executive Director starting January 1st. It was agreed to change the time-frame from a two year contract to a one year contract. President Stevens asked for public comments. There were no public comments. A motion was made by Joan Buday for Gregory Stevens to sign on the board's behalf the one year contract to hire Julie Waterman as the Executive Director. Joni Olach seconded the motion.

Yes: Left, Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

Property at 207 W. Garfield:

Discussion occurred concerning the two proposals for the sale of the storage building at 207 W. Garfield. President Stevens asked for public comments. A couple residents questioned the board but there were no public comments. Joni Olach made a motion for Julie Waterman to sign on behalf of the board, accepting the offer of purchase from Whitley Investment, LTD. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

Employee Handbook:

Discussion occurred on the draft of the Employee Handbook that was prepared by Paychex. At the work session on December 1st the board went over the document and asked Julie to amend the draft. There is still a question to be resolved regarding the amount of Paid Time Off to be allowed to be carried over. More information has been requested and Julie will find out what the city does in the same situation. Joni Olach made a motion to table the Employee Handbook until we get more information regarding the Paid Time Off. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

Fair Market Rents:

Julie Waterman described Fair Market Rents and read the proposed resolution. Discussion occurred on why this is being revised. Julie explained the proposed figures were not adopted – the final figures were different. Although we are required to adopt a resolution at least 30 days before the changes go into effect (Jan 1, 2016) the final figures were not released in time, therefore requiring a revised resolution at this time. President Stevens asked for public comments. A couple residents questioned the board but there were no public comments. Joan Buday made a motion to approve resolution 2015-10 revising the Flat Rent Schedule for fiscal year 2016 at the Fair Market Rent amounts as finalized for Charlevoix County by the Fair Market Calculation Methodology. Paul Stephan seconded the motion.

Yes: Left, Stephan, Olach, Buday, Stevens

No:

Abstentions:

Absent:

New Business: None

Miscellaneous Business: None

Board Commissioners: None

Public Comment: President Stevens asked if there were any public comments.

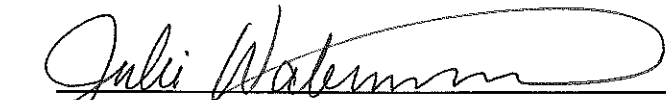
Pine River Place resident and Board President Gregory Stevens commented on the issue of residents of Pine River Place approaching board members for issues related to day-to-day business of the Commission. He mentioned that a Residents’ Advisory Board could be formed and that the office has given residents information on the process when asked.

Marilyn Gibbons brought up her concerns for safety and public access to the building.

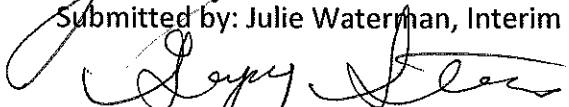
Mary Novotny-Moore commented the she was given a reminder on the proper handling of other people’s mail. She feels we are too rigid in the rules and would like them to be evaluated on a case-by-case basis. And she would like to have a suggestion box put out. (The Commission does have one and it will be put out again.)

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

Adjournment: The meeting adjourned at 3:12 pm. The next Regular Meeting will be held Tuesday, January 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, Interim Executive Director



Approved by: Gregory Stevens, Board President

December 21, 2015

1-19-16