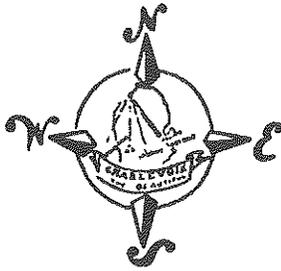


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JANUARY 19, 2016  
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

### AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business:     Property at 207 W. Garfield  
                      Public Participation at Board Meetings  
                      Employee Handbook

New Business:    Executive Director Performance Review

Public Comment on subjects unrelated to Agenda Items

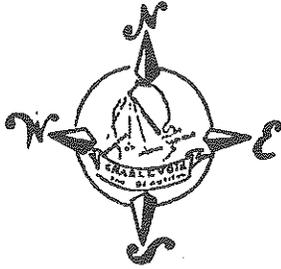
Adjournment

# 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.

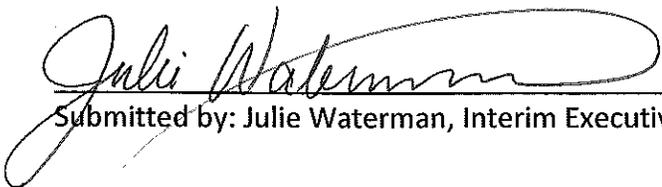
Pine River Place resident and Board President Gregory Stevens commented on the issue of residents of Pine River Place approaching board members for issues related to day-to-day business of the Commission. He mentioned that a Residents’ Advisory Board could be formed and that the office has given residents 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, 2015 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

December 21, 2015

Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission  
Check Register Summary Report  
Operational Budget

From: 12/01/2015 To: 12/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
12/01/2015	EFT	Paychex of New York LLC	2,038.36		50,840.81	payroll for 11/14/2015 to 11/27/15
12/01/2015	013932	HD Supply Facilities Maintenance	319.72		50,521.09	trash bags, range hood, light fixture, shower floor drain, hallway light bulbs, multi-fold paper towels
12/01/2015	013933	AT & T Mobility	122.33		50,398.76	Mobile service through 11/16/2015.
12/01/2015	013934	Home Depot Credit Services	509.84		49,888.92	plywood, wood boards, grout, mortar, tile, toilet parts, mirror, nails, saw blades, router bits, drill bits, sponges, sink cleaning tool
12/01/2015	013935	Blue Cross/ Blue Shield	2,118.59		47,770.33	Medical Insurance through 1/09/2015
12/01/2015	013936	Charter Communications	1,412.84		46,357.49	Bulk rate cable tv & cable internet service through 12/31/2015
12/01/2015	013937	Kelly Services, Inc.	248.06		46,109.43	administrative services - week ending 11/15/2015
12/01/2015	013938	Critical Signal Technologies	645.00		45,464.43	November monitoring charge for call to aid system.
12/01/2015	013939	Tammy May	200.00		45,264.43	Resident Services Stipend for November
12/02/2015	EFT	Paychex of New York LLC	748.70		44,515.73	Federal Withholding Taxes
12/02/2015	EFT	Paychex of New York LLC	30.60		44,485.13	costs for payroll services
12/02/2015	013940	Housing Authority Accounting S	373.24		44,111.89	Accounting service for November 2015
12/03/2015	013941	DTE Energy	2,333.10		41,778.79	gas through 11/25/2015
12/03/2015	013942	City Of Charlevoix	2,898.27		38,880.52	Water, sewer & electric through 11/30/15
12/03/2015	013943	ACE Hardware	58.46		38,822.06	ice scraper, gloves, sink strainers
12/04/2015	013944	American Waste / Walloon Lake	274.00		38,548.06	Regular trash removal for December and one extra pickup
12/07/2015	DEP	WASH Income		648.30	39,196.36	collection for 55 days
12/07/2015	DEP	Rent		4,953.00	44,149.36	
12/07/2015	DEP	Rent		3,698.00	47,847.36	
12/07/2015	013945	Sam's Club / GEMB	112.51		47,734.85	paper towels, shop/cleaning towels/rags, copy paper, scouring pads
12/10/2015	DEP	Rent & Security Deposit		442.28	48,177.13	
12/10/2015	013946	Business Card	15.34		48,161.79	certified mailing, money loaded onto laundry WASH card to clean washing machines
12/11/2015	EFT	Paychex of New York LLC	755.25		47,406.54	costs HR & timeclock services
12/14/2015	013947	Whitley's Floor Covering Inc.	3,153.99		44,252.55	Carpet & vinyl for #212
12/15/2015	EFT	Paychex of New York LLC	2,041.30		42,211.25	payroll for 11/28/2015 to 12/11/15

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 12/01/2015 To: 12/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
12/16/2015	EFT	Paychex of New York LLC	30.60		42,180.65	costs for payroll services
12/16/2015	EFT	Paychex of New York LLC	750.10		41,430.55	Federal Withholding Taxes
12/17/2015	DEP	Rent & Security Deposit		523.60	41,954.15	
12/21/2015	013948	Critical Signal Technologies	645.00		41,309.15	December monitoring charge for call to aid system.
12/21/2015	013949	Kelly Services, Inc.	127.01		41,182.14	administrative services - week ending 12/06/2015
12/21/2015	013950	Great Lakes Plumbing Heating & AC	3,364.64		37,817.50	contract costs
12/21/2015	013951	Great Lakes Plumbing Heating & AC	1,845.00		35,972.50	contract costs
12/21/2015	013952	Great Lakes Plumbing Heating & AC	2,415.40		33,557.10	contract costs
12/28/2015	013953	Tammy May	200.00		33,357.10	Resident Services Stipend for December
12/28/2015	013954	AT & T Mobility	122.33		33,234.77	Mobile service through 12/16/2015.
12/28/2015	013955	Kelly Services, Inc.	664.37		32,570.40	administrative services - week ending 12/20/2015
12/28/2015	013956	Kelly Services, Inc.	324.87		32,245.53	administrative services - week ending 12/13/2015
12/28/2015	013957	Lori Kritcher	975.00		31,270.53	Refund Security Deposit
12/29/2015	EFT	Paychex of New York LLC	2,049.47		29,221.06	payroll for 12/12/2015 to 12/25/15
12/30/2015	EFT	Paychex of New York LLC	753.95		28,467.11	Federal Withholding Taxes
12/30/2015	EFT	Paychex of New York LLC	30.60		28,436.51	costs for payroll services

**Total:** 34,707.84 10,265.18

**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of December 31, 2015**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 43,129.86
1162.1 - Money Mkt Acct 9391	<u>67,805.10</u>
<b>Total Cash</b>	<b>110,934.96</b>

**Receivables**

<b>Total Receivables</b>	0.00
--------------------------	------

**Investments**

<b>Total Investments</b>	0.00
--------------------------	------

**Deferred Charges**

1211 - Prepaid Insurance	<u>13,351.81</u>
<b>Total Deferred Charges</b>	<b>13,351.81</b>

**Total Current Assets**

124,286.77

**Fixed Assets**

1400 - Modernization Cost	7,724.14
1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,449,028.49
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	97,602.92
1495 - Accumulated Depreciation	<u>(3,352,952.76)</u>

**Total Fixed Assets**

812,343.07

**TOTAL ASSETS**

\$ 936,629.84

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of December 31, 2015**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	2,965.01
2114 - Tenant Security Deposits		15,792.00
2117.11 - Medicare Withheld		0.02
2117.4 - Health Insurance Withheld		453.63
2117.6 - Dental Insurance Withheld		51.36
2135 - Salaries and Wages		2,528.25
2135.1 - Accrued Absences-Current		2,751.53
2136 - Accrued Liabilities-Other		1,981.82
2137 - Payments in Lieu of Taxes		<u>12,870.00</u>
<b>Total Current Liabilities</b>		<b>39,393.62</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term		543.63
<b>Total Noncurrent Liabilities</b>		<u>543.63</u>

**TOTAL LIABILITIES** 39,937.25

**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt 928,388.88

**Unrestricted Net Assets**

2806 - Unrestricted Net Assets		80,638.99
Current Year Profit/Loss		(119,085.70)
Current Year Profit/Loss-2015 CFP		<u>6,651.32</u>
<b>Total Unrestricted Net Assets</b>		<b>(31,795.39)</b>

**TOTAL EQUITY** 896,593.49

**TOTAL LIABILITIES/EQUITY** \$ 936,530.74

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 9 Months Ended December 31, 2015**

Ideal Percentage- 75.00%

		1 Month Ended		9 Months Ended	
	ANNUAL BUDGET	December 31, 2015	December 31, 2015	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 219,730	18,184.72	\$ 165,133.37	75.15%	54,596.63
<b>Total Rental Income</b>	219,730	18,184.72	165,133.37	75.15%	54,596.63
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	59,000	4,647.00	43,029.00	72.93%	15,971.00
<b>Total HUD PHA Grants</b>	59,000	4,647.00	43,029.00	72.93%	15,971.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	8.35	89.05	35.62%	160.95
3690 - Tenant Income	1,000	0.00	405.50	40.55%	594.50
3690.1 - Non-Tenant Income	19,400	648.30	9,894.31	51.00%	9,505.69
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,264.16	11,325.04	90.96%	1,124.96
<b>Total Nonrental Income</b>	33,100	1,920.81	26,288.90	79.42%	6,811.10
<b>Total Operating Income</b>	311,830	24,752.53	234,451.27	75.19%	77,378.73
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	50,600	3,807.69	33,271.47	65.75%	17,328.53
4130 - Legal Expense	0	0.00	7,271.86	0.00%	(7,271.86)
4140 - Staff Training	2,000	0.00	1,140.25	57.01%	859.75
4150 - Travel Expense	2,500	0.00	2,377.89	95.12%	122.11
4170 - Accounting Fees	5,610	373.24	4,429.85	78.96%	1,180.15
4171 - Auditing	3,700	0.00	4,200.00	113.51%	(500.00)
4182 - Employee Benefits - Admin	13,800	291.27	2,691.96	19.51%	11,108.04
4185 - Telephone	4,000	336.66	3,143.15	78.58%	856.85
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	0.00	485.00	71.32%	195.00
4190.3 - Admin Service Contracts	3,790	847.05	8,346.57	220.23%	(4,556.57)
4190.4 - Office Supplies	2,000	29.88	962.65	48.13%	1,037.35
4190.5 - Other Sundry Expense	3,000	1,439.05	4,642.19	154.74%	(1,642.19)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
<b>Total Administration</b>	91,880	7,124.84	73,080.24	79.54%	18,799.76
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	400.00	400.00	100.00%	0.00
4230 - Contract Costs-Cable/Monitoring	20,040	2,610.84	17,982.70	89.73%	2,057.30
<b>Total Tenant Services</b>	20,440	3,010.84	18,382.70	89.93%	2,057.30

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 9 Months Ended December 31, 2015**

	ANNUAL BUDGET	1 Month Ended	9 Months Ended	% Budget Used	*OVER/UNDER
		December 31, 2015	December 31, 2015		
<b>Utilities</b>					
4310 - Water	12,100	1,225.50	10,684.29	88.30%	1,415.71
4320 - Electricity	20,100	1,672.77	14,778.08	73.52%	5,321.92
4330 - Gas	21,600	2,333.10	9,326.99	43.18%	12,273.01
<b>Total Utilities</b>	<b>53,800</b>	<b>5,231.37</b>	<b>34,789.36</b>	<b>64.66%</b>	<b>19,010.64</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	58,800	4,447.68	42,477.43	72.24%	16,322.57
4420 - Materials	14,500	980.65	17,616.83	121.50%	(3,116.83)
4430.02 - Heating & Cooling Contracts	500	0.00	342.00	68.40%	158.00
4430.04 - Elevator Maintenance Contracts	5,500	0.00	4,697.72	85.41%	802.28
4430.05 - Landscape & Grounds Contracts	3,800	0.00	1,396.79	36.76%	2,403.21
4430.06 - Unit Turnaround Contracts	1,000	3,153.99	9,461.97	946.20%	(8,461.97)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contracts	4,000	0.00	4,905.21	122.63%	(905.21)
4430.12 - Miscellaneous Contracts	2,000	0.00	859.80	42.99%	1,140.20
4431 - Garbage Removal	3,100	274.00	2,471.00	79.71%	629.00
4433 - Employee Benefits - Maint.	24,620	1,911.56	17,682.94	71.82%	6,937.06
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>120,270</b>	<b>10,767.88</b>	<b>101,911.69</b>	<b>84.74%</b>	<b>18,358.31</b>
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	17,700	1,547.00	13,526.04	76.42%	4,173.96
4511 - Insurance-Wk Comp	3,010	250.92	2,213.28	73.53%	796.72
4520 - Payment in Lieu of Taxes	16,590	1,430.00	12,870.00	77.58%	3,720.00
4590 - Other General Expense	0	975.00	975.00	0.00%	(975.00)
<b>Total General Expense</b>	<b>37,300</b>	<b>4,202.92</b>	<b>29,584.32</b>	<b>79.31%</b>	<b>7,715.68</b>
<b>Total Routine Expense</b>	<b>323,690</b>	<b>30,337.85</b>	<b>257,748.31</b>	<b>79.63%</b>	<b>65,941.69</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
4610.3 - Contract Costs	0	0.00	526.80	0.00%	(526.80)
<b>Total Extraordinary Maint.</b>	<b>0</b>	<b>0.00</b>	<b>1,379.03</b>	<b>0.00%</b>	<b>(1,379.03)</b>
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	<b>0</b>	<b>0.00</b>	<b>1,379.03</b>	<b>0.00%</b>	<b>(1,379.03)</b>
<b>Total Operating Expenses</b>	<b>323,690</b>	<b>30,337.85</b>	<b>259,127.34</b>	<b>80.05%</b>	<b>64,562.66</b>
<b>Operating Income (Loss)</b>	<b>(11,860)</b>	<b>(5,585.32)</b>	<b>(24,676.07)</b>	<b>208.06%</b>	<b>12,816.07</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 9 Months Ended December 31, 2015**

		1 Month Ended	9 Months Ended		
	ANNUAL BUDGET	<u>December 31, 2015</u>	<u>December 31, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Char</b>	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	0	0.00	599.95	0.00%	(599.95)
7540 - Betterments and Additions	7,500	0.00	996.31	13.28%	6,503.69
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>0.00</u>	<u>(1,596.26)</u>	<u>21.28%</u>	<u>(5,903.74)</u>
<b>Total Capital Expenditures</b>	0	0.00	0.00	0.00%	0.00
<b>Other Financial Items</b>					
8010 - Operating Transfer In	<u>20,000</u>	<u>0.00</u>	<u>41,932.90</u>	<u>209.66%</u>	<u>(21,932.90)</u>
<b>Total Other Financial Items</b>	20,000	0.00	41,932.90	209.66%	(21,932.90)
<b>Reserve Net Income (Loss)</b>	<u>\$ 640</u>	<u>(5,585.32)</u>	<u>\$ 11,085.57</u>	<u>1,732.12%</u>	<u>\$ (10,445.57)</u>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Property at 207 W. Garfield

**Date:** January 19, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Proposed Resolution for Sale of Property - 2016-01

**Background Information:**

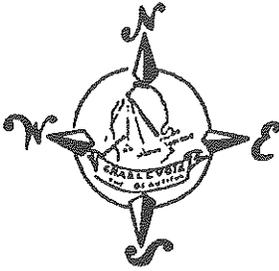
Although the board voted in December 2015 to sell the property to Whitley Investments, LTD, a board resolution is required to be on file.

**Recommendation:**

Motion to approve resolution to complete sale of property.

# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Resolution Approving Sale of Property at 207 W. Garfield

January 19, 2016

2016-01

Whereas, the Charlevoix Housing Commission board resolves to approve the sale of the property located at 207 W. Garfield, Charlevoix, Michigan.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support of approving the sale of the building and property located at 207 W. Garfield to Whitley Investment, LTD. for \$32,000 as stipulated in the purchase agreement. The director shall sign for the Housing Commission; any/all documents necessary to complete the property transfer.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstention \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Public Participation at Board Meetings Policy

**Date:** January 19, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Public Participation at Board Meetings Policy

**Background Information:**

The Public Participation at Board Meeting Policy was approved by the board at the November 17, 2015 board meeting. The policy was posted for 30 days to allow for public comments. There were no public comments.

**Recommendation:**

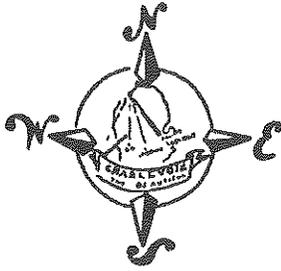
Resolution to adopt the Public Participation at Board Meetings Policy.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Public Participation in Board Meetings Policy

The Open Meetings Act states, "A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body." Public participation at the meetings of the Board of Commissioners ("Board") of the Charlevoix Housing Commission ("Commission") and the Committees established by the Board is intended to provide residents and interested persons with the opportunity to comment on issues or topics that are within the purview of the Board or Committee, as the case may be.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every meeting of the Board and publish rules to govern such participation in Board Meetings.

Public participation shall occur in accordance with the procedures set forth below:

Any person or group wishing to place an item on the agenda shall register their intent with the Executive Director no later than seven (7) days prior to the meeting and include:

- A. Name and address of the participant
- B. Group affiliation, if and when appropriate
- C. Topic to be addressed

Such requests shall be subject to the approval of the Executive Director and the Board President.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Charlevoix Housing Commission Board and Committee meetings shall be guided by the following rules:

- A. Although the public has the right and is invited to attend meetings of the Board and its Committees, no individual or group has the right to enter into the deliberations of the Board or Committees.
- B. With respect to Board meetings, unless input is solicited by the Board, communications by members of the public will be limited to the portion of the meeting designated on the agenda as the time for "Public Comment."
- C. With respect to Committee meetings, unless input is solicited by the Committee, communications by members of the public shall be entertained only if they are related to a specific agenda item. Participation by the public on an agenda item may begin after the Committee has heard staff's presentation (if any) on such item and discussed same.

- D. Public wishing to address the Board during public participation must register with Management 24 hours in advance of the Monthly Board meeting that they want to speak during the public comment period and state their topic.
- E. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- F. Speakers will appear individually and will be afforded attention and respect. When called upon, the person shall come to the podium or designated speaking area; state his/her name and address; and, if speaking for an organization or other group, identify the group represented. Groups must select a maximum of two representatives to speak on their behalf. No person may speak without first being recognized by the presiding officer.
- G. Each statement made by a speaker shall be limited to three (3) minutes duration. Speakers are not allowed to cede their time to any other person.
- H. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- I. With respect to Board meetings, there shall be a cumulative limit of thirty (30) minutes available for public comment. If requested by the presiding officers and approved by majority vote of the Board, the time allocation for individuals and/or the cumulative limit may be altered based upon the number of persons registered to speak.
- J. Speaker shall direct comments to the Board and not to staff or other participants.
- K. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- L. With respect to Committee meetings, the period available for public comment may be limited if requested by the Chairperson and approved by majority vote of the Committee.
- M. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board or Committee meeting. Personal attacks, abusive or intemperate language and unsubstantiated allegations leveled at Commissioners, staff, property managers or other residents are prohibited. Individuals who are disruptive may be given a warning and will, if necessary, be removed from the meeting. If any individual is removed from a meeting as a result of disruptive behavior, then the individual may forfeit his or her right of re-entry to future Board and Committee meetings.
- N. The Board or Committee, as the case may be, has discretion to restrict comments that are repetitive or redundant.
- O. The Board or Committee will restrict comments that are inappropriate.
- P. Written comments and/or literature will be accepted at Board and Committee meetings from a) registered speakers, including speakers who are unable to complete their comments in the allotted time, and b) individuals who wish to speak but are unable to address the Board or Committee. As is the case with respect to oral communications, written materials will not be accepted if they are outside the purview of the Board or Committee; contain personal attacks, abusive or intemperate language or unsubstantiated allegations; or relate to current or prospective bids.

- Q. All persons attending a Board or Committee meeting shall turn off or silence their cell phones while the meeting is in session.
- R. Current or prospective vendors wishing to present product or services for purchase should not use the public participation portion of a Board or Committee meeting for this purpose. Vendors will, as appropriate, be referred to the staff responsible for procurement. The Board or Committee Chairperson will have the discretion to withdraw a speaker's right to address the Board or Committee if any of the above rules are violated.
- S. Residents with specific property complaints or concerns will be referred to the Executive Director.
- T. The presiding officer of the Charlevoix Housing Board of Commissioners does reserve the right to recognize or call upon members of the public present at a meeting during the course of discussion of various issues.

Persons who wish to obtain copies of the meeting schedule, minutes or board packets are encouraged to visit the Commission's tab on the City of Charlevoix website at <http://cityofcharlevoix.org/area-links/charlevoix-housing-commission.html>, or call the Commission office at (231) 547-5451 for written materials.

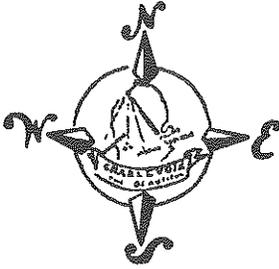
Adopted by Charlevoix Housing Commission 1/19/2016 Resolution 2016-02

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Adoption of Public Participation in Board Meetings Policy

January 19, 2016

2016-02

Whereas, the Charlevoix Housing Commission wants to ensure that the public has the opportunity to participate in the public meetings of this body; and

Whereas, the Charlevoix Housing Commission wants to ensure that the public participation is fair and orderly; and

Whereas, the Charlevoix Housing Commission board resolves to adopt the Public Participation in Board Meetings Policy.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and adopts the Public Participation in Board Meetings Policy on this said date of January 19, 2016.

Motion by Commissioner \_\_\_\_\_

Support by Commissioner \_\_\_\_\_

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstention \_\_\_\_\_ Absent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Employee Handbook

**Date:** January 19, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

The board reviewed and edited a draft of an Employee Handbook at a work session on December 1, 2015. The draft has been updated with the company that prepared it. One issue remaining was the Paid Time Off able to be carried over each year. As mentioned at the meeting, I researched what the city's policy is on this matter. For the most part, they are able to carry over up to 80 hours of unused Paid Time Off each year. That figure is being inserted into the draft and should be discussed by the board before approving the final draft. At this time the draft is not complete and is due to be complete by Friday January 15th. A copy will be hand delivered to each board member at that time.

**Recommendation:**

Discuss the Paid Time Off issue and approve a final draft if that is the board's wish.