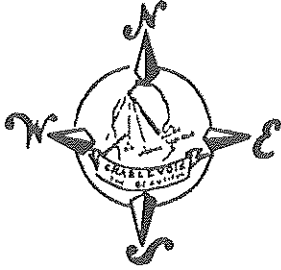


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, DECEMBER 20, 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:     None

New Business:    Executive Director Contract  
                      Inventory Removal

Public Comment on subjects unrelated to Agenda Items

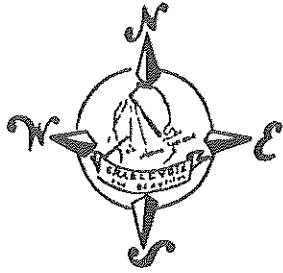
Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes November 15, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 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 October regular meeting or questions on the October bills. A motion to approve the minutes from the October regular meeting and the October bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the October financial reports. Pine River Place is 100% occupied. This Thursday (November 17<sup>th</sup>) the contractor will be starting the project of replacing the shingles on the roof of the community room. Julie presented a demographic report for Pine River Place Apartments. Julie gave an update on the progress of the application for disposition of the storage building at 207 W. Garfield Street.

### Old Business:

#### Executive Directors Evaluation:

Discussion occurred in regards to conducting a performance evaluation of the Executive Director (January 1, 2016 to present). Julie Waterman requested a closed session for the discussion of her performance evaluation. Joan Buday made a motion to go into closed session immediately following the public comment agenda item to conduct the Executive Director's performance evaluation. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**New Business:**

**2017 Meeting Schedule:**

Discussion occurred in regards to the 2017 meeting dates of the board of commissioners of the Charlevoix Housing Commission. Joan Buday made a motion to accept the proposed meeting schedule for 2017. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**FY 2017 Fair Market Rents and Flat Rent Schedule:**

Discussion occurred in regards to the FY 2017 Fair Market Rents and Flat Rent Schedule. Lillian Left made a motion to set the Flat Rent Schedule for fiscal year 2017 at the Fair Market Rent amounts to match the Fair Market Rent Final Calculation amounts set for Charlevoix County by approving Resolution 2016-09. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

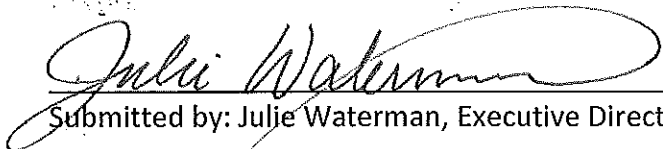
**Public Comment:**

Barbara Evans stated that if the work on the community room roof is not complete by Saturday she would reschedule the annual Rummage Sale.

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

**The board went into closed session at 2:22pm. The board came out of closed session at 4:08pm.** The evaluation of the Executive Director was completed with a positive/favorable evaluation of the performance of Julie Waterman as her role as Executive Director.

**Adjournment:** The meeting adjourned at 4:09 pm. The next meeting will be held Tuesday, December 20, 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

November 17, 2016

\_\_\_\_\_  
Approved by: Laurie Crandall, Board President

Check Register Summary Report

Operational Budget  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/01/2016	EFT	Paychex of New York LLC	2,872.88		10,871.70	payroll for 10/15/16 to 10/28/16
11/01/2016	014189	Charter Communications	1,590.03		9,281.67	Bulk rate cable TV, office phones and cable internet service through 11/30/2016
11/01/2016	014190	AT & T Mobility	138.44		9,143.23	Mobile service through 10/16/2016.
11/02/2016	EFT	Paychex of New York LLC	1,033.01		8,110.22	Federal Withholding Taxes
11/02/2016	EFT	Paychex of New York LLC	66.63		8,043.59	costs for payroll services
11/03/2016	ADJST	E-Connect Fee	69.55		7,974.04	monthly electronic banking & ACH fee
11/07/2016	DEP	Rent ACH		10,947.00	18,921.04	
11/07/2016	014191	City Of Charlevoix	2,788.88		16,132.16	Water, sewer & electric through 10/28/16
11/07/2016	014192	Michigan Officeways	15.59		16,116.57	wall calendar
11/07/2016	014193	Housing Data Systems	120.00		15,996.57	Qtr. MTCS Transmittal
11/07/2016	014194	ACE Hardware	139.42		15,857.15	mouse traps, bi-fold door parts, light bulbs, degreaser, propane for grill, bug killer, belts for lawn mower, drill t
11/09/2016	DEP	Rent		3,244.00	19,101.15	
11/09/2016	DEP	Rent		4,819.11	23,920.26	
11/14/2016	EFT	Paychex of New York LLC	58.30		23,861.96	timeclock contract costs
11/14/2016	014195	Delta Dental	124.42		23,737.54	Dental Insurance
11/14/2016	014196	Melters, LLC	697.78		23,039.76	Bulk Ice Melter
11/14/2016	014197	American Tenant Screen, Inc.	25.00		23,014.76	Annual Compliance Fee
11/15/2016	EFT	Paychex of New York LLC	2,839.34		20,175.42	payroll for 10/29/16 to 11/11/16
11/15/2016	014198	American Waste / Walloon Lake Refuse	274.00		19,901.42	Regular trash removal for November and one extra pick-up
11/15/2016	014199	Sam's Club / GEMB	877.74		19,023.68	annual membership fees, oil for tractor, duck tape, cleaning supplies, hand towels, coffee, office supplies, light bulbs, trash bags, toilet paper, batteries, christmas snowman decoration.
11/15/2016	014200	Business Card	1,505.96		17,517.72	conference meals and rooms, vacuum filters and bags padfolio, money for cleaning washers, refrigerator door handles
11/15/2016	014201	HD Supply Facilities Maintenance	543.57		16,974.15	door parts, smoke alarms, rags, dip bowls, light bulbs, zone value replacements.
11/16/2016	EFT	Paychex of New York LLC	66.63		16,907.52	costs for payroll services
11/16/2016	EFT	Paychex of New York LLC	1,017.74		15,889.78	Federal Withholding Taxes

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/16/2016	DEP	OFND		4,753.00	20,642.78	November Operating Subsidy
11/16/2016	014202	Lauther Irrigation, Inc.	165.00		20,477.78	winterized irrigation system.
11/17/2016	DEP	CFP		13,745.00	34,222.78	capital fund program
11/29/2016	EFT	Paychex of New York LLC	2,835.58		31,387.20	payroll for 11/12/16 to 11/25/16
11/30/2016	EFT	Paychex of New York LLC	1,020.64		30,366.56	Federal Withholding Taxes
11/30/2016	EFT	Paychex of New York LLC	66.63		30,299.93	costs for payroll services

**Total:** 20,952.76 37,508.11

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of November 30, 2016**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	30,299.93
1162.1 - Money Mkt Acct 9391		67,895.14

<b>Total Cash</b>	\$	<u>98,195.07</u>
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**Receivables**

<b>Total Receivables</b>	\$	0.00
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**Investments**

<b>Total Investments</b>	\$	0.00
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**Deferred Charges**

1211 - Prepaid Insurance	\$	15,419.85
1290 - Other Deferred Charges		154.53

<b>Total Deferred Charges</b>	\$	<u>15,574.38</u>
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<b>TOTAL CURRENT ASSETS</b>	\$	113,769.45
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**Fixed Assets**

1400.6 - Land	\$	267,602.26
1400.61 - Land Improvements		243,775.56
1400.7 - Buildings		1,817,692.87
1400.71 - Building Improvements		1,454,617.17
1400.72 - Non-dwelling Structures		237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings		46,386.17
1400.9 - Furn., Equip., Mach.-Admin		94,630.29
1495 - Accumulated Depreciation		<u>(3,405,857.19)</u>

<b>Total Fixed Assets</b>	\$	755,956.64
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<b>TOTAL ASSETS</b>	\$	<u><u>869,726.09</u></u>
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**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of November 30, 2016**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	1,267.72
2114 - Tenant Security Deposits		15,864.00
2117.4 - Health Insurance Withheld		<u>756.05</u>

**Total Accounts Payable** \$ 17,887.77

**Accrued Liabilities**

2135 - Salaries and Wages	\$	3,863.46
2135.1 - Accrued Absences-Current		6,814.85
2135.2 - Accrued Absences-Long Term		794.65
2136 - Accrued Liabilities-Other		9,854.34
2137 - Payments in Lieu of Taxes		<u>11,352.50</u>

**Total Accrued Liabilities** \$ 32,679.80

**Deferred Credits**

**Total Current Liabilities** \$ 50,567.57

**NONCURRENT LIABILITIES**

**Total Noncurrent Liabilities** \$ 0.00

**TOTAL LIABILITIES** \$ 50,567.57

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$	151,805.81
2802.1 - Invested in Capital Assets, Net of Debt		753,631.64
Income and Expense Clearing		(88,603.93)
Income and Expense Clearing-'16 CFP		<u>2,325.00</u>

**TOTAL NET ASSETS** \$ 819,158.52

**TOTAL LIABILITIES/NET ASSETS** \$ 869,726.09

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 8 Months Ended November 30, 2016**

Ideal Percentage-66.67%		1 Month Ended	8 Months Ended		
	ANNUAL BUDGET	<u>November 30, 2016</u>	<u>November 30, 2016</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690.00	\$ 17,607.00	\$ 139,120.85	62.19%	\$ 84,569.15
<b>Total Rental Income</b>	<b>\$ 223,690</b>	<b>\$ 17,607.00</b>	<b>\$ 139,120.85</b>	<b>62.19%</b>	<b>\$ 84,569.15</b>
<b>Revenues - HUD PHA GRANTS</b>					
-	\$ 57,020.00	\$ 4,753.00	\$ 39,135.00	68.63%	\$ 17,885.00
<b>Total HUD PHA GRANTS</b>	<b>\$ 57,020.00</b>	<b>\$ 4,753.00</b>	<b>\$ 39,135.00</b>	<b>68.63%</b>	<b>\$ 17,885.00</b>
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	\$ 250.00	\$ 8.07	\$ 65.59	26.24%	\$ 184.41
3690 - Tenant Income	1,000.00	0.00	370.59	37.06%	629.41
3690.1 - Non-Tenant Income	5,000.00	0.00	2,975.21	59.50%	2,024.79
3690.4 - Tenant Income-Cable	15,200.00	1,380.00	10,911.93	71.79%	4,288.07
<b>Total Nonrental Income</b>	<b>\$ 21,450.00</b>	<b>\$ 1,388.07</b>	<b>\$ 14,323.32</b>	<b>66.78%</b>	<b>\$ 7,126.68</b>
<b>Total Operating Income</b>	<b>\$ 302,160.00</b>	<b>\$ 23,748.07</b>	<b>\$ 192,579.17</b>	<b>63.73%</b>	<b>\$ 109,580.83</b>
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	\$ 47,480.00	\$ 5,535.95	\$ 32,076.30	67.56%	\$ 15,403.70
4130 - Legal Expense	7,000.00	0.00	1,719.62	24.57%	5,280.38
4140 - Staff Training	2,000.00	0.00	1,720.00	86.00%	280.00
4150 - Travel Expense	2,500.00	1,310.28	3,187.12	127.48%	(687.12)
4170 - Accounting Fees	5,610.00	0.00	3,355.18	59.81%	2,254.82
4171 - Auditing	3,700.00	0.00	4,300.00	116.22%	(600.00)
4182 - Employee Benefits - Admin	4,130.00	443.06	2,569.60	62.22%	1,560.40
4185 - Telephone	4,000.00	328.38	3,481.53	87.04%	518.47
4190.1 - Publications	100.00	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680.00	(1,320.00)	(875.00)	(128.68%)	1,555.00
4190.3 - Admin Service Contracts	4,590.00	403.19	3,387.67	73.81%	1,202.33
4190.4 - Office Supplies	2,000.00	140.12	366.32	18.32%	1,633.68
4190.5 - Other Sundry Expense	3,000.00	134.47	2,193.95	73.13%	806.05
4190.51 - Advertising and Marketing	500.00	0.00	188.80	37.76%	311.20
<b>Total Administration</b>	<b>\$ 87,290.00</b>	<b>\$ 6,975.45</b>	<b>\$ 57,671.09</b>	<b>66.07%</b>	<b>\$ 29,618.91</b>
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	\$ 400.00	\$ 0.00	\$ 138.15	34.54%	\$ 261.85
4230 - Contract Costs-Cable	16,200.00	1,400.09	11,200.72	69.14%	4,999.28
<b>Total Tenant Services</b>	<b>\$ 16,600.00</b>	<b>\$ 1,400.09</b>	<b>\$ 11,338.87</b>	<b>68.31%</b>	<b>\$ 5,261.13</b>



**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 8 Months Ended November 30, 2016**

	ANNUAL BUDGET	1 Month Ended <u>November 30,</u> <u>2016</u>	8 Months Ended <u>November 30,</u> <u>2016</u>	<u>% Budget</u> <u>Used</u>	<u>*(OVER)/UNDER</u>
<b>Utilities</b>					
4310 - Water	\$ 5,350.00	\$ 474.10	\$ 4,628.37	86.51%	\$ 721.63
4320 - Electricity	20,100.00	1,317.78	13,130.45	65.33%	6,969.55
4330 - Gas	16,500.00	1,049.16	10,424.25	63.18%	6,075.75
4390 - Other Utilities Expense	<u>11,600.00</u>	<u>997.00</u>	<u>7,030.25</u>	<u>60.61%</u>	<u>4,569.75</u>
<b>Total Utilities</b>	<b>\$ 53,550.00</b>	<b>\$ 3,838.04</b>	<b>\$ 35,213.32</b>	<b>65.76%</b>	<b>\$ 18,336.68</b>
<b>Ordinary Maint. &amp; Operations</b>					
4410 - Labor, Maintenance	\$ 50,610.00	\$ 5,689.80	\$ 34,066.17	67.31%	\$ 16,543.83
4420 - Materials	18,000.00	2,164.74	19,795.62	109.98%	(1,795.62)
4430.02 - Heating & Cooling Contracts	500.00	0.00	0.00	0.00%	500.00
4430.03 - Snow Removal Contracts	1,000.00	0.00	0.00	0.00%	1,000.00
4430.04 - Elevator Maintenance Contracts	5,500.00	1,462.83	4,388.49	79.79%	1,111.51
4430.05 - Landscape & Grounds Contracts	2,000.00	165.00	506.84	25.34%	1,493.16
4430.06 - Unit Turnaround Contracts	8,000.00	0.00	3,153.99	39.42%	4,846.01
4430.07 - Electrical Contracts	500.00	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300.00	0.00	1,541.19	513.73%	(1,241.19)
4430.09 - Extermination Contracts	500.00	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	300.00	0.00	0.00	0.00%	300.00
4430.11 - Routine Maintenance Contracts	5,000.00	0.00	4,106.84	82.14%	893.16
4430.12 - Miscellaneous Contracts	2,000.00	(2,325.00)	1,982.47	99.12%	17.53
4431 - Garbage Removal	3,100.00	274.00	2,012.00	64.90%	1,088.00
4433 - Employee Benefits - Maint.	15,860.00	528.43	9,520.85	60.03%	6,339.15
4480 - Protective Services	<u>5,040.00</u>	<u>0.00</u>	<u>2,940.00</u>	<u>58.33%</u>	<u>2,100.00</u>
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$ 118,210.00</b>	<b>\$ 7,959.80</b>	<b>\$ 84,014.46</b>	<b>71.07%</b>	<b>\$ 34,195.54</b>
<b>General Expense</b>					
4510 - Insurance	\$ 18,600.00	\$ 1,576.17	\$ 12,448.93	66.93%	\$ 6,151.07
4511 - Insurance-Wk Comp	2,980.00	247.09	1,976.72	66.33%	1,003.28
4520 - Payment in Lieu of Taxes	<u>17,010.00</u>	<u>1,417.50</u>	<u>11,352.50</u>	<u>66.74%</u>	<u>5,657.50</u>
<b>Total General Expense</b>	<b>\$ 38,590.00</b>	<b>\$ 3,240.76</b>	<b>\$ 25,778.15</b>	<b>66.80%</b>	<b>\$ 12,811.85</b>
<b>Total Routine Expense</b>	<b>\$ 314,240.00</b>	<b>\$ 23,414.14</b>	<b>\$ 214,015.89</b>	<b>68.11%</b>	<b>\$ 100,224.11</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Total Operating Expenses</b>	<b>\$ 314,240.00</b>	<b>\$ 23,414.14</b>	<b>\$ 214,015.89</b>	<b>68.11%</b>	<b>\$ 100,224.11</b>
<b>Operating Income (Loss)</b>	<b>\$ (12,080.00)</b>	<b>\$ 333.93</b>	<b>\$ (21,436.72)</b>	<b>177.46%</b>	<b>\$ 9,356.72</b>

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 8 Months Ended November 30, 2016**

		1 Month Ended	8 Months Ended		
	ANNUAL BUDGET	<u>November 30, 2016</u>	<u>November 30, 2016</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
<b>Depreciation Expense</b>					
4800 - Depreciation - Current Year	\$ 0.00	\$ 8,859.72	\$ 77,167.21	0.00%	\$ 77,167.21
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 8,859.72</b>	<b>\$ 77,167.21</b>	<b>0.00%</b>	<b>\$ (77,167.21)</b>
<b>Surplus Credits &amp; Charges</b>					
<b>Total Surplus Credits &amp; Charges</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	\$ 0.00	\$ 0.00	\$ (939.09)	0.00%	\$ (939.09)
7540 - Betterments and Additions	7,500.00	0.00	0.00	0.00%	(7,500.00)
7590 - Operating Expenditures-Contra	<u>(7,500.00)</u>	<u>0.00</u>	<u>939.09</u>	<u>(12.52%)</u>	<u>8,439.09</u>
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Other Financial Items</b>					
<b>Total Other Financial Items</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Reserve Net Income (Loss)</b>	<b><u>\$ 420.00</u></b>	<b><u>\$ 10,333.93</u></b>	<b><u>\$ (12,375.81)</u></b>	<b><u>(2946.62)%</u></b>	<b><u>\$ 12,795.81</u></b>

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Executive Director Contract

**Date:** December 14, 2016

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

**Attachments:** Executive Director Contract draft

### **Background Information:**

Last year the board and the Executive Director negotiated a contract so that the terms of employment and compensation for the Executive Director were clearly defined. The terms of that contract will expire on December 31, 2016. If the board wishes to retain Julie Waterman as the Executive Director it is advised that the terms of a contract for January 1, 2017 to December 31, 2017 be discussed, defined and executed.

### **Recommendation:**

Discuss and define the terms of contract. Direct the Board President to amend the contract (as discussed and defined) and execute by signing with the Executive Director before the first of January, 2017.

EMPLOYMENT AGREEMENT  
FOR EXECUTIVE DIRECTOR OF  
CHARLEVOIX HOUSING COMMISSION

THIS AGREEMENT becomes effective the 1<sup>st</sup> day of January, 2017 by and between the Charlevoix Housing Commission ("CHC") of 210 W. Garfield Ave. Charlevoix, MI 49720 and Julie M. Waterman ("Mrs. Waterman" or "Executive Director"), of 7026 Best Rd. Ellsworth, MI 49729.

WHEREAS, CHC wishes to retain the services of Mrs. Waterman as Executive Director of CHC, and Mrs. Waterman wishes to be so employed;

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is agreed by the parties as follows:

1. CHC hereby retains and employs Mrs. Waterman to be its Executive Director for a term of one (1) year commencing with the 1<sup>st</sup> day of January, 2017 through the 31<sup>st</sup> day of December 2017. It is further agreed that this Agreement may be extended for an additional term or terms as mutually agreed by the parties.
2. Mrs. Waterman hereby accepts said employment and agrees that for the consideration set forth herein she shall perform the duties of the Executive Director and conduct the business of CHC in accordance with all applicable laws, regulations and administrative rules, and as further directed by CHC.
3. CHC shall pay Mrs. Waterman an annual salary of \_\_\_\_\_.
4. CHC shall conduct a performance review with Mrs. Waterman on or before the December CHC Meeting during the term of this contract.
5. Either party has the right to terminate the employment relationship at any time and in the sole discretion of the party terminating the relationship, subject to the following provisions:
  - A. In the event Mrs. Waterman resigns from the position, 60 days advance notice shall be given to CHC.
  - B. In the event CHC terminates the services of Mrs. Waterman, she shall be given 60 days notice. The equivalent of 30 calendar days' severance pay. However, in the event Mrs. Waterman is terminated because of conviction of a felony, substantial and repeated neglect of duty, intentional misconduct or any illegal act involving personal gain, CHC shall have no obligation to give advance notice or severance pay and benefits.
6. Mrs. Waterman shall devote her full professional time and attention to the business of CHC. In order to discharge the functions of Executive Director, early morning, luncheon and nighttime meetings and activities may occur outside regular office hours that require the Executive Director's attendance.
7. The Executive Director shall be entitled to \_\_\_\_\_ weeks (\_\_\_\_ days total) Paid Time Off (also known vacation) during the term of this Agreement. The CHC will consider a request from Mrs. Waterman to pay at the then current rate of pay up to one (1) week of accrued vacation not used in the contract year. Request for accrued vacation time must be made to the CHC before February 28<sup>th</sup> following the year in question with time up to one (1) week paid before March 31<sup>st</sup> following the year in question.
8. As all other full time employees of the CHC, Mrs. Waterman shall also receive the following holiday's off with pay; New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day,

Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day.

9. Mrs. Waterman shall be entitled to attend seminars, professional development programs and conventions relating to her position as Executive Director, at the expense of CHC, in accordance with CHC policy up to the amount authorized in the budget. Days so expended shall be regarded as days worked.
10. The Executive Director agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, on the basis of race, color, religion, sex, national or ethnic origin, age, height, weight, marital status, disability or genetic information unrelated to the person's ability to perform the job.
11. If any portion or provision of this Agreement is held or deemed to be unenforceable under federal or state law, the remainder of this Agreement shall remain in full force and effect,
12. Any changes or amendments to this agreement and contract can be made only by written instrument executed by both parties.
13. This Agreement and the interpretation of each an all of the provisions thereof shall be governed by the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.  
In the Presence of:

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Laurie Crandall  
CHARLEVOIX HOUSING COMMISSION PRESIDENT

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Date

---

Julie M. Waterman  
EXECUTIVE DIRECTOR

---

Date

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Inventory Removal

**Date:** December 14, 2016

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

**Attachments:** Proposed Inventory Removal Resolution 2016-10

### **Background Information:**

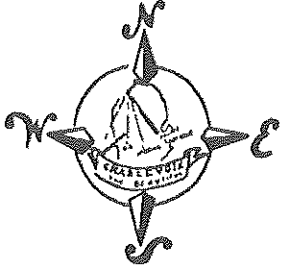
The items listed on the second page of the resolution need to be removed from inventory (Book Asset Detail). The garage heater purchased in 1984 stopped working. Of the 100 stackable chairs purchased in 1981, 20 have broken over time. The motor stopped working on the treadmill purchased in 1992 (and used by residents). The timeclock purchased in 2000 has been replaced with a new electronic timeclock. The Krown TDD (Telecommunication Device for the Deaf) Machine purchased in 2001 is no longer needed as the technology has become obsolete as there are other methods for the hearing impaired to communicate with us.

### **Recommendation:**

Approve by vote the proposed Resolution Approving Inventory Removal 2016-10.

# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Resolution Approving Removal of Inventory

December 20, 2016                      2016-10

Whereas, it is the responsibility of the Charlevoix Housing Commission board to approve all policies of the Charlevoix Housing Commission.

Whereas, the Charlevoix Housing Commission board resolves to remove the attached list from the inventory (Book Asset Detail) of the Charlevoix Housing Commission in order to keep in compliance with HUD Public Housing regulations.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and adopts the removal of such items on this said date of December 20, 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 Laurie Crandall	Yes	No	Abstention	Absent

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

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

\_\_\_\_\_  
Date

## Inventory Write Off Additions

Resolution # 2016-10

<u>Group</u>	<u>#</u>	<u>Item</u>	<u>Date</u>	<u>Disposal Date</u>
1400.9	144	Garage Heater	3/31/1984	12/20/2016
	165	100 Stack Chairs (20 broken)	11/19/1981	12/20/2016
	178	Treadmill	6/20/1992	12/20/2016
	207	Time Clock	3/13/2000	12/20/2016
	265	Krown TDD Machine	1/02/2001	12/20/2016