

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720



PROJECT  
PINE RIVER PLACE

## ANNUAL MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, APRIL 21, 2015  
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

### AGENDA:

Call to Order/Roll Call

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business:      Interim Executive Director Evaluation  
                             Executive Director Vacancy

New Business:     Elections of Officers  
                             Disposition/Disposal of Property/Equipment  
                             Disposition/Sale of Property/Equipment  
                             Smoke-Free Housing Policy  
                             Energy Performance Contracting

Miscellaneous Business

Board Commissioners

Public Comment

Adjournment

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 03/01/2015 To: 03/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
03/04/2015	013725	Northern Fire & Safety	130.00		8,456.33	service fire extinguishers.
03/04/2015	013726	AT & T Mobility	181.03		8,275.30	Mobile service through 2/16/2015.
03/04/2015	013727	Charter Communications	1,329.06		6,946.24	Bulk rate cable tv & cable internet service through 03/31/2015
03/04/2015	013728	Blue Cross/ Blue Shield	1,976.16		4,970.08	Medical Insurance through 04/09/2015
03/04/2015	013729	Home Depot Credit Services	1,280.34		3,689.74	refrigerator, cleaning supplies, plumbing supplies, lamp, plywood & 2x4s, grout, screwdriver, toilet parts, utility knife, tile & tile supplies
03/04/2015	013730	Common Angle	652.50		3,037.24	updated laptop to new user including all software programs and VPN access
03/04/2015	013731	ACE Hardware	214.88		2,822.36	cleaning supplies, nuts, bolts, phone wallpaper, screwdriver, bulbs, ammonia, sandpaper
03/09/2015	DEP	Rent		5,599.00	8,421.36	
03/09/2015	DEP	Rent		4,782.00	13,203.36	
03/09/2015	DEP	Rent		882.00	14,085.36	
03/09/2015	DEP	Rent ACH		9,206.00	23,291.36	
03/11/2015	013732	Corecomm	11.95		23,279.41	Internet service through 03/05/2015
03/11/2015	013733	DTE Energy	9,989.30		13,290.11	gas through 2/27/2015
03/11/2015	013734	City Of Charlevoix	2,939.59		10,350.52	Water, sewer & electric through 2/3/15
03/11/2015	013735	American Waste / Walloon Lake	244.00		10,106.52	Regular trash removal for March
03/11/2015	013736	HD Supply Facilities Maintenance	62.66		10,043.86	ceiling fans
03/11/2015	013737	Sam's Club / GEMB	39.99		10,003.87	late fee
03/11/2015	013738	Michael's Locksmith Service	90.00		9,913.87	Service call for rekeying locks.
03/11/2015	013739	Business Card	1,773.56		8,140.31	door handles, paint for 221, infrared heaters, stamps, packaging and postage, winter conference room and meals, newspaper ad, post office box rental
03/19/2015	013740	Critical Signal Technologies	645.00		7,495.31	March monitoring charge for call to aid system.
03/19/2015	013741	AT&T	145.65		7,349.66	Telephone service through 03/04/2015
03/26/2015	013742	Blue Cross/ Blue Shield	1,976.16		5,373.50	Medical Insurance through 5/09/2015
03/26/2015	013743	Employment Publishing	349.00		5,024.50	Employment Advertising
03/26/2015	013743	**VOID** Employment Publishing	( 349.00)		5,373.50	Void Refer 013743
03/26/2015	013744	Kelly Services, Inc.	386.98		4,986.52	administrative services

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

From: 03/01/2015 To: 03/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
03/30/2015	013745	AT & T Mobility	181.03		4,805.49	Mobile service through 3/16/2015.

**Total:** 24,249.84 20,469.00

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## Regular Meeting Minutes March 17, 2015

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

PRESENT: Buday, Left, Stephan, Olach, Stevens  
ABSENT: None  
OTHER: Julie Waterman, Interim Executive Director  
Brad Waterman, Maintenance Supervisor  
Keri Casbohm, Temporary Administrative Assistant  
Tenants of Pine River Place

**Approval of Meeting Minutes and Bills:** President Left asked if there were any corrections or additions to the minutes from the previous Regular Meeting or questions on the bills. Gregory Stevens asked about the voided checks. Paul Stephan asked about the elevator charges. Gregory Stevens made a motion to accept the January bills and minutes from the February 17, 2015 regular meeting and minutes from the Special Meeting February 5, 2015, the Work Session on February 10, 2015, and the Work Session on February 24, 2015. Joni Olach seconded the motion.

Yeas: Left, Olach, Stevens, Stephan  
Nays:  
Abstentions:  
Absent: Buday

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the February Financial Statement. She reported that we have a temporary employee, Keri Casbohm, filling in as Administrative Assistant. Julie and Brad (Waterman) intend to meet with Ilah Honson in East Jordan to discuss the parts of the process of obtaining new boilers. The first pay period with the company that provides payroll services went well. A discussion of the disposal of washers and dryers will happen at the next regular meeting.

Commissioner Stevens mentioned a telephone call he received that may be perceived as a reprimand to Julie Waterman. The Board went into Closed Session at 2:15 pm at the request of Julie Waterman. The meeting returned from closed session at 2:22 pm.

**Old Business:**

**Executive Director Vacancy** – Gregory Stevens discussed his efforts to investigate the process of gaining a HUD waiver to consider hiring Julie Waterman as the Executive Director. Joan Buday arrived at 2:32. Part of the process, if Julie is to be considered, includes getting a legal opinion from an attorney before sending a written request/letter to HUD. Greg suggested that he could meet with the attorney. He would like one other board member to accompany him. Joan Buday made a motion that Gregory Stevens and another member (as schedules permit) meet with the labor attorney for the purpose of obtaining a legal opinion of the possible conflict of interest if Julie were hired as Executive Director.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

A Work Session of the Charlevoix Housing Commission Board was scheduled for Tuesday March 24, 2015 at 2:00 pm at Pine River Place in the Community Room for the purposes of continuing the hiring process for a new Executive Director.

**Budget for FYE March 2016** – Gregory Stevens made a motion to approve, as presented, the Budget for FYE March 2016 by board resolution (2015-01). Paul Stephan seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

**New Business:**

**2015 Capital Fund Amendment** – Gregory Stevens made a motion to accept, as presented, the Amendment to the 2015 Capital Fund. Joni Olach Seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

**Miscellaneous Business:**

**FYE 2014 Audit** – Julie Waterman discussed the auditor’s mistake and the appeal process. It would be in the best interest of the CHC to draft a “sanctions” policy, as other housing agencies

have, so that in the future there may be recourse if we are faced with this challenge again. Julie will research possibilities.

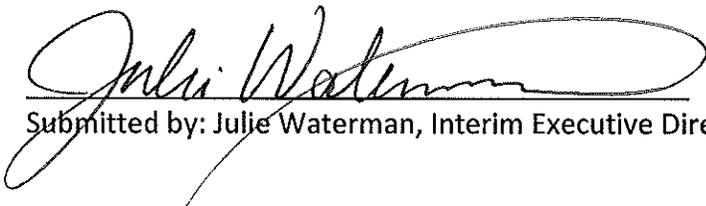
**Labor Attorney Fees** – No bill has come from the labor attorney at this time.

**Maintenance** - Brad Waterman, Maintenance Supervisor, discussed the progress on unit 221 modernization as well as upcoming turn-over of two other units. Gregory Stevens brought up mileage concern. He wanted to be sure Brad was being compensated for his mileage for shorter trips in town. Discussion on future possibility of compensating Brad for having “on call” responsibilities when budgeting permits.

**Board Commissioners** – No comments.

**Public Comment** – Barb Evans asked if it was possible to have the windows washed in June (or late May) instead of July. Brad agreed and proposals for the job will include a date in late May or early June. Barb also mentions the front-loading washers are not spinning out completely. Bill Supernaw discussed the fact that the city is looking into the agreement with Charter Cable and that may have an effect on Pine River Place.

**Adjournment** – Commissioner Buday moved to adjourn the meeting at 3:43 pm, supported by Commissioner Stevens. The motion passed unanimously and the meeting was adjourned. The next meeting will be an Annual Meeting will be held Tuesday April 21, 2015 at 2:00 pm in the Pine Rover Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451.

  
Submitted by: Julie Waterman, Interim Executive Director

\_\_\_\_\_  
March 25, 2015  
\_\_\_\_\_

\_\_\_\_\_  
Approved by: Lillian Left, Board President

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## Work Sessions Minutes

March 24, 2015

A work Session of the Charlevoix Housing Commission was called to order by President Left for the purpose of continuing the hiring process for a new Executive Director. The session began at 2:05 pm at Pine River Place, 210 West Garfield Ave., Charlevoix Michigan 231-547-5451.

PRESENT: Buday, Left, Stephan, Olach, Stevens

ABSENT: NONE

OTHER: NONE

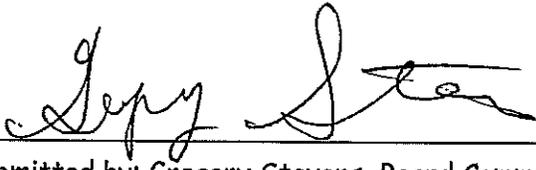
At 2:10 pm a motion was made by Olach, support by Buday to go into Closed Session as requested by "Scotty" President of the East Jordan Housing Commission to discuss the possibility of entering into a contract between the two Housing Commissions to hire Ilah Honson as part time ED for the CHC.

Upon returning to open session at 2:30 pm, the Board reviewed six other résumés.

Before sending out any thank you letters, or calling anyone for an interview it was decided to wait for the response from the labor attorney with hopes of offering the part time position to Julie Waterman who is the Acting ED.

A "Special Meeting" is planned at 2:00 pm on March 31, 2015 at Pine River Place.

Adjournment - at 3:30 pm.



Submitted by: Gregory Stevens, Board Commissioner

March 30, 2015

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Approved by: Lillian Left, Board President

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## Special Meeting Minutes March 31, 2015

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

PRESENT: Left, Buday, Olach, Stevens  
ABSENT: Stephan  
OTHER: Julie Waterman, Administrative Assistant  
Brad Waterman, Maintenance Supervisor  
Keri Casbohm, Temporary Administrative Assistant

### New Business:

**Fiscal Policy** – Gregory Stevens made a motion to approve the proposed changes to the Fiscal Policy following the 30 day public posting. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach, Stevens

Nays:

Abstentions:

Absent: Stephan

**Check Signers** - Gregory Stevens made a motion to change the persons approved as check signers on the bank accounts to remove Julie Waterman, Interim Executive Director, as a signer, in accordance with the proposed Fiscal Policy. Three board commissioners, Stevens, Left and Olach will remain as check signers. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens

Nays:

Abstentions:

Absent: Stephan

**Calculating Property Assets Policy** – Joan Buday made a motion to approve the Calculating Property Assets Policy to keep the calculations of property assets in accordance with federal regulations. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach

Nays:

Abstentions: Stevens

Absent: Stephan

**Researching Options for Executive Director Position** – Gregory Stevens discussed the letter from the labor attorney in reference to the board considering hiring Julie Waterman as the Executive Director and the conflict of interest involved with that prospect. Discussion of incorrect number of full-time employees on staff listed in letter. Discussion occurred detailing checks and balances in place to prevent the issues of concern. Discussion of possible options in hiring an Executive Director. Nothing was determined at this time. Gregory Stevens made a motion to change Julie Waterman’s pay from hourly to salary at \$33,000.00 a year effective April 4, 2015. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens

Nays:

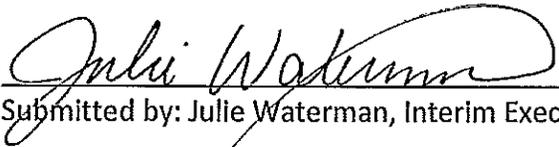
Abstentions:

Absent: Stephan

**Administrative Assistant Position** – Discussion of Julie Waterman hiring Keri Casbohm as the Administrative Assistant.

**Public Comment** – None

**Adjournment** – Commissioner Gregory Stevens moved to adjourn the meeting at 3:16 pm, supported by Commissioner Joan Buday. All in favor.



Submitted by: Julie Waterman, Interim Executive Director

April 15, 2015

Approved by: Lillian Left, Board President

# CHARLEVOIX HOUSING COMMISSION

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## Resolution Approving Removal of Inventory

April 21, 2015      Resolution # 2015-03

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 decided to remove the attached list from the Inventory 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 April 21, 2015.

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

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

A roll call was taken

Commissioner Lillian Left	Aye	Nay	Abstention	Absent
Commissioner Joan Buday	Aye	Nay	Abstention	Absent
Commissioner Joni Olach	Aye	Nay	Abstention	Absent
Commissioner Paul Stephan	Aye	Nay	Abstention	Absent
Commissioner Gregory Stevens	Aye	Nay	Abstention	Absent

\_\_\_\_ Ayes      \_\_\_\_ Nays      \_\_\_\_ Abstentions      \_\_\_\_ Absents

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

\_\_\_\_\_  
Date

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## Inventory Write Off Additions

Resolution #2015-03

Group	#	Item	Serial #	Date	Disposal Date
1400.9	352	Washer	HLW3439515	9/29/08	4/21/15
	355	Washer	HLW3570479	9/29/08	4/21/15
	356	Dryer	MW2002565	9/29/08	4/21/15
	357	Dryer	MW2002561	9/29/08	4/21/15
	358	Dryer	MW2002634	9/29/08	4/21/15
	359	Dryer	MU3702900	9/29/08	4/21/15
	360	Dryer	MW2002659	9/29/08	4/21/15
	361	Dryer	MW2002630	9/29/08	4/21/15
	382	Washer	HL21648942	6/4/12	4/21/15
	388	Washer	HL21537819	3/20/13	4/21/15

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## Resolution Approving Removal of Inventory

April 21, 2015      Resolution # 2015-04

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 decided to remove the attached list from the Inventory 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 by sale of such items on this said date of April 21, 2015.

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

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

A roll call was taken

Commissioner Lillian Left	Aye	Nay	Abstention	Absent
Commissioner Joan Buday	Aye	Nay	Abstention	Absent
Commissioner Joni Olach	Aye	Nay	Abstention	Absent
Commissioner Paul Stephan	Aye	Nay	Abstention	Absent
Commissioner Gregory Stevens	Aye	Nay	Abstention	Absent

\_\_\_\_ Ayes      \_\_\_\_ Nays      \_\_\_\_ Abstentions      \_\_\_\_ Absents

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

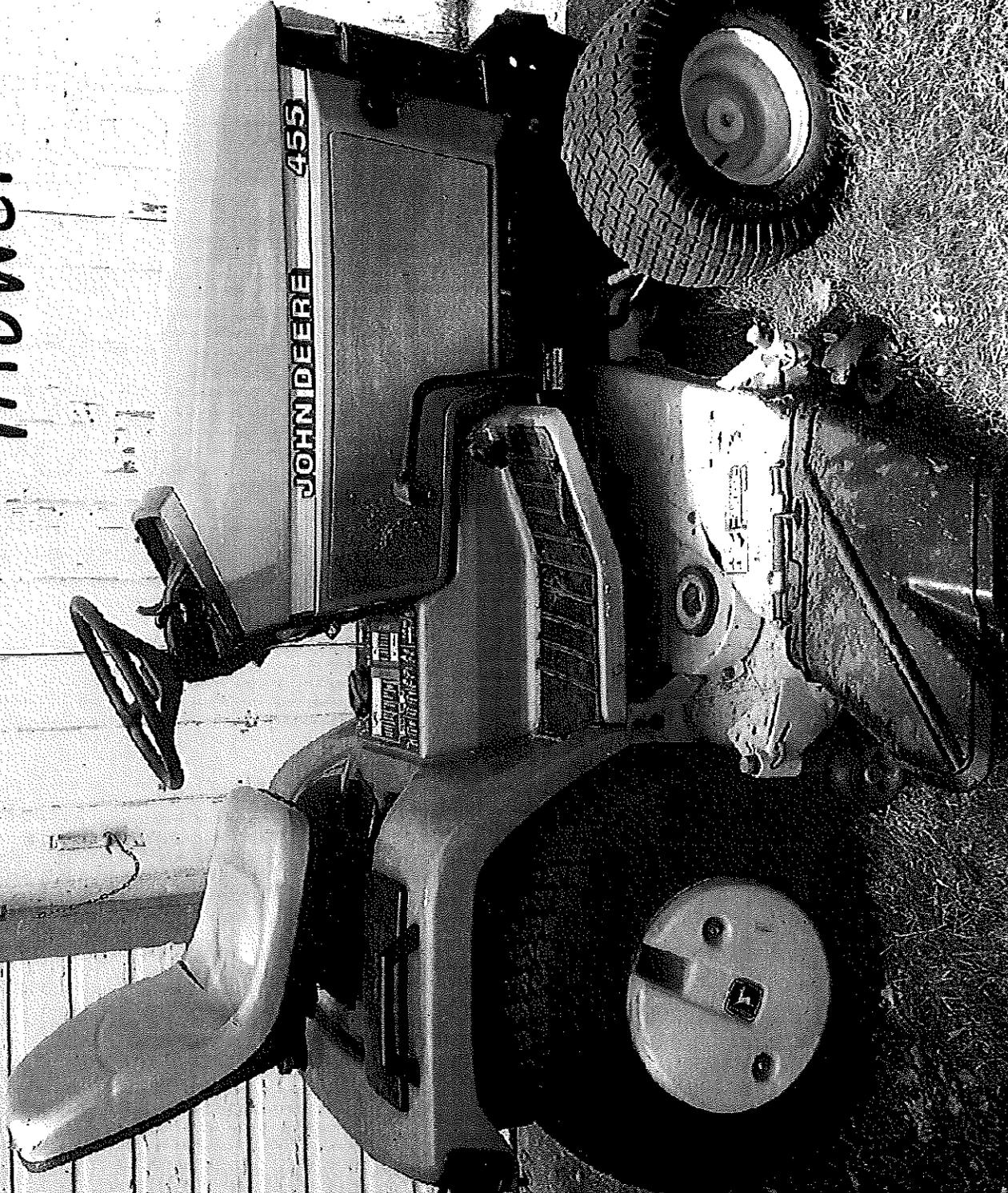
\_\_\_\_\_  
Date

## Inventory Write Off Additions

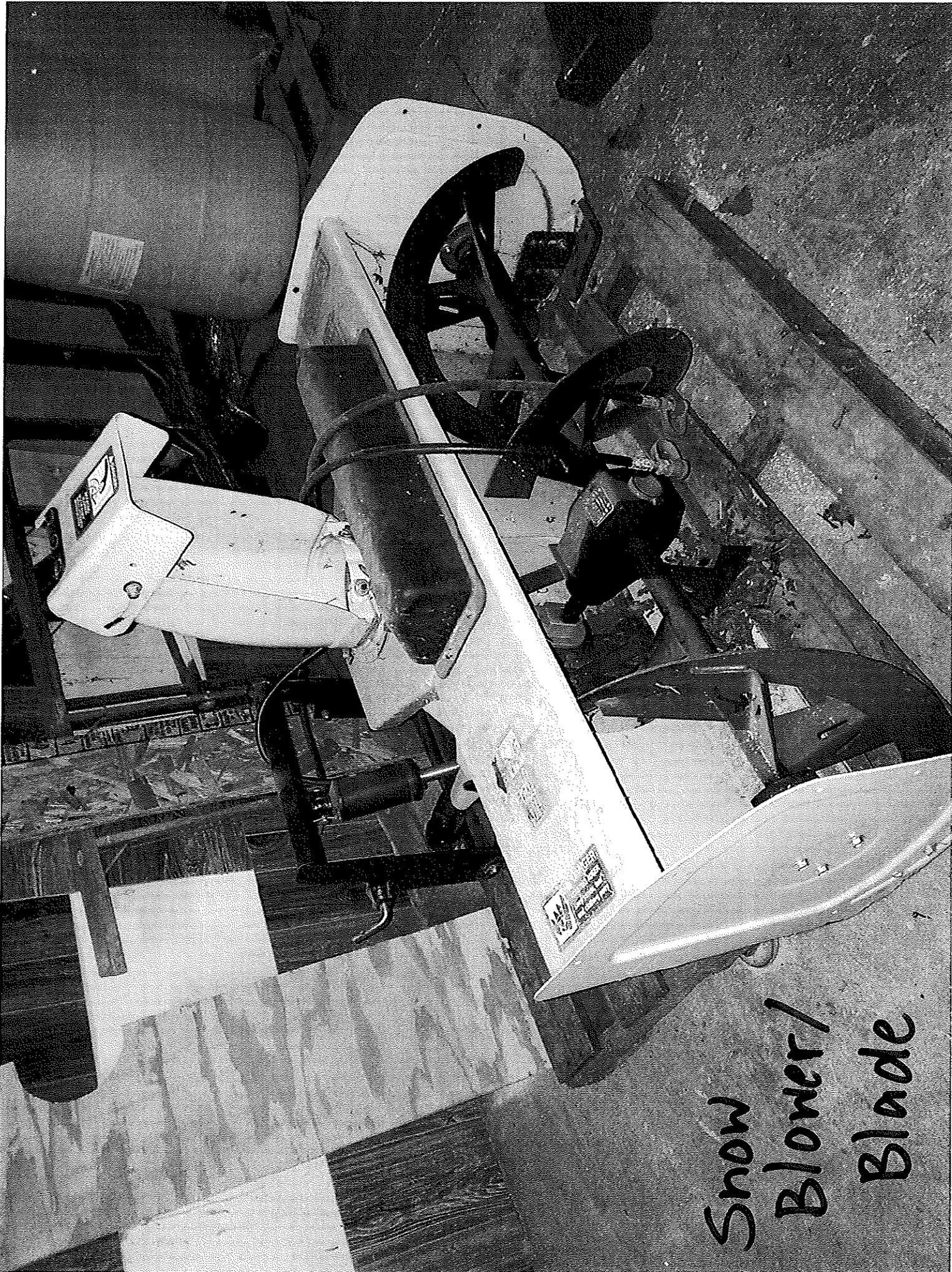
Resolution #2015-04

<u>Group</u>	<u>#</u>	<u>Item</u>	<u>Date</u>	<u>Disposal Date</u>
1400.9	200	Lawn Mower (& Bagger/Collector)	5/27/99	4/21/15
	201	Snowblower/Blade	5/27/99	4/21/15
	364	Lawn Rake	4/7/09	4/21/15
	345	Wood Chipper (part of item #345)	4/2/09	4/21/15

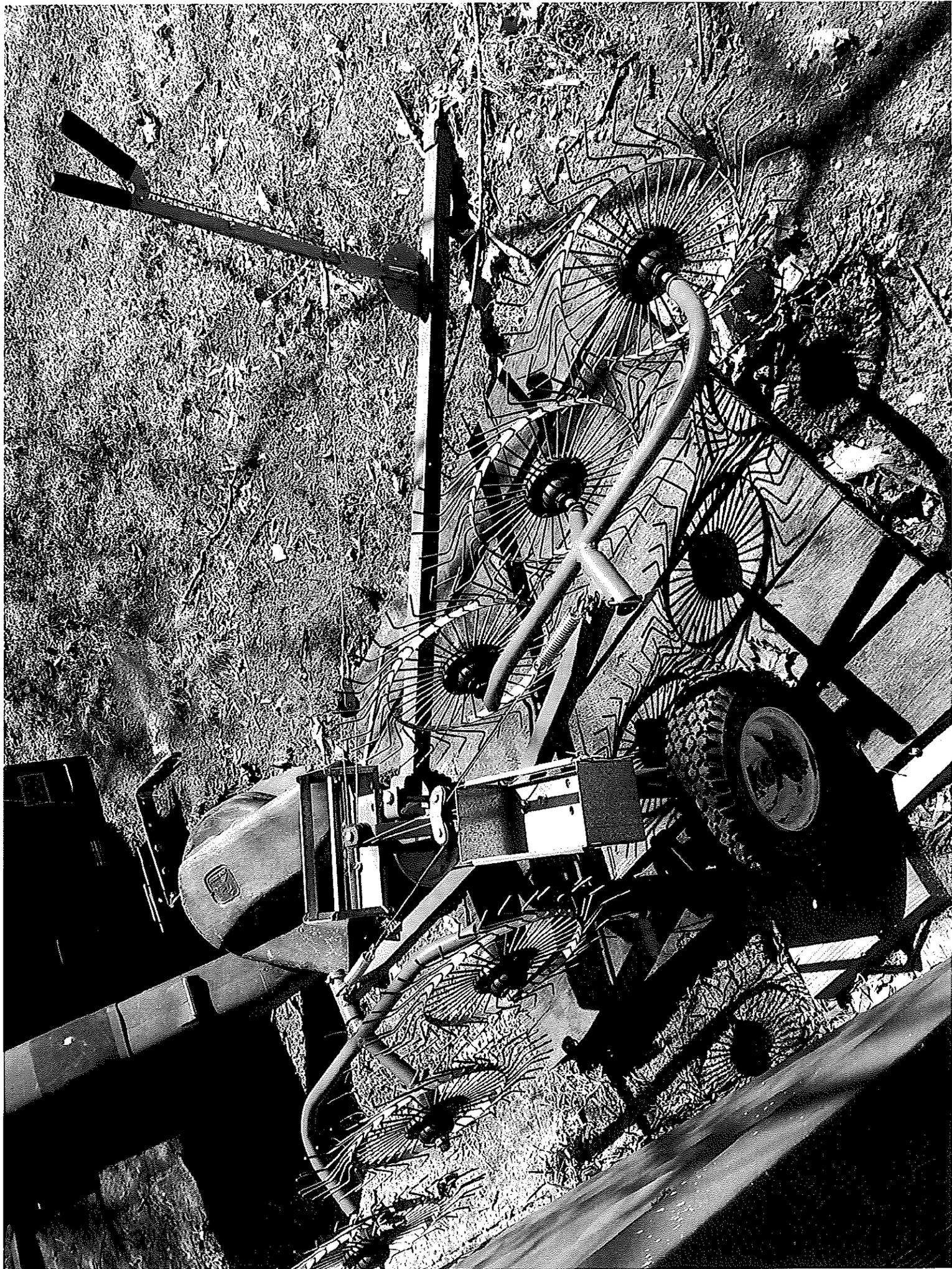
OLD  
mower







Snow  
Blower /  
Blade





WC1205

FRONTIER

Charlevoix Housing Authority

Att: Brad

15-Apr-15

Work 'n Play Shop has inspected, will purchased if agreed the following prices for each item listed.

JD 455	1998 MODEL YEAR	1248 engine hours	\$1,600.00
JD47	BLOWER WITH HITCH		\$800.00
EZ RAKE			\$ 75.00
CHIPPER	model wc1205		\$2,100.00
		Net	\$4,575.00

455 needs mower deck, hood, seat, etc  
chipper is very nice, low use, but so unique and the purchaser needs to have power beyond hydraulics on their tractor, this results in older tractor owners not applicable, cannot add power beyond on old models.

## DISPOSITION POLICY

### RESOLUTION ADOPTING THE CRITERIA FOR THE SALE OF PERSONAL PROPERTY.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$100.00, the Executive Director may negotiate a sale in the open market after such informal inquiry as he considers necessary to ensure a fair return to the Local Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$100.00 to \$1000.00 the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1000.00 Or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to the award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no sale or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

The East Jordan Housing Commission cordially invites you to attend an informational meeting on

## Energy Performance Contracts (EPC)

**DATE:** Wednesday, March 25, 2015  
**TIME:** 1:30 p.m.  
**LOCATION:** East Jordan Housing Commission  
451 Water Street  
East Jordan, Michigan  
(231) 536-2051

As a small PHA, we are looking for ways to save money, an EPC is one such tool that is available. Being a very small PHA, we are unable to secure the financing we need on our own. HUD allows several PHAs to join forces in order to attract a financier. Please bring a Board member or two with you so that they can learn about EPC's and how they might be beneficial to your PHA and updates in the HUD incentives.

This is a meeting Greg Stevens and I attended in East Jordan. Andrew Overmyer, of Wind, Water, Energy Conservation gave an informative presentation of EPCs and how his company can help us. The attached page gives you a brief description of EPCs. Greg and I will explain a little better and share what we learned at the meeting.

Julie

# Energy Performance Contracting

Energy Performance Contracting (EPC) is an innovative financing technique that uses cost savings from reduced energy consumption to repay the cost of installing energy conservation measures. Normally offered by Energy Service Companies (ESCOs), this innovative financing technique allows building users to achieve energy savings without up front capital expenses. The costs of the energy improvements are borne by the performance contractor and paid back out of the energy savings. Other advantages include the ability to use a single contractor to do necessary energy audits and retrofit and to guarantee the energy savings from a selected series of conservation measures.

Please note: There are several PowerPoint presentations on this page. Some of these files are large and may take several minutes to download and view. If you do not have PowerPoint on your computer, you will need to **download the free PowerPoint Viewer**.

## EPC Review Process

- **HUD Approval Process**
- **Development of an EPC (ESCO)**
- **Development of an EPC (PHA managed)**

## Checklists

### Requests for Proposals

- **Request for Proposal (RFP) - Review Checklist (MS-Word)**

### Energy Service Agreement (ESA)

- **Completeness Review Checklist - ESCo (MS-Word) [Updated 7/20/11]**
- **Technical Review Checklist - ESCo (MS-Word) [Updated 7/20/11]**
- **Technical Review Checklist (PHA Managed) (MS-Word) [Updated 7/20/11]**

## Important Links

- **Public and Indian Housing**
- **Office of Field Operations (OFO)**

## Related Information

- **(NEW) Energy Improvement Checklist**
- **(NEW) PIH Notice 2014-18: Guidance on On-Site Utility Technologies and the Rate Reduction Incentive in Public Housing**
- **PIH 2011-36: Guidance on Energy Performance Contracts**
- **PIH 2010-41**
- **PIH 2009-43**
- **State Energy Programs**
- **Learn more about the National Energy Policy**
- **Successful Energy Performance Contracts**
- **Answers to Common Questions**