Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
January 24, 2024

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens comments and allows for 5 minutes to speak

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held November 1, 2023 (pg. 2)

5. (V)-Ratification of Transaction Detail from October 25, 2023, to January 17, 2024 (pg. 3-18)

6. Financial Reports
    a. Cash Flow Reports (pg.19-23)
    b. (V) 2023 Final Low Rent financial statements (pg. 24-30)
    c. (V) 2023 Final Voucher financial statements (pg.31-35)
    d. (V) 2023 Final Development financial statements (pg. 36-40)
    e. Procurement Report (pg. 41)

7. Executive Director Report (pgs. 42-59)

8. Old Business
    a. (V) ACOP (pg. 60)
        i. Public Comment for ACOP only
    b. (V) Administration Plan for Voucher (pg.61)
        i. Public Comment for Administrative Plan for Voucher only
    c. (V) Five-year plan amendment submission (pg.62-77)
        i. Public Comment for Five Year Plan amendment

9. New Business
    a. (V) Updated 2024 Budget (pg.78-79)
    b. (V) Purchase of Vending machine (pg.80-83)
    c. (V) Payment Standards increase (pg.84-88)
    d. (V) Lending closet purchase (pg.89-94)
    e. Board schedule for 2024 (pg. 95)

10. Good of the Order
    a. Next Board Meeting: February 28, 2024

11. Adjourn

*(V)- Vote needed

Minutes of the Boyne City Housing Commission
Regular Meeting January 24, 2024

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:03 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon (present by zoom)
   Absent: Dennis Jason
   Also Present: Bethany Hedgepath-Executive Director, Judith Gardner (resident)

2. **Citizen comments on non-agenda items**-Judy Gardner spoke of her appreciation of the staff.

3. **Review of Agenda for Additions or Changes**-None

4. **Approval of minutes of the regular meeting held November 1, 2023**-A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Alice Traylor. The motion was approved 3-0.

5. **Ratification of Transaction Detail from October 25, 2023-January 17, 2024**-The Transaction Detail reports were reviewed. A motion was made by Alice Traylor to ratify the transaction detail as presented. Seconded by Julie Hasse. The motion was approved 3-0.

6. **Financial Reports**
   a. **Cash Flow Reports**
   b. **2023 Final Low Rent Financial Statements**
   c. **2023 Final Voucher Financial Statements**
   d. **2023 Final Development Financial Statements**

   The cash flow reports were reviewed. All of the financial statements were reviewed. A motion was made by Susan Conklin to approve the financial statements as presented. Seconded by Julie Hasse. The motion was approved 3-0.

7. **Executive Director Report**-A written report was presented. Items discussed included the move in/move out chart, policy update, and overall update of property.

8. **Old Business**
   a. **Admission and Continued Occupancy Policy(ACOP)**-The ACOP, after all required notice periods provided, was presented to the board for approval with an implementation date of February 1, 2024. A public comment session was offered and with no public comment presented, a motion was made by Susan Conklin to approve the ACOP as presented to be implemented February 1, 2024. Seconded by Alice Traylor. The motion was approved 3-0.
   b. **Administrative Plan for the Voucher Program**- The Administrative Plan, after all required notice periods provided, was presented to the board for approval with an implementation date of February 1, 2024. A public comment session was offered and with no public comment presented, a motion was made by Julie Hasse to approve the Administrative Plan as presented to be implemented February 1, 2024. Seconded by Alice Traylor. The motion was approved 3-0.
   c. **Five Year Plan Amendment**- The Five-Year Plan Amendment, after all required notice periods provided, was presented to the board for approval with an implementation date of February 1, 2024. A public comment session was offered and with no public comment presented, a motion was made by Alice Traylor to approve Susan Conklin and Bethany Hedgepath to sign appropriate forms and submit them to HUD as presented to be implemented February 1, 2024. Seconded by Julie Hasse. The motion was approved 3-0.

9. **New Business**
    a. **Updated 2024 Budget**-The updated 2024 budget was discussed with updates to various areas. A motion was made by Julie Hasse to approve the updated budget as presented. Seconded by Alice Traylor. The motion was approved 3-0.
    b. **Purchase of vending machine**- A request was made by the Executive Director to purchase a vending machine for use on the property and to have the funds acquired from the machine come back to the property to pay back the machine then toward the resident fund and administration fund. A motion was made by Susan Conklin to approve the purchase of the EPEX beverage vending machine from Amazon for $3700 plus any applicable shipping. Seconded by Julie Hasse. The motion was approved 3-0.
    c. **Payment standards increase**-A recommendation was made by Executive Director to allow the use of the exception payment standards waiver up to 120% and to apply an increase in the payment standard during the HAP contract term. A motion was made by Susan Conklin to approve the use of the waivers as recommended. Seconded by Alice Traylor. The motion was approved 3-0.
    d. **Lending Closet**-A recommendation was made by the Executive Director to start a lending closet for the residents to borrow items for use from the property. The board was in full support and did not feel that a motion was needed for this.
    e. **Board scheduled 2024**-The 2024 board meeting schedule was presented.

10. **Good of the Order**
    a. Next board meeting: February 28, 2024

11. **Adjourn**-There being no further business the meeting was adjourned at 9:43 am.

Alice Traylor, Secretary: ________________________

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
February 28, 2024

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens comments and allows for 5 minutes to speak

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held January 24, 2024 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from January 18, 2024-February 26, 2024 (pg. 4-10)

6. Financial Reports
   a. Cash Flow Reports (pg.11-15)
   b. Monthly reports (pg. 16)
   c. (V) January 2024 Low Rent financial statements (pg. 17-22)
   d. (V) January 2024 Voucher financial statements (pg. 23-28)
   e. (V) January 2024 Development financial statements (pg. 29-31)

7. Executive Director Report (pgs.32-33)

8. Old Business-None

9. New Business
   a. (V) Server Purchase (pg.34-37)

10. Good of the Order
    a. Next Board Meeting: March 27, 2024
    b. Can we cancel April Meeting?

11. Adjourn

*(V)- Vote needed

Minutes of the Boyne City Housing Commission
Regular Meeting February 28, 2024 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:02 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon (present by zoom)
   Absent: Dennis Jason
   Also Present: Bethany Hedgepath-Executive Director, Raegen Pedigo (employee), Judith Gardner (resident)

2. **Citizen comments on non-agenda items**-Judy Gardner spoke of her appreciation of the staff.

3. **Review of Agenda for Additions or Changes**-Add 9.b. Open Meeting update.

4. **Approval of minutes of the regular meeting held January 24, 2024**-A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Alice Traylor. The motion was approved 3-0.

5. **Ratification of Transaction Detail from January 18-February 26, 2024**-The Transaction Detail reports were reviewed. A motion was made by Julie Hasse to ratify the transaction detail as presented. Seconded by Alice Traylor. The motion was approved 3-0.

6. **Financial Reports**
   a. **Cash Flow Reports**
   b. **Monthly Reports**
   c. **January 2024 Low Rent Financial Statements**
   d. **January 2024 Voucher Financial Statements**
   e. **January 2024 Development Financial Statements**

   The cash flow and monthly reports were reviewed. All of the financial statements were reviewed. A motion was made by Susan Conklin to approve the financial statements as presented. Seconded by Julie Hasse. The motion was approved 3-0.

7. **Executive Director Report**-A written report was presented. Items discussed included the move in/move out chart, lawsuit, and overall update of property.

8. **Old Business**-None

9. **New Business**
   a. **Server Purchase**-A request was presented to the board by the Executive Director to approve the purchase of a new server. A motion was made by Susan Conklin to approve the purchase of the presented server for an estimated $13,043.61 with the condition that policy does not require us to seek additional bids. Seconded by Julie Hasse. The motion was approved by 3-0.
   b. **Open meeting Update**-The open meetings act was discussed with the board and best practices for emails were gone over. The open meeting documents will be emailed to each board member to read and evaluate and bring to the board meeting with questions.

10. **Good of the Order**
    a. Next board meeting: April 3, 2024 (moved from March 27, April 24 cancelled)

11. **Adjourn**-There being no further business the meeting was adjourned at 9:43 am.

Alice Traylor, Secretary: ___________________________

Boyne City Housing Commission
Special Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
May 15, 2024

1. Call to Order and Roll Call
2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.
3. Review of Agenda for Additions or Changes
4. Eric Gold-Development update
5. (V) Work Group Board Bylaws
6. Good of the Order
   a. Next Board Meeting: May 22, 2024
7. Adjourn

*(V)- Vote needed

Minutes of the Boyne City Housing Commission
Special Meeting May 15, 2024, 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:04 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon, Steven Schnell
   Also present: Bethany Hedgepath, Eric Gold, many residents, and staff

2. **Citizen comments on non-agenda items-**Judy Gardner spoke of her appreciation of the staff, and a few requests to the office.

3. **Review of Agenda for Additions or Changes-**none

4. **Eric Gold-Development update:** An update was presented to the board showing the proposed plans that are to be presented to the Planning Commission for Site Plan Approval in July in preparation for a tax credit application in October 2024. Plans are attached. The initial plan is to build a 53-60 unit, three story Senior Apartment building on the Deer Meadows property, which is zoned multifamily. The vacant property owned by BCHC would be leveraged to meet density requirements, and much of it would remain green space. The new building would house current Deer Meadows residents as well as residents from the original one-story section of Litzenburger. The original Litzenburger section would then be torn down and Deer Meadows would be repurposed into general occupancy housing in order to open more 2-bedroom apartments up to the community. Plans show that we would have a little over two acres left on the parcel which would be developed in a future phase as single family or duplex units to match the surrounding communities.

   Next steps include a meeting with the community surrounding the property and the senior center, then a pre-application meeting with the planning commission, and depending on the input, in July we would present our final plans for Site Plan Approval. In addition, will discuss the PILOT program with the city.

   A motion was made by Steven Schnell to authorize Bethany Hedgepath as the Executive Director to sign any zoning ordinance related documents based on the proposed plans as presented and any iterations thereof that are necessary. Seconded by Alice Traylor. The motion was approved 5-0.

5. **Board bylaws workgroup:** The bylaws were reviewed and discussed, and the board asked Bethany to research some areas for consistency and accuracy. Bethany will bring this information to the next meeting for further discussion.

6. **Good of the Order:** Next board meeting: May 22, 2024

7. **Adjourn:** There being no further business the meeting was adjourned at 10:48 am.

Alice Traylor, Secretary: ______________________

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
May 22, 2024, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held February 28, 2024 (pg. 2)

5. (V)-Minutes for special board meeting held May 15, 2024 (pg. 3)

6. (V)-Ratification of Transaction Detail from February 26, 2024-May 19, 2024 (pg. 4-18)

7. Financial Reports
    a. Cash Flow Reports (pg. 19-23)
    b. Monthly report (pg. 24)
    c. Low Rent April 2024 Financial Reports (pg. 25-55)
    d. Voucher April 2024 Financial Reports (pg. 56-69)
    e. Development April 2024 Financial Reports (pg. 70-79)

8. Executive Director Report (pg. 80-90)

9. Old Business
    a. Bylaws (pg. 91-106)

10. New Business
    a. (V) Admin Plan change (pg. 107-108)
    b. 5-year annual plan draft (pg. 109-116)
    c. (V) Capital Fund 2024 document package (pg. 117-127)

11. Good of the Order
    a. Next Board Meeting: June 26, 2024

12. Adjourn

*(V)- Vote needed

Minutes of the Boyne City Housing Commission
Regular Meeting May 22, 2024 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:00 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon, Steve Schnell
   Also Present: Bethany Hedgepath-Executive Director, Judith Gardner (resident), Marge Spohn (resident)

2. **Citizen comments on non-agenda items**-Marge Spohn said thank you for the great housing and Judy Gardner spoke of her appreciation of the staff.

3. **Review of Agenda for Additions or Changes**-none.

4. **Minutes of the regular meeting held February 28, 2024**-A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Alice Traylor. The motion was approved 4-1.

5. **Minutes of the special board meeting held May 15, 2024**-A motion was made by Steve Schnell to approve the meeting minutes. Seconded by Julie. The motion was approved 5-0.

6. **Ratification of Transaction Detail from February 26, 2024-May 19, 2024**-The Transaction Detail reports were reviewed. A motion was made by Susan Conklin to ratify the transaction detail as presented. Seconded by Alice Traylor. The motion was approved 5-0.

7. **Financial Reports**
   a. **Cash Flow Reports**
   b. **Monthly Reports**
   c. **April 2024 Low Rent Financial Statements**
   d. **April 2024 Voucher Financial Statements**
   e. **April 2024 Development Financial Statements**

   The cash flow and monthly reports were reviewed. All of the financial statements were reviewed. A motion was made by Steve Schnell to accept the financial statements as presented. Seconded by Julie Hasse. The motion was approved 5-0.

8. **Executive Director Report**-A written report was presented. Items discussed included the move in/move out chart, lawsuit, and overall update of property.

Board member Alison Mellon left at 9:00 am due to an appointment.

9. **Old Business**
   a. **Bylaws**-The bylaw updates and changes from the May 15 meeting were presented to the board. A motion was made by Julie Hasse to approve the bylaws as presented with one correction. Seconded by Susan Conklin. The motion was approved 4-0.

10. **New Business**
    a. **Administrative Plan change**- After discussion as to a need to revert the jurisdiction of the voucher program back to only Charlevoix County, that change was presented in the Administrative plan for the board's approval. A motion was made by Steve Schnell to approve the updated Administrative plan as presented. Seconded by Alice Traylor. The motion was approved 4-0.
    b. **5-year annual plan draft**-Bethany presented the draft 5-year plan to the board for review before presenting it to the public for review for 45-day period.

c. **Capital Fund 202 document package**
A motion was made by Steve Schnell for the President of the board on behalf of the board to sign all relevant documents for the capital fund submission. Seconded by Alice Traylor. The motion was approved 4-0.
A motion was made by Steve Schnell for Bethany Hedgepath as the Executive Director to sign and submit all relevant documents for the capital fund submission. Seconded by Julie Hasse. The motion was approved 4-0.

11. Good of the Order

a. Next board meeting: June 26, 2024

12. Adjourn-There being no further business the meeting was adjourned at 10:38 am.

Alice Traylor, Secretary: ______________________________

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
June 26, 2024, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held May 22, 2024 (pg. 2)

5. (V)-Ratification of Transaction Detail from May 20, 2024-June 21, 2024 (pg. 4-9)

6. Financial Reports
   a. Cash Flow Reports (pg. 10-14)
   b. Monthly report (pg. 15)
   c. Low Rent May 2024 Financial Reports (pg. 16-49)
   d. Voucher May 2024 Financial Reports (pg. 50-62)
   e. Development May 2024 Financial Reports (pg. 63-73)

7. Executive Director Report (pg. 74-90)

8. Old Business

9. New Business
   a. (V) Budget Revision (pg. 91)
   b. Vice President

10. Good of the Order
    a. Next Special Meeting Public Hearing: July 10, 2024
    b. Next Regular Meeting Board Meeting: July 24, 2024

11. Adjourn

*(V)- Vote needed

Minutes of the Boyne City Housing Commission
Regular Meeting June 26, 2024, 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:07 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon, Steve Schnell
   Also Present: Bethany Hedgepath-Executive Director, Judith Gardner (resident), Marge Spohn (resident), Morganne Moody (staff), Raegen Pedigo (staff)

2. **Citizen comments on non-agenda items**- Judy Gardner spoke about silent auction and staff.

3. **Review of Agenda for Additions or Changes**-none.

4. **Minutes of the regular meeting held May 22, 2024**-A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Alice Traylor. The motion was approved 5-0.

5. **Ratification of Transaction Detail from May 20, 2024-June 21, 2024**-The Transaction Detail reports were reviewed. A motion was made by Alison Mellon to ratify the transaction detail as presented. Seconded by Steve Schnell. The motion was approved 5-0.

6. **Financial Reports**
   a. **Cash Flow Reports**
   b. **Monthly Reports**
   c. **May 2024 Low Rent Financial Statements**
   d. **May 2024 Voucher Financial Statements**
   e. **May 2024 Development Financial Statements**

   The cash flow and monthly reports were reviewed. All of the financial statements were reviewed. A motion was made by Steve Schnell to accept the financial statements as presented. Seconded by Alice Traylor. The motion was approved 5-0.

7. **Executive Director Report**-A written report was presented. Items discussed included updated development plans for the planning commission meeting, overall updates to office management, and a management update.

8. **Old Business**-None

9. **New Business**
   a. **Budget Revision**-A motion was made by Julie Hasse to approve the updated budget as presented. Seconded by Alice Traylor. The motion was approved 5-0.
   b. **Vice President**-A motion was made by Julie Hasse to approve the installment of Steve Schnell as the Vice President to fill the role left after the passing of Dennis Jason for the remainder of the calendar year. Seconded by Alice Traylor. The motion was approved 5-0.

10. **Good of the Order**
    a. Next Special public hearing: July 10, 2024
    b. Next Regular board meeting: July 24, 2024

11. **Adjourn**-There being no further business the meeting was adjourned at 10:48 am.

Alice Traylor, Secretary: ____________________________

Boyne City Housing Commission

Public Hearing-Special Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 10, 2024, 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments on non-agenda items and allows for 5 minutes per person to speak.

3. Review of Agenda for Additions or Changes

4. (V) 5-year plan
    a. The Board recognizes citizens' comments and allows 5 minutes per person to speak.

5. Good of the Order
    a. Next Board Meeting: July 24, 2024

6. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Public Hearing-Special Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 10, 2024, 8:00 am

1. **Call to Order and Roll Call**
The meeting was called to order by Susan Conklin, President at 8:00 am.
Present: Susan Conklin, Alice Traylor, Julie Hasse, Steven Schnell
Absent: Alison Mellon
Also present: Bethany Hedgepath, Multiple residents

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes**-None

4. **(V) 5-year plan**
   a. The Board recognizes citizens' comments and allows 5 minutes per person to speak.

The 5-year plan was presented to the public as posted and the only public comments given were related to not understanding what the plan was and the reason for the plan. Bethany Hedgepath explained the process of the plan and where it can be found in the future. The board spoke about each area of the plan and a motion was made by Steve Schnell to accept the 5-year plan with some grammatical changes. Seconded by Alice Traylor. The motion was approved 4-0.

5. **Good of the Order**
   a. Next Board Meeting: July 24, 2024
   b. Bethany Hedgepath mentioned that there was a hole in the woods found, that suspected dumping had been happening in the hole, and that she was looking for guidance as this was the first time dealing with something like this. The board suggested that the property contact an environmental company to determine next steps. In addition, the board suggested that the hole be secured and that trail cameras be purchased to watch the area until testing can be done. Bethany will give an update at the next meeting.

6. **Adjourn**
There being no further business the meeting was adjourned at 9:03 am.

*(V)- Vote needed

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 24, 2024, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held June 26, 2024 (pg.)

5. (V)-Minutes for special public board meeting held July 10, 2024 (pg.)

6. (V)-Ratification of Transaction Detail from June 22, 2024-July 18, 2024 (pg.)

7. Financial Reports
   a. Cash Flow Reports (pg.)
   b. (V) Low Rent June 2024 Financial Reports (pg.)
   c. (V) Voucher June 2024 Financial Reports (pg.)
   d. (V) Development June 2024 Financial Reports (pg.)

8. Executive Director Report (pg.)

9. Old Business

10. New Business

11. Good of the Order

12. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 24, 2024, 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:02 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Steven Schnell, Alison Mellon
   Also present: Bethany Hedgepath, Executive Director; Judy Gardner (resident); staff

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes**-None

4. **Minutes for board meeting held June 26, 2024**-A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Alice Traylor. The motion was approved 5-0.

5. **Minutes for the special public board meeting held July 10, 2024**-A motion was made by Julie Hasse to approve the meeting minutes as amended. Seconded by Steve Schnell. The motion was approved 5-0.

6. **Ratification of Transaction Detail from June 22, 2024-July 18, 2024**-The Transaction Detail reports were reviewed. A motion was made by Steve Schnell to ratify the transaction detail as presented. Seconded by Alice Traylor. The motion was approved 5-0.

7. **Financial Reports**
   a. **Cash Flow Reports**
   b. **Low Rent June 2024 Financial Reports**
   c. **Voucher June 2024 Financial Reports**
   d. **Development June 2024 Financial Reports**

   The cash flow reports were reviewed. All of the financial statements were reviewed. A motion was made by Susan Conklin to accept the financial statements as presented. Seconded by Alice Traylor. The motion was approved 5-0.

8. **Executive Director Report**-A written report was presented. Items discussed included vacancy update, maintenance update, salary study, and board meeting schedule changes.

9. **Old Business**-none

10. **New Business**-none

11. **Good of the Order**
    a. Next Regular Meeting Board Meeting: September 18, 2024

12. **Adjourn**
    There being no further business the meeting was adjourned at 9:59am.

Alice Traylor, Secretary: ______________________

Boyne City Housing Commission

Public Hearing AGENDA
Veterans Park Pavilion, 207 N Lake St, Boyne City, MI 49712
August 13, 2024, 10:00 am

1. **Call to Order and Roll Call**
2. **Citizen comments**
3. **Review of Agenda for Additions or Changes**
4. **Old Business**
   a. **Development update by RCS**
5. **New Business**
   a. **None**
6. **Good of the Order**
7. **Adjourn**

Boyne City Housing Commission

Public Hearing-Special Meeting Agenda
Veterans Park Pavilion, 207 N Lake St, Boyne City, MI 49712
August 13, 2024, 10:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 10:04 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon
   Absent: Steve Schnell
   Also present: Bethany Hedgepath, Eric Gold, Robert Beale, Staff

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes**-None

4. **Old Business**
   a. Eric Gold and Robert Beale discussed the updated development status for Litzenburger Manor including the costs, RAD application, lot configurations, next steps, and that the tax credit application will be completed in April 2025 instead of October of 2024.

5. **New Business**

6. **Good of the Order**

7. **Adjourn**
   There being no further business the meeting was adjourned at 10:55 am.

*(V)- Vote needed

Boyne City Housing Commission
Annual Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
September 18, 2024, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held July 24, 2024 (pg. 2)

5. (V)-Minutes for special public board meeting held August 13, 2024 (pg. 3)

6. (V)-Ratification of Transaction Detail from July 19, 2024-September 13, 2024 (pg. 4-15)

7. Financial Reports
   a. Cash Flow Reports (pg. 16-20)
   b. Low Rent July 2024 Financial Reports (pg. 21-26)
   c. Voucher July 2024 Financial Reports (pg. 27-32)
   d. Development July 2024 Financial Reports (pg. 33-35)

8. Executive Director Report (pg. 36-39)

9. Old Business

10. New Business
    a. (V) Cable Cost (pg. 40)
    b. (V) Budget/52574 (pg. 41-46)
    c. (V) Bethany's Bonus (pg. 47)
    d. (V) Flat Rent Schedule (pg. 48-54)
    e. (V) Payment Standard Schedule (pg. 55-57)
    f. (V) Write off bad debt (pg. 58-59)
    g. (V) Truck (pg. 60-70)
    h. (V) Election of officers (pg. 71)

11. Good of the Order
    a. Next Regular Meeting Board Meeting: December 13, 2024

12. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Annual Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
September 18, 2024, 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:08 am.
   Present: Susan Conklin, Alice Traylor, Julie Hasse, Alison Mellon, Steve Schnell (by zoom)
   Also present: Bethany Hedgepath, Executive Director; Judy Gardner (resident); staff

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes-**None

4. **Minutes for board meeting held July 24, 2024-**A motion was made by Alice Traylor to approve the meeting minutes. Seconded by Julie Hasse. The motion was approved 4-0.

5. **Minutes for the special public board meeting held August 13, 2024-**A motion was made by Julie Hasse to approve the meeting minutes as amended. Seconded by Alison Mellon. The motion was approved 4-0.

6. **Ratification of Transaction Detail from July 19-September 13, 2024-**The Transaction Detail reports were reviewed. A motion was made by Julie Hasse to ratify the transaction detail as presented. Seconded by Alison Mellon. The motion was approved 4-0.

7. **Financial Reports**
   a. **Cash Flow Reports**
   b. **Low Rent July 2024 Financial Reports**
   c. **Voucher July 2024 Financial Reports**
   d. **Development July 2024 Financial Reports**

   The cash flow reports were reviewed. All of the financial statements were reviewed. A motion was made by Julie Hasse to accept the financial statements as presented. Seconded by Alison Mellon. The motion was approved 4-0.

8. **Executive Director Report-**A written report was presented. Items discussed included vacancy update, waiting list update, delinquency, pest control, inspections, professional development, and vending machine.

9. **Old Business-**none

10. **New Business**
    a. **Cable Cost**-The current income and expense from cable was discussed. A motion was made to increase the cable cost to tenants to $35 starting 11/1/2024 by Julie Hasse. Seconded by Alison Mellon. The motion was approved 3-1.
    b. **Budget/52574**-The 2025 fiscal year budget was presented for board review and approval. A motion was made by Julie Hasse to approve the budget as presented and to allow Susan Conklin as the Board President to sign the 52574 forms for submittal to HUD. Seconded by Alice Traylor. The motion was approved 4-0.

c. **Bethany's Bonus-**After discussion by all board members, a motion was made by Susan Conklin to table the bonus for now and take into consideration all the things heard today, including staff. Proceed with an evaluation and future discussion, but not just let it drop and not wait a year. Seconded by Alice Traylor. The motion was approved 4-0.
d. **Flat Rent Schedule-**The new fair market rents were provided to the board along with the suggested flat rents. A motion was made by Susan Conklin to approve the flat rent schedule as presented. Seconded by Julie Hasse. The motion was approved 4-0.
e. **Payment Standard Schedule**-The new payment standards were discussed. A motion was made by Susan Conklin to approve the payment standards schedule as presented. Seconded by Alison Mellon. The motion was approved 4-0.
f. **Write off bad debt**-A motion was made by Alison Mellon to allow the Executive Director to write off the $1,745 in bad debt as presented. Seconded by Julie Hasse. The motion was approved 4-0.
g. **Truck**-A request was provided by the Executive Director to purchase a 2024 Ford F250 Styleside pickup for the property. A motion was made by Julie Hasse to approve the purchase of the 2024 Ford F250 Styleside pickup for $47,364. Seconded by Alice Traylor. The motion was approved 4-0.
h. **Election of officers**-The election of officers was discussed. Susan Conklin agreed to stay the President, Steve Schnell agreed to stay the Vice-President, Alice Traylor stated that she would not be continuing on as Secretary as this would be her last meeting with the Housing Commission. Due to needing a new Secretary for the board, Julie Hasse agreed to become the new Secretary. No motion was made to approve this slate of officers, but all commissioners verbally stated that they approved this slate for 2025.

11. Good of the Order

a. Next Regular Meeting Board Meeting: December 18, 2024

12. Adjourn

There being no further business the meeting was adjourned at 11:10 am.

Julie Hasse, Secretary____________________________

Boyne City Housing Commission
Annual Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
December 18, 2024, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 5 minutes to speak.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held September 18, 2024 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from September 14-December 13,2024 (pg. 4-20)

6. Financial Reports
    a. Cash Flow Reports (pgs. 21-25)
    b. Financial Reports-NOTE-due to end of year the Fee Accountant hasn't provided these to us since September. I will have updated in January. This is normal end of year behavior.

7. Executive Director Report (pgs. 26-42)

8. Old Business
    a. Executive Director Review (pgs. 43-51)

9. New Business
    a. (V) Key Policy (pg. 52-54)
    b. (V) Maintenance Schedule of Charges (pg. 55-56)
    c. (V) Utility Allowance Schedule (pg. 57-63)
    d. (V) 2025 Board Schedule (pg. 64)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: January 29, 2025 (if schedule is approved)

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
December 18, 2024, 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:02 am.
   Present: Susan Conklin, Julie Hasse, Steve Schnell, Judy Gardner
   Also present: Bethany Hedgepath, Executive Director; staff

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes-**Add 9e-Performance Incentives

4. **Minutes for board meeting held September 18, 2024-**A motion was made by Steve Schnell to approve the meeting minutes. Seconded by Judy Gardner. The motion was approved 4-0.

5. **Ratification of Transaction Detail from September 14-December 13, 2024**-The Transaction Detail reports were reviewed. A motion was made by Steve Schnell to ratify the transaction detail as presented. Seconded by Julie Hasse. The motion was approved 4-0.

6. **Financial Reports**
   a. **Cash Flow Reports:** The cash flow reports were reviewed.
   b. **Financial Reports-**None were available due to end of year. These will be available in January.

7. **Executive Director Report-**A written report was presented and included vacancy, waiting list update, delinquency, pest control, holiday events, professional development, and SEMAP score.

8. **Old Business**
   a. **Executive Director Review**-The board discussed the process for completing the Executive Director's review and it was scheduled to be completed at the January 29 board meeting.

9. **New Business**
   a. **Key Policy-**The key policy was presented with the addition of charging for excessive code changes. A motion was made by Steve Schnell to approve the key policy as presented. Seconded by Susan Conklin. The motion was approved 4-0.
   b. **Maintenance Schedule of Charges-**The Maintenance schedule of charges included trash removal at $35 per hour and the addition of excessive code changes. A motion was made by Steve Schnell toe approve the Maintenance Schedule of Charges with changes. Seconded by Julie Hasse. The motion was approved 4-0.
   c. **Utility Allowance Schedule-**The updated Zeffert Utility reports dated 10/1/2024 were presented for public housing and voucher. A motion was made by Susan Conklin to approve the use of the updated utility allowance schedule. Sectioned by Judy Gardner. The motion was approved 4-0.
   d. **2025 Board Schedule**-The 2025 board schedule was presented for approval. A motion was made by Judy Gardner to approve the schedule as presented. Seconded by Steve Schnell. The motion was approved 4-0.
   e. **Performance Incentives-**A request was made by the Executive Director to give Performance Incentives to the staff, not to include the Executive Director in an amount approved by the board, for the exceptional work that the staff has done in the last year. The board discussed that they would like to see that we have a specific format for this and that we put it in the budget, and it

would give the Executive Director the power to make the decisions. A motion was made by Susan Conklin to approve of the Executive Director to give the staff under the Executive Director a performance incentive at a total budget of $4500. Seconded by Julie Hasse. The motion was approved 4-0.

10. Good of the Order

a. Next Regular Meeting Board Meeting: January 29, 2025

11. Adjourn

There being no further business the meeting was adjourned at 10:11 am.

Julie Hasse, Secretary____________________________