Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
January 29, 2025, 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 December 18, 2024 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from December 14, 2024-January 24, 2025 (pg. 4-10)

6. Financial Reports
   a. Cash Flow Reports (pgs. 11-15)
   b. (V) September 24 PH Final financial statements (pg. 16-43)
   c. (V) September 24 Voucher Final financial statements (pg. 44-53)
   d. (V) September 24 Development Final financial statements (pg. 54-60)
   e. (V) October 2024 Low Rent financial statements (pg. 61-86)
   f. (V) October 2024 Voucher financial statements (pg. 87-99)
   g. (V) October 2024 Development financial statements (pg. 100-110)

7. Executive Director Report (pgs. 111-140)

8. Old Business
   a. Executive Director Review (pgs. 141-147)

9. New Business
   a. (V) 5 Year Plan Update (pg. 148-153)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: February 26, 2025

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
January 29, 2025 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, Steve Schnell, Judith Gardner Absent: Julie Hasse
   Also present: Bethany Hedgepath, Executive Director; staff

2. **Citizen comments**-None

3. **Review of Agenda for Additions or Changes**-Move New business above old business.

4. **Minutes for board meeting held December 18, 2024**-A motion was made by Steve Schnell to approve the meeting minutes. Seconded by Judith Gardner. The motion was approved 3-0.

5. **Ratification of Transaction Detail from December 14, 2024-January 24, 2025**-The Transaction Detail reports were reviewed. A motion was made by Susan Conklin to ratify the transaction detail as presented. Seconded by Judith Gardner. The motion was approved 3-0.

6. **Financial Reports**
   a. **Cash Flow Reports**
   b. **September 24 PH Final Financial statements**
   c. **September 24 Voucher Final Financial Statements**
   d. **September 24 Development Final financial statements**
   e. **October 2024 Low Rent financial statements**
   f. **October 2024 Voucher financial statements**
   g. **October 2024 Development financial statements**

   The cash flow 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 Judith Gardner. The motion was approved 3-0.

7. **Executive Director Report**-A written report was presented and included vacancy, waiting list update, delinquency, pest control, professional development, and 603 Jefferson vacancy.

8. **New Business**
   a. **5 Year Plan Update:** The 5-year plan updates were presented with changes to allow talking a unit offline for modernization. A motion was made by Steve Schnell to accept the updated 5-year plan as presented. Seconded by Judith Gardner. The motion was approved 3-0.

9. **Old Business**
   a. **Executive Director Review- Bethany Hedgepath-Annual Review (closed session)**
   A request was made by Bethany Hedgepath to move the meeting into closed session to perform the annual review which is allowed her the Open Meetings Act. Moved into closed session from 10:10-11:15 am for the review.
   b. **Executive Director Performance Incentive:** During the review, the board evaluated Bethany as doing a great job and had an excellent evaluation. They wanted to reward the hard work with a performance incentive. A motion was made by Steve Schnell to provide Bethany Hedgepath with one week of salary pay as a performance incentive. Seconded by Judith Gardner. The motion was approved 3-0.

10. **Good of the Order**
    a. Next Regular Meeting Board Meeting: February 26, 2025

11. **Adjourn**
    There being no further business, the meeting was adjourned at 11:25 am.

Julie Hasse, Secretary____________________________

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
April 23, 2025, 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 January 29, 2025 (pg. 2)

5. (V)-Minutes for closed session held January 29, 2025 (pg. 3)

6. (V)-Ratification of Transaction Detail from January 24-April 20, 2025 (pg. 4-20)

7. Financial Reports
   a. Cash Flow Reports (pgs. 21-25)
   b. (V) February 2025 Low Rent financial statements (pg. 26-58)
   c. (V) February 2025 Voucher financial statements (pg. 59-72)
   d. (V) February 2025 Development financial statements (pg. 73-83)

8. Executive Director Report (pgs. 84-120)

9. Old Business

10. New Business
    a. 1st reading ACOP (pg. 121-402)
    b. 1st reading Administrative Plan (pg. 403-789)
    c. (V) Personnel Policy (pg. 790-806)
    d. (V) Procurement Policy (pg. 807-816)
    e. (V) EIV Policy (pg. 817-821)
    f. (V) Financial Policies (pg. 822-837)
    g. (V) Financial Procedures (pg. 838-873)
    h. (V) Petty Cash (pg. 874)

11. Good of the Order
    a. Next Regular Meeting Board Meeting: May 28, 2025

12. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
April 23, 2025 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:12 am.
   Present: Susan Conklin, Judith Gardner, Julie Hasse Absent: Steve Schnell
   Also present: Bethany Hedgepath, Executive Director; staff

2. **Citizen comments**-None

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

4. **Minutes for board meeting held January 29, 2025-** A motion was made by Julie Hasse to approve the meeting minutes. Seconded by Judith Gardner. The motion was approved 3-0.

5. **Minutes for closed session held January 29, 2025-** A motion was made by Judith Gardner to approve the closed session minutes as presented. Seconded by Susan Conklin. The motion was approved 3-0.

6. **Ratification of Transaction Detail from January 24 to April 20, 2025**-The Transaction Detail reports were reviewed. A motion was made by Susan Conklin to ratify the transaction detail as presented. Seconded by Julie Hasse. The motion was approved 3-0.

7. **Financial Reports**
   a. **Cash Flow Reports**
   b. **February 2025 Low Rent financial statements**
   c. **February 2025 Voucher financial statements**
   d. **February 2025 Development financial statements**

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

8. **Executive Director Report**-A written report was presented and included vacancy, waiting list update, delinquency, pest control, professional development, and upcoming plans.

9. **Old Business**

10. **New Business**
    a. **Escrow Removal**-Bethany informed the board that it is not required to have an Escrow account for Public Housing and requested that the account be closed to make it easier to manage the accounting. A motion was made by Judith Gardner to close out the Escrow account. Seconded by Julie Hasse. The motion was approved 3-0.
    b. **First reading of the ACOP-** Bethany went over the first reading of the ACOP and asked for permission from the board to post this publicly for the first 45 day posting period. The board discussed this and stated that they were all okay with this.
    c. **First reading of the Administrative Plan-** Bethany went over the first reading of the Administrative Plan and asked permission from the board to post this publicly for the first 45 day posting period. The board discussed this and stated that they were all okay with this.
    d. **Personnel Policy-** Bethany brought the updated Personnel Policy to the board with required sick leave changes and other changes requested. A motion was made by Julie Hasse to approve the Personnel Policy with grammatical corrections as presented. Seconded by Judith Gardner. The motion was approved 3-0.
    e. **Procurement Policy-** Bethany brought the updated Procurement policy to the board with updates required by HUD based on the current requirements. A motion was made by Susan Conklin to approve the Procurement Policy as presented. Seconded by Julie Hasse. The motion was approved 3-0.

f. **EIV Policy-** Bethany brought the updated EIV Policy to the board based on recommendations from HUD policy. A motion was made by Judith Gardner to approve the EIV Policy as presented. Seconded by Julie Hasse. The motion was approved 3-0.
g. **Financial Policies-** Bethany brought Financial Policies to the board for consideration and asked to have them look over them for the next meeting.
h. **Financial Procedures-** Bethany brought Financial Procedures to the board for consideration and asked to have them look over them for the next meeting.
i. **Petty Cash-** Bethany asked the board to remove the petty cash account due to a lack of use of the account because of having the credit card. A motion was made by Judith Gardner to approve the closing of the Petty cash account. Seconded by Julie Hasse. A motion was approved 3-0.

11. Good of the Order

a. Next Regular Meeting Board Meeting: May 28, 2025

12. Adjourn

There being no further business, the meeting was adjourned at 11:33 am.

Bethany Hedgepath
Written by Bethany Hedgepath

Susan [signature]
Board President Signature

Boyne City Housing Commission
Regular Meeting Agenda
PUBLIC HEARING
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
June 25, 2025, 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 on non-agenda items.

3. Review of Agenda for Additions or Changes

4. Old Business
   a. (V) 2nd reading ACOP with public comment (pg. 2)
   b. (V) 2nd reading Administrative Plan with public comment (pg. 3)

5. (V)-Minutes for board meeting held April 23, 2025 (pg. 4-5)

6. (V)-Ratification of Transaction Detail from April 21 to June 19, 2025 (pg. 6-17)

7. Financial Reports
   a. Cash Flow Reports (pgs. 18-22)
   b. EFT transactions for May and June (pg. 23-26)
   c. (V) May 2025 Low Rent financial statements (pg. 27-57)
   d. (V) May 2025 Voucher financial statements (pg. 58-70)
   e. (V) May 2025 Development financial statements (pg. 71-81)

8. Executive Director Report (pgs. 82-84)

9. New Business
   a. (V) Financial Policies (pg. 85-100)
   b. (V) Financial Procedures (pg. 101-136)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: July 23, 2025

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

PUBLIC HEARING

Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

June 25, 2025 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, Judith Gardner, Julie Hasse, Steve Schnell
   Also present: Bethany Hedgepath, Executive Director; staff; public

2. **Citizen comments**- None

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

4. **Old Business**
   a. **Second Reading of ACOP with public comment**-The Admission and Continued Occupancy Policy (ACOP) second reading for public comment. After no public comment and no other questions from the board, a motion was made by Susan Conklin to approve the ACOP as presented effective 7/1/2025. Seconded by Judith Gardner. The motion was approved 4-0.
   b. **Second Reading of Administrative Plan with public comment**-The Administrative Plan second reading was presented for public comment. After no public comment and no other questions from the board, a motion was made by Steve Schnell to approve the Administrative Plan as presented effective 7/1/2025. Seconded by Julie Hasse. The motion was approved 4-0.

5. **Minutes for board meeting held April 23, 2025**- A motion was made by Julie Hasse to approve the meeting minutes as presented. Seconded by Susan Conklin. The motion was approved 4-0.

6. **Ratification of Transaction Detail from April 21 to June 19, 2025**- The Transaction Detail reports were reviewed. A motion was made by Judith Gardner to ratify the transaction detail as presented. Seconded by Steve Schnell. The motion was approved 4-0.

7. **Financial Reports**
   a. **Cash Flow Reports**
   b. **EFT transactions for May and June**
   c. **May 2025 Low Rent financial statements**
   d. **May 2025 Voucher financial statements**
   e. **May 2025 Development financial statements**

   The cash flow reports were reviewed. All the financial transactions and statements were reviewed. A motion was made by Judith Gardner to accept the financial statements as presented. Seconded by Steve Schnell. The motion was approved 4-0.

8. **Executive Director Report**-A written report was presented and included the following:
   a. Vacancy update including the offline units
   b. Voucher utilization and upcoming issuance: Issued 11 vouchers as of 6/24/25
   c. Medical insurance increase for staff of 16%
   d. Vendor issue with finding vendors-called 9 electricians with no luck
   e. Insurance-working to find a new insurance company-working with HAI group
   f. Board vacancy: The Board asked the Executive Director to work with the Interim City Manager to get a board member appointed.
   g. Updated the board on resident meeting about the updates to the ACOP and policies.
   h. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
   i. Development update-unfortunately not having much luck with funding.
   j. Working on collecting bad debt.
   k. Fair Housing issue-The Executive Director informed the board about an issue with a tenant that the ED called Fair housing about for help to try to get some assistance from for guidance on how to handle. The

board was informed about the status and that BCHC handled the situation to prevent a fair housing complaint and the ED feels that the situation is under control.

l. Updated the board on the opening of the waiting list. The board asked that in the future we inform them when we are opening and closing so if the community asks, they can know what is going on ahead of time.

9. New Business

a. **Financial Policies-** The Financial Policies were presented and reviewed for approval. During the review process, the board brought up a concern in the conflict-of-interest policy section concerning "The immediate family member of a Board member or public official cannot be an employee of BCHC." The reason for the concern was because one employee, Morganne Moody, is the daughter of a Boyne City Commissioner, Marty Moody. The Board wondered whether a City Commissioner was a public official in HUD's definition and asked if more research was completed about this section on what HUD's policy requirements are. They asked if this was added by the staff or if this was required to be a part of the policy. The Executive Director stated that these model policies came directly from the HUD Exchange website and that there didn't seem to be much discretion on them but that she would investigate this area and update the board at the next meeting. A motion was made by Steve Schnell to approve the Financial Policies as presented with grammatical changes made throughout. Seconded by Susan Conklin. The motion was approved 4-0.

b. **Financial Procedures-** The Financial Procedures were presented and reviewed. A motion was made by Steve Schnell to approve the Financial Procedures as presented. Seconded by Julie Hasse. The motion was approved 4-0.

10. Good of the Order

a. Next Regular Meeting Board Meeting: July 23, 2025

11. Adjourn

There being no further business, the meeting was adjourned at 10:18 am.

Bethany Hedgepath

Written by Bethany Hedgepath

Susan Conklin

Board President Signature

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 23, 2025, 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 on non-agenda items.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held June 25, 2025 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from June 20-July 18, 2025 (pg. 4-7)

6. Financial Reports
    a. Cash Flow Reports (pgs. 8-11)
    b. (V) June 2025 Low Rent financial statements (pg. 12-46)
    c. (V) June 2025 Voucher financial statements (pg. 47-60)
    d. (V) June 2025 Development financial statements (pg. 61-71)

7. Executive Director Report (pgs. 72-106)

8. New Business

9. Old Business
    a. (V) Budget revision (pg. 107-108)
    b. Administrative Plan Asset limit for tenants (pg. 109-112)
    c. ACOP Asset limit for tenants (pg. 113-117)
    d. Conflict of Interest Update (pg. 118-119)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: August 27, 2025

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
July 23, 2025 at 8:00 am

1. **Call to Order and Roll Call**
   The meeting was called to order by Susan Conklin, President at 8:03 am.
   Present: Susan Conklin, Judith Gardner, Julie Hasse
   Absent (excused): Steve Schnell
   Also present: Bethany Hedgepath, Executive Director; staff; public

2. **Citizen comments-** None

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

4. **Minutes for board meeting held June 25, 2025-** A motion was made by Julie Hasse to approve the meeting minutes as presented. Seconded by Judith Gardner. The motion was approved 3-0.

5. **Ratification of Transaction Detail from June 20-July 18, 2025-** The Transaction Detail reports were reviewed. A motion was made by Susan Conklin 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. **EFT transactions for June/July (emailed)**
   c. **June 2025 Low Rent financial statements**
   d. **June 2025 Voucher financial statements**
   e. **June 2025 Development financial statements**

   The cash flow reports were reviewed. All the financial transactions and statements were reviewed. A motion was made by Judith Gardner to accept the financial statements as presented. Seconded by Julie Hasse. The motion was approved 3-0.

7. **Executive Director Report-**A written report was presented and included the following:
   a. Vacancy update including the offline units
   b. Voucher utilization and upcoming issuance
   c. Delinquency update
   d. Board vacancy: The board position was posted July 14.
   e. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
   f. Development update-unfortunately not having much luck with funding.
   g. Upcoming training for commissioners-Julie Hasse interested.
   h. MERS annual report presented and funding at 102%.

8. **New Business**
   a. **Budget Revision-** The updated budget was presented to the board after evaluation from the Executive Director. A motion was made by Susan Conklin to approve the budget revision as presented. Seconded by Judith Gardner. The motion was approved 3-0.
   b. **Healthcare payment-** A request was made by the Executive Director to reimburse full-time staff from nonfederal funds for healthcare costs that they have had to start to pay. A motion was made by Susan Conklin to approve the payment of $1,000 to each full-time staff, totaling $5,000 from Development as a reimbursement for healthcare costs, with the understanding that this is a one-time occurrence. Seconded by Judith Gardner. The motion was approved 3-0.

9. **Old Business**
   a. **Administrative Plan-Asset limits termination-** The board discussed the Asset limitation for voucher participants part of the Administrative Plan that was not approved during the approval process in July.

Multiple options were given to the board from Nan McKay policy that is used to create the policy. A motion was made by Susan Conklin to approve the amendment to the Administrative Plan for limited enforcement for asset limitation with six months to cure as described in option 3. Seconded by Judith Gardner. The motion was approved 3-0.

b. **Admission and Continued Occupancy Policy-Asset limits termination-** The board discussed the Asset limitation for public housing tenants in the Admissions and Continued Occupancy Policy that was not approved during the approval process in July. Multiple options were given to the board from Nan McKay policy that is used to create the policy. A motion was made by Judith Gardner to approve the amendment to the Admission and Continued Occupancy Policy for limited enforcement for asset limitation with six months to cure as described in option 3. Seconded by Julie Hasse. The motion was approved 3-0.

c. **Conflict of Interest-** An update was given to the board as to the status of the conflicts of interest that were found at the last meeting and the policies. The Executive Director stated that she would continue to update the board as changes that occurred or updated are known.

10. Good of the Order

a. Next Regular Meeting Board Meeting: August 27, 2025

11. Adjourn

There being no further business, the meeting was adjourned at 10:36 am.

Bethany Hedgepath

Written by Bethany Hedgepath

Susan Conklin

Board President Signature

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
August 27, 2025, 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 on non-agenda items.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held July 23, 2025 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from July 18-August 20, 2025 (pg.4-10)

6. Financial Reports
    a. Cash Flow Reports (pgs. 11-14)
    b. (V) July 2025 Low Rent financial statements (pg. 15-46)
    c. (V) July 2025 Voucher financial statements (pg.47-60)
    d. (V) July 2025 Development financial statements (pg.61-71)

7. Executive Director Report (pgs.72-73)

8. Old Business
    a. Conflict of Interest update (pg. 74-98)

9. New Business
    a. (V) Utility Allowance Updates (pg. 99-210)
    b. (V) Cable (pg. 211-214)
    c. (V) Adoption of SAFMR-Payment Standards (pg. 215)
    d. (V) Flat Rent (pg. 216-217)
    e. (V) Family Housing Handbook (pg. 218-255)
    f. (V) Litzenburger Handbook (pg. 256-299)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: September 17, 2025

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission
Regular Meeting
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
August 27, 2025 at 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
   Absent (excused): Judith Gardner, Tom Neidhammer
   Also present: Bethany Hedgepath, Executive Director; staff

2. **Citizen comments-** None

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

4. **Minutes for board meeting held July 23, 2025-** A motion was made by Julie Hasse to approve the meeting minutes as presented. Seconded by Susan Conklin. The motion was approved 3-0.

5. **Ratification of Transaction Detail from July 18-August 20, 2025-** The Transaction Detail reports were reviewed. A motion was made by Julie Hasse to ratify the transaction detail as presented. Seconded by Steve Schnell. The motion was approved 3-0.

6. **Financial Reports**
   a. **Cash Flow Reports**
   b. **July 2025 Low Rent financial statements**
   c. **July 2025 Voucher financial statements**
   d. **July 2025 Development financial statements**

   The cash flow reports were reviewed. All the financial transactions and 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 3-0.

7. **Executive Director Report-**A written report was presented and included the following:
   a. Vacancy update including the offline units
   b. Voucher utilization and upcoming issuance
   c. Delinquency update
   d. Maintenance update
   e. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
   f. Development update-unfortunately not having much luck with funding.
   g. Insurance update

8. **Old Business**
   a. **Conflict of Interest-** An update was given to the board as to the status of the conflicts of interests. The letters from HUD were presented and the waiver that was issued to HUD was presented.

9. **New Business**
   a. **Utility Allowance Update-** The updated Utility Allowance reports were presented. A motion was made by Steve Schell to adopt the 7/25/25 Utility Allowance Schedules provided to be effective 10/1/2025. Seconded by Julie Hasse. The motion was approved 3-0.

b. **Cable-**The updated cable contract was presented to the board along with a cost comparison if we were to cancel the contract. A motion was made by Julie Hasse to increase the cable cost to tenants to the cost to the property of $43.00 per month effective 11/1/2025. Seconded by Steve Schnell. The motion was approved 3-0.

c. **Adoption of Small Area Fair Market Rents (SAFMR) Payment Standards for Voucher Program-**The Executive Director presented information about PIH 2024-34 and the ability for BCHC to opt-in to SAFMR instead of standard Fair Market Rents for the entire county. By doing this, it will give the opportunity for the participants in the Voucher program to find housing. A motion was made by Steve Schnell to approve the use of SAFMR to set the Payment Standards for the voucher program effective 10/1/2025. Seconded by Susan Conklin. The motion was approved 3-0.

d. **Flat Rent-** The Executive Director presented the updated Fair Market Rents and requested to set flat rents at 100% of FMR for 2026, effective 10/1/2025. This ensures compliance with HUD rules and alignment with market conditions. A motion was made by Steve Schnell to adopt the flat rents at 100% effective 10/1/2025. Seconded by Susan Conklin. The motion was approved 3-0.

e. **Family Housing Handbook-**The first reading of the Family Housing Handbook was presented to the board for review before presentation to the public. The board gave a consensus that the handbook was ready to move forward for public input.

f. **Litzenburger Handbook-** The first reading of the Litzenburger Handbook was presented to the board for review before presentation to the public. The board gave a consensus that the handbook was ready to move forward for public input.

10. Good of the Order

a. Next Regular Meeting Board Meeting: September 17, 2025

11. Adjourn

There being no further business, the meeting was adjourned at 9:50 am.

Bethany Hedgepath approved 9/17/2025

Written by Bethany Hedgepath

Susan Conklin

Board President Signature

Boyne City Housing Commission
Regular Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
September 17, 2025, 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 on non-agenda items.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held August 27, 2025 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from August 20-September 11, 2025
   a. Low Rent (pg. 4-5)
   b. Security Deposit (pg. 6)
   c. Voucher (pg. 7)
   d. Development (pg. 8)

6. Financial Reports
   a. Cash Flow Reports
      i. Low Rent (pg. 9)
      ii. Security Deposit (pg. 10)
      iii. Escrow (pg. 11)
      iv. Development (pg. 12)
      v. Voucher (pg. 13)
   b. Financial reports are not available yet as we are one week earlier than normal board meeting and end of year.

7. Executive Director Report (pgs. 14-15)

8. Old Business

9. New Business
   a. (V) Write off of bad debt (pg. 16)
   b. (V) Budget (pg. 17-20)
   c. (V) Election of Officers (pg. 21)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: October 22, 2025

11. Adjourn

*(V)- Vote needed

Boyne City Housing Commission
Regular Meeting
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
September 17, 2025 at 8:00 am

1. **Call to Order and Roll Call**-Meeting was called to order by Susan Conklin, President at 8:05 am. **Present**: Susan Conklin, Julie Hasse, Tom Neidhammer **Absent (excused):** Judith Gardner, Steve Schnell Also present: Bethany Hedgepath, Executive Director; staff
2. **Citizen comments**- None
3. **Review of Agenda for Additions or Changes**- None.
4. **Minutes for board meeting held August 27, 2025**- A motion was made by Julie Hasse to approve the meeting minutes as presented. Seconded by Susan Conklin. The motion was approved 3-0.
5. **Ratification of Transaction Detail from August 20-September 11, 2025**- The Transaction Detail reports were reviewed. A motion was made by Susan Conklin to ratify the transaction detail as presented. Seconded by Julie Hasse. The motion was approved 3-0.
6. **Financial Reports**
   a. **Cash Flow Reports**: The cash flow reports were reviewed. Financial reports are not available yet.
7. **Executive Director Report**-A written report was presented and included the following:
   a. Vacancy update including the offline units and Maintenance update
   b. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
   c. Upcoming training
8. **Old Business**-none
9. **New Business**
   a. **Write off bad debt**-We have two former tenants that owe $661. A motion was made by Susan Conklin to allow the write-off of former tenant debt. Seconded by Julie Hasse. The motion was approved 3-0.
   b. **Budget**-Executive Director presented the proposed FY 2026 Operating Budget for the Public Housing program. Commissioners reviewed the budget summary and discussed revenue and expense projections. Resolution 2025.9.17 – Approval of FY 2026 Budget. A motion was made by Julie Hasse to approve Resolution 2025.9.17, adopting the FY 2026 Operating Budget as presented. Seconded by Tom Neidhammer. The motion was approved 3-0.
   c. **Election of Officers**-A motion was made by Tom Neidhammer to appoint the slate of officers as Julie Hasse for President, Steve Schnell as Vice President, and Susan Conklin and Secretary. Seconded by Susan Conklin. The motion was approved 3-0.
10. **Good of the Order**-Next Regular Meeting Board Meeting: October 22, 2025
11. **Adjourn**-There being no further business, the meeting was adjourned at 9:52 am.

Bethany Hedgepath
Written by Bethany Hedgepath

Julie M. Hasse
Board President Signature

Boyne City Housing Commission
Regular Meeting Agenda/Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
October 22, 2025, 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 on non-agenda items.

3. Review of Agenda for Additions or Changes

4. (V)-Minutes for board meeting held September 17, 2025 (pg. 2-3)

5. (V)-Ratification of Transaction Detail from September 11-October 13, 2025
    a. Low Rent (pg. 4-6)
    b. Voucher (pg. 7)
    c. Security Deposit (pg. 8)
    d. Development (pg. 9)

6. Financial Reports
    a. Cash Flow Reports
        i. Low Rent (pg. 10)
        ii. Security Deposit (pg. 11)
        iii. Development (pg. 12)
        iv. Voucher (pg. 13)
    b. Financial reports-not available yet

7. Executive Director Report (pgs. 14-15)

8. Old Business
    a. (V) Litzenburger Handbook (pg. 16-35)
    b. (V) Family Housing Handbook (pg. 36-54)

9. New Business
    a. (V) Davis Bacon Policy (pg. 55-57)
    b. (V) Disaster Plan (pg. 58-76)
    c. (V) Bylaws (pg. 77-81)
    d. (V) Commissioner Issue Protocol (pg. 82-84)
    e. (V) Conflict of interest policy (pg. 85-88)
    f. (V) FOIA Policy (pg. 89-91)
    g. (V) FOIA Public Summary (pg. 92-93)
    h. (V) Public Comment Policy (pg. 94-96)
    i. (V) Record Retention Policy (pg. 97-101)
    j. (V) Resident Employment Policy (pg. 102-103)
    k. (V) Resident Stipend Policy (pg. 104-105)
    l. (V) Section 3 Policy (pg. 106-108)

10. Good of the Order
    a. Next Regular Meeting Board Meeting: October 22, 2025

11. Adjourn

*(V)- Vote needed(I would like to)

Boyne City Housing Commission

Regular Meeting

Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

October 22, 2025 at 8:00 am

1. **Call to Order and Roll Call**-Meeting was called to order by Commissioner Hasse, President at 8:03 am.
   Present: Julie Hasse, Steve Schnell, Susan Conklin, Tom Neidhammer, Judith Gardner
   Absent (excused): none **Absent (unexcused):** none
   Others present: Bethany Hedgepath, Executive Director; staff
2. **Citizen comments**- None
3. **Review of Agenda for Additions or Changes**- None.
4. **Minutes for board meeting held September 17, 2025**- A motion was made by Commissioner Conklin to approve the meeting minutes as presented including Resolution 2025.9.17.01. Seconded by Commissioner Neidhammer. Motion carried unanimously by voice vote (all ayes).
5. **Ratification of Transaction Detail from September 11-October 13, 2025**- The Transaction Detail reports were reviewed. A motion was made by Commissioner Conklin to ratify the transaction detail as presented. Seconded by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes).
6. **Financial Reports**
   a. **Cash Flow Reports**: The cash flow reports were reviewed. Financial reports are not available yet.
7. **Executive Director Report**-A written report was presented and included the following:
   a. Vacancy update including the offline units and Maintenance update
   b. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
   c. Recent training
   d. Development update
   e. Voucher update
8. **Old Business**
   a. **Litzenburger Handbook**-The handbook was presented for second reading with no public comments and no changes. A motion was made by Commissioner Conklin to approve the Litzenburger handbook as presented. Seconded by Commissioner Schnell. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-01.
   b. **Family Housing Handbook**-The handbook was presented for second reading with no public reading and changes made to the grill section after conversation with the insurance company. A motion was made by Commissioner Schnell to approve the Family Housing handbook as

presented. Seconded by Commissioner Conklin. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-02.

9. **New Business**
   a. **Davis-Bacon Policy-** Commissioner Schnell made a motion to approve the Davis-Bacon Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Hasse. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-03.
   b. **Disaster Plan-** Commissioner Schnell made a motion to approve the Disaster Plan as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-04.
   c. **Bylaws-**Commissioner Conklin made a motion to approve the Bylaws as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Hasse. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-05.
   d. **Commissioner Issue Protocol-**The board was happy with this form for use and did not feel that it needed to be approved by the board as it is a procedure.
   e. **Conflict-of-Interest Policy-** Commissioner Gardner made a motion to approve the Conflict-of-Interest Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Neidhammer. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-06.
   f. **FOIA Policy-** Commissioner Schnell made a motion to approve the FOIA Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Conklin. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-07.
   g. **FOIA Public Summary-** Commissioner Schnell made a motion to approve the FOIA Public Summary as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-08.
   h. **Public Comment Policy-** Commissioner Gardner made a motion to approve the Public Comment Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Neidhammer. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-09.
   i. **Record Retention Policy-** Commissioner Schnell made a motion to approve the Record Retention Policy as presented and authorize the Executive Director to implement and publish the

final version. Supported by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-10.

j. **Resident Employment Policy-** Commissioner Neidhammer made a motion to approve the Resident Employment Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-11

k. **Resident Stipend Policy-** Commissioner Neidhammer made a motion to approve the Resident Stipend Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-12.

l. **Section 3 Policy-** Commissioner Conklin made a motion to approve the Section 3 Policy as presented and authorize the Executive Director to implement and publish the final version. Supported by Commissioner Hasse. Motion carried unanimously by voice vote (all ayes). Resolution 2025-10-22-13.

10. **Good of the Order-**The board discussed having another meeting on October 31, 2025 with Developer partners to learn where we are at with things for Development. They asked the Executive Director to set that up and make that a meeting if needed. Then they asked to invite the planning department heads to the December meeting. Next Regular Meeting Board Meeting: December 17, 2025

11. **Adjourn-**There being no further business, the meeting was adjourned at 11:04 am.

Bethany Hedgepath

Written by Bethany Hedgepath-Recording Secretary

Julie M. Hasse

Board President Signature-Julie Hasse

Boyne City Housing Commission
Special Meeting Agenda
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
October 31, 2025, at 8:00 am

1. Call to Order and Attendance

2. Public Comment

The Board recognizes citizens' comments and allows up to 3 minutes per person for non-agenda items.

3. Presentation and Discussion
    a. Developer (Eric Gold) presentation and concept overview
    b. Board questions and discussion
    c. Next steps/Action items

4. Adjournment

Boyne City Housing Commission

Special Meeting

Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

October 31, 2025 at 8:00 am

1. **Call to Order and Attendance-**Meeting was called to order by Commissioner Hasse at 8:01 am.
   Present: Julie Hasse, Susan Conklin, Tom Neidhammer, Judith Gardner
   Absent (excused): Steve Schnell **Absent (unexcused):** none
   Others present: Bethany Hedgepath, Executive Director; staff; residents
2. **Citizen comments-** None
3. **Review of Agenda for Additions or Changes-** None.
4. **Presentation and Discussion**
   a. **Developer/Consultant Eric Gold presentation and concept overview/Board questions and discussion:** Eric Gold presented a brief history on the changes that have been made to the Development project since we started and where we are now. He presented a plan to possibly work with Champion Homes and bring in Modular homes which would replace our 26 homes and construct 18 new duplex homes on our vacant land. Mr. Gold asked the board their comfort level with this plan and they were all very comfortable with this. They also asked if it would be possible to replace some or all of our 26 homes with duplexes instead of single family homes.
   b. **Next steps and Action items**: The next steps are to have the general contractor meet with Bethany to go over the next steps and inspect the portfolio. Mr. Gold hopes to have a 4% tax credit application placed in April of 2026.
5. **Adjourn-**There being no further business, the meeting was adjourned at 9:04 am.

Bethany Hedgepath

Written by Bethany Hedgepath-Recording Secretary

Julie M. Hasse

Board President Signature-Julie Hasse

Boyne City Housing Commission
Regular Meeting Agenda/Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712
December 17, 2025, at 8:00 am

1. Call to Order and Roll Call

2. Citizen comments- The Board recognizes citizens' comments and allows for 3 minutes to speak on non-agenda items.

3. Review of Agenda for Additions or Changes

4. Welcome special guest-The City of Boyne City-City Manager Sam Demel and allow Mr. Demel to speak if he would like.

5. Development Presentation and Discussion (pg. 2-72)

6. (V)-Minutes for board meeting held October 22, 2025 (pg. 73-75)

7. (V)-Minutes for special board meeting held October 31, 2025 (pg. 76)

8. Resolutions from last meeting (pg. 77-89)

9. (V)-Ratification of Transaction Detail from October 14 to December 14, 2025
   a. Low Rent (pg. 90-100)
   b. Security Deposit (pg. 101)
   c. Development (pg. 102)
   d. Voucher (pg. 103-107)

10. Financial Reports
    a. Cash Flow Reports
       i. Low Rent (pg. 108)
       ii. Security Deposit (pg. 109)
       iii. Development (pg. 110)
       iv. Voucher (pg. 111)
    b. Financial reports will be provided in January in detail along with detailed end of year.

11. Executive Director Report (pgs. 112-114)

12. Old Business-None

13. New Business
    a. (V) Schedule of board meetings (pg. 115-116)

14. Good of the Order
    a. Next Regular Meeting Board Meeting: Unknown until after this meeting.

15. Adjourn

*(V)- Vote needed

Boyne City Housing Commission

Regular Meeting

Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

December 17, 2025 at 8:00 am

1. **Call to Order and Roll Call**-Meeting was called to order by Commissioner Hasse, President at 8:05 am.
   Present: Julie Hasse, Steve Schnell, Susan Conklin, Tom Neidhammer, Judith Gardner
   Absent (excused): none **Absent (unexcused):** none
   Others present: Bethany Hedgepath, Executive Director; staff; City Manager Sam Demel; Eric Gold-RCS Specialists
2. **Citizen comments**- None
3. **Review of Agenda for Additions or Changes**-Changed the agenda around to accommodate Eric Gold and Sam Demel showing up later than planned.
4. **Minutes for board meeting held October 22, 2025**- A motion was made by Commissioner Gardner to approve the meeting minutes as presented including all relevant resolutions. Seconded by Commissioner Conklin. Motion carried unanimously by voice vote (all ayes).
5. **Minutes for special board meeting held October 31, 2025**- A motion was made by Commissioner Conklin to approve the meeting minutes as presented. Seconded by Commissioner Neidhammer. Motion carried unanimously by voice vote (all ayes).
6. **Ratification of Transaction Detail from October 14-December 14, 2025**- The Transaction Detail reports were reviewed. A motion was made by Commissioner Conklin to ratify the transaction detail as presented. Seconded by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes).
7. **Financial Reports**
   a. **Cash Flow Reports**: The cash flow reports were reviewed. Financial reports are not available yet.
8. **Developer Presentation**-A presentation was given by Eric Gold to the board with updates on the status of the development and where we are in the process. The board asked for help with talking points to communicate with the community about the need for housing. Eric discussed the various options and where the board would like us to have next steps.
9. Welcome Special Guest-The new City Manager Sam Demel presented himself and stated that he would be available to discuss where we could all work together.
10. **Executive Director Report**-A written report was presented and included the following:
    a. Vacancy update including the offline units and Maintenance update
    b. Progress report on property focus including NSPIRE, Paperless, File audits, Procedures, Policy framework/audit
    c. Season of Giving Program

11. **Old Business-none**

-Commissioner Neidhammer left in the middle of the new business discussion before the vote-

12. **New Business**

    a. **Schedule of board meetings for 2026-**A motion was made by Commissioner Schnell to have the meetings on the 4th Thursday of the month at 8 am except for January which would be January 29th at 8 am. In addition, at the January meeting, the board would evaluate the schedule and determine any specific dates not available. Seconded by Commissioner Gardner. Motion carried unanimously by voice vote (all ayes).

13. **Good of the Order-**None

14. **Adjourn-**There being no further business, the meeting was adjourned at 10:25 am.

Written by Bethany Hedgepath-Recording Secretary

Board President Signature-Julie Hasse