

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
MONDAY, APRIL 20, 2009

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, April 20, 2009 at 4:30 p.m. The meeting was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360. Chairperson Carla Mock called the regular meeting to order at approximately 4:35 p.m. Commissioners who attended the meeting included Vice Chairperson Ronald Strauss, Commissioner Hazel Thomas, Commissioner Eric Overcash, Commissioner Eddie Wilson, Commissioner Bill Fine, and Housing Authority Attorney Michelle Bazin-Johnson. Commissioner Yolanda Thomas-Davis did not attend this meeting. Public meeting attendees included ALCO-TV representative Andre Steele. Housing Authority personnel who attended the meeting included Executive Director Lenda Wilson, Financial Assistant Norma Thomas and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:

February 17, 2009 and March 16, 2009

Chairperson Mock called for approval of the Regular Board meeting minutes and resolutions dated February 17, 2009 and March 16, 2009. After correction of February 17, 2009 was duly noted, Commissioner Thomas motioned approval of the said minutes and resolutions; Vice Chairperson Strauss seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Chairperson Mock called for approval of management reports as presented to the Board. She informed Board about 3 graduates from the GED program at Lakeland Estates. With no further discussion, Commissioner Wilson motioned approval of the management reports as presented to the Board; Commissioner Fine seconded the motion.

CARRIED

COMMITTEE REPORTS

NEW BUSINESS

Vehicle Insurance – Phone Vote

Chairperson Mock called for ratification of the telephone vote regarding vehicle insurance premium rate in the amount of \$5,935.72 with a \$500 deductible. With no

further inquiries, Vice Chairperson Strauss motioned approval of ratification of telephone vote of vehicle insurance, and Commissioner Thomas seconded the motion.

CARRIED

Architect Selection

Chairperson Mock called for approval of architect selection. Commissioner Thomas said that the asset committee met and discussed proposal quotes from the following architect bids to include dh2w, Inc. from Michigan City, MartinRiley from Fort Wayne, Forum Architects from South Bend, and James Childs Architect from South Bend, and then selected the proposal quote from James Childs Architect. She said that James Childs Architect has provided architect services in the past for the Housing Authority, has 30 years of experience, and is well respected and qualified for the job. After discussion Commissioner Thomas motioned approval for proposal quote from James Childs Architect. Vice Chairperson Strauss seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2009-16

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE PROPOSAL QUOTE FROM JAMES CHILDS ARCHITECT TO VENDOR ARCHITECTURAL SERVICES.

The resolution was moved by Commissioner Hazel Thomas and seconded by Vice Chairperson Ronald Strauss.

AYES

Carla Mock
 Ronald Strauss
 Hazel Thomas
 Eric Overcash
 Eddie Wilson
 Bill Fine

NAYS

Commissioner Yolanda Thomas-Davis did not attend this Board meeting.

CARRIED

HUD/OIG Audit

Chairperson Mock called for discussion of the HUD/OIG audit. She said that HUD correspondence in Board packets were documents toward final audit action. Executive Director Wilson said that Housing Authority is awaiting a final acceptance letter from HUD.

Board Resolution – Boiler Replacement

Chairperson Mock called for approval of a board resolution for boiler replacement. She informed the board that the Housing Authority would like to utilize some of the stimulus dollars to replace boilers at Boulevard Gardens as a first priority task accomplishment. Commissioner Overcash asked if boiler replacement is an assigned task for recently selected James Childs Architect and also asked what is the problem with the boilers.

In response, Executive Director Wilson stated that the boiler replacement at Boulevard Gardens is an assigned task for the architect and that the reason for boiler replacement is because the boilers are becoming obsolete due to the age of the boilers and the difficulty in purchasing parts. With no further questions, Commissioner Overcash motioned approval to approve replacement of boilers at Boulevard Gardens; Vice Chairperson Strauss seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2009-17

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE ADD IN OF REPLACEMENT OF BOILERS AT BOULEVARD GARDENS TO THE FIVE-YEAR PLAN.

The resolution was moved by Commissioner Eric Overcash and seconded by Vice Chairperson Ronald Strauss.

AYES

Carla Mock
 Ronald Strauss
 Hazel Thomas
 Eric Overcash
 Eddie Wilson
 Bill Fine

NAYS

Commissioner Yolanda Thomas-Davis did not attend this Board meeting.

CARRIED

Landscape Quotes

Chairperson Mock called for approval of landscape quotes. Commissioner Wilson from the Asset Management Committee informed the Board that the Housing Authority only received one quote from the landscaping company M.K. Lawn Care, who provided lawn care services for the Housing Authority's Boulevard Gardens complex last year. He recommended the Board approve quote from M.K. Lawn Care who has 18 years of

experience with a total cost of \$2,200.00 and with a service contract. After discussion Commissioner Wilson motioned approval of lawn care quote from M.K. Lawn Care. Commissioner Thomas seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2009-18

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE LAWN CARE QUOTE PROVIDED BY M K LAWN CARE FOR A TOTAL COST OF \$2,200 AT \$100 PER WEEK FROM MAY 1, 2009 TO SEPTEMBER 30, 2009.

The resolution was moved by Commissioner Eddie Wilson and seconded by Commissioner Hazel Thomas.

AYES

Carla Mock
 Ronald Strauss
 Hazel Thomas
 Eric Overcash
 Eddie Wilson
 Bill Fine

NAYS

Commissioner Yolanda Thomas-Davis did not attend this Board meeting.

CARRIED

Tenmast Training

Chairperson Mock called for approval of Tenmast training. She informed the Board that Tenmast, the Housing Authority's software provider will provide training for Housing Authority's tenant account receivables, general ledger and payroll, and that Tenmast would provide training for 3 days at the Housing Authority for a total cost of \$4,660.

Commissioner Overcash questioned the extensive travel cost estimate of \$1,675 to send one Tenmast Representative to the Housing Authority for 3 days at approximately \$600 a day. Chairperson Mock asked that in the future travel costs presented before the Board for approval should include a breakdown of costs. With no further inquiries Commissioner Thomas motioned approval for Tenmast to provide training of its software for total cost of \$4,660; Commissioner Wilson seconded the motion.

CARRIED

HCV Training in Wisconsin

Chairperson Mock called for approval for Housing Choice Voucher (HCV) training in Wisconsin. In regards to travel costs Vice Chairperson Strauss suggested providing a list of all costs associated with travel and with an estimated total cost. With no further questions, Commissioner Wilson motioned approval of travel costs at \$1,170 for two persons and \$84 per night hotel stay in addition to cost associated with driving for HCV training in Wisconsin; Commissioner Fine seconded the motion.

CARRIED

Approval of Bills

Chairperson Mock called for approval of Section 8 Lead Base Paint liability insurance quote. Executive Director Wilson said that the quote provides insurance coverage for the Housing Authority inspector who inspects property for any visual indication of Section 8 lead base paint. With no further discussion Vice Chairperson Strauss motioned to approval Section 8 lead base paint insurance quote for estimated premium cost of \$2,025; Commissioner Wilson seconded the motion.

CARRIED

For Your Information

Executive Director Wilson informed the Board that on Wednesday, April 22, 2009 at 5:00 p.m. the Housing Authority would celebrate the graduates of the GED program at the Lakeland Estates Community Center with a principal from Krueger School as the guest speaker.

Commissioner Thomas informed Board that Executive Director Wilson graduated from Purdue with an accounting degree and commended her accomplishments as an Executive Director.

Public Comment

Adjournment

With no other business before the Board, Chairperson Mock adjourned the Board meeting at approximately 5:20 p.m.

Carla Mock MCHA Chairperson

ATTEST:

Lenda Wilson, MCHA Executive Director

RESOLUTION NUMBER 2009-16

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE PROPOSAL QUOTE FROM JAMES CHILDS ARCHITECT TO VENDOR ARCHITECTURAL SERVICES.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana promotes adequate, decent, safe, and affordable housing, and

WHEREAS, the Housing Authority sent out request for proposals to architect companies to perform architect services, and

WHEREAS, the following architect companies responded to the Housing Authority's request for proposals: dh2w, inc. (architect-planning) from Michigan City, MartinRiley (architects-engineers) from Fort Wayne, Forum Architects (current architect) from South Bend, and James Childs Architect from South Bend, and

WHEREAS, Asset Management Committee reviewed and discussed the said architect proposals on Tuesday, March 31, 2009 at 4:00 p.m., and

WHEREAS, the Asset Management Committee recommended approval of the proposal bid from James Childs Architect.

NOW THEREFORE BE IT RESOLVED that the Housing Authority of the City of Michigan City, Indiana approved the architect bid from James Childs Architect.

Adopted this 20th day of April 2009.

Resolution moved by: Commissioner Hazel Thomas

Resolution seconded by: Vice Chairperson Ronald Strauss

Carla Mock, MCHA Chairperson

ATTEST:

RESOLUTION NUMBER 2009-17

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE ADD IN OF REPLACEMENT OF BOILERS AT BOULEVARD GARDENS TO THE FIVE-YEAR PLAN.

WHEREAS, the boilers at Boulevard Gardens complex of the Housing Authority of the City of Michigan City, Indiana have over the past years become old and obsolete, and

WHEREAS, due to the age of the boilers at Boulevard Gardens locating parts for repair is difficult or near impossible, and

WHEREAS, although replacement of boilers at Boulevard Gardens is an assigned task for architects with funding from the stimulus package, Board's approval is required to prioritize boiler replacement as an initial accomplishment.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the replacement of boilers at Boulevard Gardens.

Adopted this 20th day of April 2009.

Resolution moved by:

Commissioner Eric Overcash

Resolution seconded by:

Vice Chairperson Ronald Strauss

Carla Mock, MCHA Chairperson

ATTEST:

RESOLUTION NUMBER 2009-18

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE LAWN CARE QUOTE PROVIDED BY M K LAWN CARE FOR A TOTAL COST OF \$2,200 AT \$100 PER WEEK FROM MAY 1, 2009 TO SEPTEMBER 30, 2009.

WHEREAS, the Housing Authority of the City of Michigan City hires a landscaping company to maintain the Boulevard Gardens grounds on an annual basis, and

WHEREAS, the Housing Authority sent out request for quotes for landscaping services with the only response from M.K. Lawn Care for a quote amount of \$2,200, the same cost quoted last year on behalf of the Housing Authority, and

WHEREAS, the Asset Management/Procurement/Construction recommended to the Board to accept the quote for \$2,200 at \$100 per week from M.K. Lawn Care.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Michigan City, Indiana approved the landscaping quote from M.K. Lawn Care for a total cost of \$2,200 to provide lawn care services at the Boulevard Gardens grounds.

Adopted this 20th day of April 2009.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Commissioner Hazel Thomas

Chairperson Carla Mock

ATTEST: