

MINUTES OF THE REGULAR  
MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY  
OF MICHIGAN CITY, INDIANA, HELD ON  
MONDAY, MAY 17, 2010

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, May 17, 2010 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 4:34 p.m. Commissioners who attended the meeting included Vice Chairperson Ronald Strauss, Commissioner Eddie Wilson, Commissioner Yolanda Thomas-Davis, Commissioner William Fine, and Commissioner Hesham Khalil. Housing Authority Attorney Michelle Bazin-Johnson was also in attendance. Commissioner Hazel Thomas did not attend this meeting. ALCO TV representative Andre Steele attended the regular meeting. Housing Authority personnel, who attended the Board meeting, included Executive Director Lenda Wilson and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:

April 19, 2010

Chairperson Mock called for approval of the regular Board meeting minutes and resolutions dated April 19, 2010. Commissioner Wilson motioned approval of the minutes and resolutions as presented to the Board; Commissioner Davis seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Chairperson Mock called for approval of management reports as presented to the Board. In reference to the Boulevard Gardens and Lakeland Estates monthly occupancy report, Commissioner Wilson asked on the status of the meeting regarding the development of a resident council at Lakeland Estates and how many residents were involved at that meeting. Executive Director Wilson said that a good number of residents exist to establish a council and results of said meeting will be on next month's report.

In reference to Boulevard Gardens and Lakeland Estates Incident Report, Commissioner Wilson inquired about the incident involving a resident reportedly intoxicated at the 600 block of Cedar Street. Executive Director Wilson said that the son of a resident was reported intoxicated. She said that although Officer Corley requested a property ban, the Housing Authority did not honor the property ban due to the fact that the mother of the intoxicated son contacted HUD and reported that her son is her primary caregiver and requested that her son not be ban from the property. Although the son had not been banned from the property, if the son continues to be a problem, he would be banned from the property according to Executive Director Wilson.

Vice Chairperson Strauss commended Commissioner Wilson for conversing with several residents at a gathering. In reference to the Section 8 Housing Choice Voucher Program report, Commissioner Davis commended the graduation of a FSS participant from college with an Associates Degree. Executive Director Wilson said that there will be a FSS program graduation scheduled on May 27, 2010 at 6:00 p.m. at Lakeland Estates and welcomed the Board's attendance. She said this FSS participant is purchasing a home – not with the Housing Authority. Executive Director Wilson said that a celebration is scheduled for another resident who has purchased a home from the Housing Authority. Chairperson Mock asked how many graduates are graduating from the FSS program. Executive Director Wilson said two graduates.

In regards to the Maintenance Report, Commissioner Fine said that 558 non-emergency work orders have been generated and 429 non-emergency work orders have not been completed and asked if 129 work orders had been completed. Executive Director Wilson said 129 work orders have been completed and that this large amount of work orders have generated as a result of recent annual inspections for public housing. She said one home may generate 10 work orders. Commissioner Fine inquired about the 910 days to complete the work orders. Executive Director Wilson said that days are multiplied by the number of maintenance staff. She said that occupancy report is tracked for the entire fiscal year.

Commissioner Wilson commended Executive Director Wilson for her knowledge in regards to all the Housing Authority business and said that she is always ahead of a situation and is always right there on time and on target and when a question arises. The entire Board agreed. Chairperson Mock said that she does not know what management staff would do without Executive Director Wilson who keeps everybody in line. With no further discussions, Commissioner Khalil motioned to approve management reports as presented to the Board; Vice Chairperson Strauss seconded the motion.

CARRIED

#### COMMITTEE REPORTS:

Chairperson Mock called for presentation of any committee reports. Commissioner Davis informed the Board that the personnel committee met on Friday, May 14, 2010 at 3:00 p.m. with a Teamsters Union representative who gave the committee a proposal. She said that another meeting has been scheduled for Thursday, May 27, 2010 at 3:00 p.m. for further discussion and negotiation.

#### OLD BUSINESS:

Chairperson Mock called for discussion regarding Attorney Bazin-Johnson's letter to James Childs Architect. Attorney Bazin-Johnson informed the Board that she did not send out the letter as quickly as she had wished. She said that she would present more information at the next Board meeting. In the letter, Attorney Bazin-Johnson informed

the Board that the letter states that the Housing Authority has been happy with the architectural services of James Childs Architects and wishes in some way to minimize the cost from the error.

## NEW BUSINESS:

### Resolution for Excess Utility

Chairperson Mock called for approval of a resolution for excess utility. Executive Director Wilson said that the Housing Authority had been under an energy conservation contract that expired in year 2005. She said that the Housing Authority did not reinstate the excess utility charges for residents with air conditioning units and freezers. She said that this resolution for excess utility will implement additional charges for air conditioning units and large freezers usage during the summer months. She said that the resolution content allows Boulevard Gardens residents who wish not to utilize their air conditioners, to have their units covered. She said that if residents use their covered air conditioners, the residents are responsible for damage of units. Residents located at other sites will receive an additional charge for each window air conditioner during the summer months according to Executive Director Wilson.

Attorney Bazin-Johnson advised amending the excess utility resolution to state "\$100 per season for the use of each unit air conditioner." Vice Chairperson Strauss inquired about no charge mentioned for the freezers. Executive Director Wilson said that the resolution involving the fee for freezer would be left at the discretion of the Housing Authority. Attorney Bazin-Johnson advised to amend excess utility resolution to state "The Authority further reserves the right to dictate the size of freezer and to dictate fee for use."

Commissioner Khalil asked who would determine such fees. Executive Director Wilson said herself and the resident council. Executive Director Wilson said that she would not implement any retroactive fees for May 2010. With no further questions, Vice Chairperson Strauss motioned approval of the excess utility resolution with corrections. Commissioner Wilson seconded the motion.

After discussion, Carla Mock introduced the following resolution:

#### EXCESS UTILITY RESOLUTION NUMBER 2010-21

The resolution was moved by Vice Chairperson Ronald Strauss and seconded by Commissioner Eddie Wilson.

AYES

Carla Mock  
 Ronald Strauss  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine  
 Hesham Khalil

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this Board meeting.

### Five-Year Capital Plan

Chairperson Mock called for approval of the five-year capital plan. She said that the five-year capital plan is presented to the Board for review and approval to incorporate the five year capital plan within the 45-day notice for public review. Executive Director Wilson said that the five-year plan begins on October 1, 2010; she said that the Housing Authority has not received notice of funding or funding amount. The Housing Authority is required to conduct a needs assessment prepared by the architect, and according to Executive Director Wilson, because HUD has not incorporated a template for use, the architect is unable to prepare a needs assessment.

Executive Director Wilson informed the Board that the Housing Authority held a meeting with residents, City personnel, police department staff and the public to determine improvement needs for the next five years. She said that when the Housing Authority receives funding, the Housing Authority must act according to the plan. Some monies directed toward operations this year. The Housing Authority plans to complete window installation at Boulevard Gardens with assistance in funding from the City for the windows and with remaining monies directed toward the administration program for security and computer expenses according to Executive Director Wilson. She said that \$100,000 has been allocated toward the operations of the Housing Authority.

Executive Director Wilson said that each year the Housing Authority incorporates ideas involving type of projects based upon last year's cost. She said that each year funding amount has declined and as a result, the Housing Authority extracts any items that the Housing Authority is unable to afford. Commissioner Khalil asked when the needs assessment would be made available for the architect. Executive Director Wilson said that Housing Authority presently has a needs assessment developed five years prior and that every five years a needs assessment is required.

She said that every year Housing Authority revises and completes an annual plan. The needs assessment required by HUD is due in July 2010 with a 45-day reviewing period according to Executive Director Wilson. Commissioner Khalil asked if the architect does not complete the needs assessment, would the Housing Authority lose federal funding. Executive Director Wilson said that she does not know, and said that the Housing

Authority has no choice but to complete a needs assessment when template for the needs assessment has been made available. With no further inquiries, Commissioner Wilson motioned approval of the Public Housing Authority (PHA) Five-Year and Annual Plan; Commissioner Davis seconded the motion. At that time Commissioner Khalil asked if the plan could be amended after the needs assessment has been completed, and Executive Director Wilson answered in affirmative and said that Housing Authority would have “to go through the process again.”

After discussion, Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2010-22

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE PUBLIC HOUSING AUTHORITY (PHA) FIVE-YEAR AND ANNUAL PLAN.

The resolution was moved by Vice Chairperson Ronald Strauss and seconded by Commissioner Eddie Wilson.

AYES

Carla Mock  
 Ronald Strauss  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine  
 Hesham Khalil

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this Board meeting.

Sale of Turnkey III Homeownership Homes

Chairperson Mock called for approval of sale of Turnkey III Homeownership Homes. She informed the Board about three deeds of conveyances for properties located at 1033 Providence Street, 305 Brinkman Avenue, and vacant property at 305 Miller Street. Commissioner Fine asked for definition of the deed of conveyance forms. In reply, Executive Director Wilson said that although the Housing Authority administers the properties, the Housing Authority must send a deed of conveyance to HUD in order to have the properties released transferring the properties from the Housing Authority to the homebuyers. She said that homebuyers are already residing in their homes and are presently buying their homes with acquired mortgages. She said that 15 properties remain for sale out of approximately 200 properties.

Commissioner Khalil asked if Housing Authority has title for the properties. Attorney Bazin-Johnson said that the titles have been recorded. In reference to 305 Miller Street

property, she that the Housing Authority as a trustee of HUD for the property is conveying this property to itself which would enable the Housing Authority to act on the property without having to report to HUD.

Executive Director Wilson explained further that whenever the Housing Authority sold a home, the proceeds for that home would return to HUD. She said HUD had sent out a letter of forgiveness allowing the Housing Authority to keep the proceeds. She said when the Housing Authority sells a home; the Housing Authority is only required to report the sale to HUD at the end of the fiscal year while retaining the proceeds from the home sale. Commissioner Khalil asked if any easements or changes on the titles have taken place. Executive Director Wilson said there have been no easements or changes.

### 1033 Providence Street Property

With no further discussion, Commissioner Khalil motioned to accept the deed of conveyance for 1033 Providence Street property; Commissioner Fine seconded the motion.

After discussion, Carla Mock introduced the following resolution:

#### RESOLUTION NUMBER 2010-23

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 1033 PROVIDENCE STREET.

The resolution was moved by Commissioner Hesham Khalil and seconded by Commissioner William Fine.

#### AYES

Carla Mock  
 Ronald Strauss  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine  
 Hesham Khalil

#### NAYS

CARRIED

Commissioner Hazel Thomas did not attend this Board meeting.

### 305 Brinkman Avenue Property

With no further discussion, Commissioner Wilson motioned to accept the deed of conveyance for 305 Brinkman Avenue property; Commissioner Davis seconded the motion.

After discussion, Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2010-24

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 305 BRINKMAN AVENUE.

The resolution was moved by Commissioner Eddie Wilson and seconded by Commissioner Yolanda Davis.

AYES

Carla Mock  
 Ronald Strauss  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine  
 Hesham Khalil

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this Board meeting.

305 Miller Street Property

With no further discussion, Commissioner Fine motioned to accept the deed of conveyance for 305 Miller Street property; Commissioner Khalil seconded the motion with stipulation that property sell for the minimum of the appraised value of the home with no maximum amount for sale.

After discussion, Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2010-25

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 305 MILLER STREET.

The resolution was moved by Commissioner William Fine and seconded by Commissioner Hesham Khalil.

AYES

Carla Mock  
Ronald Strauss  
Yolanda Thomas-Davis  
Eddie Wilson  
William Fine  
Hesham Khalil

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this Board meeting.

Approval of Bills

For Your Information

Public Comment

Adjournment

With no other business to present before the Board, Chairperson Mock adjourned the Board meeting at approximately 5:13 p.m.

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Carla Mock, MCHA Chairperson

ATTEST:

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Lenda Wilson, MCHA Executive Director

**EXCESS UTILITY RESOLUTION NO. 2010-21**

The following constitutes the official policy of the MICHIGAN CITY AUTHORITY  
regarding *Excess Utilities*:

**a.** Excess Utility Charges: The Michigan City Housing Authority is a development where utilities are provided by the Authority. Thus, a charge shall be assessed for excess utility consumption due to the operation of major tenant-supplied appliances. This charge does not apply to tenants who pay their utilities directly to a utility supplier (i.e., telephone, HBO cable, etc.). HUD<966,4(b)(2)>.

**b.** Late Payment of Excess Utility Fees---Late payment of excess utility fees will result in denial of future service. For Housing Authority installed air conditioner usage, the unit air conditioner will not have the cover removed until the fee is paid in full. Any damage for use while the cover is on the unit will be charged to the household. Payment for air conditioners may be made in one installment by July 1<sup>st</sup> or by paying four installments prior to July 1<sup>st</sup>. The Authority shall provide written notice of the amount of any charge in addition to Tenant rent, and when the charge is due. All tenant installed air conditioning units will be subject the excess payment agreement.

**c.** Any excess utility charges are subject to change by approval of the Authority's Board of Commissioners. The Tenants will be given 30 days notice of any such changes.

**d.** Current excess utility charges are as follows:

- \$100 per season for the use of each unit air conditioner. (A "season" is defined as May 1<sup>st</sup> thru Sept. 30<sup>th</sup>; however, in the event of a warm autumn, air conditioner usage will be allowed without charge up to Nov. 1<sup>st</sup>, at which time the covers will be re-installed for winter. Air conditioners can be used year-round for health purposes upon written instructions from a physician. The tenant will not pay additional fees for winter usage if said usage is upon recommendation from a physician).
- The Authority reserves the right to charge for apartment freezers (not those attached to the refrigerator). The Authority further reserves the right to dictate the size of freezer and to dictate fee for use.

The above constitutes the official policy of the Michigan City Authority for *Excess Utility Fees*.

Vice Chairperson Ronald Strauss made the motion;  
Commissioner Eddie Wilson seconded the motion.

AYES   6  

NAYES   0

Please note that Housing Authority Board of Commissioners consists of seven commissioners and one commissioner was not present.

I, Lenda J. Wilson, Executive Director of the Housing Authority of the City of Michigan City, Indiana, do hereby certify that the above resolution is a true and correct copy of a resolution adopted by the Housing Authority of the City of Michigan City, Indiana at a meeting held, May 24, 2010.\_\_\_\_\_

Lenda J. Wilson, Executive Director

## RESOLUTION NUMBER 2010-22

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE PUBLIC HOUSING AUTHORITY (PHA) FIVE-YEAR AND ANNUAL PLAN.

WHEREAS, the Housing Authority completes and updates an annual plan for submission to the United States Housing and Urban Development (HUD) to review every year, and

WHEREAS, upon approval of the plan, a 45-day period for review from the public and a public hearing is required, and

WHEREAS, major changes include appropriation of \$100,000 toward the operations of the Housing Authority, a privileged given toward small housing authorities, and

WHEREAS, the allotment of \$100,000 toward operations would allow the Housing Authority to install new windows at Boulevard Gardens with funding assistance from the City, and

WHEREAS, the plan is due for submission to HUD on July 2010.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana authorizes approval of the PHA 5-Year and Annual Plan as presented to the Board.

Adopted this 17<sup>th</sup> day of May 2010.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Commissioner Yolanda Davis

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Chairperson, Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-23

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 1033 PROVIDENCE STREET.

WHEREAS, the Housing Authority of the City of Michigan City has a deed of conveyance for submission to the United States Department of Housing and Urban Development (HUD) to convey and transfer 1033 Providence Street, Michigan City, Indiana 46360 (Lot 9, Coolspring Acres in Michigan City, Indiana), to Lyn Isbell, the homebuyer, and

WHEREAS, the deed of conveyance would allow for the transfer of 1033 Providence Street property from the Housing Authority to the homebuyer, and

WHEREAS, homebuyer receives transfer of property in consideration of the sum of ten dollars, and

WHEREAS, HUD, upon the receipt of this deed of conveyance, would release the Housing Authority as acting trustee of the property.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the deed of conveyance for submission to HUD to release the Housing Authority as trustee and to convey and transfer 1033 Providence Street property to the home buyer.

Adopted this 17<sup>th</sup> day of May 2010.

Resolution moved by:           Commissioner Hesham Khalil

Resolution seconded by:       Commissioner William Fine

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Chairperson, Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-24

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 305 BRINKMAN AVENUE.

WHEREAS, the Housing Authority of the City of Michigan City has a deed of conveyance for submission to the United States Department of Housing and Urban Development (HUD) to convey and transfer 305 Brinkman Avenue, Michigan City, Indiana 46360 (Lot 26, block 1 in Brinkman's Addition in Michigan City, Indiana), to Brandy Birdsong, the homebuyer, and

WHEREAS, the deed of conveyance would allow for the transfer of 305 Brinkman Avenue property from the Housing Authority to the homebuyer, and

WHEREAS, homebuyer receives transfer of property in consideration of the sum of ten dollars, and

WHEREAS, HUD, upon the receipt of this deed of conveyance, would release the Housing Authority as acting trustee of the property.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the deed of conveyance for submission to HUD to release the Housing Authority as trustee and to convey and transfer 305 Brinkman Avenue property to the home buyer.

Adopted this 17<sup>th</sup> day of May 2010.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Commissioner Yolanda Davis

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Chairperson, Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-25

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE DEED OF CONVEYANCE FOR 305 MILLER STREET.

WHEREAS, the Housing Authority of the City of Michigan City has a deed of conveyance for submission to the United States Department of Housing and Urban Development (HUD) to convey and transfer 305 Miller Street, Michigan City, Indiana 46360 (Lot 3, in Bay View addition to the City of Michigan City, Indiana), to Michigan City Housing Authority, and

WHEREAS, the deed of conveyance would transfer 305 Miller Street property from the Housing Authority's trustee responsibility under HUD to the ownership of the Housing Authority, and

WHEREAS, the Housing Authority receives transfer of property in consideration of the sum of ten dollars to be sold at the minimum of the appraised value of the home with no maximum amount for sale.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the deed of conveyance for submission to HUD to release the Housing Authority as trustee and to convey and transfer 305 Miller Street property to the Housing Authority as the property owner.

Adopted this 17<sup>th</sup> day of May 2010.

Resolution moved by:           Commissioner William Fine

Resolution seconded by:       Commissioner Hesham Khalil

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Chairperson, Carla Mock

ATTEST