

MINUTES

Cheboygan Housing Commission

WEDNESDAY SEPTEMBER 15, 2021 at 12noon

If you require an accommodation to participate, please call 231.627.7189 at least 24 hours prior to meeting.

Board of Commissioners Meeting - Open to the Public
Cheboygan City Council Chambers or Call In
AGENDA UPDATED 8/31/2021

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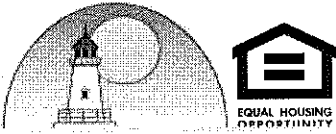
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ORDER OF BUSINESS

1. **ROLL CALL** Meeting called to order by Commission President Keating at 12:58 p.m.
Roll Call: Cartmill, present; Keating, present; Rieger, present; Stempky, absent; Thompson, present.
City Council Representative: Diane Mills, present. Secretary documenting minutes: Catherine Schulz, Housing Authority Director & Commission Secretary.
2. **PUBLIC COMMENT:** No members of the public were present for comment, no members of the public called in to the meeting using GoTo Meeting.
3. **READING & APPROVAL OF PREVIOUS MINUTES:** Minutes of the August 18, 2021 were provided for review ahead of the meeting. Commissioner Cartmill made motion to approve the minutes of the August 18 regular meeting. There was no discussion. Commissioner Thompson gave support. Commission President Keating called for consensus vote with all in favor and none opposed. Minutes of the August meeting are approved.
4. **BILLS**
 - a. *Approval of Housing Choice Voucher (HCV) Checks (**month end**) 8/31/2021; 27 payments totaling \$33,254.86
Payments were presented to the board for review ahead of the meeting. Thompson made motion to approve the payments. There was no discussion. Rieger gave support for the motion. Keating called roll: Cartmill, aye; Keating, aye; Rieger, aye; Stempky, absent; Thompson, absent. Housing Choice Voucher payments for the month ending August 31, 2021 are approved.
 - b. *Approval of Low Income Public Housing (LIPH) Checks (**month end**) 8/31/2021; 36 payments totaling \$20,204.59
Payments were presented to the board for review ahead of the meeting. Cartmill made motion to approve the payments. There was no discussion. Rieger gave support for the motion. Keating called roll: Cartmill, aye; Keating, aye; Rieger, aye; Stempky, absent; Thompson, absent. Public Housing payments for the month ending August 31, 2021 are approved.
 - c. Payables - Approval of Current Month Invoices/Checks to be paid and Purchase Orders: Current month payments for both programs (HCV and LIPH) month to date 9/11/2021 were provided for review ahead of the meeting. Thompson made motion to approve HCV month-to-date-payments with no discussion and support from Cartmill. Keating called roll: Cartmill, aye; Keating, aye; Rieger, aye; Stempky, absent; Thompson, absent. HCV month to date payments are approved. Keating made motion to approve LIPH month-to-date-payments with no discussion and support from Thompson. Keating called roll: Cartmill, aye; Keating, aye; Rieger, aye; Stempky, absent; Thompson, absent. LIPH month to date payments are approved. No purchase orders required approval.
 - d. Receivables
 1. Receivables and Repayment Agreements: No motion is required, this information is provided for informational and compliance purposes only. (1)S8 repay Eff. 7/2020 =\$851, EOP 6/30. (1) PH repay eff. 7/23/2021=\$1,732. (1) PH repay eff. 8/10/2021=\$1063.00. Both PH due to unreported UIA extensions.
 2. Bad Debts: None
5. **COMMUNICATIONS:** Ahead of the August meeting, Commissioner Stempky stated she wanted to resign from the board, written letter of resignation was requested at that time; the letter was received just before the meeting so was presented to the commissioners upon receipt, not electronically ahead of time. Rieger made motion to accept the resignation. Schulz explained that when the resignation is formally accepted, she will pursue getting applications for a new commissioner

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2021 MEETING DATES: December 15, 2021; January 19, 2022



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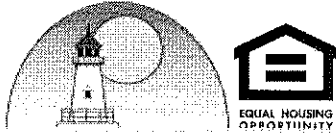
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using typical channels including the City Manager's office and the Bring It Cheboygan group. Thompson asked if the person referred to the director, Wanda, had followed up; Schulz replied that they did speak on the phone and the application and materials were sent, but she had not heard back either way. Before issuing notice that we have an open seat, Schulz will contact Wanda to see if she does or does not intend to submit an application. Thompson gave support, and Keating called for consensus vote with all commissioners in favor and none opposed. Commissioner Stempky's resignation is accepted.

6. ***REPORT OF THE EXECUTIVE DIRECTOR:** The Director's Report was provided for review ahead of the meeting. Schulz stated that she had emailed poverty solutions about helping the housing authority with an event for 'Housing America' month in October, but has not to date heard back. Schulz provided commissioners with information on the Public Housing Authority Directors Association (PHADA) Commissioner Conference.
7. **REPORTS OF COMMITTEES**
 - a. Finance Committee: Audited financials submitted, certification included in Director's Report
 - b. Community Outreach Committee: Housing Advocacy Group met today to discuss the housing crisis for both renters and people looking to buy a home. At the meeting the Coronavirus Emergency Rental Assistance (CERA) program was discussed, it seems to have been successful in preventing eviction across the 11-county region of Northeast Michigan.
8. **UNFINISHED BUSINESS**
 - a. Document Management Policy: No update
 - b. Open Meetings Act: Schulz reported that she aims to update the by-laws to be adopted at the November meeting which will allow for remote participation when needed during winter months based on language in by-laws of other housing authorities, Lansing specifically. The commission asked that Schulz arrange for Dan [Sabolsky, City Manager] to be introduced to the commission or sit in at October [or other future] meeting adding it is important to establish a strong relationship [with the city manager's office] ahead of repositioning and redevelopment [of our public housing sites].
9. **NEW BUSINESS**
 - a. Repositioning & Redevelopment Partner Request for Qualifications, review of responses and selection of partner. Commissioner Keating disclosed that he will abstain from the vote due to he knows Joe Heaphy of Ethos Development who submitted a response to the RFQ. Commissioner Keating worked with Mr. Heaphy in the Detroit area where Commissioner Keating's wife Noreen was Mr. Heaphy's direct supervisor at Lighthouse of Oakland County. Keating added the Mr. Heaphy has an ongoing relationship with Presbyterian Villages of Michigan (PVM) where Commissioner Keating also serves on the Board of Directors for The Village of Perry Farms and Hillside Manor in Harbor Springs. Schulz added that she previously worked for PVM; however, did not work directly with development projects but as a program manager adding that in the field of affordable housing, anyone with experience will cross paths with others doing the same work. Commissioner Cartmill asked about McGregor Builders, Schulz responded they have developed privately owned homes in a subdivision and have purchased some multifamily apartments in Northern Michigan. Rieger stated that Ethos Development seems very qualified. Councilwoman Mills asked if Dan [Sabolsky, City Manager] know any of these submitters/respondents, Schulz replies she does not know but the RFQ has been posted since July, and the city manager's office was aware of the RFQ and has the housing commission meeting schedule. Thompson stated she is interested in Kate's [Schulz's] score sheets. Schulz summarized the scoring of both responses as follows: McGregor Builders 38/100 possible points, due to all items listed under 'approach' were not addressed and no experience developing affordable housing or redeveloping public housing. Ethos 85/100 possible points. Commissioner Cartmill asked about fees; Schulz responded that McGregor did not address predevelopment costs and Ethos listed the costs on page 16. Rieger stated that Ethos is more experienced with these types of projects adding that this has been a long process. Rieger also asked if we need approval from Dan [Sabolsky, City Manager] or a yes or no to move forward; Schulz stated no we do not at this point but will need permissions at different steps of the process such as approval of Payment in Lieu of Taxes (PILOT) and site plans. Rieger stated that it is important that we decide yes or no and if no do we want to start over again. Getting through the RFQ is a lot of work and expensive, and this is our second time going-through the process. Rieger added that Ethos is doing work with Traverse City Housing Commission and other housing authorities; Schulz added that Ethos is working with Muskegon,

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and that Ethos worked on the Hope Network project that was proposed within the City of Cheboygan [tax credit application was submitted for that project but not awarded] so is familiar with the community and our housing needs. Keating referenced again that he does know the leadership of Ethos from past professional connections, he doesn't know why you wouldn't pick Ethos, they have so much industry specific experience. Cartmill asked if the Cheboygan City Manager had the opportunity to respond. Schulz replied that he was notified in August, shortly after he started in the role of city manager, that there was an open RFQ posted on the housing authority's website. At that time, he [Dan Sabolsky] stated that he has experience in affordable housing, and worked for a nonprofit housing provider early in his career in the state of Ohio. Dan is familiar with the tax credit program and application process. Schulz concluded that he was provided with the information, did not comment or otherwise respond, but is aware of this project. Thompson stated that she supports Kate's [Schulz's] knowledge and information stated on the score sheets adding "if we don't go forward we're going backward". Rieger made motion to accept the response to RFQ 202102 from Ethos Development Partners. There was no further discussion. Cartmill gave support. Keating called roll: Cartmill, aye; Keating, abstained; Rieger, aye; Stempky, absent; Thompson, aye. Response to RFQ for repositioning and redevelopment of the housing authority's public housing stock is approved.

- 10. COMMISSIONER COMMENT:** Rieger stated we should move forward with working on the October landlord outreach meeting. There was discussion on the housing advocacy meetings, that it is difficult to get the public to attend.
- 11. ADJOURNMENT:** Rieger made motion to adjourn with support from Thompson and all votes in favor with none opposed. Meeting adjourned. Next meeting WEDNESDAY, OCTOBER 20, 2021. SAVE THE DATE PHA ANNUAL MEETING WEDNESDAY, NOVEMBER 17, 2021

CERTIFICATION

Minutes documented by Catherine Schulz, PHA Executive Director and Board of Commissioners Secretary.

Signature: Cathy Schulz Date: 10/13/2021

Minutes approved with motion from Thompson support from Cartmill (4) votes in favor (0) votes opposed.

Board Chair Signature: Terrence E. Keating Date: 10/20/21

Stan + Dan