

**MINUTES**  
**AGENDA** Cheboygan Housing Commission  
**WEDNESDAY January 19, 2022 at 12noon**

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

Cheboygan Housing Commission is a federally funded Public Housing Authority (PHA) Board of Commissioners Meeting - Open to the Public  
**Cheboygan City Council Chambers** or Call in  
*AGENDA UPDATED 12/11/2021*

**GO TO MEETING CALL IN INFORMATION:**

Please join my meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/152212917>  
(For supported devices, tap a one-touch number below to join instantly.) - One-touch: tel:+14086503123,,152212917#  
You can also dial in using your phone. **United States: +1 (408) 650-3123 Access Code: 152-212-917**  
New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/152212917>

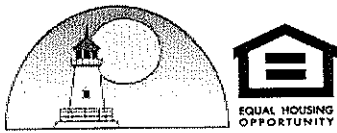
\*Indicates document provided prior to meeting for review \*\*indicates provided electronically only unless requested in paper  
**ALL MEETING MATERIALS WILL BE SENT ELECTRONICALLY ONLY - all materials [linked here](#)**

**PHA REGULAR MEETING ORDER OF BUSINESS**

1. **ROLL CALL:** Meeting called to order by Commission President Keating at 12:02p.m.  
Roll Call: Cartmill, present; Groeneveld, excused; Keating, present; Rieger, present; Thompson, present.  
City Council Representative: Diane Mills, present. Secretary documenting minutes: Catherine Schulz, present.  
City Manager Dan Sabolsky, and City Attorney Stephen Lindsay also attended the meeting.
2. **PUBLIC COMMENT:** No members of the public attended the meeting in person or using the two-way communication provided through the Go To Meeting app. All tenants have been notified via letter of the ability to listen and/or communicate using a phone or computer to make public comment, and the information is posted online.
3. **READING & APPROVAL OF PREVIOUS MINUTES:** Minutes of the December meeting were provided for review. Rieger made motion to approve the minutes, there was no discussion. Cartmill gave support for the motion. Keating called for consensus vote with all in favor and none opposed. Minutes of the December 16, 2021 meeting are approved.
4. **BILLS**
  - a. \*Approval of Housing Choice Voucher Checks (**month end**) 12/31/2021. 29 payments totaling \$33,523.04 were presented ahead of the meeting for review. Cartmill made motion to approve the payments. There was no discussion. Rieger gave support for the motion. Keating called roll: Cartmill, yes; Groeneveld, excused; Keating, yes; Rieger, yes; Thompson, yes. Housing Choice Voucher payments for the month ending December 31, 2021 are approved.
  - b. \*Approval of Public Housing Checks (**month end**) 12/31/2021. 35 payments totaling \$35,679.02 were presented ahead of the meeting for review. Thompson made motion to approve the payments. Someone asked 'what is GFL' Schulz replied that is the trash removal company for dumpsters at three sites. Cartmill gave support for the motion. Keating called roll: Cartmill, yes; Groeneveld, excused; Keating, yes; Rieger, yes; Thompson, yes. Public Housing/operating account payments for the month ending December 31, 2021 are approved.
  - c. Payables. Current month-to-date payments were provided for review. HCV to date has 30 payments totaling \$33,234.06. PH/Operating to date has 26 payments totaling \$11,983.07. There was no motion. Purchase orders. No purchase orders were presented. There was discussion on if we need to complete a 100% inspection of all units ahead of REAC to be expected this year. Commissioners asked if maintenance can do this. Schulz replied yes, but with inspections, snow, work orders, and unit turns it is a lot to have our staff do.
  - d. Receivables and Bad Debt Write Off.
    1. Receivables and Repayment Agreements (as of 10/15/21): (1)S8 repay Eff. 7/2020 =\$701, EOP 6/30/2021. (2)PH, repay eff. 7/23/2021 balance = \$1,352. repay eff. 8/10/2021 balance = \$882
    2. Bad Debts Write Off: None

**Upcoming Meetings** -3<sup>rd</sup> Wednesday of every month at 12noon at Cheboygan City Council Chambers OR VIRTUAL

2022 MEETING DATES: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21, January 18, 2023



*MINUTES*  
**AGENDA** Cheboygan Housing Commission  
**WEDNESDAY January 19, 2022 at 12noon**

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

Cheboygan Housing Commission is a federally funded Public Housing Authority (PHA) Board of Commissioners Meeting - Open to the Public  
**Cheboygan City Council Chambers** or Call In  
*AGENDA UPDATED 12/11/2021*

- 5. COMMUNICATIONS:** Schulz reported on items that were sent as attachment for review ahead of the meeting including the new calendar year 2022 meeting dates and commission information, this was also provided to the City of Cheboygan; Schulz confirmed all commissioners have received that information. A deidentified letter from a client that no longer needs assistance was shared with commissioners. Schulz reported that all commissioners should have received an email that they are added to the PHA account with National Association of Housing and Redevelopment Officials (NAHRO), and a letter was received promoting the annual NAHRO Calendar with art from assisted families on the topic 'What Home Means to Me'. A letter was sent to all people/agencies that provided letter of support for the Choice Neighborhood grant application notifying the that we again did not receive an award.

The communication between the PHA director and city attorney were also included in the communications. Schulz invited the city attorney to speak at this time to have his concerns related to the PHA's repositioning and redevelopment project heard. This was discussed at length.

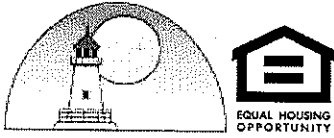
On Tuesday, January 18, an email was received from Kortney Hahn at Cheboygan Tribune with a list of questions resulting from a city council meeting where Council Representative Mills asked the city manager to look in to the PHA's Declaration of Trust (DOT) on the property on Cleveland. Schulz did not want to speak on behalf of the commission without the city manager and board approving responses. Schulz offered to draft responses and send them to the city manager and board chair for review and it was agreed that this would be a good approach. Councilwoman Mills, reported to council that the PHA claims the land can be used only for housing, Schulz clarified and directed attention to the project summary given to tenants and the December 8 meeting which states, "*The city was deeded a large amount of property in 1960 for the purpose of the federally subsidized housing authority, this property is under a 'Declaration of Trust' stating that it must be used for affordable housing and/or 'commensurate public good'. New units may be constructed on this property, or other site may be selected.*" Schulz added that a park would likely be seen as 'commensurate public good'.

Schulz asked the commission if they would like to entertain conversation with the city attorney at this time although this was not on the agenda, Keating said yes. Schulz explained that when we had our environmental review done in March 2021 it was brought to the PHA's attention that the property description reviewed at city hall for the purpose of the review included a legal description of 120 acres on the PHA's DOT. The parcel legal description in question currently is listed at 36.38 acres, Schulz is not sure why there is a difference in acreage. Schulz explained that when the PHA submits application for Section 18 disposition of public housing, acreage of each site listed on the DOT must be updated in the HUD Public Housing Inventory Control (PIC) system. Acreage was not included when the PHA's data was entered into the electronic PIC system, addresses, building numbers, and door numbers are current in the system and updated annually. Acreage has not been an issue until now because the PHA is now able to act on plans to address the age of the buildings and capital needs by repositioning/closing out the public housing program.

Mr. Lindsay asked Schulz if she was aware of the 2012 title search on Major City Park that was done by Jerry Malloy at Cheboygan Title Company to identify relevant ownership documents; Schulz replied yes, the previous city manager provided a copy that that search when this issue was first brought to his attention. Lindsay stated that a title search is not a title commitment. Lindsay stated that he requested a meeting with Schulz, and she replied asking for a written list of questions which he provided in an email before Christmas, but she has not returned answers, and her response did not contain any representation of ownership or liens on the property. Schulz replied, yes, she did request information on what questions Mr. Lindsay/the city had ahead of the meeting so that she could prepare, adding that she does not generally attend meetings on behalf of the commission with no agenda and no context provided. Schulz added that the information requested requires legal review and she is not an attorney so is not able to provide legal opinion on behalf of the commission. Lindsay asked 'who' is the PHA's attorney, Schulz replied, Tom Lapka in Lansing.

**Upcoming Meetings** –3<sup>rd</sup> Wednesday of every month at 12noon at Cheboygan City Council Chambers OR VIRTUAL

2022 MEETING DATES: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21, January 18, 2023



minutes

**AGENDA** Cheboygan Housing Commission  
WEDNESDAY January 19, 2022 at 12noon

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

Cheboygan Housing Commission is a federally funded Public Housing Authority (PHA) Board of Commissioners Meeting - Open to the Public  
**Cheboygan City Council Chambers** or Call In  
AGENDA UPDATED 12/11/2021

Lindsay stated he recommends a title commitment, not a title search, and conveyance. He added that we need the opinion of a title examiner. Here Mr. Lindsay made an analogy to a medical doctor saying there is a problem compared to knowing what the nature of the problem is. He added that there is room for confusion in the title search and referenced the original DOT that was filed dated 1959 or 1960 listing the PHA as the entity property was trusted to, and the document was later corrected to City of Cheboygan for the purpose of the PHA.

Lindsay stated he is not familiar with the Declaration of Trust, but has reviewed mortgage trusts which are sometimes required before an insurer will provide coverage. Mortgage trusts are reviewed to determine who is the owner, and what do they own. Lindsay stated that it appears the public housing buildings were constructed with bonds that matured around 1990 usually that means any liens are released. Lindsay stated he understands there is an ACC agreement [Annual Contributions Contract] that Schulz has sent to him. Lindsay confirmed that the construction bonds have matured, Schulz replied yes, and that the Declaration of Trust would have dissolved at that time. Schulz interrupted here to state that she sent Mr. Lindsay the HUD guidance on public housing ACC closeout, which is the only way the DOT can be dissolved, and the relevant section of 24 CFR. Lindsay replied he did not get to all of the links provided and restated he would like to change use of title search to getting a title commitment. Schulz said she understood and will request an 'Opinion of Title Commitment' from the PHA's attorney.

There was a comment made that the city does not know anything about the PHA's selected development partner. Schulz replied that Joe Heaphy and Ethos Development are working with Traverse City, Muskegon, and Pontiac currently. Information on our project and selected partner has been publicly posted, shared with commissioners and city representatives, there was a training on the development process in October and there will be another training before we request letter of support from the mayor. Schulz asked if she is correct in understanding we will not get the letter of support if the city manager does not recommend support, Lindsay replied that is correct, the city manager is the appointed administrative representative of the City of Cheboygan who would or would not make the recommendation to council to provide a letter of support from the mayor.

**6. \*REPORT OF THE EXECUTIVE DIRECTOR:** The report was provided as part of the meeting materials. Schulz highlighted that employee reviews have been completed ahead of wage increases to go into effect at the beginning of the new fiscal year April 1. Schulz reported that she separately paid for Asset Management training and has completed the courses so now is a Certified Housing Asset Management Specialist. There was also information from the Community and Economic Development Association of Michigan (CEDAM) training the PHA is sponsoring, and handouts from a MSU Extension housing affordability training that was only \$20 but excellent and very informative.

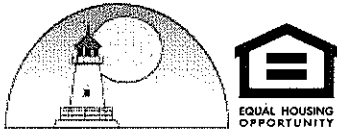
**7. REPORTS OF COMMITTEES**

- a. Finance Committee: Schulz reported that the UIA rate assumed for budget purposes will be less due to no claims, this was included in the Director Report. The bid for fixing security cameras at Lincoln/Cuyler and improving safety in the office has been accepted, that work will be done in March. December financials for both programs were provided ahead of the meeting.
- b. Community Outreach Committee: Advocacy Meeting 3<sup>rd</sup> Wednesday at 4pm, Cheboygan Public Library Lower Level. Next week is the annual Point in Time (PIT) count of homelessness to be held on Wednesday, January 26. Schulz provided flyers and reported that volunteers are needed to canvas areas that homeless people may be residing. Anyone able to volunteer can contact Northeast Michigan Community Services Agency (NEMCSA), contact information is on the flyer.

**8. UNFINISHED BUSINESS:** None

**Upcoming Meetings** –3<sup>rd</sup> Wednesday of every month at 12noon at Cheboygan City Council Chambers OR VIRTUAL

2022 MEETING DATES: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21, January 18, 2023



3/19/22

**MINUTES**  
**AGENDA** Cheboygan Housing Commission  
WEDNESDAY January 19, 2022 at 12noon

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

Cheboygan Housing Commission is a federally funded Public Housing Authority (PHA)  
Board of Commissioners Meeting - Open to the Public  
**Cheboygan City Council Chambers** or Call In  
AGENDA UPDATED 12/11/2021

**9. NEW BUSINESS:**

- a. Public Comment on PHA Annual Plan CY 2022/FY 3/31/2023. Schulz reported that the notice of the plan was sent to all tenants in a letter dated December 1 with live and call in meeting information for those with barriers to attendance. The comments made at the December 8 tenant meetings where Section 18 repositioning and redevelopment plans presented were documented as minutes, and provided as attachment to the PHA Plan. The plan with all documents was provided for review ahead of the meeting. Mr. Lindsay requested that language related to 'New Activities' of repositioning and redevelopment be edited to reflect that these activities are 'pending approval' of the Section 18 application for public housing disposition. Schulz noted that change
- b. Motion to approve Resolution 2022.10 adopting the CY 2022 PHA Annual Plan was made by Cartmill with support from Thompson. Keating called roll: Cartmill, yes; Groeneveld, excused; Keating, yes; Rieger, yes; Thompson, yes. Resolution 2022.10 adopting the PHA Annual Plan is approved. Schulz will send the plan to the Regional Field Office for Review and approval.

**10. COMMISSIONER COMMENT:** Commissioner Rieger commented that this has been a very helpful meeting.

**11. ADJOURNMENT:** Thompson made motion to adjourn, Rieger gave support. Schulz stated that the next meeting is Wednesday, February 16, 2022. Keating called for vote with all commissioners in favor and none opposed. Meeting is adjourned.

**CERTIFICATION OF MINUTES**

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

Signature: CM Schulz Date: 1/19/2022

Minutes approved with motion from Cartmill support from Groeneveld (3) votes in favor (0) votes opposed.

Board Chair Signature: James Keating Date: 2/16/22