



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, March 23, 2018 at 8:00 A.M.

LOCATION:
SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684



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**Traverse City
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a Public Housing Authority

MEETING AGENDA

March 23, 2018



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, MARCH 23, 2018 AT 8:00 A.M.**

SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684
(231) 995-5150

POSTED: MARCH 21, 2018

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

AGENDA

- I CALL TO ORDER & ROLL CALL**
- II PUBLIC HEARING ON PHA ANNUAL PLAN – CFP**
- III APPROVAL OF AGENDA**
- IV PUBLIC COMMENT**
- V CONSENT AGENDA**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of February 23, 2018 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for February 2018 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- C. *Review & Approval of Payment of Invoices for March 2018* – Approval Recommended.
- D. *Review & Acceptance of Financial Statements for February 2018* – Approval Recommended.

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meeting: March 16, 2018
- B. Governance Committee Meeting: March 15, 2018
- C. Communication & Outreach Committee Meeting: March 6, 2018

VII STAFF & PROGRAM REPORTS

- A. Executive Director's Report: March 2018
- B. Family Self-Sufficiency (FSS) Program Report: March 2018
- C. Resident Council Report: March 2018

VIII OLD BUSINESS

- A. 2018 Consolidated Budget: Review of February 2018
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Review: Update on Goals
- D. RTRC Memorandum of Understanding: Update
- E. TCHC Smoke Free Policy: Update
- F. Executive Director Contract: Update

IX NEW BUSINESS

- A. Resolution to Adopt the PHA Annual Plan for the Capital Fund Program
- B. Resolution to Adopt Updated TCHC Capitalization Policy: Action Required
- C. Resolution to Adopt Updated TCHC UIV/EIV Policy: Action Required
- D. Riverwalk Discussion: Review of 2016 Asset/Physical Plant Management Addendum

X CORRESPONDENCE

- A. February 21, 2018 Letter from Michigan Township Participating Plan
- B. March 17, 2018 Record Eagle Article, "Riverwalk Bid Process Begins"

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XIII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, April 27, 2018 at 8:00 A.M.



**Traverse City
Housing Commission**
a Public Housing Authority

CONSENT AGENDA

February 23, 2018 Regular Meeting Minutes

Schedule of Disbursements for February 2018 for Public Housing & HCV Section 8 Programs

Payment of Invoices for March 2018

Financial Statements for February 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission

February 23, 2018

The Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Committee Room of the Governmental Center, 150 Pine Street, Traverse City, Michigan at 8:02 A.M.

I ROLL CALL

The following Commissioners were present: Andy Smits, Kay Serratelli, Brian Haas, Heather Lockwood, and Jim Friend.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Jo Simerson, Norma Loper, and Ellen Corcoran.

II APPROVAL OF AGENDA

Commissioner Haas moved (Lockwood support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

General Comment: Ellen Corcoran and Norma Loper.

IV CONSENT AGENDA

Commissioner Lockwood moved (Haas support) to approve the Consent Agenda as tendered in the February 23, 2018 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the February 9, 2018 Regular Commission Meeting.
- B. Schedule of Disbursements for January 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for February 2018.
- D. Financial Statements for January 2017.

V COMMITTEE REPORTS

- A. The meeting minutes from the February 18, 2018 Executive Committee meeting were presented. There was no discussion.
- B. The meeting minutes from the February 19, 2018 Governance Committee meeting were presented. There was no discussion.
- C. The meeting minutes from the February 6, 2018 Communications & Outreach Committee meeting were presented. The tentative timeline for launch of the new website is the end of March 2018.

VI STAFF AND PROGRAM REPORTS

- A. Staff presented the Executive Director's February 2018 Report and made brief comments. Staff will present the TCHC Annual Report to the Traverse City Commission on Monday, February 26, 2018.

- B. Staff presented the February 2018 Family Self-Sufficiency Report. There was a brief discussion.
- C. The February 2018 Resident Council Report was accepted by the Board.

VII OLD BUSINESS

- A. The 2018 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. ED Lentych presented a memo and attachments regarding progress on the Executive Director Goals. There was a brief discussion.
- D. There is no update on the RTRC Memorandum of Understanding.
- E. Staff presented a memo regarding a new Graphic Element (Logo) for TCHC. After a brief discussion, Commissioner Lockwood moved (Friend support) to approve the new logo as presented in the February 23, 2018 packet.
- F. Staff presented a memo regarding the adoption of the Smoke-Free Public Housing Policy. After a brief discussion, Commissioner Haas moved (Lockwood support) to adopt the Resolution to Adopt the Smoke-Free Properties Policy as presented in the February 23, 2018 packet. Commissioner Smits asked a clarifying question.

Roll Call

Haas	Yes
Serratelli	Yes
Smits	Yes
Lockwood	Yes
Friend	Yes

The resolution was adopted unanimously.

President Smits called a brief recess at 8:41 A.M.

President Smits called the meeting back to order at 8:48 A.M.

VIII NEW BUSINESS

- A. Staff presented the Fiscal Year 2017 Annual Audit. Commissioner Haas moved (Lockwood support) to accept the audit as presented in the February 23, 2018 packet. The motion was approved unanimously.
- B. Staff presented the draft TCHC Vehicle Policy. There was a brief discussion. Commissioner Smits moved (Serratelli support) to adopt the Resolution to adopt the TCHC Vehicle Policy.

Roll call

Serratelli	Yes
Smits	Yes
Lockwood	Yes
Friend	Yes
Smits	Yes

The motion was approved unanimously.

- C. Staff presented a memo regarding an Incentive-Based Compensation Plan & Salary Range Information. There was a brief discussion. Commissioner Haas moved (Lockwood support) to accept the Staff scored Incentive-Based Compensation Plan and to increase the proposed amount to \$5,600.00 to distribute per previously approved rates. The motion was approved unanimously. Commissioner Lockwood moved (Friend support) to adopt the philosophical goal of salary ranges as presented in the February 23, 2018 packets. The motion was unanimously approved.
- D. Staff presented a memo regarding the East Bay Flats Property Purchase. There was some discussion on select items. Commission Haas moved (Serratelli support) that TCHC President, Andrew Smits, and TCHC Executive Director, Anthony Lentych, are authorized to negotiation, on behalf of the Traverse City Housing Commission, a real estate purchase agreement or other legal agreement for the purchase of certain real property located in the City of Traverse City known as East Bay Flats in such a manner that qualifies for tax exemption or tax abatement such as an annual service fee in lieu of all taxes as described in MCL 125.661a. Any such agreement shall be subject to the approval of the TCHC Board at either a Regular Meeting or at a Special Meeting called with the expressed purpose of considering the approval of any such agreement. The motion was unanimously approved.

Commissioner Friend is excused from the meeting at 9:36 A.M.

- E. Staff presented a memo regarding the Employment Contract for Executive Director. There was a brief discussion. Commissioner Serratelli moved (Lockwood support) that the Executive Committee discuss this with the ED and bring a proposed contact back to the Board to approve. The motion was approved unanimously.

IX CORRESPONDENCE

Three items of correspondence were presented and accepted.

X PUBLIC COMMENT

General Comment: Ellen Corcoran.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Haas moved (Lockwood support) to adjourn the meeting at 9:43 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/02/2018	EFT	Internal Revenue Service	2,627.51		16,268.45
02/02/2018	EFT	T Mobile		2,266.00	18,534.45
02/03/2018	EFT	U.S. Dept. of HUD		17,861.00	36,395.45
02/05/2018	DEP			32,338.87	68,734.32
02/05/2018	DEP			4,807.62	73,541.94
02/05/2018	DEP			122.05	73,663.99
02/06/2018	ADJST	PNC Bank		(1.98)	73,662.01
02/07/2018	037723	D & W Mechanical	196.20		73,465.81
02/07/2018	037724	Housing Data Systems	145.00		73,320.81
02/07/2018	037725	City Of Traverse City	261.26		73,059.55
02/07/2018	037726	Cardmember Service	787.22		72,272.33
02/07/2018	037727	Stricker's Outdoor Power Equipment	25.95		72,246.38
02/07/2018	037728	McCardel Water Conditioning	26.00		72,220.38
02/07/2018	037729	Kuhn Rogers PLC	192.00		72,028.38
02/07/2018	037730	Grand Traverse Cty. Treasurer	483.00		71,545.38
02/07/2018	037731	TC Millworks	343.60		71,201.78
02/07/2018	037732	Grand Traverse Cty. Treasurer	53.43		71,148.35
02/07/2018	037733	A T & T	289.32		70,859.03
02/07/2018	037734	Housing Authority Accounting	1,369.41		69,489.62
02/07/2018	037735	Spectrum Business	3,470.18		66,019.44
02/07/2018	037736	Spectrum Business	7.69		66,011.75
02/07/2018	037737	Verizon Wireless	89.91		65,921.84
02/07/2018	037738	Wilmar	391.48		65,530.36
02/07/2018	037739	Allen Supply	1,027.50		64,502.86
02/07/2018	037740	Ace Hardware	30.36		64,472.50
02/07/2018	037741	Trugreen	370.00		64,102.50
02/07/2018	037742	Charles Edwards	258.12		63,844.38
02/07/2018	037743	David Gourlay	122.42		63,721.96
02/07/2018	037744	Guardian Medical Monitoring	14.95		63,707.01
02/07/2018	037745	B & T APPLIANCE	59.36		63,647.65
02/08/2018	DEP			2,230.84	65,878.49
02/08/2018				73.95	65,952.44
02/08/2018	037746	City Of Traverse City	206.50		65,745.94
02/08/2018	037747	DTE ENERGY	28.50		65,717.44
02/08/2018	037748	City of Traverse City, Treasurer's	369.46		65,347.98
02/08/2018	037749	Great Lakes Business Systems, Inc.	158.82		65,189.16
02/08/2018	037750	Elmer's	385.00		64,804.16
02/13/2018	ADJST	Alisa Kroupa	1,275.05		63,529.11
02/13/2018	ADJST	Anthony Lentych	2,412.52		61,116.59
02/13/2018	ADJST	Michelle Reardon	1,382.61		59,733.98

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2018	000210	Nancy Irish	554.00		179,723.06
02/01/2018	000210	Joseph and Marion Fasel	465.00		179,258.06
02/01/2018	000210	Donna Kalchik	313.00		178,945.06
02/01/2018	000210	Jim Kidder	555.00		178,390.06
02/01/2018	000210	Bruce W. Korson	365.00		178,025.06
02/01/2018	000210	Lake Pointe Acquisitions LLC.	315.00		177,710.06
02/01/2018	000210	Sidney Lammers	372.00		177,338.06
02/01/2018	000210	John J. Lewis	758.00		176,580.06
02/01/2018	000210	Don E. Lint	504.00		176,076.06
02/01/2018	000210	Maret Sabourin	525.00		175,551.06
02/01/2018	000210	Meadowrun-Mancelona Rd 207 LHDA	525.00		175,026.06
02/01/2018	000210	Robert J. Mork	371.00		174,655.06
02/01/2018	000210	Oak Park Apts	1,634.00		173,021.06
02/01/2018	000210	Oak Terrace Apts	946.00		172,075.06
02/01/2018	000210	Gerald Oliver Revocable Trust	741.00		171,334.06
02/01/2018	000210	Daniel G. Pohlman	1,519.00		169,815.06
02/01/2018	000210	Douglas L. Porter	390.00		169,425.06
02/01/2018	000210	Punta Gorda Housing Authority	1,128.38		168,296.68
02/01/2018	000210	Timothy Rice	349.00		167,947.68
02/01/2018	000210	John Sarya	448.00		167,499.68
02/01/2018	000210	Eldon Schaub	401.00		167,098.68
02/01/2018	000210	Mike & Melissa Schichtel	644.00		166,454.68
02/01/2018	000210	Melanie Schmid	818.00		165,636.68
02/01/2018	000210	Gerald Sieggreen	693.00		164,943.68
02/01/2018	000210	SILVER SHORES MHC	885.00		164,058.68
02/01/2018	000210	Douglas & Julia Slack	333.00		163,725.68
02/01/2018	000210	22955 Investments LLC	3,296.00		160,429.68
02/01/2018	000210	Carl Sumner	535.00		159,894.68
02/01/2018	000210	Traverse City Property Management	439.00		159,455.68
02/01/2018	000210	TCR Investments, LLC	497.00		158,958.68
02/01/2018	000210	Wendy Teagan	475.00		158,483.68
02/01/2018	000210	TEAMCO PROPERTIES	651.00		157,832.68
02/01/2018	000210	TOS Holdings, LLC	697.00		157,135.68
02/01/2018	000210	Tradewinds Terrace Apts	262.00		156,873.68
02/01/2018	000210	Village Glen Apartments	7,218.00		149,655.68
02/01/2018	000210	Village View Housing LHDA LP	1,249.00		148,406.68
02/01/2018	000210	Village Woods	704.00		147,702.68
02/01/2018	000210	Wagner Asset Group at Ninth Street,	903.00		146,799.68
02/01/2018	000210	Paul Wheelock	413.00		146,386.68
02/01/2018	000210	Woda Boardman Lake LDHA.LP	2,293.00		144,093.68

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2018	000210	Woodland Shores Properties, LLC	344.00		143,749.68
02/01/2018	000210	Woodmere Ridge Apartments LDHA	5,268.00		138,481.68
02/01/2018	000210	Wyatt Road Apartment Company	573.00		137,908.68
02/01/2018	000210	Theodore V. Zachman	876.00		137,032.68
02/01/2018	000210	Ann Zenner	549.00		136,483.68
02/01/2018	000210	Barb Zupin	1,032.00		135,451.68
02/02/2018	EFT		(521.00)		135,972.68
02/05/2018	DEP			100.00	136,072.68
02/20/2018	023053	Traverse City Housing Commission	25,223.14		110,849.54
02/20/2018	023054	Cherryland Electric Cooperative	12.00		110,837.54
02/20/2018	023055	City Of Traverse City	166.90		110,670.64
02/20/2018	023056	DTE ENERGY	231.10		110,439.54
Total:			109,645.87	92,155.00	

Check Register Summary Report

Chemical Bank

From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/13/2018	ADJST	Angela N. Szabo	802.76		58,931.22
02/13/2018	ADJST	Joseph Battaglia	282.55		58,648.67
02/13/2018	ADJST	Charles Edwards	1,070.17		57,578.50
02/13/2018	ADJST	David Gourlay	1,020.62		56,557.88
02/13/2018	EFT	Principal Life Insurance Co.	722.86		55,835.02
02/16/2018	EFT	Internal Revenue Service	2,461.53		53,373.49
02/19/2018	037751	Traverse City Parking Services	10.00		53,363.49
02/19/2018	037752	Roto-Rooter	145.00		53,218.49
02/19/2018	037753	Barton Carroll's Inc	1,286.00		51,932.49
02/19/2018	037754	Wilmar	221.85		51,710.64
02/19/2018	037755	Vision Service Plan	102.87		51,607.77
02/19/2018	037756	Byte Productions, LLC	900.00		50,707.77
02/19/2018	037757	DTE ENERGY	2,887.62		47,820.15
02/19/2018	037758	A T & T	253.65		47,566.50
02/19/2018	037759	Allen Supply	7,554.08		40,012.42
02/19/2018	037759	**VOID** Allen Supply	(7,554.08)		47,566.50
02/19/2018	037760	Snap Printing	208.05		47,358.45
02/19/2018	037761	Environmental Pest Control	270.00		47,088.45
02/19/2018	037762	Republic Services #239	492.01		46,596.44
02/19/2018	037763	D & W Mechanical	454.26		46,142.18
02/19/2018	037764	CynergyComm.net,Inc	9.61		46,132.57
02/19/2018	037765	AmRent	167.70		45,964.87
02/20/2018	EFT	State Of Michigan	1,281.70		44,683.17
02/20/2018	DEP			255.95	44,939.12
02/20/2018	DEP			3,446.30	48,385.42
02/20/2018	037697	**VOID** DTE ENERGY	(3,543.40)		51,928.82
02/20/2018	037766	Aflac	188.88		51,739.94
02/20/2018	037767	Ginop Sales, Inc.	401.67		51,338.27
02/20/2018	037768	Integrated Payroll Services, Inc.	342.75		50,995.52
02/20/2018	037769	Kendall Electric Inc	115.54		50,879.98
02/20/2018	037770	City Of Traverse City	17,400.11		33,479.87
02/20/2018	037771	Safety Net	649.00		32,830.87
02/20/2018	037772	Otwell Mawby, P.C.	600.00		32,230.87
02/20/2018	037773	Home Depot Credit Services	219.40		32,011.47
02/20/2018	037774	SAM'S CLUB	481.70		31,529.77
02/20/2018	037775	TC Millworks	91.00		31,438.77
02/20/2018	037776	DTE ENERGY	2,522.70		28,916.07
02/22/2018	037777	D & W Mechanical	766.46		28,149.61
02/22/2018	037778	Safety Net	55.00		28,094.61
02/22/2018	037779	Priority Health	6,292.39		21,802.22

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2018	ADJST	PNC Bank	63.35		127,867.06
02/01/2018	EFT	U.S. Dept. of HUD		7,324.00	135,191.06
02/01/2018	EFT	U.S. Dept. of HUD		84,731.00	219,922.06
02/01/2018	000210	TC Commons I LDHA, LLC	263.00		219,659.06
02/01/2018	000210	Jeana Aiken	563.00		219,096.06
02/01/2018	000210	Dustin Ansorge	1,164.00		217,932.06
02/01/2018	000210	Ayers Investment Properties LLC	575.00		217,357.06
02/01/2018	000210	Brad Barnes	507.00		216,850.06
02/01/2018	000210	Bay Front Apartments	322.00		216,528.06
02/01/2018	000210	Bay Hill Housing LDHALP	4,136.00		212,392.06
02/01/2018	000210	Bay Hill II	5,953.00		206,439.06
02/01/2018	000210	Elizabeth Beckett	288.00		206,151.06
02/01/2018	000210	Bellaire Senior Apartments	248.00		205,903.06
02/01/2018	000210	Brookside Commons LDHA, LP	2,062.00		203,841.06
02/01/2018	000210	Irma Jean Brownley	465.00		203,376.06
02/01/2018	000210	Rebecca Carmien	331.00		203,045.06
02/01/2018	000210	Carson Square	6,097.00		196,948.06
02/01/2018	000210	Central Lake Townhouses	421.00		196,527.06
02/01/2018	000210	Cherrywood Village Farms, Inc.	2,302.00		194,225.06
02/01/2018	000210	Douglas A. Chichester	622.00		193,603.06
02/01/2018	000210	Davis Investment Properties, LLC	95.00		193,508.06
02/01/2018	000210	Jack V. Dean	421.00		193,087.06
02/01/2018	000210	Zachary Duell	1,200.00		191,887.06
02/01/2018	000210	Eden Brook LLC	457.00		191,430.06
02/01/2018	000210	Shirley Farrell	833.00		190,597.06
02/01/2018	000210	Five P Enterprises, LLC	485.00		190,112.06
02/01/2018	000210	Rent Leelanau, LLC	715.00		189,397.06
02/01/2018	000210	Lisa Forbes	527.00		188,870.06
02/01/2018	000210	Mabel Foust	450.00		188,420.06
02/01/2018	000210	Dale E. French	91.00		188,329.06
02/01/2018	000210	French Quarter Apts.	110.00		188,219.06
02/01/2018	000210	Michael Glowacki	669.00		187,550.06
02/01/2018	000210	David Grzesiek	394.00		187,156.06
02/01/2018	000210	Habitat for Humanity	341.00		186,815.06
02/01/2018	000210	Harbour Ridge Apts	1,689.00		185,126.06
02/01/2018	000210	Leonard Herman	521.00		184,605.06
02/01/2018	000210	Hillview Terrace	1,410.00		183,195.06
02/01/2018	000210	Josh Hollister	396.00		182,799.06
02/01/2018	000210	HomeStretch	2,433.00		180,366.06
02/01/2018	000210	Caroline Hupp	89.00		180,277.06

Check Register Summary Report

Chemical Bank

From: 02/01/2018 To: 02/28/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
02/22/2018	037780	Richard G. Ballard, LLC	1,750.00		20,052.22
02/26/2018	DEP	U.S. Dept. of HUD		11,204.00	31,256.22
02/27/2018	ADJST	Alisa Kroupa	1,917.53		29,338.69
02/27/2018	ADJST	Anthony Lentych	3,779.81		25,558.88
02/27/2018	ADJST	Michelle Reardon	2,270.29		23,288.59
02/27/2018	ADJST	Angela N. Szabo	1,227.63		22,060.96
02/27/2018	ADJST	Joseph Battaglia	289.74		21,771.22
02/27/2018	ADJST	Charles Edwards	1,370.41		20,400.81
02/27/2018	ADJST	David Gourlay	1,519.03		18,881.78
02/27/2018	ADJST	Benjamin Weston	413.26		18,468.52
02/27/2018	ADJST	Benjamin Weston	309.45		18,159.07
02/27/2018	EFT	Principal Life Insurance Co.	725.76		17,433.31
02/27/2018	DEP			3,467.08	20,900.39
02/27/2018	DEP			202.80	21,103.19
02/27/2018	037781	CEDAM, Susan Andrews	350.00		20,753.19
02/28/2018	ADJST	PNC Bank		16.84	20,770.03
Total:			76,417.25	78,291.32	

Check Register Summary Report

Chemical Bank

From: 03/01/2018 To: 03/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	DEP			27,608.14	48,378.17
03/01/2018	DEP			5,717.57	54,095.74
03/02/2018	EFT	Internal Revenue Service	4,354.52		49,741.22
03/02/2018	EFT	T Mobile		2,266.00	52,007.22
03/02/2018	DEP			8,217.00	60,224.22
03/05/2018	EFT	U.S. Dept. of HUD		17,860.00	78,084.22
03/05/2018	EFT	U.S. Dept. of HUD		5,602.00	83,686.22
03/05/2018	DEP			15,341.17	99,027.39
03/06/2018	DEP			6,191.42	105,218.81
03/06/2018	037784	Housing Data Systems	539.10		104,679.71
03/06/2018	037785	R.W. Popp Excavating, Inc.	240.00		104,439.71
03/06/2018	037786	David Gourlay	68.79		104,370.92
03/06/2018	037787	Verizon Wireless	87.44		104,283.48
03/06/2018	037788	Charles Edwards	192.24		104,091.24
03/06/2018	037789	Housing Authority Accounting	1,099.41		102,991.83
03/06/2018	037790	Sherwin Williams Co.	445.20		102,546.63
03/06/2018	037791	Guardian Medical Monitoring	14.95		102,531.68
03/06/2018	037792	Nichols Paper & Supply Co.	57.98		102,473.70
03/06/2018	037793	Nan McKay & Associates Inc	423.00		102,050.70
03/06/2018	037794	Trugreen	370.00		101,680.70
03/06/2018	037794	**VOID** Trugreen	(370.00)		102,050.70
03/06/2018	037795	Spectrum Business	184.98		101,865.72
03/06/2018	037796	Spectrum Business	3,292.18		98,573.54
03/06/2018	037797	Kendall Electric Inc	115.54		98,458.00
03/07/2018	DEP			1,011.00	99,469.00
03/07/2018	DEP			142.90	99,611.90
03/07/2018	037782	City Of Traverse City	169.50		99,442.40
03/07/2018	037783	DTE ENERGY	65.50		99,376.90
03/07/2018	037798	Elizabeth Allen	955.89		98,421.01
03/07/2018	037798	**VOID** Elizabeth Allen	(955.89)		99,376.90
03/07/2018	037799	Elmer's	308.00		99,068.90
03/07/2018	037800	Wilmar	221.85		98,847.05
03/07/2018	037801	Traverse City Record Eagle	96.67		98,750.38
03/07/2018	037802	Trugreen	370.00		98,380.38
03/07/2018	037803	City Of Traverse City	151.87		98,228.51
03/07/2018	037804	Grand Traverse County DPW	483.00		97,745.51
03/07/2018	037805	A T & T	278.23		97,467.28
03/07/2018	037806	TC Millworks	182.69		97,284.59
03/07/2018	037807	Ace Hardware	56.61		97,227.98
03/07/2018	037808	McCardel Water Conditioning	8.00		97,219.98

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2018 To: 03/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/07/2018	037809	City of Traverse City	369.46		96,850.52
03/07/2018	037810	Cardmember Service	518.83		96,331.69
03/07/2018	037811	DTE ENERGY	142.11		96,189.58
03/07/2018	037812	Great Lakes Business Systems, Inc.	394.68		95,794.90
03/07/2018	037813	Allen Supply	955.89		94,839.01
03/09/2018	037814	Byte Productions, LLC	150.00		94,689.01
03/12/2018	037815	HCC Public Risk Claim Service	1,000.00		93,689.01
03/13/2018	ADJST	Alisa Kroupa	940.64		92,748.37
03/13/2018	ADJST	Anthony Lentych	2,412.51		90,335.86
03/13/2018	ADJST	Michelle Reardon	1,417.98		88,917.88
03/13/2018	ADJST	Angela N. Szabo	802.75		88,115.13
03/13/2018	ADJST	Joseph Battaglia	282.55		87,832.58
03/13/2018	ADJST	Charles Edwards	1,024.50		86,808.08
03/13/2018	ADJST	David Gourlay	995.83		85,812.25
03/13/2018	ADJST	Benjamin Weston	466.55		85,345.70
03/13/2018	EFT	Principal Life Insurance Co.	699.20		84,646.50
03/14/2018	DEP			155.00	84,801.50
03/14/2018	DEP			1,361.88	86,163.38
Total:			26,080.73	91,474.08	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2018 To: 03/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	ADJUST	PNC Bank	74.05		110,365.49
03/01/2018	EFT	U.S. Dept. of HUD		7,326.00	117,691.49
03/01/2018	EFT	U.S. Dept. of HUD		87,544.00	205,235.49
03/01/2018	DEP			900.00	206,135.49
03/01/2018	000211	TC Commons I LDHA, LLC	263.00		205,872.49
03/01/2018	000211	Jeana Aiken	563.00		205,309.49
03/01/2018	000211	Dustin Ansorge	1,178.00		204,131.49
03/01/2018	000211	Ayers Investment Properties LLC	575.00		203,556.49
03/01/2018	000211	Brad Barnes	507.00		203,049.49
03/01/2018	000211	Bay Front Apartments	322.00		202,727.49
03/01/2018	000211	Bay Hill Housing LDHALP	4,136.00		198,591.49
03/01/2018	000211	Bay Hill II	7,623.00		190,968.49
03/01/2018	000211	Elizabeth Beckett	288.00		190,680.49
03/01/2018	000211	Bellaire Senior Apartments	248.00		190,432.49
03/01/2018	000211	Brookside Commons LDHA, LP	2,062.00		188,370.49
03/01/2018	000211	Irma Jean Brownley	465.00		187,905.49
03/01/2018	000211	Rebecca Carmien	331.00		187,574.49
03/01/2018	000211	Carson Square	5,649.00		181,925.49
03/01/2018	000211	Central Lake Townhouses	421.00		181,504.49
03/01/2018	000211	Cherrywood Village Farms, Inc.	2,302.00		179,202.49
03/01/2018	000211	Douglas A. Chichester	622.00		178,580.49
03/01/2018	000211	Davis Investment Properties, LLC	156.00		178,424.49
03/01/2018	000211	Jack V. Dean	421.00		178,003.49
03/01/2018	000211	Zachary Duell	1,200.00		176,803.49
03/01/2018	000211	Eden Brook LLC	457.00		176,346.49
03/01/2018	000211	Shirley Farrell	833.00		175,513.49
03/01/2018	000211	Five P Enterprises, LLC	485.00		175,028.49
03/01/2018	000211	Rent Leelanau, LLC	715.00		174,313.49
03/01/2018	000211	Lisa Forbes	527.00		173,786.49
03/01/2018	000211	Mabel Foust	450.00		173,336.49
03/01/2018	000211	Dale E. French	91.00		173,245.49
03/01/2018	000211	French Quarter Apts.	110.00		173,135.49
03/01/2018	000211	Michael Glowacki	669.00		172,466.49
03/01/2018	000211	David Grzesiek	394.00		172,072.49
03/01/2018	000211	Habitat for Humanity	341.00		171,731.49
03/01/2018	000211	Harbour Ridge Apts	1,689.00		170,042.49
03/01/2018	000211	Hillview Terrace	1,408.00		168,634.49
03/01/2018	000211	Josh Hollister	396.00		168,238.49
03/01/2018	000211	HomeStretch	2,658.00		165,580.49
03/01/2018	000211	Caroline Hupp	89.00		165,491.49

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2018 To: 03/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	000211	Nancy Irish	554.00		164,937.49
03/01/2018	000211	Joseph and Marion Fasel	465.00		164,472.49
03/01/2018	000211	Donna Kalchik	313.00		164,159.49
03/01/2018	000211	Jim Kidder	555.00		163,604.49
03/01/2018	000211	Bruce W. Korson	365.00		163,239.49
03/01/2018	000211	Lake Pointe Acquisitions LLC.	315.00		162,924.49
03/01/2018	000211	Sidney Lammers	372.00		162,552.49
03/01/2018	000211	John J. Lewis	758.00		161,794.49
03/01/2018	000211	Don E. Lint	504.00		161,290.49
03/01/2018	000211	Maret Sabourin	525.00		160,765.49
03/01/2018	000211	Meadowrun-Mancelona Rd 207 LHDA	525.00		160,240.49
03/01/2018	000211	Robert J. Mork	371.00		159,869.49
03/01/2018	000211	Oak Park Apts	1,362.00		158,507.49
03/01/2018	000211	Oak Terrace Apts	946.00		157,561.49
03/01/2018	000211	Gerald Oliver Revocable Trust	741.00		156,820.49
03/01/2018	000211	Daniel G. Pohlman	1,519.00		155,301.49
03/01/2018	000211	Douglas L. Porter	390.00		154,911.49
03/01/2018	000211	Punta Gorda Housing Authority	1,128.38		153,783.11
03/01/2018	000211	Timothy Rice	349.00		153,434.11
03/01/2018	000211	John Sarya	448.00		152,986.11
03/01/2018	000211	Eldon Schaub	401.00		152,585.11
03/01/2018	000211	Mike & Melissa Schichtel	644.00		151,941.11
03/01/2018	000211	Melanie Schmid	818.00		151,123.11
03/01/2018	000211	Gerald Sieggreen	693.00		150,430.11
03/01/2018	000211	SILVER SHORES MHC	885.00		149,545.11
03/01/2018	000211	Douglas & Julia Slack	333.00		149,212.11
03/01/2018	000211	22955 Investments LLC	3,509.00		145,703.11
03/01/2018	000211	Carl Sumner	535.00		145,168.11
03/01/2018	000211	Traverse City Property Management	439.00		144,729.11
03/01/2018	000211	TCR Investments, LLC	497.00		144,232.11
03/01/2018	000211	Wendy Teagan	475.00		143,757.11
03/01/2018	000211	TEAMCO PROPERTIES	651.00		143,106.11
03/01/2018	000211	TOS Holdings, LLC	697.00		142,409.11
03/01/2018	000211	Tradewinds Terrace Apts	262.00		142,147.11
03/01/2018	000211	Village Glen Apartments	6,899.00		135,248.11
03/01/2018	000211	Village View Housing LHDA LP	1,249.00		133,999.11
03/01/2018	000211	Village Woods	704.00		133,295.11
03/01/2018	000211	Wagner Asset Group at Ninth Street,	903.00		132,392.11
03/01/2018	000211	Paul Wheelock	538.00		131,854.11 ¹⁸
03/01/2018	000211	Woda Boardman Lake LDHA.LP	2,308.00		129,546.11

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2018 To: 03/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	000211	Woodland Shores Properties, LLC	344.00		129,202.11
03/01/2018	000211	Woodmere Ridge Apartments LDHA	5,034.00		124,168.11
03/01/2018	000211	Wyatt Road Apartment Company	573.00		123,595.11
03/01/2018	000211	Theodore V. Zachman	876.00		122,719.11
03/01/2018	000211	Ann Zenner	549.00		122,170.11
03/01/2018	000211	Barb Zupin	1,032.00		121,138.11
03/06/2018	DEP			100.00	121,238.11
Total:			85,071.43	95,870.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018

	1 Month Ended		8 Months Ended			
	<u>February 28, 2018</u>		<u>February 28, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	31,484.00	\$	249,022.00	\$ 435,000	\$ 185,978.00
3110.2 - Dwelling Rental-Proj. 2		4,929.00		40,225.00	0	(40,225.00)
3120 - Excess Utilities		111.00		830.89	0	(830.89)
3190 - Nondwelling Rental		7,177.62		59,058.11	71,900	12,841.89
Total Rental Income	\$	43,701.62	\$	349,136.00	\$ 506,900	\$ 157,764.00
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	17,861.00	\$	154,479.00	\$ 250,000	\$ 95,521.00
Total HUD PHA GRANTS	\$	17,861.00	\$	154,479.00	\$ 250,000	\$ 95,521.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	103.92	\$	1,287.59	\$ 2,500	\$ 1,212.41
3690 - Tenant Income		214.00		1,726.01	6,000	4,273.99
3690.1 - Non-Tenant Income		3,587.05		25,933.86	15,400	(10,533.86)
3690.2 - Tenant Income-Cable		2,400.00		19,163.00	29,200	10,037.00
Total Nonrental Income	\$	6,304.97	\$	48,110.46	\$ 53,100	\$ 4,989.54
Total Operating Income	\$	67,867.59	\$	551,725.46	\$ 810,000	\$ 258,274.54
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	12,448.93	\$	89,759.74	\$ 136,780	\$ 47,020.26
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		134.40		3,906.85	17,000	13,093.15
4140 - Staff Training		0.00		2,162.06	6,300	4,137.94
4150 - Travel Expense		357.20		3,670.76	4,200	529.24
4170 - Accounting Fees		720.16		5,198.94	7,000	1,801.06
4171 - Auditing		0.00		3,000.00	4,000	1,000.00
4182 - Employee Benefits - Admin		2,867.02		30,985.81	50,430	19,444.19
4185 - Telephone		579.33		5,103.28	7,500	2,396.72
4190 - Administrative Sundry		0.00		322.50	0	(322.50)
4190.1 - Publications		0.00		313.60	800	486.40
4190.2 - Membership Dues and Fees		269.33		814.73	1,000	185.27
4190.3 - Admin. Service Contracts		2,561.40		11,448.01	23,800	12,351.99
4190.4 - Office Supplies		238.84		1,256.99	4,200	2,943.01
4190.5 - Other Sundry Expense		648.05		13,699.34	13,640	(59.34)
4190.6 - Advertising		0.00		145.67	1,500	1,354.33
Total Administration	\$	20,824.66	\$	171,788.28	\$ 277,150	\$ 105,361.72
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	363.52	\$	3,539.10	\$ 8,575	\$ 5,035.90
4230 - Cable TV-Tenants		3,470.18		25,790.41	37,460	11,669.59
Total Tenant Services	\$	3,833.70	\$	29,329.51	\$ 46,035	\$ 16,705.49

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018

	1 Month Ended	8 Months Ended		
	<u>February 28, 2018</u>	<u>February 28, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,020.93	\$ 10,780.81	\$ 16,500	\$ 5,719.19
4320 - Electricity	17,056.17	84,609.08	150,000	65,390.92
4330 - Gas	5,410.32	12,489.96	15,500	3,010.04
Total Utilities	<u>\$ 23,487.42</u>	<u>\$ 107,879.85</u>	<u>\$ 182,000</u>	<u>\$ 74,120.15</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 8,564.08	\$ 73,553.86	\$ 97,540	\$ 23,986.14
4420 - Materials	4,111.38	21,650.70	25,000	3,349.30
4430.02 - Heating & Cooling Contracts	1,416.92	6,043.60	6,000	(43.60)
4430.03 - Snow Removal Contracts	786.67	2,764.67	4,000	1,235.33
4430.04 - Elevator Maintenance Contracts	0.00	7,971.50	9,600	1,628.50
4430.05 - Landscape & Grounds Contracts	0.00	12,942.25	10,000	(2,942.25)
4430.06 - Unit Turnaround Contracts	0.00	16,762.50	18,000	1,237.50
4430.07 - Electrical Contracts	0.00	(48.17)	1,000	1,048.17
4430.08 - Plumbing Contracts	145.00	460.00	1,000	540.00
4430.09 - Extermination Contracts	270.00	2,560.00	3,000	440.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	0.00	16,052.83	10,000	(6,052.83)
4430.12 - Misc. Contracts	600.00	18,348.36	10,000	(8,348.36)
4431 - Garbage Removal	492.01	4,227.51	10,500	6,272.49
4433 - Employee Benefits - Maint.	2,745.14	27,022.25	35,620	8,597.75
Total Ordinary Maint. & Oper	<u>\$ 19,131.20</u>	<u>\$ 210,311.86</u>	<u>\$ 243,460</u>	<u>\$ 33,148.14</u>
General Expense				
4510 - Insurance	\$ 2,412.51	\$ 19,347.04	\$ 30,600	\$ 11,252.96
4520 - Payment in Lieu of Taxes	1,780.00	14,376.67	23,000	8,623.33
4570 - Collection Losses	0.00	0.97	5,000	4,999.03
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
Total General Expense	<u>\$ 4,192.51</u>	<u>\$ 33,724.68</u>	<u>\$ 90,600</u>	<u>\$ 56,875.32</u>
Total Routine Expense	<u>\$ 71,469.49</u>	<u>\$ 553,034.18</u>	<u>\$ 839,245</u>	<u>\$ 286,210.82</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 797.00	\$ 10,000	\$ 9,203.00
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</u>
Total Operating Expenses	<u>\$ 71,469.49</u>	<u>\$ 553,831.18</u>	<u>\$ 849,245</u>	<u>\$ 295,413.82</u>
Operating Income (Loss)	<u>\$ (3,601.90)</u>	<u>\$ (2,105.72)</u>	<u>\$ (39,245)</u>	<u>\$ (37,139.28)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 171,780.92	\$ 0	\$ (171,780.92)
Total Depreciation Expense	<u>\$ 21,695.94</u>	<u>\$ 171,780.92</u>	<u>\$ 0</u>	<u>\$ (171,780.92)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018

	1 Month Ended		8 Months Ended			
	<u>February 28, 2018</u>		<u>February 28, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
7520 - Replacement of Equipment	\$	1,142.00	\$	5,837.00	\$ 0	\$ (5,837.00)
7540 - Betterments and Additions		0.00		52,656.00	25,000	(27,656.00)
7590 - Operating Expenditures-Contra		<u>(1,142.00)</u>		<u>(58,493.00)</u>	<u>0</u>	<u>58,493.00</u>
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
Total Other Financial Items	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
 HUD Net Income (Loss)	<u>\$</u>	<u>(4,743.90)</u>	<u>\$</u>	<u>(60,598.72)</u>	<u>\$</u>	<u>(173,545)</u>
GAAP Net Income (Loss)	<u>\$</u>	<u>(25,297.84)</u>	<u>\$</u>	<u>(173,886.64)</u>	<u>\$</u>	<u>45,055</u>
					<u>\$</u>	<u>218,941.64</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2018</u>	<u>February 28, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 625.00	\$ 0	\$ (625.00)
3603 - Number of Unit Months	(168.00)	(1,296.00)	0	1,296.00
3604 - Unit Months - Contra	168.00	1,296.00	0	(1,296.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 625.00</u>	<u>\$ 0</u>	<u>\$ (625.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 84,731.00	\$ 632,665.00	\$ 0	\$ (632,665.00)
3411 - Admin Fee Funding	7,845.00	58,365.00	0	(58,365.00)
Total HUD PHA GRANTS	<u>\$ 92,576.00</u>	<u>\$ 691,030.00</u>	<u>\$ 0</u>	<u>\$ (691,030.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 92,626.00</u>	<u>\$ 691,655.00</u>	<u>\$ 0</u>	<u>\$ (691,655.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,934.93	\$ 28,624.58	\$ 40,790	\$ 12,165.42
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	57.60	805.65	500	(305.65)
4140 - Staff Training	0.00	1,459.45	2,700	1,240.55
4150 - Travel Expense	91.44	1,384.33	1,800	415.67
4170 - Accounting Fees	649.25	6,045.75	8,000	1,954.25
4171 - Auditing	0.00	3,000.00	3,000	0.00
4182 - Employee Benefits - Admin	939.55	10,396.35	17,195	6,798.65
4185 - Telephone	124.28	1,371.28	3,200	1,828.72
4190 - Administrative Sundry	0.00	322.50	0	(322.50)
4190.1 - Publications	0.00	134.40	500	365.60
4190.2 - Membership Dues and Fees	105.00	420.47	1,000	579.53
4190.3 - Admin. Service Contracts	1,097.74	4,704.16	10,200	5,495.84
4190.4 - Office Supplies	102.35	495.41	2,200	1,704.59
4190.5 - Other Sundry Expense	324.86	6,476.63	5,460	(1,016.63)
Total Administration	<u>\$ 7,427.00</u>	<u>\$ 65,640.96</u>	<u>\$ 96,295</u>	<u>\$ 30,654.04</u>
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 240.66	\$ 0	\$ (240.66)
Total General Expense	<u>\$ 34.38</u>	<u>\$ 240.66</u>	<u>\$ 0</u>	<u>\$ (240.66)</u>
Total Routine Expense	<u>\$ 7,461.38</u>	<u>\$ 65,881.62</u>	<u>\$ 96,295</u>	<u>\$ 30,413.38</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018**

	<u>1 Month Ended February 28, 2018</u>	<u>8 Months Ended February 28, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 78,634.00	\$ 619,328.92	\$ 0	\$ (619,328.92)
4715.3 - HAP - Non-Elderly Disabled	3,026.00	25,159.00	0	(25,159.00)
4715.4 - HAP - Utility Allowances	410.00	5,405.50	0	(5,405.50)
4715.5 - HAP - Fraud Recovery	0.00	(225.00)	0	225.00
4715.6 - HAP - Homeownership	1,288.00	8,749.00	0	(8,749.00)
4715.8 - HAP - Portable Paying Out	1,094.00	6,890.00	0	(6,890.00)
4715.9 - HAP - Portable Receiving	344.00	2,708.00	0	(2,708.00)
4719 - HAP - FSS Escrow	0.00	14,485.00	0	(14,485.00)
Total HAP Payments	<u>\$ 84,796.00</u>	<u>\$ 682,500.42</u>	<u>\$ 0</u>	<u>\$ (682,500.42)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 92,257.38	\$ 748,382.04	\$ 96,295	\$ (652,087.04)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 368.62</u>	<u>\$ (56,727.04)</u>	<u>\$ (96,295)</u>	<u>\$ (39,567.96)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 383.62</u>	<u>\$ (7,516.62)</u>	<u>\$ (96,295)</u>	<u>\$ (88,778.38)</u>

Analysis of Funding

A.C. Received: February 28, 2018

3410 - HAP Funding \$ 632,665.00

A.C. Earned

4715.1 - HAP - Occupied Units	619,328.92
4715.3 - HAP - Non-Elderly Disabled	25,159.00
4715.4 - HAP - Utility Allowances	5,405.50
4715.5 - HAP - Fraud Recovery	(225.00)
4715.6 - HAP - Homeownership	8,749.00
4715.8 - HAP - Portable Paying Out	6,890.00
4715.9 - HAP - Portable Receiving	2,708.00
4719 - HAP - FSS Escrow	14,485.00

Total Funding Required \$ 682,500.42

Over/(Under) Funding \$ (49,835.42)

NRA as of: February 28, 2018 \$ (22,591.68)

UNA as of: February 28, 2018 \$ 133,225.61

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2018</u>	<u>February 28, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 11,204.00	\$ 44,694.00	\$ 0	\$ (44,694.00)
Total HUD PHA GRANTS	\$ 11,204.00	\$ 44,694.00	\$ 0	\$ (44,694.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 11,204.00	\$ 44,694.00	\$ 0	\$ (44,694.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,301.67	\$ 31,487.76	\$ 55,800	\$ 24,312.24
4182 - Employee Benefits - Admin	1,354.27	13,026.34	19,070	6,043.66
4190.1 - Publications	0.00	433.00	0	(433.00)
Total Administration	\$ 5,655.94	\$ 44,947.10	\$ 74,870	\$ 29,922.90
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 5,655.94	\$ 44,947.10	\$ 74,870	\$ 29,922.90

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2018**

	<u>1 Month Ended February 28, 2018</u>	<u>8 Months Ended February 28, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 5,655.94	\$ 44,947.10	\$ 74,870	\$ 29,922.90
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 5,548.06</u>	<u>\$ (253.10)</u>	<u>\$ (74,870)</u>	<u>\$ (74,616.90)</u>



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: March 16, 2018

Governance Committee Meeting: March 15, 2018

Communication & Outreach Committee Meeting: March 6, 2018

**Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
March 16, 2018**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 4:40 P.M. on March 16, 2018 at the TCHC Annex in Traverse City, Michigan.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

A letter from the Michigan Township Participating Plan was discussed.

AGENDA

The following Agenda items were discussed:

- A. The Minutes of the February 18, 2018 Executive Committee Meeting were presented.
- B. A financial update was presented and discussed. Everything is close to the projections.
- C. The policy review schedule was presented and discussed.
- D. Staff gave an update on the East Bay Flats project. There is a tour.
- E. Staff provided a brief update on the work of two committees – Communications & Outreach and Governance.
- F. The February 23, 2018 Draft Agenda was briefly discussed and will include:
 - The Riverwalk Discussions will be reviewed along with our Asset/Physical Property Management Addendum. Staff reported that the issue will be in an article about the DDA meeting earlier in the day.
 - A Capitalization Policy and the UIV/Policy will be on the agenda.
- G. Other: Staff will work with the President to develop the final ED employment contract extension.
- H. The Committee will attempt to meeting on March 16, 2018.

ADJOURNMENT

President Smits adjourned the meeting at 5:45 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
March 15, 2018**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Chairperson Kay Serratelli in the Riverview Terrace Third Floor Community Room, 150 Pine Street, Traverse City at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli, and Jim Friend.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Ellen Corcoran, Norma Loper, and Jeff Turner.

II APPROVAL OF AGENDA

Committee Member Ellen Corcoran moved (Friend support) to approve the agenda with an amendment to move Item E to A under Old Business.

III PUBLIC COMMENT

General comment: Ellen Corcoran.

IV UPDATES

A. The Policy Review Schedule was presented and discussed.

V OLD BUSINESS

- A. The Smoke Free Properties Policy will be delivered to all TCHC residents in April. Staff will begin drafting the amended lease language.
- B. There is no update regarding the "Shared Drive" request from the City.
- C. Committee member Corcoran updated the committee regarding the Riverwalk. Gourdie Fraser Associates held an informational meeting to present plans for Phase I, II, and III of the Riverwalk. There was no additional information for Riverview Terrace residents. The TCHC Board will be updated at their March meeting. The committee is not recommending any action at this time.
- D. The Safety & Evacuation Plan revision is ongoing.
- E. The Harassment/Hostile Environment Policy will be discussed at the April 2018 meeting.
- F. Staff will begin working on the salary survey.
- G. The Incentive Based Compensation Plan for 2018 will be presented to the TCHC Board at the March meeting.

VI NEW BUSINESS

- A. Staff presented a draft of the Code of Conduct policy. Staff will continue to refine this document. Committee comments should be addressed to Executive Director for incorporation into the policy for the April meeting of this committee.
- B. Staff presented a draft TCHC Capitalization Policy. There was committee consensus that this policy should be presented at the next Regular Meeting of the TCHC on March 23, 2018 for review and approval.

- C. Staff presented a draft TCHC UIV/ EIV Policy. There was committee consensus that this policy should be presented at the next Regular Meeting of the TCHC on March 23, 2018 for review and approval.

VII PUBLIC COMMENT

General comment: None.

VIII ADJOURNMENT

Committee Member Norma Loper moved (Corcoran support) to adjourn the meeting at 11:18 AM. The motion was approved unanimously.

The next scheduled meeting is Thursday, April 19, 2018 at 10:00 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee

March 6, 2018

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Friend and Haas at the TCHC Office, 150 Pine Street, Traverse City, Michigan, at 4:00 P.M.

ROLL CALL

The following Commissioners were present: Jim Friend and Brian Haas.

Staff: Tony Lentych, Executive Director, and Angie Szabo, Intake/FSS Coordinator.

Other: None.

AGENDA

- A. The minutes of the previous meeting were reviewed and the agenda was approved.
- B. It was noted that the previous month's guest did not want join the committee but has agreed to help when possible.
- C. Old Business
The following Old Business items were discussed:
 - Building Art: No update on this item this month but the focus will also include art on the grounds as well.
 - An update on the new website was provided – Board Bios will be collected this month. The idea of "blog" was discussed and the goal would be to create new content every month.
 - The Rick Michael Memorial dedication was discussed. Some of the photos from the event are being used on the website. There was outreach to the Record-Eagle with the photos but nothing was accepted.
- D. New Business
The following New Business items were discussed:
 - There was a discussion on how TCHC would address the media long-term. This may include outreach to local writers.
 - East Bay Flats was discussed. There will be a marketing strategy created but only after we "get the keys". There was a conversation about how the project was received during the annual presentation to the city.

ADJOURNMENT

The Committee adjourned at 4:55 P.M.

After a brief discussion on the calendar, it was announced that the next meeting will be on April 3, 2018 at 4:00 P.M. at Riverview Terrace.

Respectfully submitted,

Brian Haas &
Angie Szabo, Intake/FSS Manager



**Traverse City
Housing Commission**
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: March 2018

Family Self-Sufficiency (FSS) Program Report: March 2018

Resident Council Report: March 2018

EXECUTIVE DIRECTOR'S REPORT: March 23, 2018

This report covers the work accomplished from March 23, 2018 until March 22, 2018. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: We have two units open with people ready to move it next week.
2. Orchardview: There are no units are open at this time.

Housing Choice Vouchers

1. We have 167 HCV filled at this time. We have approximately 5 individuals/families looking for housing at this time. The 120% Payment Exception is not going to be approved for this fiscal year but will determine if it can be applied next year. Staff has utilized HUD's Two-Year Tool to bring our reserves in line with the goals of HUD.

Projects & Potential Projects

1. EAST BAY FLATS: This item was responsible for the majority of my time this last month. Multiple meetings with Socks Construction and potential equity partner MMC on the final numbers for the project. MMC approved a \$1,000,000.00 investment and has begun working with financial institutions for permanent financing opportunities. We have finalized a construction budget (enough for underwriting standards) but needed to re-work some things based upon a last minute request from the County Building Department. The development team was in conversation nearly every day during this last month. Started conversations with City personnel on property Tax issues. Attended several meetings with City staff to prepare for the introduction of the ordinance for the "service fee" in lieu of taxes. Discussed the issue at City Commission Meeting. Held tours on the site for City officials and neighborhood residents that lived nearby (this included a lot of follow-up by phone and email). These discussions will continue.
2. Provided the director of Rotary Charities another update on East Bay Flats – specifically on the property tax issue.
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – working a better description of the program.

4. Final discussion with owner of the 8th Street Property. We will not be involved in the deal as it goes forward but we will assist in any way we can.
5. Continued preparation of a property management bid for one potential residential development project – working with TCHC attorney to create generic legal Property Management contract for this purpose that can be used with other projects too.
6. Meeting with attorney/developer of the 8th Street project “Common Place”. Provided input and introductions to financial partners.
7. I was invited to attend the monthly Land Bank meeting in Leelanau County about a property it has in the Village of Suttons Bay. Multiple meeting with Homestretch Executive Director about partnering on this project.
8. Several Meeting about the future of Sarah’s House and our relationship with it.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Multiple meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues. Worked with new Treasurer to review monthly financial status.
2. Attended the Monthly Meeting of the RTRC.
3. Meeting with T-Mobile about their new project to connect low income public housing residents to the internet. Made introductions to other MI-NAHRO members.

Strategic Goal 3	Foster an environment of innovation and excellence.
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Strategic Planning

1. Continued research for the white paper on the future of TCHC – first draft/outline completed.

Financial

1. Prepared monthly financial reports for February 2018.

General Management

1. Continued work on internal Policy Review and Improvement.

Office IT

1. Continued conversations with representatives of Byte Productions to work on our website.
2. Annual Meeting with SafetyNet, our IT Partner, to review our program and make some plans for the next fiscal year.

TCHC

1. Attended one TCHC regular meeting (March 23) and prepared for another (March 23).
2. Coordinated an Executive Committee meeting. Prepared for a Governance Committee meeting. Prepared for and attended a Communications & Outreach Committee meeting.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing Solution Network: No meeting this month but worked with Networks Northwest staff on the Rural Housing Partnership submission to Rotary Charities.
2. Community Economic Development Association of Michigan (CEDAM): Participated in several calls about an ongoing management issue and for a potential policy study of FHLBI activities in Michigan. Worked with CEDAM staff on reviewing draft of the Governor's Opportunity Zone proposal to the US Treasury.
3. Federal Home Loan Bank of Indianapolis: Reviewed a draft report on the AHP program. The FHFA issued a Proposed Rule Amending FHLBanks' Affordable Housing Program Regulations and there were several calls about responding to the Proposed Rule.
4. Media: Spoke to a reporter at the Record Eagle about the Riverwalk project.
5. Coordinated the Rick Michael Memorial Dedication event at Safe Harbor. Followed up with photographer, the Michael family, and Safe Harbor leadership afterward.
6. Made a presentation to the Vulnerable Adults Task Force about the work of TCHC.
7. Made the Annual Report to the City of Traverse City at a City Commission meeting.
8. Interviewed by Traverse City Central High School student for his senior project on affordable housing.
9. Meeting with Northwest Michigan Supportive Housing's Executive Director about potential collaborations.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails with TCHC attorney, Ward Kuhn on a variety of issues.
2. "SHARED DRIVE" / "RIVERWALK": There was no movement on the Shared Drive issue. The Riverwalk proposal was a part of several meetings and discussions this last month.
3. "ENGINEERING SERVICES": No movement on this issue.
4. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

March 23, 2018

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category:

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	22	96%	12	60%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are conducting a new client briefing in April and this is always a good time to introduce the program. The PCC Committee meeting was held on March 8, 2018 and we had a new member from NMCAA attend. I am actively inviting new members from the different agencies that we work with and I remain in contact with the current members. I plan to attend the Family Support Team monthly meeting hosted by DHHS in April.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. I have enrolled three (3) new clients to the program this month and two (2) participants voluntarily withdrew. We expect two (2) clients to graduate this year and I am working closely with both to ensure that they complete their contracts.

FSS Grant

Our HUD Field office has approved our disbursement request and we have received funding for January AND February.

**RIVERVIEW TERRACE RESIDENT COUNCIL
REPORT FOR TCHC BOARD PACKET
MARCH 19TH, 2018**

Spring is around the corner- I hope Mother Nature catches on to that real soon & brings warmer weather.

Our March meeting went well, and we had a quorum again. Tony was present and gave us information about the river-walk project along with Ellen's report. We appreciate their input!

We had a St. Patrick's Day / Birthday Bash on March 17th and had approximately 40 in attendance.

Our Social Coordinator, Patty Zabo, handed in her Resignation at the monthly meeting effective March 18th, 2018. We will miss her very much. We are currently trying to find a replacement. In the meantime I will try to continue with the Birthday Parties.

Our Summer Hours will start the 1st of May. We will be open Monday, Wednesday, & Fridays from 11am to 2pm.



Riverview Terrace Resident Council

FY 2017-2018

	July**	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Restricted Balance Forward	\$ -	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 110.57	\$ 609.14	\$ 58.00	\$ 313.16	\$ 106.48	\$ 39.99	\$ 146.75
SUB TOTAL	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91

Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03
Income	\$ -	\$ 105.26	\$ 500.00	\$ 21.86	\$ 100.00	\$ 36.00	\$ -	\$ 130.00
Expenses	\$ 61.54	\$ 115.18	\$ 307.68	\$ 130.82	\$ 19.92	\$ 56.34	\$ -	\$ 50.63
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40

EOM TOTAL*	\$ 80.85	\$ 1,685.36	\$ 1,268.54	\$ 1,101.58	\$ 868.50	\$ 741.68	\$ 701.69	\$ 634.31
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* Equals Bank Statement

Total Savings = \$ 5.00
Petty Cash = \$ 100.00
Laundry Fund = \$ 50.00
GRAND TOTAL = \$ 789.31

**The RTRC Office was closed in July

Current as of February 28, 2018

69559 1 AV 0-378

114902-69559-250



RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

It's back and TWICE the size! \$50,000 Home Makeover Giveaway! To enter, Visit LMCU.org and follow the link to our entry site. You can also enter at our branches and many of our ATMs. Be sure to visit our Facebook page for more ways to increase your chances of winning. Contest runs March 1 to May 21, 2018. For complete contest rules, visit LMCU.org. Enter early, enter often!

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$701.69	\$634.31
	Total		\$639.31

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$5.00
Feb 28		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$701.69
Feb 02	Feb 02	Withdrawal POS #803300471298 WM SUPERCENTER # Wal-Mart Super Center TRAVERSE CITY MI	(\$32.00)	<i>Super bowl party Meat, Buns, Macaroni</i>	\$669.69
Feb 06	Feb 06	Withdrawal POS #803721093240 WAL Wal-Mart Super 622291 2338 WAL-SAMS TRAVERSE CITY MI	(\$18.63)	<i>Punch, decoration Candy, and Deco</i>	\$651.06
Feb 13	Feb 13	Draft 1150 Tracer 042000015668352 Processed Check - Charter TYPE: Check Pmt ID: 3431843260 DATA: //0000003019	(\$39.99)	<i>for Birthday Lish</i>	\$611.07
Feb 15	Feb 15	Deposit		\$90.00	\$701.07
Feb 16	Feb 16	Withdrawal POS #804756274383 WAL Wal-Mart Super 940379 2338 WAL-SAMS TRAVERSE CITY MI	(\$106.76)	<i>printer + ink</i>	\$594.31
Feb 26	Feb 26	Deposit by Check		\$20.00	\$614.31
Feb 26	Feb 26	Deposit		\$20.00	\$634.31
Feb 28		Ending Balance			\$634.31

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1150	Feb 13	\$39.99						
	Total Checks Cleared	1		\$39.99				

The Asterisk (*) indicates a break in check sequence.

Dividend Summary

Account
MEMBER SAVINGS 00
FREE CHECKING 01
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

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(616) 242-9790 • 1-800-242-9790 • www.lmcu.org

RIVERVIEW TERRACE RESIDENT COUNCIL

MINUTES MARCH 16,2018

Welcome and Call to Order:

Pledge Of Allegiance:

Roll Call:

A. Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper, Sec. Louis Kanan, Treas. Patty Szabo, Social Coordinator 20 people (quorum)

Introduction of guest:

A. ED Tony Lentych

Approval of Agenda:

C. Easter Breakfast (remove)

H. RC office hours (add)

I. Social Coordinator (add)

A. Moved to be approved as amended, Louis, B Seconded, Bill, Approved

Reading of February 16, 2018 Minutes by Norma Loper, Sec.

A. Moved by Samir B, Seconded by Carolyn C. approved

Treasurers report:

A. Louis Kanan (see attached)

Other Committee report:

A River-walk update: Ellen Corcoran.

1. We went to Gordy Frazers's office.
2. Phase 1. The river-walk still looks like a gray line around the river bank.
3. Phase 2. The decking is 71/2 ft wide wide pilings 30ft. Long (20ft is below the river bottom).
4. Location: It is NOT around the river in front of Riverview Terrace Apt., so there is a BIG gap in the river-walk.

Old Business:

A. Meeting with Alan Vanderpass from Bata:

1. Jo Simerson reported that the meetin was very well attended.

B. Birthday Bash:

1. It will be held on March 17, 2018. It is on St. Patrick's day so wear green. There will be a 50/50 drawing. Party begins @ 3pm.

D. Info on the Easter Basket in display case on 3rd floor:

1. There will be a drawing for the basket. You may get your tickets at the RC office.
2. The drawing will take place on April 1, 2018 in the community with coffee and donuts being served.

E. Reserving the Community Room:

1. Please notify the RC office after you have reserved the community room the Riverview office. That way we can all know when events are being planned and we wont plan them all for the same day.

F. Blackbird Art:

1. This is a pottery class being taught by Phil. Suggested donation \$5.00.
2. Limit 15 people. Classes start in April.

G. Tax Man:

1. Ed Carlson, CPA, will be here March 26, 2018, between 12-3pm, in the residents office.

H. RC office hours:

1. Mon.-Wed.-Fri., 11-2pm This will be starting May1,2018.

I .Social Coordinator:

1. Patty Szabo has tendered her resignation for Social Coordinator effective March 18, 2018.
2. If anyone wishes to seek this office, see Jo (Pres.) in the RC office.

Public Comment:

Council Comment:

Motion to Adjourn:

A. moved by Ellen B. seconded by Harold C. Adjourned 2:50pm

Respectively Submitted,

Norma Loper

VIA



**RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT FOR FEBRUARY 2018**

UNRESTRICTED FUNDS(RESIDENT COUNCIL)

\$214.03

***EXPENSES**

super bowl partyHamburger /Buns/Manwich.....\$32.00

valentines / B-Day Bash....Ice Cream / Punch..... \$18.63

ADDS UP TOO \$50.63

\$214.03

- \$50.63

\$163.40

BALANCE AFTER EXPENSES..... \$163.40

ADD PARTIES DONATION'S..... \$130.00

FINAL / NEW BALANCE AT START OF MARCH\$293.40

RESTRICTED FUNDS (RESIDENT COUNCIL)

\$487.66

***EXPENSES**

phone bill \$39.00

printer /ink \$106.76

ADDS UP TOO..... \$146.75

\$ 487.66

-146.75

\$340.91

BALANCE AFTER EXPENSES & AT START OF MARCH..... \$340.91

FINAL BALANCE COMBINING UNRESTRICTED / RESTRICTED \$634.31

PETTY CASH / QUARTERS

petty cash \$100.00

quarters \$50.00

RECEIVED

MAR 20 2013

Traverse City
Housing Commission

RIVERVIEW TERRACE RESIDENT COUNCIL

AGENDA MARCH 16, 2018

Welcome and Call to order:

Pledge of allegiance:

Roll Call:

Approval of Agenda:

Reading and approval of minutes for February 16, 2016.

A. Norma Loper Sec.

Treasurers report:

A. Louis Kanan

Other Committee reports:

A. River-walk update: Ellen Corcoran

Old Business:

A. Meeting with Alan Vanderpaas from Bata.

B. Meeting with C.C.Hovie from the Senior Center

New Business:

A. Discuss progress of small canteen

B. Birthday Bash is on March 17 2018.

C. Easter Breakfast ! Will be on April 1, 2018.

D. Info on the Easter Basket in the display case on the 3rd floor.

E. Reserving the Community Room.

F. Blackbird Art.

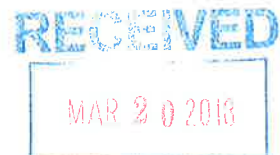
G. Tax Man.

Public Comment:

Council Member Comment:

Motion to Adjourn:

Next Meeting: April 13, 2018.



Traverse City
Housing Commission



**Traverse City
Housing Commission**
a Public Housing Authority

OLD BUSINESS

2018 Consolidated Budget: Review of February 2018

TCHC Policy Review Schedule: Review

Executive Director Review: Update on Goals

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	FEBRUARY 2018 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 36,413.00	\$ 289,247.00	66.49%
Investment Interest	3,296.42	2,500.00	103.92	1,287.59	51.50%
Program Income: HCV	1,106,748.50	1,025,000.00	92,626.00	691,655.00	67.48%
Program Income: FSS	66,966.85	66,600.00	11,204.00	44,694.00	67.11%
Earned Income	139,035.24	122,500.00	13,489.67	106,788.81	87.17%
HUD Property Subsidy	253,023.00	250,000.00	17,861.00	154,479.00	61.79%
CFP / Draw on Surplus	92,528.08	199,000.00	-	59,990.87	30.15%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 171,697.59	\$ 1,348,142.27	64.18%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 20,685.53	\$ 149,872.08	65.30%
Benefits	82,942.28	84,830.00	5,160.84	54,408.50	64.14%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	192.00	4,712.50	26.93%
Travel / Staff Training	20,941.40	15,000.00	448.64	8,484.60	56.56%
Accounting / Auditing	20,477.92	22,000.00	1,369.41	17,244.69	78.38%
General Office Expenses	86,359.91	72,500.00	6,085.56	47,894.63	66.06%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 33,941.98	\$ 282,617.00	64.26%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 363.52	\$ 3,539.10	41.27%
Cable Television	37,215.33	37,460.00	3,470.18	25,790.41	68.85%
HAP	974,570.52	965,400.00	84,796.00	682,835.42	70.73%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 88,629.70	\$ 712,164.93	70.41%
<u>UTILITIES</u>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 1,020.93	\$ 10,780.81	65.34%
Electricity	128,456.86	150,000.00	17,056.17	84,609.08	56.41%
Gas	15,100.66	15,500.00	5,410.32	12,489.96	80.58%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 23,487.42	\$ 107,879.85	59.27%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 8,564.08	\$ 73,553.86	72.53%
Maintenance Benefits	30,400.02	37,870.00	2,745.14	27,022.25	71.36%
Materials	35,531.40	25,000.00	4,111.38	21,650.70	86.60%
Contract / CFP Costs	225,578.48	175,000.00	3,710.60	148,075.92	84.61%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 19,131.20	\$ 270,302.73	79.67%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,412.51	\$ 19,347.04	63.23%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	14,376.67	62.51%
Collection Losses	7,467.66	5,000.00	-	0.97	0.02%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,192.51	\$ 33,724.68	37.22%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 4,545.00	\$ 10,000.00	\$ -	\$ 797.00	7.97%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 169,382.81	\$ 1,407,486.19	67.89%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ 2,314.78	\$ (59,343.92)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (170,915.39)	\$ (25,000.00)	\$ (1,142.00)	\$ (58,493.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ 1,172.78	\$ (117,836.92)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
OPERATING INCOME	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
OPERATING EXPENSES	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
TENANT PROGRAMS & SERVICES	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
UTILITIES	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
MAINTENANCE / BUILDING OPERATION	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
GENERAL EXPENSE	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
EXTRAORDINARY / CASUALTY*	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
PROPERTY IMPROVEMENTS/EQUIP*	
	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances.
	This category utilizes prior year(s) receipts of funding.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF FEBRUARY 2018

PUBLIC HOUSING

Chemical Bank	Checking	\$	14,045.45	
4Front Credit Union	Savings	\$	6,609.77	
TC State Bank	1051647	\$	162,934.24	
TC State Bank	53691	\$	42,465.87	
Huntington Bank	1388434863	\$	162,915.85	
TC State Bank	ICS Acct	\$	75,787.08	
Chemical Bank	1075909		-	
Chemical Bank	9426	\$	17,632.47	
Huntington Bank	1388405232	\$	26,825.58	
4Front Credit Union	CD 16525-S100	\$	31,460.02	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit
SUB TOTAL		\$	<u>592,818.06</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	135,626.53	
Chase Bank	135080088317	\$	76,036.92	Escrow Account
SUB TOTAL		\$	<u>211,663.45</u>	

OTHER

Reserves/FSS/CFP*		\$	279,826.75	Restricted
SUB TOTAL		\$	<u>279,826.75</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,084,308.26</u></u>	

* as of September 30, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May/June 2017	NA	June 23, 2017
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Annual	March 25, 2016
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	April 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	April 2018	
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
ENV Policy	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	August 2016	NA	August 26, 2016


TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	May 2018	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Trespass Policy	Unknown	Unknown	TBD	
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 23, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Executive Director Goals - Update

MESSAGE:

Attached is an update on the goals we discussed at our August Meeting. Four of the goals are essentially completed and two are actively coming to a conclusion. Goal No. 2, is underway but the date for the website launch is within two weeks (your draft bios are available at your seats today). Goal No. 2 Item B needs to be evaluated with the internal communication component of the website.

Please note that the last goal, Goal No. 5, the "Evaluation of the Organization" has not been met. There has been much research on this matter (including outreach to some researchers who have published yet but were willing to share their studies as long as I do not quote anything from it) but the recent time commitments on East Bay Flats has cost me some progress. Depending on how the next two weeks shape up, I will know if I can meet an April goal.

ATTACHMENT: Executive Director Goals
Another Letter from NAHRO

EXECUTIVE DIRECTOR GOALS
August 25, 2017 through March 25, 2018

GOAL	ACTIVITY	DATE DUE	UPDATE
1.	BOARD EDUCATION ON HOUSING DEVELOPMENT: Develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. <u>Note:</u> Possible Joint Session with other City Commissions/Authorities.	PLAN: December 1, 2017 Board Meeting IMPLEMENT: December 2017*	Phase I Completed – Training Conducted on December 19, 2017 Whether a Phase II is needed will be discussed by Board in January.
2.	IMPROVE COMMUNICATIONS: A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	December 2017 Board Meeting	A. Draft Website is under Construction: First week of April Launch. B. Update in March.
3.	DEVELOP INCENTIVE COMPENSATION PLAN: Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance 'bubbles' previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit	Met with Auditor and presented to the Governance Committee. Prepared for Commission 2/23/18.
4.	COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION: Attend and complete one-week course with certification exam.	October 2017	Complete
5.	EVALUATION OF ORGANIZATION: Provide a "White Paper" to Board with thorough Evaluation of feasibility and manner of advancement of TCHC's independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	March 2018 Board Meeting*	Target Goal Not Met. Reset to April?
6.	NEW BOARD MEMBER ORIENTATION POLICY/PROCESS: Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting	Complete

*Subject to Change/Adjustment by Commission.



National Association of Housing and Redevelopment Officials

630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free: (877) 866-2476 Fax: (202) 289-8181

1/29/2018

Tony P. Lentych
Traverse City Housing Commission
150 Pine ST
Traverse City, MI 49684

Dear Tony P. Lentych:

Congratulations! The National Association of Housing and Redevelopment Officials (NAHRO) is pleased to inform you that your Certification application for the NAHRO Certified Public Housing Manager (C-PHM) has been approved. Your efforts in obtaining this credential exemplify your commitment to professional excellence and you are to be commended. Enclosed you will find your certification certificate. An award pin signifying your achievement is also enclosed..

In order to maintain your active certification status, you will need to complete 0.5 NAHRO Continuing Education Units (CEUs, approximately 5 hours) or equivalent every three years. This can be from NAHRO live seminars, online e-Learnings, concurrent sessions at select NAHRO national conferences, or equivalent education. 1/29/2021 signifies the date prior to which you will need complete your CEUs and submit a recertification application. Further information on NAHRO CEUs is available at www.nahro.org/ceus.

For more information about NAHRO Certification™ visit www.nahro.org/certification. If you have any questions, please do not hesitate to contact NAHRO Certification at certification@nahro.org or 877-866-2476.

Sincerely,

Blake Pavlik
Director
NAHRO Certification™

Enclosure

RECEIVED

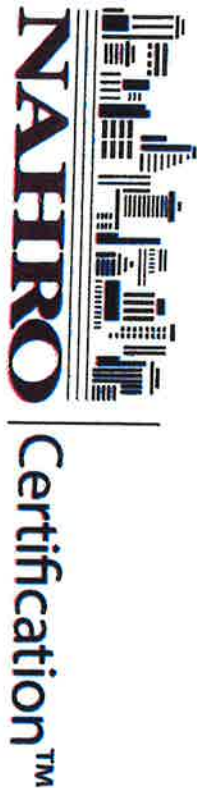
MAR 19 2018

Traverse City
Housing Commission

Carl S. Richie, Jr., NCC, NAHRO Fellow, President; Sunny Shaw, PHM, CME, Senior Vice President; Andy Rodriguez, Vice President-Member Services; Mark Thiele, CS-PHM, CME, CMVO, NCC, Vice President-Community Revitalization and Development; Marsha J. Parham, CME, Vice President-Professional Development; Henrietta Snipes, NCC, Vice President-Commissioners; John T. Mahon, PHM, Vice President-Housing; Adrianne Todman, Chief Executive Officer.

e-mail: nahro@nahro.org

website: www.nahro.org



The National Association of Housing and Redevelopment Officials

Presents this *Certificate of Certification* to

Tony P. Lentych

Who has achieved the requirements established by NAHRO Certification™, verified by the NAHRO Board of Ethics and Credentialing Trustees, and is hereby certified as a

NAHRO Certified Public Housing Manager

Entitled under the conditions prescribed in its Certification programs to use the title and the designation C-PHM

Carl S. Richie

PRESIDENT:

Carl S. Richie

CHAIR, Board of Ethics and Credentialing Trustees:

Carrie Blackburn Riley

1/29/2018

Issued

1/29/2021

Recertification Required



**Traverse City
Housing Commission**
a Public Housing Authority

NEW BUSINESS

Resolution to Adopt the PHA Annual Plan for the Capital Fund Program

Resolution to Adopt Updated TCHC Capitalization Policy: Action Required


Resolution to Adopt Updated TCHC UIV/EIV Policy: Action Required

Riverwalk Discussion: Review of 2016 Asset/Physical Plant Management Addendum

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 23, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2018 HUD Annual Plan Update to the Five-Year Capital Fund Program Plan

MESSAGE:

Attached to this memorandum you will find our planned submission to the U.S. Department of Housing and Urban Development (HUD) for the required Annual Plan Update to the Five-Year Capital Fund Program (CFP). Our Five-Year CFP was adopted in 2015 and this represents our fourth annual update to that plan. We have followed all of the protocols for submission including public announcement, RAB review, and a public hearing – all of which were utilized to receive valuable input to our Annual Plan Update.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD CFP ANNUAL PLAN

March 23, 2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit Annual Plan Updates to the Five-Year Capital Fund Program (CFP) Plan; and

WHEREAS, the TCHC adopt its Five Year Capital Fund Program Plan in 2015 for the period ending in 2019; and

WHEREAS, the TCHC received input from its Resident Advisory Board (RAB) on February 7, 2018 and a general Public Hearing was held on March 23, 2018; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, Be It Resolved by the Traverse City Housing Commission as follows:

The 2018 HUD Annual Plan for the Capital Fund Program is adopted and shall be submitted to HUD with all required authorizations and approvals from this body.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2001

Part I: Summary

PHA Name/Number	Development Number and Name	Work Statement for Year 1 FFY _____	Locality (City/County & State) Work Statement for Year 2 FFY 2016 _____	Work Statement for Year 3 FFY 2017 _____	<input checked="" type="checkbox"/> Original 5-Year Plan Work Statement for Year 4 FFY 2018 _____ <input type="checkbox"/> Revision No: Work Statement for Year 5 FFY 2019 _____
A.					
B.	Physical Improvements Subtotal	Annual Statement	129,399	129,399	129,399
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment				
E.	Administration				
F.	Other				
G.	Operations				
H.	Demolition				
I.	Development				
J.	Capital Fund Financing - Debt Service				
K.	Total CFP Funds		52,554	52,554	52,554
L.	Total Non-CFP Funds		76,845	76,845	76,845
M.	Grand Total				

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

OMB No. 2577-0226
Expires 4/30/2001

~~Page 3 of 6~~

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

Work Statement for Year: 2018
FFV

Page 4 of 6

form HUD-50075.2 (4/2008)

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work
Statement for
Year 1 FFY
2015

Work Statement for Year
FFY

2019

Work Statement for Year:

FFY

Development Number/Name
General Description of Major Work
Categories

Quantity

Estimated Cost

See

Annual
Statement

Debt Service
Window & Siding Replacement Orchard
Paint Hallway, Doors & Lobby Riverview
Apartment Entry Door Closers Riverview

\$52,554
\$23,000
\$35,000
\$18,845

Subtotal of Estimated Cost

\$ 129,399

Subtotal of Estimated Cost

\$

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: 2018	
PHA Name: Traverse City Housing Commission		Capital Fund Program Grant No: MD28P08050118		FFY of Grant Approval:	
Replacement Housing Factor Grant No:		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost		Total Actual Cost¹	
Line		Original	Revised²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	19,120			
10	1460 Dwelling Structures	43,155			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	14,570			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: M128P08050118 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant:2018 FFY of Grant Approval:	
PHA Name: Traverse City Housing Commission					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹
		Original			Expended
18a	1501 Collateralization or Debt Service paid by the PHA	52,554			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	129,399			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

8464
T.C. Housing Commission

AFFIDAVIT OF PUBLICATION

STATE OF MICHIGAN
County of Grand Traverse



Paul Heidbreder being duly sworn deposes and says the annexed printed copy of notice was taken from the Traverse City RECORD EAGLE, a newspaper printed and circulated in said State and County, and that said notice was published in said newspaper on the following dates:

02/07/2018

that he or she is the agent of the printers of said newspaper, and knows well the facts stated herein

Paul T. Heidbreder

Subscribed and sworn to before
this 7th of February, 2018.

Denise A. Lingerfelt


Denise A. Lingerfelt
Notary Public, State of MI
County of Grand Traverse
09/28/2023
Acting in County of Grand Traverse



TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 23, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Capitalization Policy

MESSAGE:

Attached you will find an updated Capitalization Policy. This policy has not been reviewed in some time but it does affect our inventory procedures which we have been addressing recently. There are no major changes and I have discussed this with our fee accountant and she believe we have a good threshold established.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE CAPITALIZATION POLICY

March 23, 2018

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the Commission recognizes that the specific governance on the purchase of equipment and property is an essential part of establishing prudent business practices for TCHC; and

WHEREAS, the Commission wishes to adopt the Capitalization Policy that reflects the current operations of TCHC and the best practice recommendations of our accountant; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said Capitalization Policy and recommends its adoption; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to adopt the Capitalization Policy.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The Capitalization Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Capitalization Policy

1. **Purpose.** The intent of this policy is to establish guidelines for the purpose of determining, distinguishing, and recording, materials, non-expendable equipment, and/or personal property that is purchased or acquired in connection with the developments owned or operated by the Traverse City Housing Commission (TCHC).
2. **Policy and Procedures.** The following are the policies and procedures for the capitalization standards governing TCHC.
 - A. If the initial cost of a piece of equipment and/or other personal property is one thousand five hundred dollars (\$1,500.00) or more and the anticipated life or useful value of said equipment or property is more than two (2) years, that purchase shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
 - B. If the initial cost of the piece of equipment and/or personal property is less than one thousand five hundred dollars (\$1,500.00) or its useful life is less than two (2) years regardless of cost, that purchase shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.
 - C. The Executive Director, or the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Commission in connection with the development, management and maintenance of the properties owned or operated by the Housing Commission, shall be classified as material or non-expendable, as defined in the preceding sections. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of TCHC and retained for the information and guidance of its personnel and for audit purposes.
3. **Threshold Review.** TCHC has established capitalization thresholds of one thousand five hundred dollars (\$1,500.00) and/or a useful life of two (2) years in order to limit the number of unnecessary items that are capitalized on our financial reports. This Commission believes that this reflects the best standards in governance and financial accountability and has consulted with its financial team regarding the appropriateness of the threshold levels.

Adopted: March 18, 2003
Revised: February 20, 2006
Proposed: March 23, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 23, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: UIV/EIV Policy & Procedures

MESSAGE:

Attached you will find the most recent version of TCHC's Policy & Procedures relate to its participation with the U.S. Department of Housing and Urban Development's (HUD) Upfront Income Verification (UIV) and the Enterprise Income Verification (EIV) Systems. We are required to adopt and follow a policy in order to continue participation in the program. Our policy was adopted in 2006 and last updated in 2012. There are only a few changes made to our most recent version of the policy.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE UIV/EIV POLICY & PROCEDURES

March 23, 2018

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local public housing authorities, including the Traverse City Housing Commission (TCHC), to adopt policies and procedures regarding its use of the Upfront Income Verification and the Enterprise Income Verification Systems; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said UIV/EIV Policy & Procedures and recommends its adoption; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, Be It Resolved by the Traverse City Housing Commission as follows:

The UIV/EIV Policy & Procedures, which are required by HUD, are hereby adopted with immediate effect.

Traverse City Housing Commission

DRAFT UIV/EIV Policy & Procedures

1. **Purpose.** It is the intent of this policy to declare that the Traverse City Housing Commission (TCHC) will utilize the U.S. Department of Housing and Urban Development's Upfront Income Verification/Enterprise Income Verification system (UIV/EIV) as the Commission's preferred method of verifying income.
2. **Policy.** TCHC will utilize the UIV/EIV system for the purposes for which it was intended. All additional documents and procedures listed in this policy are designed to supplement the HUD UIV/EIV System PHA Security Procedures. The UIV/EIV data is subject to the provisions of the Federal Privacy Act (5 U.S.C. § 552, As Amended by Public Law No. 104-231, 110 Stat. 3048), The Freedom of Information Act (5 U.S.C. § 552, as Amended by Public Law No. 104-231, 110 Stat. 3048), and related amendments.
3. **Procedures.** In order to provide for proper security for data received through the UIV/EIV system, the following procedures are hereby established:
 - A. Designating Authorized Users will be established with the following procedures:
 1. UIV/EIV users shall be authorized by the Executive Director on a need-to-know basis. Persons not employed by the Traverse City Housing Commission shall not be authorized, and only those whose job duties specifically relate to UIV/EIV shall be granted access to the systems and related documents.
 2. Only the following types of authorized users shall be allowed access to the UIV/EIV system by the Executive Director:
 - a. Persons whose job duties include the determination of rental payment charges.
 - b. Persons whose job duties include securing data obtained under UIV/EIV.
 - c. Persons whose job duties include retrieving UIV/EIV data.
 - d. Persons whose job duties include reviewing UIV/EIV data for the purposes of performing UPCS and/or HQS inspections.
 3. The Executive Director will provide each user a User Access Form, and the user shall apply for a User ID and password as applicable.
 4. UIV/EIV users shall be authorized by the Executive Director on a need-to-know basis. Persons not employed by the Traverse City Housing Commission shall not be authorized, and only those whose job duties specifically relate to UIV/EIV shall be granted access to the systems and related documents.
 5. Only the following types of authorized users shall be allowed access to the UIV/EIV system by the Executive Director:
 - a. Persons whose job duties include the determination of rental payment charges.

- b. Persons whose job duties include securing data obtained under UIV/EIV.
 - c. Persons whose job duties include retrieving UIV/EIV data.
 - d. Persons whose job duties include reviewing UIV/EIV data for the purposes of performing UPCS and/or HQS inspections.
- 6. The Executive Director will provide each user a User Access Form, and the user shall apply for a User ID and password as applicable.

B. The established responsibilities of the Executive Director are as follows:

- 1. The Executive Director shall serve as the UIV/EIV Security Officer.
- 2. The Executive Director shall authorize users for access to UIV/EIV systems and data only where necessary, and shall maintain a log of authorized users. The Executive Director shall update this log on a periodic basis, at least once per calendar quarter.
 - a. The Executive Director shall be responsible for obtaining a signed confidentiality agreement from all persons who review TCHC client files for audit purposes.
- 3. The Executive Director shall conduct staff training and/or review of UIV/EIV security procedures on a periodic basis, to be completed at least annually.
- 4. The Executive Director shall be responsible for determining and reporting any instances of improper disclosure of UIV/EIV data and/or unauthorized access of UIV/EIV computerized systems.
 - a. Upon noting a security breach the Executive Director shall immediately contact appropriate HUD personnel for removal of the offending party from the UIV/EIV system.
- 5. The Executive Director shall monitor UIV/EIV procedures to ensure ongoing compliance. Procedures will be updated as needed.

C. Disclosure, Data Security, and Disposition procedures are as follows:

- 1. Staff shall document that the Traverse City Housing Commission will make use of the UIV/EIV systems at each annual re-certification and to applicants during the application process. This disclosure shall include the following:
 - a. A brief explanation of the UIV/EIV System.
 - b. A brief explanation of how income discrepancies are identified, the potential effect on rental calculations, and penalties for committing fraud.
 - c. A brief explanation of how discrepancies are resolved.
 - d. A brief explanation of the actions the Traverse City Housing Commission may take based on verified unreported or underreported income.
- 2. Each resident and applicant file shall contain a properly completed, active HUD 9886 Form or equivalent, granting the Traverse City Housing Commission access to UIV/EIV data.

3. UIV/EIV data shall be kept in locked filing cabinets and only those staff members who have been previously authorized by the Executive Director may be given keys and/or access to the data. The Executive Director shall maintain a list of users receiving keys. The File cabinets shall be secured behind a locked door whenever the office is closed.
4. Proper disposition of UIV/EIV data shall be performed by shredding, and staff shall maintain a log of which documents were destroyed and the date of destruction.
4. **Discrepancies.** All household income regardless of source must be reported by all members of the household to the Traverse City Housing Commission, as specified in the TCHC's *Admissions & Continued Occupancy Policy (ACOP)*, the *Housing Choice Voucher Administrative Plan (Admin Plan)* and the *TCHC Lease*. The ACOP, the Admin Plan, and the TCHC Lease are therefore included in this document by reference. Where UIV/EIV is substantially different from client-reported and/or third party-reported income, these procedures will be followed:
 - A. In any case where staff has relied solely on UIV/EIV data to document the discrepant income, staff shall submit a third-party verification form to the income source.
 - B. Staff shall review historical data for prior patterns of employment, benefit payments, and/or other income source histories.
 - C. Staff shall discuss the discrepancy with the client and the client shall be given the opportunity to resolve the discrepancy. **These discussions shall be documented by staff in writing.**
 1. Although the client shall be given the opportunity to resolve the discrepancy, the final arbiter shall be either third-party verification or UIV/EIV data, whichever is accurate, unless the client can provide documentation that one or both parties' data is incorrect.
 2. If the client is able to produce sufficient documentation of incorrect third-party and/or UIV/EIV data, staff shall contact the proper personnel in charge of this data for resolution.
5. **Acknowledgement & Agreement.** All clients who are over the age of 18 are required to sign the following attached Acknowledgement & Agreement form at either the lease signing or at subsequent re-certification meetings.

Adopted: April 17, 2006
Revised: July 30, 2012
Proposed: March 23, 2018

Traverse City Housing Commission UIV/EIV Acknowledgment & Agreement Form

All adults, 18 and over, who are members of the household are required to sign this acknowledgment. By signing below, I understand that:

1. I must report all changes in my income and changes of the income from persons living in my household within ten (10) days as specified in the *TCHC Lease, TCHC Policies, and all related documents*.
2. The Traverse City Housing Commission uses electronic data matching, Upfront Income Verification (UIV), and other electronic and manual methods to verify reported income with independent sources. Types of electronic verification may include, but are not limited to, employment and other earning, social security benefits, unemployment, etc. By signing this agreement, I hereby authorize TCHC to make inquiries regarding my income as necessary.
3. If the TCHC becomes aware of income that I have not reported, or under reported income, as specified in the *TCHC Lease, TCHC Policies, and all related documents*, I hereby acknowledge that I may be subject to certain penalties. The penalties include, but are not limited to, repayment, current and future programs ineligibility, and civil and/or criminal prosecution.
4. If I am determined to be ineligible for housing assistance because I did not comply with the relevant portions of the *TCHC Lease, TCHC Policies, and all related documents* in timely reporting on income and therefore must repay the Traverse City Housing Commission under a properly executed *Repayment Agreement*, I hereby acknowledge that I may not be eligible for assistance from any other Housing Authority until I satisfy the offense by remitting the full amount listed in the *Repayment Agreement* in a timely manner.
5. If I disagree with the findings, I hereby acknowledge that I have the right to request a review of the income and circumstances, which caused the discrepancy with a member of management.

Signature of Tenant

Date

Printed Name

Signature of Tenant


Date

Printed Name

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 23, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Recent Riverwalk Conversations

MESSAGE:

During the last several months, there has been several meetings and conversations related to the City of Traverse City's plan to improve and extend the Boardman Riverwalk Trail. During the last Governance Committee meeting, where committee members were updated about a recent public meeting held at Gourdie-Fraser, it was recommended that all members of TCHC be brought up to speed on the Riverwalk and for there to be a general review of our 2016 Asset/Physical Plant Management Addendum which guides our efforts to negotiate on this project. The Executive Committee accepted this recommendation and placed this matter on the next regular meeting agenda.

The goal of the discussion today is to establish next steps, if any, for staff to follow as the conversations on the Riverwalk project continue.

ATTACHMENT: Asset/Physical Plant Management Addendum

Traverse City Housing Commission

Asset / Physical Plant Management Addendum

1. **Purpose.** It is the intent of this policy addendum to clarify how the Traverse City Housing Commission (TCHC) will address non-traditional and special request for changes or modification to real property owned by the Commission and third party uses of the property. This scope of this policy will only apply to projects that fall outside of the Commission's regular and on-going work on its Capital Improvement program.
2. **Limitations.** Per HUD policy, TCHC is not allowed to modify its physical plant without the explicit approval of the Regional Manager. To the extent that this level of approval applies to the requested project, TCHC cannot control the timing of such approvals, nor can it control the final decision itself.
3. **Procedure.** All requests to the Housing Commission that fall under this policy will not be considered unless the following procedures are addressed:
 - A. Requests for such projects shall be in writing.
 - B. Requestor(s) shall be identifiable as well as the known beneficiaries of the proposed project.
 - C. When appropriate, professionally produced drawings and/or design documents are required prior to any final discussions or decisions.
 - D. TCHC staff will be charged with producing the final presentation for the Housing Commission and all interested parties. Staff will refrain from recommending a final course of action to the Commission but is allowed to utilize third-party sourced materials for its final presentation.
 - E. Regardless of the impact of the proposed project, residents will be given the opportunity to provide comment on the project prior to its approval.
 - F. The Housing Commission will approve of the proposed project at one of its regularly scheduled monthly meetings.
 - G. The Housing Commission may delegate to staff the final negotiations and/or implementation of the approved project.
4. **Charges / Fees.** When possible, the TCHC will require and realize monies from the requesting entities. These charges and fees shall, at a minimum, reimburse the Housing Commission for its real costs for both consideration of the project (e.g., legal fees) and true cost of impact upon the overall asset owned by the Housing Commission (e.g., long-term loss of access to property). The Housing Commission may waive part or all of this section but will do so only by way of Commission Resolution.
5. **Final Approvals and Notifications.** In addition to the Regional Manager from HUD, the duly appointed Housing Commission will be notified of, and approve of, all projects and the major modifications to approved projects that fall under the scope of this policy prior to the commencement of any and all work. At the conclusion of the approved project, a brief "final report" will be created by TCHC staff and submitted to the Housing Commission.

Approved: January 22, 2016



**Traverse City
Housing Commission**
a Public Housing Authority

CORRESPONDENCE

February 21, 2018 Letter from Michigan Township Participating Plan

March 17, 2018 Record Eagle Article: "Riverwalk Bid Process Begins"



MICHIGAN TOWNSHIP

PARTICIPATING PLAN

February 21, 2018

Tony Lentych, Executive Director
Traverse City Housing Commission
150 Pine St.
Traverse City, MI 49684

Dear Mr. Lentych:

The Michigan Township Participating Plan Risk Control Department would like to take this opportunity to thank you for your response and confirmation of our previous risk control recommendations relating to ongoing driving record reviews for the Traverse City Housing Commission.

This letter will serve as written acknowledgement of compliance to our recommendation(s). By copy of this letter we are notifying our underwriting department of your cooperation and compliance of policy underwriting requirements.

Again we appreciate your cooperation and collaborative effort in taking the necessary steps to accomplish this goal.

Remember that in the event your department is in need of resource material or if we may be of further assistance to you please contact the Risk Control Department.

We look forward to a continued, good working relationship with you and the Traverse City Housing Commission.

Regards,

Mike Morin /lad

Mike Morin
Risk Control Representative
Michigan Township Participating Plan

Cc: Paul Olson, Municipal Underwriters of Michigan West, Inc.
Maureen Metzger, MTPP Underwriter

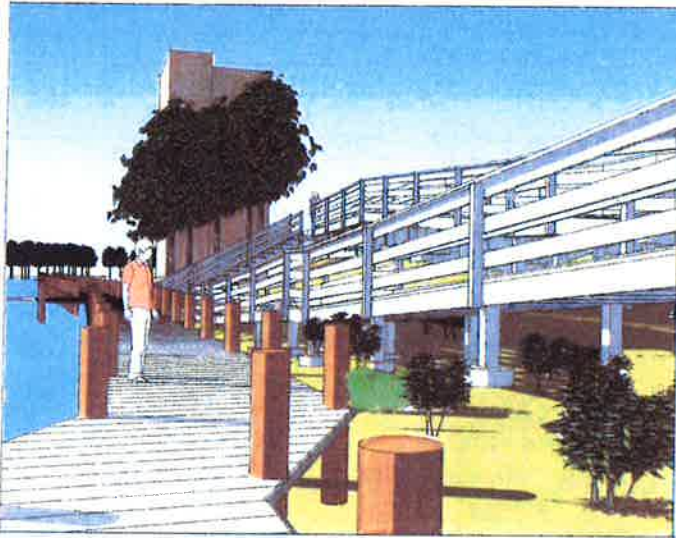


Riverwalk Bid Process Begins

Work on Phase II, III of project on hold

by MARK URBAN

March 17, 2018



Special to the Record-Eagle/Gourdie-Fraser A Gourdie-Fraser drawing of Phase I of the Uptown Riverwalk, looking west toward Riverview Terrace.

TRAVERSE CITY — Bids for the first phase of the Uptown Riverwalk construction will be sent out, but where the path along the Boardman River ends remains in doubt.

The replacement and extension of the riverwalk along the Boardman River from Union Street to the Traverse City Housing Commission property line will end there for now, the Downtown Development Authority learned Friday at its regular monthly meeting.

DDA Chief Executive Officer Jean Derenzy told the DDA board that the Riverview Terrace residents "are not anxious to have the riverwalk in front of that property."

An informal survey of residents of the 115-apartment complex for low income and disabled persons were "overwhelmingly negative," Tony Lentych explained in an interview post-meeting. The executive director of the Traverse City Housing Commission said Riverview Terrace residents responded to preliminary drawings and wanted more specifics on Phase II.

"We're not trying to be difficult here, the residents," Lentych said. "They just want to see what it's all about."

Derenzy recommended that Phase II and III of the project be essentially put on hold until a strategic vision for the entire Riverwalk extension can be determined. Phase II of the project is

from the Housing Commission property line to the West Front Street bridge, while Phase III is from the West Front Street bridge to the North Union Street bridge.

"So Phase I will be a dead end?" DDA board member Steve Constantin asked Friday.

Derenzy said she didn't like the term "dead end," instead calling it a "stopping point to determine how we are connecting to the other pieces."

Lentych said the Housing Commission adopted a policy in January of 2016 about addressing "non-traditional and special request for changes or modifications" to property it owns. He added there have been "no negotiations" about the property, nor anything that completely eliminates a riverwalk extension, which was the subject of a Wednesday meeting attended by about 20 people, including several Riverview Terrace residents.

How any projects would benefit the residents is the prime concern, said Lentych. He said a bridge across the Boardman to Hannah Park may be more of an asset to Riverview Terrace residents.

"Is this an amenity to our property or not?" Lentych said.

Derenzy did say the property owners for the 305 W. Front St. parcel next to the Housing Commission land are "amenable" to having a riverwalk on their parcel.

The Northern Michigan Environmental Action Council has expressed reservations about all three phases of the riverwalk project. NMEAC co-chair Greg Reisig said the removal of vegetation and the hardening of surfaces around the Boardman and "channelizing" the river is the wrong approach.

"Then the river loses its natural look and flavor," Reisig said.

According to a tentative schedule provided to the DDA, work on Phase I of the riverwalk will be from June 4 to September 21. Bid documents for Phase I of the project designed by Gourdie-Fraser, Inc. will be presented and sent out by the end of the month. Bids are due at 1 p.m. on May 3.

In other business, the DDA board:

— Heard a presentation from Bay Area Transit Authority Executive Director Kelly Dunham and Transportation Planner Tyler Bevier on the new Bayline service that is launching in June. Bevier said among the new line highlights are buses every 12-15 minutes, service from 6 a.m. to 1 a.m. and extended east-west connections.

"Our goal is to mimic the travel time of a car," Bevier said of the 22-25 minute travel time from Meijer on M-37 to Woodland Creek in East Bay.

— Amended the rules for the Sara Hardy Downtown Farmers Market to change the Wednesday market time back to 8 a.m. to noon. The DDA Board moved the Wednesday time to the evening last month, but reverted back because several vendors said it was too soon to make the switch. The issue will likely remain tabled until after proposed improvements to the site.

In a related decision, an agreement with Munson Health Center's Fruit and Vegetable Prescription Program at the farmers market was approved.

— Approved \$10,000 in matching funds for the Coastal Zone Management Grant for the lower Boardman River water trail signage and interpretation plan. The DDA is applying for an Oleson Foundation grant for half of those funds.

— Authorized a purchase/service order to Traffic and Safety Control Systems of \$108,072 for replacement of parking access and revenue control equipment at the Hardy Parking Garage and \$83,626 for traffic and safety control systems at the Old Town Garage. Funds will come from the Parking System Fund.

For a conceptual drawing of Phase II proposal for the Uptown Riverwalk, go to www.record-eagle.com.