



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, MAY 27, 2016 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

May 27, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, MAY 27, 2016 AT 8:00 A.M.**

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

POSTED: MAY 25, 2016

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 APPROVAL OF AGENDA

III PUBLIC COMMENT

IV 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 April 22, 2016 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for April 2016 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- C. *Review & Approval of Payment of Invoices for May 2016* – Approval Recommended.
- D. *Review & Acceptance of Financial Statements for April 2016* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: May 19, 2016
- B. Communication & Outreach Committee: May 25, 2016
- C. Finance & Compliance Committee: May 19, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 Consolidated Budget: Review
- B. 2015 – 2020 Strategic Plan: Update
- C. TCHC Policy Review Schedule: Update
- D. Executive Director Annual Review: Acceptance of Final Report

VIII NEW BUSINESS

- A. TCHC By-Law Review – Introduction
- B. TCHC Fiscal Year 2017 Budget – Introduction

IX CORRESPONDENCE

- A. May 4, 2016 Letter & Insurance Certificates from Paul Olson, of Municipal Underwriters
- B. June 8, 2016 PILOT Workshop Announcement
- C. May 2016 Traverse City Business News Article: Affordable Housing Roundtable

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING IS OUR ANNUAL MEETING: Friday, June 24, 2016 at 8:00 A.M.

NOTE: THE MEETING WILL BE HELD AT RIVERVIEW TERRACE AND INCLUDES THE ELECTION OF OFFICERS.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

April 22, 2016 Regular Meeting Minutes

Schedule of Disbursements for April 2016 for Public Housing

Schedule of Disbursements for April 2016 for HCV Section 8 Programs

Invoices for May 2016

Financial Statements for April 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission

April 22, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Governmental Center, 400 Boardman Avenue, Traverse City at 8:01 a.m.

I ROLL CALL

The following Commissioners were present: Andy Smits, Kay Serratelli, Jo Simerson, and Brian Haas. Absent: Richard Michael.

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Deputy Director; Kari Massa Program Manager.

Residents: Priscilla Townsend, Ellen Corcoran.

II APPROVAL OF AGENDA

Commissioner Serratelli moved (Haas support) that the agenda be approved. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Serratelli presented Closed Session Minutes from the April 22, 2016 meeting for Board Member review prior to the approval of the consent calendar.

NOTE: A request was made by Resident Ellen Corcoran that the Meeting Minutes from the previous meeting be removed from the consent calendar. President Smits removed the previous Meeting Minutes from the Consent Calendar for placement to Old Business Item No. "E". Commission Commissioner Haas moved (Simerson support) to approve the Consent Calendar as modified. The motion was unanimously adopted.

- A. Consideration of Approval of Schedule of Disbursements for March 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- B. Review & Approve Payment of Invoices for April 2016.
- C. Review & Acceptance of Financial Statements for March 2016.

V COMMITTEE REPORTS

- A. The meeting minutes of the April 11, 2016 Executive & Governance Committee were presented. There were no comments or questions.
- B. The meeting minutes of the April 20, 2016 Communication & Outreach Committee were presented. There were no comments of questions.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: ED Lentych presented information on the Pilot Program Training in June and discussed the Resident Council MOU.

- B. Resident Council: Report was reviewed. There were no comments or questions.
- C. Family Self-Sufficiency Report: Staff presented the report and President Smits moved (Simerson support) that Traverse City Housing Commission approve a distribution of a FSS Escrow Account to our graduating FFS Participant (No. V05070) in the amount of \$3,168.22. The motion was unanimously approved.

VII OLD BUSINESS

- A. 2016 Consolidated Budget was presented. Staff noted that the Fiscal Year 2017 draft budget will be presented next month. There were no other questions or comments.
- B. 2015-2020 Strategic Plan: No update.
- C. The TCHC Policy Review Schedule was reviewed.
- D. Executive Director Annual Review: President Smits tabled the discussion until the report can be distributed next month.
- E. Consideration for Approval of the March 25, 2016 Regular Meeting Minutes. After some clarification on FOIA issue mentioned at the previous meeting, President Smits moved (Haas support) to accept the Minutes as presented. The motion was unanimously approved.

VIII NEW BUSINESS

- A. Resolution to Adopt 2016 HUD Income Limits: Commissioner Haas moved (Serratelli support) that the HUD income limits dated April 22, 2016 for the Housing Choice Voucher Program be adopted effective May 1, 2016. The Resolution was adopted with all Commissioners voting YES.
- B. Resolution to Adopt 2016 Capital Fund Annual Plan: Commission Simerson moved (Haas support) that the 2016 HUD Annual Plan for the Capital Fund Program is adopted and submitted to HUD. The Resolution was adopted with all Commissioners voting YES.
- C. Resolution to Adopt Deceased Resident Policy: President Smits moved (Simerson support) that the Deceased Resident Policy be adopted as presented effective immediately. The Resolution was adopted with all Commissioners voting YES.
- D. Resolution to Adopt Master Key Policy: Commissioner Haas moved (Serratelli support) that the Master Key Policy is adopted as presented effective immediately. The Resolution was adopted with all Commissioners voting YES.

IX CORRESPONDENCE

- A. There was a brief discussion of the Otwell-Mawby letter on air quality at Riverview Terrace.
- B. The Signed Memorandum of Understanding between TCHC and the Riverview Terrace Residents Council was noted.

X PUBLIC COMMENT

General: Priscilla Townsend.

Specific: Ellen Corcoran commented on a previous FOIA request [based on the conversation from Old Business No. E., a letter from TCHC staff will be prepared in response to the issue].

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

President Smits moved (Simerson support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:02 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Andy Smits, President

Date: 05/25/2016
Time: 10:01:04

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2016 To: 04/30/2016

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	EFT	IRS	2,533.58		149,621.02
04/04/2016	DEP			15,903.09	165,524.11
04/04/2016	DEP			14,128.95	179,653.06
04/05/2016	DEP			4,145.00	183,798.06
04/12/2016	ADJST	Lisa J. Knickerbocker	931.29		182,866.77
04/12/2016	ADJST	Anthony Lentych	2,359.24		180,507.53
04/12/2016	ADJST	Kari Massa	1,168.43		179,339.10
04/12/2016	ADJST	JoAnn Turnbull	567.64		178,771.46
04/12/2016	ADJST	Joseph Battaglia	246.03		178,525.43
04/12/2016	ADJST	Gerald DaFoe	830.63		177,694.80
04/12/2016	ADJST	David Gourlay	1,037.25		176,657.55
04/13/2016	EFT	Principal Life Insurance Co.	1,524.94		175,132.61
04/13/2016	036325	City Of Traverse City	12.00		175,120.61
04/13/2016	036326	DTE ENERGY	8.00		175,112.61
04/13/2016	036327	CynergyComm.net,Inc	6.54		175,106.07
04/13/2016	036328	Guardian Medical Monitoring	14.95		175,091.12
04/13/2016	036329	City Of Traverse City	211.75		174,879.37
04/13/2016	036330	Integrated Payroll Services, Inc.	151.35		174,728.02
04/13/2016	036331	Environmental Pest Control	540.00		174,188.02
04/13/2016	036332	Walters & Hemming Inc	203.58		173,984.44
04/13/2016	036333	Great Lakes Business Systems, Inc.	93.23		173,891.21
04/13/2016	036334	Wilmar	1,007.37		172,883.84
04/13/2016	036335	Housing Authority Accounting	1,099.41		171,784.43
04/13/2016	036336	Sherwin Williams Co.	381.40		171,403.03
04/13/2016	036337	A T & T	297.74		171,105.29
04/13/2016	036338	Sondee, Racine & Doren, P.L.C.	48.00		171,057.29
04/13/2016	036339	Holiday Fleet	6.89		171,050.40
04/13/2016	036340	Gerald DaFoe	109.08		170,941.32
04/13/2016	036341	Ace Hardware	14.95		170,926.37
04/13/2016	036342	Traverse City Coatings	649.80		170,276.57
04/13/2016	036343	Charter Communications	3,001.51		167,275.06
04/13/2016	036344	Grand Traverse Cty. Treasurer	44.94		167,230.12
04/13/2016	036345	Northern Building Supply LLC	173.35		167,056.77
04/13/2016	036346	Dolly's Best Inc.	1,800.00		165,256.77
04/13/2016	036347	Verizon Wireless	100.64		165,156.13
04/13/2016	036348	Cardmember Service	2,988.14		162,167.99
04/13/2016	036349	CBC Innovis, Inc.	28.60		162,139.39
04/13/2016	036350	City Of Traverse City	14,112.49		148,026.90
04/13/2016	036351	Republic Services #239	387.26		147,639.64
04/13/2016	036352	Housing Data Systems	100.25		147,539.39

Date: 05/25/2016
Time: 10:01:05

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/13/2016	036353	Kuhn Rogers PLC	114.00		147,425.39
04/13/2016	036354	Charter Communications	184.97		147,240.42
04/13/2016	036355	Mailfinance	149.85		147,090.57
04/13/2016	036356	Home Depot Credit Services	441.02		146,649.55
04/13/2016	036357	DTE ENERGY	33.46		146,616.09
04/13/2016	036358	John DeWeese	16.56		146,599.53
04/13/2016	036359	Allen Supply	22.00		146,577.53
04/13/2016	036359	**VOID** Allen Supply	(22.00)		146,599.53
04/13/2016	036360	South Cedar Chimney Sweep	1,005.00		145,594.53
04/13/2016	036361	McGough's	110.00		145,484.53
04/13/2016	036362	Save Carpet USA	596.00		144,888.53
04/13/2016	036363	David Gourlay	103.14		144,785.39
04/13/2016	036364	4 Front Credit Union	1.00		144,784.39
04/13/2016	036365	City Of Traverse City	275.26		144,509.13
04/13/2016	036365	**VOID** City Of Traverse City	(275.26)		144,784.39
04/13/2016	036366	Mike Harmeson Paint LLC	2,200.00		142,584.39
04/13/2016	036366	**VOID** Mike Harmeson Paint LLC	(2,200.00)		144,784.39
04/13/2016	036367	Michigan Officeways, Inc.	129.99		144,654.40
04/13/2016	036367	**VOID** Michigan Officeways, Inc.	(129.99)		144,784.39
04/13/2016	036369	City Of Traverse City	275.26		144,509.13
04/13/2016	036370	Mike Harmeson Paint LLC	2,200.00		142,309.13
04/13/2016	036371	Michigan Officeways, Inc.	129.99		142,179.14
04/14/2016	DEP			4,808.90	146,988.04
04/14/2016	036372	Traverse City Coatings	649.80		146,338.24
04/15/2016	EFT	IRS	2,541.21		143,797.03
04/15/2016	EFT			14,128.95	157,925.98
04/15/2016	EFT			21,484.00	179,409.98
04/15/2016	EFT			35,043.07	214,453.05
04/22/2016	036373	Safety Net	599.00		213,854.05
04/22/2016	036374	Elmer's	300.00		213,554.05
04/22/2016	036375	DTE ENERGY	1,436.33		212,117.72
04/22/2016	036376	Anthony Lentych	91.58		212,026.14
04/22/2016	036377	Thomas P. Licavoli	1,750.00		210,276.14
04/22/2016	036378	R.W. Popp Excavating, Inc.	120.00		210,156.14
04/22/2016	036379	SAM'S CLUB	499.90		209,656.24
04/22/2016	036380	Northwest Lock, Inc.	12.00		209,644.24
04/22/2016	036381	Wilmar	20.98		209,623.26
04/22/2016	036382	Grand Traverse County	44.94		209,578.32
04/22/2016	036383	Priority Health	6,562.84		203,015.48
04/22/2016	036384	Save Carpet USA	4,500.00		198,515.48

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From: 04/01/2016 To: 04/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
04/22/2016	036385	John DeWeese	35.80		198,479.68
04/26/2016	ADJUST	Lisa J. Knickerbocker	755.85		197,723.83
04/26/2016	ADJUST	Anthony Lentych	2,359.23		195,364.60
04/26/2016	ADJUST	Kari Massa	1,168.42		194,196.18
04/26/2016	ADJUST	JoAnn Turnbull	567.64		193,628.54
04/26/2016	ADJUST	Joseph Battaglia	277.16		193,351.38
04/26/2016	ADJUST	Gerald DaFoe	793.85		192,557.53
04/26/2016	ADJUST	David Gourlay	996.39		191,561.14
04/27/2016	EFT	Principal	550.00		191,011.14
04/29/2016	DEP			5,786.67	196,797.81
04/30/2016	ADJUST			40.89	196,838.70
Total:			70,785.42	115,469.52	

Date: 05/25/2016
Time: 10:00:45

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	EFT	HUD		88,535.00	195,401.52
04/01/2016	EFT	HUD		7,675.00	203,076.52
04/01/2016	ADJST		63.00		203,013.52
04/01/2016	000176	Sandra Aeschliman	189.00		202,824.52
04/01/2016	000176	Jeana Aiken	373.00		202,451.52
04/01/2016	000176	Jack Anderson	848.00		201,603.52
04/01/2016	000176	Dustin Ansonge	1,135.00		200,468.52
04/01/2016	000176	Ayers Investment Properties LLC	345.00		200,123.52
04/01/2016	000176	Brad Barnes	465.00		199,658.52
04/01/2016	000176	Bay Front Apartments	303.00		199,355.52
04/01/2016	000176	Bay Hill Housing LDHALP	5,670.00		193,685.52
04/01/2016	000176	Bay Hill II Apartments	3,906.00		189,779.52
04/01/2016	000176	WODA Boardman Lake LHDALP	2,644.00		187,135.52
04/01/2016	000176	David & Mary Briggs	388.00		186,747.52
04/01/2016	000176	Brookside Commons	1,028.00		185,719.52
04/01/2016	000176	Irma Jean Brownley	345.00		185,374.52
04/01/2016	000176	Carson Square	2,015.00		183,359.52
04/01/2016	000176	Central Lake Townhouses	405.00		182,954.52
04/01/2016	000176	Cherrywood Village Farms, Inc.	2,202.00		180,752.52
04/01/2016	000176	Douglas A. Chichester	600.00		180,152.52
04/01/2016	000176	Jack V. Dean	422.00		179,730.52
04/01/2016	000176	Dmytro Cherkasov	1,079.00		178,651.52
04/01/2016	000176	Shirley Farrell	786.00		177,865.52
04/01/2016	000176	Rent Leelanau, LLC	1,483.00		176,382.52
04/01/2016	000176	Lisa Forbes	539.00		175,843.52
04/01/2016	000176	Steve Forbush	411.00		175,432.52
04/01/2016	000176	Dale E. French	90.00		175,342.52
04/01/2016	000176	French Quarter Apts.	72.00		175,270.52
04/01/2016	000176	G Rentals	735.00		174,535.52
04/01/2016	000176	Michael Glowacki	584.00		173,951.52
04/01/2016	000176	David Grzesiek	373.00		173,578.52
04/01/2016	000176	Habitat for Humanity	95.00		173,483.52
04/01/2016	000176	Harbour Ridge Apts	1,217.00		172,266.52
04/01/2016	000176	Heartwood Enterprises	781.00		171,485.52
04/01/2016	000176	Louis Herman	24.00		171,461.52
04/01/2016	000176	Susan Herman	458.00		171,003.52
04/01/2016	000176	Hillview Terrace	532.00		170,471.52
04/01/2016	000176	HomeStretch	3,104.00		167,367.52
04/01/2016	000176	Caroline Hupp	223.00		167,144.52
04/01/2016	000176	Joseph and Marion Fasel	215.00		166,929.52

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Time: 10:00:45

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	000176	Donna Kalchik	306.00		166,623.52
04/01/2016	000176	Darren LaCharite	512.00		166,111.52
04/01/2016	000176	Sidney Lammers	710.00		165,401.52
04/01/2016	000176	Legendary Rentals, LLC	918.00		164,483.52
04/01/2016	000176	Jeffrey R. Lenten	421.00		164,062.52
04/01/2016	000176	John J. Lewis	872.00		163,190.52
04/01/2016	000176	Don E. Lint	393.00		162,797.52
04/01/2016	000176	Juan Maldonado	543.00		162,254.52
04/01/2016	000176	Mathews Trust	825.00		161,429.52
04/01/2016	000176	McLain Management	613.00		160,816.52
04/01/2016	000176	James & Tamela Moquin	509.00		160,307.52
04/01/2016	000176	Northwest Michigan Supportive Housing	418.00		159,889.52
04/01/2016	000176	Oak Park Apts	1,950.00		157,939.52
04/01/2016	000176	Oak Terrace Apts	1,015.00		156,924.52
04/01/2016	000176	Gerald Oliver Revocable Trust	861.00		156,063.52
04/01/2016	000176	Daniel G. Pohlman	1,415.00		154,648.52
04/01/2016	000176	Douglas L. Porter	399.00		154,249.52
04/01/2016	000176	Phillip Putney	1,098.00		153,151.52
04/01/2016	000176	Thomas Raven	506.00		152,645.52
04/01/2016	000176	Adele M. Reiter	995.00		151,650.52
04/01/2016	000176	Timothy Rice	429.00		151,221.52
04/01/2016	000176	Robert F. Follett	833.00		150,388.52
04/01/2016	000176	Debra Rushton	116.00		150,272.52
04/01/2016	000176	Sabin Pond Apartments LLC	839.00		149,433.52
04/01/2016	000176	John Sarya	600.00		148,833.52
04/01/2016	000176	Eldon Schaub	389.00		148,444.52
04/01/2016	000176	Gerald Sieggreen	670.00		147,774.52
04/01/2016	000176	SILVER SHORES MHC	161.00		147,613.52
04/01/2016	000176	Douglas & Julia Slack	327.00		147,286.52
04/01/2016	000176	22955 Investments LLC	4,317.00		142,969.52
04/01/2016	000176	Carl Sumner	386.00		142,583.52
04/01/2016	000176	Traverse City Property Management	314.00		142,269.52
04/01/2016	000176	TCR Investments, LLC	942.00		141,327.52
04/01/2016	000176	Wendy Teagan	456.00		140,871.52
04/01/2016	000176	TOS Holdings, LLC	1,003.00		139,868.52
04/01/2016	000176	Tradewinds Terrace Apts	253.00		139,615.52
04/01/2016	000176	Village Glen Apartments	8,270.00		131,345.52
04/01/2016	000176	Catherine L. Wolfe	524.00		130,821.52
04/01/2016	000176	Woodmere Ridge Apartments LDHA LP	5,491.00		125,330.52
04/01/2016	000176	Theodore V. Zachman	795.00		124,535.52

Date: 05/25/2016
Time: 10:00:45

Traverse City Housing Commission
Check Register Summary Report
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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2016	000176	Ann Zenner	443.00		124,092.52
04/01/2016	000176	Barb Zupin	1,538.00		122,554.52
04/04/2016	DEP			100.00	122,654.52
04/13/2016	EFT			1,945.00	124,599.52
04/13/2016	022883	Blarney Castle Oil Co.	58.00		124,541.52
04/13/2016	022884	Cherryland Electric Cooperative	92.00		124,449.52
04/13/2016	022885	City Of Traverse City	151.00		124,298.52
04/13/2016	022886	Consumers Energy	69.00		124,229.52
04/13/2016	022887	DTE ENERGY	382.00		123,847.52
04/13/2016	022888	Josh Hollister	390.00		123,457.52
04/13/2016	022889	Holtons LP Gas Fife Lake	46.00		123,411.52
04/13/2016	022890	Chase Bank	761.00		122,650.52

Total: 82,471.00 98,255.00

Date: 05/25/2016
Time: 09:56:46

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2016 To: 05/25/2016

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/03/2016	DEP			13,597.54	210,436.24
05/05/2016	DEP			20,602.00	231,038.24
05/06/2016	DEP			5,129.00	236,167.24
05/09/2016	036386	City Of Traverse City	12.00		236,155.24
05/09/2016	036387	DTE ENERGY	8.00		236,147.24
05/09/2016	036388	David Gourlay	129.67		236,017.57
05/09/2016	036389	Engineered Protection Systems Inc	123.54		235,894.03
05/09/2016	036390	Sondee, Racine & Doren, P.L.C.	64.00		235,830.03
05/09/2016	036391	Otwell Mawby, P.C.	645.00		235,185.03
05/09/2016	036392	Housing Data Systems	145.00		235,040.03
05/09/2016	036393	Ace Hardware	13.16		235,026.87
05/09/2016	036394	Aflac	223.20		234,803.67
05/09/2016	036395	City Of Traverse City	236.10		234,567.57
05/09/2016	036396	Gerald DaFoe	246.24		234,321.33
05/09/2016	036397	Housing Authority Accounting	1,099.16		233,222.17
05/09/2016	036397	**VOID** Housing Authority Accounting	(1,099.16)		234,321.33
05/09/2016	036398	A T & T	190.74		234,130.59
05/09/2016	036399	Charter Communications	3,001.51		231,129.08
05/09/2016	036400	D & W Mechanical	616.70		230,512.38
05/09/2016	036401	Verizon Wireless	104.45		230,407.93
05/09/2016	036402	Barton Carroll's Inc	1,005.00		229,402.93
05/09/2016	036403	Anthony Lentych	212.76		229,190.17
05/09/2016	036404	Charter Communications	184.97		229,005.20
05/09/2016	036405	Traverse City Business News	35.00		228,970.20
05/09/2016	036406	John DeWeese	34.50		228,935.70
05/09/2016	036407	Action Cleaning	493.75		228,441.95
05/09/2016	036408	Roto-Rooter	425.00		228,016.95
05/09/2016	036409	Wolverine Power Systems	1,046.67		226,970.28
05/09/2016	036410	DTE ENERGY	177.06		226,793.22
05/09/2016	036411	City Of Traverse City	275.26		226,517.96
05/09/2016	036412	Cardmember Service	549.70		225,968.26
05/09/2016	036413	Municipal Underwriters of Michigan, Inc.	24,100.00		201,868.26
05/09/2016	036414	Total Attention	3,687.50		198,180.76
05/09/2016	036415	CoolLED, Inc.	366.00		197,814.76
05/10/2016	ADJUST	Lisa J. Knickerbocker	930.49		196,884.27
05/10/2016	ADJUST	Anthony Lentych	2,359.25		194,525.02
05/10/2016	ADJUST	Kari Massa	1,168.43		193,356.59
05/10/2016	ADJUST	JoAnn Turnbull	567.64		192,788.95
05/10/2016	ADJUST	Joseph Battaglia	238.85		192,550.10
05/10/2016	ADJUST	Gerald DaFoe	751.15		191,798.95

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Chemical Bank

From: 05/01/2016 To: 05/25/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/10/2016	ADJST	David Gourlay	1,001.49		190,797.46
05/10/2016	036410	**VOID** DTE ENERGY	(177.06)		190,974.52
05/10/2016	036416	Guardian Medical Monitoring	14.95		190,959.57
05/10/2016	036417	CynergyComm.net,Inc	7.65		190,951.92
05/10/2016	036418	CBC Innovis, Inc.	7.15		190,944.77
05/10/2016	036419	Republic Services #239	387.26		190,557.51
05/10/2016	036420	Great Lakes Business Systems, Inc.	117.45		190,440.06
05/10/2016	036421	Housing Authority Accounting	1,099.41		189,340.65
05/10/2016	036422	DTE ENERGY	177.06		189,163.59
05/10/2016	036423	Anthony Lentych	278.37		188,885.22
05/10/2016	036424	Jennifer Seman, LLC	2,161.25		186,723.97
05/13/2016	EFT	IRS	2,497.58		184,226.39
05/16/2016	EFT			23,587.00	207,813.39
05/16/2016	EFT			5,580.33	213,393.72
05/24/2016	ADJST	Lisa J. Knickerbocker	849.35		212,544.37
05/24/2016	ADJST	Anthony Lentych	2,359.23		210,185.14
05/24/2016	ADJST	Kari Massa	1,168.42		209,016.72
05/24/2016	ADJST	JoAnn Turnbull	567.65		208,449.07
05/24/2016	ADJST	Joseph Battaglia	291.54		208,157.53
05/24/2016	ADJST	Gerald DaFoe	751.14		207,406.39
05/24/2016	ADJST	David Gourlay	975.95		206,430.44
05/25/2016	036425	Kendall Electric Inc	153.40		206,277.04
05/25/2016	036426	Traverse City Coatings	1,516.20		204,760.84
05/25/2016	036427	Vision Service Plan	45.28		204,715.56
05/25/2016	036428	USPS- Hasler	1,500.00		203,215.56
05/25/2016	036429	Safety Net	599.00		202,616.56
05/25/2016	036430	Uline	1,903.00		200,713.56
05/25/2016	036431	Barton Carroll's Inc	1,005.00		199,708.56
05/25/2016	036432	DTE ENERGY	762.90		198,945.66
05/25/2016	036433	Northern Michigan Janitorial Supply	179.98		198,765.68
05/25/2016	036434	Allen Supply	476.50		198,289.18
05/25/2016	036435	Walters & Hemming Inc	22.00		198,267.18
05/25/2016	036436	Northwest Lock, Inc.	80.00		198,187.18
05/25/2016	036437	SAM'S CLUB	497.09		197,690.09
05/25/2016	036438	Kuhn Rogers PLC	95.00		197,595.09
05/25/2016	036439	All In One Plumbing & Heating LLC	190.57		197,404.52
05/25/2016	036440	Wilmar	221.93		197,182.59
05/25/2016	036441	Save Carpet USA	494.00		196,688.59
05/25/2016	036442	Aflac	223.20		196,465.39
05/25/2016	036443	United Laboratories	292.24		196,173.15

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/25/2016	036444	City Of Traverse City	11,555.08		184,618.07
05/25/2016	036445	Home Depot Credit Services	399.98		184,218.09
05/25/2016	036446	A T & T	213.32		184,004.77
05/25/2016	036447	Environmental Pest Control	270.00		183,734.77
05/25/2016	036448	Advantage Electric, LLC	90.04		183,644.73
05/25/2016	036449	Ace Welding & Machine Inc	33.90		183,610.83
05/25/2016	036450	DTE ENERGY	66.87		183,543.96
05/25/2016	036451	Priority Health	6,562.84		176,981.12

Total: 88,353.45 68,495.87

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2016	DEP	HUD		84,660.00	207,310.52
05/02/2016	DEP	HUD		7,676.00	214,986.52
05/02/2016	000177	Sandra Aeschliman	189.00		214,797.52
05/02/2016	000177	Jeana Aiken	373.00		214,424.52
05/02/2016	000177	Jack Anderson	848.00		213,576.52
05/02/2016	000177	Dustin Ansorge	1,135.00		212,441.52
05/02/2016	000177	Brad Barnes	465.00		211,976.52
05/02/2016	000177	Bay Front Apartments	303.00		211,673.52
05/02/2016	000177	Bay Hill Housing LDHALP	5,038.00		206,635.52
05/02/2016	000177	Bay Hill II Apartments	4,001.00		202,634.52
05/02/2016	000177	WODA Boardman Lake LHDALP	2,653.00		199,981.52
05/02/2016	000177	Brookside Commons	1,460.00		198,521.52
05/02/2016	000177	Irma Jean Brownley	345.00		198,176.52
05/02/2016	000177	Carson Square	3,622.00		194,554.52
05/02/2016	000177	Central Lake Townhouses	405.00		194,149.52
05/02/2016	000177	Cherrywood Village Farms, Inc.	2,202.00		191,947.52
05/02/2016	000177	Douglas A. Chichester	600.00		191,347.52
05/02/2016	000177	Jack V. Dean	422.00		190,925.52
05/02/2016	000177	Dmytro Cherkasov	1,079.00		189,846.52
05/02/2016	000177	Shirley Farrell	786.00		189,060.52
05/02/2016	000177	Rent Leelanau, LLC	1,524.00		187,536.52
05/02/2016	000177	Lisa Forbes	489.00		187,047.52
05/02/2016	000177	Steve Forbush	411.00		186,636.52
05/02/2016	000177	Dale E. French	90.00		186,546.52
05/02/2016	000177	French Quarter Apts.	72.00		186,474.52
05/02/2016	000177	G Rentals	750.00		185,724.52
05/02/2016	000177	Michael Glowacki	584.00		185,140.52
05/02/2016	000177	David Grzesiek	370.00		184,770.52
05/02/2016	000177	Habitat for Humanity	95.00		184,675.52
05/02/2016	000177	Harbour Ridge Apts	1,217.00		183,458.52
05/02/2016	000177	Heartwood Enterprises	781.00		182,677.52
05/02/2016	000177	Louis Herman	24.00		182,653.52
05/02/2016	000177	Susan Herman	458.00		182,195.52
05/02/2016	000177	Hillview Terrace	532.00		181,663.52
05/02/2016	000177	Josh Hollister	390.00		181,273.52
05/02/2016	000177	HomeStretch	3,104.00		178,169.52
05/02/2016	000177	Caroline Hupp	223.00		177,946.52
05/02/2016	000177	Joseph and Marion Fasel	215.00		177,731.52
05/02/2016	000177	Donna Kalchik	306.00		177,425.52
05/02/2016	000177	Darren LaCharite	512.00		176,913.52

Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2016	000177	Sidney Lammers	745.00		176,168.52
05/02/2016	000177	Legendary Rentals, LLC	957.00		175,211.52
05/02/2016	000177	Jeffrey R. Lenten	421.00		174,790.52
05/02/2016	000177	John J. Lewis	872.00		173,918.52
05/02/2016	000177	Don E. Lint	393.00		173,525.52
05/02/2016	000177	Juan Maldonado	400.00		173,125.52
05/02/2016	000177	Mathews Trust	825.00		172,300.52
05/02/2016	000177	McLain Management	462.00		171,838.52
05/02/2016	000177	James & Tamela Moquin	509.00		171,329.52
05/02/2016	000177	Northwest Michigan Supportive Housing	418.00		170,911.52
05/02/2016	000177	Oak Park Apts	1,943.00		168,968.52
05/02/2016	000177	Oak Terrace Apts	1,015.00		167,953.52
05/02/2016	000177	Gerald Oliver Revocable Trust	861.00		167,092.52
05/02/2016	000177	Daniel G. Pohlman	1,415.00		165,677.52
05/02/2016	000177	Douglas L. Porter	399.00		165,278.52
05/02/2016	000177	Phillip Putney	1,098.00		164,180.52
05/02/2016	000177	Thomas Raven	506.00		163,674.52
05/02/2016	000177	Adele M. Reiter	995.00		162,679.52
05/02/2016	000177	Timothy Rice	429.00		162,250.52
05/02/2016	000177	Robert F. Follett	833.00		161,417.52
05/02/2016	000177	Sabin Pond Apartments LLC	710.00		160,707.52
05/02/2016	000177	John Sarya	600.00		160,107.52
05/02/2016	000177	Eldon Schaub	389.00		159,718.52
05/02/2016	000177	Gerald Sieggreen	670.00		159,048.52
05/02/2016	000177	SILVER SHORES MHC	161.00		158,887.52
05/02/2016	000177	Douglas & Julia Slack	327.00		158,560.52
05/02/2016	000177	22955 Investments LLC	4,317.00		154,243.52
05/02/2016	000177	Carl Sumner	386.00		153,857.52
05/02/2016	000177	Traverse City Property Management	314.00		153,543.52
05/02/2016	000177	TCR Investments, LLC	981.00		152,562.52
05/02/2016	000177	Wendy Teagan	456.00		152,106.52
05/02/2016	000177	TOS Holdings, LLC	629.00		151,477.52
05/02/2016	000177	Tradewinds Terrace Apts	253.00		151,224.52
05/02/2016	000177	Village Glen Apartments	7,730.00		143,494.52
05/02/2016	000177	Catherine L. Wolfe	524.00		142,970.52
05/02/2016	000177	Woodmere Ridge Apartments LDHA LP	4,959.00		138,011.52
05/02/2016	000177	Theodore V. Zachman	795.00		137,216.52
05/02/2016	000177	Ann Zenner	443.00		136,773.52
05/02/2016	000177	Barb Zupin	1,130.00		135,643.52
05/05/2016	DEP			100.00	135,743.52

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Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
05/06/2016	DEP			25.00	135,768.52
05/06/2016	022901	Chase Bank	926.00		134,842.52
05/06/2016	022902	Bay Hill Housing LDHALP	703.49		134,139.03
05/09/2016	022891	Blarney Castle Oil Co.	58.00		134,081.03
05/09/2016	022892	David & Mary Briggs	388.00		133,693.03
05/09/2016	022893	Cherryland Electric Cooperative	133.00		133,560.03
05/09/2016	022894	City Of Traverse City	162.00		133,398.03
05/09/2016	022895	Consumers Energy	79.00		133,319.03
05/09/2016	022896	DTE ENERGY	314.00		133,005.03
05/09/2016	022897	Holtons LP Gas Fife Lake	46.00		132,959.03
05/09/2016	022898	Village of Ellsworth	11.00		132,948.03
05/09/2016	022899	Barbara Voice	246.00		132,702.03
05/09/2016	022900	TOS Holdings, LLC	146.00		132,556.03
05/13/2016	EFT			1,993.00	134,549.03
05/25/2016	022903	Traverse City Housing Commission	13,919.03		120,630.00
Total:			96,474.52	94,454.00	

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016

Units	1 Month Ended		10 Months Ended				
208	April 30, 2016	PUM	April 30, 2016	PUM	BUDGET	PUM	*OVER/UNDER
Operating Income							
3390 - Fraud Recovery Income	\$ 50.00	0.00	\$ 1,241.00	0.85	\$ 0	0.00	\$ (1,241.00)
3603 - Number of Unit Months	0.00	0.00	1,455.00	(1.00)	0	0.00	1,455.00
3604 - Unit Months - Contra	0.00	0.00	(1,455.00)	1.00	0	0.00	(1,455.00)
Total Oper. Reserve Income	50.00	0.00	1,241.00	0.85	0	0.00	(1,241.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	88,535.00	0.00	819,671.00	563.35	0	0.00	(819,671.00)
3411 - Admin Fee Funding	9,620.00	0.00	73,932.00	50.81	0	0.00	(73,932.00)
Total HUD PHA Grants	98,155.00	0.00	893,603.00	614.16	0	0.00	(893,603.00)
Income Offset HUD A.C.							
Total Offset Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Operating Income	98,205.00	0.00	894,844.00	615.01	0	0.00	(894,844.00)
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,598.18	0.00	24,619.08	16.92	44,170	0.00	19,550.92
4130 - Legal Expense	14.40	0.00	72.00	0.05	0	0.00	(72.00)
4140 - Staff Training	165.00	0.00	560.77	0.39	2,250	0.00	1,689.23
4150 - Travel Expense	87.98	0.00	586.55	0.40	3,000	0.00	2,413.45
4170 - Accounting Fees	649.25	0.00	6,830.00	4.69	8,130	0.00	1,300.00
4171 - Auditing	0.00	0.00	1,725.00	1.19	2,400	0.00	675.00
4182 - Employee Benefits - Admin	1,093.15	0.00	12,393.96	8.52	0	0.00	(12,393.96)
4185 - Telephone	116.48	0.00	861.48	0.59	1,400	0.00	538.52
4190.1 - Publications	0.00	0.00	7.50	0.01	800	0.00	792.50
4190.2 - Membership Dues and Fees	0.00	0.00	505.00	0.35	450	0.00	(55.00)
4190.3 - Admin. Service Contracts	283.34	0.00	8,566.83	5.89	3,160	0.00	(5,406.83)
4190.4 - Office Supplies	47.39	0.00	1,139.38	0.78	1,935	0.00	795.62
4190.5 - Other Sundry Expense	897.58	0.00	4,218.34	2.90	5,250	0.00	1,031.66
4190.6 - Advertising	0.00	0.00	448.13	0.31	0	0.00	(448.13)
Total Administration	5,952.75	0.00	62,534.02	42.98	72,945	0.00	10,410.98
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,952.75	0.00	62,534.02	42.98	72,945	0.00	10,410.98

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016

Units	1 Month Ended		10 Months Ended				
208	April 30, 2016	PUM	April 30, 2016	PUM	BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	76,326.00	0.00	724,684.00	498.06	0	0.00	(724,684.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	3.92	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	3,666.00	0.00	38,190.00	26.25	0	0.00	(38,190.00)
4715.4 - HAP - Utility Allowances	798.00	0.00	9,242.52	6.35	0	0.00	(9,242.52)
4715.5 - HAP - Fraud Recovery	(50.00)	0.00	(1,241.00)	(0.85)	0	0.00	1,241.00
4715.6 - HAP - Homeownership	857.00	0.00	8,763.00	6.02	0	0.00	(8,763.00)
4715.9 - HAP - Portable Receiving	0.00	0.00	161.00	0.11	0	0.00	(161.00)
4719 - HAP - FSS Escrow	761.00	0.00	15,541.69	10.68	0	0.00	(15,541.69)
Total HAP Payments	82,358.00	0.00	801,048.21	550.55	0	0.00	(801,048.21)
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
7520 - Replacement of Equipment	0.00	0.00	2,259.78	1.55	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	0.00	0.00	(2,259.78)	(1.55)	0	0.00	2,259.78
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	\$ 9,894.25	0.00	\$ 31,261.77	21.49	\$ (72,945)	0.00	\$ (104,206.77)

Analysis of HAP Funding-Voucher

A.C. Received: APR. 30, 2016

HAP Funding

10 Months Ended

April 30, 2016

\$ 819,671.00

A.C. Spent

HAP - Occupied Units	724,684.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	38,190.00
HAP - Utility Allowances	9,242.52
HAP - Homeownership	8,763.00
HAP - Fraud Recovery	(1,241.00)
HAP - FSS Escrow	15,541.69
Total Funding Required	800,887.21

Over/(Under) Funding-current fiscal year

\$ 18,783.79

HAP Reserve-prior fiscal years

\$ (0.18)

Cumulative Over (Under) Funding-HAP (NRA)

\$ 18,783.61

Memo: Income not including the over (under) funding of HAP

\$ 8,568.34

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016**

Units	1 Month Ended		10 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>April 30, 2016</u>	<u>PUM</u>	<u>April 30, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.00</u>	0.00	<u>55,527.99</u>	0.00	<u>0</u>	0.00	<u>(55,527.99)</u>
Total HUD PHA Grants	5,580.00	0.00	55,527.99	0.00	0	0.00	(55,527.99)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.00</u>	0.00	<u>55,527.99</u>	0.00	<u>0</u>	0.00	<u>(55,527.99)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,200.00	0.00	44,737.90	0.00	60,660	0.00	15,922.10
4182 - Employee Benefits - Admin	<u>1,079.56</u>	0.00	<u>14,699.73</u>	0.00	<u>0</u>	0.00	<u>(14,699.73)</u>
Total Administration	5,279.56	0.00	59,437.63	0.00	60,660	0.00	1,222.37
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,279.56	0.00	59,437.63	0.00	60,660	0.00	1,222.37

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016

Units	1 Month Ended		10 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>April 30, 2016</u>	<u>PUM</u>	<u>April 30, 2016</u>	<u>PUM</u>			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 300.44</u>	0.00	<u>\$ (3,909.64)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (56,750.36)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016

Units	1 Month Ended	10 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>April 30, 2016</u>	<u>April 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	772.70	13,179.10	13,750	16,500	3,320.90
4320 - Electricity	13,551.54	107,144.75	125,000	150,000	42,855.25
4330 - Gas	1,469.79	8,630.14	18,333	22,000	13,369.86
Total Utilities	<u>15,794.03</u>	<u>128,953.99</u>	<u>157,083</u>	<u>188,500</u>	<u>59,546.01</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	5,924.59	65,129.21	67,225	80,670	15,540.79
4420 - Materials	3,163.98	16,815.29	16,667	20,000	3,184.71
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	0.00	6,550.60	9,583	11,500	4,949.40
4430.03 - Snow Removal Contracts	420.00	3,685.40	3,333	4,000	314.60
4430.04 - Elevator Maintenance Contracts	0.00	14,439.03	7,083	8,500	(5,939.03)
4430.05 - Landscape & Grounds Contracts	0.00	5,513.75	9,167	11,000	5,486.25
4430.06 - Unit Turnaround Contracts	9,081.80	29,873.60	15,000	18,000	(11,873.60)
4430.07 - Electrical Contracts	0.00	3,787.75	4,167	5,000	1,212.25
4430.08 - Plumbing Contracts	203.58	1,933.99	1,250	1,500	(433.99)
4430.09 - Extermination Contracts	540.00	3,215.00	2,917	3,500	285.00
4430.10 - Janitorial Contracts	1,800.00	5,832.53	1,000	1,200	(4,632.53)
4430.11 - Routine Maintenance Contracts	1,005.00	7,376.21	8,750	10,500	3,123.79
4430.12 - Misc. Contracts	649.80	15,040.94	12,500	15,000	(40.94)
4431 - Garbage Removal	387.26	5,073.56	4,833	5,800	726.44
4433 - Employee Benefits - Maint.	2,353.12	31,073.36	27,133	32,560	1,486.64
Total Ordinary Maint. & Oper.	<u>25,529.13</u>	<u>215,340.22</u>	<u>190,608</u>	<u>228,730</u>	<u>13,389.78</u>
General Expense					
4510 - Insurance	2,361.43	23,607.75	21,750	26,100	2,492.25
4520 - Payment in Lieu of Taxes	1,780.00	17,800.00	18,125	21,750	3,950.00
4570 - Collection Losses	(410.40)	(410.40)	1,125	1,350	1,760.40
4586 - Interest Expense-CFFP	0.00	0.00	28,000	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	0.00	0.00	417	500	500.00
Total General Expense	<u>3,731.03</u>	<u>40,997.35</u>	<u>69,417</u>	<u>83,300</u>	<u>42,302.65</u>
Total Routine Expense	<u>65,020.92</u>	<u>624,340.79</u>	<u>678,517</u>	<u>814,220</u>	<u>189,879.21</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	0.00	7,436.36	10,417	12,500	5,063.64
Total Extraordinary Maint.	<u>0.00</u>	<u>7,436.36</u>	<u>10,417</u>	<u>12,500</u>	<u>5,063.64</u>
Casualty Losses-Not Cap.					
4620.2 - Contract Costs	0.00	716.08	0	0	(716.08)
Total Casualty Losses	<u>0.00</u>	<u>716.08</u>	<u>0</u>	<u>0</u>	<u>(716.08)</u>
Total Non-Routine Expense	<u>0.00</u>	<u>8,152.44</u>	<u>10,417</u>	<u>12,500</u>	<u>4,347.56</u>
Total Operating Expenses	<u>65,020.92</u>	<u>632,493.23</u>	<u>688,934</u>	<u>826,720</u>	<u>194,226.77</u>
Operating Income (Loss)	<u>(320.96)</u>	<u>52,806.66</u>	<u>(55,392)</u>	<u>(66,470)</u>	<u>(119,276.66)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2016

Units	1 Month Ended	10 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>April 30, 2016</u>	<u>April 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	269,105.90	0	0	(269,105.90)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	26,910.59	269,105.90	0	0	(269,105.90)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	0.00	10,228.71	0	0	(10,228.71)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	(25,000.00)	19,168.00	0	0	(19,168.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>25,000.00</u>	<u>(29,396.71)</u>	<u>0</u>	<u>0</u>	<u>29,396.71</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (27,231.55)</u>	<u>\$ (216,299.24)</u>	<u>\$ (55,392)</u>	<u>\$ (66,470)</u>	<u>\$ 149,829</u>
HUD Net Income (Loss)	<u>\$ 24,679.04</u>	<u>\$ 23,409.95</u>	<u>\$ (55,392)</u>	<u>\$ (66,470)</u>	<u>\$ (89,880)</u>

See Accountants' Compilation Report



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: May 19, 2016

Communication & Outreach Committee: May 25, 2016

Finance & Compliance Committee: May 19, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee

May 19, 2016

A monthly 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 8:30 a.m.

ROLL CALL

The following Commissioners were present: Andrew Smits.
Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

- A. Notification from our Insurance provider will be distributed in the Board Packet.

AGENDA

- A. The Agenda for the May Commission meeting was reviewed and approved:
 - We are meeting once again in the Government Center.
- B. There was a lengthy conversation on the draft By-Laws revision. President Smits has indicated an issue with the Secretary's position and provided a history of the position and a possible solution by contracting with the City of Traverse City's Clerk's Office to serve as the official record keeper. This will be discussed in some detail at the Board meeting.
- C. There was conversation on the Fiscal Year 2017 preliminary budget.
- D. After touring two potential property sites the Friday before this meeting, President Smits and Lentych discussed the issues surrounding all of the potential projects on the table.

ADJOURNMENT

President Smits adjourned the meeting at 9:55 a.m.

Respectfully submitted,

Andy Smits &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee May 25, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Haas and Simerson at 8:41 a.m.

ROLL CALL

The following Commissioners were present: Brian Haas and Jo Simerson.

Staff: Tony Lentych, Executive Director and Kari Massa, Program Manager.

Other: None [Aric Browning reported a conflict].

AGENDA

- A. The minutes of the previous meeting in April were reviewed and the agenda was approved.
- B. The need to expand the committee was briefly discussed.
- C. Old Business:
 - Massa reviewed her meeting with local photographer Megan Bowen of Megan Renae Studios and came up with a rough draft of what the TCHC is looking for. A brief overview was presented to the committee and will review again at the next meeting.
 - Stump Carving: The committee discussed making the carving a media piece with local stations and print media. Tony Lentych will present a rough draft for the committee to review at the next meeting. Carving is scheduled to be completed in August 2016.
 - 50th year Anniversary Celebration: After a brief conversation, the Committee will be reviewing this item in some detail at the next meeting.
 - Website/Domain: Brian Haas presented the committee with a list of domain names he found available to purchase. The Committee made the decision to move forward with one of the domains listed and will purchase it before the next meeting. No updates on website at this time.
- D. New Business:
 - Media Updates: Tony Lentych was requested to be part of a round table discussion regarding affordable housing. This meeting was published in the Traverse City Business News. He also made comments on the need for housing which aired locally.
 - Public Art on the Building: Brian Haas presented two options for the art work on the exterior of Riverview Terrace. Brian will be working with the Director of the Dennon Museum to provide additional options. Tony Lentych suggested the artwork go above the address on the building, in turn drawing attention to the building and address.

It was announced that the next meeting will be on June 22, 2016 at 8:30 a.m. at Riverview Terrace.

ADJOURNMENT

The Committee adjourned the meeting at 9:46 a.m.

Respectfully submitted,

Brian Haas
& Kari Massa, Program Manager

Meeting Minutes of the Traverse City Housing Commission

Finance & Compliance Committee

May 19, 2016

A Finance & Compliance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Rick Michaels at 3:02 p.m.

ROLL CALL

The following Commissioners were present: Rick Michael.

Committee Members Present: Brandon Gualtiere.

Staff: Tony Lentych, Executive Director and JoAnn Turnbull, Deputy Director.

CORRESPONDENCE

None.

AGENDA

- A. The Agenda and the Meeting Minutes from the previous meeting were both approved.
- B. The Purpose of the Committee was reviewed. The original focus of the committee was finance and compliance but now includes real estate development. The committee discussed finding specific information on our Bonding ability, Brandon Gualtiere will be contacting a co-worker that had developed bond offerings to check if he would give a presentation.
- C. There was a discussion about adding an additional Committee Member.
- D. The Draft Fiscal Year 2017 Budget was presented and discussed. This will be introduced at the next Board Meeting but will not be voted upon until June.
- E. Real Estate Discussion: Lentych informed the committee about two new properties that have may be available to the housing commission for development. Both properties are located within the City limits. With the previous property the Commission examined in mind, the following three scenarios were discussed:

Property A: A property with slightly over two acres. This property was the point of consultants review in partnership with Northern Michigan Community Action Agency. After a recent meeting with NMCAA to review the consultant report, it was decided that the best use of this property would be developing into home ownership opportunities with a target sale price of \$150,000 to \$180,000. ADUs might be development as part of the concept too.

Property B: A nearly thirteen acre parcel of undeveloped land in the City of Traverse City. The ideal use for a portion of this property would be for an apartment complex focused on Senior Living. There could be 1 to 3 buildings with anywhere from 30 – 45 units developed.

Property C: A nearly 2.5 acre parcel of undeveloped land within the city limits. While the site could be used for multi-family buildings, the surrounding properties indicate a single family concept might fit best.

The committee encourage staff to continue to gathering information especially on Property B and report back next month. Other areas to address:

- a. MSHDA financing including the 9% tax credit program AND TCHC Bonding abilities.
- b. Need to make a decision on TAHDCO.
- c. Contact some development partners with tax credit experience.
- d. More market analysis.

ADJOURNMENT

President Michaels adjourned the meeting at 4:16 p.m.

Respectfully submitted,

Rick Michael &
JoAnn Turnbull, Deputy Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

May 27, 2016

BUILDINGS/OCCUPANCY:

Our Spring Landscaping is underway and will continue for another month but the properties are looking great. One side note on Carson Square: we have filled 8 of our ten units and should have the other two units filled soon (applications pending).

Riverview Terrace – There were no units open this month.

Orchardview – We discovered that a family moved out recently without giving notice so we had not planned a unit flip with our vendors/contractors. We have a family ready to move in once it is ready next month.

FINANCIAL:

The initial draft version of our Fiscal Year 2017 annual budget has been prepared. This should generate much discussion this month but our goal is to pass it next month so that we have time to address and investigate all of your questions and concerns.

PROJECTS (This is a list of projects that are on-going or recently completed):

- Office IT: Camera issue still on hold but we will review Placement Map next month.
- Uptown Development: Final Bill will be submitted next week. All issues with Construction Easement Property are now remedied.
- Orchardview Phase II: No change in status.
- Housing Development: Will be covered in Finance Committee Report – movement on previous property and two new properties.
- Advocacy: PILOT Workshop planned for early June 2016. Met with speakers and finalized agenda. Reviewing all presentations. Over 30 people are registered including many County Treasurers.
- Office Management: Working with HR staff from the City of Traverse City to conduct employee reviews in June.
- Strategic Planning: Nothing to update.

ACTIVITIES:

Participated in the Housing Solutions Network Monthly Meeting.

Meeting with Affordable Housing Consultant, Wayne Workman to discuss bond financing and new HUD monies available in the state.

Co-presented, along with Cecil McNally of Goodwill Industries, to the University of Michigan “Road Scholars” on the topic of Affordable Housing in this region during their visit to Traverse City.

Held several meetings with Riverview Terrace Residents regarding general issues in our community and issues concerning the Riverview Terrace Resident Council.

Meeting with MSHDA Executive Director, Kevin Elsenheimer to discuss area concerns and the launch of MSHDA's new strategic plan. Also attended his public presentation on that Strategic Plan at the Government Center.

Prepared for and participated in a monthly Executive & Governance, Finance & Compliance, and Communication & Outreach Committee meetings.

Meeting with Homestretch Board Chair, Geoff Strait.

Discussions with our Attorney, Ward Kuhn about current issues with some residents.

Re-Elected to the CEDAM Board of Directors and participated in a Board Orientation. And participated in a several CEDAM Committee Meetings/Discussions: QAP, Public Policy.

Attended sub-committee meeting of the City of Traverse City Commission on their PILOT ordinance.

Held several meetings and phone calls with a property owner and with potential partners to discuss economic viability of certain properties available to us for purchase. This includes detailed meetings with development consultants.

Attended the three-day Building Michigan Communities Conference in Lansing, Michigan. Also participated in a CEDAM Board of Directors meeting while in Lansing.

Met with Kent Wood, Director of Government Relations at the TC Chamber of Commerce to discuss general issues. We will continue to meet in order to utilize his advocacy successes for potential partnership on the affordable housing front.

Attended the two-day MI-NAHRO Spring Conference in Detroit, Michigan.

Participated in Federal Home Loan Bank of Indianapolis AHP tour of Evansville, Indiana and the AHP Advisory Committee Meeting.

Attended monthly Riverview Terrace Resident Council Meeting.

MEDIA:

The Traverse City Business News Article entitled, Affordable Housing Roundtable was published. Participated in a 7&4 News story about a recent area development that targets affordability to people with home-based businesses.

PERSONAL:

Nothing to report.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

May 27, 2016

Current SEMAP Status

HUD summarization failed, which zeroed out the categories in the FSS report in SEMAP. Due to this issue I calculated our SEMAP indicators using our office reports. We should have an updated SEMAP for the June meeting.

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	29	126%	14	48%

This places the program in the “High Performer” category.

Program Manager Update

The 2016 FSS Grant application was submitted and received by Grants.gov. We have been issued a grant number and are still waiting. No change.

Due to the recent increase in families graduating I felt we needed to increase our enrollment, beyond the required 25 slots (number required for full funding). The cut off is 30, which is what we began with long ago. My goal is to fill those additional slots by June 30, 2016.

We have welcomed a new FSS PCC board member. This position was open to only current FSS participants. She is thrilled to have the opportunity to be part of this and is also very excited to be part of the FSS program.

Status of Participants

Quarterly meetings will be scheduled in June and July due to the Section wait list opening in June.

Date: May 23, 2016

Memorandum: TRAVERSE CITY HOUSING COMMISSION

The Riverview Resident Council is approaching the half-way mark of their year of service to the Residents. The Council has made some very positive improvements but still have a ways to go in completing the goals we hoped to accomplish in this year. The council meetings continue to improve in attendance and participation. We still have to review the By-laws looking for ways that they can be simplified and made more understandable for the Residents.

The feather in our cap is of course the Residents Association Office. The efforts of this office have put over \$5,000.00 per month in food monies back in the pockets of the Residents amounting to over \$60,000.00 per year, plus we are available 5 days a week to assist Residents with concerns and a listening ear.

We were able to provide five complimentary dinners for the Residents with the help of donations from Meyer's, Olsens and Max Bauers Meats. We are continuing our Monthly Birthday Bashes, summer picnics and other programs for health and living skills.

We applied for a grant from the Sunrise Foundation, Rotary Club for \$1,000.00 for additional fun equipment for the Residents hoping to increase spontaneous interaction. We did not get this but will continue to seek funding sources to enhance the Residents environment.

We are grateful for all the support the Board and Management has provided

Priscilla Townsend, President Riverview Resident Council



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

Executive Director Annual Review:
Final Report

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	APRIL 2016 ACTUAL*	FY 2016 YTD*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 39,647.76	\$ 394,569.85	97.42%
Investment Interest	3,115.76	3,600.00	220.22	2,245.01	62.36%
Program Income: HCV	801,679.00	925,000.00	98,205.00	894,844.00	96.74%
Program Income: FSS	66,127.50	66,000.00	5,580.00	55,527.99	84.13%
Earned Income	118,755.80	146,500.00	3,347.98	72,154.03	49.25%
HUD Property Subsidy	250,531.00	240,000.00	21,484.00	216,331.00	90.14%
CFP / Draw on Surplus	216,024.34	55,000.00	-	106,712.10	194.02%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 168,484.96	\$ 1,742,383.98	94.64%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 16,084.64	\$ 156,327.15	71.55%
Benefits	43,703.38	90,000.00	5,477.05	64,398.26	71.55%
Compensated Absences	(1,805.55)	(1,500.00)	-	-	0.00%
Legal	6,913.00	9,500.00	162.00	5,613.62	59.09%
Travel / Staff Training	7,862.47	15,000.00	853.80	6,927.33	46.18%
Accounting / Auditing	20,345.52	21,000.00	1,099.41	18,026.60	85.84%
General Office Expenses	86,997.61	72,000.00	4,253.21	73,155.30	101.60%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 27,930.11	\$ 324,448.26	76.43%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 267.42	\$ 7,317.66	58.54%
Cable Television	33,037.34	33,000.00	3,001.51	29,236.96	88.60%
HAP	854,465.00	840,000.00	82,358.00	801,048.21	95.36%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 85,626.93	\$ 837,602.83	94.59%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,500.00	\$ 772.70	\$ 13,179.10	79.87%
Electricity	148,299.11	150,000.00	13,551.54	107,144.75	71.43%
Gas	16,715.50	15,500.00	1,469.79	8,630.14	55.68%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 15,794.03	\$ 128,953.99	70.85%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 5,924.59	\$ 65,129.21	76.62%
Maintenance Benefits	31,533.44	32,500.00	2,353.12	31,073.36	95.61%
Materials	13,328.43	20,000.00	3,163.98	16,815.29	84.08%
Contract / CFP Costs	292,289.06	80,000.00	14,087.44	163,321.99	204.15%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 25,529.13	\$ 276,339.85	127.05%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,361.43	\$ 23,607.75	100.03%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	17,800.00	98.89%
Collection Losses	3,511.15	1,350.00	(410.40)	(410.40)	-30.40%
Interest Expense / Other	37,087.94	25,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 3,731.03	\$ 40,997.35	60.33%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 10,675.17	\$ 12,500.00	\$ -	\$ 8,152.44	65.22%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 158,611.23	\$ 1,616,494.72	90.31%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 9,873.73	\$ 125,889.26	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (157,296.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 9,873.73	\$ (31,406.74)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<u>OPERATING INCOME</u>	
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.
<u>OPERATING EXPENSES</u>	
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.
<u>TENANT PROGRAMS & SERVICES</u>	
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.
<u>UTILITIES</u>	
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.
<u>MAINTENANCE / BUILDING OPERATION</u>	
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.
<u>GENERAL EXPENSE</u>	
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.
<u>EXTRAORDINARY / CASUALTY*</u>	
	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.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	
	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 APRIL 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	174,949.13	
Members Credit Union	Savings	\$	6,598.22	
Chemical Bank	520011210	\$	101,113.45	
Traverse City State Bank	1051647	\$	161,449.23	
Traverse City State Bank	53691	\$	42,467.92	
First Merit Bank	4535723359	\$	162,378.55	
Traverse City State Bank	ICS Acct	\$	75,405.20	
Bank of Holland	1075909	\$	25,146.72	
Chemical Bank	9426	\$	17,531.99	
First Merit Bank	4532078534	\$	26,835.80	
Members Credit Union	CD 16525-S100	\$	30,830.14	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	875,901.04	

HOUSING CHOICE VOUCHER

PNC Bank	Checking	\$	122,650.17	
Chase Bank	135080088317	\$	68,121.78	Escrow Account
SUB TOTAL		\$	190,771.95	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalants		\$	1,621,069.99	

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	May/June 2016	June 24, 2016
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	Unknown	Unknown	June 2016	
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	August 2016	
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	August 6, 2002	None	June 2016	
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	TBD	

This Document is NOT COMPLETE

Current as of May 2016

TCHC Policy Review Schedule

Pest Control Policy	Unknown	Unknown	TBD
Procurement Policy	May 1, 1990	Unknown	TBD
Public Housing Maintenance Plan	Unknown	Unknown	TBD
Reasonable Accommodation	Unknown	Unknown	TBD
Rent Collection Policy	April 5, 1988	None	August 2016
Safety & Evacuation Policy	Unknown	Unknown	TBD
Schedule of Excess Utility Charges Policy	February 14, 1989	None	June 2016
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD
Sexual Harassment Policy	September 11, 1996	None	TBD
Smoking Policy	Unknown	Unknown	TBD
Social Security Number Privacy Policy	January 22, 2016	NA	January 22, 2016
Transfer Policy	Unknown	Unknown	TBD
Travel Policy	Unknown	Unknown	TBD
Tresspass Policy	Unknown	Unknown	TBD
Vehicle Policy	Unknown	Unknown	August 2016
Social Media Policy	NEW	NA	Summer 2016

MEMO

To: Housing Commission Board

From: Jen Seman – Jennifer Seman, LLC

Date: April 3, 2016

Subject: Year 1 Performance Review – Tony Lentych

At your direction, I completed a comprehensive, 360-degree performance evaluation for Traverse City Housing Commission Executive Director, Tony Lentych ("Director"). This review consisted of speaking with various individuals that interact with the Director on a regular basis, as identified by the Housing Commission. These individuals included Housing Commission staff, community leaders, and residents at Orchard View and Riverview Terrace. *(Please note: Residents were selected by random draw by the Housing Commission.)* I also spoke with the Director to complete a self-assessment. In total, I spoke with 19 individuals between February 5th and March 20th in order to complete the performance evaluation process.

Below is a summary of the information gathered during each individual discussion. This document shall serve as the Director's first annual performance review as Executive Director for the Traverse City Housing Commission.

What is Tony particularly good at? What are Tony's strengths? What has Tony done well in the last 12 months?

- Tony understands all of the tools and resources available for public housing.
 - He understands how to get things done at the local and state level.
 - Tony brings a wealth of knowledge and connections to the Housing Commission that was previously absent.
 - He has the experience and connections to bring about change.
 - Tony knows the landscape in Lansing, which is a tremendous asset to the community.
- Tony demonstrates good leadership skills.
 - Tony is committed to the Housing Commission and is qualified to do the job.
 - He is not afraid to "roll up" his sleeves and get work done.
 - Tony acts as a leader and provides good direction to the Board and staff.
 - His direct communication style helps get things done.

- Tony collaborates well with community partners and shows his leadership on housing issues.
- Through Tony's leadership there is a strong vision for the Housing Commission.
- Tony has developed name recognition for the Housing Commission within the Community.
 - There was no community presence before Tony, now there is one.
 - Tony represents the Housing Commission very well.
 - Tony serves as the “face” within the community when it comes to housing.
 - People recognize the Housing Commission due to Tony's efforts.
 - Tony is committed to the community and works well with community partners.
 - Community partners enjoy working with Tony and being involved with the Housing Commission. This wasn't always the case.
 - Tony regularly attends meetings and events that he should be at within the community.
- Tony is accessible and approachable.
 - Tony makes himself available to residents, employees, public and the Board.
 - He works with partners at the local and state level on housing issues.
 - Tony is involved in a lot of community activities.
 - He is a good listener.
- Tony has good communication skills.
 - Tony keeps the Board informed and provides quality information to assist in the decision making process.
 - The residents know who Tony is and he spends time talking with them.
 - Tony stands up for what should be done, which is not always the most popular thing to do.
 - He is dedicated and wants to see the Housing Commission succeed.
 - Tony is not a micro-manager. The staff understands his expectations.
 - He listens to his team and responds to their needs as appropriate.
- Tony has initiative.
 - Tony made connections by reaching out to the community, not waiting for the community to reach out to him.
 - He doesn't hesitate to make tough decisions.
 - Tony makes good decisions for the Housing Commission.

What are Tony's weaknesses? Is there anything you would like Tony to change or improve?

- Tony is too accessible to residents.
 - Tony has an open door policy, which can easily be taken advantage of by some residents.
 - Tony should focus more on the organizational improvements and less on resident issues.
- Responsiveness / follow through
 - Tony's level of responsiveness depends on the type of issue.
 - More consistent follow through is needed on every issue that is brought in front of the Board, staff and residents.
- Communication
 - Some people think Tony's communication style is too direct.
 - If Tony is going to miss a deadline it should be communicated to the Board ahead of time.

Additional Comments Related to Overall Performance:

- "The Housing Commission is lucky to have Tony."
- "Tony has the best interests of the citizens and Housing Commission at heart. It is rare to find this!"
- "Tony has a very hard job, managing all of the different interests and people that work with the Housing Commission, and he does it well."
- "Tony is the best thing that has happened to the Housing Commission."
- "Tony has a passion for housing, and it shows in everything he does."
- "Tony has a tremendous knowledge of housing, part of which may be untapped."
- "Tony has outperformed expectations for the 1st year, and expectations were high."

Goals for the next 12 months:

- Continue to partner with community leaders to move the Housing Commission forward. There is a need in this community to create housing opportunities (not just build a building).
- Continue to partner with non-profits and identify their needs.
- Housing Commission has good momentum going right now, Tony should keep doing what he is doing.
- Move the Housing Commission closer to "putting a hole in the ground."
- Increase efficiencies and review internal processes & procedures (i.e. job descriptions).
- Develop a cohesive staff within the Housing Commission.

Overall, my impression is that Tony is doing a good job as the Executive Director for the Housing Commission and he is the right person to lead the Housing Commission into the future. Tony has brought an excellent knowledge base of HUD and MISHDA to the community. Under his leadership, there is a strong vision for the Housing Commission.

During my discussions it became clear that Tony is very passionate about housing and readily shows this emotion. Community leaders enjoy working with Tony and the Housing Commission, which was previously absent before he took on the role of Director.

Tony's team has a tremendous amount of longevity and dedication. Tony's leadership, housing knowledge, and expertise was a welcomed addition to the team, however, his direct management style required some time for the team to accept. Tony has spent time getting to know the team and manage the different personalities. To further develop his team at the Housing Commission, I recommend that all of the staff (including the Maintenance staff) participate in some type of team building activity such as DISC assessment. This type of profile training will allow the team to get to know each other better and increase the team's cohesiveness.

The past year presented some significant unanticipated challenges including a nine-story building and resident council. These issues have taken up a tremendous amount of Tony's time, which has been a barrier to moving things forward. Overall, Tony has handled these issues well and there is excitement about the future of the Housing Commission.

Through my discussions with the Board and various residents it became apparent there is a divide over expectations of the Director. Some Board members believe that Tony is spending too much time dealing with resident issues, while some residents believe Tony isn't spending enough time handling their issues (or not handling them timely enough). Tony performs a delicate balance of managing the needs of both stakeholders, however, in order for Tony to increase his focus on the strategic goals of the Housing Commission, as desired by the Board, then the Board needs to further define and communicate the daily responsibilities and tasks of the Executive Director.

In summary, Tony works well with the Board, residents, staff and community leaders, and in just one short year has changed the face of the Housing Commission – for the better. It is evident that Tony's skills, knowledge and abilities make him a valued asset to this community and the Housing Commission.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

TCHC By-Law Review – Mark-up Language

TCHC Fiscal Year 2017 Budget – First Draft

Traverse City Housing Commission By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City in 1966.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide decent, safe and sanitary affordable housing opportunities for residents of the Traverse City area.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain.

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting the President shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.
4. Secretary. **DISCUSSION!!** The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and

shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.

5. **Executive Director.** The Executive Director ("Director") of the Commission shall have general supervision over the administration of Commission business, affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations.
6. **Additional Duties.** The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. **Election of Officers.** The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified. Those appointed to the office of President or Vice President may serve up to two (2) full, consecutive terms. Partial terms shall not be counted as a full term. Any person temporarily appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the TCHC Board determines.
8. **Attendance.** ~~Following the policy of the City of Traverse City, appointees to Members of~~ the TCHC Board ~~must attend at least 75% of scheduled meetings. shall not miss any more than two (2) regular meetings in a twelve-month period or more than two (2) special meetings in that same twelve-month period.~~ Absences from meetings may be ~~deemed-recorded~~ as "excused" or "unexcused" by the President of the Board (or by Vice President in case of President's absence). Commissioners should call the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be ~~termed-recorded~~ as "unexcused" pending explanation to the Board. The Board President has the authority to ~~deem therecord the~~ absence of a Board member ~~as~~ "excused" in the case of an emergency. ~~The TCHC Board may choose to notify the Mayor of Traverse City if a commissioner exceeds the above-stated absence thresholds. The records of attendance at TCHC meetings shall be forwarded to the City Clerk's office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.~~
9. **Vacancies.** Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. **Additional Personnel.** The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary

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limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. Committees and Subcommittees. The Board may create such special or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. Procedures. All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. Annual Meeting. The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June at the pre-determined location for that meeting. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. Regular Meetings. Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve an annual meeting schedule at the January meeting of each year.
4. Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those

Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.

6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:

- I. Roll Call
- II. Approval of Agenda
- III. PUBLIC COMMENT
- IV. Consent ~~Calendar~~ Agenda
- V. Committee & Commissioner Reports
- VI. Report of the Director ~~Staff & Program Reports~~
- VII. Old Business
- VIII. New Business
- IX. Public Comments
- X. Commissioner Comments
- XI. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President or a member wishes, he/she may call for a division, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting.

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A

Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.

3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the Mayor of Traverse City and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE PROPOSED BUDGET

	FY 2015 ACTUAL*	FY 2016 BUDGET	FY 2016 ANTICIPATED	FY 2017 BUDGET	% CHANGE
OPERATING INCOME					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 473,483.82	\$ 465,000.00	14.81%
Investment Interest	3,115.76	3,600.00	\$ 2,694.01	2,700.00	-25.00%
Program Income: HCV	801,679.00	925,000.00	\$ 1,073,812.80	1,005,000.00	8.65%
Program Income: FSS	66,127.50	66,000.00	\$ 66,633.59	66,600.00	0.91%
Earned Income	118,755.80	146,500.00	\$ 86,584.84	110,584.00	-24.52%
HUD Property Subsidy	250,531.00	240,000.00	\$ 259,597.20	250,000.00	4.17%
CFP / Draw on Surplus	216,024.34	55,000.00	\$ 128,054.40	154,537.00	180.98%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 2,090,860.66	\$ 2,054,421.00	11.59%
OPERATING EXPENSES					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 187,592.58	\$ 238,780.00	9.28%
Benefits	43,703.38	90,000.00	\$ 77,277.91	69,645.00	-22.62%
Compensated Absences	(1,805.55)	(1,500.00)	\$ -	(1,500.00)	0.00%
Legal	6,913.00	9,500.00	\$ 6,736.34	9,500.00	0.00%
Travel / Staff Training	7,862.47	15,000.00	\$ 8,312.80	12,000.00	-20.00%
Accounting / Auditing	20,345.52	21,000.00	\$ 21,631.92	22,000.00	4.76%
General Office Expenses	86,997.61	72,000.00	\$ 87,786.36	68,000.00	-5.56%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 389,337.91	\$ 418,425.00	-1.43%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 8,781.19	\$ 8,575.00	-31.40%
Cable Television	33,037.34	33,000.00	\$ 35,084.35	37,460.00	13.52%
HAP	854,465.00	840,000.00	\$ 961,257.85	965,400.00	14.93%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 1,005,123.40	\$ 1,011,435.00	14.22%
UTILITIES					
Water	\$ 17,181.40	\$ 16,500.00	\$ 15,814.92	\$ 16,500.00	0.00%
Electricity	148,299.11	150,000.00	\$ 128,573.70	150,000.00	0.00%
Gas	16,715.50	15,500.00	\$ 10,356.17	15,500.00	0.00%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 154,744.79	\$ 182,000.00	0.00%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 78,155.05	\$ 85,342.00	0.40%
Maintenance Benefits	31,533.44	32,500.00	\$ 37,288.03	35,036.00	7.80%
Materials	13,328.43	20,000.00	\$ 20,178.35	20,200.00	1.00%
Contract / CFP Costs	292,289.06	80,000.00	\$ 243,020.00	180,000.00	125.00%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 378,641.43	\$ 320,578.00	47.39%
GENERAL EXPENSE					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 28,329.30	\$ 30,600.00	29.66%
Payment in Lieu of Taxes	22,213.09	18,000.00	\$ 21,360.00	23,000.00	27.78%
Collection Losses	3,511.15	1,350.00	\$ (492.48)	-	-100.00%
Interest Expense / Other	37,087.94	25,000.00	\$ -	32,000.00	28.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 49,196.82	\$ 85,600.00	25.97%
EXTRAORDINARY / CASUALTY					
	\$ 10,675.17	\$ 12,500.00	\$ 9,782.93	\$ 10,000.00	-20.00%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 1,986,827.28	\$ 2,028,038.00	13.30%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 151,067.11	\$ 26,383.00	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ (115,121.00)	\$ (25,000.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 35,946.11	\$ 1,383.00	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
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 Account Surplus.
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
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.
<u>TENANT PROGRAMS & SERVICES</u>	
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.
<u>UTILITIES</u>	
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.
<u>MAINTENANCE / BUILDING OPERATION</u>	
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.
<u>GENERAL EXPENSE</u>	
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.
<u>EXTRAORDINARY / CASUALTY*</u>	
	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.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	
	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



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

May 4, 2016 Letter & Insurance Certificates from Paul Olson, of Municipal Underwriters

June 8, 2016 PILOT Workshop Announcement

May 2016 Traverse City Business News Article: Affordable Housing Roundtable

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690

Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

May 4, 2016

Tony Lentrych, Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Dear Tony:

Enclosed you will find Summary of Coverage's and an Invoice **for the Traverse City Housing Commission's** 2016-2017 insurance years. The renewal date of your policy is 06/16/2016.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The quoted premium is **\$24,100.00**. **This represents an increase of 2% over last years quoted premium of \$23,571.00. I have increased your blanket property values 5%.**

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **the Traverse City Housing Commission's** insurance needs for the past **12 years**. **Thank you for your business!**

Sincerely,

Paul W. Olson
Regional Risk Manager
MUM

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Traverse City Housing Commission 2016

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of Michigan, Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of West MI. Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
231-421-3509 FAX
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 1,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 1,000

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 1,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 1,000

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 Per Person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 1,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 1,000,000
D. Uninsured Motorists	\$ 1,000,000
E. Non-owned & Hired Auto Liability	\$ 1,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ No Fleet Vehicles

A. Comprehensive	\$ 0 ACV Deductible, Actual Cash Value
B. Collision	\$ 0 Deductible, ACV, Broadened

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 25,000
Deductible \$ 1,000

SEE ATTACHED SCHEDULE

Inland Marine

Application:
T000020025123

TRAVERSE CITY HOUSING
CO 

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
								Total:	\$0

Schedule Total:	\$0
Miscellaneous Property & Equipment:	\$25,000
Ancillary Equipment:	\$0
Contractors Equipment Rented From Others:	\$0
Aircraft Limit:	\$0
Inland Marine Total:	\$25,000

This application is READ ONLY. It has already been submitted.



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V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 20,166,826.00
Deductible	\$ 1,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Flood Coverage- \$100,000
5. Earthquake Coverage- \$1,000,000
6. Accounts Receivable- \$250,000
7. Loss of Business Income Coverage- \$500,000 Per Occurrence
8. Extra Expense Coverage - \$500,000 Per Occurrence
9. Newly Acquired and Constructed Property- \$1,000,000 180 Days
10. Foundations of Machinery- \$250,000
11. Power Surge Coverage - \$25,000 Limit
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes, Flues or Drains- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Inventory and Appraisal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

Property

Application:
T000020025123

TRAVERSE CITY HOUSING CO

Number ▼	Loc.# ▼	Bldg.# ▼	Within 50 ft ▼	Fac Loc.# ▼	Street Address▼	POK ▼	BC ▼	Bldg. Lim.▼	Cont. Lim.▼	Mine Sub ▼	Yr. Built ▼	FAR ▼	BF ▼	Special Ded▼	Sprinkler ▼	Sq Foot	BoilerVal
50063	1	1	No	0	150 PINE STREET HIGH RISE	10	4	\$ 17,017,088	\$ 23,153	\$ 0	1976	R	802	0	Yes	0	R
50072	1	2	No	0	150 PINE ST	11	1	\$ 3,647	\$ 0	\$ 0	1976	R	614	0	No	0	R
50064	2	1	No	0	10224 E. CARTER FAMILY DWELLING	10	1	\$ 488,633	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
50073	2	2	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50074	2	3	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50065	3	1	No	0	10220 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
50075	3	2	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50076	3	3	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50066	4	1	No	0	10216 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
50077	4	2	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50078	4	3	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50067	5	1	No	0	10212 E CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
50079	5	2	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50080	5	3	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50068	6	1	No	0	10208 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
50081	6	2	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50082	6	3	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50083	6	4	No	0	10208 E. CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50084	6	5	No	0	10208 CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
50069	7	1	No	0	10200 E. CARTER OFFICE	10	2	\$ 399,902	\$ 57,881	\$ 0	1994	R	100	0	Yes	0	R
50070	7	2	No	0	10200 CARTER CENTER	18	1	\$ 121,238	\$ 2,894	\$ 0	1996	R	910	0	No	0	R
50071	7	3	No	0	10200 CARTER CENTER	10	1	\$ 6,685	\$ 0	\$ 0	1996	R	403	0	No	0	R
Totals:								\$20,053,953	\$112,873	\$0							
Grand Total:								\$20,166,826									

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS:

EMPLOYEE BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 20,166,826.00

XIII. VOLUNTEER FIREMEN'S ACCIDENT:

SEE ATTACHED

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$24,100.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Municipal Underwriters of Michigan 4171 Wolverine Drive Williamsburg MI 49690	CONTACT NAME: Paul W. Olson		
	PHONE (A/C, No, Ext): 888-883-6391	FAX (A/C, No): 231-421-3509	
	E-MAIL ADDRESS: polson@i2k.com		
INSURED Traverse City Housing Commission 150 Pine Street Traverse City MI 49684	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: US Specialty Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMTP-132938	06/16/2016	06/16/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ Included
	OTHER:						\$
	AUTOMOBILE LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
A	Property Coverage	<input type="checkbox"/>	<input type="checkbox"/>	HMTP-132938	06/16/2016	06/16/2017	E.L. DISEASE - POLICY LIMIT \$
	20,166,826.00 Blanket Basis/Special	<input type="checkbox"/>	<input type="checkbox"/>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following is added as an additional insured and a loss payee as their interest appears in the financing of the renovations at all Traverse City Housing Commission property locations..

CERTIFICATE HOLDER**CANCELLATION****Additional Insured and Loss Payee:**

All American Investment Group LLC
730 17th Street, Suite 830
Denver, Colorado 80202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____



PROPERTY SECTION

 DATE (MM/DD/YYYY)
05/04/2016

AGENCY NAME Municipal Underwriters of Michigan		CARRIER US Specialty Insurance Company		NAIC CODE
POLICY NUMBER HMTP-132938		EFFECTIVE DATE 06/16/2016	NAMED INSURED(S) Traverse City Housing Commission	

BLANKET SUMMARY

BLKT #	AMOUNT	TYPE	BLKT #	AMOUNT	TYPE

PREMISES INFORMATION

PREMISES #:		STREET ADDRESS: 150 Pine Street							
BUILDING #: 1		BLDG DESCRIPTION: High Rise							
SUBJECT OF INSURANCE	AMOUNT	COINS %	VALU-ATION	CAUSES OF LOSS	INFLATION GUARD %	DED	DED TYPE	BLKT #	FORMS AND CONDITIONS TO APPLY
Renovation Financing	284,000	90	RC	Special	2.5	1,000			

ADDITIONAL INFORMATION BUSINESS INCOME / EXTRA EXPENSE - Attach ACORD 810 VALUE REPORTING INFORMATION - Attach ACORD 811

ADDITIONAL COVERAGES, OPTIONS, RESTRICTIONS, ENDORSEMENTS AND RATING INFORMATION

SPOILAGE COVERAGE (Y / N) <input type="checkbox"/>	DESCRIPTION OF PROPERTY COVERED	LIMIT \$	REFRIG MAINT AGREEMENT (Y / N) <input type="checkbox"/>	OPTIONS
		DEDUCTIBLE \$		<input type="checkbox"/> BREAKDOWN OR CONTAMINATION <input type="checkbox"/> POWER OUTAGE <input type="checkbox"/> SELLING PRICE
SINKHOLE COVERAGE (Required in Florida)		ACCEPT COVERAGE	REJECT COVERAGE	LIMIT: \$
MINE SUBSIDENCE COVERAGE (Required in IL, IN, KY and WV)		ACCEPT COVERAGE	REJECT COVERAGE	LIMIT: \$
<input type="checkbox"/> PROPERTY HAS BEEN DESIGNATED AN HISTORICAL LANDMARK			# OF OPEN SIDES ON STRUCTURE: _____	

CONSTRUCTION TYPE	DISTANCE TO HYDRANT FT	FIRE STAT MI	FIRE DISTRICT	CODE NUMBER	PROT CL	# STORIES	# BASM'TS	YR BUILT	TOTAL AREA
BUILDING IMPROVEMENTS		BLDG CODE GRADE	TAX CODE	ROOF TYPE	OTHER OCCUPANCIES				
<input type="checkbox"/> WIRING, YR: <input type="checkbox"/> PLUMBING, YR: <input type="checkbox"/> ROOFING, YR: <input type="checkbox"/> HEATING, YR: <input type="checkbox"/> OTHER: YR:		WIND CLASS	SEMI-RESISTIVE	HEATING SOURCE INCL WOODBURNING STOVE OR FIREPLACE INSERT		DATE INSTALLED: _____			
<input type="checkbox"/> RESISTIVE		MANUFACTURER:		PRIMARY HEAT <input type="checkbox"/> BOILER <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> IF BOILER, IS INSURANCE PLACED ELSEWHERE? <input type="checkbox"/> Y / N					
RIGHT EXPOSURE & DISTANCE		LEFT EXPOSURE & DISTANCE		FRONT EXPOSURE & DISTANCE		REAR EXPOSURE & DISTANCE			
BURGLAR ALARM TYPE		CERTIFICATE #			EXPIRATION DATE	<input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> LOCAL GONG <input type="checkbox"/> WITH KEYS			
BURGLAR ALARM INSTALLED AND SERVICED BY				EXTENT	GRADE	# GUARDS / WATCHMEN	CLOCK HOURLY		
PREMISES FIRE PROTECTION (Sprinklers, Standpipes, CO2 / Chemical Systems)				% SPRNK	FIRE ALARM MANUFACTURER		<input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> LOCAL GONG		

ADDITIONAL INTEREST		ACORD 45 attached for additional names	
INTEREST	NAME AND ADDRESS	RANK:	EVIDENCE: <input checked="" type="checkbox"/> CERTIFICATE
<input type="checkbox"/> LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE	All American Investment Group LLC 730 17th Street, Suite 830 Denver, Colorado 80202		INTEREST IN ITEM NUMBER LOCATION: BUILDING: ITEM CLASS: ITEM: ITEM DESCRIPTION
REFERENCE / LOAN #:			

ACORD 140 (2016/03)

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Northwest Michigan Housing Solutions Network

Understanding PILOTs:

What Local Governments Should Know about Payments in Lieu of Taxes

As the housing market rebounds and interest grows in developing affordable housing, tax incentives known as “payments in lieu of taxes” (PILOTs) are becoming regular discussion topics at village council and city commission meetings in Northwest Michigan. PILOTs come with many questions for local governments: how do they work? What are the impacts on a community? What are the benefits? Are there alternatives?

Local government representatives are invited to discuss these questions, case studies, and more in interactive workshops coordinated by the Northwest Michigan Housing Solutions Network:

WEDNESDAY, JUNE 8

9 a.m. – 10:30 a.m.

Governmental Center Training Room
(2nd Floor)

400 Boardman Ave, Traverse City

1:30 – 3 p.m.

Charlevoix Public Library
220 Clinton St, Charlevoix

FREE

Please RSVP by June 6 to:
Elizabeth Calcutt, Networks Northwest
231-929-5034

ecalcutt@networksnorthwest.org

WHO IS THE HOUSING SOLUTIONS NETWORK?

The Housing Solutions Network seeks to aid in the development of a diverse mix of regional housing choices with affordable options that fit in with the unique character of the countryside, neighborhoods, villages, and cities of our region. We do this by:

- Educating
- Collaborating
- Developing resources

Our informal network group is made up of representatives from nonprofit housing organizations, funders, lending institutions, real estate, local government, and other housing stakeholders from Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties. We work collaboratively to raise and leverage funding, provide educational resources, and build awareness of housing issues.



This event is offered at no charge thanks to the support of the Michigan Housing Council.

TED S. ROZEBOOM

LOOMIS LAW FIRM, LANSING, MICHIGAN

With an extensive knowledge of housing finance with an emphasis on low income housing tax credits, Ted S. Rozeboom brings experience in state and federal government to the Loomis Law Firm. His practice handles affordable housing developments, historic preservation, federal and state historic tax credits, community development and real estate tax exemption. Mr. Rozeboom has been a frequent speaker to various trade associations on affordable housing, community development and tax credit issues.

A graduate of George Mason University School of Law, Mr. Rozeboom spent more than 20 years with various state and federal agencies and committees including the Michigan State Housing Development Authority and the U. S. Senate Committee on Banking, Housing and Urban Affairs. Mr. Rozeboom joined the Loomis Law Firm in 2006 and became a shareholder in 2008.

TOM EDMISTON

CINNAIRE, LANSING MICHIGAN

Tom Edmiston currently serves as the Senior Vice President for Business Development at Cinnaire (formerly known as the Great Lakes Capital Fund). He previously served as COO and then as Regional President after joining the organization in 2002. He currently oversees various tax credit investment programs (Low Income Housing Tax Credits, New Markets Tax Credits, and Historic Tax Credits). He works with developers in Michigan to align Cinnaire's technical and financial resources with their projects.

He serves on the board of several nonprofit organizations including: Develop Michigan, Inc., CEDAM, Rural Partners of Michigan, and REO Town Commercial Association. Prior to joining Cinnaire, Tom directed the Michigan LISC program for 14 years, providing training, technical and financial assistance to nonprofit Community Development Corporations (CDCs) across the State.

Prior to his work in Michigan, he served for 11 years as the urban director for the Design Center at the University of Colorado-Denver, providing technical assistance to community groups, CDCs and neighborhood business associations in Denver's distressed inner city neighborhoods. Mr. Edmiston holds a Bachelor of Landscape Architecture degree from Michigan State University (1976) and certificates from: the Development Training Institute (DTI), Denver Leadership Forum, and Outward Bound (Colorado).

CHUCK KORN

SUPERVISOR, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY

Chuck Korn has been a part of Northern Michigan his entire life. He is a graduate of Boyne City High School, Northwestern Michigan College and Central Michigan University. After a lengthy career in the food and beverage industry and in commission sales, he was elected as Supervisor of Garfield Township in 2008.

Additionally, he has served this region by being a member of the Traverse Bay Area Economic Development Corporation and has chaired the following organizations and boards: Garfield Board of Trustees, Grand Traverse Metro Emergency Services, Grand Traverse County Brownfield Redevelopment, Board of Public Works, Michigan Townships Association Local Chapter, and the Northern Nexus Economic Prosperity Hub.

Much of his success has been earned through the development of local partnerships across this region. He maintains close ties with other local townships, Grand Traverse County, the City of Traverse City, The Conservancy, the Conservation District, as well as TART, Goodwill, and many other nonprofits.

Roundtable: The Affordable Housing Debate

Finding a place to live – make that an affordable place to live – has become public issue number one in the Grand Traverse region. In recent months, the *Detroit Free Press* has splashed northern Michigan’s housing woes across its pages. A recent proposal to include an affordable housing component in a controversial nine-story mixed use development in downtown Traverse City hit a roadblock when a challenge over the permitting process landed the project in court.

Affordable housing, or lack thereof, affects young professionals trying to build careers here to employers trying to grow their businesses and attract talent to northern Michigan.

The TCBN sat down with local housing and planning professionals, along with a couple of realtors, to talk about the challenges – and some possible solutions – to Up North’s affordable housing dilemma.

They included: Tony Lentych, executive director, Traverse City Housing Commission; Shelly Brunette, realtor, Real Estate One; Steve Scheppe, realtor, Century 21 Northland; and Sarah Lucas, regional planning department manager, Networks Northwest.

BN: The first issue around affordable housing seems to be defining what we’re talking about. What does affordable housing actually mean?

Brunette: It differs from person to person. Some say it is for the minimum wage worker. Others say it’s what a consumer as a first-time homebuyer can afford, which is not a minimum wage worker. So what are we trying to tackle?

Lucas: It’s problem number one, defining affordable housing. It generally means spending no more than 30 percent of your income on housing. But there’s so much variation in incomes that is kind of meaningless. So we try to be more specific, which is why we’ve started talking about workforce housing ... that’s also a broad term but we’re talking more about low to moderate income parts of the workforce.

Also, because it’s become such a business issue – so connected to our labor issues and our workforce issues – that term seems to resonate with people. The other thing is when you talk about “affordable housing” there’s all kinds of stigmas that immediately come to mind.

Brunette: A lot of people who are renting are paying 70 percent of their income, or more!

Lentych: And that’s an issue of missing stock. If you look at supply and demand, if there was a supply rents would come down or affordability for first-time purchases would come down.

BN: How did we land in this housing situation?

Lentych: We've got a unique problem here; it's also a very desirable problem. A lot of people with wealth want to be here. But where does the young professional coming back from college live, or the person who worked here his entire life and is now retired? If we don't think about that intelligently, it won't matter that everyone wants to be here. That will only last so long. There won't be the services, the amenities, the health care workers.

Scheppe: The majority of people I come in contact with look at it as a rental issue. They don't see it from the perspective of home ownership. It's almost like they're trying to put a band-aid on the situation ... "If we just had more rentals ..."

Someone trying to purchase a home at an entry-level budget ... there is nothing to sell them. There's been a lot of rental property, apartment construction over the last few years but it's still of course not meeting demand.

Brunette: The demand is so high it's driving those rents up, so they are not affordable anymore.

Lentych: And our problem is only going to get worse as the desirability factor continues to go up. It's a good problem to have, but we just have to be intelligent and intentional about our solutions. I want people to think about this. We can't ignore it. Supply and demand is a little out of whack here.

Brunette: That's the sixty thousand dollar question ... the solutions. Because building costs have also skyrocketed.

BN: So how do we move toward solutions?

Lucas: It's such a complex problem, there's not one solution. We kind of lose peoples' attention spans when we start to talk about solutions because some of them are not very glamorous and some of them people don't want any part of. But you have to tackle it from all these different angles in order to address land costs, building costs, zoning issues, public opposition and financing issues with higher-density, multi-family or workforce housing.

Lentych: Think of what it would be like to be a developer and volunteer to address this issue. Look what you are setting yourself up for around here. You're going to be attacked. Every decision you make is going to be criticized. People are going to look for what you're really in it for. If I were a builder, developer I know exactly what I'd be doing, which is what they're doing now ... trying to serve the higher end market. Nobody bothers you there. I don't begrudge their decision one bit.

Scheppe: It's that whole philosophy of not in my backyard. It's the whole thing of educating people who these people are who are seeking affordable housing.

Lucas: A lot of them are already here. They are working at the banks, the restaurants ... One thing we hear a lot is we'll be bringing in people from outside the community. But we are talking

about the people who are already working here, but driving 30 miles one way to work, living in a tent in the summer – which is becoming an increasingly common story.

One of the things I struggle with as a planner is we're not talking about silver bullet fixes. These are structural changes that bore people to tears. You don't see the impacts for a long time afterward but we need to talk about how to develop capacity here to actually create some of this housing. We need to talk about building understanding among the public. We need to talk about financing these projects.

Some of the solutions that are out there we've explored pretty in depth in this region. I think we are actually way out ahead of the game in comparison with the rest of the country. But we need community support.

BN: What is the outside impact of this local housing issue?

Lentych: I think we're going to get a reputation of being a difficult place to work. A talented developer may not want to work here. If you're desirable and easy to work with you'll get the best ... they'll come with their own financing ... difficult to work with ... it's a spiral, and not in the right direction.

Scheppe: And there's also the workforce side of things ... people are only going to wait so long for opportunities here. At some point they're going to say it's just not feasible for me to come to Traverse City. There have been a couple of scenarios in my real estate career where people had the option to move to TC but after they tried to find housing they couldn't find anything.

Lentych: You just nailed an even bigger point. Imagine you're a young entrepreneur, starting a biz, going to have employees. How would you grow it around here? If we're going to have an economic development model that you should be able to attract people who want to move here or already live here ... we're going to have some big issues with that.

That's why it's important to have these conversations. As much as I get frustrated when I talk to people who are always the naysayers or wanting to stop these things it's still worth the argument if we want to have a desirable community for everybody. I really think this is one of the few places in the United States that can have it all. We can have great neighborhoods for everybody.

BN: What is new, different, changing in the conversation?

Lucas: As far as some of the solutions, we've been hearing a lot about the "missing middle" in affordable housing. Essentially it's multi-family housing that fits in with single-family housing. It's stuff that can be done zoning-wise by right if you structure it the right way. Then you don't have some of the barriers you have when you try to do a larger development. So that's why it's one of the things I think is more promising for affordable development or workforce housing. It makes so much more sense to spread the density out throughout the rest of the community.

Lentych: You have single-family home ownership and then you have huge multi-family rentals and then you're just looking at what's in between ... what are the options that can be created and

unique. It can be something as simple as accessory dwelling units or 12-14 unit buildings or things like housing on second and third stories above commercial.

Lucas: This approach is really good for higher traffic corridors. Lots of properties along Eighth Street and Garfield that would be perfect. Transitional, higher-density residential transitioning into lower-density residential. There's less opposition to multi-family development generally in commercial districts ... though not necessarily downtown. But, as Tony said, we don't have a lot of experience with that type of development here.

BN: What about grant dollars or other state/federal funding for affordable/workforce housing?

Lucas: We're kind of at a disadvantage here for a lot of reasons. In grant environment, we don't rank as high as say Flint or Detroit.

Lentych: Our biggest barrier is land cost. There is no program out there to help buy an expensive piece of land. Old gas stations here still go for a lot of money. This is an odd place. When you look at the tools communities have to rebuild themselves, some of them don't fit here or we're competing at a huge disadvantage.

Lucas: So that's where housing trust funds would give us a huge advantage. They are a public source of revenue dedicated solely to housing programs and sources of revenue vary by community. Grand Traverse County set one up last year and attached it to its land bank authority so when they sell tax-foreclosed properties, the profits of the sale go into the fund [There is nothing in the fund currently]. The beauty of a housing trust fund is we're not then competing with other priorities in the rest of the state. Its local money responding to local priorities and it's a lot more timely.

Lentych: People criticize this, but the reason we're going for a public policy fix is the nonprofit world really can't afford to play in this market. To grant a developer a half a million dollars that maybe will get you 12 to 15 units in 24-30 months ... what else could they do with that money? They could support a whole host of other charitable activities. Building is expensive and there are very few charities that are set up to subsidize building.

Lucas: So that's one angle on the financing issue, the other in dealing with the capacity issue is of a type of organization called housing partnerships and they provide technical assistance to developers. They can help connect them to financing sources, can walk them through some of the political processes.

Lentych: The other side of that is they can raise dollars ... they can do loan pools. Let's say you have five banks that kind of want to play but don't want to do anything on their own. You can certainly do things like that with a housing partnership. It's seen as more neutral, not government controlled and not advocating for certain things. And advocacy is a huge part of it ... we should be collectively screaming down in Lansing. We are a rural community that is doing well but we still need some help.

Brunette: So our solution is money ...

Lentych: It is, and we have to get out of the way. We have a developer who wants to put \$40-plus million dollars with an affordable housing component down there on the corner (RiverWest) and he's being stopped at every level.

Scheppe: We get that resistance countywide – and in the surrounding counties. It's not just the city.

Lucas: I was reading an article about opposition to affordable housing. You can bank on certain arguments when these things come up ... property values, neighborhood character, the people who are going to live there, traffic. These are the things people are going to be concerned about. How can we handle them on the front-end?

BN: Let's pretend ... financing all set, zoning all set. You can build an affordable housing development wherever you want. Where do you do it?

Lucas: Eighth Street, Garfield. All those corridors the city has studied. There is a lot of under-used space, empty parking lots, deteriorating buildings – those are all really good opportunities for re-development. Close to jobs, other neighborhoods.