



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

COMMISSION MEETING MATERIAL

FOR THE ANNUAL MEETING
Friday, June 28, 2019 at 8:00 A.M.

LOCATION:
THIRD FLOOR COMMUNITY ROOM – RIVERVEIW TERRACE
150 Pine Street, Traverse City, Michigan, 49684



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

MEETING AGENDA

June 28, 2019



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

T: (231) 922-4915 | F: (231) 922-2893

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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT AN ANNUAL MEETING
ON FRIDAY, JUNE 28, 2019 AT 8:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENT

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: JUNE 24, 2019

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

Reserved: Paul Olson, Municipal Underwriters of West Michigan

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 May 24, 2019 Regular Meeting Minutes: Approval Recommended.*

B. *Consideration of Approval of Schedule of Disbursements for May 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*

C. *Review & Approval of Payment of Invoices for June 2019: Approval Recommended.*

D. *Review & Acceptance of Financial Statements for May 2019: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: June 19, 2019
- B. Governance & Compliance Committee Meeting: June 20, 2019

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: June 2019
- B. Family Self-Sufficiency (FSS) Program Report: June 2019
- C. Resident Council Report: June 2019

VII OLD BUSINESS

- A. 2019 Consolidated Budget: Review of May 2019
- B. TCHC Policy Review Schedule: Review
- C. Memorandum on RAD Update & RFQ Results: Action Required

VIII NEW BUSINESS

- A. TCHC Annual Meeting: Election of Officers
- B. Resolution to Adopt TCHC By-Law Updates: Action Required
- C. Resolution to Approve TCHC Disposition of Property: Action Required
- D. Resolution to Approve Removal of Bad Debt: Action Required
- E. Resolution to Adopt HUD Income Limits: Action Required
- F. Resolution to Adopt FY 2020 Budget: Action Required
- G. Memorandum on TCHC Insurance Coverage: Action Requested

IX CORRESPONDENCE

- A. May 28, 2019 Letter from TCHC Attorney, Joseph E. Quandt, to State of Michigan DEGLE Regarding Orchardview Townhomes
- B. May 29, 2019 Letter from City of Traverse City Attorney, Lauren Tribble-Laucht, to State of Michigan DEGLE regarding Orchardview Townhomes
- C. May 29, 2019 Letter from TCHC to Orchardview Townhomes Resident Regarding Michigan DEGLE Response
- D. May 30, 2019 E-Mail from Attorney Carl Coan III Regarding On-Going HUD Litigation

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING IS A STUDY SESSION: TBD in late July



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

CONSENT AGENDA

May 24, 2019 Regular Meeting Minutes

Schedule of Disbursements for May 2019 for
Public Housing & HCV Section 8 Programs

Payment of Invoices for June 2019

Financial Statements for May 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission May 24, 2019

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:04 A.M.

I ROLL CALL

The following Commissioners were present: Andy Smits, Heather Lockwood, Roger Putman, Sarah Lucas, and Jim Friend.

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

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

Public: Ward Kuhn, Traverse City Housing Commission Attorney.

II PUBLIC HEARING ON PHA ANNUAL PLAN – CFP

Commissioner Smits opened the public hearing on the PHA Five Year Plan – CFP at 8:05 A.M.

There were no verbal provided or written comments submitted.

Commissioner Putman moved (Lockwood support) to close the public hearing. The motion was passed unanimously. The public hearing closed at 8:09 AM.

III APPROVAL OF AGENDA

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

IV PUBLIC COMMENT

General comments were made by Norma Loper and Ellen Corcoran.

V CONSENT AGENDA

Commissioner Lockwood moved (Lucas support) to approve the Consent Agenda as presented in the May 24, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the April 26, 2019 Regular Commission Meeting.
- B. Schedule of Disbursements for April 2019 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for May 2019.
- D. Financial Statements for April 2019.

VI COMMITTEE REPORTS

- A. The meeting minutes from the May 15, 2019 Executive & Finance Committee meeting were presented and accepted.

- B. The meeting minutes from the May 16, 2019 Governance & Compliance Committee meeting were presented and accepted.

VII STAFF AND PROGRAM REPORTS

- A. The Executive Director’s Monthly Report was presented and there was brief discussion.
- B. The May 2019 Family Self-Sufficiency Report was presented and discussed.
- C. The May 2019 Resident Council Reports were presented and accepted.

VIII OLD BUSINESS

- A. The 2019 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and there was a brief discussion.
- C. Staff provided an update on the RAD process to date.
- D. Staff presented a memorandum and a copy of the recorded Reciprocal Easement Agreement for the shared drive/fire lane with Pine Street Development One, LLC. The Commission had a brief discussion about the document.

IX NEW BUSINESS

- A. Staff presented a memo and read aloud the proposed changes to the TCHC By-Laws.
- B. Staff presented a resolution and a draft of the TCHC Trespass Policy. There was a brief discussion. After review Commissioner Lockwood moved (Lucas support) to adopt the Resolution to Adopt the TCHC Trespass Policy with one correction in the final sentence.

Roll Call

Smits	Yes
Lockwood	Yes
Friend	Yes
Lucas	Yes
Putman	Yes

The resolution was adopted. It will be recorded as Resolution No. 2019-05.

- C. Staff presented a memo and the Draft 5-Year Plan for Capital Fund Program. Commissioner Lucas moved (Friend support) to adopt the Resolution for the Adoption of the HUD Five-Year CFP Plan.

Roll Call

Lockwood	Yes
Friend	Yes
Lucas	Yes
Putman	Yes
Smits	Yes

The resolution was adopted. It will be recorded as Resolution No. 2019-06.

- D. Staff presented a memo regarding an Interim FSS Escrow Disbursement Request and there was brief discussion. Commissioner Lockwood moved (Lucas support) to approve the disbursement of \$1,000 for the purchase of a home to Participant No. V-001-V053378.

The motion was unanimously approved.

- E. Commissioner Lockwood moved (Friend support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss the purchase of a property per MCL 15.268(d).

Roll Call

Friend	Yes
Lucas	Yes
Putman	Yes
Smits	Yes
Lockwood	Yes

The motion passed unanimously.

- F. Commissioner Smits moved (Lucas support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss correspondence from attorney Ward Kuhn regarding a pending legal matter per MCL 15.268(e).

Roll Call

Lucas	Yes
Putman	Yes
Smits	Yes
Lockwood	Yes
Friend	Yes

The motion passed unanimously.

X CORRESPONDENCE

Four items of correspondence were presented and accepted.

XI PUBLIC COMMENT

General comments were made by Ellen Corcoran and Jeff Turner.

CLOSED SESSIONS

Commissioner Smits called a recess for the Commission to enter into closed session at 9:07 A.M. and TCHC Attorney, Ward Kuhn joined all Commissioners in the closed session.

Commissioner Lockwood moved (Friend support) to conclude the first closed session at approximately 9:22 A.M. The motion was unanimously approved.

Commissioner Friend moved (Lockwood support) to close the second closed session at 10:05 A.M. The motion was unanimously approved.

XII COMMISSIONER COMMENT

None.

XIII ADJOURNMENT

The regular meeting of the Traverse City Housing Commission adjourned at 10:06 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	DEP			592.00	62,967.70
05/02/2019	EFT	U.S. Dept. of HUD		18,249.00	81,216.70
05/02/2019	EFT	U.S. Dept. of HUD		5,602.00	86,818.70
05/02/2019	DEP			14,968.36	101,787.06
05/02/2019	DEP			1,052.00	102,839.06
05/02/2019	038698	Kendall Electric Inc	40.60		102,798.46
05/02/2019	038699	Ace Hardware	186.32		102,612.14
05/02/2019	038700	DTE ENERGY	237.60		102,374.54
05/02/2019	038701	Lautner Irrigation	662.88		101,711.66
05/03/2019	DEP			17,513.00	119,224.66
05/03/2019	EFT	T Mobile		2,404.00	121,628.66
05/03/2019	DEP			4,360.00	125,988.66
05/06/2019	DEP			10,898.63	136,887.29
05/06/2019	DEP			2,402.00	139,289.29
05/06/2019	038702	Allen Supply	69.76		139,219.53
05/06/2019	038703	Northern Greenlawn	495.00		138,724.53
05/06/2019	038704	Total Attention	2,576.41		136,148.12
05/06/2019	038705	D & W Mechanical	1,585.68		134,562.44
05/07/2019	ADJST	Alisa Kroupa	1,278.55		133,283.89
05/07/2019	ADJST	Anthony Lentych	2,415.50		130,868.39
05/07/2019	ADJST	Michelle Reardon	1,501.67		129,366.72
05/07/2019	ADJST	Angela N. Szabo	950.89		128,415.83
05/07/2019	ADJST	Joseph Battaglia	298.91		128,116.92
05/07/2019	ADJST	Charles Edwards	1,019.60		127,097.32
05/07/2019	ADJST	Joseph Frawley	1,192.82		125,904.50
05/07/2019	ADJST	David Gourlay	1,010.18		124,894.32
05/07/2019	ADJST	Justin Sailors	359.04		124,535.28
05/07/2019	ADJST	Chemical Bank	183.57		124,351.71
05/07/2019	EFT	Principal Life Insurance Co.	841.90		123,509.81
05/07/2019	038706	Great Lakes Business Systems, Inc.	220.59		123,289.22
05/07/2019	038707	Grand Traverse County DPW	483.00		122,806.22
05/07/2019	038708	A T & T	364.53		122,441.69
05/07/2019	038709	City Of Traverse City	159.69		122,282.00
05/07/2019	038710	Barton Carroll's Inc	72.00		122,210.00
05/07/2019	038711	HDS, LLC	145.00		122,065.00
05/07/2019	038712	Northwest Lock, Inc.	13.00		122,052.00
05/07/2019	038713	Housing Authority Accounting	1,369.41		120,682.59
05/07/2019	038714	Engineered Protection Systems Inc	127.26		120,555.33
05/07/2019	038715	Byte Productions, LLC	30.00		120,525.33
05/07/2019	038716	Grand Traverse Cty. Treasurer	56.07		120,469.26

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/07/2019	038717	Verizon Wireless	33.56		120,435.70
05/07/2019	038718	DTE ENERGY	8.61		120,427.09
05/07/2019	038719	Justin Sailors	45.35		120,381.74
05/07/2019	038720	Charles Edwards	457.96		119,923.78
05/07/2019	038721	David Gourlay	87.29		119,836.49
05/07/2019	038722	Cardmember Service	1,232.29		118,604.20
05/07/2019	038722	**VOID** Cardmember Service	(1,232.29)		119,836.49
05/07/2019	038723	City Of Traverse City	81.20		119,755.29
05/07/2019	038724	DTE ENERGY	34.80		119,720.49
05/08/2019	038725	Spectrum Business	184.98		119,535.51
05/08/2019	038726	Vision Service Plan	83.20		119,452.31
05/08/2019	038727	TC Millworks	1,500.00		117,952.31
05/08/2019	038728	Cardmember Service	1,090.43		116,861.88
05/10/2019	EFT	Internal Revenue Service	2,968.18		113,893.70
05/14/2019	DEP			1,130.00	115,023.70
05/14/2019	DEP			347.00	115,370.70
05/14/2019	DEP			764.00	116,134.70
05/17/2019	038729	Michelle Reardon	226.02		115,908.68
05/17/2019	038730	Safety Net	864.00		115,044.68
05/17/2019	038731	SAM'S CLUB	492.88		114,551.80
05/17/2019	038732	Charles Edwards	160.66		114,391.14
05/17/2019	038733	Home Depot Credit Services	697.29		113,693.85
05/17/2019	038734	Wilmar	1,701.53		111,992.32
05/17/2019	038735	Staples Business Advantage	127.93		111,864.39
05/17/2019	038736	Joseph Frawley	215.58		111,648.81
05/17/2019	038737	Traverse City Business News	35.00		111,613.81
05/17/2019	038738	Allen Supply	25.02		111,588.79
05/17/2019	038739	Anthony Lentych	213.09		111,375.70
05/17/2019	038740	Ace Welding & Machine Inc	75.19		111,300.51
05/17/2019	038741	CynergyComm.net,Inc	10.15		111,290.36
05/17/2019	038742	Thomas P. Licavoli	870.00		110,420.36
05/17/2019	038743	Environmental Pest Control	290.00		110,130.36
05/17/2019	038744	Aflac	217.10		109,913.26
05/17/2019	038745	Speedwrench, Inc.	375.00		109,538.26
05/17/2019	038746	City of Traverse City, Treasurer's	414.71		109,123.55
05/17/2019	038747	Traverse City Record Eagle	93.20		109,030.35
05/17/2019	038748	McCardel Water Conditioning	8.00		109,022.35
05/17/2019	038749	Kuhn Rogers PLC	1,130.90		107,891.45
05/17/2019	038750	A T & T	175.42		107,716.03
05/17/2019	038751	DTE ENERGY	1,162.19		106,553.84

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/17/2019	038752	Northwest Lock, Inc.	16.50		106,537.34
05/17/2019	038753	Snap Printing	160.00		106,377.34
05/17/2019	038754	City Of Traverse City	10,794.98		95,582.36
05/17/2019	038755	Spectrum Business	3,471.64		92,110.72
05/17/2019	038756	AmRent	212.40		91,898.32
05/17/2019	038757	Integrated Payroll Services, Inc.	112.90		91,785.42
05/17/2019	038758	South Cedar Chimney Sweep	1,365.00		90,420.42
05/17/2019	038759	D & W Mechanical	989.90		89,430.52
05/17/2019	038760	DTE ENERGY	46.56		89,383.96
05/17/2019	038761	Republic Services #239	1,319.14		88,064.82
05/20/2019	EFT	State Of Michigan	962.46		87,102.36
05/20/2019	038762	Vision Service Plan	83.20		87,019.16
05/20/2019	038763	Priority Health	4,646.17		82,372.99
05/21/2019	ADJST	Alisa Kroupa	1,278.55		81,094.44
05/21/2019	ADJST	Anthony Lentych	2,415.49		78,678.95
05/21/2019	ADJST	Michelle Reardon	1,530.05		77,148.90
05/21/2019	ADJST	Angela N. Szabo	950.90		76,198.00
05/21/2019	ADJST	Joseph Battaglia	298.91		75,899.09
05/21/2019	ADJST	Charles Edwards	949.67		74,949.42
05/21/2019	ADJST	Joseph Frawley	1,261.29		73,688.13
05/21/2019	ADJST	David Gourlay	998.75		72,689.38
05/21/2019	ADJST	Justin Sailors	375.43		72,313.95
05/21/2019	ADJST	Henry Webb	492.78		71,821.17
05/21/2019	ADJST	Chemical Bank	183.57		71,637.60
05/21/2019	ADJST	Principal Life Insurance Co.	844.22		70,793.38
05/22/2019	DEP			1,421.40	72,214.78
05/22/2019	DEP			325.95	72,540.73
05/24/2019	ADJST	Internal Revenue Service	3,165.11		69,375.62
05/31/2019	DEP			15,147.57	84,523.19
05/31/2019	ADJST	Chemical Bank		28.66	84,551.85
Total:			75,029.42	97,205.57	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	EFT	U.S. Dept. of HUD		8,116.00	78,211.97
05/01/2019	EFT	U.S. Dept. of HUD		99,977.00	178,188.97
05/01/2019	ADJST	PNC Bank	77.80		178,111.17
05/01/2019	000229	TC Commons I LDHA, LLC	258.00		177,853.17
05/01/2019	000229	Jeana Aiken	562.00		177,291.17
05/01/2019	000229	Dustin Ansorge	1,250.00		176,041.17
05/01/2019	000229	Anthony Ansorge	796.00		175,245.17
05/01/2019	000229	Ayers Investment Properties LLC	728.00		174,517.17
05/01/2019	000229	B & R RENTALS, LLC	778.00		173,739.17
05/01/2019	000229	Bay Front Apartments	359.00		173,380.17
05/01/2019	000229	Bay Hill Housing LDHALP	6,734.00		166,646.17
05/01/2019	000229	Bay Hill II	7,974.00		158,672.17
05/01/2019	000229	Elizabeth Beckett	312.00		158,360.17
05/01/2019	000229	Bellaire Senior Apartments	351.00		158,009.17
05/01/2019	000229	Brookside Commons LDHA, LP	3,046.00		154,963.17
05/01/2019	000229	Brown Elder Apartments LLC	177.00		154,786.17
05/01/2019	000229	Irma Jean Brownley	788.00		153,998.17
05/01/2019	000229	Rebecca Carmien	288.00		153,710.17
05/01/2019	000229	Carson Square	5,814.00		147,896.17
05/01/2019	000229	Chris R. Frank	926.00		146,970.17
05/01/2019	000229	Central Lake Townhouses	397.00		146,573.17
05/01/2019	000229	Cherrywood Village Farms, Inc.	2,305.00		144,268.17
05/01/2019	000229	Douglas A. Chichester	615.00		143,653.17
05/01/2019	000229	Davis Investment Properties, LLC	671.00		142,982.17
05/01/2019	000229	Jack V. Dean	417.00		142,565.17
05/01/2019	000229	Ronald M. Dean	14.00		142,551.17
05/01/2019	000229	Zachary Duell	1,200.00		141,351.17
05/01/2019	000229	East Bay Properties	584.00		140,767.17
05/01/2019	000229	Shirley Farrell	827.00		139,940.17
05/01/2019	000229	Five P Enterprises, LLC	466.00		139,474.17
05/01/2019	000229	Rent Leelanau, LLC	668.00		138,806.17
05/01/2019	000229	Lisa Forbes	531.00		138,275.17
05/01/2019	000229	Mabel Foust	446.00		137,829.17
05/01/2019	000229	Frankfort Housing LDHA LP	297.00		137,532.17
05/01/2019	000229	Michael Glowacki	707.00		136,825.17
05/01/2019	000229	David Grzesiek	393.00		136,432.17
05/01/2019	000229	Habitat for Humanity	340.00		136,092.17
05/01/2019	000229	Matthew Hamminga	1,200.00		134,892.17
05/01/2019	000229	Harbour Ridge Apts	1,187.00		133,705.17
05/01/2019	000229	Leonard Herman	524.00		133,181.17

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	000229	Hillview Terrace	1,916.00		131,265.17
05/01/2019	000229	Josh Hollister	403.00		130,862.17
05/01/2019	000229	HomeStretch	3,058.00		127,804.17
05/01/2019	000229	Nancy Irish	572.00		127,232.17
05/01/2019	000229	Donna Kalchik	304.00		126,928.17
05/01/2019	000229	Kalkaska Woods Limited Partnership	302.00		126,626.17
05/01/2019	000229	Bruce W. Korson	420.00		126,206.17
05/01/2019	000229	Lake Pointe Acquisitions LLC.	307.00		125,899.17
05/01/2019	000229	Sidney Lammers	397.00		125,502.17
05/01/2019	000229	John J. Lewis	310.00		125,192.17
05/01/2019	000229	Don E. Lint	502.00		124,690.17
05/01/2019	000229	Maret Sabourin	514.00		124,176.17
05/01/2019	000229	Sue Martin	658.00		123,518.17
05/01/2019	000229	Meadowrun-Mancelona Rd 207 LHDA	525.00		122,993.17
05/01/2019	000229	Robert J. Mork	390.00		122,603.17
05/01/2019	000229	Kim Lien Thi Nguyen	974.00		121,629.17
05/01/2019	000229	Oak Park Apts	1,361.00		120,268.17
05/01/2019	000229	Oak Terrace Apts	720.00		119,548.17
05/01/2019	000229	Daniel G. Pohlman	1,076.00		118,472.17
05/01/2019	000229	Douglas L. Porter	418.00		118,054.17
05/01/2019	000229	Timothy Rice	340.00		117,714.17
05/01/2019	000229	Sabin Pond Apartments LLC	113.00		117,601.17
05/01/2019	000229	Eldon Schaub	384.00		117,217.17
05/01/2019	000229	Mike & Melissa Schichtel	1,100.00		116,117.17
05/01/2019	000229	Sherwin Rentals	1,212.00		114,905.17
05/01/2019	000229	Samuel Shore	986.00		113,919.17
05/01/2019	000229	Gerald Sieggreen	741.00		113,178.17
05/01/2019	000229	SILVER SHORES MHC	3,959.00		109,219.17
05/01/2019	000229	Mark & Cheryl Snyder	497.00		108,722.17
05/01/2019	000229	Ryan Storey	360.00		108,362.17
05/01/2019	000229	22955 Investments LLC	2,362.00		106,000.17
05/01/2019	000229	Traverse City Property Management	454.00		105,546.17
05/01/2019	000229	TCR Investments, LLC	819.00		104,727.17
05/01/2019	000229	TCWFH	1,376.00		103,351.17
05/01/2019	000229	Wendy Teagan	502.00		102,849.17
05/01/2019	000229	TEAMCO PROPERTIES	667.00		102,182.17
05/01/2019	000229	TOS Holdings, LLC	781.00		101,401.17
05/01/2019	000229	Tradewinds Terrace Apts	299.00		101,102.17
05/01/2019	000229	Village Apartments LDHA	387.00		100,715.17
05/01/2019	000229	Village Glen Apartments	7,958.00		92,757.17

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 05/01/2019 To: 05/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	000229	Village View Housing LHDA LP	1,175.00		91,582.17
05/01/2019	000229	Village Woods	1,576.00		90,006.17
05/01/2019	000229	Wagner Asset Group at Ninth Street,	732.00		89,274.17
05/01/2019	000229	Paul Wheelock	602.00		88,672.17
05/01/2019	000229	Susette Redman Wilson	1,000.00		87,672.17
05/01/2019	000229	Woda Boardman Lake LDHA.LP	1,472.00		86,200.17
05/01/2019	000229	Woodland Shores Properties, LLC	492.00		85,708.17
05/01/2019	000229	Woodmere Ridge Apartments LDHA	4,767.00		80,941.17
05/01/2019	000229	Wyatt Road Apartment Company	570.00		80,371.17
05/01/2019	000229	Theodore V. Zachman	887.00		79,484.17
05/01/2019	000229	Barb Zupin	493.00		78,991.17
05/06/2019	DEP			100.00	79,091.17
05/15/2019	EFT	U.S. Dept. of HUD		58,085.00	137,176.17
05/17/2019	023130	Cherryland Electric Cooperative	144.50		137,031.67
05/17/2019	023131	City Of Traverse City	147.10		136,884.57
05/17/2019	023132	Consumers Energy	81.20		136,803.37
05/17/2019	023133	DTE ENERGY	280.20		136,523.17
05/17/2019	023134	Lisa L. Forbes	14.00		136,509.17
05/17/2019	023135	Traverse City Housing Commission	12,354.57		124,154.60
05/31/2019	ADJST	PNC Bank	77.80		124,076.80
Total:			112,297.17	166,278.00	

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	EFT	Internal Revenue Service	3,359.86		81,191.99
06/03/2019	DEP			14,420.00	95,611.99
06/04/2019	ADJST	Alisa Kroupa	1,278.55		94,333.44
06/04/2019	ADJST	Anthony Lentych	2,415.49		91,917.95
06/04/2019	ADJST	Michelle Reardon	1,530.03		90,387.92
06/04/2019	ADJST	Angela N. Szabo	950.89		89,437.03
06/04/2019	ADJST	Henry Webb	449.64		88,987.39
06/04/2019	ADJST	Joseph Battaglia	298.90		88,688.49
06/04/2019	ADJST	Charles Edwards	2,476.82		86,211.67
06/04/2019	ADJST	Joseph Frawley	1,403.62		84,808.05
06/04/2019	ADJST	David Gourlay	1,067.25		83,740.80
06/04/2019	ADJST	Justin Sailors	378.18		83,362.62
06/04/2019	ADJST	Chemical Bank	183.57		83,179.05
06/04/2019	EFT	Principal Life Insurance Co.	928.22		82,250.83
06/04/2019	DEP			17,126.37	99,377.20
06/04/2019	EFT	T Mobile		2,404.00	101,781.20
06/04/2019	038764	Thomas P. Licavoli	2,170.00		99,611.20
06/04/2019	038765	Finishing Touches Inc.	490.00		99,121.20
06/04/2019	038766	City of Traverse City, Treasurer's	414.71		98,706.49
06/04/2019	038767	Cardmember Service	3,456.03		95,250.46
06/05/2019	EFT	U.S. Dept. of HUD		25,450.00	120,700.46
06/05/2019	EFT	U.S. Dept. of HUD		5,602.00	126,302.46
06/06/2019	DEP			8,871.00	135,173.46
06/06/2019	038768	The Home Depot Pro Multifamily	406.67		134,766.79
06/06/2019	038769	Grand Traverse County DPW	483.00		134,283.79
06/06/2019	038770	Traverse Outdoor	104.00		134,179.79
06/06/2019	038771	Traverse City Record Eagle	82.20		134,097.59
06/06/2019	038772	City Of Traverse City	21.25		134,076.34
06/06/2019	038773	Ace Hardware	53.08		134,023.26
06/06/2019	038774	All American Investment Group, LLC	9,486.76		124,536.50
06/06/2019	038775	DTE ENERGY	171.97		124,364.53
06/06/2019	038776	Barton Carroll's Inc	1,643.00		122,721.53
06/06/2019	038777	Northwest Lock, Inc.	27.50		122,694.03
06/06/2019	038778	ServPro	2,802.02		119,892.01
06/06/2019	038779	Grand Traverse County	56.07		119,835.94
06/06/2019	038780	Kendall Electric Inc	40.60		119,795.34
06/06/2019	038781	BLOXSOM ROOFING AND SIDING	210.00		119,585.34
06/06/2019	038782	Walters & Hemming Inc	5.00		119,580.34
06/06/2019	038783	Advantage Electric, LLC	140.60		119,439.74
06/06/2019	038784	Northern Greenlawn	284.00		119,155.74

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/06/2019	038785	Twin Bay Glass Inc.	659.66		118,496.08
06/06/2019	038786	Total Attention	600.00		117,896.08
06/06/2019	038787	Joseph Frawley	154.10		117,741.98
06/06/2019	038788	Engineered Protection Systems Inc	208.80		117,533.18
06/06/2019	038789	Housing Authority Accounting	1,099.41		116,433.77
06/06/2019	038790	Byte Productions, LLC	30.00		116,403.77
06/06/2019	038791	Angela Szabo	226.78		116,176.99
06/06/2019	038792	Justin Sailors	41.76		116,135.23
06/06/2019	038793	David Gourlay	278.63		115,856.60
06/06/2019	038794	Keiser Services LLC	8,919.64		106,936.96
06/06/2019	038795	A T & T	368.10		106,568.86
06/06/2019	038796	Verizon Wireless	47.17		106,521.69
06/06/2019	038797	Great Lakes Business Systems, Inc.	239.76		106,281.93
06/06/2019	038798	McCardel Water Conditioning	33.00		106,248.93
06/06/2019	038799	City Of Traverse City	60.90		106,188.03
06/06/2019	038800	DTE ENERGY	26.10		106,161.93
06/06/2019	038801	Team Bob's Heating, Cooling,	775.00		105,386.93
06/10/2019	EFT	T Mobile	2,404.00		102,982.93
06/17/2019	DEP			7,916.59	110,899.52
06/17/2019	DEP			596.05	111,495.57
06/18/2019	ADJST	Alisa Kroupa	1,278.56		110,217.01
06/18/2019	ADJST	Anthony Lentych	2,415.48		107,801.53
06/18/2019	ADJST	Michelle Reardon	1,530.05		106,271.48
06/18/2019	ADJST	Angela N. Szabo	1,026.23		105,245.25
06/18/2019	ADJST	Henry Webb	464.01		104,781.24
06/18/2019	ADJST	Joseph Frawley	1,334.21		103,447.03
06/18/2019	ADJST	David Gourlay	975.93		102,471.10
06/18/2019	ADJST	Justin Sailors	372.71		102,098.39
06/18/2019	ADJST	Chemical Bank	156.52		101,941.87
06/18/2019	EFT	Principal Life Insurance Co.	760.22		101,181.65
06/18/2019	038802	Priority Health	4,756.08		96,425.57
06/18/2019	038803	SAM'S CLUB	826.49		95,599.08
06/18/2019	038804	Home Depot Credit Services	1,932.32		93,666.76
06/18/2019	038805	Collier's Pest Control	450.00		93,216.76
06/18/2019	038806	Spectrum Business	184.98		93,031.78
06/18/2019	038807	Ace Welding & Machine Inc	60.00		92,971.78
06/18/2019	038808	City Of Traverse City	146.85		92,824.93
06/18/2019	038809	Republic Services #239	1,053.14		91,771.79
06/18/2019	038810	CynergyComm.net,Inc	13.68		91,758.11
06/18/2019	038811	Staples Business Advantage	83.58		91,674.53

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/18/2019	038812	AmRent	238.95		91,435.58
06/18/2019	038813	Spectrum Business	3,471.64		87,963.94
06/18/2019	038814	A T & T	166.93		87,797.01
06/18/2019	038815	City Of Traverse City	59.00		87,738.01
06/18/2019	038816	City Of Traverse City	26.69		87,711.32
06/18/2019	038817	Kuhn Rogers PLC	6,656.00		81,055.32
06/18/2019	038818	Integrated Payroll Services, Inc.	114.90		80,940.42
06/18/2019	038819	Environmental Pest Control	290.00		80,650.42
06/18/2019	038820	DTE ENERGY	485.06		80,165.36
06/18/2019	038821	City Of Traverse City	10,285.35		69,880.01
06/18/2019	038822	D & W Mechanical	133.85		69,746.16
06/18/2019	038823	Safety Net	864.00		68,882.16
Total:			98,055.70	82,386.01	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	EFT	U.S. Dept. of HUD		8,239.00	132,315.80
06/03/2019	EFT	U.S. Dept. of HUD		103,972.00	236,287.80
06/03/2019	000230	TC Commons I LDHA, LLC	258.00		236,029.80
06/03/2019	000230	Jeana Aiken	562.00		235,467.80
06/03/2019	000230	Dustin Ansoerge	1,250.00		234,217.80
06/03/2019	000230	Anthony Ansoerge	796.00		233,421.80
06/03/2019	000230	Ayers Investment Properties LLC	728.00		232,693.80
06/03/2019	000230	B & R RENTALS, LLC	778.00		231,915.80
06/03/2019	000230	Bay Front Apartments	359.00		231,556.80
06/03/2019	000230	Bay Hill Housing LDHALP	7,843.00		223,713.80
06/03/2019	000230	Bay Hill II	9,268.00		214,445.80
06/03/2019	000230	Elizabeth Beckett	312.00		214,133.80
06/03/2019	000230	Bellaire Senior Apartments	304.00		213,829.80
06/03/2019	000230	Brookside Commons LDHA, LP	3,046.00		210,783.80
06/03/2019	000230	Brown Elder Apartments LLC	177.00		210,606.80
06/03/2019	000230	Irma Jean Brownley	788.00		209,818.80
06/03/2019	000230	Rebecca Carmien	288.00		209,530.80
06/03/2019	000230	Carson Square	5,941.00		203,589.80
06/03/2019	000230	Chris R. Frank	926.00		202,663.80
06/03/2019	000230	Central Lake Townhouses	397.00		202,266.80
06/03/2019	000230	Cherrywood Village Farms, Inc.	3,040.00		199,226.80
06/03/2019	000230	Douglas A. Chichester	650.00		198,576.80
06/03/2019	000230	Davis Investment Properties, LLC	671.00		197,905.80
06/03/2019	000230	Jack V. Dean	417.00		197,488.80
06/03/2019	000230	Ronald M. Dean	14.00		197,474.80
06/03/2019	000230	Zachary Duell	1,200.00		196,274.80
06/03/2019	000230	East Bay Properties	584.00		195,690.80
06/03/2019	000230	Chester Farrell	827.00		194,863.80
06/03/2019	000230	Five P Enterprises, LLC	466.00		194,397.80
06/03/2019	000230	Rent Leelanau, LLC	668.00		193,729.80
06/03/2019	000230	Lisa Forbes	531.00		193,198.80
06/03/2019	000230	Mabel Foust	446.00		192,752.80
06/03/2019	000230	Frankfort Housing LDHA LP	297.00		192,455.80
06/03/2019	000230	Michael Glowacki	707.00		191,748.80
06/03/2019	000230	David Grzesiek	393.00		191,355.80
06/03/2019	000230	Habitat for Humanity	331.00		191,024.80
06/03/2019	000230	Matthew Hamminga	1,200.00		189,824.80
06/03/2019	000230	Harbour Ridge Apts	1,187.00		188,637.80
06/03/2019	000230	Leonard Herman	524.00		188,113.80
06/03/2019	000230	Hillview Terrace	1,916.00		186,197.80

Traverse City Housing Commission
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 PNC - Section 8
 From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	000230	Josh Hollister	403.00		185,794.80
06/03/2019	000230	HomeStretch	3,058.00		182,736.80
06/03/2019	000230	Nancy Irish	572.00		182,164.80
06/03/2019	000230	Donna Kalchik	304.00		181,860.80
06/03/2019	000230	Kalkaska Woods Limited Partnership	302.00		181,558.80
06/03/2019	000230	Bruce W. Korson	420.00		181,138.80
06/03/2019	000230	Lake Pointe Acquisitions LLC.	307.00		180,831.80
06/03/2019	000230	Sidney Lammers	397.00		180,434.80
06/03/2019	000230	John J. Lewis	310.00		180,124.80
06/03/2019	000230	Don E. Lint	502.00		179,622.80
06/03/2019	000230	Maret Sabourin	514.00		179,108.80
06/03/2019	000230	Sue Martin	658.00		178,450.80
06/03/2019	000230	Robert J. Mork	390.00		178,060.80
06/03/2019	000230	Kim Lien Thi Nguyen	974.00		177,086.80
06/03/2019	000230	Oak Park Apts	1,361.00		175,725.80
06/03/2019	000230	Oak Terrace Apts	720.00		175,005.80
06/03/2019	000230	Daniel G. Pohlman	893.00		174,112.80
06/03/2019	000230	Douglas L. Porter	418.00		173,694.80
06/03/2019	000230	Timothy Rice	340.00		173,354.80
06/03/2019	000230	Sabin Pond Apartments LLC	113.00		173,241.80
06/03/2019	000230	Eldon Schaub	377.00		172,864.80
06/03/2019	000230	Mike & Melissa Schichtel	1,100.00		171,764.80
06/03/2019	000230	Sherwin Rentals	1,212.00		170,552.80
06/03/2019	000230	Samuel Shore	986.00		169,566.80
06/03/2019	000230	Gerald Sieggreen	741.00		168,825.80
06/03/2019	000230	SILVER SHORES MHC	3,954.00		164,871.80
06/03/2019	000230	Mark & Cheryl Snyder	497.00		164,374.80
06/03/2019	000230	Ryan Storey	360.00		164,014.80
06/03/2019	000230	22955 Investments LLC	1,836.00		162,178.80
06/03/2019	000230	Traverse City Property Management	51.00		162,127.80
06/03/2019	000230	TCR Investments, LLC	819.00		161,308.80
06/03/2019	000230	TCWFH	688.00		160,620.80
06/03/2019	000230	Wendy Teagan	502.00		160,118.80
06/03/2019	000230	TEAMCO PROPERTIES	394.00		159,724.80
06/03/2019	000230	TOS Holdings, LLC	781.00		158,943.80
06/03/2019	000230	Tradewinds Terrace Apts	299.00		158,644.80
06/03/2019	000230	Village Apartments LDHA	387.00		158,257.80
06/03/2019	000230	Village Glen Apartments	7,920.00		150,337.80
06/03/2019	000230	Village View Housing LHDA LP	1,191.00		149,146.80
06/03/2019	000230	Village Woods	1,633.00		147,513.80

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 06/01/2019 To: 06/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	000230	Wagner Asset Group at Ninth Street,	732.00		146,781.80
06/03/2019	000230	Paul Wheelock	602.00		146,179.80
06/03/2019	000230	Susette Redman Wilson	1,000.00		145,179.80
06/03/2019	000230	Woda Boardman Lake LDHA.LP	943.00		144,236.80
06/03/2019	000230	Woodmere Ridge Apartments LDHA	4,196.00		140,040.80
06/03/2019	000230	Wyatt Road Apartment Company	570.00		139,470.80
06/03/2019	000230	Theodore V. Zachman	887.00		138,583.80
06/03/2019	000230	Barb Zupin	493.00		138,090.80
06/04/2019	DEP			100.00	138,190.80
06/18/2019	023136	Traverse City Housing Commission	5,042.39		133,148.41
06/18/2019	023137	Cherryland Electric Cooperative	147.20		133,001.21
06/18/2019	023138	City Of Traverse City	147.10		132,854.11
06/18/2019	023139	Consumers Energy	81.20		132,772.91
06/18/2019	023140	DTE ENERGY	280.20		132,492.71
06/18/2019	023141	Lisa L. Forbes	14.00		132,478.71
06/18/2019	023142	Holtons LP Gas Fife Lake	6.30		132,472.41
Total:			103,915.39	112,311.00	

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 811.28	\$ 0	\$ (811.28)
3603 - Number of Unit Months	(181.00)	(1,932.00)	0	1,932.00
3604 - Unit Months - Contra	181.00	1,932.00	0	(1,932.00)
Total Operating Reserve Income	\$ 50.00	\$ 811.28	\$ 0	\$ (811.28)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 158,062.00	\$ 1,050,124.00	\$ 0	\$ (1,050,124.00)
3411 - Admin Fee Funding	8,116.00	92,961.00	0	(92,961.00)
Total HUD PHA GRANTS	\$ 166,178.00	\$ 1,143,085.00	\$ 0	\$ (1,143,085.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 166,228.00	\$ 1,143,896.28	\$ 0	\$ (1,143,896.28)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,145.26	\$ 36,934.44	\$ 40,790	\$ 3,855.56
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	501.45	500	(1.45)
4140 - Staff Training	0.00	225.00	2,700	2,475.00
4150 - Travel Expense	392.16	2,091.86	1,800	(291.86)
4170 - Accounting Fees	649.25	7,344.25	8,000	655.75
4171 - Auditing	0.00	1,800.00	3,000	1,200.00
4182 - Employee Benefits - Admin	779.37	12,492.43	17,195	4,702.57
4185 - Telephone	138.05	1,610.12	3,200	1,589.88
4190 - Administrative Sundry	0.00	423.00	0	(423.00)
4190.1 - Publications	10.50	10.50	500	489.50
4190.2 - Membership Dues and Fees	0.00	981.57	1,000	18.43
4190.3 - Admin. Service Contracts	411.75	5,493.61	10,200	4,706.39
4190.4 - Office Supplies	106.77	855.79	2,200	1,344.21
4190.5 - Other Sundry Expense	290.08	9,802.73	5,460	(4,342.73)
4190.6 - Advertising	0.00	180.17	0	(180.17)
Total Administration	\$ 5,923.19	\$ 80,746.92	\$ 96,295	\$ 15,548.08
General Expense				
4590 - Other General Expense	\$ 0.00	\$ 343.80	\$ 0	\$ (343.80)
Total General Expense	\$ 0.00	\$ 343.80	\$ 0	\$ (343.80)
Total Routine Expense	\$ 5,923.19	\$ 81,090.72	\$ 96,295	\$ 15,204.28

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019**

	<u>1 Month Ended</u> <u>May 31, 2019</u>	<u>11 Months Ended</u> <u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 94,756.00	\$ 978,364.00	\$ 0	\$ (978,364.00)
4715.3 - HAP - Non-Elderly Disabled	1,823.00	21,310.00	0	(21,310.00)
4715.4 - HAP - Utility Allowances	653.00	7,761.00	0	(7,761.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(771.29)	0	771.29
4715.6 - HAP - Homeownership	1,159.00	13,029.00	0	(13,029.00)
4715.61 - HAP-Homeownership URP	14.00	154.00	0	(154.00)
4715.8 - HAP - Portable Paying Out	0.00	8,214.00	0	(8,214.00)
4715.9 - HAP - Portable Receiving	1,382.00	4,570.00	0	(4,570.00)
4719 - HAP - FSS Escrow	3,152.00	37,501.83	0	(37,501.83)
4719.1 - FSS Forfeitures	0.00	(7,838.97)	0	7,838.97
Total HAP Payments	\$ 102,889.00	\$ 1,062,293.57	\$ 0	\$ (1,062,293.57)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 108,812.19	\$ 1,143,384.29	\$ 96,295	\$ (1,047,089.29)
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 57,415.81	\$ 511.99	\$ (96,295)	\$ (96,806.99)
Memo:				
Admin Operating Income/(Loss)	\$ 2,192.81	\$ 11,870.28	\$ (96,295)	\$ (108,165.28)
Analysis of Funding				
A.C. Received: May 31, 2019		11 Months Ended		
3410 - HAP Funding		May 31, 2019		
		\$ 1,050,124.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		978,364.00		
4715.3 - HAP - Non-Elderly Disabled		21,310.00		
4715.4 - HAP - Utility Allowances		7,761.00		
4715.5 - HAP - Fraud Recovery		(771.29)		
4715.6 - HAP - Homeownership		13,029.00		
4715.61 - HAP-Homeownership URP		154.00		
4715.8 - HAP - Portable Paying Out		8,214.00		
4715.9 - HAP - Portable Receiving		4,570.00		
4719 - HAP - FSS Escrow		37,501.83		
4719.1 - FSS Forfeitures		(7,838.97)		
Total Funding Required		\$ 1,062,293.57		
Over/(Under) Funding		\$ (12,169.57)		
RNP as of: May 31, 2019		\$ (16,028.57)		
UNP as of: May 31, 2019		\$ 125,170.17		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 50,418.00	\$ 0	\$ (50,418.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 50,418.00	\$ 0	\$ (50,418.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 50,418.00</u>	<u>\$ 0</u>	<u>\$ (50,418.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,701.50	\$ 43,539.80	\$ 55,800	\$ 12,260.20
4182 - Employee Benefits - Admin	1,097.50	18,999.61	19,070	70.39
4190.1 - Publications	0.00	433.00	0	(433.00)
Total Administration	<u>\$ 4,799.00</u>	<u>\$ 62,972.41</u>	<u>\$ 74,870</u>	<u>\$ 11,897.59</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 4,799.00	\$ 62,972.41	\$ 74,870	\$ 11,897.59

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019**

	<u>1 Month Ended</u> <u>May 31, 2019</u>	<u>11 Months Ended</u> <u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,799.00	\$ 62,972.41	\$ 74,870	\$ 11,897.59
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 803.00</u>	<u>\$ (12,554.41)</u>	<u>\$ (74,870)</u>	<u>\$ (62,315.59)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019

	1 Month Ended	11 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
3110 - Dwelling Rental	\$ 32,465.00	\$ 351,714.00	\$ 435,000	\$ 83,286.00
3110.2 - Dwelling Rental-Proj. 2	5,444.00	59,938.00	0	(59,938.00)
3120 - Excess Utilities	119.00	1,492.18	0	(1,492.18)
3190 - Nondwelling Rental	<u>7,890.37</u>	<u>83,015.01</u>	<u>71,900</u>	<u>(11,115.01)</u>
Total Rental Income	\$ 45,918.37	\$ 496,159.19	\$ 506,900	\$ 10,740.81
Revenues - HUD PHA GRANTS				
3401.2 - Operating Subsidy	\$ 18,249.00	\$ 221,319.00	\$ 250,000	\$ 28,681.00
Total HUD PHA GRANTS	\$ 18,249.00	\$ 221,319.00	\$ 250,000	\$ 28,681.00
Nonrental Income				
3610 - Interest Income-Gen. Fund	\$ 265.45	\$ 2,469.55	\$ 2,500	\$ 30.45
3690 - Tenant Income	100.00	3,644.58	6,000	2,355.42
3690.1 - Non-Tenant Income	5,762.34	39,937.03	15,400	(24,537.03)
3690.2 - Tenant Income-Cable	2,219.00	24,857.00	29,200	4,343.00
3692 - Management Fee - TAHDC	0.00	4,118.97	0	(4,118.97)
Total Nonrental Income	\$ 8,346.79	\$ 75,027.13	\$ 53,100	\$ (21,927.13)
Total Operating Income	\$ 72,514.16	\$ 792,505.32	\$ 810,000	\$ 17,494.68
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 10,496.22	\$ 116,398.12	\$ 136,780	\$ 20,381.88
4130 - Legal Expense	1,130.90	8,373.89	17,000	8,626.11
4140 - Staff Training	0.00	525.00	6,300	5,775.00
4150 - Travel Expense	1,013.79	6,040.81	4,200	(1,840.81)
4170 - Accounting Fees	720.16	5,896.76	7,000	1,103.24
4171 - Auditing	0.00	4,200.00	4,000	(200.00)
4182 - Employee Benefits - Admin	2,460.62	38,329.52	50,430	12,100.48
4185 - Telephone	686.66	7,461.84	7,500	38.16
4190.1 - Publications	117.70	540.70	800	259.30
4190.2 - Membership Dues and Fees	0.00	1,131.02	1,000	(131.02)
4190.3 - Admin. Service Contracts	960.74	13,803.50	23,800	9,996.50
4190.4 - Office Supplies	249.12	2,102.35	4,200	2,097.65
4190.5 - Other Sundry Expense	503.32	11,502.81	13,640	2,137.19
4190.6 - Advertising	0.00	275.00	1,500	1,225.00
Total Administration	\$ 18,339.23	\$ 216,581.32	\$ 278,150	\$ 61,568.68
Tenant Services				
4220 - Rec., Pub., & Other Services	\$ 251.12	\$ 8,012.24	\$ 8,575	\$ 562.76
4230 - Cable TV-Tenants	<u>3,471.64</u>	<u>37,208.87</u>	<u>37,460</u>	<u>251.13</u>
Total Tenant Services	\$ 3,722.76	\$ 45,221.11	\$ 46,035	\$ 813.89

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2019

	1 Month Ended	11 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,371.80	\$ 18,020.57	\$ 16,500	\$ (1,520.57)
4320 - Electricity	10,065.87	116,686.06	150,000	33,313.94
4330 - Gas	<u>1,280.83</u>	<u>20,138.95</u>	<u>15,500</u>	<u>(4,638.95)</u>
Total Utilities	\$ 12,718.50	\$ 154,845.58	\$ 182,000	\$ 27,154.42
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 10,790.38	\$ 116,856.44	\$ 97,540	\$ (19,316.44)
4420 - Materials	4,937.29	35,898.03	25,000	(10,898.03)
4430.02 - Heating & Cooling Contracts	1,585.68	7,095.21	6,000	(1,095.21)
4430.03 - Snow Removal Contracts	0.00	6,453.25	4,000	(2,453.25)
4430.04 - Elevator Maintenance Contracts	0.00	22,524.29	9,600	(12,924.29)
4430.05 - Landscape & Grounds Contracts	3,734.29	16,348.08	10,000	(6,348.08)
4430.06 - Unit Turnaround Contracts	870.00	33,188.24	18,000	(15,188.24)
4430.07 - Electrical Contracts	0.00	246.34	1,000	753.66
4430.08 - Plumbing Contracts	989.90	6,022.87	1,000	(5,022.87)
4430.09 - Extermination Contracts	290.00	4,075.00	3,000	(1,075.00)
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	1,492.26	16,279.93	10,000	(6,279.93)
4430.12 - Misc. Contracts	375.00	5,271.68	10,000	4,728.32
4431 - Garbage Removal	1,319.14	8,825.10	10,500	1,674.90
4433 - Employee Benefits - Maint.	<u>2,742.41</u>	<u>37,054.88</u>	<u>35,620</u>	<u>(1,434.88)</u>
Total Ordinary Maint. & Oper	\$ 29,126.35	\$ 316,139.34	\$ 243,460	\$ (72,679.34)
General Expense				
4510 - Insurance	\$ 2,680.18	\$ 29,452.62	\$ 30,600	\$ 1,147.38
4520 - Payment in Lieu of Taxes	2,041.67	22,196.70	23,000	803.30
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	(72.00)	5,000	5,072.00
4586 - Interest Expense-CFFP	<u>0.00</u>	<u>0.00</u>	<u>32,000</u>	<u>32,000.00</u>
Total General Expense	\$ 4,721.85	\$ 51,577.32	\$ 89,600	\$ 38,022.68
Total Routine Expense	\$ 68,628.69	\$ 784,364.67	\$ 839,245	\$ 54,880.33
Non-Routine Expense				
Extraordinary Maintenance				
4610.2 - Materials	\$ 0.00	\$ 1,398.18	\$ 0	\$ (1,398.18)
4610.3 - Contract Costs	228.95	3,127.70	10,000	6,872.30
Total Extraordinary Maintenance	\$ 228.95	\$ 4,525.88	\$ 10,000	\$ 5,474.12
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$ 228.95	\$ 4,525.88	\$ 10,000	\$ 5,474.12
Total Operating Expenses	\$ 68,857.64	\$ 788,890.55	\$ 849,245	\$ 60,354.45
Operating Income (Loss)	\$ 3,656.52	\$ 3,614.77	\$ (39,245)	\$ (42,859.77)
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 20,611.45	\$ 227,810.44	\$ 0	\$ (227,810.44)
Total Depreciation Expense	\$ 20,611.45	\$ 227,810.44	\$ 0	\$ (227,810.44)

**Traverse City Housing Commission
 Low Rent Public Housing
 Income & Expense Statement
 For the 1 Month and 11 Months Ended May 31, 2019**

	1 Month Ended		11 Months Ended			
	<u>May 31, 2019</u>		<u>May 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
7520 - Replacement of Equipment	\$	0.00	\$	3,573.00	\$ 0	\$ (3,573.00)
7540 - Betterments and Additions		0.00		31,306.25	25,000	(6,306.25)
7590 - Operating Expenditures-Contra		<u>0.00</u>		<u>(34,879.25)</u>	<u>0</u>	<u>34,879.25</u>
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	<u>0.00</u>	\$	<u>0.00</u>	<u>\$ 109,300</u>	<u>\$ 109,300.00</u>
Total Other Financial Items	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
HUD Net Income (Loss)	\$	<u>3,656.52</u>	\$	<u>(31,264.48)</u>	<u>\$ (173,545)</u>	<u>\$ (142,280.52)</u>
GAAP Net Income (Loss)	\$	<u>(16,954.93)</u>	\$	<u>(224,195.67)</u>	<u>\$ 45,055</u>	<u>\$ 269,250.67</u>



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

COMMITTEE REPORTS

Executive Committee Meeting: June 19, 2019

Governance Committee Meeting: June 20, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
June 19, 2019**

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 2:10 P.M.

ROLL CALL

The following Commissioners were present: Andy Smits, President and Heather Lockwood, Vice President (via conference call).

CORRESPONDENCE

Three pieces of correspondence were presented and discussed including a letter from our Attorney to the State of Michigan DEGLE regarding Orchardview Townhomes. All items will be included in the Commission Packet.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the May 14, 2019 meeting minutes were reviewed.
- B. The monthly financial report was discussed – we are still on mark with the budget.
- C. The TCHC Policy Tracking document was presented and reviewed. The changes to our By-Laws are ready for approval and will be on the Annual Meeting agenda.
- D. The June 28, 2019 Annual Meeting Agenda was discussed:
 - Officer Elections will be held.
 - Staff will provide a written update to the RAD RFQ.
 - Several items that are approved annually will be under New Business, including Income Guidelines, Bad Debt, and Property Disposition.

ADJOURNMENT

President Smits adjourned the meeting at 2:38 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
June 20, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Riverview Terrace Apartments, Community Room, 150 Pine Street, Traverse City at 10:12 A.M.

I ROLL CALL

The following Resident Members were present: Ellen Corcoran and Norma Loper.

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

Residents: Jo Simerson and Jeff Turner.

Commissioner Jim Friend reported a conflict.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the May 16, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

III PUBLIC COMMENT

None.

IV UPDATES

A. The Policy Review Schedule was presented.

B. The committee discussed the Lower Boardman River Planning project. There was a public input session recently that was seeking additional comments about this part of the river. At least one resident attended.

V OLD BUSINESS

A. There is no update on the Safety & Evacuation Plan.

B. There is no update on the TCHC Lease.

C. An update on the RAD process was provide and the committee had a brief discussion. The RFQ for Real Estate Development Services was discussed. Two qualified bids were submitted and one of the firms will be our planning partner going forward.

VI NEW BUSINESS

A. The Traverse City Housing Commission By-laws were presented. No additional comments were made.

B. A memorandum on the second part of the Housing Choice Voucher Administrative Plan Policy Review was presented. A copy of the draft will be available in the office for review. Part III of the review process will be next month.

C. The draft FY2020 TCHC Budget was presented and reviewed. Revenue and Expenses are expected to increase about 1%.

D. The committee discussed parking changes that are forthcoming due to construction. Residents will receive an update on everything with the July Newsletter. A letter will be sent to the residents who have care-workers that will inform them that the Riverview Terrace lot will be for residents only beginning July 1, 2019. This letter will include information regarding close long term parking options.

VII **PUBLIC COMMENT**
None.

VIII **ADJOURNMENT**

Committee member Loper moved (Corcoran support) to adjourn the meeting at 11:08 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary



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

STAFF & PROGRAM REPORTS

Executive Director's Report: June 2019

Family Self-Sufficiency (FSS) Program Report: June 2019

Resident Council Report: June 2019

EXECUTIVE DIRECTOR'S REPORT: June 28, 2019

This report covers the work accomplished from May 26, 2019 until June 28, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: We have full occupancy and no move outs scheduled.
2. Orchardview: There is one vacancy at this time.

Housing Choice Vouchers

1. We have 181 HCV filled at this time. No one is looking for housing at this time and we don't anticipate issuing any new vouchers in the near term. HUD has contacted us and believes that will be over our budget before the end of the year (by about \$10k). They are requiring us participate in several meetings to monitor our program. This seems to be quite the over-reaction since everything they were asking us to do, we have been doing since September 2019.

Projects & Potential Projects

1. EAST BAY FLATS: This continues to consume a lot of time as we try to lease up additional units. Currently, we are nearly 50% leased up. We continue to get a steady stream of applications. We are now working out our operational activities on this site including maintenance and emergency maintenance.
2. RAD: Also participated in one conference call with our assigned "RAD Transaction Readiness Manager". We conducted a conference call concerning our published Request for Qualifications (RFQ) for a Real Estate Development Consultant. We published the results of that call along with the RFQ. Two bids were submitted and staff reviewed and scored each bid. We anticipate the winning bidders to help lead our Study Session in July.
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – continued to ensure that the program is successful.
4. Continued conversations with property owner for potential senior housing site on Eighth Street.
5. Attended another meeting with Bay Area Transit Authority about a potential project.

6. Met with Kate Redmon about her project on Eighth Street.
7. Two meeting with officials from Safe Harbor about their housing project next two their shelter.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Continued to work on new Housekeeping & Sanitary Standards Policy.

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

1. Began planning for the July Study Session.

Financial

1. Prepared monthly financial reports for May 2019 and prepared the Fiscal Year 2020 Consolidated Budget.
2. Worked with Accountant to schedule Fiscal Year Audit in October.

General Management

1. Continued work on internal Policy Review. Reviewed and updated the TCHC By-Laws.

Office IT

1. Working to get East Bay Flats up as a secondary work site (temporary leasing office).

TCHC

1. Attended one TCHC regular meeting (May) and prepared for another (June).
2. Prepared for one Executive & Finance Committee meeting.
3. Prepared for one Governance & Compliance Committee meeting.

ERHC

1. Prepared for one ERHC regular meeting (May).

2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Meetings, phone conversations, and emails with Village staff about new ad hoc committee on long-term plans for Noble Pines.
4. Agreed to participate as a presenter for “HOW & WHY FORUM ON REPOSITIONING” in August. The target of this forum is smaller PHAs that are just beginning to

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated in an Executive Committee meeting and a Strategic Planning Session.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a Board of Directors Meeting via conference call.
3. Federal Home Loan Bank of Indianapolis: Participated in planning conference call for the NEW AHP Rule Implementation.
4. Media: Forwarded our attorney’s response to MI DEGLE to Jordan Travis of the Record Eagle.
5. Attended a Leadership Luncheon where the upstart firm, Imphastos was the presenter.
6. Attended a regional housing network meeting where the Michigan Council on Foundations presented on alternative funding for housing projects.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Meetings, calls, and several emails with TCHC attorney, Ward Kuhn on a variety of issues from property taxes to FOIA.
2. “RIVERWALK”: Monitoring the Lower Boardman River planning committee.
3. Holiday/Vacation/Personal Time: I have taken eight (8) days as either vacation or personal days this month. There was also one (1) Holiday – Memorial Day.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 28, 2019

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
21	21	100%	14	70%

Program Manager Update

I have been meeting with current clients and continue to schedule appointments to update their goal plans. I have been talking to potential participants about FSS as they come in for their recertification. We are not issuing new vouchers at this time so enrollment for new participants has slowed. I am attending the Family Support Team monthly meeting hosted by Father Fred this week to learn more about local resources for our clients.

Status of Participants

Current participants are showing progress while working to meet their goals. I have been focusing on participants that are scheduled to graduate this year to ensure that they are on track with their Individual Training and Services Plan. A family will be exiting the voucher program effective August 1st and will be graduating FSS at the same time. Many of our clients have small children at home and struggle with childcare in the summer. I am working with DHS and Father Fred programs to help our clients with children find affordable daycare and assistance with daycare costs. Another family in the program is about to become a homeowner. They were able to use a portion of the escrow to move forward in the process and will have a significant amount of money accrued at the time of purchase. Their income has continued to increase and they may no longer be in need of housing assistance once their house payment is determined. At that time they will graduate from the program.

FSS Grant

We continue to make monthly draws on our grant.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial review reports from RTRC for the month of May 2019. The financial reporting continues to be good form. Once again, I received all the information in a timely manner and there have been no mistakes in accounting. The RTRC is in the last month of its fiscal year and I expect to work on their next budget in early July.

Also attached, RTRC President, Jo Simerson, submitted a cover note to be included this month.

ATTACHMENT: Letter from RTRC President
Financial Reports

RIVERVIEW TERRACE RESIDENT COUNCIL
REPORT FOR TCHC BOARD PACKET JUNE 2019

*Our summer picnics will start on July 10th, and the Resident Council will provide burgers, hot dogs, buns & lemonade. We will also provide entertainment.

*We will be having our Resident Council Meeting on the 21st of June. We will be presenting the, "By-Laws," as well as discussing several topics.

*I plan to attend the RAD Meeting, the Governance Meeting, and the Board Meeting this month.

Respectfully Submitted:

Jo Simerson, President



Riverview Terrace Resident Council

FY 2018-2019

	July	Dec	Jan	Feb	March	April	May	June
Restricted Balance Forward	\$ 65.86	\$ 865.08	\$ 810.09	\$ 770.10	\$ 618.78	\$ 556.79	\$ 516.80	\$ 516.80
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 54.99	\$ 39.99	\$ 151.32	\$ 61.99	\$ 39.99	\$ -	\$ -
SUB TOTAL	\$ 1,730.85	\$ 810.09	\$ 770.10	\$ 618.78	\$ 556.79	\$ 516.80	\$ 516.80	\$ 516.80

Unrestricted Balance Forward	\$ 357.57	\$ 272.73	\$ 289.21	\$ 252.27	\$ 235.32	\$ 230.35	\$ 225.95	\$ 193.13
Income	\$ 81.90	\$ 68.98	\$ -	\$ 65.50	\$ 21.00	\$ 24.82	\$ 13.25	\$ -
Expenses	\$ 69.94	\$ 52.50	\$ 36.94	\$ 82.45	\$ 25.97	\$ 29.22	\$ 46.07	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 369.53	\$ 289.21	\$ 252.27	\$ 235.32	\$ 230.35	\$ 225.95	\$ 193.13	\$ 193.13

EOM TOTAL *	\$ 2,100.38	\$ 1,099.30	\$ 1,022.37	\$ 854.10	\$ 787.14	\$ 742.75	\$ 709.93	\$ 709.93
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* Equals Bank Statement

Total Savings* = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 814.93



LAKE MICHIGAN CREDIT UNION
P.O. Box 2848
Grand Rapids, MI 49501-2848
RETURN SERVICE REQUESTED

Your Statement Of Accounts
05/01/2019-05/31/2019
Your Account Number
xxxxxx1794
Page 1

75727 1 AV 0.383 130830-75727-313
RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

The truth about down payments. Home ownership may be closer than you think. Here are 4 facts to consider when buying a home. 1. You may not need 10-20% down. 2. Low down payment programs aren't just for first time buyers. 3. You don't need perfect credit or a high income to qualify. 4. There are many options available. To get started visit LMCU.org/Mortgage or call (844) 754-6280

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$742.75	\$709.93
	Total		\$714.93

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
May 01		Beginning Balance			\$5.00
May 31		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
			Total Deposits		\$13.25
			Total Withdrawals		\$46.07
May 01		Beginning Balance			\$742.75
May 15	May 15	Withdrawal POS #913500250563 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$46.07)		\$696.68
May 22	May 22	Deposit		\$13.25	\$709.93
May 31		Ending Balance			\$709.93

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

Your current account relationship is Basic





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

OLD BUSINESS

2019 Consolidated Budget: May 2019

TCHC Policy Review Schedule: Review

Memorandum on RAD Update & RFQ Results

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	MAY 2019 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 37,909.00	\$ 411,652.00	94.63%
Investment Interest	2,514.86	2,750.00	265.45	2,469.55	89.80%
Program Income: HCV	1,059,768.00	1,067,750.00	166,228.00	1,143,756.28	107.12%
Program Income: FSS	67,102.00	67,500.00	5,602.00	50,418.00	74.69%
Earned Income	159,523.99	196,700.00	16,090.71	157,064.77	79.85%
HUD Property Subsidy	243,751.00	250,000.00	18,249.00	221,318.50	88.53%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,024,326.72	\$ 2,239,700.00	\$ 244,344.16	\$ 1,986,679.10	88.70%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 17,342.98	\$ 196,872.36	84.49%
Benefits	72,038.35	74,184.41	4,337.49	69,821.56	94.12%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	1,130.90	8,875.34	44.38%
Travel / Staff Training	9,548.23	17,500.00	1,405.95	8,882.66	50.76%
Accounting / Auditing	20,272.92	27,000.00	1,369.41	19,241.01	71.26%
General Office Expenses	60,625.25	72,500.00	3,474.69	56,951.52	78.55%
TOTAL OPERATING EXPENSES	\$ 376,711.69	\$ 442,684.41	\$ 29,061.42	\$ 360,644.45	81.47%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 251.12	\$ 8,012.24	89.02%
Cable Television	38,953.19	38,960.00	3,471.64	37,208.87	95.51%
HAP	1,042,669.42	1,028,250.00	102,889.00	1,048,079.57	101.93%
TOTAL TENANT PROGS / SERVICES	\$ 1,087,959.45	\$ 1,076,210.00	\$ 106,611.76	\$ 1,093,300.68	101.59%
<u>UTILITIES</u>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 1,371.80	\$ 18,020.57	116.26%
Electricity	130,384.39	150,000.00	10,065.87	116,686.06	77.79%
Gas	15,989.15	21,500.00	1,280.83	20,138.95	93.67%
TOTAL UTILITIES	\$ 161,768.56	\$ 187,000.00	\$ 12,718.50	\$ 154,845.58	82.81%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 10,790.38	\$ 116,856.44	92.20%
Maintenance Benefits	36,166.15	48,093.50	2,742.41	37,054.88	77.05%
Materials	23,143.74	37,500.00	4,937.29	35,898.03	95.73%
Contract / CFP Costs	176,147.34	195,000.00	10,656.27	126,329.99	64.78%
TOTAL ORDINARY MAINTENANCE	\$ 339,090.20	\$ 407,333.50	\$ 29,126.35	\$ 316,139.34	77.61%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 29,452.62	93.50%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	22,196.70	90.60%
Collection Losses	798.66	5,000.00	-	(72.00)	-1.44%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 84,374.40	\$ 94,000.00	\$ 4,721.85	\$ 51,577.32	54.87%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 1,243.95	\$ 10,000.00	\$ 228.95	\$ 4,525.88	45.26%
TOTAL OPERATING EXPENSES	\$ 2,051,148.25	\$ 2,217,227.91	\$ 182,468.83	\$ 1,981,033.25	89.35%
NET OPERATING INCOME (LOSS)	\$ (26,821.53)	\$ 22,472.09	\$ 61,875.33	\$ 5,645.85	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (65,797.00)	\$ (20,000.00)	\$ -	\$ (34,879.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (92,618.53)	\$ 2,472.09	\$ 61,875.33	\$ (29,233.40)	

* 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 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 MAY 2019**

PUBLIC HOUSING

Chemical Bank	Checking	\$	91,292.72	
4Front Credit Union	Savings	\$	6,616.36	
TC State Bank	1051647	\$	164,279.84	
Huntington Bank	1388434863	\$	163,349.24	
TC State Bank	ICS Acct	\$	76,509.65	
Chemical Bank	1075909		-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,859.45	
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
SUB TOTAL		\$	581,602.40	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	124,132.45	
Chase Bank	135080088317	\$	46,605.98	Escrow Account
SUB TOTAL		\$	170,738.43	

OTHER

Reserves*/FSS/CFP		\$	476,010.71	Restricted
SUB TOTAL		\$	476,010.71	
TOTAL Cash & Cash Equivalents		\$	1,228,351.54	

* as of December 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 2018	May 2019	June 28, 2019
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Spring 2019	On-Going
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	April 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	Summer 2019	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	August 2019	
Housekeeping & Sanitary Standards Policy	NEW	None	August 2019	Started


TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	September 2018	On-Going
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
Tresspass Policy	July 18, 2006	July 2008	May 2019	May 24, 2018
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

Yesterday, we held another monthly RAD meeting for residents. This month's meeting was scheduled for 9:00 A.M. Updates to the Residents were not significantly different than previous updates but the opportunity to ask questions was well received.

We published our Request for Qualifications (RFQ) last month and applications/bids were due on June 10, 2019 at Noon. We held a conference call to discuss the RFQ – clarifications and questions – and we had three firms express interest in submitting a bid. On June 10th we had two complete bids arrive. It seems two of the three original firms combined efforts.

Staff scored the two bids and discussed the top point earner with our RAD Readiness Transaction Manager to make sure that we did not overlook any issues. As a result of the review, we notified Ethos Development Partners that we will execute a contract with them in July. Ethos has assigned two consultants to work with us, Joe Heaphy and Gary Scheuren. Their team has significant affordable housing development experience and has another PHA as a client (Pontiac Housing Commission). I have asked the team to prepare for a presentation to the Commission during our July Study Session (Date & Time TBD).

The two bidders were different from each other and the strengths of the bid that was not successful could, in fact, bid to be development partner on our deals in the future – this is something that we have to determine as we move along in the process.

The Commission should validate or accept the results of this RFQ process through a simple motion: *"I move that TCHC accept the Ethos Development Partners successful bid to provide Real Estate Development Services beginning no sooner than July 1, 2019 and that the TCHC Executive Director is hereby authorized to execute a professional services contract with the firm."*

ATTACHMENT: RFQ Scoring Sheet

TCHC Real Estate Development Services RFQ - Scoring Sheet

SELECTION CRITERIA	A			B				
	MAX Points	Self	Staff	Notes	Self	Staff	Notes	
LIHTC Experience	10	10	8	Eleven projects with LIHTC - 8 ongoing. One project. Strong portfolio but many projects ongoing. Of the four complete the \$ amount drops to \$108,900,000. Leaving \$75,400,00 and a TBD amount pending. Each project shows multi-layers finance plans. Each project shows multi-layers finance plans.	10	8	No indication of ongoing v. past projects.	
How Many Projects 4%/9%	10	10	10		10	10	10	One project.
4% LIHTC/Tax Exempt Bond	10	10	7		10	7	7	Strong portfolio with \$141,186,851 in the last 5 years. Again, no indication of ongoing v. past projects.
Total \$ of projects	5	5	5	Each project shows multi-layers finance plans. Each project shows multi-layers finance plans.	5	5	Each project shows multi-layers finance plans. Each project shows multi-layers finance plans.	
Infrastructure of Local Gov't Financing Add'l or Alternative Funding	10	10	10	Each project shows multi-layers finance plans.	10	10	Each project shows multi-layers finance plans.	
RAD Experience	5	5	4	One project during early stages. Also, shows success with LIHTC.	0	0	No RAD but significant success with LIHTC and multi-layered financial packages.	
Current 9%	5	5	5	Four applications in the Detroit/East Side of the State in 2019/2020 rounds.	5	2	10 projects on the horizon. Capacity may become an issue.	
Current 4%	5	5	5	One project currently that may go to 9% if found applicable.	5	4	Two potential projects in next 6-12 months.	
Current Supportive Housing	5	5	5	Significant portion of project incorporate PSH. Staff listed with experience.	5	5	CHN is a provider of supportive services and a significant portion of past projects incorporate PSH.	
Current Local	-5	0	0		0	0		
Financial Capacity	25	20	20	No financial guarantees. Underwriting and Development experience cited.	25	25	Underwriting, development and financial guarantee ability.	
Business Liability	-10	0	0		0	-2	Current negotiations on a possible litigation.	
Capacity - Team	10	10	10	Three primary staff assigned with a host of other staff available as necessary. The proposal indicates the consultant will begin working to engage development team members who are not part of the current proposal.	10	10	Five key staff assigned and included as part of the proposal. Allan will serve as the primary contact and incorporate services as necessary.	
Capacity - Fee	10	10	8	There is no hourly fee included as a basis. The fees are based on submission of a development plan and submission of LIHTC applications. It is difficult to discern the true costs without the base hourly fee for work outside of this scope.	10	10	There are three options listed and multiple fee structures dependent upon the path we choose. An hourly fee for Allan is included as a basis to structure future or alternate work.	
Bonus - Section 3 or Minority/Women	5	0	1	No indication of Section 3 plan. Business is not minority or woman-owned.	5	3	A Section 3 plan is included and will be utilized to recruit low or very-low income residents to work with the projects.	
TOTALS	135	115	107		120	105		



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


NEW BUSINESS

- Resolution to Adopt TCHC By-Law Updates: Action Required
- Resolution to Approve TCHC Disposition of Property: Action Required
- Resolution to Approve Removal of Bad Debt: Action Required
- Resolution to Adopt HUD Income Limits: Action Required
- Resolution to Adopt FY 2020 Budget: Action Required
- Memorandum on TCHC Insurance Coverage: Action Requested

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt Changes to the By Laws

MESSAGE:

Attached you will find the updated By Laws of the Traverse City Housing Commission. A draft of all of the changes was presented at the Regular Meeting of the TCHC in May. Drafts of the minor changes were discussed at the June Executive Committee meeting and at two Governance & Compliance Committee meetings – May and June.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE BY LAWS

June 28, 2019

WHEREAS, the Traverse City Housing Commission has made it a priority to review and update all Policies and plans that govern all of its operations; and

WHEREAS, the By Laws of the Traverse City Housing Commission deemed it to be appropriate and prudent to review the By Laws annually and to update when necessary; and

WHEREAS, the proposed changes are necessary for the By-Laws to be concurrent with other recently updated policies and current operations; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the By Laws by way of its Executive & Finance and its Governance & Compliance Committee meetings; and

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

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

The By Laws are hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT 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 and each member of the Housing Commission Board or staff shall adhere to all items of the TCHC Code of Conduct.

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. 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 and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member 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. The Executive Director, along with the President, serves as the spokesperson and public representative for TCHC.
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.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as “excused” or “unexcused” by the President of the Board (or by Vice President in case of President’s absence). Commissioners should notify 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 recorded as “unexcused” pending explanation to the Board. The Board President has the authority to record the absence of a Board member as “excused” in the case of an emergency or for other satisfactory reason. 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 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. Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Finance Committee
- II. Governance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc 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 and, when possible, held in the Third Floor Community Room at Riverview Terrace Apartments. 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 and publish an Annual Meeting Schedule at or before 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 Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Public Comment
 - X. Commissioner Comment
 - 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 City Clerk 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

Revised: June 23, 2017


Revised: June 22, 2018

Proposed: June 28, 2019

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year-End Property Disposition Resolution

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC produces a quarterly or annual list of items that need to be removed from inventory lists and have, when appropriate, made adjustment to our recorded assets. The attached list is a result of our general operational activities for the last year. This resolution covers all items removed from inventory for the last 12 months (since June 2018) and items that were found to have been replaced during the physical inventory – items are listed below.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION

June 28, 2019

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to track the addition and removal of all property and assets; and

WHEREAS, a physical inventory was conducted in each and every property managed by TCHC; and

WHEREAS, the attached list of items are no longer considered assets to TCHC; and

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

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

The following list of surplus property is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by June 30, 2019:

1. Frigidaire Stove – Damaged/Not Repairable
Model FGF328GSH / Serial #VFOO449904

2. Frigidaire Refrigerator – Damaged/Not Repairable
Model #FFHT1814QWO / Serial #BA45100907
3. White Westinghouse Stove – Damaged/Not Repairable
TCHC Item #1324 / RVT Unit 208
4. Hotpoint Refrigerator – Damaged/Not Repairable
Model #HTH15BBRERW/ Serial #DG763072
TCHC Item #1376
5. Hotpoint Refrigerator – Damaged/Not Repairable
Model #HTH16BBSXLWW / Serial #AM762710
6. Magic Chef Stove – Damaged/Not Repairable
Model #31203PAV / Serial #36055887YM
TCHC Item #1839
7. Amana Stove – Damaged/Not Repairable
Model #AGR6603SFW0 / Serial #R72616815
TCHC Item #1820
8. White Westinghouse Stove – Damaged/Not Repairable
TCHC Item #1175
9. Kenmore Stove – Damaged/Not Repairable
Model #9609012193 / Serial #9511164775
10. Frigidaire Refrigerator – Damaged/Not Repairable
Model #FRT12HB3J23 / Serial #BA94909344
11. General Electric Refrigerator – Damaged/Not Repairable
Model #HTN17CBDDRWW / Serial #AA795253
TCHC Item #1378
12. General Electric Refrigerator – Damaged/Not Repairable
Model #FFHT1814QWO / Serial #ba45100907
TCHC Item #1813

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director ✓
SUBJECT: Resolution on Doubtful Accounts / Bad Debt

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amounts on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS FROM FINANCIAL STATEMENTS

June 28, 2019

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time doubtful accounts are declared bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; and

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

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

The amount of \$5,841.74 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.

TCHC Doubtful Accounts / Bad Debt for Fiscal Year 2019

Resident	Amount	Notes
Frenchi	\$ 605.66	Resident Deceased. EOP 10/31/2018.
Macek	\$ 250.00	Default on Re-Payment. EOP 8/31/2017. Last payment 03/26/2018.
Leonard	<u>\$ 4,986.08</u>	Eviction. EOP 03/31/2019. Last payment 08/08/2018.
Total	<u>\$ 5,841.74</u>	

EOP = End of Participation in Program

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: 2019 HUD Income Limits for HCV and Public Housing [ATTACHED]

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs.

Income limit areas are based on the HUD FY 2019 Fair Market Rent areas. Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the poverty guidelines, which has resulted in some of the Extremely Low Income Limits to equal the Very Low Income Limits in our areas.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS

June 28, 2019

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to adopt income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs; and

WHEREAS, the HUD Fiscal Year (FY) 2019 Income Limits are now published (attached) for our region; and

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

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

The Income Limits established by HUD are adopted for purposes of setting income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs for the TCHC FY 2020 beginning July 1, 2019.

TRAVERSE CITY HOUSING COMMISSION

FY 2020 INCOME LIMITS FOR HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS

COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Antrim	\$ 12,950.00	\$ 16,910.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 38,200.00	\$ 40,700.00	ELI
	21,600.00	24,650.00	27,750.00	30,800.00	33,300.00	35,750.00	38,200.00	40,700.00	VLI
	34,550.00	39,450.00	44,400.00	49,300.00	53,250.00	57,200.00	61,150.00	65,100.00	LI
Benzie	\$ 13,450.00	\$ 16,910.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 39,010.00	\$ 42,200.00	ELI
	22,400.00	25,600.00	28,800.00	31,950.00	34,550.00	37,100.00	39,650.00	42,200.00	VLI
	35,800.00	40,900.00	46,000.00	51,100.00	55,200.00	59,300.00	63,400.00	67,500.00	LI
Grand Traverse	\$ 16,300.00	\$ 18,600.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 39,010.00	\$ 43,430.00	ELI
	27,150.00	31,000.00	34,900.00	38,750.00	41,850.00	44,950.00	48,050.00	51,150.00	VLI
	43,400.00	49,600.00	55,800.00	62,000.00	67,000.00	71,950.00	76,900.00	81,850.00	LI
Kalkaska	\$ 12,850.00	\$ 16,910.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 37,900.00	\$ 40,350.00	ELI
	21,400.00	24,450.00	27,500.00	30,550.00	33,000.00	35,450.00	37,900.00	40,350.00	VLI
	34,250.00	39,150.00	44,050.00	48,900.00	52,850.00	56,750.00	60,650.00	64,550.00	LI
Leelanau	\$ 15,850.00	\$ 18,100.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 39,010.00	\$ 43,430.00	ELI
	26,400.00	30,200.00	33,950.00	37,700.00	40,750.00	43,750.00	46,750.00	49,800.00	VLI
	42,250.00	48,250.00	54,300.00	60,300.00	65,150.00	69,950.00	74,800.00	79,600.00	LI
Wexford	\$ 12,850.00	\$ 16,910.00	\$ 21,330.00	\$ 25,750.00	\$ 30,170.00	\$ 34,590.00	\$ 37,900.00	\$ 40,350.00	ELI
	21,400.00	24,450.00	27,500.00	30,550.00	33,000.00	35,450.00	37,900.00	40,350.00	VLI
	34,250.00	39,150.00	44,050.00	48,900.00	52,850.00	56,750.00	60,650.00	64,550.00	LI

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: FY 2020 Consolidated Budget

MESSAGE:

Attached you will find our proposed Fiscal Year 2020 Consolidated Budget. This document was reviewed by the Governance Committee and much of the information in it is a result of conversation with our fee accountant. It also mirrors our budget submission to HUD earlier this year.

Here are the highlights of the differences from our last budget:

1. We are anticipating that overall income will be relatively the same next year (+1.33%). We do anticipate slightly more property rents and more earned income – both of these assumptions are based upon the realities of recent years. Please remember that even though property rents and HUD property subsidy are closely aligned (technically connected) when one goes up, the other will go down and vice versa, we have had a small budget increase during this last Federal Budget.
2. CFP was not realized this fiscal year but will be next fiscal year since RAD activities are allowable expenses.
3. We are budgeting for a slight increase in professional staff “Salaries” but “Benefits” are lower this fiscal year. This is due to two employees declining benefits.
4. We did hit our expected target in “Legal” expenses this last fiscal year, thankfully, but we are leaving the line item alone for the next fiscal year as we anticipate the need for more legal work.
5. The Maintenance Benefits Costs have increased slightly based on actual numbers.
6. The Maintenance Labor Costs have been increased due to the costs of replacing a full-time position. The starting rate has increased since 2017.
7. Maintenance Materials are increased by 5.0% as we anticipate our routine maintenance needs to continue to increase.

8. We do expect that expenses should be slightly less than revenue this next fiscal year so this budget does show a slight surplus.
9. Finally, please remember that East Bay Flats is not reflected in this budget other than in a line item under “earned income”. EBF has its own budget based on the rents collected there. TCHC is reimbursed for any activity on that property.

Please remember that the consolidated budget is management tool. It allows you to see all of the cash flow through our organization on one page. Also note that everything in the budget is supported by documentation or financial history. Do not hesitate to ask questions during the meeting.

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE PROPOSED BUDGET

	FY 2017 ACTUAL*	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	FY 2020 BUDGET	% CHANGE
OPERATING INCOME					
Property Rents	\$ 430,802.36	\$ 431,676.00	\$ 435,000.00	\$ 445,000.00 *	2.25%
Investment Interest	3,296.42	2,514.86	2,750.00	2,750.00	0.00%
Program Income: HCV	1,106,748.50	1,059,768.00	1,067,750.00	1,130,000.00 *	5.51%
Program Income: FSS	66,966.85	67,102.00	67,500.00	67,200.00	-0.45%
Earned Income	139,035.24	159,523.99	196,700.00	205,000.00	4.05%
HUD Property Subsidy	253,023.00	243,751.00	250,000.00	260,000.00 *	3.85%
CFP / Draw on Surplus	92,528.08	59,990.87	220,000.00	160,000.00	-37.50%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,024,326.72	\$ 2,239,700.00	\$ 2,269,950.00	1.33%
OPERATING EXPENSES					
Salaries	\$ 220,395.30	\$ 213,748.95	\$ 233,000.00	\$ 239,500.00	2.71%
Benefits	82,942.28	72,038.35	74,184.41	60,969.17	-21.68%
Compensated Absences	3,333.77	(5,852.01)	(1,500.00)	(1,500.00)	0.00%
Legal	15,742.24	6,330.00	20,000.00	20,000.00	0.00%
Travel / Staff Training	20,941.40	9,548.23	17,500.00	16,000.00	-9.38%
Accounting / Auditing	20,477.92	20,272.92	27,000.00	25,000.00	-8.00%
General Office Expenses	86,359.91	60,625.25	72,500.00	70,000.00	-3.57%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 376,711.69	\$ 442,684.41	\$ 429,969.17	-2.96%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, & Other	\$ 9,249.64	\$ 6,336.84	\$ 9,000.00	\$ 9,500.00	5.26%
Cable Television	37,215.33	38,953.19	38,960.00	40,000.00	2.60%
HAP	974,570.52	1,042,669.42	1,028,250.00	1,100,000.00	6.52%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,087,959.45	\$ 1,076,210.00	\$ 1,149,500.00	6.38%
UTILITIES					
Water	\$ 14,871.90	\$ 15,395.02	\$ 15,500.00	\$ 17,500.00	11.43%
Electricity	128,456.86	130,384.39	150,000.00	145,000.00	-3.45%
Gas	15,100.66	15,989.15	21,500.00	22,000.00	2.27%
TOTAL UTILITIES	\$ 158,429.42	\$ 161,768.56	\$ 187,000.00	\$ 184,500.00	-1.36%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 93,120.02	\$ 103,632.97	\$ 126,740.00	\$ 140,150.00	9.57%
Maintenance Benefits	30,400.02	36,166.15	48,093.50	50,641.76	5.03%
Materials	35,531.40	23,143.74	37,500.00	39,500.00	5.06%
Contract / CFP Costs	225,578.48	176,147.34	195,000.00	145,000.00	-34.48%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,090.20	\$ 407,333.50	\$ 375,291.76	-8.54%
GENERAL EXPENSE					
Insurance	\$ 28,633.24	\$ 29,205.67	\$ 31,500.00	\$ 31,500.00	0.00%
Payment in Lieu of Taxes	24,364.73	25,226.86	24,500.00	25,000.00	2.00%
Collection Losses	7,467.66	798.66	5,000.00	3,000.00	-66.67%
Interest Expense / Other	32,604.61	29,143.21	33,000.00	33,000.00	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 84,374.40	\$ 94,000.00	\$ 92,500.00	-1.62%
EXTRAORDINARY / CASUALTY					
	\$ 4,545.00	\$ 1,243.95	\$ 10,000.00	\$ 10,000.00	0.00%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,051,148.25	\$ 2,217,227.91	\$ 2,241,760.93	1.09%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ (26,821.53)	\$ 22,472.09	\$ 28,189.07	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (170,915.39)	\$ (65,797.00)	\$ (20,000.00)	\$ (20,000.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ (92,618.53)	\$ 2,472.09	\$ 8,189.07	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 28, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Insurance Coverage for TCHC

MESSAGE:

Attached you will find an invoice and the recent submission to TCHC from Paul W. Olson of Municipal Underwriters of West Michigan. There is a 3.0% increase to our premium this year. Mr. Olson will be attending our meeting to answer any questions that you may have.

Staff has reviewed the coverages of this policy and has started the process to look for additional quotes to foster some potential competition for our business.

Approval of this quote can be made via a simple motion to accept this package of coverage.

ATTACHMENT: Letter from Paul W. Olson
Invoice from Municipal Underwriters of West Michigan
Summary of Coverages Document



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 31, 2019

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

Dear Tony:

Enclosed you will find a Summary of Coverage's for the Traverse City Housing Commission's 2019-2020 insurance years. The renewal date of your policy is 06/16/2019.

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 Michigan Township Par Plan Grant Program is also available to all members, to date, \$1,800,000 has been provided back to our members for the grant program. I am pleased to announce that your dividend was \$743.13.

The quoted premium is \$29,156.00. This is an increase in premium of approximately 3% over last year's beginning premium of \$28,109.00. The increase is due to the increased cost to insure the High Rise at 150 Pine Street.

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 15 years. Thank you for your business. I will be looking forward to meeting with you and the board on June 28th at 8am.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul W. Olson".

Paul W. Olson
Regional Risk Manager

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
 Williamsburg, MI 49690
 888-883-6391
 polson76@charter.net

Invoice

Date	Invoice #
5/21/2019	3504

Bill To
Traverse City Housing Commission 10200 Carter Centre Traverse City, MI 49684

Account #	Policy Number
	HMTP-162938

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/16/2019	06/19/2020	Michigan Township Par Plan	Package Plan	29,156.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Total	\$29,156.00
Payments/Credits	\$0.00
Balance Due	\$29,156.00

Fax #
231-421-3509

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Traverse City Housing Commission 2019-2020

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of West MI 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. Restrictive Use Sublimit (\$100,000) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit..
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 \$ 25,000.00
Deductible \$ 1,000

SEE ATTACHED SCHEDULE

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: T000020025127 **TRAVERSE CITY HOUSING COMMISSION**

▲ Loc ▼	▲ Bldg ▼	▲ 100ft ▼	▲ Fac Loc ▼	▲ Street Address ▼	▲ City ▼	▲ ST ▼	▲ Zip ▼	▲ County ▼	▲ POK ▼	▲ BC ▼	▲ Bldg Lim ▼	▲ Cont Lim ▼	▲ Misc Sub ▼	▲ Yr Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼	▲ Sprinkler ▼	▲ Sq Ft ▼	▲ Boiler Val ▼
1	1	No	0	150 FINE STREET HIGH RISE					10	4	\$ 17,017,088	\$ 23,153	\$ 0	1976	R	802	0	Yes	0	R
1	2	No	0	150 PINE ST					11	1	\$ 3,647	\$ 0	\$ 0	1976	R	614	0	No	0	R
2	1	No	0	10224 E. CARTER FAMILY DWELLING					10	1	\$ 488,633	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
2	2	No	0	10224 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
2	3	No	0	10224 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
3	1	No	0	10220 E. CARTER FAMILY DWELLING					10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
3	2	No	0	10220 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
3	3	No	0	10220 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
4	1	No	0	10216 E. CARTER FAMILY DWELLING					10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
4	2	No	0	10216 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
4	3	No	0	10216 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
5	1	No	0	10212 E CARTER FAMILY DWELLING					10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
5	2	No	0	10212 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
5	3	No	0	10212 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
6	1	No	0	10208 E. CARTER FAMILY DWELLING					10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
6	2	No	0	10208 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
6	3	No	0	10208 E CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
6	4	No	0	10208 E. CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
6	5	No	0	10208 CARTER					10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
7	1	No	0	10200 E. CARTER OFFICE					10	2	\$ 399,902	\$ 57,881	\$ 0	1994	R	100	0	Yes	0	R
7	2	No	0	10200 CARTER CENTER					18	1	\$ 121,238	\$ 2,894	\$ 0	1996	R	910	0	No	0	R
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 of 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**

Municipal Underwriters of West MI Inc.

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: \$29,156.00

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.



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

CORRESPONDENCE

May 28, 2019 Letter from TCHC Attorney, Joseph E. Quandt, to State of Michigan DEGLE
Regarding Orchardview Townhomes

May 29, 2019 Letter from City of Traverse City Attorney, Lauren Tribble-Laucht, to
State of Michigan DEGLE regarding Orchardview Townhomes

May 29, 2019 Letter from TCHC to Orchardview Townhomes Resident
Regarding Michigan DEGLE Response

May 30, 2019 E-Mail from Attorney Carl Coan III Regarding On-Going HUD Litigation



R EDWARD KUHN
 TERRY C ROGERS
(LLM, Taxation)
 EDGAR ROY III
 JOSEPH E QUANDT
 GREGORY J. DONAHUE
 GREGORY L. JENKINS
 TROY W STEWART
 GINA A. BOZZER

412 SOUTH UNION STREET
 TRAVERSE CITY, MICHIGAN 49684
 TELEPHONE: 231-947-7900
 FAX: 231-941-5154

LANSING OFFICE:
 2937 ATRIUM DRIVE, STE 200
 OKEMOS, MI 48864

MOUNT PLEASANT OFFICE:
 3046 JEN'S WAY
 MT. PLEASANT, MI 48858

SAINT IGNACE OFFICE:
 440 NORTH STATE STREET
 ST. IGNACE, MI 49781

CHRISTOPHER G ROGERS
(also admitted in Illinois)
 J D PRAASTERINK
 MATTHEW L BOYD
 MARC S McKELLAR II

OF COUNSEL:
 LEWIS G GATCH
 A BROOKS DARLING

May 28, 2019

VIA EMAIL – kitlers@michigan.gov

Steven Kitler
 EGLE – Cadillac District Office
 Remediation and Redevelopment Division
 120 W. Chapin Street
 Cadillac, MI 49601-2158



Re: Traverse City Housing Commission – Orchardview

Dear Mr. Kitler:

Please be advised that the undersigned represents the Traverse City Housing Commission in environmental matters. I am in receipt of your letter of April 26, 2019 (received by my client April 29, 2019), indicating that the Traverse City Housing Commission (TCHC) is operating a “facility” pursuant to Part 201 of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended, and thus needs to prepare a Due Care Plan consistent with MCL 324.20107(a) and the Part 201 Administrative Rules.

My client was greatly surprised to receive your letter, considering the historical position taken by the MDEQ that the presence of substances and materials as a result of Generally Accepted Agricultural Practices are exempt from both the liability and due care provisions of Part 201. I am attaching for your ready review and reference, as Exhibits A and B, historical guidance from the MDEQ on this issue, including training materials utilized by MDEQ in 2007. In those staff training materials, there is a letter to me from Andrew Hogarth, then division chief of the Remediation and Redevelopment Division of the MDEQ, stating that the presence of agrichemicals under these circumstances does not create liability or due care obligations under Part 201. Those same training materials also include a letter to Roger Mawby of Otwell Mawby reiterating this definitive legal position of the MDEQ that the presence of agrichemicals, such as arsenic, are not regulated under Part 201 if the presence of those materials is related to Generally Accepted Agricultural Practices. Since there is no evidence that the presence of arsenic at the TCHC Orchardview property was anything other than consistent with Generally Accepted Agricultural Practice, we are struggling to understand why EGLE (formerly, MDEQ) is now requiring further documentation of due care compliance. As I believe you further know, TCHC began its operations on the property prior to 1995 and after performing a Phase I ESA that did not indicate the presence of contamination.

KUHN ROGERS PLC

May 28, 2019

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Accordingly, TCHC would be entitled to complete liability defenses pursuant to MCL 324.20126(1)(c) and 324.20126(3)(h).

Notwithstanding the foregoing and without waiving any potential defense or exemption which may be available to the TCHC, my client acknowledges that they expect to be a strong partner with the EGLE in protecting public health and being responsive to any community health needs. Accordingly, to be directly responsive to your request for documentation of due care compliance, I am enclosing, for your review, the following documents:

1. Due Care Plan dated May 23, 2002 (Exhibit C).
2. Residential lease and disclosure documentation from the TCHC (Exhibit D).
3. Brownfield Redevelopment Assessment Work Plan dated May 22, 2012 (Exhibit E).
4. Brownfield Redevelopment Assessment Report dated September 24, 2012 (Exhibit F).
5. Cleanup criteria, training materials and operational guidance from MDEQ dated 2007, which addresses direct contact residential exposures related to arsenic (Exhibit G).

As you will clearly note, in the training materials, attached as Exhibit G, the residential exposure standard for arsenic is based upon toxicological exposure assumptions which assume (a) the exposure pathway is primarily ingestion and dermal contact; (b) the exposure assumption for ingestion and dermal contact will occur 350 days per year; and (c) the speciation of arsenic is biologically available to the human body and metabolizes in the human body on a cellular level.

In the case of the TCHC Orchardview property, it appears that none of these exposure assumptions are applicable. First, there is no readily accessible mechanism for dermal contact or ingestion of arsenic impacted soils. You will note that, based upon the most recent sampling data as shown on a map attached as Exhibit H, in the area where it is most likely an exposure pathway could be complete, the concentrations of arsenic are well below the residential criteria. Thus, since exposure is limited, and the exposure pathway is incomplete, the applicability of the generic residential criteria is dubious, at best. Second, the exposure assumptions which are the genesis of the generic residential criteria assumes consistent exposures of 350 days per year. Obviously, in Northern Michigan where snow covers the ground at least 90 of those days, the exposure assumption in the residential criteria seems impossible to fulfill. Add to that analysis the fact that exposures are, in and of themselves, limited by lack of access as referenced above, it would seem clear that the residential criteria articulated in the Part 201 tables are not applicable at this property. Third, as I believe you are probably aware, there may be some forms of arsenic which are not biologically available for metabolism in the human body. The arsenic which may exist at the TCHC Orchardview property has not, to our knowledge, been speciated and very well may not be

KUHN ROGERS PLC

May 28, 2019

Page 3

biologically available and, instead, may potentially be eliminated through natural biological processes.

With respect to exposure control mechanisms, you will find in the enclosed lease materials, at Exhibit D, a definitive disclosure statement which informs Orchardview residents of the nature of the presence of arsenic and informing those residents and their guests of mechanisms to prevent exposures. The lease document provides, at Section IX(d), an obligation that residents follow the directions, rules and regulations of the TCHC with respect to the Orchardview property. So long as residents follow those directions, any potential exposure would be mitigated, if not eliminated entirely.

As I believe you are aware, to the extent that my client has due care responsibilities, as referenced in your letter, those responsibilities are defined within Part 201 and the Part 10 Administrative Rules to Part 201. If the due care obligations apply to the TCHC, the TCHC is required to:

- a. undertake measures which are necessary to prevent exacerbation;
- b. undertake response activity necessary to mitigate unacceptable exposure;
- c. take reasonable precautions against reasonably foreseeable acts or omissions of third parties;
- d. reasonably cooperate with persons authorized to conduct response activities;
- e. comply with land or resource use restrictions;
- f. not impede effectiveness or integrity of any land use or resource use restrictions.

With respect to these obligations, the TCHC is, (a) not allowing any activity which would allow for exacerbation of existing impact and, in fact, has taken action in the past not only to limit access to impacted areas but also to create a restriction which eliminates or greatly mitigates any potential exposure. The TCHC has also, (b) undertaken response activity when preparing the site in order to greatly reduce levels of arsenic. If you review the arsenic levels in Exhibit H with those originally noted in 1990, you will clearly note the significant reductions in residual impact before and after TCHC's preparation of the site for construction. Third, TCHC has, (c) taken reasonable precautions against reasonably foreseeable acts or omissions of third parties by creating restrictions within their lease document as a reasonable precaution. Finally, the TCHC is, (d) reasonably cooperating, and will cooperate, with EGLE or any other party in the event those parties intend to undertake any response activity at this site.

TCHC's action is also completely consistent with the Part 10 Administrative Rules by TCHC's maintenance of documentation of compliance (much of which is attached to this letter). Further, TCHC has documented potential exposure pathways, which includes maintaining information about the concentrations of arsenic to which persons may be exposed. The TCHC has also delineated limitations with respect to the use of the property which will mitigate exposures and has maintained records with respect to previous activity (See MAC R 299.51003, *et seq.*). While TCHC believes that it has behaved reasonably and responsibly with respect to these

KUHN ROGERS PLC

May 28, 2019

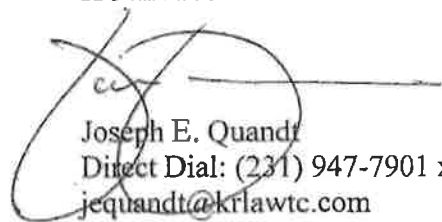
Page 4

conditions, TCHC will, of course, be happy to discuss with you and your staff other measures which both parties find acceptable and appropriate.

Please feel free to contact me if you would like to further discuss these initiatives after you have had an opportunity to review the enclosed materials. Accordingly, I look forward to hearing from you.

Sincerely,

KUHN ROGERS PLC



Joseph E. Quandt
Direct Dial: (231) 947-7901 x115
jequandt@krlawtc.com

JEQ:shp

cc: Tony Lentych
Marty Colburn
Lauren Tribble-Laucht
Brian Flickinger

The City of Traverse City

Office of the City Attorney

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4404
(231) 922-4476 Fax



May 29, 2019

Steven Kitler
EGLE – Cadillac District Office
Remediation and Redevelopment Division
120 W. Chapin Street
Cadillac, MI 49601-2158

Via email: kitlers@michigan.gov

Re: Traverse City Housing Commission – Orchardview

Dear Mr. Kitler:

I am in receipt of your letter of April 26, 2019 (received by the City May 1, 2019), indicating that the property located at 10200 East Carter Centre, Traverse City and owned by the City of Traverse City is a “facility” pursuant to Part 201 of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended, and requesting documentation of compliance with due care.

I have reviewed the response provided yesterday by counsel for the Housing Commission, which operates the property. The City’s position is consistent with that of the Housing Commission and believes that the information provided by the Housing Commission should be adequate to address the concerns raised in your April 26, 2019 letter. That being said, the City reserves the right to provide further comments and information and raise any issue or defense that may be necessary at a future time. Should you require further information or if you would like to discuss this matter further please contact me. The City is also happy to meet and discuss further in person if you believe that would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Tribble-Laucht".

Lauren Tribble-Laucht

CC: M. Colburn
T. Lentych
W. Kuhn
J. Quandt





TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684
T: (231) 922-4915 | F: (231) 922-2893
TDD: (800) 649-3777
TCHousing.org

May 29, 2019

To All Orchardview Townhomes Residents:

As you know from the Environmental Concerns Information disclosure form contained in your Lease (copy enclosed), the land on which Orchardview Townhomes is located has documented levels of arsenic in the soil that, in certain places, exceed levels appropriate for residential use. The Traverse City Housing Commission (TCHC) has received a letter from the Michigan Department of Environment, Great Lakes, and Energy (DEGLE) indicating that they are in the process of again reviewing the situation, and have requested certain documentation from TCHC.

We, in coordination with the City of Traverse City, are in the process of responding to that letter and we thought it appropriate to advise you of the Michigan DEGLE action.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Respectfully,

COPY

Tony Lentych,
Executive Director

ENVIRONMENTAL CONCERNS INFORMATION

As a resident of Orchardview Townhomes, we would like to make you aware that our community sits on land that was once an orchard. After testing was completed by the Michigan Department of Environmental Quality (MDEQ), we have been informed that there are documents levels of arsenic in the soil which exceed levels appropriate for residential use.

As a result of the testing, you are hereby informed that you may NOT do the following:

- Plant flowers, shrubs, etc., anywhere on the grounds of Orchardview – this includes the planting of a vegetable garden.
- Dig anywhere on the Orchardview property, including the undeveloped portions of the Orchardview property. The only digging that may occur is in the designated sandbox located between building 10216 and 10220 (the play area).

We like to encourage our residents to put our flowers to enhance the beauty of Orchardview. This can be accomplished without planting the flowers in the ground. You simply would use flower boxes or pots that sit beside your front door or on your back patio. Container gardening can work as well.

TCHC is proceeding with the development of a Due Care Plan. Once this plan has been created and approved by the MDEQ, there may be changes to the restrictions, either additional restrictions bolstering of the current restrictions or possible reductions, if changes to the current protocol are warranted.

Please feel free to contact the TCHC Office with any questions or concerns.

THIS IS A COPY

Resident Signature

Date

Tony Lentych

From: CL Law Clerk <LawClerk@coanlyons.com>
Sent: Thursday, May 30, 2019 1:33 PM
Subject: FW: Operating Reserve Offset Lawsuit update

Dear Plaintiffs:

I am forwarding the message below on behalf of attorney, Carl Coan, III.

All the best,
Joseph

From: Carl Coan, III
Sent: Wednesday, May 29, 2019 4:00 PM
To: CL Law Clerk <LawClerk@coanlyons.com>
Subject: Operating Reserve Offset Lawsuit

Dear Plaintiffs:

As I noted in my last email to you in March, the Court granted my motion for summary judgment on March 7. In addition, the Court ordered the parties to file a status report by April 19 advising the Court of their progress towards a stipulation regarding the amount of damages to be included in the Court's final judgment."

As ordered by the Court, the Government and I filed a status report on April 19. However, because we had not resolved all of the issues regarding the damages, the Court ordered us to file another status report on May 20 which we did.

Unfortunately, we still have an unresolved issue with respect to one plaintiff. Therefore, the Court ordered us to file another status report on June 19.

We are working diligently in trying to resolve the remaining issue. If we are not successful, I will explore whether it is possible to have a final judgment entered and damages awarded for the other plaintiffs. I will keep you posted on our progress.

If you recall, I have mentioned a couple of times that I think the Government will appeal the Court's denial of the Government's motion to dismiss and possibly the Court's granting of my summary judgment motion. Last month I had a meeting on another case with the same Government attorneys in this case. After the meeting I asked the Government attorneys if they intend to appeal after the Court enters a final judgment. The Government attorney who is the lead attorney in this case said that she will recommend that the Government file an appeal.

Just because the lead attorney recommends that the Government file an appeal doesn't mean that the Government will appeal. Rather, the lead attorney will have to submit her recommendation along with a memorandum discussing why she thinks an appeal would be successful to her superiors at the Department of Justice. It is these attorneys who will decide whether to appeal or not.

Please let me or Joseph know if you should have any questions.

Carl A. S. Coan, III
Coan & Lyons