

DRAFT
Meeting Minutes of the Traverse City Housing Commission
April 28, 2023

A Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Wayne Workman in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:02 A.M.

I **ROLL CALL**

The following were present:

- Commissioners – Jim Friend, Roger Putman, Mitchell Treadwell, and Wayne Workman.
Heather Lockwood arrived at 9:10 A.M.
- Staff – Tony Lentych, Executive Director, Alisa Korn, Deputy Director, Kim Fehrenbach, Program Manager, and Judy Myers, Consultant.
- Residents – Carley Jankowski, Beth Loehner, and Jeff Turner.
- Guests/Public – Bryce Moore and Luran Oblinger.

II **APPROVAL OF AGENDA**

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

III **PUBLIC COMMENT**

Laura Oblinger, Rehmann, introduced herself and noted that she was available to answer specific questions, if needed, later in the meeting.

IV **CONSENT AGENDA**

Commissioner Treadwell moved (Friend support) to accept the remaining items on the Consent Agenda as presented in the April 28, 2023 Meeting Packet.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. March 24, 2023 Regular Meeting Minutes
- B. April 14, 2023 Special Meeting Minutes
- C. Schedule of Disbursements for March 2023 for the Public Housing Program.
- D. Schedule of Disbursements for March 2023 for Housing Choice Voucher / Section 8 Program.
- E. Financial Statements for March 2023.
- F. Cash Position Report for March 31, 2023.

It was noted that due to a staff vacation, the HCV bank account contained less funding that it usually would but that two (2) HAP payments were made during that month: March 1st and March 24th.

V **COMMITTEE REPORTS**

- A. The meeting minutes from the March 31, 2023 Executive & Finance Committee meeting were presented. This meeting discussed the resignation of the Executive Director.

- A. The meeting minutes from the April 21, 2023 Executive & Finance Committee meeting were presented. Real estate project updates were reviewed and a lot of time was spent discussing East Bay Flats. Staff reported that there will be a contract for HR services to discuss at the next regular meeting.

- B. The meeting minutes from the April 25, 2023 Governance & Compliance Committee meeting were presented. It was noted that there will be no recommended changes to the By-Laws but the Commissioners will be provided the By-Laws for their annual review. The delay in Income Limits from HUD was discussed. The Investment of Excess Funds Policy was reviewed and will be the topic of a future meeting.

VI **STAFF AND PROGRAM REPORTS**

- A. The Executive Director's April Report was presented – it was noted that this is the Executive Director's final report. Staff noted that he enjoyed reporting in the manner on a monthly basis. It was noted that the meeting with Habitat for Humanity occurred and that a draft MOU will be negotiated soon.

- B. The April 2023 Family Self-Sufficiency Report was presented and accepted. There is a family about to start earning escrow.

- C. The Resident Council Report for April 2023 in the packet was reviewed. Staff attended a meeting that was well attended where his departure and the impending parking project, among other renovation items, were discussed in detail.

VII **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. By-Laws were distributed to Commissioners for their annual review.

- B. A memorandum on activities with the RAD Program was reviewed. The Parking Lot is the next major item that is next up on the schedule.

- C. A memorandum on the Parkview Senior Apartments (8th Street) was reviewed. There will be balconies but no patios – we are not please but we can live with that (but the apartments will be smaller to accommodate the balconies). Next month there will be some language to consider that buys-out our partner that co-owns the property with TCHC.

- D. A memorandum on the BATA/LaFranier Road project was reviewed. After some discussion, Commissioner Friend moved (Workman support) to authorize the Executive Director to file the Conservation Easement which is a requirement of both the Township (PUD) and of

Michigan Department of Environment, Great Lakes, and Energy (EGLE) for purposes of receiving a final permit to proceed. The motion was approved unanimously.

VIII NEW BUSINESS

- A. A memorandum on the hiring of Rehmann to conduct a search for a new Executive Director was presented and discussed. Laura Oblinger was asked to review the proposal and she answered several technical questions on how her company engages with a client for these services. After a lengthy discussion, staff recommended two motions in order to execute the contract. Commissioner Workman moved (Putman support) to suspend the normal procurement procedures in order to consider a single bid (several other HR firms responded that they were too busy to submit a proposal). The motion was approved unanimously.

Commissioner Workman moved (Putman support) to authorize TCHC President Heather Lockwood to execute a professional services contract with Rehmann, as reviewed at the April 28, 2023 Regular Meeting.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

BREAK 9:57 A.M. President Lockwood announced a break so that Laura Oblinger could discuss next steps with the Executive Committee members prior to her departure from the meeting. The Meeting resumed at 10:08 A.M.

- B. A resolution on how TCHC would handle real estate deals once the Executive Director departs. After a brief discussion, Commissioner Lockwood moved (Putman support) that the Traverse City Housing Commission authorize its Vice President, Wayne Workman, to execute any and all documents related to the real estate development operations which have been previously approved by TCHC or to execute any and all documents that he may deem appropriate relating to any property development project in which TCHC has an interest effective from May 17, 2023 until a new Executive Director is hired and authorized to act in his place.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-02.

- C. A resolution to amend the current contract with Consultant Judy Myers was introduced by staff. Commissioner Workman moved (Friend support) to authorize President Heather Lockwood to execute an amended professional service contract (as reviewed at the April 28, 2023 Regular Meeting) for independent contractor Judy Myers.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-03.

- D. A resolution to appoint a new Secretary for the Traverse City Housing Commission was introduced by staff. Obviously, the departure of the Executive Director means this position will be open. After a brief discussion, Commissioner Friend (Lockwood support) that the position of Secretary as described in the TCHC By-Laws be filled by the consultant, Judy Myers, until August 31, 2023.

Roll Call

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-04.

- E. A resolution pertaining to the build-out of the sewer and water infrastructure on the LaFranier Road project was introduced by staff. Since BATA is starting their project, TCHC has an obligation to participate in this build-out. It was noted that TCHC will be reimbursed for most of these costs as other property owners utilize this new infrastructure. After discussion, Commissioner Lockwood moved (Workman support) that TCHC authorize its Executive Director and/or its Vice President to execute an agreement with Bay Area Transpiration Authority to address installation costs for sewer and water infrastructure per the Planned Unit Development (PUD) as approved by Garfield Township and its engineering professionals not to exceed the amount of \$1,100,000.00.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-05.

IX **CORRESPONDENCE**

Four (4) items of correspondence were received into the record. This include three articles on the resignation of the Executive Director and the press statement issued by TCHC on this matter.

X **PUBLIC COMMENT**

None.

XI **COMMISSIONER COMMENT**

Commissioner Treadwell thanks staff for his “years of service”.

Commissioner Workman send a message to staff that he is often downtown and will be glad to stop in and assist as needed.

Commissioner Lockwood expressed a deep appreciation for staff and everything that was accomplished by the housing commission in recent years.

Commissioner Friend thanked staff for allowing him to keep a promise to his mother to serve others in a meaningful way.

XII **ADJOURNMENT**

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:40 A.M. It was announced that the next regular meeting will be on THURSDAY, May 25, 2023 at the Governmental Center.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President