

DRAFT
Meeting Minutes of the Traverse City Housing Commission
December 2, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:04 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.

Staff – Tony Lentych, Executive Director.

Residents – None.

Guests/Public – None.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Treadwell moved (Putman support) to accept the Consent Agenda as presented in the December 2, 2022 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. Meeting Minutes of the October 28, 2022 Regular Meeting.
- B. Schedule of Disbursements for October 2022 for the Public Housing Program.
- C. Schedule of Disbursements for October 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for November 2022.
- E. Financial Statements for October 2022.

There was a discussion initiated by staff as to how items appear in the Consent Agenda and whether or not the published statements are clear enough for the public. Staff was instructed

to remove unnecessary and/or confusing language. The “Payment of invoices” line item will also be removed since the information is repetitive and it is not an accurate description of how TCHC operates.

V COMMITTEE REPORTS

- A. The meeting minutes from the November 28, 2022 Executive & Finance Committee meeting were presented. The Audit was reviewed and the TCAPS RFP was discussed. There was also a recommendation for the Executive Committee that we hold a “Study Session” in December. After a discussion, it was decided there would be a “Study Session” on December 20, 2022 at Riverview Terrace. This will be a review of the last Strategic Plan and a discussion of future strategic direction.
- B. The meeting minutes from the November 22, 2022 Governance & Compliance Committee meeting were presented. It was noted that it was a normal agenda and many updates of issues that the Committee tracks were provided.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director’s October Report was presented. There was a detailed update on East Bay Flats and the plans of Michigan Community Capital (MCC) for that property. This issue will continue to be a topic of conversation for staff for the near future.
- B. The November 2022 Family Self-Sufficiency Report was presented and accepted. President Lockwood reminded staff that she would like to review the curriculum for participants. It was noted that much of our curriculum is provided by our partners.
- C. The Resident Council Report for November 2022 in the packet was reviewed. President Lockwood commented that Betty Osborne appears to be not interested in running for RTRC President again (as read in her letter).

VII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. The Investment Policy will be reviewed in the coming months.
- B. A memorandum on activities with the RAD Program was reviewed. Staff noted that the AHP grant of \$500,000 might be received over the next few weeks. There was question on the progress of the X-02 stack of units. There was a question on how residents are handling all of the construction to which staff reported that most are ok but several residents have acted inappropriately towards First Contracting’s work crew. Staff was instructed to pay attention to this issue and provide a plan to address the issue should it escalate.
- C. A memorandum on the Parkview Senior Apartments (8th Street) was reviewed. MSHDA has been unwilling to concede on two design issues (Parking and Balconies/Patios) that may, in fact, cost the project a number of apartments. Staff noted that we are building what the City of Traverse City wants to see on that property and that the City may want to offer support on this issue. There was a question on the state of the property overall – the building will be demolished in the spring. It was also noted that the project won a \$300,000 AHP Grant from FHLBI.

- D. A memorandum on the BATA/LaFranier Road project was reviewed. We are only waiting on MSHDA to announce the results of the October 1, 2022 Tax Credit Round.
- E. A memorandum on the TCAPS RFP response was reviewed. The outright rejection of our proposal was a shock to everyone. TCHC believes that we responded to the RFP in a professional and respectful manner. For TCAPS to reject, without any opportunity for clarification or any conversation, indicates that the RFP was not a sincere effort to discuss the disposition of that property. Especially since information that was discussed during the public meeting was not available to the respondents (i.e., the expectation of receiving maximum value for the parcel). Staff was instructed to draft a letter to the TCAPS board in response in order to clarify the public record in this matter.

VIII NEW BUSINESS

- A. A memorandum outlining the proposed Calendar of Meetings for 2023 was discussed. There are nine (9) Regular Meetings scheduled along with one (1) Annual Meeting. There is the potential for two (2) Study Session in July and December. This Calendar of Meetings is identical to the 2022 Calendar, including the Thursday meeting in May.

Commissioner Workman moved (Lockwood support) to accept the Calendar of Meetings and to publish the Calendar of Meetings as required. The motion was unanimously approved.

- B. The Fiscal Year 2022 Annual Audit was presented for acceptance. After a review of the process and the outputs from the independent auditor, Smith & Klaczkiwicz, Commissioner Lockwood moved (Workman support) to accept the audit as presented. The motion was unanimously approved.

There a conversation on how TCHC will secure a new contract with an independent auditor. Since this is the end of the contract and extensions with Smith & Klaczkiwicz. Staff plans to post a RFQ for auditing services during the first quarter of 2023.

IX CORRESPONDENCE

Three (3) items of correspondence was presented and accepted into the record: a Record-Eagle article on the TCAPS RFP Results, a FHLBI Press Release on AHP, and a TC Ticker article on housing projects.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

President Lockwood noted that she is looking forward to seeing everyone at the Study Session on December 20th.

XII ADJOURNMENT

Commissioner Roger Putman moved (Workman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:42 A.M. It was announced that the next regular meeting will be on January 27, 2023 at the Governmental Center but information on the December 20, 2022 Study Session will be forthcoming.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President