

## **Meeting Minutes of the Traverse City Housing Commission January 27, 2023**

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 9:03 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 – Colleen Haley, DHHS and Nate Pavonne, DHHS.

### **II APPROVAL OF AGENDA**

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

### **III PUBLIC COMMENT**

Colleen Haley from the Children’s Protection Services division of Department of Health and Human Services.

### **IV CONSENT AGENDA**

Commissioner Workman moved (Putman support) to accept the Consent Agenda as presented in the January 27, 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. Meeting Minutes of the December 2, 2022 Regular Meeting.
- B. Meeting Minutes of the December 20, 2022 Study Session.
- C. Schedule of Disbursements for December 2022 for the Public Housing Program.
- D. Schedule of Disbursements for December 2022 for Housing Choice Voucher / Section 8 Program.
- E. Financial Statements for November 2022.
- F. Financial Statements for December 2022.

**V**      **COMMITTEE REPORTS**

- A. The meeting minutes from the January 23, 2023 Executive & Finance Committee meeting were presented. There was a tour of the finished X-02 units. There was conversation about East Bay Flats and a potential investment strategy for our surplus funds. There was discussion of a recent meeting with a potential volunteer and how TCHC might include him and other volunteers within our committee work.

**VI**      **STAFF AND PROGRAM REPORTS**

- A. The Executive Director's January Report was presented. Staff noted that TCHC received a \$5k grant from Independent Bank. There was a lengthy update on East Bay Flats and the plans of Michigan Community Capital (MCC) for that property.

President Lockwood moved (Workman support) to authorize staff to work with Goodwill Industries to form a strategic partnership to develop affordable housing with East Bay Flats as a potential first project. The motion was unanimously approved.

- B. The January 2023 Family Self-Sufficiency Report was presented and accepted. Staff reported that TCHC was notified by HUD that it was successful in its grant application. We expect to execute an \$80k grant agreement soon. There was a question about the HCV Wait List (where we get most of our FSS participants). The Wait List may open again soon.
- C. The Resident Council Report for January 2023 in the packet was reviewed. Staff provided an election update – all officers are running unopposed and will be accepted by acclamation at the next RTRC Regular Meeting.

**VII**      **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. There were no questions.
- B. A memorandum on activities with the RAD Program was reviewed. Staff noted that the X-02 stack of units are complete and 90% occupied. Work on the occupied units will begin in February. We are beginning to plan some of the site work (outside of the building) for the spring.
- C. A memorandum on the Parkview Senior Apartments (8<sup>th</sup> Street) was reviewed – a notice from the Federal Home Loan Bank of Indianapolis on the \$300,000 AHP award was attached. MSHDA has yet to change their position on the two design issues (Parking and Balconies/Patios) and this continues to delay this project. Staff has informed City officials about the issues and they are willing to assist us in any way needed. There was a question if they would write a letter to MSDHA and staff reported that that was certainly a possibility.

There was a question as to whether or not anything on the property can be salvaged and resold or recycled. Staff reported that this would be doubtful given that the previous owner sold everything from the business that could be sold.

- D. A memorandum on the BATA/LaFranier Road project was reviewed. We did not receive tax credits in the October 1, 2022 round. A letter was attached to the memo that cleared the conflict between Habitat and TCHC utilizing the same law firm/attorney.

**VIII NEW BUSINESS**

- A. Staff introduced a resolution to adopt Utility Allowances. This is a regular activity for TCHC and must occur whenever there is a significant increase in utility costs. All of the Utility Allowances were attached. Commissioner Workman moved (Friend support) to adopt the Fiscal Year 2023 Utility Allowance Schedule for the Housing Choice Voucher Program starting March 1, 2023.

**Roll Call**

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The Resolution was adopted. It will be recorded as Resolution No. 2023-01.

- B. A memorandum outlining the current issues with TCHC’s Vending Machine at Riverview Terrace Apartments. The machine is old and parts are hard to find. Plus this is the only time TCHC staff handle cash. It was the recommendation of staff to move away from owning our own vending machines.

After discussion, Commissioner Friend moved (Workman support) to declare the TCHC Vending Machine as obsolete thereby removing it from inventory and to seek a third party vendor to replace the machine.

**Roll Call**

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

- C. A memorandum outlining the possibility of TCHC purchasing some CDs or CDARs to increase the financial returns on our surplus funds from the RAD conversion. Interest rates have increased significantly in recent months and this could nearly double our return on these funds. There was discussion on how much money TCHC would allocate to these investments. President Lockwood moved (Workman support) to authorize staff to invest between \$1.25 and \$1.5 million in financial instruments for up to one year.

**Roll Call**

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was unanimously approved.

**IX**     **CORRESPONDENCE**

One (1) item of correspondence was presented and accepted into the record: an E-Mail from HUD announcing that our FY 2022 Annual Audit has been accepted (conditionally – once our auditor and fee accountant make a correction).

**X**       **PUBLIC COMMENT**

Guests expressed an interest in learning more about the FSS program.

**XI**      **COMMISSIONER COMMENT**

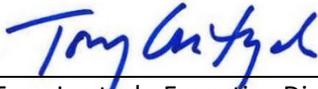
President Lockwood informed our guests that she is willing to meet with them at any point.

Vice President Workman announced that he will not be attendance at the next meeting in February.

**XII**     **ADJOURNMENT**

Commissioner Roger Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:29 A.M. It was announced that the next regular meeting will be on February 24, 2023 at the Governmental Center.

Respectfully submitted,



---

Tony Lentych, Executive Director and Recording Secretary



---

Heather Lockwood, President