

DRAFT
Meeting Minutes of the Traverse City Housing Commission
March 24, 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, and Mitchell Treadwell. Wayne Workman were excused.
- Staff – Tony Lentych, Executive Director.
- Residents – None.
- Guests/Public – Michel Bekkers, and Colleen Haley, DHHS.

II **APPROVAL OF AGENDA**

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

III **PUBLIC COMMENT**

Michel Bekkers introduced himself and inquired if a “survey of housing stakeholders” in this region exists for him to better understand all of the players in community. He noted that it can be very confusing if you do not know who is involved in certain areas.

IV **CONSENT AGENDA**

Commissioner Friend moved (Treadwell support) to accept the remaining items on the Consent Agenda as presented in the March 24, 2023 Meeting Packet.

Roll Call

Treadwell	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. February 24, 2023 Regular Meeting Minutes
- B. Schedule of Disbursements for February 2023 for the Public Housing Program.
- C. Schedule of Disbursements for February 2023 for Housing Choice Voucher / Section 8 Program.
- D. Financial Statements for February 2023.
- E. Cash Position Report for February 28, 2023.

V **COMMITTEE REPORTS**

- A. The meeting minutes from the March 20, 2023 Executive & Finance Committee meeting were presented. Real estate project updates were reviewed – especially East Bay Flats. There was a discussion as to whether or not we should pay for an appraisal of that property. It was decided that this would be put on hold until any potential offer is accepted.

- B. The meeting minutes from the March 21, 2023 Governance & Compliance Committee meeting were presented. Real estate updates were provided and two policies were discussed. The Investment Policy received a preliminary review. The Safety & Evacuation Policy was discussed in detail. Staff had reached out to the Fire Chief to discuss evacuation routes now that the entire corner of Pine & Front is build out. This will be decided at a future meeting.

VI **STAFF AND PROGRAM REPORTS**

- A. The Executive Director’s March Report was presented. There was a question on the Women’s Resource Project which is now on hold on our end. There was also a question on our withdrawal on the Elk Rapids project. Staff was also asked to report on the recent regional MSHDA meeting held in Traverse City, which was well attended.

- B. The March 2023 Family Self-Sufficiency Report was presented and accepted. There is still no grant agreement in place with HUD yet. We are moving forward with hiring of staff to assist with this program but this will be in context of a reorganization of duties among the office staff.

- C. The Resident Council Report for March 2023 in the packet was reviewed. President Lockwood extended “Congratulations” to the newly elected officers.

VII **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. The Investment Policy is up for review. There were no questions.

- B. A memorandum on activities with the RAD Program was reviewed. Commissioner Lockwood asked to see a completion percentage published so that residents could see it. There was also a discussion about the possibility of a “Take the Stairs” challenge while the elevators are being renovated (perhaps the RTRC could handle this).

- C. A memorandum on the Parkview Senior Apartments (8th Street) was reviewed. Staff noted that our PILOT Ordinance was renewed by the City at a recent meeting. Our final site plan and architectural plans are being finalized now that we are moving forward with the closing process at MSHDA.

- D. A memorandum on the BATA/LaFranier Road project was reviewed. We received notification from MSHDA that the QCT had moved boundaries which hurts our project’s pro forma but we have time to adjust the financial prior to the April 1, 2023 tax credit deadline. We are also having Garfield Township “re-issue” the PILOT ordinance based upon MSHDA’s comments on the last one. It was decided that the Communications & Outreach Committee should work on issues for this project.

VIII NEW BUSINESS

A. A memorandum on extending the contract with TCHC’s auditor was presented and discussed. It was noted that the RAD conversion in July 2022 makes this year’s financials unique. After this year, it may be easier and less costly to engage a firm to conduct our annual audits. Commissioner Lockwood then moved (Friend support) to engage Smith & Klaczkiewicz, PC for TCHC’s Fiscal Year 2023 Annual Audit (Year Ended June 30, 2023).

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

IX CORRESPONDENCE

None.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Lockwood moved (Treadwell support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:16 A.M. It was announced that the next regular meeting will be on April 28, 2023 at the Governmental Center.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President