

## **Meeting Minutes of the Traverse City Housing Commission**

### **March 25, 2022**

A Regular Meeting of the Traverse City Housing Commission was called to order by Commissioner Roger Putman 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, Roger Putman, and Mitchell Treadwell. Heather Lockwood was absent and Wayne Workman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Ellen Corcoran and Betty Osborne.

Guests/Public – Beth Balentine and Kate Greene.

#### **II PUBLIC HEARING**

Commissioner Putman moved (Friend support) to open the Public Hearing on the CFP Annual Plan. The motion was unanimously approved.

Public Comments: None.

Hearing no comments, Commissioner Putman moved (Friend support) to close the Public Hearing on the CFP Annual Plan. The motion was unanimously approved.

#### **III APPROVAL OF AGENDA**

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

#### **IV PUBLIC COMMENT**

Ellen Corcoran asked a question about the Governance Committee Meeting Minutes.

#### **V CONSENT AGENDA**

Commissioner Treadwell moved (Friend support) to accept the Consent Agenda as presented in the March 25, 2022 packet.

##### **Roll Call**

Treadwell	Yes
Friend	Yes
Putman	Yes

The motion was unanimously approved. The Consent Agenda was as follows:

- A. Meeting Minutes of February 25, 2022 Regular Meeting.
- B. Schedule of Disbursements for February 2022 for the Public Housing Program.
- C. Schedule of Disbursements for February 2022 for Housing Choice Voucher / Section 8 Program.

- D. Payment of Invoices for March.
- E. Financial Statements for February 2022.

## **VI COMMITTEE REPORTS**

- A. The meeting minutes from the March 21, 2022 Executive & Finance Committee meeting was presented. It was reported that human resources issues were discussed in length and that the contract with the HR consultant, Kate Greene, was reviewed and recommended for approval.
- B. The meeting minutes from the March 17, 2022 Governance & Compliance Committee meeting was presented. The Committee started the update of the HCV/Section 8 Administrative Plan by reviewing the new Chapter 18. It was announced that the DDA will come to Riverview Terrace to present the Lower Boardman River Unified Plan at some point during the month of April.

Staff presented a recommendation from the Committee for a replacement member. After an explanation of the history of the Committee, Commissioner Friend moved (Treadwell support) to appoint Betty Osbourne to the Governance Committee. The motion was unanimously approved.

- C. The meeting minutes from the March 8, 2022 Communication & Outreach Committee meeting was presented. The website refresh project is underway and a draft brochure for the BATA-TCHC project was reviewed.

## **VII STAFF AND PROGRAM REPORTS**

- A. The Executive Director's March Report was presented. It was noted that a lot of time is being spent in meetings regarding the closing for the Riverview RAD project. These include meeting with the tax credit syndicator, Alliant Capital, the property management company, KMG, and with the financial partner, MSHDA.
- B. The March 2022 Family Self-Sufficiency Report was presented and accepted. Staff began an audit of all files to ensure that all participants are meeting the requirements. Three graduations will be discussed under New Business.
- C. The Resident Council Report for March 2022 in the packet was reviewed. They are continuing to plan activities and are now working with PACE to help recruit residents to that program (a brochure was distributed to Commissioners).

## **VIII OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented. There were no questions.
- B. Staff submitted a memorandum on activities with the RAD Program. The MSHDA Board of Directors voted to approve the financial package for Riverview Terrace. We now only need one item for HUD to issue us a final RAD Conversion Commitment (RCC) and that is the approval of our Response Activity Plan (RAP) from EGLE. This should be issued soon as EGLE is nearly at their regulatory limit 150 days of review.

- C. A memorandum on the BATA/LaFranier Road project was reviewed. Garfield Township Trustees voted unanimously to approve our PUD. We will now double down on securing the necessary financing in order to start construction.

**IX      NEW BUSINESS**

- A. A memorandum on three (3) FSS Participant Gradations and escrow disbursements was introduced. After review, Commissioner Friend moved (Putman support) to approve escrow disbursements to all three (3) participants P-002-2123-09, V-001-V16046, and V-001-V05185 for the amount of \$39,311.45.

**Roll Call**

Friend	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

- B. A contract with HRP for an Executive Director review was presented for review. After discussion and comments from Kate Greene about the process, Commissioner Putman moved (Friend support) to authorize the Executive Director to execute the contract on behalf of the Commissioners.

**Roll Call**

Putman	Yes
Treadwell	Yes
Friend	Yes

The motion was unanimously approved.

- C. Staff introduced a Resolution regarding TCHC’s CFP Annual Plan. This activity is performed every year but this may be on the last years to do it. The list of activities represents everything that TCHC has done or needs to do before we completely leave the Section 9 program through RAD.

Commissioner Friend moved (Treadwell support) to adopt the 2022 HUD Annual Plan for the Capital Fund Program and to submit to HUD with all required authorizations and approvals from this body.

**Roll Call**

Treadwell	Yes
Friend	Yes
Putman	Yes

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-01.

**X      CORRESPONDENCE**

- Two (2) items of correspondence were presented and accepted into the record: An e-mail from attorney Carl Coan and a brochure on the BATA-TCHC project entitled, “Center of It All”.

**XI PUBLIC COMMENT**

Kate Green made positive comments on the Transit Oriented Development, The Flats at Carriage Commons.

**XII COMMISSIONER COMMENT**

Commissioner Treadwell announced that he attended the recent Michigan Municipal League Conference and was able to meet with, and connect to, many community leaders from around the state noting that many are facing similar issues.

Commissioner Putman announced that his medical procedure will be in Mid-April and that he will miss the next meeting.

**XIII ADJOURNMENT**

Commissioner Friend moved (Treadwell support) to adjourn the meeting. The motion was approved and Commissioner Putman closed the meeting at 9:50 A.M. It was announced that the next meeting will be on April 22, 2022

Respectfully submitted,



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Tony Lentych, Executive Director and Recording Secretary

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Roger Putman, Commissioner