

## **Meeting Minutes of the Traverse City Housing Commission May 26, 2022**

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Third Floor Community Room at Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 9:22 A.M.

### **I ROLL CALL**

The following were present:

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

Staff – Tony Lentych, Executive Director, Mike Walters and Larry Freeman, Maintenance.

Residents – Ellen Corcoran, Pierre Odum, Betty Osborne, and Jeff Turner.

Guests/Public – None.

### **II APPROVAL OF AGENDA**

Staff noted that New Business Item B needs to be removed from the Agenda. Commissioner Workman moved (Friend support) to amend the agenda. The motion was unanimously approved.

Commissioner Workman then moved (Treadwell support) to approve the agenda. The motion was unanimously approved.

### **III PUBLIC COMMENT**

New members of the Maintenance Team were introduced to the Commission.

### **IV CONSENT AGENDA**

Commissioner Friend moved (Workman support) to accept the Consent Agenda as presented in the May 26, 2022 packet.

#### **Roll Call**

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

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

- A. Meeting Minutes of April 22, 2022 Regular Meeting.
- B. Schedule of Disbursements for April 2022 for the Public Housing Program.
- C. Schedule of Disbursements for April 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for May 2022.
- E. Financial Statements for April 2022.

## **VI COMMITTEE REPORTS**

- A. The meeting minutes from the May 20, 2022 Executive & Finance Committee meeting were presented. Staff reviewed the rationale for the item being removed from New Business. The review of the Executive Director will occur next month once all of the data has been collected.
- B. The meeting minutes from the May 19, 2022 Governance & Compliance Committee meeting were presented. It was noted that after the successful presentation by DDA staff to residents on the Lower Boardman River Plan, this particular item will no longer be tracked monthly by the Committee until specific projects that affect the Riverview Terrace property are proposed.
- C. The meeting minutes from the May 9, 2022 Resident Advisory Board (RAB) were presented. The purpose of the meeting was to review the changes to the Administrative Plan for the Housing Choice Voucher program. With the RAD conversion on the horizon, it was important for the body to understand that changes will occur when the Admissions & Continued Occupancy Plan (ACOP) is removed and the Admin Plan is put in its place.
- D. The meeting minutes from the May 19, 2022 Governance & Compliance Committee meeting were presented. A complete review of the changes to the Administrative Plan was conducted.

## **VII STAFF AND PROGRAM REPORTS**

- A. The Executive Director's May Report was presented. Staff reported that he was appointed to the Northern Lakes Community Mental Health Board by Grand Traverse County and that he attended his first meeting. It was noted that two other professional board commitments have ended due to term limits so there is time available in the schedule. There was a question about the CEDAM commitment that had just ended this month. There was a question about the long-term plan for East Bay Flats. Staff reported that an informal assessment conducted by our partner discovered about \$2.5 million in capital improvements needed in both the short- and long-term.
- B. The May 2022 Family Self-Sufficiency Report was presented and accepted. There is another graduation this month. The numbers are decreasing due to the recent graduations but numbers are expected to increase in the coming months.
- C. The Resident Council Report for May 2022 in the packet was reviewed. Dave Gourlay's Retirement Party was a real success (the Resident Council planned and hosted it). "There was not a place to sit anywhere."

## **VIII OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented. The Pet Policy will be reviewed shortly so that our policy might be in alignment with KMG's Pet Policy.
- B. Staff submitted a memorandum on activities with the RAD Program. The final RCC and the final sign-off by the Special Applications Center were attached to the report. Staff noted that the Building Permits have been pulled for the project.

- C. A memorandum on the BATA/LaFranier Road project was reviewed. We are actively seeking funding support to purchase the property.

**IX      NEW BUSINESS**

- A. A memorandum outlining the need to enter into a closed session was introduced by staff. Commissioner Lockwood moved (Friend support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today’s agenda to discuss correspondence from attorney Brad Wierda regarding a pending legal matter per MCL 15.268(e).

**Roll Call**

Workman	Yes
Friend	Yes
Lockwood	Yes
Treadwell	Yes

The motion was unanimously approved.

- B. Item B was removed.
- C. A memorandum reviewing the two changes that are being proposed as changes to the TCHC By-Laws was presented. The changes to Article 1, Section 2 simply clarifies the origin of TCHC. Since we do not have Articles of Incorporation like most corporations or nonprofits, it may be helpful to add this specific information. Section 4 of Article 1 has always included language that does not match any of our other documents. The proposed change incorporates language from our current Mission Statement to this Section for clarification and uniformity.

The changes were officially read and it was noted that the vote for adoption will be conducted at the Annual Meeting next month.

- D. A memorandum regarding a FSS Graduation was introduced. Commissioner Workman moved (Treadwell support) that \$11,298.18 of escrow funds be release to program Participant No. V-001-000047. Staff was asked to inquire about a “testimonial” from this participant.

**Roll Call**

Friend	Yes
Lockwood	Yes
Treadwell	Yes
Workman	Yes

The motion was unanimously approved.

- E. A resolution to adopt the new HUD Income Limits for our programs was introduced. After a review, Commissioner Workman moved (Lockwood support) to adopt the Income Limits established by HUD for the Housing Choice Voucher (HCV) and the Public Housing (PH) Programs for the TCHC FY 2023 beginning July 1, 2022.

**Roll Call**

Lockwood	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-02.

- F. A memorandum regarding the TCHC Insurance renewal was introduced by staff. Paul W. Olson of Municipal Underwriters of West Michigan provided the quote and it was noted that there is a 9.0% increase to our premium this year due to a number of reasons which were outlined in his letter. Mr. Olson offered to make himself available to answer any questions today or in the future. After discussion of the process get an insurance quote, Commissioner Workman moved (Friend support) to accept the insurance bid from Municipal Underwriters of West Michigan.

**Roll Call**

Workman	Yes
Lockwood	Yes
Friend	Yes
Treadwell	Yes

The motion was unanimously approved.

- G. A memorandum discussing the status of our nonprofit subsidiary, TC Housing Services, was presented and discussed. Commissioner Lockwood moved (Friend support) to re-appoint Ward Kuhn and Anthony Lentych and to appoint Wayne Workman and Mitchell Treadwell to the Board of Directors effective immediately.

**Roll Call**

Treadwell	Yes
Friend	Yes
Lockwood	Yes
Workman	Yes

The motion was unanimously approved.

- H. A resolution authorizing the purchase of land for the project known as, "The Flats and Carriage Commons" was introduced by staff. After a discussion on the process so far, Commissioner Lockwood moved (Workman support) to adopt the following resolutions:

The Traverse City Housing Commission authorizes its Executive Director to execute any and all legal documents necessary and/or required for the purchase of the property located at the North East Corner of Hammond Road and LaFranier Road in Garfield Township, Michigan; and

The Traverse City Housing Commission authorizes its Executive Director to negotiate and execute the purchase of the property located at the North East Corner of Hammond Road and LaFranier Road in Garfield Township, Michigan.

**Roll Call**

Lockwood	Yes
Friend	Yes
Workman	Yes
Treadwell	Yes

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-03.

- I. A resolution regarding the RAD Conversion and the necessary execution of documents that is required during the process. It was noted that as the closing of the Riverview Terrace RAD conversion approaches, staff will be asked to execute a large number of documents. While we have already authorized Executive staff to operate on our behalf for the purposes of seeking and securing all of the financing for this project, it has been recommended that the re-authorization of the staff to act on our behalf during the entire closing process would be prudent. The language in this resolution was written by attorneys on our development team and covers all the final steps of, and necessary approvals for, the Riverview Terrace RAD conversion. Commissioner Lockwood moved (Workman support) to adopt the resolution as presented.

**Roll Call**

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-04.

**X CORRESPONDENCE**

One (1) item of correspondence was presented and accepted into the record: HUD FY 2022 Capital Fund Amendment (Form 52940-A)

**XI PUBLIC COMMENT**

None.

**\*\* CLOSED SESSION**

All Commissioners present entered into a Closed Session at 10:31 A.M. and returned from the Closed Session at 10:46 P.M.

President Lockwood moved (Workman support) that TCHC accept the recommendation of our legal counsel and our insurance company regarding the matter of Court File No. 21-36026-NO.

**Roll Call**

Workman	Yes
Friend	Yes

Treadwell	Yes
Lockwood	Yes

The motion was unanimously approved.

**XII COMMISSIONER COMMENT**

Commissioner Workman noted that he is expecting a new “speaking tour” from staff this summer. He stated that it is important to tell our story and that any “presentation” created for this could be utilized by Commissioners as well.

Commissioner Treadwell announced that he has recently attended the Michigan Society of Planners Spring Institute where “housing” was a main topic of discussion.

**XIII ADJOURNMENT**

Commissioner Workman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:52 A.M. It was announced that the next meeting will be our Annual Meeting on June 24, 2022 at Riverview Terrace Apartments.

Respectfully submitted,



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Tony Lentych, Executive Director and Recording Secretary



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Heather Lockwood, President