



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, February 25, 2022 at 9:00 A.M.

LOCATION:

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684

TABLE OF CONTENTS

February 25, 2022 Regular Meeting Agenda	3
January 28, 2022 Regular Meeting Minutes	6
Schedule of Disbursements for January 2022 for Public Housing	9
Schedule of Disbursements for January 2022 for HCV Program	12
Invoices for February 2022	14
Financial Reports for January 2022	18
February 18, 2022 Executive & Finance Committee Meeting Minutes	41
February 17, 2022 Governance & Compliance Committee Meeting Minutes	43
February 3, 2022 Communications & Outreach Committee Meeting Minutes	45
Executive Director’s Report for February 2022	47
Family Self-Sufficiency (FSS) Program Report for February 2022	51
Resident Council Report for February 2022	52
TCHC Policy Review Schedule	57
Memorandum on RAD Update	59
Memorandum on TCHC – BATA Transit Oriented Development Update	63
Memorandum on Public Hearing Annual Plan of Five-Year Plan	68
February 9, 2022 Ticker Article, “BATA - Housing Commission Project”	71
February 10, 2022 Record Eagle Article, “Public Not Invited to First Meeting ARPA”	74
February 11, 2022 Record Eagle Article, “Garfield Planners Recommend Project”	77



Traverse City
Housing Commission
a Public Housing Authority

MEETING AGENDA

February 25, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

T: (231) 922-4915 | F: (231) 922-2893

TDD: (800) 649-3777

TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, FEBRUARY 25, 2022 AT 9:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: FEBRUARY 23, 2022

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately. Please note that the Traverse City Housing Commission is committed to a dialog that is constructive, respectful, and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of January 28, 2022 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for January 2022 for Public Housing Program: Approval Recommended.*

- C. *Consideration of Approval of Schedule of Disbursements for January 2022 for HCV (Section 8) Program: Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for February 2022: Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for January 2022: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: February 18, 2022
- B. Governance & Compliance Committee Meeting: February 17, 2022
- C. Communications & Outreach Committee Meeting: February 3, 2022

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: February 2022
- B. Family Self-Sufficiency (FSS) Program Report: February 2022
- C. Resident Council Report: February 2022

VII OLD BUSINESS

- A. TCHC Policy Review Schedule: February 2022
- B. Memorandum on RAD Update: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review

VIII NEW BUSINESS

- A. Memorandum on Public Hearing Annual Plan of Five-Year Plan: Information Only

IX CORRESPONDENCE

- A. February 9, 2022 Ticker Article, "BATA - Housing Commission Project Returns For Township Approval
- B. February 10, 2022 Record Eagle Article, "Public Not Invited to First Meeting of the ARPA Advisory Committee"
- C. February 11, 2022 Record Eagle Article, "Garfield Planners Recommend BATA, TCHC Project"

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: March 25, 2022 at 9:00 A.M.



**Traverse City
Housing Commission**
a Public Housing Authority

CONSENT AGENDA

January 28, 2022 Regular Meeting Minutes

Schedule of Disbursements for January 2022 Public Housing Program

Schedule of Disbursements January 2022 HCV (Section 8) Program

Payment of Invoices for February 2022

Financial Statements for January 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
January 28, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by President Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:01 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, and Mitchell Treadwell.
Wayne Workman was excused.
Staff – Tony Lentych, Executive Director, and Angie Szabo, Property Manager.
Residents – Ellen Corcoran and Betty Osborne.
Guests/Public – None.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Putman moved (Treadwell support) to accept the Consent Agenda as presented in the January 28, 2022 packet.

Roll Call

Putman	Yes
Treadwell	Yes
Friend	Yes
Lockwood	Yes

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

- A. Meeting Minutes of December 3, 2021 Regular Meeting.
- B. Schedule of Disbursements for November and December 2021 for the Public Housing Program.
- C. Schedule of Disbursements for November and December 2021 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for January 2022.
- E. Financial Statements for November and December 2021.

V COMMITTEE REPORTS

- A. The meeting minutes from the January 21, 2022 Executive & Finance Committee meeting was presented. Staff noted that the Committee is reviewing salary levels to ensure that we

are competitive in today's environment. It was also reported that one of the members of the maintenance team had resigned to take another position in town.

- B. The meeting minutes from the January 20, 2022 Governance & Compliance Committee meeting was presented. A review of the Hostile Environment / Harassment / Anti-Bullying Policy was discussed. The Committee spent a lot of time review part of the DDA's Unified Plan for the Lower Boardman River that was released in December. It was suggested that TCHC should communicated in some fashion regarding the resident's concerns about the plan.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's January Report was presented. Staff discussed the Main Street Loft project in Frankfort, Michigan. This is a collaboration with the newly formed Frankfort Housing Commission and Sock Construction. There will be more information on this in the near future. There was question about the HCV program and how HUD funds the program – 208 vouchers is not a real number because we are funded as to what HUD thinks 208 will cost which usually translates to about 175 vouchers.
- B. The January 2022 Family Self-Sufficiency Report was presented and accepted. There is a graduation to discuss under New Business.
- C. The Resident Council Report for January 2022 in the packet was reviewed. All financials are in order. Betty Osbourne is now the President.

VII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. The review memorandum for the Hostile Environment / Harassment / Anti-Bullying Policy was attached.
- B. Staff submitted a memorandum on activities with the RAD Program. Our response to HUD regarding their denial of our Waiver Request was attached. It was noted that our actual closing date is looking more like late April or early May now.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. There has been a lot of conversations about the project lately. It was noted that the final PUD approval is now scheduled for March 8, 2022. TCHC and BATA are now working on developing more concise marketing materials about the overall economic impact of the entire project.

VIII NEW BUSINESS

- A. A memorandum on a FSS Participant Gradation and escrow disbursement was introduced. It was noted that there was a grammar error in the second paragraph of the memorandum. President Lockwood moved (Putman support) to approve an escrow disbursement to Participant No. V-001-000092 for the amount of \$23,381.69.

Roll Call

Treadwell	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

IX CORRESPONDENCE

Four (4) items of correspondence were presented and accepted into the record: An e-mail from HUD on acceptance of FY 2021 Audit; an EPC report from WWEC; a Record-Eagle article on ARPA; and a Housing Michigan Fact Sheet.

President Lockwood asked about why Housing Michigan list a number of bills it is tracking but not SB 363 but Housing North was sending out an e-mail blast about that bill being pulled from Committee. Staff did not have an answer for that.

X PUBLIC COMMENT

Ellen Corcoran inquired as to what will be the procedure to contact the DDA on the Boardman River Unified Plan – it was noted that Governance would discuss this item at its next meeting. She also asked if there could be some better promotion of the FSS program and the story of its most recent graduate.

XI COMMISSIONER COMMENT

Commissioner Treadwell read an on-line update on SB 363 and noted that the City was becoming more active on social media utilizing Hickory Hills as an example.

Commissioner Friend reported that his Ad Hoc interview for re-appointment went well. [There was a brief review of this new process for appointing Housing Commissioners].

XII ADJOURNMENT

Commissioner Putman moved (Treadwell support) to adjourn the meeting. The motion was approved and President Heather Lockwood announced the next meeting on February 25, 2022 and closed the meeting at 10:21 A.M.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 02/21/2022
Time: 14:49:22

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 01/01/2022 To: 01/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
01/07/2022	DEP			31,963.00	208,637.56
01/07/2022	DEP	U.S. Dept. of HUD		25,691.00	234,328.56
01/07/2022	DEP			7,124.00	241,452.56
01/11/2022	EFT	Internal Revenue Service	3,372.87		238,079.69
01/11/2022	EFT	State of Michigan	562.89		237,516.80
01/11/2022	EFT	Optum Bank	163.83		237,352.97
01/11/2022	EFT	Principal Life Insurance Co.	1,020.76		236,332.21
01/11/2022	EFT	Alisa Korn	1,690.48		234,641.73
01/11/2022	EFT	Anthony Lentych	2,537.57		232,104.16
01/11/2022	EFT	Dennell Moss	1,099.74		231,004.42
01/11/2022	EFT	Angela N. Szabo	1,273.73		229,730.69
01/11/2022	EFT	Joseph Frawley	1,380.06		228,350.63
01/11/2022	EFT	David Gourlay	1,266.04		227,084.59
01/11/2022	EFT	Justin Sailors	1,181.93		225,902.66
01/11/2022	EFT	Henry Webb	735.17		225,167.49
01/13/2022	DEP			2,887.00	228,054.49
01/13/2022	EFT	Internal Revenue Service	3,264.24		224,790.25
01/13/2022	DEP			500.00	225,290.25
01/13/2022	EFT	**VOID** Internal Revenue Service	(3,264.24)		228,554.49
01/13/2022	040631	City Of Traverse City	111.50		228,442.99
01/13/2022	040632	DTE ENERGY	190.50		228,252.49
01/13/2022	040633	Alliance Architects, Inc.	2,488.75		225,763.74
01/13/2022	040634	D & W Mechanical	468.85		225,294.89
01/13/2022	040635	Quadient Finance USA, Inc.	149.85		225,145.04
01/13/2022	040636	Verizon Wireless	7.20		225,137.84
01/13/2022	040637	McCardel Water Conditioning	8.00		225,129.84
01/13/2022	040638	Thomas P. Licavoli	1,170.00		223,959.84
01/13/2022	040639	Grand Traverse County DPW	483.00		223,476.84
01/13/2022	040640	Safety Net	139.00		223,337.84
01/13/2022	040641	City Of Traverse City	164.57		223,173.27
01/13/2022	040642	Housing Authority Accounting...	1,431.61		221,741.66
01/13/2022	040643	Byte Productions, LLC	30.00		221,711.66
01/13/2022	040644	Environmental Pest Control	130.00		221,581.66
01/13/2022	040645	Wind, Water & Energy Conservation	1,185.35		220,396.31
01/13/2022	040646	Kendall Electric Inc	955.34		219,440.97
01/13/2022	040647	Mcgough's	575.00		218,865.97
01/13/2022	040648	City Of Traverse City	4,560.00		214,305.97
01/13/2022	040649	Spectrum Business	184.98		214,120.99
01/13/2022	040650	Integrated Payroll Services, Inc.	219.00		213,901.99
01/13/2022	040651	Elmer's	570.00		213,331.99

Date: 02/21/2022
Time: 14:49:22

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 01/01/2022 To: 01/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
01/13/2022	040652	DTE ENERGY	3,295.59		210,036.40
01/13/2022	040653	Great Lakes Business Systems, Inc.	190.17		209,846.23
01/13/2022	040654	Republic Services #239	1,791.39		208,054.84
01/13/2022	040655	Spectrum Business	4,167.86		203,886.98
01/13/2022	040656	AmRent	21.70		203,865.28
01/13/2022	040657	Kuhn Rogers PLC	136.50		203,728.78
01/13/2022	040658	Aflac	329.35		203,399.43
01/13/2022	040659	David Gourlay	192.90		203,206.53
01/13/2022	040660	Angela N. Szabo	224.56		202,981.97
01/13/2022	040661	Joseph Frawley	195.32		202,786.65
01/13/2022	040662	Justin Sailors	133.45		202,653.20
01/13/2022	040663	City Of Traverse City	160.62		202,492.58
01/13/2022	040664	Ace Hardware	143.71		202,348.87
01/13/2022	040665	Home Depot Credit Services	455.98		201,892.89
01/13/2022	040666	DeWeese Hardware	38.35		201,854.54
01/13/2022	040667	Cardmember Service	1,545.65		200,308.89
01/13/2022	040668	City Of Traverse City	48.46		200,260.43
01/13/2022	040669	Staples	46.69		200,213.74
01/13/2022	040670	SAM'S CLUB	624.81		199,588.93
01/21/2022	DEP			20,389.77	219,978.70
01/25/2022	EFT	Internal Revenue Service	4,059.06		215,919.64
01/25/2022	EFT	State of Michigan	659.90		215,259.74
01/25/2022	EFT	Optum Bank	163.83		215,095.91
01/25/2022	EFT	Principal Life Insurance Co.	1,177.36		213,918.55
01/25/2022	EFT	Alisa Korn	1,690.48		212,228.07
01/25/2022	EFT	Anthony Lentych	2,537.58		209,690.49
01/25/2022	EFT	Dennell Moss	1,099.74		208,590.75
01/25/2022	EFT	Angela N. Szabo	1,273.73		207,317.02
01/25/2022	EFT	Joseph Frawley	1,402.37		205,914.65
01/25/2022	EFT	Joseph Frawley	1,872.84		204,041.81
01/25/2022	EFT	David Gourlay	1,126.19		202,915.62
01/25/2022	EFT	Justin Sailors	1,181.84		201,733.78
01/25/2022	EFT	Henry Webb	659.46		201,074.32
01/25/2022	040671	Independent Bank	807.30		200,267.02
01/31/2022	040672	Verizon Wireless	67.32		200,199.70
01/31/2022	040673	D & W Mechanical	250.00		199,949.70
01/31/2022	040674	Accident Fund	1,451.00		198,498.70
01/31/2022	040675	The Home Depot Pro Multifamily	1,206.43		197,292.27
01/31/2022	040676	ASTI	5,200.00		192,092.27
01/31/2022	040677	Kuhn Rogers PLC	1,286.00		190,806.27

Date: 02/21/2022
Time: 14:49:22

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 01/01/2022 To: 01/31/2022

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
01/31/2022	040678	City Of Traverse City	13,661.69		177,144.58
01/31/2022	040679	MHDA	50.00		177,094.58
01/31/2022	040680	Granite Telecommunications	317.77		176,776.81
01/31/2022	040681	United States Liability Insurance Co.	462.32		176,314.49
01/31/2022	040682	Joseph Frawley	184.16		176,130.33
01/31/2022	040683	Integrated Payroll Services, Inc.	69.20		176,061.13
01/31/2022	040684	DTE ENERGY	154.83		175,906.30
01/31/2022	040685	Priority Health	3,514.89		172,391.41
01/31/2022	040686	HDS, LLC DBA Kanzo Software	145.00		172,246.41
01/31/2022	040687	Safety Net	882.00		171,364.41
01/31/2022	040688	Environmental Pest Control	130.00		171,234.41
01/31/2022	040689	Speed Tech Equipment	389.65		170,844.76
01/31/2022	040690	Cardmember Service	2,858.21		167,986.55
01/31/2022	040691	Sarah Schneidt	23,381.69		144,604.86

Total: 120,624.47 88,554.77

Date: 02/21/2022
Time: 14:45:06

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 01/01/2022 To: 01/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2022	ADJST	PNC Bank	136.40		178,330.90
01/04/2022	DEP	U.S. Dept. of HUD		9,062.00	187,392.90
01/04/2022	DEP	U.S. Dept. of HUD		96,576.00	283,968.90
01/04/2022	000265	Jeana Aiken	724.00		283,244.90
01/04/2022	000265	Dustin Ansoerge	1,500.00		281,744.90
01/04/2022	000265	Ayers Investment Properties LLC	721.00		281,023.90
01/04/2022	000265	B & R RENTALS, LLC	658.00		280,365.90
01/04/2022	000265	Bay Front Apartments	423.00		279,942.90
01/04/2022	000265	Bay Hill Housing LDHALP	11,438.00		268,504.90
01/04/2022	000265	Bay Hill II	9,542.00		258,962.90
01/04/2022	000265	Elizabeth Beckett	297.00		258,665.90
01/04/2022	000265	Bellaire Senior Apartments	381.00		258,284.90
01/04/2022	000265	Brookside Commons LDHA, LP	3,577.00		254,707.90
01/04/2022	000265	Padrice Brown	539.00		254,168.90
01/04/2022	000265	Rebecca Carmien	254.00		253,914.90
01/04/2022	000265	Carson Square	5,991.00		247,923.90
01/04/2022	000265	Chris R. Frank	618.00		247,305.90
01/04/2022	000265	Central Lake Townhouses	119.00		247,186.90
01/04/2022	000265	Cherrywood Village Farms, Inc.	3,125.00		244,061.90
01/04/2022	000265	Davis Investment Properties, LLC	936.00		243,125.90
01/04/2022	000265	Jack V. Dean	403.00		242,722.90
01/04/2022	000265	Five P. Enterprises, LLC	507.00		242,215.90
01/04/2022	000265	Lisa Forbes	531.00		241,684.90
01/04/2022	000265	Frankfort Housing LDHA LP	1,415.00		240,269.90
01/04/2022	000265	Michael Glowacki	309.00		239,960.90
01/04/2022	000265	David Grzesiek	318.00		239,642.90
01/04/2022	000265	Habitat for Humanity	327.00		239,315.90
01/04/2022	000265	Harbour Ridge Apts	1,331.00		237,984.90
01/04/2022	000265	Joan Herman	545.00		237,439.90
01/04/2022	000265	Hillview Terrace	1,364.00		236,075.90
01/04/2022	000265	Josh Hollister	714.00		235,361.90
01/04/2022	000265	HomeStretch	5,293.00		230,068.90
01/04/2022	000265	Matthew Jones	694.00		229,374.90
01/04/2022	000265	Donna Kalchik	436.00		228,938.90
01/04/2022	000265	Carol Kingman	508.00		228,430.90
01/04/2022	000265	Lake Pointe Acquisitions LLC.	822.00		227,608.90
01/04/2022	000265	Sidney Lammers	398.00		227,210.90
01/04/2022	000265	Don E. Lint	582.00		226,628.90
01/04/2022	000265	Maret Sabourin	757.00		225,871.90
01/04/2022	000265	Sue Martin	780.00		225,091.90

Date: 02/21/2022
Time: 14:45:06

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 01/01/2022 To: 01/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2022	000265	Revokable Trust of Richard T &...	336.00		224,755.90
01/04/2022	000265	Oak Park Apts	827.00		223,928.90
01/04/2022	000265	Oak Terrace Apts	781.00		223,147.90
01/04/2022	000265	Dawn M. Oh	779.00		222,368.90
01/04/2022	000265	Daniel G. Pohlman	352.00		222,016.90
01/04/2022	000265	Douglas L. Porter	542.00		221,474.90
01/04/2022	000265	Post Village Glen, LLC	9,027.00		212,447.90
01/04/2022	000265	Kevin Reabe	701.00		211,746.90
01/04/2022	000265	Timothy Rice	392.00		211,354.90
01/04/2022	000265	Sabin Pond Apartments LLC	103.00		211,251.90
01/04/2022	000265	Eldon Schaub	278.00		210,973.90
01/04/2022	000265	Mike & Melissa Schichtel	591.00		210,382.90
01/04/2022	000265	Sherwin Rentals	615.00		209,767.90
01/04/2022	000265	SILVER SHORES MHC	2,770.00		206,997.90
01/04/2022	000265	Ryan Storey	370.00		206,627.90
01/04/2022	000265	22955 Investments LLC	2,077.00		204,550.90
01/04/2022	000265	TCR Investments, LLC	1,036.00		203,514.90
01/04/2022	000265	Wendy Teagan	436.00		203,078.90
01/04/2022	000265	Village View Housing LHDA LP	1,172.00		201,906.90
01/04/2022	000265	Village Woods	655.00		201,251.90
01/04/2022	000265	Wagner Asset Group at Ninth...	476.00		200,775.90
01/04/2022	000265	Kevin Warren	130.00		200,645.90
01/04/2022	000265	Paul Wheelock	411.00		200,234.90
01/04/2022	000265	Woodmere Ridge Apartments...	4,934.00		195,300.90
01/04/2022	000265	Wyatt Road Apartment Company	1,156.00		194,144.90
01/04/2022	000265	Theodore V. Zachman	1,135.00		193,009.90
01/04/2022	000265	Ann Zenner	710.00		192,299.90
01/04/2022	000265	Barb Zupin	486.00		191,813.90
01/04/2022	023359	Village Apartments LP	380.00		191,433.90
01/07/2022	DEP			100.00	191,533.90
01/13/2022	023360	Cherryland Electric Cooperative	24.00		191,509.90
01/13/2022	023361	City Of Traverse City	163.10		191,346.80
01/13/2022	023362	Consumers Energy	17.00		191,329.80
01/13/2022	023363	DTE ENERGY	156.90		191,172.90
01/13/2022	023364	Traverse City Housing Commission	11,120.23		180,052.67
01/13/2022	023365	Traverse City Housing Commission	3,169.00		176,883.67
01/31/2022	023366	Traverse City Housing Commission	18,958.52		157,925.15

Total: 126,280.15 105,738.00

Date: 02/21/2022
Time: 14:42:11

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2022 To: 02/21/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	DEP	U.S. Dept. of HUD		25,691.00	170,295.86
02/01/2022	DEP			2,762.84	173,058.70
02/01/2022	040692	Justin Sailors	100.62		172,958.08
02/01/2022	040693	David Gourlay	162.92		172,795.16
02/04/2022	DEP			29,996.34	202,791.50
02/07/2022	DEP			36,739.65	239,531.15
02/08/2022	EFT	Internal Revenue Service	2,955.55		236,575.60
02/08/2022	EFT	State of Michigan	495.01		236,080.59
02/08/2022	EFT	Optum Bank	163.83		235,916.76
02/08/2022	EFT	Principal Life Insurance Co.	912.76		235,004.00
02/08/2022	EFT	Alisa Korn	1,690.48		233,313.52
02/08/2022	EFT	Anthony Lentych	2,537.59		230,775.93
02/08/2022	EFT	Dennell Moss	1,099.74		229,676.19
02/08/2022	EFT	Angela N. Szabo	1,273.73		228,402.46
02/08/2022	EFT	David Gourlay	1,294.00		227,108.46
02/08/2022	EFT	Justin Sailors	1,325.66		225,782.80
02/08/2022	EFT	Henry Webb	704.89		225,077.91
02/09/2022	DEP			1,116.00	226,193.91
02/15/2022	DEP			5,231.77	231,425.68
02/18/2022	040694	Independent Bank	807.29		230,618.39
02/18/2022	040695	DTE ENERGY	4,397.45		226,220.94
02/18/2022	040696	Kuhn Rogers PLC	2,418.98		223,801.96
02/18/2022	040697	BATA	10,466.25		213,335.71
02/18/2022	040698	Speed Tech Equipment	389.65		212,946.06
02/18/2022	040699	Traverse City Housing Commission	3,169.00		209,777.06
02/18/2022	040700	Housing Authority Accounting...	1,161.61		208,615.45
02/18/2022	040701	Northwest Lock, Inc.	12.00		208,603.45
02/18/2022	040702	Engineered Protection Systems Inc	127.26		208,476.19
02/18/2022	040703	Byte Productions, LLC	30.00		208,446.19
02/18/2022	040704	Safety Net	125.00		208,321.19
02/18/2022	040705	City Of Traverse City	130.73		208,190.46
02/18/2022	040706	Grand Traverse County DPW	483.00		207,707.46
02/18/2022	040707	McCardel Water Conditioning	26.50		207,680.96
02/18/2022	040708	Integrated Payroll Services, Inc.	129.60		207,551.36
02/18/2022	040709	Great Lakes Business Systems, Inc.	169.93		207,381.43
02/18/2022	040710	City Of Traverse City	182.19		207,199.24
02/18/2022	040711	R.W. Popp Excavating, Inc.	476.00		206,723.24
02/18/2022	040712	Spectrum Business	369.96		206,353.28
02/18/2022	040713	Republic Services #239	1,265.69		205,087.59
02/18/2022	040714	Kendall Electric Inc	82.93		205,004.66

Date: 02/21/2022
Time: 14:42:11

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2022 To: 02/21/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
02/18/2022	040715	Elmer's	760.00		204,244.66
02/18/2022	040716	Vision Service Plan	52.42		204,192.24
02/18/2022	040717	Spectrum Business	4,077.86		200,114.38
02/18/2022	040718	Staples	86.82		200,027.56
02/18/2022	040719	AmRent	193.40		199,834.16
02/18/2022	040720	Granite Telecommunications	322.96		199,511.20
02/18/2022	040721	Sherwin Williams Co.	203.11		199,308.09
02/18/2022	040722	Ace Hardware	58.43		199,249.66
02/18/2022	040723	Home Depot Credit Services	624.64		198,625.02
02/18/2022	040724	SAM'S CLUB	388.97		198,236.05
02/18/2022	040725	City Of Traverse City	83.10		198,152.95
02/18/2022	040726	DTE ENERGY	142.90		198,010.05
02/18/2022	040727	ASTI	13,300.00		184,710.05
02/18/2022	040728	Anthony Lentych	1,200.00		183,510.05

Total: 62,632.41 101,537.60

Date: 02/21/2022
Time: 14:43:48

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2022 To: 02/21/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	DEP	U.S. Dept. of HUD		92,215.00	250,140.15
02/01/2022	DEP	U.S. Dept. of HUD		9,062.00	259,202.15
02/01/2022	ADJST	PNC Bank	139.40		259,062.75
02/01/2022	000266	Jeana Aiken	724.00		258,338.75
02/01/2022	000266	Dustin Ansoerge	1,500.00		256,838.75
02/01/2022	000266	Ayers Investment Properties LLC	721.00		256,117.75
02/01/2022	000266	B & R RENTALS, LLC	658.00		255,459.75
02/01/2022	000266	Bay Front Apartments	398.00		255,061.75
02/01/2022	000266	Bay Hill Housing LDHALP	11,491.00		243,570.75
02/01/2022	000266	Bay Hill II	9,257.00		234,313.75
02/01/2022	000266	Elizabeth Beckett	297.00		234,016.75
02/01/2022	000266	Bellaire Senior Apartments	381.00		233,635.75
02/01/2022	000266	Brookside Commons LDHA, LP	3,577.00		230,058.75
02/01/2022	000266	Padrice Brown	539.00		229,519.75
02/01/2022	000266	Rebecca Carmien	254.00		229,265.75
02/01/2022	000266	Carson Square	7,565.00		221,700.75
02/01/2022	000266	Central Lake Townhouses	119.00		221,581.75
02/01/2022	000266	Cherrywood Village Farms, Inc.	3,614.00		217,967.75
02/01/2022	000266	Davis Investment Properties, LLC	875.00		217,092.75
02/01/2022	000266	Jack V. Dean	403.00		216,689.75
02/01/2022	000266	Five P Enterprises, LLC	507.00		216,182.75
02/01/2022	000266	Lisa Forbes	531.00		215,651.75
02/01/2022	000266	Frankfort Housing LDHA LP	1,179.00		214,472.75
02/01/2022	000266	Michael Glowacki	738.00		213,734.75
02/01/2022	000266	David Grzesiek	318.00		213,416.75
02/01/2022	000266	Habitat for Humanity	327.00		213,089.75
02/01/2022	000266	Harbour Ridge Apts	1,331.00		211,758.75
02/01/2022	000266	Joan Herman	561.00		211,197.75
02/01/2022	000266	Hillview Terrace	1,364.00		209,833.75
02/01/2022	000266	Josh Hollister	714.00		209,119.75
02/01/2022	000266	HomeStretch	5,293.00		203,826.75
02/01/2022	000266	Matthew Jones	694.00		203,132.75
02/01/2022	000266	Donna Kalchik	436.00		202,696.75
02/01/2022	000266	Carol Kingman	508.00		202,188.75
02/01/2022	000266	Lake Pointe Acquisitions LLC.	822.00		201,366.75
02/01/2022	000266	Sidney Lammers	398.00		200,968.75
02/01/2022	000266	Don E. Lint	582.00		200,386.75
02/01/2022	000266	Maret Sabourin	757.00		199,629.75
02/01/2022	000266	Sue Martin	780.00		198,849.75
02/01/2022	000266	Revokable Trust of Richard T &...	336.00		198,513.75

Date: 02/21/2022
Time: 14:43:48

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2022 To: 02/21/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	000266	Oak Park Apts	857.00		197,656.75
02/01/2022	000266	Oak Terrace Apts	735.00		196,921.75
02/01/2022	000266	Dawn M. Oh	779.00		196,142.75
02/01/2022	000266	Daniel G. Pohlman	352.00		195,790.75
02/01/2022	000266	Douglas L. Porter	542.00		195,248.75
02/01/2022	000266	Post Village Glen, LLC	9,027.00		186,221.75
02/01/2022	000266	Wayne E Purkiss Trust	824.00		185,397.75
02/01/2022	000266	Kevin Reabe	701.00		184,696.75
02/01/2022	000266	Timothy Rice	392.00		184,304.75
02/01/2022	000266	Sabin Pond Apartments LLC	103.00		184,201.75
02/01/2022	000266	Mike & Melissa Schichtel	591.00		183,610.75
02/01/2022	000266	Sherwin Rentals	615.00		182,995.75
02/01/2022	000266	SILVER SHORES MHC	2,770.00		180,225.75
02/01/2022	000266	Paul & Leona Steinorth Family Trust	426.00		179,799.75
02/01/2022	000266	Ryan Storey	370.00		179,429.75
02/01/2022	000266	22955 Investments LLC	2,076.00		177,353.75
02/01/2022	000266	TCR Investments, LLC	594.00		176,759.75
02/01/2022	000266	Wendy Teagan	436.00		176,323.75
02/01/2022	000266	Village View Housing LHDA LP	1,172.00		175,151.75
02/01/2022	000266	Village Woods	697.00		174,454.75
02/01/2022	000266	Wagner Asset Group at Ninth...	476.00		173,978.75
02/01/2022	000266	Kevin Warren	130.00		173,848.75
02/01/2022	000266	Paul Wheelock	365.00		173,483.75
02/01/2022	000266	Woodmere Ridge Apartments...	4,915.00		168,568.75
02/01/2022	000266	Wyatt Road Apartment Company	1,156.00		167,412.75
02/01/2022	000266	Theodore V. Zachman	1,135.00		166,277.75
02/01/2022	000266	Ann Zenner	710.00		165,567.75
02/01/2022	000266	Barb Zupin	486.00		165,081.75
02/01/2022	023367	Village Apartments LP	380.00		164,701.75
02/09/2022	DEP			100.00	164,801.75
02/18/2022	023368	Cherryland Electric Cooperative	24.00		164,777.75
02/18/2022	023369	City Of Traverse City	136.10		164,641.65
02/18/2022	023370	Consumers Energy	182.00		164,459.65
02/18/2022	023371	DTE ENERGY	216.90		164,242.75
02/18/2022	023372	Traverse City Housing Commission	3,558.00		160,684.75
Total:			98,617.40	101,377.00	

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of January 31, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 180,362.27
1111.9 - Cash-Short Term Investments	227,751.52
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,911.76
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash \$ 435,306.16

Receivables

1122 - Tenants	\$ 9,797.19
1122.1 - Allowance for Doubtful Accounts	(2,545.08)
1125 - Accounts Receivable - HUD	45,812.47
1129.1 - Accounts Receivable-Other	82,035.24
1129.11 - Interfund Due From Vouchers	372.50
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables \$ 136,649.59

Investments

Total Investments \$ 0.00

Deferred Charges

1211 - Prepaid Insurance	\$ 15,168.45
1290 - Other Deferred Charges	42.41

Total Deferred Charges \$ 15,210.86

TOTAL CURRENT ASSETS \$ 587,166.61

NON-CURRENT ASSETS

1300 - Investments in Joint Ventures	\$ 75,000.00
--------------------------------------	--------------

Fixed Assets

1400 - Construction in Progress-CFP	\$ 279,268.56
1400.5 - Accumulated Depreciation	(7,598,799.63)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	441,729.30
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,970,791.82
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	105,574.20
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

Total Fixed Assets \$ 1,740,145.66

TOTAL NON-CURRENT ASSETS \$ 1,815,145.66

TOTAL ASSETS \$ 2,402,312.27

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of January 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	33,523.00
2117.3 - State Income Tax Withheld	1,222.83
2117.7 - AFLAC Withheld	(68.96)
Total Accounts Payable	\$ 46,594.91

Accrued Liabilities

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 38,518.52
2130.2 - Notes Payable ST (AAIG)-EPC	35,971.71
2130.3 - Independent Bank Line of Credit	250,000.00
2135 - Salaries and Wages	3,273.26
2135.1 - Compensated Absences-Short Term	7,605.02
2135.2 - Accrued Payroll Taxes	650.31
2136 - Accrued Liabilities-Other	22,314.16
2137 - Payments in Lieu of Taxes	41,045.63
Total Accrued Liabilities	\$ 399,378.61

Deferred Credits

2690 - Undistributed Deposits After Cutoff	\$ 390.00
Total Deferred Credits	\$ 390.00

Total Current Liabilities \$ 446,363.52

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 231,860.70
2316 - Notes Payable LT-EPC	(335.34)
2435.1 - Compensated Absences-Long Term	4,751.72
Total Noncurrent Liabilities	\$ 236,277.08

TOTAL LIABILITIES \$ 682,640.60

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,286,712.64

Net Assets

2806 - Unrestricted Net Assets	\$ 411,288.88
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(83,986.14)
Income and Expense Clearing-2020 CFP	30,656.29
Total Net Assets	\$ 432,959.03

TOTAL EQUITY \$ 1,719,671.67

TOTAL LIABILITIES/EQUITY \$ 2,402,312.27

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022

	1 Month Ended		7 Months Ended			
	<u>January 31, 2022</u>		<u>January 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	31,598.00	\$	223,520.00	\$ 450,000	\$ 226,480.00
3110.2 - Dwelling Rental-Proj. 2		7,314.00		50,148.00	0	(50,148.00)
3120 - Excess Utilities		44.84		714.15	0	(714.15)
3190 - Nondwelling Rental		2,670.00		50,049.72	85,000	34,950.28
Total Rental Income	\$	41,626.84	\$	324,431.87	\$ 535,000	\$ 210,568.13
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	25,691.00	\$	204,137.00	\$ 300,000	\$ 95,863.00
Total HUD PHA GRANTS	\$	25,691.00	\$	204,137.00	\$ 300,000	\$ 95,863.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	6.33	\$	79.31	\$ 2,500	\$ 2,420.69
3690 - Tenant Income		244.00		5,057.97	5,000	(57.97)
3690.1 - Non-Tenant Income		1,385.00		29,402.51	50,000	20,597.49
3690.2 - Tenant Income-Cable		2,660.00		14,660.00	40,000	25,340.00
3692 - Management Fee		4,200.00		14,700.00	70,000	55,300.00
3692.1 - Maintenance Contracts		4,000.00		14,000.00	0	(14,000.00)
Total Nonrental Income	\$	12,495.33	\$	77,899.79	\$ 167,500	\$ 89,600.21
Total Operating Income	\$	79,813.17	\$	606,468.66	\$ 1,002,500	\$ 396,031.34
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	10,178.81	\$	74,402.06	\$ 140,680	\$ 66,277.94
4130 - Legal Expense		136.50		1,749.74	30,000	28,250.26
4140 - Staff Training		136.50		495.50	4,050	3,554.50
4150 - Travel Expense		888.87		3,789.86	4,700	910.14
4170 - Accounting Fees		679.86		4,124.32	8,500	4,375.68
4171 - Auditing		0.00		3,050.00	4,000	950.00
4182 - Employee Benefits - Admin		1,630.22		18,920.43	27,300	8,379.57
4185 - Telephone		404.09		2,776.49	7,500	4,723.51
4190.1 - Publications		0.00		478.00	800	322.00
4190.2 - Membership Dues and Fees		50.00		150.00	1,000	850.00
4190.3 - Admin. Service Contracts		4,196.61		10,959.90	21,770	10,810.10
4190.4 - Office Supplies		52.70		5,135.74	4,200	(935.74)
4190.5 - Other Sundry Expense		5,307.40		17,775.19	11,900	(5,875.19)
4190.6 - Advertising		0.00		887.25	1,500	612.75
Total Administration	\$	23,661.56	\$	144,694.48	\$ 267,900	\$ 123,205.52
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	341.52	\$	6,566.46	\$ 9,500	\$ 2,933.54
4230 - Cable TV-Tenants		4,167.86		27,538.18	42,000	14,461.82
Total Tenant Services	\$	4,509.38	\$	34,104.64	\$ 51,500	\$ 17,395.36

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022

	1 Month Ended		7 Months Ended			
	<u>January 31, 2022</u>		<u>January 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities						
4310 - Water	\$	12,988.09	\$	24,798.34	\$ 19,000	\$ (5,798.34)
4320 - Electricity		1,365.68		66,322.13	135,000	68,677.87
4330 - Gas		3,450.42		7,774.99	20,000	12,225.01
Total Utilities	\$	17,804.19	\$	98,895.46	\$ 174,000	\$ 75,104.54
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$	15,322.63	\$	92,165.62	\$ 166,720	\$ 74,554.38
4420 - Materials		4,374.65		27,433.93	42,000	14,566.07
4430 - Contract Costs		0.00		0.00	51,000	51,000.00
4430.02 - Heating & Cooling Contracts		468.85		4,178.15	6,000	1,821.85
4430.03 - Snow Removal Contracts		570.00		665.00	5,000	4,335.00
4430.04 - Elevator Maintenance Contracts		0.00		8,114.79	9,500	1,385.21
4430.05 - Landscape & Grounds Contracts		0.00		7,968.50	10,000	2,031.50
4430.06 - Unit Turnaround Contracts		1,170.00		13,530.00	18,000	4,470.00
4430.07 - Electrical Contracts		0.00		0.00	1,000	1,000.00
4430.08 - Plumbing Contracts		250.00		2,146.90	2,500	353.10
4430.09 - Extermination Contracts		260.00		2,350.00	3,000	650.00
4430.10 - Janitorial Contracts		0.00		0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts		0.00		6,082.78	15,000	8,917.22
4430.12 - Misc. Contracts		389.65		2,898.07	15,000	12,101.93
4431 - Garbage Removal		1,791.39		10,029.99	8,000	(2,029.99)
4433 - Employee Benefits - Maint.		3,527.93		38,419.31	44,050	5,630.69
4470 - Elk Rapids Expenses		515.13		205.35	0	(205.35)
4471 - East Bay Flats Expenses		0.00		(925.08)	0	925.08
Total Ordinary Maint. & Oper	\$	28,640.23	\$	215,263.31	\$ 397,770	\$ 182,506.69
General Expense						
4510 - Insurance	\$	2,950.26	\$	22,102.71	\$ 30,500	\$ 8,397.29
4520 - Payment in Lieu of Taxes		2,083.34		14,583.38	25,000	10,416.62
4550 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4570 - Collection Losses		0.00		0.00	3,000	3,000.00
4586 - Interest Expense-CFFP		0.00		0.00	30,000	30,000.00
4590 - Other General Expense		0.00		1,520.83	45,000	43,479.17
Total General Expense	\$	5,033.60	\$	38,206.92	\$ 132,500	\$ 94,293.08
Total Routine Expense	\$	79,648.96	\$	531,164.81	\$ 1,023,670	\$ 492,505.19
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$	0.00	\$	1,014.47	\$ 10,000	\$ 8,985.53
Total Extraordinary Maintenance	\$	0.00	\$	1,014.47	\$ 10,000	\$ 8,985.53
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	1,014.47	\$ 10,000	\$ 8,985.53
Total Operating Expenses	\$	79,648.96	\$	532,179.28	\$ 1,033,670	\$ 501,490.72
Operating Income (Loss)	\$	164.21	\$	74,289.38	\$ (31,170)	\$ (105,459.38)
Depreciation Expense						
4800 - Depreciation - Current Year	\$	14,434.51	\$	100,947.04	\$ 0	\$ (100,947.04)
Total Depreciation Expense	\$	14,434.51	\$	100,947.04	\$ 0	\$ (100,947.04)

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022

	1 Month Ended	7 Months Ended		
	<u>January 31, 2022</u>	<u>January 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
RAD Expense				
7020 - RAD Expenses	\$ 6,788.55	\$ 57,328.48	\$ 0	\$ (57,328.48)
Total RAD Expense	\$ 6,788.55	\$ 57,328.48	\$ 0	\$ (57,328.48)
Capital Expenditures				
7520 - Replacement of Equipment	\$ 0.00	\$ 2,899.00	\$ 0	\$ (2,899.00)
7540 - Betterments and Additions	2,488.75	4,888.75	40,000	35,111.25
7590 - Operating Expenditures-Contra	(2,488.75)	(7,787.75)	0	7,787.75
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 40,000	\$ 40,000.00
Other Financial Items				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
 HUD Net Income (Loss)	 \$ (9,113.09)	 \$ 9,173.15	 \$ 83,830	 \$ 74,656.85
GAAP Net Income (Loss)	<u>\$ (21,058.85)</u>	<u>\$ (83,986.14)</u>	<u>\$ (226,170)</u>	<u>\$ (142,183.86)</u>

**Traverse City Housing Commission
Low Rent Public Housing
CARES Act Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	1 Month Ended	7 Months Ended
	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Tenant Services		
Total Tenant Services	\$ 0.00	\$ 0.00
Utilities		
Total Utilities	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00

**Traverse City Housing Commission
2017 Capital Fund
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

501-17 P&L	1 Month Ended	7 Months Ended
1020	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission
2018 Capital Fund
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

501-18 P&L	1 Month Ended	7 Months Ended
1021	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

501-19 P&L	1 Month Ended	7 Months Ended
1022	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022

501-20 P&L	1 Month Ended	7 Months Ended
1023	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	4,379.47	30,656.29
Total HUD PHA GRANTS	<u>4,379.47</u>	<u>30,656.29</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>4,379.47</u>	<u>30,656.29</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>4,379.47</u>	<u>30,656.29</u>

Traverse City Housing Commission

Capital Fund 501-17

Program ID:

MI33-P080-50117
1520****

	1 Month Ended	7 Months Ended		
	January 31, 2022	January 31, 2022	BUDGET	OVER/UNDER
Administration				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
Total Administration	0.00	18,679.36	0.00	(18,679.36)
A & E				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
Total A & E Fees	0.00	821.91	0.00	(821.91)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
Total Dwelling Structures	0.00	7,937.28	84,905.00	76,967.72
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 79,992.19</u>	<u>\$ 137,459.00</u>	<u>\$ 57,466.81</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>79,992.19</u>	<u>137,459.00</u>	<u>57,466.81</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission
Capital Fund 501-18

Program ID:

MI33-P080-50118
1521****

	1 Month Ended	7 Months Ended	BUDGET	OVER/UNDER
	January 31, 2022	January 31, 2022		
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
1450.01 - RVT Parking Lot Repair	0.00	0.00	15,000.00	15,000.00
1450.17 - LED Site Lighting-OV	0.00	0.00	4,120.00	4,120.00
1450.18 - Arsenic Lawsuit	0.00	37,053.28	0.00	(37,053.28)
Total Site Improvements	0.00	37,053.28	19,120.00	(17,933.28)
Dwelling Structures				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
Total Dwelling Structures	0.00	0.00	43,155.00	43,155.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Total Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 8,060.00</u>	<u>\$ 8,060.00</u>

Traverse City Housing Commission

2019 Capital Fund

Program ID:

MI33-P080-50119
1522****

	1 Month Ended	7 Months Ended	BUDGET	OVER/UNDER
	January 31, 2022	January 31, 2022		
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	0.00	(52,553.64)
Total Other	0.00	52,553.64	0.00	(52,553.64)
 Total Capital Funds Expended	 \$ 0.00	 \$ 52,553.64	 \$ 0.00	 \$ (52,553.64)
 1600 - Capital Funds Advanced	 0.00	 52,553.64	 0.00	 (52,553.64)
 Over/(Under) Funding	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00

Traverse City Housing Commission

2020 Capital Fund

Program ID:

MI33-P080-50120
1523****

	1 Month Ended	7 Months Ended		
	January 31, 2022	January 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	4,379.47	30,656.29	0.00	(30,656.29)
Total Other	4,379.47	30,656.29	0.00	(30,656.29)
Total Capital Funds Expended	<u>\$ 4,379.47</u>	<u>\$ 30,656.29</u>	<u>\$ 0.00</u>	<u>\$ (30,656.29)</u>
1600 - Capital Funds Advanced	<u>4,379.47</u>	<u>30,656.29</u>	<u>0.00</u>	<u>(30,656.29)</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission

Capital Fund Finance Program

Program ID: CFFP

	1 Month Ended	7 Months Ended		
1601****	January 31, 2022	January 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
Total A & E Fees	0.00	19,561.06	19,561.00	(0.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	605,825.00	28,188.00
Dwelling Equipment				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
Total Dwelling Equipment	0.00	33,497.43	0.00	(33,497.43)
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	36,089.00	27,611.17
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of January 31, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 224,639.27
1111.6 - FSS Escrow Savings	<u>94,030.85</u>

Total Cash	\$ 318,670.12
-------------------	----------------------

Receivables

Total Receivables	\$ 0.00
--------------------------	----------------

Investments

Total Investments	\$ 0.00
--------------------------	----------------

Deferred Charges

1290 - Other Deferred Charges	\$ <u>(4.00)</u>
-------------------------------	------------------

Total Deferred Charges	\$ (4.00)
-------------------------------	------------------

TOTAL CURRENT ASSETS	\$ 318,666.12
-----------------------------	----------------------

Fixed Assets

1400.5 - Accumulated Depreciation	\$ (6,337.96)
1400.9 - Furn., Equip., Mach.-Admin	<u>6,562.63</u>

Total Fixed Assets	\$ 224.67
---------------------------	------------------

TOTAL ASSETS	<u>\$ 318,890.79</u>
---------------------	-----------------------------

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of January 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	<u>372.50</u>
Total Accounts Payable	\$ 2,540.74

Accrued Liabilities

2135 - Salaries and Wages	\$ 1,046.82
2135.1 - Compensated Absences-Short Term	4,569.89
2135.2 - Accrued Payroll Taxes	233.16
2182 - FSS Escrow Trust	<u>88,094.07</u>

Total Accrued Liabilities	\$ 93,943.94
----------------------------------	---------------------

Deferred Credits

2290 - Other Deferred Credits	<u>\$ 306.00</u>
-------------------------------	------------------

Total Deferred Credits	\$ 306.00
-------------------------------	------------------

Total Current Liabilities	\$ 96,790.68
----------------------------------	---------------------

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	<u>\$ 1,705.99</u>
---	--------------------

Total Noncurrent Liabilities	\$ 1,705.99
-------------------------------------	--------------------

TOTAL LIABILITIES	<u>\$ 98,496.67</u>
--------------------------	----------------------------

NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$ 221,276.98
2826 - Operating Reserve-Admin	217,977.57
2826.01 - Operating Reserve-HAP	3,299.13
2826.1 - Operating Reserve-Contra	(221,276.70)
Income and Expense Clearing	(4,607.20)
Income and Expense Clearing - FSS	<u>3,724.34</u>

TOTAL NET ASSETS	\$ 220,394.12
-------------------------	----------------------

TOTAL LIABILITIES/NET ASSETS	<u>\$ 318,890.79</u>
-------------------------------------	-----------------------------

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	1 Month Ended	7 Months Ended		
	<u>January 31, 2022</u>	<u>January 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 396.12	\$ 0	\$ (396.12)
3603 - Number of Unit Months	(159.00)	(1,101.00)	0	1,101.00
3604 - Unit Months - Contra	159.00	1,101.00	0	(1,101.00)
Total Operating Reserve Income	\$ 50.00	\$ 396.12	\$ 0	\$ (396.12)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 96,576.00	\$ 653,951.00	\$ 1,250,000	\$ 596,049.00
3411 - Admin Fee Funding	9,062.00	56,528.00	71,000	14,472.00
Total HUD PHA GRANTS	\$ 105,638.00	\$ 710,479.00	\$ 1,321,000	\$ 610,521.00
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 105,688.00	\$ 710,875.12	\$ 1,321,000	\$ 610,124.88
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,060.15	\$ 29,525.70	\$ 47,500	\$ 17,974.30
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	0.00	5,000	5,000.00
4140 - Staff Training	58.50	184.50	2,200	2,015.50
4150 - Travel Expense	142.14	619.84	2,800	2,180.16
4170 - Accounting Fees	751.75	5,024.75	10,500	5,475.25
4171 - Auditing	0.00	3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	883.79	10,159.58	10,600	440.42
4185 - Telephone	173.18	1,031.34	3,200	2,168.66
4190.1 - Publications	0.00	717.00	500	(217.00)
4190.2 - Membership Dues and Fees	0.00	0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	1,290.54	5,368.38	9,330	3,961.62
4190.4 - Office Supplies	22.59	608.64	2,200	1,591.36
4190.5 - Other Sundry Expense	442.70	4,068.70	5,100	1,031.30
Total Administration	\$ 7,825.34	\$ 60,358.43	\$ 101,430	\$ 41,071.57
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 7,825.34	\$ 60,358.43	\$ 101,430	\$ 41,071.57

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	<u>1 Month Ended January 31, 2022</u>	<u>7 Months Ended January 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 90,130.00	\$ 610,959.00	\$ 1,150,000	\$ 539,041.00
4715.3 - HAP - Non-Elderly Disabled	996.00	11,186.00	0	(11,186.00)
4715.4 - HAP - Utility Allowances	337.00	1,809.00	0	(1,809.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(396.11)	0	396.11
4715.6 - HAP - Homeownership	1,433.00	10,005.00	0	(10,005.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	3,169.00	21,513.00	0	(21,513.00)
Total HAP Payments	\$ 96,015.00	\$ 655,123.89	\$ 1,150,000	\$ 494,876.11
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 103,840.34	\$ 715,482.32	\$ 1,251,430	\$ 535,947.68
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 1,847.66</u>	<u>\$ (4,607.20)</u>	<u>\$ 69,570</u>	<u>\$ 74,177.20</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 1,236.66</u>	<u>\$ (3,830.43)</u>	<u>\$ (30,430)</u>	<u>\$ (26,599.57)</u>
<u>Analysis of Funding</u>		<u>7 Months Ended January 31, 2022</u>		
A.C. Received: January 31, 2022				
3410 - HAP Funding		\$ 653,951.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		610,959.00		
4715.3 - HAP - Non-Elderly Disabled		11,186.00		
4715.4 - HAP - Utility Allowances		1,809.00		
4715.5 - HAP - Fraud Recovery		(396.11)		
4715.6 - HAP - Homeownership		10,005.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		21,513.00		
Total Funding Required		\$ 655,123.89		
Over/(Under) Funding		\$ (1,172.89)		
RNP as of: January 31, 2022		\$ 2,126.24		
UNP as of: January 31, 2022		\$ 218,267.60		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	1 Month Ended		7 Months Ended			
	<u>January 31, 2022</u>		<u>January 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$ 0.00	\$	35,073.34	\$	0	\$ (35,073.34)
Total HUD PHA GRANTS	\$ 0.00	\$	35,073.34	\$	0	\$ (35,073.34)
Income Offset HUD A.C.						
Total Income Offset	0.00		0.00		0.00	0.00
Total Operating Income	\$ 0.00	\$	35,073.34	\$	0	\$ (35,073.34)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 3,109.84	\$	23,131.80	\$	47,200	\$ 24,068.20
4182 - Employee Benefits - Admin	693.95		8,217.20		11,980	3,762.80
Total Administration	\$ 3,803.79	\$	31,349.00	\$	59,180	\$ 27,831.00
General Expense						
Total General Expense	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Total Routine Expense	\$ 3,803.79	\$	31,349.00	\$	59,180	\$ 27,831.00

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	<u>1 Month Ended January 31, 2022</u>	<u>7 Months Ended January 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 3,803.79	\$ 31,349.00	\$ 59,180	\$ 27,831.00
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (3,803.79)</u>	<u>\$ 3,724.34</u>	<u>\$ (59,180)</u>	<u>\$ (62,904.34)</u>

**Traverse City Housing Commission
Housing Choice Vouchers
CARES Act Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2022**

	1 Month Ended	7 Months Ended
	<u>January 31, 2022</u>	<u>January 31, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Depreciation Expense		
Total Depreciation Expense	\$ 0.00	\$ 0.00
Capital Expenditures		
Total Capital Expenditures	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00



**Traverse City
Housing Commission**
a Public Housing Authority

COMMITTEE REPORTS

Executive & Finance Committee Meeting: February 18, 2022

Governance & Compliance Committee Meeting: February 17, 2022

Communications & Outreach Committee Meeting: February 3, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
February 18, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order via Conference Call, by President Heather Lockwood at 1:01 P.M.

ROLL CALL

The following were present:

Commissioners – Heather Lockwood, President, and Wayne Workman, Vice President.

Staff – Tony Lentych, Executive Director.

CORRESPONDENCE

A letter from HUD in response to our Waiver Request Appeal was accepted and an Alliant Capital Checklist was reviewed. Correspondence from attorney Brad Wierda was briefly discussed.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the January 21, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and an update, Local Salary Information, to Old Business was made.
- B. Real Estate Updates: Staff provided updates of real estate projects including the rehab of Riverview Terrace (HUD), the 8th Street project and the BATA project. The rehab of Riverview is now expected to begin in late May or early June. Or appeal to HUD on our Section 18 Waiver has been resubmitted. We are awaiting HUD's closing commitment in order to move this along. We received our final review and approval for our PUD on LaFranier Road (BATA deal) from the Garfield Township Planning Commission. We decided to pursue 9% Tax Credits for our 8th Street project and we are putting together our materials for submission over the next month.
- C. Staff reported that he continues to seek salary information from the City and County for comparison to pay scales at the Housing Commission. The County provided its salary levels but not the "key" to the levels of pay. There was another resignation from the Maintenance Team but staff reported that there was a successful interview of a job applicant who will be accepting the position in the near future.
- D. COVID-19: A meeting with PACE staff resulted in TCHC receiving N95 masks for distribution to all of its residents.
- E. Staff provided another update on the Frankfort Housing Commission's project with Socks Construction. It is possible that our involvement will be similar to our initial involvement in East Bay Flats. Staff has been in contact with Socks Construction's attorney on the structure of any deal.

- F. MEETING AGENDA: The meeting will be held at the Governmental Center and it will be another light agenda.
- G. GENERAL COMMENTS: Wayne Workman reported that he corresponded with Ty Schmidt about his new “housing” initiative.

ADJOURNMENT

President Lockwood adjourned the meeting at 1:55 P.M.

Respectfully submitted,

Heather Lockwood, President &
Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
February 17, 2022

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 10:15 A.M.

I ROLL CALL

The following were present:

Resident Members – Ellen Corcoran and Bill Humrichouse could not attend.

Commissioners – Jim Friend and Roger Putman.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the January 20, 2022 meeting of this committee and the agenda for this meeting were reviewed.

Commissioner Jim Friend moved (Putman support) to accept the meeting agenda as presented. The motion was approved.

Commissioner Jim Friend the moved (Putman support) to accept the meeting minutes of the previous meeting. The motion was approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. An updated Policy Review Schedule was presented discussed. Staff noted what has changed on the document.
- B. The Lower Boardman River plan was discussed. Commissioner Putman noted that it was still very much a “conceptual” plan but that certain infrastructure projects could accelerate portion of the plan over other sections. Staff will work to get a presentation on the project for the residents of Riverview Terrace.
- C. Staff provided a brief update on the progress of the Great Lakes Capital project next door.
- D. It was announced that TCHC had won its appeal of the Section 18 HCV waiver denial – we will be allowed to manage the new vouchers. It appears that the closing date has moved once again but we have a better handle on what needs to be done now so we think the new date, in late May, is fairly accurate. Once HUD finalizes its approval, MSHDA will process the financial package. There will be a Saturday RAD meeting later this month so that residents can bring friends and relatives to hear about the updates.

V. OLD BUSINESS

- A. Staff noted that there are N-95 masks available through the Resident Council that were provided to TCHC from the staff at PACE.

B. Record Retention Policy: Work continues but it is not yet completed.

VI NEW BUSINESS

A. HCV Administrative Plan: Staff reported that it was time to update the HCV Admin Plan. This is the document that governs our voucher program (similar to the ACOP for public housing). This will take a few months to accomplish.

VII PUBLIC COMMENT

Jeff Turner made comments about the Lower Boardman Plan and mentioned a conversation with Tom Mair.

VIII ADJOURNMENT

Commissioner Roger Putman moved (Friend support) to adjourn the meeting. The motion was approved and the meeting was closed at 10:48 A.M.

Respectfully submitted,

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Communication & Outreach Committee
February 3, 2022

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Lockwood in the Third Floor Community Room of Riverview Terrace, 150 Pine Street, Traverse City, Michigan, at 10:16 A.M.

ROLL CALL

The following Commissioners were present: Heather Lockwood. Mitch Treadwell was not available. Staff: Tony Lentych, Executive Director, and Angie Szabo, Property Manager.
Other: None.

AGENDA

- A. The minutes of the previous meeting were reviewed and the agenda was approved. It was noted that the East Bay Flats material was helpful in getting the project off the ground.
- B. A letter from pleased HCV Client was reviewed.
- C. Old Business

The following Old Business item was discussed:

- Building Art: Staff will try to check with the Denny's Museum about the status of this program.

- D. New Business

The following New Business item was discussed:

- Website Refresh: It's time to re-visit a few items on the website. Byte Production designed the website and staff will check with them about how this might work. There was a discussion about the use of other social media platforms in association with the website.
- Program Marketing: After some discussion, the following potential goals for the committee were identified – 1. A focus on "outreach" to the broader community; 2. Work with partners to get support for our work; 3. Sell ourselves as a solution to the community; identify media outlets and platforms to showcase our message; 4. Participate in efforts to improve how the region is viewed downstate.
- Housing Development Marketing: "Affordable Housing is our Goal" and we need to develop appropriate language and messages that make our projects welcomed into communities. Our projects on 8th Street and LaFranier Road will need support on many levels so we need to start to develop the campaign steps to accomplish this.

ADJOURNMENT

The Committee adjourned at 11:06 A.M.

This Committee will meet again on March 8, 2022 at 10:00 A.M.

Respectfully submitted,

Heather Lockwood & Tony Lentych, Executive Director



**Traverse City
Housing Commission**
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: February 2022

Family Self-Sufficiency (FSS) Program Report: February 2022

Resident Council Report: February 2022

EXECUTIVE DIRECTOR'S REPORT: February 25, 2022

This report covers the work accomplished from January 28, 2022 until February 24, 2022. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. RIVERVIEW TERRACE: Ten (10) units are now open. We had three (3) move-ins during the last month. Our goal of ten (10) open units has been met AND we have three (3) open -02 stack units so we only need seven (7) open units in reality. We may fill one or two others soon. Duct Cleaning Project is underway – required significant coordination (on-site meeting with architect included).
2. ORCHARDVIEW: All units are full. The deed to the property from the City is finished and we expect that transfer to be executed soon.
3. EAST BAY FLATS: This project is fully leased. No word from Michigan Community Capital (MCC) on the potential reinvestment in the project.

Housing Choice Vouchers

1. We have 161 HCVs filled at this time but 1 of those families is looking for housing. The wait-list has closed. We pulled some names from that list and held a briefing where 4 people attended.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Participated in weekly conference calls with our development team. We have been working with our RAD Transaction Manager to finalize our financing plan. Began closing conversations with our tax credit syndicator, Alliant Capital. Held first meeting with our Property Management partner, KMG.
2. Parkview Apartments: We continue to discuss options on the property and we are going to apply for tax credits for Senior Housing in the April round and we are working to prepare our application. We are also exploring an alternative to that option for employer-assisted housing with Socks Construction – several conversations with a potential employer partner.
3. BATA (See Memorandum): Our PUD should be approved in next month. We have had numerous meetings about the engineering and final reviews. Conversations with MSHDA for alternative state investments and to just educate them on the significance of the project.

Developed a new PR strategy with material with BATA for the overall project – it's in final draft form.

4. Main Street Flats (Frankfort Housing Commission): Conversations with Socks Construction attorney about contractual relationship.
5. Women's Resource Center/Madeline's House: Still working on the launch of the new program.
6. Several conversations with Cooper-Woda Company staff about potential collaboration.
7. Preliminary conversations with Cheboygan Housing Commission about potential collaboration.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
-------------------------	--

1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials.
2. FSS – Continue to monitor the program. Conversations with Habitat for Humanity about joint press information on recent graduate that is purchasing a Habitat home.
3. Coordinating Spectrum Cable & Internet Roll Out.

Strategic Goal 3	Foster an environment of innovation and excellence.
-------------------------	--

Financial

1. Started work on the FY 2023 Budget.

General Management

1. Continued work on internal Policy Review continued work on our Document Retention Policy.
2. Started HCV Administrative Plan Review.
3. COVID-19: We are still encourage everyone to mask-up in high traffic public areas. Secured large amount of N-95 Masks.

TCHC

1. Attended Monthly Meeting (January) and prepared for another Monthly Meeting (February).

2. Prepared for and attended the Executive & Finance Committee meeting.
3. Prepared for and attended the Governance & Compliance Committee meeting.
4. Prepared for and attended the Communications & Outreach Committee meeting.
5. Conversations with Mayor about Housing Issues.
6. Met with Safety Net about IT work and future improvements to our systems.
7. Attended City Commission Meeting for Jim Friend's Reappointment.

ERHC

1. Finalized the Annual Audit Report with the auditor.
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Prepared for and attended regular monthly meeting (February).
4. Attended a Planning Commission Meeting.
5. Attended a Housing Task Force meeting for the Village.

HUD

1. Multiple ZOOM meetings and phone calls with our portfolio management specialist in the Detroit HUD Office.

Strategic Goal 4	Increase community engagement and understanding of our work.
-------------------------	---

1. Housing North: Several meetings with Executive Staff. Attended an Executive Committee Meeting and a Board of Directors Meeting. Attended a Housing Solutions Meeting. Participated in a Rotary Charities System Change Training.
2. Community Economic Development Association of Michigan (CEDAM): Attended Board of Directors Meeting. Attended a Board Governance/Nominations Committee Meeting. Conversations with Executive staff over various issues.
3. Leelanau County Housing Action Committee: Attended a meeting at the County Building.
4. Phone conversation with the in-coming MSHDA Executive Director.

5. Phone conversation with Goodwill Industry CEO to discuss housing issues.
6. Meeting with PACE North staff about better collaboration with our senior population

Miscellaneous	Other information / On-going Issues – plus personal items.
----------------------	---

1. Worked with TCHC attorneys on several issues including the transfer of title of Orchardview to TCHC and the final dissolution of the escrow account for the Shared Access Drive.
2. Calls with media on several issues but one that resulted in several newspaper stories.
3. Meeting with City Attorney about updates and various issues.
4. Continued conversations and research on ARPA Funds. Participated in two (2) advisory committee meetings with the County. Also participated in several meetings and calls with local partners on these funds as well.
5. Holiday/Vacation/Personal Time: One (1) Vacation day.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

February 25, 2022

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category:

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
25	15	60%	4	27%

FSS Program Manager Update

I continue to meet with clients in person and by phone as needed. The Housing Choice Voucher Program Wait List has closed and we have started the intake process to issue new vouchers. This is a great opportunity to introduce the FSS program to new clients. I will be working with the Program Manager to identify families that could utilize this program and the support that it offers.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We had a graduation last month and were able to distribute our highest escrow payout ever (we have discussed some joint PR activities with Habitat for Humanity about this family for when the time comes).

I have met with a new family at Orchardview Townhomes. We have established their goals and enrolled them in the program. The head of household has already secured employment and contributions to their escrow could begin as soon as April.

FSS Grant

We will be applying again when the funding round opens.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of January 2022. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found.

RTRC Officers seem highly engaged and continue to bring forth new ideas to improve resident life in the building.

ATTACHMENT: January 2022 Financial Report with Bank Statement
Letter from RTRC President

Riverview Terrace Resident Council

FY 2021-2022

	July	Oct	Dec	Jan	Feb	March	June
Restricted Balance Forward	\$ 1,025.72	\$ 772.02	\$ 2,214.03	\$ 2,034.85	\$ 1,994.86	\$ 1,994.86	\$ 1,994.86
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 62.59	\$ 231.34	\$ 179.18	\$ 39.99	\$ -	\$ -	\$ -
SUB TOTAL	\$ 963.13	\$ 2,265.68	\$ 2,034.85	\$ 1,994.86	\$ 1,994.86	\$ 1,994.86	\$ 1,994.86

Unrestricted Balance Forward	\$ 1,506.64	\$ 1,358.14	\$ 1,167.44	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78
Income	\$ -	\$ 100.00	\$ 3,187.35	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 134.85	\$ 279.53	\$ 28.48	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,506.64	\$ 1,323.29	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78

EOM TOTAL*	\$ 2,469.77	\$ 3,588.97	\$ 6,110.11	\$ 6,041.64	\$ 6,041.64	\$ 6,041.64	\$ 6,041.64
-------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

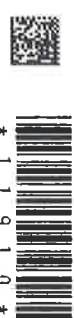
* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 6,191.64

Current as of January 31, 2022



81519 1 AV 0.426 138633-81519-281

RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

LMCU members save on TurboTax and H&R Block this tax season! To get started visit LMCU.org/MemberPerks.

Love banking here? You'll love working here too! Experience why we are rated one of the best and brightest companies to work for. Part-time and full-time positions available. Apply today at LMCU.org/Careers.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$6,110.11	\$6,041.64
		Total	\$6,091.64

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jan 01		Beginning Balance			\$50.00
Jan 31		Ending Balance			\$50.00

FREE CHECKING

Share Account ID 01

Trans			Eff Date		Transaction		Total Deposits	Total Withdrawals	Balance
							\$0.00	\$68.47	
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance				
Jan 01		Beginning Balance			\$6,110.11				
Jan 14	Jan 14	Withdrawal POS #201410749412 MEIJER 033 TRAVERSE CITY MI	(\$28.48)		\$6,081.63				
Jan 20	Jan 20	Withdrawal Bill Payment #202024100610 SPECTRUM 855-707-7328 MO	(\$39.99)		\$6,041.64				
Jan 31		Ending Balance			\$6,041.64				

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

Your current account relationship is	Value
--------------------------------------	-------



Riverview Terrace Resident Council

February 22, 2022

Traverse City Housing Commission

Commission Members,

Every month it seems as though the CDC, NIH and WHO recommendations change, creating much confusion as to how we conduct our day to day lives. At our last meeting we decided we were going to loosen up and get together a bit more. The isolation of Covid19 is dehumanizing and depressing. We believe interacting with our neighbors will help our mental wellbeing. We have done an exceptionally good job keeping ourselves healthy throughout Covid19 and will keep adapting as needed.

Here is our lineup for the month of March!

- March 15: Commodities
- March 16: Dinner and birthday party.
- March18: RTRC Meeting.

Next month we will start having Bingo again and see how it goes.

Sincerely Yours,



Betty Osborne, President





**Traverse City
Housing Commission**
a Public Housing Authority

OLD BUSINESS

TCHC Policy Review Schedule February 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May 2021	May 2022	June 25, 2021
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	NA	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Summer 2022	August 23, 2019
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	December 2021	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	NA	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	May 2021	NA	June 25, 2021
Code of Conduct Policy	September 28, 2012	January 11, 2013	NA	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	NA	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	Winter 2022	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	NA	March 23, 2018
eLOCCS Security Policy & Procedures	March 2021	March 2021	NA	March 2021
eLOCCS Rules of Behavior	March 2021	March 2021	NA	March 2021
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	April 19, 2011	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	February 19, 2013	TBD	

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Hazard Communication Policy	February 18, 2003	July 1, 2011	March 2022	<i>Started</i>
Housekeeping & Sanitary Standards Policy	NEW	None	April 2022	<i>Started</i>
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	August 15, 2006	September 28, 2012	TBD	
Pet Policy	April 20, 2010	May 2021	NA	June 25, 2021
Petty Cash Account Policy	September 16, 2008	None	NA	November 1, 2019
Personnel Policy / Employee Handbook	Unknown	August 2017	Spring 2022	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	NA	November 30, 2018
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2021	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	April 19, 2011	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	Winter 2022	Finished Not Adopted
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Winter 2022	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	July 1, 2008	NA	September 24, 2021
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	February 23, 2018	NA	July 24, 2020
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	September 27, 2019
Transfer Policy	September 16, 2008	None	TBD	
Travel Policy	February 18, 2003	August 21, 2012	NA	June 22, 2018
Tresspass Policy	July 18, 2006	July 2008	NA	May 24, 2018
Vehicle Policy	August 2006	February 2011	NA	March 23, 2018
COVID-19 Preparedness & Response Plan	NEW	None	On-going	


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

Our RAD Transaction Manager seems to be asking final questions about our financing plan that was submitted in July, but we are not sure. We are not being asked about money anymore just about supporting documentation.

MSHDA has approved our financial application and is ready to submit to their Board of Directors for execution. That is on hold until HUD issues its RCC (RAD Conversion Commitment). MSHDA has been closing deals within two months of Board approval so we are now thinking that we will have a late May closing date.

Our waiver request that was submitted to HUD in December has been approved. That letter is attached. This is, certainly, some good news.

We had our first meeting with KMG, our partner agency for Property Management post conversion. This was a requirement in order to attract the tax credit investment from MSHDA and it is a requirement of our Tax Credit syndicator Alliant. The meeting went well and we be working with them to assure a smooth transition.

We are holding a RAD meeting for residents and their friends and family on Saturday, February 26, 2022 at 1:00 PM. We had promised to hold a meeting on a weekend so that more people who are not residents can attend.

ATTACHMENTS: HUD Waiver Request
Resident Meeting Flyer



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

February 15, 2022

Mr. Tony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684-2478

Dear Mr. Lentych:

This letter responds to a request from the Traverse City Housing Commission (TCHC, MI080), dated December 15, 2021, appealing the Department of Housing and Urban Development's (HUD) decision to deny their request for an exception to the program size capacity requirement in Notice PIH 2021-07, Section 3, Subsection A.2.e.(2) to facilitate the Review Terrace Apartments rehabilitation. This section specifies that any project-based voucher (PBV) contract that is part of a Rental Assistance Demonstration (RAD) Section 18 Small public housing agency (PHA) Blend disposition must be administered by a Housing Choice Voucher (HCV) contract administrator with at least 250 HCV units under its HCV Annual Contributions Contract (ACC) prior to creation of such Project Based Voucher (PBV) contract.

A regulatory waiver is not necessary for TCHC to administer the PBV HAP contract, but an exception can be requested by following the procedures in Notice PIH 2018-16 and presenting good cause justification. In considering such requests, HUD will consider if there is another PHA that administers more than 250 HCV ACC units with jurisdiction and, if so, whether that PHA is unwilling or unable to administer the additional PBV assistance.

The Michigan State Housing Development Authority (MSHDA) is the only other PHA that would qualify to administer the PBV contract for Review Terrace Apartments.

The December 15, 2021, request from TCHC included a letter stating that this project will bring an additional 115 units of affordable housing to the TCHC residential portfolio and serve a low-income population. The TCHC request indicated that MSHDA should not administer the PBV vouchers because TCHC is in a better position to assist the impacted residents. The resident population at TCHC includes elderly and disabled individuals for whom traveling up to 180 miles to an out of area agency, for recertifications or reexaminations may create a physical, financial and/or emotional burden. The Riverview Terrace Resident Council submitted a letter supporting TCHC's administration of the PBV vouchers that would ensure local control of this vital housing assistance.

The December 15, 2021, request also reiterated that TCHC had the capacity to administer these vouchers as one of the largest northern Michigan PHA's, administering 208 HCV units, and has earned a SEMAP High Performing rating in its last assessment.

Therefore, TCHC is requesting an exception to act as HAP contract administrator and thus utilize the RAD/Section 18 Small PHA Blend for the project. Traverse city is a small community of approximately 15,570 residents with a very limited housing stock, and the award of PBVs would ensure continued housing availability for recipients of HCV assistance.

Based on the additional information submitted in the appeal, the exception criteria for Section 3, Subsection A.2.e.(2) in Notice PIH 2021-07 has been met and we are permitting them to administer the PBV project for the Review Terrace Apartments.

If you have any questions or need additional assistance, please contact Kristen Arnold at Kristen.Arnold@hud.gov.

Sincerely,

Danielle Bastarache
Danielle Bastarache
Deputy Assistant Secretary
Office of Public Housing and Voucher Programs

RAD UPDATE MEETING

FRIENDS & FAMILY INFORMATION

SATURDAY, FEBRUARY 26, 2022 AT 1:00 PM

Please attend and hear directly from TCHC Executive Director, Tony Lentych, about the RAD Conversion and Renovation Process and how it will impact you.

We will also share our regular, monthly RAD updates.

Coffee & Cookies will be served!



**Traverse City
Housing Commission**
a Public Housing Authority

**THIS IS OUR MONTHLY
RAD MEETING**

RIVERVIEW TERRACE COMMUNITY ROOM


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

The Garfield Township Planning Commission has accepted the findings of fact for our project and has recommended to the Garfield Township Trustees that our PUD receive final approval. The final vote will be held (we think) on March 22, 2022 at 6:00 PM. It has been a long and costly process to get to this point but we are pleased nonetheless. Of note from the Planning Commission meeting was the lengthy conversation on the timing of the construction. Since BATA is not approved use on this property (it is an industrial use, not residential), the Township believes it would be wise to make sure that the housing is built before BATA's project does. There was much debate about the final language in this particular condition so I wanted to share what exactly was adopted:

Condition No. 2: To ensure compliance with PUD eligibility requirements, after TCHC receives LIHTC Reservation Letter from MSHDA or equivalent grant award, BATA may begin construction of bus storage garage, bus maintenance garage, administration building, transfer station, and open space improvements in the Transit Phase. A copy of the LIHTC Reservation Letter from MSHDA or equivalent grant award shall be provided to the Township Board upon receipt by TCHC. BATA will not commence construction on the Transit Phase until TCHC receives a MSHDA reservation letter or equivalent grant award [from the DRAFT Meeting Minutes of the Planning Commission].

We are beginning to collect the necessary components for a 9% tax credit application (due on April 1). We have also provided some information to MSHDA for review as a 4% tax credit application – MSHDA staff reached out to us pro-actively in order to start this conversation. At this point we will be applying under both categories at some point this year. The 4% program has more of an “open window” for applications.

We received some attention in the Record Eagle and in The Ticker about the project. BATA and TCHC staff have prepared a four-page document that highlights various aspects of this overall projects. This document is entitled, “The Center of It All”. We expect to have this available for the public within the next few weeks.

ATTACHMENTS: New Site Plan



OVERALL SITE

LA FRANIER RD



LEGEND

- | | | | | |
|---------------------------------|----------------------------|----------------------------------|------------------------------------|---------------------------------------|
| 1 RETAIL/CAFE BUILDING | 4 RESIDENTIAL PHASE I | 7 COMMUNITY PATIO | 10 TERRACED GREEN SPACE | 13 TRAIL AND BIRD WATCH OVERLOOK DECK |
| 2 BUS SHELTERS AND WAITING AREA | 5 RESIDENTIAL PHASE II | 8 PLAYGROUND AND OUTDOOR FITNESS | 11 BERM AND NATURAL LANDSCAPE AREA | 14 WOODED WETLAND AREA |
| 3 DAY CARE CENTER | 6 RESIDENTIAL FUTURE PHASE | 9 COMMUNITY GARDEN | 12 DETENTION POND | 15 TRAIL AND PEDESTRIAN FOOT BRIDGE |

RESIDENTIAL PHASE





LEGEND

- | | | | | | |
|----|------------------------|----|-----------------------|----|---|
| 16 | BUS STORAGE | 19 | BUS FUELING STATION | 22 | EXISTING WOODED AREA |
| 17 | MAINTENANCE GARAGE | 20 | STAFF VEHICLE PARKING | 23 | PEDESTRIAN TRAIL AND FOOT BRIDGE CONNECTION |
| 18 | ADMINISTRATION OFFICES | 21 | DETENTION BASIN | 24 | FUTURE BUILDING EXPANSION |



TRANSIT PHASE



**Traverse City
Housing Commission**
a Public Housing Authority

NEW BUSINESS

Memorandum on Public Hearing Annual Plan of Five-Year Plan


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Annual Plan Public Hearing Announcement

MESSAGE:

Please accept this memorandum as notice that we will be holding a Public Hearing at our next Regular Commission Meeting. This is a requirement of our planned submission to the U.S. Department of Housing and Urban Development (HUD) for an Annual Plan Update to our PHA Five-Year Capital Fund Program (CFP). During the month of March, we will meet with our Resident Advisory Board and our Governance Committee to discuss the plan.

A resolution accepting the plan will need to be adopted at the March Meeting as well.

ATTACHMENTS: Public Hearing Notice

LEGAL NOTICE

The **Traverse City Housing Commission** (TCHC) will hold a **Public Hearing** on Friday, March 25, 2022 at 9:00 AM for the purpose of reviewing an Annual Plan as part of its PHA Five-Year Plan. The hearing will be held on the Second Floor of the Governmental Center, 400 Boardman Avenue, Traverse City. A copy of the amendment is available for review by request (231-922-4915) or on the TCHC website (www.tchousing.org). Written comments on the plan will be accepted until 4:30 PM, Thursday, March 24, 2022.





**Traverse City
Housing Commission**
a Public Housing Authority

CORRESPONDENCE

February 9, 2022 Ticker Article, "BATA-Housing Commission Project Returns For Township Approval

February 10, 2022 Record Eagle Article, "Public Not Invited to First Meeting of the ARPA Advisory Committee"

February 11, 2022 Record Eagle Article, "Garfield Planners Recommend BATA, TCHC Project"



BATA-Housing Commission Project Returns For Township Approval

By Beth Milligan | Feb. 9, 2022

Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC) will return to Garfield Township planning commissioners tonight (Wednesday) for final approval on plans to build a transit and housing complex on LaFranier Road that would house new BATA headquarters and a transfer station, an estimated \$52 million workforce housing complex, and a café and childcare center. Planning commissioners tonight will also discuss township housing and growth trends ahead of an upcoming master plan update at their 7pm meeting at Garfield Township Hall.

BATA/TCHC Project

After receiving preliminary approval last year for a planned unit development (PUD) – or a zoning plan tailored to a specific property – for a new transit-oriented mixed-use complex on LaFranier Road, BATA and the TC Housing Commission are seeking final PUD approval from Garfield Township that will allow them to finalize the property purchase by summer and begin construction on the site.

The project partners will go first to township planning commissioners and then township trustees for final PUD approval, which requires proving that they've met several conditions since preliminary approval, including completing wetland delineations, engineering reviews, parking plans, and easement agreements with neighboring properties. A staff memo to

planning commissioners indicates those conditions have been met and recommends final approval. The PUD calls for BATA to build a 12,000 square-foot administration and dispatch building, 16,000 square-foot bus maintenance facility, 56,000 square-foot bus storage garage, 400 square-foot bathroom facility, and a transfer station with three 300-square-foot shelters.

TCHC's side of the project, an estimated \$52 million workforce housing complex called The Flats at Carriage Commons (pictured), calls for building 210 multi-family residential units in five three-story buildings, with a tentative breakdown of 100 studio units, 70 one-bedroom units, and 40 two-bedroom units. Another 15 single-family residential lots are planned, for a total 225 residences. The partners also hope to include a childcare center and café on the property, which would be run by outside vendors.

One key outstanding issue remains the timing of construction between the transit and housing sides of the project. Garfield Township leaders have made it clear in the past – and appear poised to include it as a condition of final PUD approval, based on the staff memo – that significant progress must be made on the housing side before BATA can begin building out the transit side, as workforce housing is seen as a crucial part of the project. The TCHC project – one of the largest and costliest in the organization's history – is dependent on outside funding sources to proceed. TCHC applied to the Michigan State Housing Development Authority (MSHDA) for funding in October and expressed optimism at the time they'd be approved, but recently learned the applications were unsuccessful. "They just run out of money at some point," says TCHC Executive Director Tony Lentych, referring to fierce statewide competition for MSHDA funds.

TCHC will apply again on April 1 for the next round of MSHDA funding. "We are also looking for other sources of funding from both MEDC (Michigan Economic Development Corporation) and MSHDA," says Lentych. "We still want to start construction at some point this summer. Having the final PUD approval will really help us move forward." BATA Executive Director Kelly Dunham acknowledges that TCHC funding uncertainties do "slow the BATA construction timeline down a little bit," but says her organization is focused on helping TCHC secure funding for at least phase one of residential construction before turning attention to BATA's own buildout. BATA was awarded a \$13.3 million grant from the Federal Transit Administration for the new transit facility that must be used by April 2024, the primary deadline hanging overhead. "We think we can make it work," says Dunham. "We would be focused on getting site prep done this year...and hopefully breaking ground next spring."

Township Trends

Planning commissioners will review several housing and growth trends in Garfield Township tonight ahead of a joint February 23 meeting with township trustees and a planned update of the township master plan next year. According to a staff memo, as of January 1 Garfield Township has a population of 20,274, making it the most populated township in northern Michigan. In the last three years, the number of township property sales have been at the highest point ever, with the majority selling at or above listing price. Over 1,100 new housing units have been approved in the last three years, 97 percent of which are multi-family

residential. In that same time period, 817 building permits have been issued in Garfield Township, for a total construction value of over \$152 million.

According to the staff report, 42 percent of all rental units in Grand Traverse County are located in Garfield Township – more than any other community. The township has approved 14 payment-in-lieu-of-taxes (PILOT) agreements extending tax breaks to developers for constructing workforce and affordable housing; over 13 percent of all township housing units are located within a PILOT project. Staff noted the township “has stood strong in not permitting short-term rentals in residential zoning districts, which dilute housing opportunities for local owners and renters.”

In other township trends, the report notes that parks and trail development remain a priority, with over 40 miles of trails and sidewalks in place and efforts underway to redevelop the township’s sixth and newest park, River East. Staff also noted that the township’s master plan “identifies a significant opportunity for a 40-acre mixed-use town center with the redevelopment of the Cherryland Center.” The report adds that “the significant amount of new housing in the area, especially along LaFranier Road, will help support the town center” if such a project comes to fruition.

Garfield Planners Recommend BATA, TCHC Project

By Jordan Travis
February 11, 2022

TRAVERSE CITY — Final approval could be in sight for a project combining affordable housing and public transit in Garfield Township.

But the bus hasn't reached the station yet: It's up to township trustees to make the final call on what Traverse City Housing Commission and Bay Area Transportation Authority hope could be a synergistic project.

Garfield Township planning commissioners voted 5-0 at a recent meeting to recommend approval for the project, said township Planner John Sych. Commissioner Joseph Robertson was absent and Commissioner Robert Fudge recused himself — he's a BATA board member and kept out of the board's discussions throughout the process, Sych said.

The vote gets the project closer to the final approval that both BATA and TCHC leaders are looking for.

"I'd say we are very pleased to have received a recommendation for approval taken to the township board," said BATA Executive Director Kelly Dunham. "That's the next step in the process that we've been trying to get to for many, many months now, and it feels good to be at a place where everyone feels comfortable with moving this project forward."

Plans call for a new BATA headquarters to replace its current one at Cass and South Airport roads, complete with storage and maintenance garage, offices and a transfer station, documents show. The housing commission wants to build 225 residential units spread across three apartment buildings and 15 single-family home lots. There's also plans for a cafe and day care center.

Planners focused on how the two main parts of the project would come together, adding conditions that BATA can't start construction until TCHC secures funding for its part of the project, Sych said. And construction on that housing would have to be underway before BATA could get a certificate of occupancy for its headquarters.

Planning Commission Chairman John Racine said those conditions reflect the township's future plans for the site on LaFranier Road as multi-family housing. Had a housing developer approached the township about building a high-density project there, that likely would've been a fairly simple ask. But if BATA approached the township about building a new headquarters there without the housing component, planners might have turned the agency down.

Plus, the township can OK affordable housing plans when asked, but can't mandate them, Racine said. So TCHC's proposal to establish some when many other developers are building market-rate apartments made the concept even more attractive.

"So we really like what was proposed, we just want to try to take every effort we can to make sure what they're proposing is what is going to happen," he said.

Another condition would ensure the transfer station portion of the property gets built, Sych said. He agreed it's where the two elements of housing and transit come together.

Plus, the transfer station could benefit residents of other housing developments nearby, both built and in the works, Racine said.

On top of that, BATA and TCHC inked an agreement for the project that gives the housing commission a December 31, 2022, deadline to secure funding for housing, Dunham said. That could come in the form of a Low Income Housing Tax Credit from the Michigan State Housing Development Authority, or other credits or grants.

Should the housing commission fail to come up with any funding by then, BATA must find a new partner for the housing portion, Dunham said.

The housing commission could get the project rolling even if it only secures enough funding to build part of what is planned, Dunham said.

Dunham said discussions about both housing and transit elements of the project coming to fruition went on for some time. She believes strongly in the project and its benefits for the community, and is confident the housing commission can secure the funding it needs.

"So while there is still some risk that the conditions posed, BATA still feels confident that the housing commission and BATA will be able to succeed together," she said.

Low Income Housing Tax Credits can be tough to get — the most valuable kind are competitively awarded, according to MSHDA. There are always far more applicants than recipients, and developers in Traverse City have sometimes struggled to secure them, as previously reported.

Tony Lentych, Traverse City Housing Commission executive director, said MSDHA passed over the project in its late 2021 round of awarding tax credits. He plans on reapplying in another upcoming round.

That's due April 1, and the project's planned unit development application might have the final approval it needs by then, Lentych agreed.

Township trustees should introduce the item at their Feb. 22 meeting, where they could set it for a public hearing on March 22, Sych said. Township zoning ordinances require the board of trustees to hold that second public hearing.

Lentych said he's looking at other funding options for the project, including non-competitive Low Income Housing Tax Credits that are smaller in value, as well as possible funding from Michigan Economic Development Corporation — grants from local organizations could be a possibility, but he plans on exhausting all options from state and federal agencies first.

He's also looking forward to the next steps for the planned unit development.

"We're just a little cautious because we're not ... across the finish line yet, so we're trying to figure out how we're going to approach the March 22 meeting and whatever presentation we're going to make," he said. "But we're going to be ready."

Public Not Invited to First Meeting of the ARPA Advisory Committee

By Patti Brandt Burgess
February 10, 2022

TRAVERSE CITY — When Bruce Moore showed up to what he thought was a public meeting at the Grand Traverse County Governmental Center on Wednesday he was frustrated to find there wasn't one.

The meeting was the first of the American Rescue Plan Advisory Committee, a 15-member panel that consists of 11 community leaders and four county executives, including Administrator Nate Alger. The committee will come up with suggestions on how \$18.2 million in American Rescue Plan Act funds received by the county should be spent, though the county board has the final say.

The non-public meeting took place at Traverse Connect in downtown Traverse City.

Moore, a frequent meeting-goer, said on Monday he checked the county's website that posts all government meetings. The meeting was listed for Wednesday, but had no time or agenda, he said. He called the administrative office and was told the agenda would be posted that afternoon.

When Moore, of East Bay Township, checked again on Tuesday the meeting had been taken off the list.

"I was really surprised that they would go on a path that this was going to be a public meeting and then at the last minute close it up," Moore said.

When contacted Tuesday evening, Alger said there was no reason to commence the first meeting in public, which was an organizational meeting to set a schedule, as well as a process for taking public input.

"We will have very intimate meetings, but the setup and format of how we are going to take public input doesn't need to be open to the public," Alger said.

Meetings that show up on the website are not necessarily open to the public, Alger said Wednesday. The advisory committee meeting was not posted, he said, as is required by the Michigan Open Meetings Act of all meetings of a public body. The committee on its face does not fit the OMA definition of a public body, which is one that is empowered to exercise governmental authority or perform a government function. No county commissioners sit on the committee.

The committee will hear ideas from the community on how ARPA funds should be spent, sort through them and prioritize them to the county board, which then votes on them. The county is being led through the process by Public Sector Consultants hired last year.

At Wednesday's meeting, which lasted two hours, committee members were walked through the final rules for spending the money set out by the U.S. Treasury Department, as well as the spending categories, Alger said. While a meeting schedule wasn't set, the next meeting will take place in two weeks. It is not open to the public.

The advisory committee represents 11 sectors including business, childcare, economic development, education, health care, housing, human services, philanthropy, public safety, transportation and workforce development.

Tony Lentych, executive director of the Traverse City Housing Commission, represents housing. He said there will be plenty of opportunities for the public to provide input and ideas. He also sees ARPA money as a huge opportunity for the community.

Housing, mental health treatment and childcare are consistently named in community surveys and by community members as the top three issues in the county.

"All three of them were stated by multiple people as things that we would wise to explore in detail," Lentych said.

He said it was also apparent than any infrastructure project would eat up the \$18.2 million very quickly and that the committee needs to prioritize projects that would most benefit the community.

Moore said the county board has done a horrible job of addressing the county's top three needs, that there has been no discussion or budget allocations for those priorities.

He was also disappointed that there weren't more people waiting in the lobby outside the second-floor meeting room where most public meetings take place.

"This is a lot of money and there should be a lot of interest in how it is spent," Moore said.