



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, February 24, 2023 at 9:00 A.M.

LOCATION:

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



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

TABLE OF CONTENTS

February 24, 2023 Regular Meeting Agenda	3
January 27, 2023 Regular Meeting Minutes	6
Schedule of Disbursements for January 2023 for Public Housing	10
Schedule of Disbursements for January 2023 for HCV Program	12
Financial Statements for January 2023	14
February 17, 2023 Executive & Finance Committee Meeting Minutes	31
Executive Director’s Report for February 2023	34
Family Self-Sufficiency (FSS) Program Report for February 2023	38
Resident Council Report for February 2023	39
TCHC Policy Review Schedule	44
Memorandum on RAD/Riverview Update	46
Memorandum on Parkview Senior Housing	53
Memorandum on TCHC – BATA Transit Oriented Development Update	54
Memorandum on MOU with Habitat for Humanity	56
February 14, 2023 Record-Eagle Article, “Promise, Challenges of Affordable Housing”	58



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

MEETING AGENDA

February 24, 2023



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 24, 2023 AT 9:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: FEBRUARY 22, 2023

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. *January 27, 2023 Regular Meeting Minutes: Approval Recommended.*
- B. *Schedule of Disbursements for January 2023 for Public Housing Program: Approval Recommended.*
- C. *Schedule of Disbursements for January 2023 for HCV (Section 8) Program: Approval Recommended.*

D. *Financial Statements for January 2023*: Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

A. Executive & Finance Committee Meeting: February 17, 2023

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: February 2023
- B. Family Self-Sufficiency (FSS) Program Report: February 2023
- C. Resident Council Report: February 2023

VII OLD BUSINESS

- A. TCHC Policy Review Schedule: February 2023
- B. Memorandum on RAD Construction Progress: Review
- C. Memorandum on Parkview Senior Housing Apartments: Review
- D. Memorandum on TCHC – BATA Transit Oriented Development Update: Review

VIII NEW BUSINESS

A. Memorandum on MOU with Habitat for Humanity: Action Requested

IX CORRESPONDENCE

A. February 14, 2023 Record-Eagle Article, "Promise, Challenges of Affordable Housing"

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: March 24, 2023 at 9:00 A.M.



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

CONSENT AGENDA

January 27, 2023 Regular Meeting Minutes

Schedule of Disbursements for January 2023 Public Housing Program

Schedule of Disbursements January 2023 HCV (Section 8) Program

Financial Statements for January 2023

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

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:03 A.M.

I ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Residents – None.

Guests/Public – Colleen Haley, DHHS and Nate Pavonne, DHHS.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

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

IV CONSENT AGENDA

Commissioner Workman moved (Putman support) to accept the Consent Agenda as presented in the January 27, 2023 Meeting Packet.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the December 2, 2022 Regular Meeting.
- B. Meeting Minutes of the December 20, 2022 Study Session.
- C. Schedule of Disbursements for December 2022 for the Public Housing Program.
- D. Schedule of Disbursements for December 2022 for Housing Choice Voucher / Section 8 Program.
- E. Financial Statements for November 2022.
- F. Financial Statements for December 2022.

V **COMMITTEE REPORTS**

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

VI **STAFF AND PROGRAM REPORTS**

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

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

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

VII **OLD BUSINESS**

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

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

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

VIII NEW BUSINESS

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

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

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

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

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

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

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

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was unanimously approved.

IX **CORRESPONDENCE**

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

X **PUBLIC COMMENT**

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

XI **COMMISSIONER COMMENT**

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

Vice President Workman announced that he will not be attendance at the next meeting in February. Lockwood noted that she is looking forward to seeing everyone at the Study Session on December 20th.

XII **ADJOURNMENT**

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

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Traverse City Housing Commission
Check Register Summary Report
 Huntington Bank
 From: 01/01/2023 To: 01/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2023	DEP			2,626.92	311,575.74
01/05/2023	041208	Safety Net	2,350.50		309,225.24
01/05/2023	041209	Byte Productions, LLC	30.00		309,195.24
01/05/2023	041210	Judy Myers	187.50		309,007.74
01/05/2023	041211	Anthony Lentych	1,200.00		307,807.74
01/05/2023	041212	Alisa Korn	1,200.00		306,607.74
01/05/2023	041213	City Of Traverse City	96.89		306,510.85
01/05/2023	041214	Housing Authority Accounting...	1,338.73		305,172.12
01/05/2023	041215	Great Lakes Business Systems, Inc.	188.81		304,983.31
01/05/2023	041216	HDS, LLC DBA Kanso Software	290.00		304,693.31
01/05/2023	041217	Collier's Pest Control	130.00		304,563.31
01/05/2023	041218	Grand Traverse County DPW	483.00		304,080.31
01/05/2023	041219	City Of Traverse City	31.00		304,049.31
01/05/2023	041220	Verizon Wireless	18.91		304,030.40
01/05/2023	041221	Quadient Finance USA, Inc.	149.85		303,880.55
01/05/2023	041222	Integrated Payroll Services, Inc.	64.80		303,815.75
01/05/2023	041223	D & W Mechanical	4,450.39		299,365.36
01/05/2023	041224	Priority Health	1,207.02		298,158.34
01/05/2023	041225	DTE ENERGY	186.76		297,971.58
01/05/2023	041226	Kuhn Rogers PLC	24.00		297,947.58
01/05/2023	041227	Ace Hardware	123.30		297,824.28
01/05/2023	041228	Kim Fehrenbach	210.00		297,614.28
01/05/2023	041229	James Liberty	68.75		297,545.53
01/05/2023	041230	Michael Walters	311.57		297,233.96
01/05/2023	041231	Cardmember Service	1,973.72		295,260.24
01/05/2023	041232	R.W. Popp Excavating, Inc.	292.00		294,968.24
01/05/2023	041233	City Of Traverse City	60.00		294,908.24
01/05/2023	041234	DTE ENERGY	35.00		294,873.24
01/10/2023	EFT	4 Front Credit Union	78.33		294,794.91
01/10/2023	EFT	Internal Revenue Service	2,941.10		291,853.81
01/10/2023	EFT	State of Michigan	518.97		291,334.84
01/10/2023	EFT	Alisa Korn	2,112.00		289,222.84
01/10/2023	EFT	Kim Fehrenbach	1,687.26		287,535.58
01/10/2023	EFT	Anthony Lentych	2,830.04		284,705.54
01/10/2023	EFT	James Liberty	1,492.02		283,213.52
01/10/2023	EFT	Nicholas Richards	1,552.53		281,660.99
01/10/2023	EFT	Michael Walters	458.98		281,202.01
01/10/2023	EFT	Henry Webb	610.52		280,591.49
01/10/2023	EFT	Principal Life Insurance Co.	734.60		279,856.89
01/10/2023	DEP			11,314.64	10 291,171.53

Traverse City Housing Commission
Check Register Summary Report
 Huntington Bank
 From: 01/01/2023 To: 01/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
01/10/2023	DEP	U.S. Dept. of HUD		29,734.00	320,905.53
01/13/2023	EFT	Michael Walters	1,798.80		319,106.73
01/13/2023	EFT	Principal Life Insurance Co.	80.64		319,026.09
01/16/2023	041217	**VOID** Collier's Pest Control	(130.00)		319,156.09
01/16/2023	041235	Sam's Club	549.83		318,606.26
01/16/2023	041236	Roto-Rooter of Northern Michigan	354.00		318,252.26
01/16/2023	041237	Granite Telecommunications	124.78		318,127.48
01/16/2023	041238	Republic Services #239	1,583.54		316,543.94
01/16/2023	041239	Safety Net	1,224.50		315,319.44
01/16/2023	041240	Home Depot Credit Services	889.21		314,430.23
01/16/2023	041241	Integrated Payroll Services, Inc.	219.80		314,210.43
01/16/2023	041242	Environmental Pest Control	130.00		314,080.43
01/16/2023	041243	The Nelrod Company	3,228.00		310,852.43
01/16/2023	041244	City Of Traverse City	147.53		310,704.90
01/16/2023	041245	Spectrum Business	189.98		310,514.92
01/23/2023	DEP			47,587.20	358,102.12
01/24/2023	EFT	4 Front Credit Union	78.33		358,023.79
01/24/2023	EFT	Internal Revenue Service	3,490.14		354,533.65
01/24/2023	EFT	State of Michigan	594.83		353,938.82
01/24/2023	EFT	Alisa Korn	2,112.00		351,826.82
01/24/2023	EFT	Kim Fehrenbach	1,687.25		350,139.57
01/24/2023	EFT	Anthony Lentych	2,830.05		347,309.52
01/24/2023	EFT	James Liberty	1,320.23		345,989.29
01/24/2023	EFT	Nicholas Richards	1,518.28		344,471.01
01/24/2023	EFT	Michael Walters	2,059.56		342,411.45
01/24/2023	EFT	Henry Webb	515.39		341,896.06
01/24/2023	EFT	Principal Life Insurance Co.	815.24		341,080.82
01/26/2023	041246	Priority Health	1,207.02		339,873.80
01/26/2023	041247	Cadillac Housing Commission	163.88		339,709.92
01/26/2023	041248	Roto-Rooter of Northern Michigan	354.00		339,355.92
01/26/2023	041249	Larry G. Freeman	87.51		339,268.41
01/26/2023	041250	Profile	90.00		339,178.41
01/26/2023	041251	Flex Administrators, Inc.	75.00		339,103.41
01/26/2023	041252	Environmental Pest Control	130.00		338,973.41
01/26/2023	041253	The Home Depot Pro Multifamily	206.08		338,767.33
Total:			61,444.25	91,262.76	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 01/01/2023 To: 01/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
01/03/2023	DEP	U.S. Dept. of HUD		57,664.00	214,484.30
01/03/2023	DEP	U.S. Dept. of HUD		95,729.00	310,213.30
01/03/2023	DEP	U.S. Dept. of HUD		8,131.00	318,344.30
01/03/2023	DEP	U.S. Dept. of HUD		9,672.00	328,016.30
01/03/2023	ADJST	PNC Bank	169.10		327,847.20
01/03/2023	000278	TC Commons I LDHA, LLC	616.00		327,231.20
01/03/2023	000278	Jeana Aiken	760.00		326,471.20
01/03/2023	000278	Dustin Ansorge	1,050.00		325,421.20
01/03/2023	000278	Ayers Investment Properties LLC	1,130.00		324,291.20
01/03/2023	000278	B & R RENTALS, LLC	679.00		323,612.20
01/03/2023	000278	Bay Front Apartments	436.00		323,176.20
01/03/2023	000278	Bay Hill Housing LDHALP	8,696.00		314,480.20
01/03/2023	000278	Bay Hill II	10,524.00		303,956.20
01/03/2023	000278	Elizabeth Beckett	238.00		303,718.20
01/03/2023	000278	Bellaire Senior Apartments	399.00		303,319.20
01/03/2023	000278	WODA Boardman Lake LHDALP	1,368.00		301,951.20
01/03/2023	000278	Brookside Commons LDHA, LP	4,440.00		297,511.20
01/03/2023	000278	Padrice Brown	532.00		296,979.20
01/03/2023	000278	Rebecca Carmien	242.00		296,737.20
01/03/2023	000278	Carson Square	6,560.00		290,177.20
01/03/2023	000278	Central Lake Townhouses	427.00		289,750.20
01/03/2023	000278	Cherrywood Village Farms, Inc.	3,755.00		285,995.20
01/03/2023	000278	TC Commons II LDHA LLC	870.00		285,125.20
01/03/2023	000278	Davis Investment Properties, LLC	875.00		284,250.20
01/03/2023	000278	Jack V. Dean	389.00		283,861.20
01/03/2023	000278	Five P Enterprises, LLC	509.00		283,352.20
01/03/2023	000278	Lisa Forbes	537.00		282,815.20
01/03/2023	000278	Brian Gartland	755.00		282,060.20
01/03/2023	000278	Frankfort Housing LDHA LP	1,022.00		281,038.20
01/03/2023	000278	Michael Glowacki	433.00		280,605.20
01/03/2023	000278	David Grzesiek	303.00		280,302.20
01/03/2023	000278	Habitat for Humanity	306.00		279,996.20
01/03/2023	000278	Harbour Ridge Apts	839.00		279,157.20
01/03/2023	000278	Hillview Terrace	1,152.00		278,005.20
01/03/2023	000278	Josh Hollister	828.00		277,177.20
01/03/2023	000278	HomeStretch	5,175.00		272,002.20
01/03/2023	000278	Matthew Jones	696.00		271,306.20
01/03/2023	000278	Donna Kalchik	447.00		270,859.20
01/03/2023	000278	Lake Pointe Acquisitions LLC.	936.00		269,923.20
01/03/2023	000278	Sidney Lammers	427.00		269,496.20

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 01/01/2023 To: 01/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
01/03/2023	000278	Maret Sabourin	552.00		268,944.20
01/03/2023	000278	Sue Martin	401.00		268,543.20
01/03/2023	000278	Revokable Trust of Richard T &...	560.00		267,983.20
01/03/2023	000278	Oak Park Apts	967.00		267,016.20
01/03/2023	000278	Oak Terrace Apts	781.00		266,235.20
01/03/2023	000278	Dawn M. Oh	600.00		265,635.20
01/03/2023	000278	Post Village Glen, LLC	6,285.00		259,350.20
01/03/2023	000278	Wayne E Purkiss Trust	824.00		258,526.20
01/03/2023	000278	Timothy Rice	367.00		258,159.20
01/03/2023	000278	Sabin Pond Apartments LLC	125.00		258,034.20
01/03/2023	000278	Mike & Melissa Schichtel	1,100.00		256,934.20
01/03/2023	000278	Sherwin Rentals	625.00		256,309.20
01/03/2023	000278	SILVER SHORES MHC	1,897.00		254,412.20
01/03/2023	000278	Paul & Leona Steinorth Family Trust	426.00		253,986.20
01/03/2023	000278	Ryan Storey	403.00		253,583.20
01/03/2023	000278	22955 Investments LLC	2,191.00		251,392.20
01/03/2023	000278	TC 150P 4B LDHA LP	61,694.00		189,698.20
01/03/2023	000278	TCR Investments, LLC	767.00		188,931.20
01/03/2023	000278	Wendy Teagan	407.00		188,524.20
01/03/2023	000278	Tradewinds Terrace Apts	1,013.00		187,511.20
01/03/2023	000278	Village Glen Apartments	811.00		186,700.20
01/03/2023	000278	Village View Housing LHDA LP	320.00		186,380.20
01/03/2023	000278	Wagner Asset Group at Ninth...	1,057.00		185,323.20
01/03/2023	000278	Kevin Warren	302.00		185,021.20
01/03/2023	000278	Christina Wellinger	538.00		184,483.20
01/03/2023	000278	Paul Wheelock	396.00		184,087.20
01/03/2023	000278	Woodmere Ridge Apartments...	6,298.00		177,789.20
01/03/2023	000278	Wyatt Road Apartment Company	1,121.00		176,668.20
01/03/2023	000278	Theodore V. Zachman	1,205.00		175,463.20
01/03/2023	000278	Ann Zenner	696.00		174,767.20
01/03/2023	000278	Barb Zupin	472.00		174,295.20
01/03/2023	023448	Village Apartments LP	411.00		173,884.20
01/03/2023	023449	TC 150P 4B LDHA LP	3,770.00		170,114.20
01/05/2023	023450	City Of Traverse City	64.80		170,049.40
01/05/2023	023451	Consumers Energy	288.00		169,761.40
01/05/2023	023452	DTE ENERGY	86.20		169,675.20
01/05/2023	023453	Traverse City Housing Commission	3,388.00		166,287.20
01/10/2023	DEP			100.00	166,387.20
01/17/2023	023454	Traverse City Housing Commission	26,129.58		140,257.62

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of January 31, 2023**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	318,509.32
1111.9 - Cash-Short Term Investments		2,630,635.14
1116 - Debt Svc. Reserve-CFFP (Restricted)		26,898.99
1117 - Petty Cash Fund		230.61
1118 - Laundry Coin Fund		50.00

Total Cash \$ 2,976,324.06

Receivables

1122 - Tenants	\$	11,461.98
1122.1 - Allowance for Doubtful Accounts		(6,902.36)
1129.1 - Accounts Receivable-Other		663,597.37
1129.11 - Interfund Due From Vouchers		22,293.23
1129.14 - Accounts Receivable-KMG/RV		18,968.33
1130 - Accounts Receivable-TAHDC		1,177.27

Total Receivables \$ 710,595.82

Investments

1165 - Assets Held For Sale	\$	438,822.50
-----------------------------	----	------------

Total Investments \$ 438,822.50

Deferred Charges

1211 - Prepaid Insurance	\$	16,096.42
1290 - Other Deferred Charges		5,003.60

Total Deferred Charges \$ 21,100.02

TOTAL CURRENT ASSETS \$ 4,146,842.40

NON-CURRENT ASSETS

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

Fixed Assets

1400 - Construction in Progress-CFP	\$	12,197.14
1400.5 - Accumulated Depreciation		(7,771,098.00)
1400.6 - Land		297,665.49
1400.61 - Site Improvements		493,136.80
1400.7 - Buildings		3,618,326.64
1400.71 - Building Improvements		4,351,116.74
1400.72 - Non-dwelling Structures		349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings		104,264.16
1400.9 - Furn., Equip., Mach.-Admin		275,668.31

Total Fixed Assets \$ 1,730,683.25

TOTAL NON-CURRENT ASSETS \$ 1,805,683.25

TOTAL ASSETS \$ 5,952,525.65

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of January 31, 2023**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	102,739.06
2114 - Tenant Security Deposits		6,354.00
2117.3 - State Income Tax Withheld		1,210.56
2117.4 - HSA Withheld		<u>(1,174.95)</u>
Total Accounts Payable	\$	109,128.67

Accrued Liabilities

2135 - Salaries and Wages	\$	4,213.26
2135.1 - Compensated Absences-Short Term		2,674.99
2135.2 - Accrued Payroll Taxes		322.32
2136 - Accrued Liabilities-Other		9,353.53
2137 - Payments in Lieu of Taxes		<u>14,583.38</u>
Total Accrued Liabilities	\$	31,147.48

Deferred Credits

2290 - Other Deferred Credits	\$	<u>3,456,557.48</u>
Total Deferred Credits	\$	3,456,557.48

Total Current Liabilities \$ 3,596,833.63

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$	<u>3,343.74</u>
Total Noncurrent Liabilities	\$	3,343.74

TOTAL LIABILITIES \$ 3,600,177.37

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,305,680.69

Net Assets

2806 - Unrestricted Net Assets	\$	747,354.80
2807 - Restricted Net Assets	\$	75,000.00
Income and Expense Clearing		(808.46)
Income and Expense Clearing-2019 CFP		40,364.89
Income and Expense Clearing-2020 CFP		<u>184,756.36</u>

Total Net Assets \$ 1,046,667.59

TOTAL EQUITY \$ 2,352,348.28

TOTAL LIABILITIES/EQUITY \$ 5,952,525.65

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023

	1 Month Ended		7 Months Ended				
	<u>January 31, 2023</u>		<u>January 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>	
Operating Income							
Rental Income							
3110 - Dwelling Rental	\$	0.00	\$	17,979.61	\$	0	\$ (17,979.61)
3110.2 - Dwelling Rental-Proj. 2		7,427.00		59,575.00	68,000		8,425.00
3120 - Excess Utilities		0.00		169.00	0		(169.00)
3190 - Nondwelling Rental		8,427.39		58,685.78	0		(58,685.78)
Total Rental Income	\$	15,854.39	\$	136,409.39	\$	68,000	\$ (68,409.39)
Revenues - HUD PHA GRANTS							
3401.2 - Operating Subsidy	\$	29,734.00	\$	187,187.00	\$	35,000	\$ (152,187.00)
Total HUD PHA GRANTS	\$	29,734.00	\$	187,187.00	\$	35,000	\$ (152,187.00)
Nonrental Income							
3610 - Interest Income-Gen. Fund	\$	4,322.12	\$	15,430.83	\$	500	\$ (14,930.83)
3690 - Tenant Income		35.00		1,761.66	1,000		(761.66)
3690.1 - Non-Tenant Income		45,897.00		63,524.09	1,000		(62,524.09)
3690.2 - Tenant Income-Cable		0.00		5,780.00	0		(5,780.00)
3691 - Other Contributions		5,000.00		5,000.00	0		(5,000.00)
3692 - Management Fee		0.00		13,050.00	270,200		257,150.00
3692.1 - Maintenance Contracts		0.00		12,900.00	24,000		11,100.00
Total Nonrental Income	\$	55,254.12	\$	117,446.58	\$	296,700	\$ 179,253.42
Total Operating Income	\$	100,842.51	\$	441,042.97	\$	399,700	\$ (41,342.97)
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	\$	4,450.49	\$	102,509.99	\$	239,460	\$ 136,950.01
4130 - Legal Expense		24.00		991.74	1,500		508.26
4140 - Staff Training		0.00		0.00	3,500		3,500.00
4150 - Travel Expense		422.17		2,266.12	2,000		(266.12)
4170 - Accounting Fees		612.36		4,151.52	12,500		8,348.48
4171 - Auditing		0.00		6,300.00	6,000		(300.00)
4182 - Employee Benefits - Admin		3,058.07		24,848.88	47,500		22,651.12
4185 - Telephone		39.82		1,807.39	5,000		3,192.61
4190.1 - Publications		0.00		227.62	1,800		1,572.38
4190.2 - Membership Dues and Fees		0.00		1,920.00	1,000		(920.00)
4190.3 - Admin. Service Contracts		622.34		7,694.50	20,500		12,805.50
4190.4 - Office Supplies		0.00		878.44	3,000		2,121.56
4190.5 - Other Sundry Expense		681.87		11,214.04	11,000		(214.04)
4190.6 - Advertising		0.00		0.00	500		500.00
Total Administration	\$	9,911.12	\$	164,810.24	\$	355,260	\$ 190,449.76
Tenant Services							
4220 - Rec., Pub., & Other Services	\$	0.00	\$	1,376.33	\$	1,500	\$ 123.67
4230 - Cable TV-Tenants		0.00		5,740.09	0		(5,740.09)
Total Tenant Services	\$	0.00	\$	7,116.42	\$	1,500	\$ (5,616.42)

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023

	1 Month Ended	7 Months Ended			
	<u>January 31, 2023</u>	<u>January 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>	
Utilities					
4310 - Water	\$ 514.00	\$ 4,062.07	\$ 5,000	\$ 937.93	
4320 - Electricity	147.53	12,910.47	5,000	(7,910.47)	
4330 - Gas	186.76	606.73	2,000	1,393.27	
Total Utilities	<u>\$ 848.29</u>	<u>\$ 17,579.27</u>	<u>\$ 12,000</u>	<u>\$ (5,579.27)</u>	
Ordinary Maint. & Operations					
4410 - Labor, Maintenance	\$ 3,852.84	\$ 72,426.11	\$ 186,580	\$ 114,153.89	
4420 - Materials	154.81	3,525.17	5,000	1,474.83	
4430.02 - Heating & Cooling Contracts	0.00	260.00	1,000	740.00	
4430.03 - Snow Removal Contracts	292.00	511.00	1,000	489.00	
4430.05 - Landscape & Grounds Contracts	0.00	10,516.69	2,000	(8,516.69)	
4430.06 - Unit Turnaround Contracts	0.00	0.00	2,000	2,000.00	
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00	
4430.08 - Plumbing Contracts	1,428.14	1,760.74	1,000	(760.74)	
4430.09 - Extermination Contracts	260.00	978.39	1,000	21.61	
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00	
4430.11 - Routine Maintenance Contracts	0.00	72.74	3,000	2,927.26	
4430.12 - Misc. Contracts	163.88	312.76	2,000	1,687.24	
4431 - Garbage Removal	790.48	7,535.35	2,000	(5,535.35)	
4433 - Employee Benefits - Maint.	1,360.27	8,670.05	40,600	31,929.95	
4470 - Elk Rapids Expenses	3,661.26	3,663.00	0	(3,663.00)	
4471 - East Bay Flats Expenses	50.00	500.00	0	(500.00)	
Total Ordinary Maint. & Oper	<u>\$ 12,013.68</u>	<u>\$ 110,732.00</u>	<u>\$ 249,180</u>	<u>\$ 138,448.00</u>	
General Expense					
4510 - Insurance	\$ 3,147.50	\$ 22,971.73	\$ 5,000	\$ (17,971.73)	
4520 - Payment in Lieu of Taxes	2,083.34	14,583.38	5,000	(9,583.38)	
4550 - Compensated Absences	0.00	0.00	1,000	1,000.00	
4570 - Collection Losses	0.00	0.00	1,000	1,000.00	
4586 - Interest Expense-CFFP	0.00	397.06	0	(397.06)	
4586.1 - Interest Expense-EPC	0.00	1,951.91	0	(1,951.91)	
Total General Expense	<u>\$ 5,230.84</u>	<u>\$ 39,904.08</u>	<u>\$ 12,000</u>	<u>\$ (27,904.08)</u>	
Total Routine Expense	<u>\$ 28,003.93</u>	<u>\$ 340,142.01</u>	<u>\$ 629,940</u>	<u>\$ 289,797.99</u>	
Non-Routine Expense					
Extraordinary Maintenance					
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
Casualty Losses-Not Cap.					
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
Total Operating Expenses	<u>\$ 28,003.93</u>	<u>\$ 340,142.01</u>	<u>\$ 629,940</u>	<u>\$ 289,797.99</u>	
Operating Income (Loss)	<u>\$ 72,838.58</u>	<u>\$ 100,900.96</u>	<u>\$ (230,240)</u>	<u>\$ (331,140.96)</u>	
Depreciation Expense					
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 101,041.57	\$ 0	\$ (101,041.57)	
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 101,041.57</u>	<u>\$ 0</u>	<u>\$ (101,041.57)</u>	

**Traverse City Housing Commission
 Low Rent Public Housing
 Income & Expense Statement
 For the 1 Month and 7 Months Ended January 31, 2023**

	1 Month Ended		7 Months Ended			
	<u>January 31, 2023</u>		<u>January 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$	0 \$
RAD Expense						
7020 - RAD Expenses	\$	0.00	\$	667.85	\$	0 \$
Total RAD Expense	\$	0.00	\$	667.85	\$	0 \$
Capital Expenditures						
7540 - Betterments and Additions	\$	0.00	\$	1,330.00	\$	5,000 \$
7590 - Operating Expenditures-Contra		0.00		(1,330.00)		(5,000)
Total Capital Expenditures	\$	0.00	\$	0.00	\$	0 \$
Other Financial Items						
Total Other Financial Items	\$	0.00	\$	0.00	\$	0 \$
HUD Net Income (Loss)	\$	<u>72,838.58</u>	\$	<u>98,903.11</u>	\$	<u>(235,240)</u>
GAAP Net Income (Loss)	\$	<u>58,404.07</u>	\$	<u>(808.46)</u>	\$	<u>(230,240)</u>
					\$	<u>(334,143.11)</u>
					\$	<u>(229,431.54)</u>

**Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023**

501-19 P&L	1 Month Ended	7 Months Ended
1022	<u>January 31, 2023</u>	<u>January 31, 2023</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	40,364.89
Total HUD PHA GRANTS	0.00	40,364.89
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	40,364.89
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	0.00	0.00
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	0.00	40,364.89

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023

501-20 P&L	1 Month Ended	7 Months Ended
1023	<u>January 31, 2023</u>	<u>January 31, 2023</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	184,756.36
Total HUD PHA GRANTS	<u>0.00</u>	<u>184,756.36</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>184,756.36</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>184,756.36</u></u>

Traverse City Housing Commission
2019 Capital Fund

Program ID:	1 Month Ended	7 Months Ended	BUDGET	OVER/UNDER
MI33-P080-50119 1522****	January 31, 2023	January 31, 2023		
Administration				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 168,220.00	\$ 168,220.00
Total Administration	0.00	0.00	168,220.00	168,220.00
A & E				
1430 - Architect & Engineering Fees	0.00	58,055.00	0.00	(58,055.00)
Total A & E Fees	0.00	58,055.00	0.00	(58,055.00)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.62 - Masonry Repairs	0.00	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	0.00	19,316.01	0.00	(19,316.01)
Total Dwelling Structures	0.00	69,800.47	0.00	(69,800.47)
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	92,918.53	52,554.00	(40,364.53)
Total Other	0.00	92,918.53	52,554.00	(40,364.53)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 220,774.00</u>	<u>\$ 220,774.00</u>	<u>\$ 0.00</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>220,774.00</u>	<u>220,774.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission
2020 Capital Fund

Program ID:	1 Month Ended	7 Months Ended	BUDGET	OVER/UNDER
MI33-P080-50120 1523****	January 31, 2023	January 31, 2023		
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430 - Architect & Engineering Fees	0.00	0.00	184,756.00	184,756.00
Total A & E Fees	<u>0.00</u>	<u>0.00</u>	<u>184,756.00</u>	<u>184,756.00</u>
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	237,310.00	52,554.00	(184,756.00)
Total Other	<u>0.00</u>	<u>237,310.00</u>	<u>52,554.00</u>	<u>(184,756.00)</u>
 Total Capital Funds Expended	 <u>\$ 0.00</u>	 <u>\$ 237,310.00</u>	 <u>\$ 237,310.00</u>	 <u>\$ 0.00</u>
 1600 - Capital Funds Advanced	 <u>0.00</u>	 <u>237,310.00</u>	 <u>237,310.00</u>	 <u>0.00</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	BUDGET	OVER/UNDER
1601****	January 31, 2023	January 31, 2023		
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	0.00	(19,561.06)
Total A & E Fees	0.00	19,561.06	0.00	(19,561.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	0.00	(577,637.00)
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				
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	0.00	(8,477.83)
 Total Capital Funds Expended	 <u>\$ 0.00</u>	 <u>\$ 639,173.32</u>	 <u>\$ 0.00</u>	 <u>\$ (639,173.32)</u>
 1600 - Capital Funds Advanced	 <u>0.00</u>	 <u>639,173.32</u>	 <u>0.00</u>	 <u>(639,173.32)</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, 2023**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	218,936.04
1111.6 - FSS Escrow Savings		55,457.61

Total Cash	\$	274,393.65
-------------------	----	------------

Receivables

1129.1 - Accounts Receivable-Other	\$	19,981.00
------------------------------------	----	-----------

Total Receivables	\$	19,981.00
--------------------------	----	-----------

Investments

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

Deferred Charges

1290 - Other Deferred Charges	\$	(425.00)
-------------------------------	----	----------

Total Deferred Charges	\$	(425.00)
-------------------------------	----	----------

TOTAL CURRENT ASSETS	\$	293,949.65
-----------------------------	----	------------

Fixed Assets

1400.5 - Accumulated Depreciation	\$	(6,506.46)
1400.9 - Furn., Equip., Mach.-Admin		6,562.63

Total Fixed Assets	\$	56.17
---------------------------	----	-------

TOTAL ASSETS	\$	294,005.82
---------------------	----	------------

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of January 31, 2023**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	1,474.94
2119.21 - Interfund Due To Low Rent		<u>22,293.23</u>

Total Accounts Payable \$ 23,768.17

Accrued Liabilities

2135 - Salaries and Wages	\$	1,008.98
2135.1 - Compensated Absences-Short Term		844.73
2135.2 - Accrued Payroll Taxes		77.19
2182 - FSS Escrow Trust		<u>38,230.90</u>

Total Accrued Liabilities \$ 40,161.80

Deferred Credits

2290 - Other Deferred Credits	\$	<u>11,720.00</u>
-------------------------------	----	------------------

Total Deferred Credits \$ 11,720.00

Total Current Liabilities \$ 75,649.97

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$	<u>1,055.92</u>
---	----	-----------------

Total Noncurrent Liabilities \$ 1,055.92

TOTAL LIABILITIES \$ 76,705.89

NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$	235,583.04
2826 - Operating Reserve-Admin		228,995.77
2826.01 - Operating Reserve-HAP		6,585.24
2826.1 - Operating Reserve-Contra		(235,581.01)
Income and Expense Clearing		(4,038.40)
Income and Expense Clearing - FSS		<u>(14,244.71)</u>

TOTAL NET ASSETS \$ 217,299.93

TOTAL LIABILITIES/NET ASSETS \$ 294,005.82

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023**

	1 Month Ended	7 Months Ended		
	<u>January 31, 2023</u>	<u>January 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 100.00	\$ 350.00	\$ 0	\$ (350.00)
3603 - Number of Unit Months	0.00	(154.00)	0	154.00
3604 - Unit Months - Contra	<u>0.00</u>	<u>154.00</u>	<u>0</u>	<u>(154.00)</u>
Total Operating Reserve Income	\$ 100.00	\$ 350.00	\$ 0	\$ (350.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 95,729.00	\$ 669,159.00	\$ 1,250,000	\$ 580,841.00
3410.2 - HAP Funding-Tenant Protection	57,664.00	288,324.00	0	(288,324.00)
3410.3 - HAP Funding-RAD	8,131.00	8,131.00	0	(8,131.00)
3411 - Admin Fee Funding	<u>9,672.00</u>	<u>68,800.00</u>	<u>90,000</u>	<u>21,200.00</u>
Total HUD PHA GRANTS	\$ 171,196.00	\$ 1,034,414.00	\$ 1,340,000	\$ 305,586.00
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 171,296.00	\$ 1,034,764.00	\$ 1,340,000	\$ 305,236.00
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 5,772.98	\$ 34,927.56	\$ 0	\$ (34,927.56)
4150 - Travel Expense	39.38	399.82	0	(399.82)
4170 - Accounting Fees	726.37	5,000.62	0	(5,000.62)
4171 - Auditing	0.00	2,700.00	0	(2,700.00)
4182 - Employee Benefits - Admin	2,189.77	10,338.94	0	(10,338.94)
4185 - Telephone	92.94	834.02	0	(834.02)
4190.1 - Publications	0.00	97.55	0	(97.55)
4190.2 - Membership Dues and Fees	0.00	30.00	0	(30.00)
4190.3 - Admin. Service Contracts	1,452.14	5,800.43	0	(5,800.43)
4190.4 - Office Supplies	0.00	445.24	0	(445.24)
4190.5 - Other Sundry Expense	<u>4,948.49</u>	<u>10,002.84</u>	<u>0</u>	<u>(10,002.84)</u>
Total Administration	\$ 15,222.07	\$ 70,577.02	\$ 0	\$ (70,577.02)
General Expense				
4590 - Other General Expense	\$ 0.00	\$ 171.38	\$ 0	\$ (171.38)
Total General Expense	\$ 0.00	\$ 171.38	\$ 0	\$ (171.38)
Total Routine Expense	\$ 15,222.07	\$ 70,748.40	\$ 0	\$ (70,748.40)

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023**

	<u>1 Month Ended January 31, 2023</u>	<u>7 Months Ended January 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 89,577.00	\$ 625,395.00	\$ 1,250,000	\$ 624,605.00
4715.3 - HAP - Non-Elderly Disabled	1,067.00	7,648.00	0	(7,648.00)
4715.4 - HAP - Utility Allowances	439.00	3,566.00	0	(3,566.00)
4715.5 - HAP - Fraud Recovery	(100.00)	(350.00)	0	350.00
4715.6 - HAP - Homeownership	1,625.00	11,182.00	0	(11,182.00)
4715.7 - HAP-Tenant Protection	61,694.00	295,429.00	0	(295,429.00)
4719 - HAP - FSS Escrow	3,388.00	25,184.00	0	(25,184.00)
Total HAP Payments	\$ 157,690.00	\$ 968,054.00	\$ 1,250,000	\$ 281,946.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 172,912.07	\$ 1,038,802.40	\$ 1,250,000	\$ 211,197.60
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (1,616.07)	\$ (4,038.40)	\$ 90,000	\$ 94,038.40
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<i>\$ (5,550.07)</i>	<i>\$ (1,948.40)</i>	<i>\$ 90,000</i>	<i>\$ 91,948.40</i>
<u>Analysis of Funding</u>				
A.C. Received: January 31, 2023		<u>7 Months Ended January 31, 2023</u>		
3410 - HAP Funding		\$ 669,159.00		
3410.2 - HAP Funding-Tenant Protection		288,324.00		
3410.3 - HAP Funding-RAD		8,131.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		625,395.00		
4715.3 - HAP - Non-Elderly Disabled		7,648.00		
4715.4 - HAP - Utility Allowances		3,566.00		
4715.5 - HAP - Fraud Recovery		(350.00)		
4715.6 - HAP - Homeownership		11,182.00		
4715.7 - HAP-Tenant Protection		295,429.00		
4719 - HAP - FSS Escrow		25,184.00		
Total Funding Required		\$ 968,054.00		
Over/(Under) Funding		\$ (2,440.00)		
RNP as of: January 31, 2023		\$ 4,145.24		
UNP as of: January 31, 2023		\$ 213,152.66		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023**

	1 Month Ended		7 Months Ended			
	<u>January 31, 2023</u>		<u>January 31, 2023</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						
Total HUD PHA GRANTS	\$	0.00	\$	0.00	\$	0 \$ 0.00
Income Offset HUD A.C.						
Total Income Offset		0.00		0.00	0.00	0.00
Total Operating Income	\$	<u>0.00</u>	\$	<u>0.00</u>	\$	<u>0 \$ 0.00</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	2,517.54	\$	11,642.98	\$	0 \$ (11,642.98)
4182 - Employee Benefits - Admin		<u>986.62</u>		<u>2,601.73</u>	<u>0</u>	<u>(2,601.73)</u>
Total Administration	\$	3,504.16	\$	14,244.71	\$	0 \$ (14,244.71)
General Expense						
Total General Expense	\$	0.00	\$	0.00	\$	0 \$ 0.00
Total Routine Expense	\$	3,504.16	\$	14,244.71	\$	0 \$ (14,244.71)

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 7 Months Ended January 31, 2023**

	<u>1 Month Ended January 31, 2023</u>	<u>7 Months Ended January 31, 2023</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	\$ 3,504.16	\$ 14,244.71	\$ 0	\$ (14,244.71)
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>\$ (3,504.16)</u>	<u>\$ (14,244.71)</u>	<u>\$ 0</u>	<u>\$ 14,244.71</u>



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive & Finance Committee Meeting: February 17, 2023

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
February 17, 2023

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the TCHC Offices 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 9:00 A.M.

ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

TOUR

There was a tour of unit 307 (finished) and the Community Room (under construction).

CORRESPONDENCE

None.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the January 23, 2023 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted without change.
- B. Riverview Rehab/RAD: A construction schedule was not available but a daily construction report was distributed and reviewed. There are starting to be some performance issues from First Contracting as to the meeting of deadlines (like the unfinished Community Room). A meeting is scheduled where changes to the schedule will be discussed.
- C. Real Estate Updates: We won our appeal with MSHDA on design issues with Parkview – we may have to develop a special “reserve account” to make MSHDA feel comfortable with our parking design, etc. More on this later but we are a go to begin the construction process. With the LaFranier Road site, we are actively working to submit a new tax credit application for the April 1 round at MSHDA. Our legal team is working to record all of the required easements on the property especially the wetlands conservation easement.
- D. East Bay Flats: There has been much discussion on this property both locally and in Lansing. Goodwill and TCHC continue to discussion options. The Committee reemphasized that redeveloping this property with Goodwill is still “in-line with our goals” and in-line with our plan to partner more with Goodwill in future in order to become a more substantial affordable housing developer in this region.

- E. Goodwill Partnership: Staff reported that there may need to be an “ad-hoc” meeting with part of the Goodwill Board of Directors in order to effectively plan our potential collaboration on East Bay Flats and other properties.
- F. MEETING AGENDA: The next regular meeting agenda for February 24, 2023 was discussed and approved. Under New Business there will be a discussion about a potential MOU with Habitat for Humanity in regards to the LaFranier Road site.
- G. GENERAL COMMENTS: Vice President Workman notified staff that he will be unavailable for the meeting next week.

ADJOURNMENT

President Lockwood adjourned the meeting at 9:57 A.M. The next meeting will be on February 20, 2023.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director



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

STAFF & PROGRAM REPORTS

Executive Director's Report: February 2023

Family Self-Sufficiency (FSS) Program Report: February 2023

Resident Council Report: February 2023

EXECUTIVE DIRECTOR'S REPORT: February 24, 2023

This report covers the work accomplished from January 26, 2023 until February 23, 2023. 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: Two (2) units are now open but we will have two more opening next month. All of the X-02 stack is filled. We plan to be full by the end of March.
2. ORCHARDVIEW: The property is full and the wait list is growing. We applied for an extension from HUD so that we can take more time to develop our finance plan for this property.
3. EAST BAY FLATS: MCC has indicated that they want to sell this property. TCHC and Goodwill offered to "buy out" MCC's cash position – the patient equity – and keep it in an ownership position until we can put together a capital stack to fully purchase and renovate. MCC has given Goodwill until March 31 to make an offer otherwise they will list the property. Had conversation with MSDHA Executive Director about this property and the potential displacement of the voucher residents. I met with Goodwill's board committee to discuss options and it is clear that Goodwill wants to try to find a funding source that it can make an offer. I do not know what our role will be in the purchase but I have offered to help with the redevelopment of the property which is something that Goodwill wants to happen.

Housing Choice Vouchers

1. We have 267 HCVs filled at this time. HUD spent most of last year encouraging us to expand our program but now we are told that we should slow down. We issued a Request for Proposals for Project-Based Vouchers. We are planning to open the waiting list this Spring or Summer.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Construction is moving forward. Cadillac Housing Commission continues to inspect our open units.
2. Parkview Apartments (See Memorandum): Project is moving forward.
3. BATA (See Memorandum): We are planning to submit another application for tax credits this April. Meetings with our attorneys on several side issues. Conversations with BATA Executive Director to share updates.

4. Women’s Resource Center/Madeline’s House: Meeting with their staff and our development team about affordable housing issues/projects.
5. Elk Rapids RFP: Seems to be on hold but we did receive an email asking if we are keeping our submission in the pool.

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. Prepared monthly report.

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

Financial

1. Processed TCHC Payroll.
2. Meeting with Independent Bank staff to review investment options and executed the purchase of two investments.

General Management

1. Working on two projects with SafetyNet staff on IT upgrades – Phones and Servers. Both are nearly complete.
2. Continued work on internal Policy Review.

TCHC

1. Attended one Regular meeting (January) and prepared for a Regular Meeting (February).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Meeting with City Commissioners on Housing Issues.
4. Attended a meeting coordinated by County officials regarding the new PILOT bill adopted by the State of Michigan. The meeting was attended mostly by municipal government representatives.
5. Weekly updates of TCHC Website.

ERHC

1. Prepared for and attended one Commission Meeting (February).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Conversations and meetings with the interim Village Manager.
4. Conversations and correspondence with Village President on Village’s Housing plans.

HUD

1. Phone call with Field Office staff.
2. Working on operating fund submission.
3. Received documentation on Capital Fund allocation for FY 2023 – ERHC & TCHC

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

1. Housing North: Several meetings/conversations with Executive Staff. Attended a meeting of the Board of Directors.
2. Northern Lakes CMH: Attended one (1) monthly Board of Directors Meetings.
3. Attended a Rotary Charities System Change Community of Practice bi-monthly meeting.
4. Several meetings with statewide PHAs to discuss potential funding sources.
5. Presented to the Michigan Mortgage Lenders Association (Northern Michigan chapter) on TCHC and affordable housing.
6. Presented to the City Commission Study Session about TCHC and affordable housing.
7. Additional meeting with IFF staff and their local educational institution partners – this meeting included our development team.
8. Conversations with Traverse Connect staff.
9. Met with ISD’s Life Skills Class to discuss independent living and some of the options available to their graduates.

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

1. Conversations with City Attorney about new PILOT Bill and coordinate introductions with MSHDA legal team.
2. Conversations with the project manager next door to coordinate the site work that that may begin within the next few weeks.
3. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

February 24, 2023

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the “High Performer” category but SEMAP has not been reported for over two years due to the COVID-19 pandemic:

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%	8	53%

FSS Program Manager Update

We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process.

Status of Participants

We will have two new families earning escrow on March 1st and there should be a third family earning escrow by May 1st.


FSS Grant

We still have not executed a grant agreement with HUD. It is not clear as to what the delay is but we have asked the Field Office and they have not heard any rationale yet. We have started to craft a position description so that we can advertise for the coordinator position in early March.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 24, 2023
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 2023. The financial reporting was completed in a timely and thorough manner. I reviewed all other information and no mistakes in accounting were found – all transactions were just normal purchases related to their programming.

Due to the renovation of the Community Room (originally scheduled to be ready before unit renovations were started), the February's Valentines/Birthday Party was canceled as well as their monthly meeting. The hope is that these events can occur in March – the elections will be ratified at this time too.

The Council is arranging some tax prep assistance with the Northwest Michigan Community Action Agency.

ATTACHMENT: January Financial Report
January Bank Statement
Letter from the RTRC President

Riverview Terrace Resident Council
FY 2022-2023

	July	Nov	Dec	Jan	Feb	March	June
Restricted Balance Forward	\$ 1,252.95	\$ 523.37	\$ 2,327.88	\$ 2,030.20	\$ 1,914.33	\$ 1,914.33	\$ 1,914.33
Income	\$ -	\$ 1,875.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 373.96	\$ 70.49	\$ 297.68	\$ 115.87	\$ -	\$ -	\$ -
SUB TOTAL	\$ 878.99	\$ 2,327.88	\$ 2,030.20	\$ 1,914.33	\$ 1,914.33	\$ 1,914.33	\$ 1,914.33

Unrestricted Balance Forward	\$ 3,630.12	\$ 3,454.48	\$ 3,439.35	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18
Income	\$ 80.50	\$ 59.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 133.17	\$ 74.13	\$ 294.17	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 3,577.45	\$ 3,439.35	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18

EOM TOTAL*	\$ 4,456.44	\$ 5,767.23	\$ 5,175.38	\$ 5,059.51	\$ 5,059.51	\$ 5,059.51	\$ 5,059.51
-------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,209.51

Current as of January 31, 2023



LAKE MICHIGAN CREDIT UNION
 P.O. Box 2848
 Grand Rapids, MI 49501-2848
 RETURN SERVICE REQUESTED

Your Statement Of Accounts
 01/01/2023-01/31/2023
 Your Account Number
 xxxxxx1794
 Page 1

89125 1 AV 0.471 150822-89125-252
 RIVERVIEW TERRACE RESIDENT COUNCIL
 150 PINE ST # MB1
 TRAVERSE CITY MI 49684-2478

Earn more with LMCU. We have solutions that will help you earn more! From our 3.00% APY* Max Checking and CDs to our Money Market Accounts and Max Savings, you earn more when you earn with us. Put your money to work today by calling (800) 242-9790, stopping by your local branch, or visiting LMCU.org.

*APY = Annual Percentage Yield

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$5,175.38	\$5,059.51
	Total		\$5,109.51

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	Withdrawal	Deposit	Balance
Jan 01		Beginning Balance			\$5,175.38
Jan 17	Jan 17	Withdrawal Debit Card Business Debit 24445003017200121842615 WALMART.COM 8009666546 800-966-6546 AR 01/17/2023	(\$95.38)		\$5,080.00
Jan 28	Jan 28	Withdrawal Bill Payment #302829102729 Spectrum 855-707-7328 MO	(\$20.49)		\$5,059.51
Jan 31		Ending Balance			\$5,059.51

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
Traverse City Housing Commission

February 22, 2023

Dear Commission Members,

This office finds itself in the middle of the construction zone unable to do much. Our council meeting, birthday and Valentine's Day celebration had to be cancelled because the Community room and kitchen were not usable. Can't wait until the Community room is finished.

We are going to take this time to work on the Resident Council by-laws and restructuring our mission. We are thinking about having quarterly meetings due to low attendance. The change of demographics in the building probably have a lot to do with the lack of participation.

Sincerely Yours,



Betty Osborne, President





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

OLD BUSINESS

TCHC Policy Review Schedule

Memorandum on RAD Construction Progress

Memorandum on Parkview Senior Housing Apartments

Memorandum on TCHC – BATA Transit Oriented Development Update

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May 2021	May 2023	June 24, 2022
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	NA	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	August 2019	NA	June 24, 2022
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	NA	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	
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 23, 2016	NA	September 23, 2022
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	February 19, 2013	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	March 2022	Started

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
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	June 25, 2021	NA	September 23, 2022
Petty Cash Account Policy	September 16, 2008	None	NA	November 1, 2019
Personnel Policy / Employee Handbook	Unknown	August 2017	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	
Record Retention Policy	Unknown	Unknown	Spring 2023	<i>Started</i>
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	Spring 2022	Finished
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Summer 2023	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	As Needed	


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 24, 2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Rehab/RAD Update

MESSAGE:

All ten (10) X-02 units are now occupied! Currently, we have 113 units occupied but we know of 2 move-outs in March. We are still on track to be full by the end of March.

The work on the individual units has begun – we are purchasing box lunches for residents that are displaced and these are being served in part of the partially renovated Community Room. We are now planning for the site work, the roof work, and the final environmental remediation (mostly reports). It now appears that windows will be one of the final work items.

Of note: There has been a fire in the cabinet manufacturer's finish (spray) room and this has set the delivery back at least a week. This should not be a major issue for us but it is too early to determine the real impact of this development.

ATTACHMENTS: Notice on All Apartment Work
Construction Schedule as of late February (subject to change)

NOTICE

Apartment Renovation

This is the MAIN CONSTRUCTION NOTICE! Please be advised that team members from our construction partner, **First Contracting, Inc.** will be entering **your apartment** to fully renovate all rooms. This work will take three (3) full days. This work will start on the following day:

MONDAY, FEBRUARY 13, 2023

(starting on the 10th floor and then working down the building)

You will receive a notice from the First Contracting one week prior to the work in your apartment. Please note that a team of Movers/Packers will arrive to assist you with packing and preparing for your apartment's renovations 2-3 days prior to your scheduled start date. The same team will assist you with unpacking your belongings after the renovation.

On all three days of renovation, you MUST leave your apartment before 8:00 A.M. and not return until after 5:00 P.M.

- If you have nowhere to go during the day, the 3rd Floor Community Room will be open to you – it will be closed to everyone else.
- If you are planning to be gone (staying somewhere else) when your apartment will be renovated, please let the office know.
- If you have pets that are of a concern, please let the office know – we will have a place to put them should you not be able to take them with you.

We have been planning for this work for some time. We hope you are ready. If you have any items to discard from your apartment, now is the time. Let us know and we will help you remove them – FREE OF CHARGE.

Please review the other side so that you can understand what will happen in your unit when the work begins.

As always, please contact the office should you have any concerns or questions:

231-922-4915, Ext. 204

NOTICE

– Continued –

So that you can understand why you cannot be in your apartment when this work occurs, please review this schedule:

Day 1 – Abatement & Demolition

The kitchen will be removed and the flooring in the kitchen and bathroom will be abated. The pantry floor, entire kitchen, and entire bathroom must be empty before 8:00 am on Day 1 of renovations. Your bathroom will be fully functional by the end of the working day. **NOTE:** When you return, there will NOT be a usable kitchen (just for one (1) night) and the bathroom and kitchen floors will be smooth concrete. Your refrigerator and stove will be accessible.

Day 2 – Kitchens, Water Heaters, Lighting, & Paint

On Day 2, the kitchen and new water heater will be installed and usable by the end of the working day. Your entire apartment will be painted. Your belongings will be moved to the middle of the room and covered in plastic to complete this work and put back to place when work is complete. New lighting will be installed throughout the apartment. When you return, your apartment will be painted with a new kitchen and new lighting.

Day 3 – Flooring, Bi-Fold Closet Doors, & Finishes

Your entire apartment will receive new flooring on Day 3. The bedroom will be carpeted and the rest of the unit will have luxury vinyl plank flooring. Bi-Fold closet doors will be installed in the bedroom and hall closet. The bedroom, bathroom, and pantry doors will have updated handles. The entry door will receive a new handle. **NOTE: You will need to pick up your new keys from the office.** When you return, your apartment will be complete with new finishes throughout, and your furniture placed where it belongs.

Please be patient during this time period. We will work with you before, during, AND after in order to satisfy any problems or concerns.

ID	Task Name	Duration	Start	Finish	2023																
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	Riverview Terrace	305 days	Mon 8/1/22	Fri 9/29/23	[Gantt bar from Aug 2022 to Sep 2023]																
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22	[Gantt bar in Aug 2022]																
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22	[Gantt bar in Aug 2022]																
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22	[Gantt bar in Aug 2022]																
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22	[Gantt bar from Aug 2022 to Dec 2022]																
6	Site Work & Exterior Building	100 days	Mon 4/24/23	Fri 9/8/23	[Gantt bar from Apr 2023 to Sep 2023]																
7	Roads, Walks, Accessibility	100 days	Mon 4/24/23	Fri 9/8/23	[Gantt bar from Apr 2023 to Sep 2023]																
8	Landscaping	45 days	Mon 6/5/23	Fri 8/4/23	[Gantt bar from Jun 2023 to Aug 2023]																
9	General/ Building	214 days	Tue 9/6/22	Fri 6/30/23	[Gantt bar from Sep 2022 to Jun 2023]																
10	Passenger Elevator	40 days	Mon 3/13/23	Fri 5/5/23	[Gantt bar from Mar 2023 to May 2023]																
11	Freight Elevator	40 days	Mon 5/8/23	Fri 6/30/23	[Gantt bar from May 2023 to Jun 2023]																
12	Fire Alarm	205 days	Mon 9/19/22	Fri 6/30/23	[Gantt bar from Sep 2022 to Jun 2023]																
13	Trash Compactor	10 days	Wed 3/8/23	Tue 3/21/23	[Gantt bar in Mar 2023]																
14	Fire Pump	5 days	Wed 2/22/23	Tue 2/28/23	[Gantt bar in Feb 2023]																
15	Pump Delivery	1 day	Wed 2/22/23	Wed 2/22/23	[Gantt bar in Feb 2023]																
16	Install New Pump	2 days	Mon 2/27/23	Tue 2/28/23	[Gantt bar in Feb 2023]																
17	Common Areas	214 days	Tue 9/6/22	Fri 6/30/23	[Gantt bar from Sep 2022 to Jun 2023]																
18	Ground Floor Corridors, Lobby, Exercise Rm, Maintenance Rm, & Crawl Space Vapor Mitigation Work	92 days	Tue 9/6/22	Wed 1/11/23	[Gantt bar from Sep 2022 to Jan 2023]																
37	Community Room, Community Kitchen, & Public Restrooms	95 days	Mon 1/16/23	Fri 5/26/23	[Gantt bar from Jan 2023 to May 2023]																
38	Reconfigure Restrooms & Install Doors	5 days	Mon 1/16/23	Fri 1/20/23	[Gantt bar in Jan 2023]																
39	Demo/ Install Kitchen, Electrical & Paint	23 days	Mon 1/16/23	Wed 2/15/23	[Gantt bar from Jan 2023 to Feb 2023]																
40	NO WORK DURING UNIT RENOVATIONS	65 days	Mon 2/13/23	Fri 5/12/23	[Gantt bar from Feb 2023 to May 2023]																
41	ACT, Sprinkler Heads, PTAC's, Replace Toilets, HVAC, and Lighting	5 days	Mon 5/15/23	Fri 5/19/23	[Gantt bar in May 2023]																
42	Flooring	5 days	Mon 5/22/23	Fri 5/26/23	[Gantt bar in May 2023]																
43	Exercise Room & Vestibule	25 days	Mon 1/9/23	Fri 2/10/23	[Gantt bar in Jan 2023]																
51	Elevator Lobbies & Corridors 1-10	55 days	Mon 4/17/23	Fri 6/30/23	[Gantt bar from Apr 2023 to Jun 2023]																
52	10th, 9th, & 8th	15 days	Mon 4/17/23	Fri 5/5/23	[Gantt bar from Apr 2023 to May 2023]																
53	7th, 6th, & 5th	15 days	Mon 5/8/23	Fri 5/26/23	[Gantt bar from May 2023 to Jun 2023]																
54	4th, 3rd, 2nd & 1st	25 days	Mon 5/29/23	Fri 6/30/23	[Gantt bar from Jun 2023 to Jul 2023]																
55	Barrier Free Apartments (02 Stack)	110 days	Mon 8/1/22	Fri 12/30/22	[Gantt bar from Aug 2022 to Dec 2022]																
74	Typical Unit Renovations	175 days	Mon 10/24/22	Fri 6/23/23	[Gantt bar from Oct 2022 to Jun 2023]																
75	Phase 1 - Appliances	57 days	Mon 10/24/22	Tue 1/10/23	[Gantt bar from Oct 2022 to Jan 2023]																
86	Phase 2 - Closet Shelving & Paint/ Bedroom, Bathroom & Entry Closet Door Hardware & Smoke Detection	55 days	Mon 11/7/22	Fri 1/20/23	[Gantt bar from Nov 2022 to Jan 2023]																


Project: Riverview Terrace
Date: Wed 2/22/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 24, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Eighth Street/Parkview Senior Housing Update

MESSAGE:

At a February 16, 2023 Loan Committee meeting, MSHDA decided to approve our requests for waivers on parking and patios (we may have balconies but we are meeting with the architects about this feature). While we have not received this decision in writing we are expecting them to officially notify of this soon. This decision means that we can move forward with this project! You may recall that we were notified of this tax credit award last summer after submitting our application for the April 1, 2022 round.

I have notified City Officials of this decision and to request an extension of our PILOT agreement (we needed to have started construction by March of 2023, so the recent delays affected our progress to that goal).


Our development team is meeting later today to begin updating all of work to date: pricing, architectural prints, construction documents, etc. You can expect more information next month as we launch this project.

ATTACHMENTS: None.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 24, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

Not much has happened with this project since our last meeting. We are working diligently to prepare our April 1 Low Income Housing Tax Credit application – this will consume some significant time in March.

We are also attempting to understand MSHDA's problem with our PILOT documentation that was filed in our last submission. It appears we did not get all the points that we were eligible to receive but MSDHA has not be clear as to what the problem was. Smith & Henzy's attorneys were working on this and the best we can understand is that there was a mention of Municipal Services Agreement (MSA) that would be part of the overall PILOT – this is a common occurrence in Garfield Township and it is allowable under State Law. The MSA was not fully executed because we do not yet know how many units we are building on that property in Phase I just yet. Whatever the issue, we are attempting to correct it.

ATTACHMENTS: None.



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

NEW BUSINESS

Memorandum on MOU with Habitat for Humanity of Grand Traverse


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: February 24, 2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Memorandum of Understanding with Habitat for Humanity of Grand Traverse

MESSAGE:

Last month, you were notified that we have cleared the conflict of interest between TCHC and Habitat for Humanity of Grand Traverse (Habitat) that existed since we both use the same legal firm, Kuhn Rogers. We are now able to negotiate the Memorandum of Understanding (MOU) that will outline our relationship with Habitat and the potential purchase of properties on our LaFranier Road site. While it has been out intent all along to sell these properties to Habitat, it has not been codified anywhere. An executed MOU would do just that and it would allow Habitat to plan and to fundraise for this fifteen (15) single-family housing project.

Today, you will need to authorize staff to begin negotiations with Habitat on this MOU so that we can return to both Boards of Directors a draft document. We should also discuss any and all conditions or parameters that we want covered in this document. Obviously, we will have other opportunities to provide comment but it will be good to hear all of our thoughts on this matter.

TCHC may also consider adopting a Resolution when the MOU is finalized that would also indicate our commitment to Habitat and their involvement with this project.

This does not replace a purchase agreement or any other potential legal instrument, but it does get this part of our LaFranier Road project moving forward.

ATTACHEMENT: None.



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

CORRESPONDENCE

February 14, 2023 Record-Eagle Article, "Promise, Challenges of Affordable Housing"

Promise, Challenges for Affordable Housing

By Jordan Travis
February 14, 2023

TRAVERSE CITY — Housing shortages in and around Traverse City haven't let up, and building more of it for people with moderate to low incomes comes with challenges.

That's part of what Traverse City commissioners heard at their study session Monday from a handful of people involved in the issue. Housing North Executive Director Yarrow Brown started by reminding them of a market study's findings that Grand Traverse County needs 1,100 more rental units. Of those, 87 percent should rent for \$1,000 a month or less.

Meanwhile, real estate prices in the region have grown twice as fast as wages, Brown said. That's added to the need for a range of housing options locally.

"To move the needle on housing in the community both through public and private options, a diverse amount of housing in the region is what we really need," she said.

Traverse City Housing Commission Executive Director Tony Lentych told commissioners that while Michigan's population growth was the second-slowest in the nation between 2010 and 2020, Grand Traverse County's grew by 9.5 percent, and continued to grow in 2021 while the state lost population.

People wanting to live in the area is great news, but many of them are affluent and squeezing out others in the local housing market, Lentych said. A lack of workers both in the service industry and in education and healthcare is made worse because those employees are struggling to find a place to live.

So too are immigrant families, Lentych said. He pointed to Ukrainians fleeing the country and moving near family who previously settled in the area. And two Afghan families who left after the U.S. military withdrew are living in a housing commission development.

"I think it's important to think about those families in a way where if we're going to be welcoming, part of being welcoming is having a place for people to live," he said.

Lentych talked about two projects the housing commission is pursuing, including one in Garfield Township near Bay Area Transportation Authority's planned new headquarters and garage on LaFranier Road. It will have around 215 apartments, plus 15 single-family homes through a partnership with Grand Traverse Region Habitat for Humanity.

Those apartments would be for renters making 50 to 80 percent of area median income, or about \$15-\$22 per hour. It should also have a bus transfer station, day care and cafe on site.

Lentych said the housing commission is also planning new senior apartments on Eighth Street — state documents show 23 units are planned — although the Michigan State Housing Development Authority was pressing the housing commission to add parking.

Woda Cooper Companies is also working on two projects, one on Wellington Street and another on Garfield Avenue, company Senior Vice President Craig Patterson said. The first, Ruth Park, is 80 percent complete and should start leasing in late May or early June.

Lentych said its 58 apartments include nine with Housing Choice Vouchers — a federal program for very low-income renters — and Patterson said more than half are for people making up to 90 percent of area median income.

On Garfield Avenue, Woda Cooper Companies is working on 53 apartments, of which a handful would also have Housing Choice Vouchers, Lentych said.

Known as Annika Place, 34 of the apartments are for renters making 70 to 80 percent area median income, as previously reported.

Patterson said construction is about 5 percent complete but that should be up to 25 within the next month.

There are plenty of challenges in building affordable housing, both Lentych and Patterson said. One is cost — Lentych said it can cost up to \$300,000 per unit to meet the standards and requirements attached to affordable housing.

Patterson said using the Low Income Housing Tax Credit comes with lots of oversight requirements, while rising construction and material costs add to the uncertainty. Then, there's the up-front costs developers have to spend when applying for tax credits, something Woda Cooper Companies had to do three times to secure them for Ruth Park.

There are new opportunities, too, like a change in state law allowing local governments to approve more payment-in-lieu-of-taxes agreements, Brown said.

Previously, municipalities could only approve these property tax breaks as part of an application for Low Income Housing Tax Credits, according to a release from the city. New state laws allow local governments to approve them in more situations.

Brown said the city is in a good position to benefit from other state law changes aimed at attainable housing, since it's in a county with an economic development corporation, land bank and brownfield redevelopment authority.

Lentych told commissioners the city has to be deliberate in how it approaches the housing issue. That means having a plan, one with plenty of public input and buy-in and one that looks regionally.

Traverse Connect is offering to foster that regional discussion, with economic development organization CEO Warren Call telling commissioners he wants to add a housing focus to the services it provides to the city.

For \$50,000 for another year, Traverse Connect would continue on some of its focuses like helping scout locations for industry and job retention and expansion, Call said.

It would also join in with Housing North and other organizations to advocate for housing policy that benefits the region, Call said. Other areas of focus would include how the city and region could take advantage of tools like attainable housing districts and neighborhood enterprise zones.

Commissioners will vote on a renewed contract with Traverse Connect at their Feb. 21 meeting, documents show.