



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, March 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

| | |
|--|----|
| March 24, 2023 Regular Meeting Agenda | 3 |
| February 24, 2023 Regular Meeting Minutes | 6 |
| Schedule of Disbursements for February 2023 for Public Housing | 9 |
| Schedule of Disbursements for February 2023 for HCV Program | 11 |
| Financial Statements for February 2023 | 13 |
| Statement of Cash Position for February 28, 2023 | 29 |
| March 20, 2023 Executive & Finance Committee Meeting Minutes | 31 |
| March 21, 2023 Governance & Compliance Committee Meeting Minutes | 33 |
| Executive Director’s Report for March 2023 | 36 |
| Family Self-Sufficiency (FSS) Program Report for March 2023 | 40 |
| Resident Council Report for March 2023 | 41 |
| TCHC Policy Review Schedule | 46 |
| Memorandum on RAD/Riverview Update | 48 |
| Memorandum on Parkview Senior Housing | 53 |
| Memorandum on TCHC – BATA Transit Oriented Development Update | 56 |
| Memorandum on Independent Auditor Services | 58 |



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

MEETING AGENDA

March 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, MARCH 24, 2023 AT 9:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: MARCH 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. *February 24, 2023 Regular Meeting Minutes: Approval Recommended.*
- B. *Schedule of Disbursements for February 2023 for Public Housing Program: Approval Recommended.*
- C. *Schedule of Disbursements for February 2023 for HCV (Section 8) Program: Approval Recommended.*

- D. *Financial Statements for February 2023*: Approval Recommended.
- E. *Monthly Cash Position Report*: Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: March 20, 2023
- B. Governance & Compliance Committee Meeting: March 21, 2023

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. TCHC Policy Review Schedule: March 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 Annual Auditor Services (Extension): Action Requested

IX CORRESPONDENCE

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: April 28, 2023 at 9:00 A.M.



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

CONSENT AGENDA

February 24, 2023 Regular Meeting Minutes

Schedule of Disbursements for February 2023 Public Housing Program

Schedule of Disbursements February 2023 HCV (Section 8) Program

Financial Statements for February 2023

Statement of Cash Position on February 28, 2023

DRAFT
Meeting Minutes of the Traverse City Housing Commission
February 24, 2023

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:07 A.M.

I ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Residents – None.

Guests/Public – Colleen Haley, DHHS.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

President Heather Lockwood asked to remove the meeting minutes of the January 27, 2023 Regular Meeting from the Consent Agenda.

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

Roll Call

| | |
|-----------|-----|
| Treadwell | Yes |
| Friend | Yes |
| Lockwood | Yes |

The motion was unanimously approved.

The remaining Consent Agenda was as follows:

- A. January 27, 2023 Regular Meeting Minutes
- B. Schedule of Disbursements for January 2023 for the Public Housing Program.
- C. Schedule of Disbursements for January 2023 for Housing Choice Voucher / Section 8 Program.
- D. Financial Statements for January 2023.

Staff distributed a report on the Cash Position for TCHC. This report will be on the Consent Agenda going forward.

President Lockwood then commented on some language on the minutes from January 27, 2023 that was not correct (a remnant statement from a previous document) and asked for the sentence to be removed. Commissioner Treadwell moved (Lockwood support) to accept the meeting minutes as amended for the January 27, 2023 Regular Meeting. The motion was unanimously approved.

V COMMITTEE REPORTS

A. The meeting minutes from the February 17, 2023 Executive & Finance Committee meeting were presented. There was a tour of construction at Riverview Terrace and updates for all development projects were provided.

VI STAFF AND PROGRAM REPORTS

A. The Executive Director's February Report was presented. There was a lengthy update on East Bay Flats, including a recent meeting between staff and some of the Goodwill board members, and the potential development plans drafted by Goodwill staff. There were questions about the Elk Rapids RFP, the City's recent Study Session, and the PILOT extension for Parkview.

B. The February 2023 Family Self-Sufficiency Report was presented and accepted. There is no grant agreement in place with HUD yet. We are moving forward with hiring of staff to assist with this program.

C. The Resident Council Report for February 2023 in the packet was reviewed. Staff indicated that there was an issue with Community Room not being finished – especially the kitchen – which affected the ability to host events for the building. President Lockwood asked if some sort of visualization can be produced to track the progress of construction.

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 there was a delay on kitchen cabinetry due to a fire at the manufacturer.

C. A memorandum on the Parkview Senior Apartments (8th Street) was reviewed. Staff received a call from our development team relaying information about our appeal to MSHDA. MSHDA staff reported that we have won our appeal on parking and the balcony/patio issue. We are awaiting more information on the details (like the potential necessity of "reserve" due to the lack of parking).

D. A memorandum on the BATA/LaFranier Road project was reviewed. We will be working on the PILOT ordinance in the coming weeks.

VIII NEW BUSINESS

A. Staff introduced the concept of creating a Memorandum of Understanding with Habitat of Humanity that indicates our desire to work collaboratively to deliver the home-ownership component of the PUD at Carriage Commons (the LaFranier Road Project). This process

would begin to formalize our relationship and allow Habitat to begin to fund raise for this project. President Lockwood moved (Friend support) to authorize staff to negotiate a draft MOU with Habitat for Humanity of Grand Traverse referencing the fifteen (15) home-ownership properties at Carriage Commons. Items for inclusion in the MOU were outlined during discussion. These include:

1. TCHC's intention to "sell" the properties for a minimal fees (e.g., to cover legal costs)
2. But there must be a cost sharing for the infrastructure and site work related to the properties
3. An outline of the multi-year phases for the construction of the 15 properties
4. Right of approval on the "look or general design" of the homes
5. Include designs for larger families

The motion was unanimously approved.

IX CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: a Record-Eagle Article on Affordable Housing.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

Commissioner Treadwell stated that the recent Study Session went "pretty well" and may have been more helpful to those "watching at home". He also noted that the Central Neighborhood meetings have become less contentious than in recent years.

President Lockwood expressed an interest in learning more about the work of Traverse Connect and noted that she met with Colleen Haley after the last TCHC meeting.

XII ADJOURNMENT

Commissioner Treadwell moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:11 A.M. It was announced that the next regular meeting will be on March 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: 02/01/2023 To: 02/28/2023

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|---------------------------------|----------|-----------|------------|
| 02/01/2023 | 041249 | **VOID** Larry G. Freeman | (87.51) | | 341,481.76 |
| 02/01/2023 | 041254 | Larry G. Freeman | 87.51 | | 341,394.25 |
| 02/02/2023 | DEP | U.S. Dept. of HUD | | 29,733.00 | 371,127.25 |
| 02/02/2023 | DEP | | | 2,626.92 | 373,754.17 |
| 02/02/2023 | 041255 | City Of Traverse City | 40.00 | | 373,714.17 |
| 02/02/2023 | 041256 | DTE ENERGY | 24.00 | | 373,690.17 |
| 02/02/2023 | 041259 | Ace Hardware | 269.00 | | 373,421.17 |
| 02/02/2023 | 041260 | Cardmember Service | 1,567.12 | | 371,854.05 |
| 02/02/2023 | 041261 | Michael Walters | 288.13 | | 371,565.92 |
| 02/02/2023 | 041262 | Verizon Wireless | 19.18 | | 371,546.74 |
| 02/02/2023 | 041263 | Kuhn Rogers PLC | 120.00 | | 371,426.74 |
| 02/02/2023 | 041264 | Grand Traverse County DPW | 483.00 | | 370,943.74 |
| 02/02/2023 | 041265 | James Liberty | 38.12 | | 370,905.62 |
| 02/02/2023 | 041266 | Byte Productions, LLC | 30.00 | | 370,875.62 |
| 02/02/2023 | 041267 | City Of Traverse City | 96.89 | | 370,778.73 |
| 02/02/2023 | 041268 | McCardel Water Conditioning | 10.00 | | 370,768.73 |
| 02/02/2023 | 041269 | Housing Authority Accounting... | 1,175.65 | | 369,593.08 |
| 02/02/2023 | 041270 | Safety Net | 4,403.60 | | 365,189.48 |
| 02/07/2023 | EFT | 4 Front Credit Union | 78.33 | | 365,111.15 |
| 02/07/2023 | EFT | Internal Revenue Service | 3,499.86 | | 361,611.29 |
| 02/07/2023 | EFT | State of Michigan | 594.66 | | 361,016.63 |
| 02/07/2023 | EFT | Alisa Korn | 2,112.00 | | 358,904.63 |
| 02/07/2023 | EFT | Kim Fehrenbach | 1,687.26 | | 357,217.37 |
| 02/07/2023 | EFT | Anthony Lentych | 2,830.05 | | 354,387.32 |
| 02/07/2023 | EFT | James Liberty | 1,267.37 | | 353,119.95 |
| 02/07/2023 | EFT | Nicholas Richards | 1,324.22 | | 351,795.73 |
| 02/07/2023 | EFT | Michael Walters | 2,083.35 | | 349,712.38 |
| 02/07/2023 | EFT | Henry Webb | 724.66 | | 348,987.72 |
| 02/07/2023 | EFT | Principal Life Insurance Co. | 815.24 | | 348,172.48 |
| 02/07/2023 | DEP | | | 12,652.14 | 360,824.62 |
| 02/07/2023 | 041250 | **VOID** Profile | (90.00) | | 360,914.62 |
| 02/21/2023 | EFT | 4 Front Credit Union | 78.33 | | 360,836.29 |
| 02/21/2023 | EFT | Internal Revenue Service | 3,229.69 | | 357,606.60 |
| 02/21/2023 | EFT | State of Michigan | 560.07 | | 357,046.53 |
| 02/21/2023 | EFT | Alisa Korn | 2,112.00 | | 354,934.53 |
| 02/21/2023 | EFT | Kim Fehrenbach | 1,687.25 | | 353,247.28 |
| 02/21/2023 | EFT | Anthony Lentych | 2,830.06 | | 350,417.22 |
| 02/21/2023 | EFT | James Liberty | 1,284.99 | | 349,132.23 |
| 02/21/2023 | EFT | Nicholas Richards | 1,312.81 | | 347,819.42 |
| 02/21/2023 | EFT | Michael Walters | 1,676.85 | | 346,142.57 |

Traverse City Housing Commission
Check Register Summary Report
 Huntington Bank
 From: 02/01/2023 To: 02/28/2023

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|---------------|---------|------------------------------------|------------|-----------|------------|
| 02/21/2023 | EFT | Henry Webb | 553.43 | | 345,589.14 |
| 02/21/2023 | EFT | Principal Life Insurance Co. | 815.24 | | 344,773.90 |
| 02/22/2023 | DEP | | | 13,186.26 | 357,960.16 |
| 02/27/2023 | 041271 | McCardel Water Conditioning | 20.00 | | 357,940.16 |
| 02/27/2023 | 041272 | City Of Traverse City | 31.00 | | 357,909.16 |
| 02/27/2023 | 041273 | Integrated Payroll Services, Inc. | 125.20 | | 357,783.96 |
| 02/27/2023 | 041274 | Nan McKay & Associates Inc | 478.00 | | 357,305.96 |
| 02/27/2023 | 041275 | DTE ENERGY | 224.26 | | 357,081.70 |
| 02/27/2023 | 041276 | Environmental Pest Control | 130.00 | | 356,951.70 |
| 02/27/2023 | 041277 | Vision Service Plan | 70.73 | | 356,880.97 |
| 02/27/2023 | 041278 | Priority Health | 2,477.60 | | 354,403.37 |
| 02/27/2023 | 041279 | D & W Mechanical | 1,812.65 | | 352,590.72 |
| 02/27/2023 | 041280 | Kim Fehrenbach | 157.50 | | 352,433.22 |
| 02/27/2023 | 041281 | Traverse City Housing Commission | 100,000.00 | | 252,433.22 |
| 02/27/2023 | 041282 | R.W. Popp Excavating, Inc. | 219.00 | | 252,214.22 |
| 02/27/2023 | 041283 | AmRent | 150.00 | | 252,064.22 |
| 02/27/2023 | 041284 | City Of Traverse City | 135.10 | | 251,929.12 |
| 02/27/2023 | 041285 | Cadillac Housing Commission | 149.38 | | 251,779.74 |
| 02/27/2023 | 041286 | DeWeese Hardware | 10.99 | | 251,768.75 |
| 02/27/2023 | 041287 | Kuhn Rogers PLC | 1,476.50 | | 250,292.25 |
| 02/27/2023 | 041288 | Safety Net | 1,572.94 | | 248,719.31 |
| 02/27/2023 | 041289 | Granite Telecommunications | 536.79 | | 248,182.52 |
| 02/27/2023 | 041290 | Republic Services #239 | 1,616.69 | | 246,565.83 |
| 02/27/2023 | 041291 | Great Lakes Business Systems, Inc. | 261.87 | | 246,303.96 |
| 02/27/2023 | 041292 | Staples | 143.82 | | 246,160.14 |
| 02/27/2023 | 041293 | Quadient Finance USA, Inc. | 500.00 | | 245,660.14 |
| 02/27/2023 | 041294 | SAM'S CLUB | 162.15 | | 245,497.99 |
| 02/28/2023 | DEP | | | 7,935.21 | 253,433.20 |
| 02/28/2023 | 041295 | Alisa Korn | 1,200.00 | | 252,233.20 |
| 02/28/2023 | 041296 | Anthony Lentych | 1,200.00 | | 251,033.20 |
| 02/28/2023 | 041297 | Michael Walters | 184.38 | | 250,848.82 |
| 02/28/2023 | 041298 | Spectrum Business | 189.98 | | 250,658.84 |
| 02/28/2023 | 041299 | Cardmember Service | 2,153.37 | | 248,505.47 |
| 02/28/2023 | 041300 | Phada | 365.00 | | 248,140.47 |
| 02/28/2023 | 041301 | Housing Data Systems | 432.50 | | 247,707.97 |
| Total: | | | 159,819.81 | 66,133.53 | |

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 02/01/2023 To: 02/28/2023

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|----------------------------------|-----------|-----------|------------|
| 02/01/2023 | ADJST | PNC Bank | 160.60 | | 140,097.02 |
| 02/01/2023 | DEP | | | 9,672.00 | 149,769.02 |
| 02/01/2023 | DEP | | | 8,132.00 | 157,901.02 |
| 02/01/2023 | DEP | | | 95,729.00 | 253,630.02 |
| 02/01/2023 | DEP | | | 57,664.00 | 311,294.02 |
| 02/01/2023 | 000279 | TC Commons I LDHA, LLC | 616.00 | | 310,678.02 |
| 02/01/2023 | 000279 | Jeana Aiken | 760.00 | | 309,918.02 |
| 02/01/2023 | 000279 | Dustin Ansorge | 1,050.00 | | 308,868.02 |
| 02/01/2023 | 000279 | B & R RENTALS, LLC | 679.00 | | 308,189.02 |
| 02/01/2023 | 000279 | Bay Front Apartments | 397.00 | | 307,792.02 |
| 02/01/2023 | 000279 | Bay Hill Housing LDHALP | 9,477.00 | | 298,315.02 |
| 02/01/2023 | 000279 | Bay Hill II | 10,094.00 | | 288,221.02 |
| 02/01/2023 | 000279 | Elizabeth Beckett | 238.00 | | 287,983.02 |
| 02/01/2023 | 000279 | Bellaire Senior Apartments | 399.00 | | 287,584.02 |
| 02/01/2023 | 000279 | WODA Boardman Lake LHDALP | 4,667.00 | | 282,917.02 |
| 02/01/2023 | 000279 | Brookside Commons LDHA, LP | 4,422.00 | | 278,495.02 |
| 02/01/2023 | 000279 | Padrice Brown | 532.00 | | 277,963.02 |
| 02/01/2023 | 000279 | Rebecca Carmien | 242.00 | | 277,721.02 |
| 02/01/2023 | 000279 | Carson Square | 6,560.00 | | 271,161.02 |
| 02/01/2023 | 000279 | Central Lake Townhouses | 427.00 | | 270,734.02 |
| 02/01/2023 | 000279 | Cherrywood Village Farms, Inc. | 3,755.00 | | 266,979.02 |
| 02/01/2023 | 000279 | TC Commons II LDHA LLC | 870.00 | | 266,109.02 |
| 02/01/2023 | 000279 | Davis Investment Properties, LLC | 875.00 | | 265,234.02 |
| 02/01/2023 | 000279 | Jack V. Dean | 389.00 | | 264,845.02 |
| 02/01/2023 | 000279 | Five P Enterprises, LLC | 509.00 | | 264,336.02 |
| 02/01/2023 | 000279 | Lisa Forbes | 537.00 | | 263,799.02 |
| 02/01/2023 | 000279 | Brian Gartland | 755.00 | | 263,044.02 |
| 02/01/2023 | 000279 | Frankfort Housing LDHA LP | 1,022.00 | | 262,022.02 |
| 02/01/2023 | 000279 | Michael Glowacki | 433.00 | | 261,589.02 |
| 02/01/2023 | 000279 | David Grzesiek | 303.00 | | 261,286.02 |
| 02/01/2023 | 000279 | Habitat for Humanity | 306.00 | | 260,980.02 |
| 02/01/2023 | 000279 | Harbour Ridge Apts | 839.00 | | 260,141.02 |
| 02/01/2023 | 000279 | Hillview Terrace | 1,085.00 | | 259,056.02 |
| 02/01/2023 | 000279 | Josh Hollister | 828.00 | | 258,228.02 |
| 02/01/2023 | 000279 | HomeStretch | 8,267.00 | | 249,961.02 |
| 02/01/2023 | 000279 | Matthew Jones | 696.00 | | 249,265.02 |
| 02/01/2023 | 000279 | Donna Kalchik | 447.00 | | 248,818.02 |
| 02/01/2023 | 000279 | Lake Pointe Acquisitions LLC. | 936.00 | | 247,882.02 |
| 02/01/2023 | 000279 | Sidney Lammers | 427.00 | | 247,455.02 |
| 02/01/2023 | 000279 | Maret Sabourin | 552.00 | | 246,903.02 |

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 02/01/2023 To: 02/28/2023

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|-------------------------------------|-----------|-----------|------------|
| 02/01/2023 | 000279 | Sue Martin | 401.00 | | 246,502.02 |
| 02/01/2023 | 000279 | Revokable Trust of Richard T &... | 560.00 | | 245,942.02 |
| 02/01/2023 | 000279 | Oak Park Apts | 967.00 | | 244,975.02 |
| 02/01/2023 | 000279 | Oak Terrace Apts | 765.00 | | 244,210.02 |
| 02/01/2023 | 000279 | Dawn M. Oh | 721.00 | | 243,489.02 |
| 02/01/2023 | 000279 | Post Village Glen, LLC | 10,486.00 | | 233,003.02 |
| 02/01/2023 | 000279 | Wayne E Purkiss Trust | 800.00 | | 232,203.02 |
| 02/01/2023 | 000279 | Timothy Rice | 367.00 | | 231,836.02 |
| 02/01/2023 | 000279 | Sabin Pond Apartments LLC | 125.00 | | 231,711.02 |
| 02/01/2023 | 000279 | Mike & Melissa Schichtel | 1,100.00 | | 230,611.02 |
| 02/01/2023 | 000279 | Sherwin Rentals | 625.00 | | 229,986.02 |
| 02/01/2023 | 000279 | SILVER SHORES MHC | 1,897.00 | | 228,089.02 |
| 02/01/2023 | 000279 | Paul & Leona Steinorth Family Trust | 379.00 | | 227,710.02 |
| 02/01/2023 | 000279 | Ryan Storey | 403.00 | | 227,307.02 |
| 02/01/2023 | 000279 | 22955 Investments LLC | 2,192.00 | | 225,115.02 |
| 02/01/2023 | 000279 | TC 150P 4B LDHA LP | 61,156.00 | | 163,959.02 |
| 02/01/2023 | 000279 | TCR Investments, LLC | 767.00 | | 163,192.02 |
| 02/01/2023 | 000279 | Wendy Teagan | 407.00 | | 162,785.02 |
| 02/01/2023 | 000279 | Tradewinds Terrace Apts | 1,013.00 | | 161,772.02 |
| 02/01/2023 | 000279 | Village View Housing LHDA LP | 320.00 | | 161,452.02 |
| 02/01/2023 | 000279 | Wagner Asset Group at Ninth... | 1,057.00 | | 160,395.02 |
| 02/01/2023 | 000279 | Kevin Warren | 302.00 | | 160,093.02 |
| 02/01/2023 | 000279 | Christina Wellinger | 538.00 | | 159,555.02 |
| 02/01/2023 | 000279 | Paul Wheelock | 417.00 | | 159,138.02 |
| 02/01/2023 | 000279 | Woodmere Ridge Apartments... | 6,641.00 | | 152,497.02 |
| 02/01/2023 | 000279 | Wyatt Road Apartment Company | 1,121.00 | | 151,376.02 |
| 02/01/2023 | 000279 | Theodore V. Zachman | 1,205.00 | | 150,171.02 |
| 02/01/2023 | 000279 | Ann Zenner | 696.00 | | 149,475.02 |
| 02/01/2023 | 000279 | Barb Zupin | 472.00 | | 149,003.02 |
| 02/01/2023 | 023455 | Village Apartments LP | 411.00 | | 148,592.02 |
| 02/01/2023 | 023456 | TC 150P 4B LDHA LP | 377.00 | | 148,215.02 |
| 02/02/2023 | 023457 | Traverse City Housing Commission | 3,236.00 | | 144,979.02 |
| 02/02/2023 | 023458 | Cherryland Electric Cooperative | 42.75 | | 144,936.27 |
| 02/02/2023 | 023459 | City Of Traverse City | 64.80 | | 144,871.47 |
| 02/02/2023 | 023460 | Consumers Energy | 288.00 | | 144,583.47 |
| 02/02/2023 | 023461 | DTE ENERGY | 214.45 | | 144,369.02 |
| 02/15/2023 | ADJST | | | 90,860.42 | 235,229.44 |
| 02/22/2023 | DEP | | | 1,300.00 | 236,529.44 |
| 02/28/2023 | 023462 | Traverse City Housing Commission | 22,293.23 | | 214,236.21 |

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of February 28, 2023**

ASSETS

CURRENT ASSETS

Cash

| | | |
|--|----|--------------|
| 1111.1 - General Fund | \$ | 217,595.89 |
| 1111.9 - Cash-Short Term Investments | | 2,133,773.71 |
| 1116 - Debt Svc. Reserve-CFFP (Restricted) | | 126,900.18 |
| 1117 - Petty Cash Fund | | 230.61 |
| 1118 - Laundry Coin Fund | | 50.00 |

Total Cash \$ 2,478,550.39

Receivables

| | | |
|--|----|------------|
| 1122 - Tenants | \$ | 9,737.77 |
| 1122.1 - Allowance for Doubtful Accounts | | (6,902.36) |
| 1129.1 - Accounts Receivable-Other | | 665,613.87 |
| 1129.11 - Interfund Due From Vouchers | | 40,893.57 |
| 1129.14 - Accounts Receivable-KMG/RV | | 35,007.68 |
| 1130 - Accounts Receivable-TAHDC | | 1,177.27 |

Total Receivables \$ 745,527.80

Investments

| | | |
|-----------------------------|----|------------|
| 1162 - Investments | \$ | 500,000.00 |
| 1165 - Assets Held For Sale | | 438,822.50 |

Total Investments \$ 938,822.50

Deferred Charges

| | | |
|-------------------------------|----|-----------|
| 1211 - Prepaid Insurance | \$ | 12,948.92 |
| 1290 - Other Deferred Charges | | 5,003.60 |

Total Deferred Charges \$ 17,952.52

TOTAL CURRENT ASSETS \$ 4,180,853.21

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 | | (7,785,532.51) |
| 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 \$ 1,716,248.74

TOTAL NON-CURRENT ASSETS \$ 1,791,248.74

TOTAL ASSETS \$ 5,972,101.95

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of February 28, 2023**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

| | | |
|------------------------------------|----|-------------------|
| 2111 - Vendors and Contractors | \$ | 102,739.06 |
| 2114 - Tenant Security Deposits | | 6,354.00 |
| 2117.1 - Social Security Withheld | | 0.10 |
| 2117.3 - State Income Tax Withheld | | 1,154.77 |
| 2117.4 - HSA Withheld | | <u>(1,331.61)</u> |

Total Accounts Payable \$ 108,916.32

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>16,666.72</u> |

Total Accrued Liabilities \$ 33,230.82

Deferred Credits

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

Total Deferred Credits \$ 3,456,557.48

Total Current Liabilities \$ 3,598,704.62

NONCURRENT LIABILITIES

| | | |
|---|----|-----------------|
| 2435.1 - Compensated Absences-Long Term | \$ | <u>3,343.74</u> |
|---|----|-----------------|

Total Noncurrent Liabilities \$ 3,343.74

TOTAL LIABILITIES \$ 3,602,048.36

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 | | 16,896.85 |
| Income and Expense Clearing-2019 CFP | | 40,364.89 |
| Income and Expense Clearing-2020 CFP | | <u>184,756.36</u> |

Total Net Assets \$ 1,064,372.90

TOTAL EQUITY \$ 2,370,053.59

TOTAL LIABILITIES/EQUITY \$ 5,972,101.95

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023

| | 1 Month Ended | | 8 Months Ended | | | | |
|-------------------------------------|--------------------------|------------------|--------------------------|-------------------|---------------|--------------------|------------------------|
| | <u>February 28, 2023</u> | | <u>February 28, 2023</u> | | <u>BUDGET</u> | <u>*OVER/UNDER</u> | |
| Operating Income | | | | | | | |
| Rental Income | | | | | | | |
| 3110 - Dwelling Rental | \$ | 8,745.46 | \$ | 26,725.07 | \$ | 0 | \$ (26,725.07) |
| 3110.2 - Dwelling Rental-Proj. 2 | | 0.00 | | 59,575.00 | 68,000 | | 8,425.00 |
| 3120 - Excess Utilities | | 0.00 | | 169.00 | 0 | | (169.00) |
| 3190 - Nondwelling Rental | | 5,765.39 | | 64,451.17 | 0 | | (64,451.17) |
| Total Rental Income | \$ | 14,510.85 | \$ | 150,920.24 | \$ | 68,000 | \$ (82,920.24) |
| Revenues - HUD PHA GRANTS | | | | | | | |
| 3401.2 - Operating Subsidy | \$ | 29,733.00 | \$ | 216,920.00 | \$ | 35,000 | \$ (181,920.00) |
| Total HUD PHA GRANTS | \$ | 29,733.00 | \$ | 216,920.00 | \$ | 35,000 | \$ (181,920.00) |
| Nonrental Income | | | | | | | |
| 3610 - Interest Income-Gen. Fund | \$ | 3,768.67 | \$ | 19,199.50 | \$ | 500 | \$ (18,699.50) |
| 3690 - Tenant Income | | 110.00 | | 1,871.66 | 1,000 | | (871.66) |
| 3690.1 - Non-Tenant Income | | 0.00 | | 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 | | 0.00 | | 5,000.00 | 0 | | (5,000.00) |
| 3692 - Management Fee | | 4,500.00 | | 17,550.00 | 270,200 | | 252,650.00 |
| 3692.1 - Maintenance Contracts | | 4,600.00 | | 17,500.00 | 24,000 | | 6,500.00 |
| Total Nonrental Income | \$ | 12,978.67 | \$ | 130,425.25 | \$ | 296,700 | \$ 166,274.75 |
| Total Operating Income | \$ | 57,222.52 | \$ | 498,265.49 | \$ | 399,700 | \$ (98,565.49) |
| Operating Expenses | | | | | | | |
| Routine Expense | | | | | | | |
| Administration | | | | | | | |
| 4110 - Administrative Salaries | \$ | 4,450.50 | \$ | 106,960.49 | \$ | 239,460 | \$ 132,499.51 |
| 4130 - Legal Expense | | 0.00 | | 991.74 | 1,500 | | 508.26 |
| 4140 - Staff Training | | 0.00 | | 0.00 | 3,500 | | 3,500.00 |
| 4150 - Travel Expense | | 362.82 | | 2,628.94 | 2,000 | | (628.94) |
| 4170 - Accounting Fees | | 477.36 | | 4,628.88 | 12,500 | | 7,871.12 |
| 4171 - Auditing | | 0.00 | | 6,300.00 | 6,000 | | (300.00) |
| 4182 - Employee Benefits - Admin | | 2,085.67 | | 26,974.55 | 47,500 | | 20,525.45 |
| 4185 - Telephone | | 139.59 | | 1,946.98 | 5,000 | | 3,053.02 |
| 4190.1 - Publications | | 143.40 | | 371.02 | 1,800 | | 1,428.98 |
| 4190.2 - Membership Dues and Fees | | 182.50 | | 2,102.50 | 1,000 | | (1,102.50) |
| 4190.3 - Admin. Service Contracts | | 739.69 | | 8,434.19 | 20,500 | | 12,065.81 |
| 4190.4 - Office Supplies | | 692.59 | | 1,571.03 | 3,000 | | 1,428.97 |
| 4190.5 - Other Sundry Expense | | 1,506.33 | | 12,720.37 | 11,000 | | (1,720.37) |
| 4190.6 - Advertising | | 0.00 | | 0.00 | 500 | | 500.00 |
| Total Administration | \$ | 10,780.45 | \$ | 175,630.69 | \$ | 355,260 | \$ 179,629.31 |
| Tenant Services | | | | | | | |
| 4220 - Rec., Pub., & Other Services | \$ | 69.95 | \$ | 1,446.28 | \$ | 1,500 | \$ 53.72 |
| 4230 - Cable TV-Tenants | | 0.00 | | 5,740.09 | 0 | | (5,740.09) |
| Total Tenant Services | \$ | 69.95 | \$ | 7,186.37 | \$ | 1,500 | \$ (5,686.37) |

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023

| | 1 Month Ended | 8 Months Ended | | | |
|---|--------------------------|--------------------------|---------------------|------------------------|--|
| | <u>February 28, 2023</u> | <u>February 28, 2023</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> | |
| Utilities | | | | | |
| 4310 - Water | \$ 514.00 | \$ 4,576.07 | \$ 5,000 | \$ 423.93 | |
| 4320 - Electricity | 135.10 | 13,045.57 | 5,000 | (8,045.57) | |
| 4330 - Gas | 224.26 | 830.99 | 2,000 | 1,169.01 | |
| Total Utilities | <u>\$ 873.36</u> | <u>\$ 18,452.63</u> | <u>\$ 12,000</u> | <u>\$ (6,452.63)</u> | |
| Ordinary Maint. & Operations | | | | | |
| 4410 - Labor, Maintenance | \$ 6,166.38 | \$ 78,592.49 | \$ 186,580 | \$ 107,987.51 | |
| 4420 - Materials | (203.31) | 3,321.86 | 5,000 | 1,678.14 | |
| 4430.02 - Heating & Cooling Contracts | 1,812.65 | 2,072.65 | 1,000 | (1,072.65) | |
| 4430.03 - Snow Removal Contracts | 219.00 | 730.00 | 1,000 | 270.00 | |
| 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 | 0.00 | 1,760.74 | 1,000 | (760.74) | |
| 4430.09 - Extermination Contracts | 130.00 | 1,108.39 | 1,000 | (108.39) | |
| 4430.10 - Janitorial Contracts | 0.00 | 0.00 | 1,000 | 1,000.00 | |
| 4430.11 - Routine Maintenance Contracts | 149.38 | 222.12 | 3,000 | 2,777.88 | |
| 4430.12 - Misc. Contracts | 0.00 | 312.76 | 2,000 | 1,687.24 | |
| 4431 - Garbage Removal | 776.58 | 8,311.93 | 2,000 | (6,311.93) | |
| 4433 - Employee Benefits - Maint. | 2,375.66 | 11,095.71 | 40,600 | 29,504.29 | |
| 4470 - Elk Rapids Expenses | (3,508.24) | 154.76 | 0 | (154.76) | |
| 4471 - East Bay Flats Expenses | 0.00 | 500.00 | 0 | (500.00) | |
| Total Ordinary Maint. & Oper | <u>\$ 7,918.10</u> | <u>\$ 118,700.10</u> | <u>\$ 249,180</u> | <u>\$ 130,479.90</u> | |
| General Expense | | | | | |
| 4510 - Insurance | \$ 3,147.50 | \$ 26,119.23 | \$ 5,000 | \$ (21,119.23) | |
| 4520 - Payment in Lieu of Taxes | 2,083.34 | 16,666.72 | 5,000 | (11,666.72) | |
| 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>\$ 45,134.92</u> | <u>\$ 12,000</u> | <u>\$ (33,134.92)</u> | |
| Total Routine Expense | <u>\$ 24,872.70</u> | <u>\$ 365,104.71</u> | <u>\$ 629,940</u> | <u>\$ 264,835.29</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>\$ 24,872.70</u> | <u>\$ 365,104.71</u> | <u>\$ 629,940</u> | <u>\$ 264,835.29</u> | |
| Operating Income (Loss) | <u>\$ 32,349.82</u> | <u>\$ 133,160.78</u> | <u>\$ (230,240)</u> | <u>\$ (363,400.78)</u> | |
| Depreciation Expense | | | | | |
| 4800 - Depreciation - Current Year | \$ 14,434.51 | \$ 115,476.08 | \$ 0 | \$ (115,476.08) | |
| Total Depreciation Expense | <u>\$ 14,434.51</u> | <u>\$ 115,476.08</u> | <u>\$ 0</u> | <u>\$ (115,476.08)</u> | |

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023

| | 1 Month Ended | | 8 Months Ended | | | |
|--|--------------------------|------------------|--------------------------|-------------------|----------------|----------------------------------|
| | <u>February 28, 2023</u> | | <u>February 28, 2023</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 | \$ | 120.00 | \$ | 787.85 | \$ | 0 \$ (787.85) |
| Total RAD Expense | \$ | 120.00 | \$ | 787.85 | \$ | 0 \$ (787.85) |
| Capital Expenditures | | | | | | |
| 7540 - Betterments and Additions | \$ | 0.00 | \$ | 1,330.00 | \$ | 5,000 \$ 3,670.00 |
| 7590 - Operating Expenditures-Contra | | <u>0.00</u> | | <u>(1,330.00)</u> | <u>(5,000)</u> | <u>(3,670.00)</u> |
| Total Capital Expenditures | \$ | 0.00 | \$ | 0.00 | \$ | 0 \$ 0.00 |
| Other Financial Items | | | | | | |
| Total Other Financial Items | \$ | 0.00 | \$ | 0.00 | \$ | 0 \$ 0.00 |
| | | | | | | |
| HUD Net Income (Loss) | \$ | <u>32,229.82</u> | \$ | <u>131,042.93</u> | \$ | <u>(235,240) \$ (366,282.93)</u> |
| GAAP Net Income (Loss) | \$ | <u>17,795.31</u> | \$ | <u>16,896.85</u> | \$ | <u>(230,240) \$ (247,136.85)</u> |

**Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023**

| 501-19 P&L | 1 Month Ended | 8 Months Ended |
|---|--------------------------|--------------------------|
| **1022** | <u>February 28, 2023</u> | <u>February 28, 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 8 Months Ended February 28, 2023**

| 501-20 P&L | 1 Month Ended | 8 Months Ended |
|---|--------------------------|--------------------------|
| **1023** | <u>February 28, 2023</u> | <u>February 28, 2023</u> |
| Operating Income | | |
| Revenues - HUD PHA GRANTS | | |
| 3401.3 - Grant Revenue-Hard Costs | 0.00 | 184,756.36 |
| Total HUD PHA GRANTS | 0.00 | 184,756.36 |
| Nonrental Income | | |
| Total Nonrental Income | 0.00 | 0.00 |
| Total Operating Income | 0.00 | 184,756.36 |
| 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 | 184,756.36 |

Traverse City Housing Commission
2019 Capital Fund

| Program ID: | 1 Month Ended | 8 Months Ended | BUDGET | OVER/UNDER |
|--------------------------------------|----------------------|----------------------|----------------------|----------------|
| MI33-P080-50119 1522**** | February 28, 2023 | February 28, 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 | 8 Months Ended | BUDGET | OVER/UNDER |
|--------------------------------------|----------------------|----------------------|----------------------|---------------------|
| MI33-P080-50120 1523**** | February 28, 2023 | February 28, 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 | 8 Months Ended | BUDGET | OVER/UNDER |
|--|----------------------|--------------------------|--------------------|----------------------------|
| 1601**** | February 28, 2023 | February 28, 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 February 28, 2023**

ASSETS

CURRENT ASSETS

Cash

| | | |
|-----------------------------|----|------------------|
| 1111.1 - General Fund | \$ | 214,236.21 |
| 1111.6 - FSS Escrow Savings | | <u>58,715.41</u> |

| | | |
|-------------------|----|------------|
| Total Cash | \$ | 272,951.62 |
|-------------------|----|------------|

Receivables

| | | |
|------------------------------------|----|------------------|
| 1129.1 - Accounts Receivable-Other | \$ | <u>20,358.00</u> |
|------------------------------------|----|------------------|

| | | |
|--------------------------|----|-----------|
| Total Receivables | \$ | 20,358.00 |
|--------------------------|----|-----------|

Investments

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

Deferred Charges

| | | |
|-------------------------------|----|-----------------|
| 1290 - Other Deferred Charges | \$ | <u>(425.00)</u> |
|-------------------------------|----|-----------------|

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

| | | |
|-----------------------------|----|------------|
| TOTAL CURRENT ASSETS | \$ | 292,884.62 |
|-----------------------------|----|------------|

Fixed Assets

| | | |
|-----------------------------------|----|------------|
| 1400.5 - Accumulated Depreciation | \$ | (6,506.46) |
|-----------------------------------|----|------------|

| | | |
|-------------------------------------|--|-----------------|
| 1400.9 - Furn., Equip., Mach.-Admin | | <u>6,562.63</u> |
|-------------------------------------|--|-----------------|

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

| | | |
|---------------------|----|--------------------------|
| TOTAL ASSETS | \$ | <u><u>292,940.79</u></u> |
|---------------------|----|--------------------------|

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of February 28, 2023**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

| | | |
|-------------------------------------|----|------------------|
| 2111 - Vendors and Contractors | \$ | 1,474.94 |
| 2119.21 - Interfund Due To Low Rent | | <u>18,600.34</u> |

Total Accounts Payable \$ 20,075.28

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>41,488.70</u> |

Total Accrued Liabilities \$ 43,419.60

Deferred Credits

| | | |
|-------------------------------|----|------------------|
| 2290 - Other Deferred Credits | \$ | <u>17,587.00</u> |
|-------------------------------|----|------------------|

Total Deferred Credits \$ 17,587.00

Total Current Liabilities \$ 81,081.88

NONCURRENT LIABILITIES

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

Total Noncurrent Liabilities \$ 1,055.92

TOTAL LIABILITIES \$ 82,137.80

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 | | (7,045.22) |
| Income and Expense Clearing - FSS | | <u>(17,734.83)</u> |

TOTAL NET ASSETS \$ 210,802.99

TOTAL LIABILITIES/NET ASSETS \$ 292,940.79

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023**

| | 1 Month Ended | 8 Months Ended | | |
|--|--------------------------|--------------------------|---------------------|-----------------------|
| | <u>February 28, 2023</u> | <u>February 28, 2023</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Operating Reserve Income | | | | |
| 3390 - Fraud Recovery Income | \$ 50.00 | \$ 350.00 | \$ 0 | \$ (350.00) |
| 3603 - Number of Unit Months | 0.00 | (154.00) | 0 | 154.00 |
| 3604 - Unit Months - Contra | 0.00 | 154.00 | 0 | (154.00) |
| Total Operating Reserve Income | <u>\$ 50.00</u> | <u>\$ 350.00</u> | <u>\$ 0</u> | <u>\$ (350.00)</u> |
| Revenues - HUD PHA GRANTS | | | | |
| 3410 - HAP Funding | \$ 95,729.00 | \$ 764,888.00 | \$ 1,250,000 | \$ 485,112.00 |
| 3410.2 - HAP Funding-Tenant Protection | 57,664.00 | 345,988.00 | 0 | (345,988.00) |
| 3410.3 - HAP Funding-RAD | 8,132.00 | 16,263.00 | 0 | (16,263.00) |
| 3411 - Admin Fee Funding | 17,008.00 | 85,808.00 | 90,000 | 4,192.00 |
| Total HUD PHA GRANTS | <u>\$ 178,533.00</u> | <u>\$ 1,212,947.00</u> | <u>\$ 1,340,000</u> | <u>\$ 127,053.00</u> |
| Income Offset HUD A.C. | | | | |
| Total Income Offset | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Operating Income | <u>\$ 178,583.00</u> | <u>\$ 1,213,297.00</u> | <u>\$ 1,340,000</u> | <u>\$ 126,703.00</u> |
| Operating Expenses | | | | |
| Routine Expense | | | | |
| Administration | | | | |
| 4110 - Administrative Salaries | \$ 5,753.54 | \$ 40,681.10 | \$ 0 | \$ (40,681.10) |
| 4150 - Travel Expense | 116.56 | 516.38 | 0 | (516.38) |
| 4170 - Accounting Fees | 698.29 | 5,698.91 | 0 | (5,698.91) |
| 4171 - Auditing | 0.00 | 2,700.00 | 0 | (2,700.00) |
| 4182 - Employee Benefits - Admin | 2,194.77 | 12,533.71 | 0 | (12,533.71) |
| 4185 - Telephone | 325.68 | 1,159.70 | 0 | (1,159.70) |
| 4190.1 - Publications | 334.60 | 432.15 | 0 | (432.15) |
| 4190.2 - Membership Dues and Fees | 182.50 | 212.50 | 0 | (212.50) |
| 4190.3 - Admin. Service Contracts | 1,725.94 | 7,526.37 | 0 | (7,526.37) |
| 4190.4 - Office Supplies | 606.86 | 1,052.10 | 0 | (1,052.10) |
| 4190.5 - Other Sundry Expense | 3,232.08 | 13,234.92 | 0 | (13,234.92) |
| Total Administration | <u>\$ 15,170.82</u> | <u>\$ 85,747.84</u> | <u>\$ 0</u> | <u>\$ (85,747.84)</u> |
| General Expense | | | | |
| 4590 - Other General Expense | \$ 0.00 | \$ 171.38 | \$ 0 | \$ (171.38) |
| Total General Expense | <u>\$ 0.00</u> | <u>\$ 171.38</u> | <u>\$ 0</u> | <u>\$ (171.38)</u> |
| Total Routine Expense | <u>\$ 15,170.82</u> | <u>\$ 85,919.22</u> | <u>\$ 0</u> | <u>\$ (85,919.22)</u> |

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023**

| | <u>1 Month Ended February 28, 2023</u> | <u>8 Months Ended February 28, 2023</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
|---|--|--|---------------------|----------------------|
| Housing Assistance Payments | | | | |
| 4715.1 - HAP - Occupied Units | \$ 98,854.00 | \$ 724,249.00 | \$ 1,250,000 | \$ 525,751.00 |
| 4715.3 - HAP - Non-Elderly Disabled | 1,067.00 | 8,715.00 | 0 | (8,715.00) |
| 4715.4 - HAP - Utility Allowances | 610.00 | 4,176.00 | 0 | (4,176.00) |
| 4715.5 - HAP - Fraud Recovery | (50.00) | (350.00) | 0 | 350.00 |
| 4715.6 - HAP - Homeownership | 1,625.00 | 12,807.00 | 0 | (12,807.00) |
| 4715.7 - HAP-Tenant Protection | 60,977.00 | 356,406.00 | 0 | (356,406.00) |
| 4719 - HAP - FSS Escrow | 3,236.00 | 28,420.00 | 0 | (28,420.00) |
| Total HAP Payments | \$ 166,319.00 | \$ 1,134,423.00 | \$ 1,250,000 | \$ 115,577.00 |
| Depreciation Expense | | | | |
| Total Depreciation Expense | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Total Operating Expense | \$ 181,489.82 | \$ 1,220,342.22 | \$ 1,250,000 | \$ 29,657.78 |
| Capital Expenditures | | | | |
| Total Capital Expenditures | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| GAAP Net Income (Loss) | \$ (2,906.82) | \$ (7,045.22) | \$ 90,000 | \$ 97,045.22 |
| <i>Memo:</i> | | | | |
| <i>Admin Operating Income/(Loss)</i> | <u>\$ 1,837.18</u> | <u>\$ (111.22)</u> | <u>\$ 90,000</u> | <u>\$ 90,111.22</u> |
| <u>Analysis of Funding</u> | | | | |
| A.C. Received: February 28, 2023 | | <u>8 Months Ended February 28, 2023</u> | | |
| 3410 - HAP Funding | | \$ 764,888.00 | | |
| 3410.2 - HAP Funding-Tenant Protection | | 345,988.00 | | |
| 3410.3 - HAP Funding-RAD | | 16,263.00 | | |
| A.C. Earned | | | | |
| 4715.1 - HAP - Occupied Units | | 724,249.00 | | |
| 4715.3 - HAP - Non-Elderly Disabled | | 8,715.00 | | |
| 4715.4 - HAP - Utility Allowances | | 4,176.00 | | |
| 4715.5 - HAP - Fraud Recovery | | (350.00) | | |
| 4715.6 - HAP - Homeownership | | 12,807.00 | | |
| 4715.7 - HAP-Tenant Protection | | 356,406.00 | | |
| 4719 - HAP - FSS Escrow | | 28,420.00 | | |
| Total Funding Required | | \$ 1,134,423.00 | | |
| Over/(Under) Funding | | \$ (7,284.00) | | |
| RNP as of: February 28, 2023 | | \$ (698.76) | | |
| UNP as of: February 28, 2023 | | \$ 211,499.72 | | |

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023**

| | 1 Month Ended | | 8 Months Ended | | BUDGET | | *OVER/UNDER |
|---------------------------------------|--------------------------|-----------|--------------------------|-----------|----------|-----------|-------------------|
| | <u>February 28, 2023</u> | | <u>February 28, 2023</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>\$</u> | <u>0.00</u> | <u>\$</u> | <u>0</u> | <u>\$</u> | <u>0.00</u> |
| Operating Expenses | | | | | | | |
| Routine Expense | | | | | | | |
| Administration | | | | | | | |
| 4110 - Administrative Salaries | \$ 2,517.54 | \$ | 14,160.52 | \$ | 0 | \$ | (14,160.52) |
| 4182 - Employee Benefits - Admin | <u>972.58</u> | | <u>3,574.31</u> | | <u>0</u> | | <u>(3,574.31)</u> |
| Total Administration | \$ 3,490.12 | \$ | 17,734.83 | \$ | 0 | \$ | (17,734.83) |
| General Expense | | | | | | | |
| Total General Expense | \$ 0.00 | \$ | 0.00 | \$ | 0 | \$ | 0.00 |
| Total Routine Expense | \$ 3,490.12 | \$ | 17,734.83 | \$ | 0 | \$ | (17,734.83) |

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2023**

| | <u>1 Month Ended February 28, 2023</u> | <u>8 Months Ended February 28, 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 | \$ 3,490.12 | \$ 17,734.83 | \$ 0 | \$ (17,734.83) |
| 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>\$ (3,490.12)</u> | <u>\$ (17,734.83)</u> | <u>\$ 0</u> | <u>\$ 17,734.83</u> |

TCHC MONTHLY CASH POSITION REPORT
END OF FEBRUARY 2023

TC HOUSING

| | | | |
|--------------------------|------------|-----------------|-----------------------------|
| Huntington Bank | Checking | \$ 318,509.32 | TCHC Operations |
| Huntington Bank | 1388434863 | \$ 164,046.43 | Operations Overage |
| Huntington Bank | 1388405232 | \$ 26,900.17 | |
| 4Front Credit Union | Savings | \$ 6,733.15 | |
| Independent Bank | 1051647 | \$ 80,686.77 | Non Federal Funds |
| Independent Bank | ICS Acct | \$ 43,063.65 | |
| Independent Bank | 9911 | \$ 1,000.00 | |
| Independent Bank | 9583 | \$ 998.00 | Review Development Partners |
| Independent Bank | 4683 | \$ 48,179.00 | |
| Independent Bank | 5173 | \$ 1,036,354.83 | Surplus Funds |
| Independent Bank (CDARS) | 22197 | \$ 1,250,000.00 | per February 16, 2023 Order |

SUB TOTAL \$ 2,976,471.32

HOUSING CHOICE VOUCHER

| | | | |
|------------------|----------|---------------|--------------------|
| PNC | Checking | \$ 214,236.21 | HCV Operations |
| Independent Bank | 4665 | \$ 58,715.41 | FSS Escrow Account |

SUB TOTAL \$ 272,951.62

OTHER

| | | | |
|---------------------|--|--------------|------------|
| FSS Grant in eLOCCS | | \$ 80,000.00 | Restricted |
|---------------------|--|--------------|------------|

SUB TOTAL \$ 80,000.00

TOTAL Cash & Cash Equivalents \$ 3,329,422.94



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive & Finance Committee Meeting: March 20, 2023

Governance & Compliance Committee Meeting: March 21, 2023

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
March 20, 2023

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order in the Third Floor Community Room, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 4:00 P.M.

ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

CORRESPONDENCE

None but Heather Lockwood announced that her City of Traverse City Ad Hoc Committee interview for reappointment to the Housing Commission was scheduled for Wednesday, March 22, 2023.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the February 17, 2023 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted without change.
- B. Riverview Rehab/RAD: A daily construction report was distributed and reviewed. After this week, there should be about 58 apartments completed. On the near horizon is the roof project and the site work (parking lot).
- C. Real Estate Updates: The Parkview issues with MSHDA are not quite resolved but we are in a position that we can engage the architects to develop a final set of plans/drawings. We are also in the process of extending our PILOT with the City (construction start date). We are also working on our PILOT for the LaFranier Road site – working out a technical issues that MSHDA had with the previous ordinance. We continue to work on our new tax credit application for the April 1 round at MSHDA.
- D. Cash Position Report: Staff provided a draft report on the end of month cash position for TCHC. This report was distributed at the last Regular Meeting. It was decided that this report will be a permanent part of the Consent Agenda at every Regular Meeting.
- E. East Bay Flats: There was a lengthy conversation on all of our potential options on this property – this included a potential (and preferred long-term) partnership with Goodwill Industries. We are anticipating making an offer on the property to our current partner, Michigan Community Capital. We are in an investigation period at the moment with more detail to come forward.

- F. MEETING AGENDA: The next regular meeting agenda for March 24, 2023 was discussed and approved. It will not be a lengthy agenda.
- G. GENERAL COMMENTS: Vice President Workman notified staff that he will be unavailable for the meeting later in the week.

ADJOURNMENT

President Lockwood adjourned the meeting at 4:45 P.M. The next meeting will be on April 21, 2023.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
March 21, 2023

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 11:01 A.M.

I **ROLL CALL**

The following were present:

Resident Members – Betty Osborne and Ellen Corcoran.

Commissioners – Jim Friend and Roger Putman.

Staff – Tony Lentych, Executive Director.

Residents – Mark Hetherington.

II **APPROVAL OF AGENDA & REVIEW OF MINUTES**

The meeting minutes from the November 22, 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 moved (Putman support) to accept the meeting minutes of the previous meeting.

III **PUBLIC COMMENT**

Mark Hetherington noted that he was in attendance and that he had a number of questions.

IV **UPDATES**

- A. An updated Policy Review Schedule was presented and discussed. The Investment Policy and the Safety & Evacuation Plan are being reviewed. The Record Retention Policy is on hold until Judy Myers gets back from her winter break.

- B. Staff reported the construction next door is still scheduled to conclude in June. They are now working on the construction of the ramp to the parking deck on the lower level. There is also a construction project on the second floor of the 4Front Building (75 people will soon be working on that level).

- C. Riverview Rehab/RAD Update: Relating to the site work next door, we will begin our parking lot project on or around May 1. The same contractor is doing both projects. There was a question on the open concept units (Type B units) and when these will be finished – the kitchen cabinet package is different with these apartments. And there was a question about care for the new floors – a floor installer walking by overheard the question and responded with a simple “Swiffer” sweeper with soap and water.

V OLD BUSINESS

A. Record Retention Policy: This policy is on hold and there were no questions.

VI NEW BUSINESS

- A. The TCHC Investment Policy for Surplus Funds from 2008 was discussed in some detail by the committee. Staff will investigate some of the terminology used in the policy and report back should anything need to be updated or removed. There should also be a discussion as to whether or not the ownership of real estate would qualify as an eligible investment (especially in this City where land value has not decreased in recent years).
- B. Staff led a lengthy review of the Safety & Evacuation Policy. The Fire Chief has been asked to review our property to determine where evacuees should gather in the event of a building emergency. The current suggestion is the 4Front Parking Lot but with the new apartment building nearing completion, the fire department may have other suggestions for both properties. The policy will be completed before the construction on the building is completed.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Roger Putman moved Corcoran support) to adjourn the meeting. The motion to adjourn was approved and the meeting was closed at 11:51 A.M.

The next meeting of the Committee is scheduled for April 18, 2023 at 11:00 A.M.

Respectfully submitted,

Tony Lentych, Executive Director



Traverse City
Housing Commission
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: March 2023

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

Resident Council Report: March 2023

EXECUTIVE DIRECTOR'S REPORT: March 24, 2023

This report covers the work accomplished from February 24, 2023 until March 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: We are full! We will have two units open on the first of the month but we met our goal of being full by March 2023.
2. ORCHARDVIEW: The property is full and the wait list is growing. We may have an opening next month.
3. EAST BAY FLATS: MCC has communicated with Goodwill that they will accept a bid for the purchase of the property until the end of April (there are willing to accept 120 days for due diligence). Of particular concern, is the ability to keep the current CREM in place. I continue to have a number of conversations with Goodwill staff on this issue as well as our primary development team. I anticipate that this issue will consume significantly more time over the next several weeks.

Housing Choice Vouchers

1. We have 267 HCVs filled at this time. We held another briefing pulling several names from the Wait List – nearly all the invitees attended. All of these families are now in “shop mode”.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): We have major work on just over half of the apartments in the building.
2. Parkview Apartments (See Memorandum): Received some preliminary work from the architects and the City extended our PILOT ordinance.
3. BATA (See Memorandum): On track to apply for tax credits at MSHDA. Considering naming the roads utilizing the “Carriage View” name (Carriage View Lane, etc.).
4. Women’s Resource Center/Madeline’s House: Conversations continue but our development team may not be interested in pursuing this.

5. Elk Rapids RFP: We officially withdrew our submission after we reviewed the updated environmental/geological reports.

| | |
|-------------------------|--|
| 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. Moved funding around in Huntington accounts to bring accounts in line with \$250,000 threshold.
3. Reviewed accounts with Independent Bank.

General Management

1. Working on two projects with SafetyNet staff on IT upgrades – Phones and Servers. Our new phone system is in place and operational.
2. Continued work on internal Policy Review – began work on Investment Policy and the Safety & Evacuation Policy.

TCHC

1. Attended one Regular meeting (February) and prepared for a Regular Meeting (March).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended a Governance & Compliance Committee meeting.
4. Attended City Commission Meeting where our Parkview PILOT was extended.
5. Attended Ad Hoc Nomination Committee Meeting where three (3) candidates were interviewed for the Housing Commission position.
6. Meeting with TCHC Commissioner.

7. Weekly updates of TCHC Website.

ERHC

1. Prepared for and attended one Commission Meeting (March).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Conversations and meetings with the interim Village Manager and the Village President.
4. Attended a meeting with Village President, Interim Manager, and the Village Clerk about the open seat on the Housing Commission and the proposed new Housing “Committee”.

HUD

1. Operating Fund application was submitted in early March and we were able to drawdown funding later in the fund.
2. Worked with Board President to “reauthorize” Executive Director in eLOCCS.

| | |
|-------------------------|---|
| 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 – was asked to consider serving as Board President.
3. Meeting with Rotary Charities CEO.
4. Meeting with a developer about potential workforce housing project in the City.
5. Meeting with City Clerk to discuss how the Tax Credits work.
6. Participated in a FHFA regional panel discussion in Detroit on the impact of the Federal Home Loan Bank System – it was one of several being held around the country. The meeting was recorded and it was broadcast live.
7. Continued conversations with statewide PHAs to on potential funding sources from the State of Michigan. Plus discussed RAD with other PHA leaders.
8. Attended a half-day regional meeting for the implementation of MSHDA’s Statewide Housing Plan.

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

1. Conversations with the project manager next door to coordinate the site work that is continuing for the next several weeks.
2. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

March 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. We have two HCV families interested in the program but they need to find housing and employment.

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 and therefore cannot access the funding. We are not sure as to why this is taking so long.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 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 February 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.

The St. Patrick's Day Meal/RTRC Monthly Meeting was a success with a large number of residents attending. The RTRC Slate of Officers was approved.

The Council has arranged some tax prep assistance with the Northwest Michigan Community Action Agency.

ATTACHMENT: February Financial Report
February 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 | \$ 1,893.84 | \$ 1,893.84 |
| Income | \$ - | \$ 1,875.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Expenses | \$ 373.96 | \$ 70.49 | \$ 297.68 | \$ 115.87 | \$ 20.49 | \$ - | \$ - |
| SUB TOTAL | \$ 878.99 | \$ 2,327.88 | \$ 2,030.20 | \$ 1,914.33 | \$ 1,893.84 | \$ 1,893.84 | \$ 1,893.84 |

| | | | | | | | |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 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 | \$ 5,039.02 | \$ 5,039.02 | \$ 5,039.02 |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,189.02

Current as of February 28, 2023



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

Your Statement Of Accounts
02/01/2023-02/28/2023
Your Account Number
xxxxxx1794
Page 1

88813 1 AV 0.471 149144-88813-250
 RIVERVIEW TERRACE RESIDENT COUNCIL
 150 PINE ST # MB1
 TRAVERSE CITY MI 49684-2478

Earn more when you earn with LMCU. With our award-winning Max Checking account, CDs with a variety of terms, and high-yield money market accounts, it's never been easier to put your money to work. Get started today by calling (800) 242-9790, stopping by any branch, or visiting LMCU.org.

Summary-Share Accounts

| ID # | Type | Beginning Balance | Ending Balance |
|------|----------------|-------------------|-------------------|
| 00 | MEMBER SAVINGS | \$50.00 | \$50.00 |
| 01 | FREE CHECKING | \$5,059.51 | \$5,039.02 |
| | Total | | \$5,089.02 |

MEMBER SAVINGS

Share Account ID 00

| Trans | Eff Date | Transaction | Withdrawal | Deposit | Balance |
|--------|----------|-------------------|------------|---------|---------|
| Feb 01 | | Beginning Balance | | | \$50.00 |
| Feb 28 | | Ending Balance | | | \$50.00 |

FREE CHECKING

Share Account ID 01

| Trans | Eff Date | Transaction | Withdrawal | Deposit | Balance |
|--------|----------|---|--------------------------|---------|----------------|
| | | | Total Deposits | | \$0.00 |
| | | | Total Withdrawals | | \$20.49 |
| Feb 01 | | Beginning Balance | | | \$5,059.51 |
| Feb 15 | Feb 15 | Withdrawal Bill Payment #304627102460 Spectrum 855-707-7328 MO | (\$20.49) | | \$5,039.02 |
| Feb 28 | | Ending Balance | | | \$5,039.02 |

Dividend Summary

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

Your current account relationship is Value



March 21,2023

From: Riverview Terrace Resident Council

To: Traverse City Housing Commission



Dear Commissioners,

At our March 17th meeting, a vote by acclamation from the residents to install the new slate of officers was unanimous, as follows:

President: Ellen Corcoran, Vice President: Laura Cole,

Treasurer: Betty Osborne, Social Co-Ordinator: Irene Lillie

Followed up with a celebration of St.Pattys Day, with hot dogs, chips, assorted desserts and green lemonade! It was well attended and enjoyed by all.

We also made available the Home Heating tax forms and the information to file.

The schedule for the renovation of the apartments appears to be going well. The crew over seeing it, are courteous and helpful, most of all understanding that this is a stressful time for our residents. Of course, a job of this magnitude will have a few glitches, we have been assured they will be attended to before the end of the project.

Getting back on track, our monthly Birthday Celebrations will resume.

To be overseen by Irene Lillie, our newly appointed Social Co-Ordinator, who brings a baking and catering background with her.

We plan on possibly making changes in our by- laws and will seek input from all those interested.

Sincerely,

Ellen Corcoran, 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

TCHC Policy Review Schedule

| 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 |


TCHC Policy Review Schedule

| 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 | June 2008 | Spring 2023 | <i>Started</i> |
| 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: March 24, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Rehab/RAD Update

MESSAGE:

Including all ten (10) X-02 units, we have completed the major rehab of 58 units. Plus we currently have all of our units occupied (at least until the end of the month). This was a major goal of ours to be at 100% occupancy by the end of March 2023.

We have shut down one of the elevators so that it can be rebuilt. We will only have one elevator for the next thirteen weeks. We will also be starting our site work (outside the building) on or around May 1.

Some of the work on the fire systems has begun with the replacement of the pumps on the first floor (of course this unfortunately set off the fire alarms two days in a row at 7:15 A.M.).

The fire at the cabinet manufacturer only interrupted the delivery of our supply for a few weeks. We are back to full deliveries. Some kitchens that were skipped during this issue will be completed as we can fit them in.

I will have the most recent Daily Report at your desks for the meeting today.

ATTACHMENTS: Construction Schedule as of late March (subject to change)

| ID | Task Name | Duration | Start | Finish | Notes | 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 from Aug 1 to Aug 5, 2022] | | | | | | | | | | | | | | | | | |
| 3 | Submittals | 15 days | Mon 8/1/22 | Fri 8/19/22 | | [Gantt bar from Aug 1 to Aug 19, 2022] | | | | | | | | | | | | | | | | | |
| 4 | Order Materials | 10 days | Mon 8/15/22 | Fri 8/26/22 | | [Gantt bar from Aug 15 to Aug 26, 2022] | | | | | | | | | | | | | | | | | |
| 5 | Material Lead Times | 80 days | Mon 8/29/22 | Fri 12/16/22 | | [Gantt bar from Aug 29 to Dec 16, 2022] | | | | | | | | | | | | | | | | | |
| 6 | Site Work & Exterior Building | 110 days | Mon 5/1/23 | Fri 9/29/23 | | [Gantt bar from May 1, 2023 to Sep 29, 2023] | | | | | | | | | | | | | | | | | |
| 7 | Parking Lot & Sidewalks (Tentative) | 40 days | Mon 5/1/23 | Fri 6/23/23 | | [Gantt bar from May 1 to Jun 23, 2023] | | | | | | | | | | | | | | | | | |
| 8 | Demo | 5 days | Mon 5/1/23 | Fri 5/5/23 | Molon | [Gantt bar from May 1 to May 5, 2023] | | | | | | | | | | | | | | | | | |
| 9 | Grading/ Excavation/ Underground | 10 days | Mon 5/8/23 | Fri 5/19/23 | Molon, FCI | [Gantt bar from May 8 to May 19, 2023] | | | | | | | | | | | | | | | | | |
| 10 | Concrete | 10 days | Mon 5/22/23 | Fri 6/2/23 | Molon | [Gantt bar from May 22 to Jun 2, 2023] | | | | | | | | | | | | | | | | | |
| 11 | Paving | 5 days | Mon 6/5/23 | Fri 6/9/23 | Molon | [Gantt bar from Jun 5 to Jun 9, 2023] | | | | | | | | | | | | | | | | | |
| 12 | Weather/ Start Delays | 10 days | Mon 6/12/23 | Fri 6/23/23 | | [Gantt bar from Jun 12 to Jun 23, 2023] | | | | | | | | | | | | | | | | | |
| 13 | Landscaping & Lawn Repairs (Tentative) | 30 days | Mon 6/26/23 | Fri 8/4/23 | Molon | [Gantt bar from Jun 26 to Aug 4, 2023] | | | | | | | | | | | | | | | | | |
| 14 | Retaining Wall (Tentative) | 30 days | Mon 6/5/23 | Fri 7/14/23 | | [Gantt bar from Jun 5 to Jul 14, 2023] | | | | | | | | | | | | | | | | | |
| 15 | Roof Repairs (Tentative) | 40 days | Mon 8/7/23 | Fri 9/29/23 | Arrow | [Gantt bar from Aug 7 to Sep 29, 2023] | | | | | | | | | | | | | | | | | |
| 16 | Pavillion (Tentative) | 15 days | Mon 6/5/23 | Fri 6/23/23 | | [Gantt bar from Jun 5 to Jun 23, 2023] | | | | | | | | | | | | | | | | | |
| 17 | General/ Building | 214 days | Tue 9/6/22 | Fri 6/30/23 | | [Gantt bar from Sep 6, 2022 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 18 | Passenger Elevator | 43 days | Wed 3/8/23 | Fri 5/5/23 | ESI | [Gantt bar from Mar 8 to May 5, 2023] | | | | | | | | | | | | | | | | | |
| 19 | Freight Elevator | 40 days | Mon 5/8/23 | Fri 6/30/23 | ESI | [Gantt bar from May 8 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 20 | Fire Alarm | 205 days | Mon 9/19/22 | Fri 6/30/23 | FCI | [Gantt bar from Sep 19, 2022 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 21 | Trash Compactor | 10 days | Mon 5/1/23 | Fri 5/12/23 | GTS | [Gantt bar from May 1 to May 12, 2023] | | | | | | | | | | | | | | | | | |
| 22 | Fire Pump | 2 days | Tue 3/28/23 | Wed 3/29/23 | JEG | [Gantt bar from Mar 28 to Mar 29, 2023] | | | | | | | | | | | | | | | | | |
| 23 | Common Areas | 214 days | Tue 9/6/22 | Fri 6/30/23 | | [Gantt bar from Sep 6, 2022 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 24 | 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 6, 2022 to Jan 11, 2023] | | | | | | | | | | | | | | | | | |
| 43 | Community Room, Community Kitchen, & Public Restrooms | 95 days | Mon 1/16/23 | Fri 5/26/23 | | [Gantt bar from Jan 16, 2023 to May 26, 2023] | | | | | | | | | | | | | | | | | |
| 44 | Reconfigure Restrooms & Install Doors | 5 days | Mon 1/16/23 | Fri 1/20/23 | FCI | [Gantt bar from Jan 16 to Jan 20, 2023] | | | | | | | | | | | | | | | | | |
| 45 | Demo/ Install Kitchen, Sprinkler Heads, Electrical & Paint | 40 days | Mon 1/16/23 | Fri 3/10/23 | FCI, SPP | [Gantt bar from Jan 16 to Mar 10, 2023] | | | | | | | | | | | | | | | | | |
| 46 | ACT, PTAC's, Replace Toilets, and HVAC | 5 days | Mon 5/15/23 | Fri 5/19/23 | FCI, ABS, SPP, JEG | [Gantt bar from May 15 to May 19, 2023] | | | | | | | | | | | | | | | | | |
| 47 | Flooring | 5 days | Mon 5/22/23 | Fri 5/26/23 | Karen's | [Gantt bar from May 22 to May 26, 2023] | | | | | | | | | | | | | | | | | |
| 48 | Exercise Room & Vestibule | 25 days | Mon 1/9/23 | Fri 2/10/23 | | [Gantt bar from Jan 9 to Feb 10, 2023] | | | | | | | | | | | | | | | | | |
| 56 | Elevator Lobbies & Corridors 1-10 | 75 days | Mon 3/20/23 | Fri 6/30/23 | | [Gantt bar from Mar 20, 2023 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 57 | 10th, 9th, & 8th | 30 days | Mon 3/20/23 | Fri 4/28/23 | FCI, ABS, Karen's | [Gantt bar from Mar 20 to Apr 28, 2023] | | | | | | | | | | | | | | | | | |
| 58 | 7th, 6th, & 5th | 30 days | Mon 4/10/23 | Fri 5/19/23 | FCI, ABS, Karen's | [Gantt bar from Apr 10 to May 19, 2023] | | | | | | | | | | | | | | | | | |
| 59 | 4th, 3rd, 2nd & 1st | 45 days | Mon 5/1/23 | Fri 6/30/23 | FCI, ABS, Karen's | [Gantt bar from May 1 to Jun 30, 2023] | | | | | | | | | | | | | | | | | |
| 60 | Barrier Free Apartments (02 Stack) | 110 days | Mon 8/1/22 | Fri 12/30/22 | | [Gantt bar from Aug 1, 2022 to Dec 30, 2022] | | | | | | | | | | | | | | | | | |

Project: Riverview Terrace
Date: Tue 3/21/23

| | | | | | | | | | |
|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| 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 | | | |

| ID | Task Name | Duration | Start | Finish | Notes | 2023 | | | | | | | | | | | | | | | | | |
|-----|--|----------|--------------|-------------|-------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
| | | | | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | | |
| 79 | Typical Unit Renovations | 175 days | Mon 10/24/22 | Fri 6/23/23 | | | | | | | | | | | | | | | | | | | |
| 80 | Phase 1 - Appliances | 57 days | Mon 10/24/22 | Tue 1/10/23 | | | | | | | | | | | | | | | | | | | |
| 91 | Phase 2 - Closet Shelving & Paint/ Bedroom, Bathroom & Entry Closet Door Hardware & Smoke Detection | 55 days | Mon 11/7/22 | Fri 1/20/23 | | | | | | | | | | | | | | | | | | | |
| 123 | Phase 3 - Abatement/ Kitchens/ Water Heaters/ Lighting/ Bifolds/ Flooring/ Paint | 76 days | Thu 1/26/23 | Thu 5/11/23 | | | | | | | | | | | | | | | | | | | |
| 124 | TEST UNITS 510 & 108 (VACANT - Type A) | 12 days | Thu 1/26/23 | Fri 2/10/23 | | | | | | | | | | | | | | | | | | | |
| 130 | 203 & 303 (VACANT - Type B) | 10 days | Mon 2/6/23 | Fri 2/17/23 | | | | | | | | | | | | | | | | | | | |
| 132 | 307 & 504 (VACANT - Type A) | 3 days | Mon 2/13/23 | Wed 2/15/23 | | | | | | | | | | | | | | | | | | | |
| 136 | 1001 & 1004 | 3 days | Tue 2/14/23 | Thu 2/16/23 | | | | | | | | | | | | | | | | | | | |
| 140 | 901 & 904 | 4 days | Wed 2/15/23 | Mon 2/20/23 | | | | | | | | | | | | | | | | | | | |
| 145 | 801 & 804 | 4 days | Thu 2/16/23 | Tue 2/21/23 | | | | | | | | | | | | | | | | | | | |
| 150 | 1005 & 1007 | 3 days | Mon 2/20/23 | Wed 2/22/23 | | | | | | | | | | | | | | | | | | | |
| 154 | 905 & 907 (NK) | 3 days | Tue 2/21/23 | Thu 2/23/23 | | | | | | | | | | | | | | | | | | | |
| 158 | 805 (NK) & 807 (NK) | 4 days | Wed 2/22/23 | Mon 2/27/23 | | | | | | | | | | | | | | | | | | | |
| 163 | 704 & 612 (VACANTS) | 4 days | Thu 2/23/23 | Tue 2/28/23 | | | | | | | | | | | | | | | | | | | |
| 168 | 1006 (NK) & 1008 (NK) | 3 days | Mon 2/27/23 | Wed 3/1/23 | | | | | | | | | | | | | | | | | | | |
| 172 | 906 (NK) & 908 (NK) | 3 days | Tue 2/28/23 | Thu 3/2/23 | | | | | | | | | | | | | | | | | | | |
| 176 | 806 (NK) & 103 (NK) | 4 days | Wed 3/1/23 | Mon 3/6/23 | | | | | | | | | | | | | | | | | | | |
| 180 | 1010 (NK) & 1012 (NK) | 4 days | Thu 3/2/23 | Tue 3/7/23 | | | | | | | | | | | | | | | | | | | |
| 184 | 910 (NK) & 912 (NK) | 3 days | Mon 3/6/23 | Wed 3/8/23 | | | | | | | | | | | | | | | | | | | |
| 188 | 810 (NK) & 812 (NK) | 3 days | Tue 3/7/23 | Thu 3/9/23 | | | | | | | | | | | | | | | | | | | |
| 192 | 1011 (NK) & 1013 (NK) | 4 days | Wed 3/8/23 | Mon 3/13/23 | | | | | | | | | | | | | | | | | | | |
| 196 | 911 (NK) & 913 (NK) | 4 days | Thu 3/9/23 | Tue 3/14/23 | | | | | | | | | | | | | | | | | | | |
| 200 | 811 & 813 | 3 days | Mon 3/13/23 | Wed 3/15/23 | | | | | | | | | | | | | | | | | | | |
| 204 | 701 & 501 | 3 days | Tue 3/14/23 | Thu 3/16/23 | | | | | | | | | | | | | | | | | | | |
| 208 | 601 & 604 | 4 days | Wed 3/15/23 | Mon 3/20/23 | | | | | | | | | | | | | | | | | | | |
| 212 | 705 & 707 | 4 days | Thu 3/16/23 | Tue 3/21/23 | | | | | | | | | | | | | | | | | | | |
| 216 | 605 & 607 | 3 days | Mon 3/20/23 | Wed 3/22/23 | | | | | | | | | | | | | | | | | | | |
| 220 | 505 & 507 | 3 days | Tue 3/21/23 | Thu 3/23/23 | | | | | | | | | | | | | | | | | | | |
| 224 | 706 & 708 | 4 days | Wed 3/22/23 | Mon 3/27/23 | | | | | | | | | | | | | | | | | | | |
| 225 | Abatement, Water Heater, & Kitchen | 1 day | Wed 3/22/23 | Wed 3/22/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | | | |
| 226 | Kitchen & Paint | 1 day | Thu 3/23/23 | Thu 3/23/23 | FCI, SPP | | | | | | | | | | | | | | | | | | |
| 227 | Flooring & Bifolds | 1 day | Mon 3/27/23 | Mon 3/27/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | | | |
| 228 | 606 & 608 | 4 days | Thu 3/23/23 | Tue 3/28/23 | | | | | | | | | | | | | | | | | | | |
| 229 | Abatement, Water Heater, & Kitchen | 1 day | Thu 3/23/23 | Thu 3/23/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | | | |
| 230 | Kitchen & Paint | 1 day | Mon 3/27/23 | Mon 3/27/23 | FCI, SPP | | | | | | | | | | | | | | | | | | |
| 231 | Flooring & Bifolds | 1 day | Tue 3/28/23 | Tue 3/28/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: Riverview Terrace Date: Tue 3/21/23 | 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 | | | |

| ID | Task Name | Duration | Start | Finish | Notes | 2023 | | | | | | | | | | | | | | | |
|-----|------------------------------------|----------|-------------|-------------|-------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
| 232 | 506 & 508 | 3 days | Mon 3/27/23 | Wed 3/29/23 | | | | | | | | | | | | | | | | | |
| 233 | Abatement, Water Heater, & Kitchen | 1 day | Mon 3/27/23 | Mon 3/27/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 234 | Kitchen & Paint | 1 day | Tue 3/28/23 | Tue 3/28/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 235 | Flooring & Bifolds | 1 day | Wed 3/29/23 | Wed 3/29/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 236 | 711 & 713 | 3 days | Tue 3/28/23 | Thu 3/30/23 | | | | | | | | | | | | | | | | | |
| 237 | Abatement, Water Heater, & Kitchen | 1 day | Tue 3/28/23 | Tue 3/28/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 238 | Kitchen & Paint | 1 day | Wed 3/29/23 | Wed 3/29/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 239 | Flooring & Bifolds | 1 day | Thu 3/30/23 | Thu 3/30/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 240 | 611 & 613 | 4 days | Wed 3/29/23 | Mon 4/3/23 | | | | | | | | | | | | | | | | | |
| 241 | Abatement, Water Heater, & Kitchen | 1 day | Wed 3/29/23 | Wed 3/29/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 242 | Kitchen & Paint | 1 day | Thu 3/30/23 | Thu 3/30/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 243 | Flooring & Bifolds | 1 day | Mon 4/3/23 | Mon 4/3/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 244 | 511 & 512 | 4 days | Thu 3/30/23 | Tue 4/4/23 | | | | | | | | | | | | | | | | | |
| 245 | Abatement, Water Heater, & Kitchen | 1 day | Thu 3/30/23 | Thu 3/30/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 246 | Kitchen & Paint | 1 day | Mon 4/3/23 | Mon 4/3/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 247 | Flooring & Bifolds | 1 day | Tue 4/4/23 | Tue 4/4/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 248 | 710 & 712 | 3 days | Mon 4/3/23 | Wed 4/5/23 | | | | | | | | | | | | | | | | | |
| 249 | Abatement, Water Heater, & Kitchen | 1 day | Mon 4/3/23 | Mon 4/3/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 250 | Kitchen & Paint | 1 day | Tue 4/4/23 | Tue 4/4/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 251 | Flooring & Bifolds | 1 day | Wed 4/5/23 | Wed 4/5/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 252 | 610 & 408 | 3 days | Tue 4/4/23 | Thu 4/6/23 | | | | | | | | | | | | | | | | | |
| 253 | Abatement, Water Heater, & Kitchen | 1 day | Tue 4/4/23 | Tue 4/4/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 254 | Kitchen & Paint | 1 day | Wed 4/5/23 | Wed 4/5/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 255 | Flooring & Bifolds | 1 day | Thu 4/6/23 | Thu 4/6/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 256 | 203 & 303 (Type B) | 4 days | Wed 4/5/23 | Mon 4/10/23 | | | | | | | | | | | | | | | | | |
| 257 | Abatement, Water Heater, & Kitchen | 1 day | Wed 4/5/23 | Wed 4/5/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 258 | Kitchen & Paint | 1 day | Thu 4/6/23 | Thu 4/6/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 259 | Flooring & Bifolds | 1 day | Mon 4/10/23 | Mon 4/10/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 260 | 1003 (Type B) & 1009 | 4 days | Thu 4/6/23 | Tue 4/11/23 | | | | | | | | | | | | | | | | | |
| 261 | Abatement, Water Heater, & Kitchen | 1 day | Thu 4/6/23 | Thu 4/6/23 | M3, FCI, SPP | | | | | | | | | | | | | | | | |
| 262 | Kitchen & Paint | 1 day | Mon 4/10/23 | Mon 4/10/23 | FCI, SPP | | | | | | | | | | | | | | | | |
| 263 | Flooring & Bifolds | 1 day | Tue 4/11/23 | Tue 4/11/23 | FCI, Karen's, SPP | | | | | | | | | | | | | | | | |
| 264 | 903 (Type B) & 909 | 3 days | Mon 4/10/23 | Wed 4/12/23 | | | | | | | | | | | | | | | | | |
| 265 | 803 (Type B) & 809 | 3 days | Tue 4/11/23 | Thu 4/13/23 | | | | | | | | | | | | | | | | | |
| 266 | 703 (Type B) & 709 | 4 days | Wed 4/12/23 | Mon 4/17/23 | | | | | | | | | | | | | | | | | |
| 267 | 603 (Type B) & 609 | 4 days | Thu 4/13/23 | Tue 4/18/23 | | | | | | | | | | | | | | | | | |
| 268 | 503 (Type B) & 509 | 3 days | Mon 4/17/23 | Wed 4/19/23 | | | | | | | | | | | | | | | | | |
| 269 | 401 & 403 | 3 days | Tue 4/18/23 | Thu 4/20/23 | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: Riverview Terrace Date: Tue 3/21/23 | 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 | | | |


| ID | Task Name | Duration | Start | Finish | Notes | 2023 | | | | | | | | | | | | | | | | |
|-----|---------------------------------------|----------|-------------|-------------|-------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| | | | | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | |
| 270 | 301 & 201 | 4 days | Wed 4/19/23 | Mon 4/24/23 | | | | | | | | | | | | | | | | | | |
| 271 | 101 & 105 | 4 days | Thu 4/20/23 | Tue 4/25/23 | | | | | | | | | | | | | | | | | | |
| 272 | 404 & 405 | 3 days | Mon 4/24/23 | Wed 4/26/23 | | | | | | | | | | | | | | | | | | |
| 273 | 304 & 305 | 3 days | Tue 4/25/23 | Thu 4/27/23 | | | | | | | | | | | | | | | | | | |
| 274 | 204 & 205 | 4 days | Wed 4/26/23 | Mon 5/1/23 | | | | | | | | | | | | | | | | | | |
| 275 | 406 & 410 | 4 days | Thu 4/27/23 | Tue 5/2/23 | | | | | | | | | | | | | | | | | | |
| 276 | 306 & 308 | 3 days | Mon 5/1/23 | Wed 5/3/23 | | | | | | | | | | | | | | | | | | |
| 277 | 206 & 208 | 3 days | Tue 5/2/23 | Thu 5/4/23 | | | | | | | | | | | | | | | | | | |
| 278 | 407 & 413 | 4 days | Wed 5/3/23 | Mon 5/8/23 | | | | | | | | | | | | | | | | | | |
| 279 | 105 & 107 | 4 days | Thu 5/4/23 | Tue 5/9/23 | | | | | | | | | | | | | | | | | | |
| 280 | 411 & 207 | 3 days | Mon 5/8/23 | Wed 5/10/23 | | | | | | | | | | | | | | | | | | |
| 281 | 410 & 412 | 3 days | Tue 5/9/23 | Thu 5/11/23 | | | | | | | | | | | | | | | | | | |
| 282 | Phase 4 - Windows/ Blinds (ALL UNITS) | 50 days | Mon 4/17/23 | Fri 6/23/23 | | | | | | | | | | | | | | | | | | |
| 293 | Substantial Completion | 0 days | Fri 9/29/23 | Fri 9/29/23 | | | | | | | | | | | | | | | | | | ◆ 9/29 |

| | | | | | | | | | | |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: Riverview Terrace Date: Tue 3/21/23 | 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: March 24, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Eighth Street/Parkview Senior Housing Update

MESSAGE:

It appears that we are not finished with our fight with MSHDA. It is amazing that we never get anything in writing from them so it is easy for them to back track on decisions of which we are informed by some staff and then retracted by other staff members. We have reached an understanding on parking in regards to our site (but perhaps not finished with the debate on parking on other properties nearby or perhaps on a “parking reserve”) so that we have instructed the architects to begin their work (one such draft is attached). We have agreed to install balconies but we are still debating the need for patios on the first floor.

At the City Commission meeting on Monday, March 20, 2023, our PILOT extension request was granted. The reason we have approached our deadline to start construction was due to MSHDA’s issues with our project and the slow pace of decision making within their organization. City staff were sympathetic to our position and recommended our extension for another 12 months.

Our development team is meeting later today as we do most Fridays in order to move the project forward. We believe that we will be able to close on the financing package in September or October. We also think MSHDA should allow us to receive an “early start” designation so that we can do some site work BEFORE closing. More on this at a later date.

ATTACHMENTS: February 28, 2023 Letter to City of Traverse City on PILOT
Draft Site Plan from Architects

February 28, 2023

Penny Hill, Assistant City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, Michigan 49684

RE: 1223 East Eight Street PILOT

Dear Penny:

As we discussed recently, TCHC's Parkview Senior Housing project **was successful** in securing a 9% Reservation of federal Low Income Housing Tax Credits (LIHTC) in the April 1, 2022 competitive application round. When we were notified of this award in late June of that year, we anticipated closing on a full funding package before the end of that year. This did not happen. MSHDA and TCHC were engaged in several design issue "conversations" with our proposed project which, as of last week, have been resolved. The project is ready to move forward!

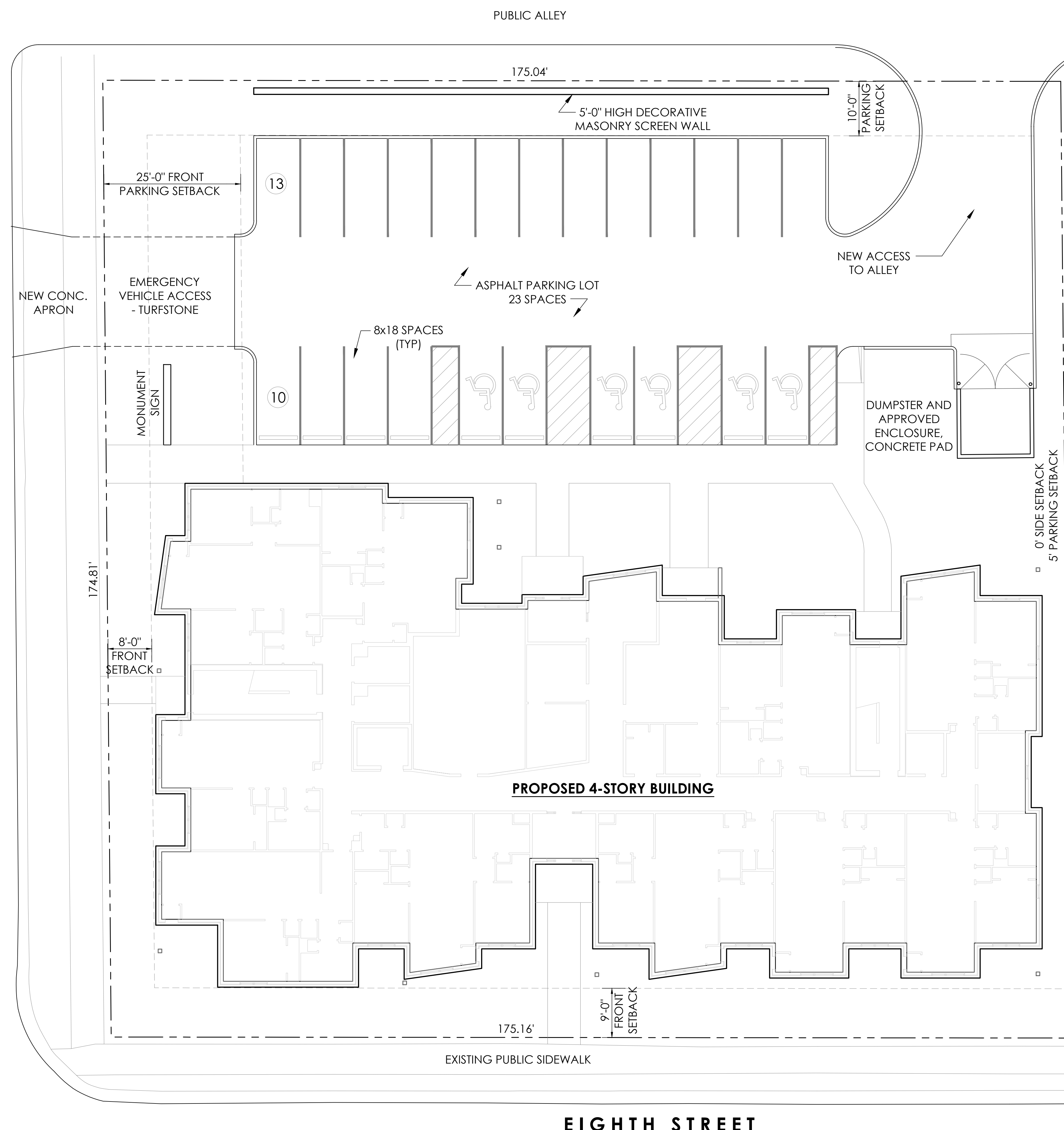
The original PILOT Resolution associated with the Parkview Senior Apartments project located at 1223 East Eighth Street includes a condition which states: "Construction of the proposed Housing Development must be commenced after the effective date of Chapter 881 and within one year from the effective date of this resolution, or the resolution shall be void and of no effect." We received an extension nearly one year ago - prior to our second application for tax credits - and that deadline is rapidly approaching.

Since we are now "ready to proceed", we respectfully request another one-year extension of the deadline to commence construction activities. This will move the new deadline to March 16, 2024. We are confident that construction activities can commence by that date. In fact, we will be urging MSHDA to utilize an "early start" element prior to closing so that we can take advantage on this upcoming construction season.

Please contact me directly should you have any questions or need additional information.

Respectfully,

Tony Lentych,
Executive Director



SITE DATA:

| | |
|-------------------------|---|
| CURRENT ZONING | C-1 |
| LOT AREA: | 30,608 SF (0.70 ACRES) |
| MIN LOT AREA | 3,750 SF (COMPLIANT) |
| MIN LOT WIDTH | 20' (COMPLIANT) |
| MAX IMP. SURFACE | 60% (REFER TO CIVIL DWGS FOR CALCULATION) |
| MAX DENSITY | N/A |
| MAX BLDG HEIGHT | 45' (COMPLIANT) |
| SETBACKS | |
| FRONT | 8' (1, 4) |
| SIDE | NONE (2, 3, 5) |
| REAR | 5' |

NOTES:

- FRONT SETBACK SHALL BE THE LESSER OF 8' OR THE AVERAGE SETBACK OF EXISTING BUILDINGS ON ADJACENT SITES.
- 10' SIDE SETBACK IS REQUIRED FOR PARCELS ADJOINING ANY R DISTRICT
- 10' PARKING LOT SETBACK FOR PARCELS ADJOINING AN R DISTRICT
- CORNER LOTS SHALL HAVE FRONT LOTS ON BOTH STREETS.
- 5' PARKING SETBACK REQUIRED.

| | |
|-----------------------|------------------------|
| BUILDING AREA: | 44,412 GSF |
| | 11,187 SF FIRST FLOOR |
| | 11,075 SF UPPER FLOORS |

| | |
|----------------------|----------------|
| UNIT COUNT: | 46 UNITS TOTAL |
| 2 BED UNITS (853 SF) | 12 26% |
| 1 BED UNITS (655 SF) | 34 74% |
| ACCESSIBLE UNITS | 5 |
| 100% VISITABLE | |

| | |
|--------------------------|-----------------|
| PARKING REQUIRED: | 23 SPACES |
| | .5 SPACE PER DU |

| | |
|--------------------------|---|
| PARKING PROVIDED: | 23 SPACES |
| | 6 HC (1 PER ACCESSIBLE UNIT + 1 ADDITIONAL) |

ZONED C-1 OFFICE SERVICE

ZONED C-1 OFFICE SERVICE

S. CIVIC CENTER DR.

PUBLIC ALLEY

EXISTING PUBLIC SIDEWALK

PROPOSED 4-STORY BUILDING

SITE PLAN

SCALE: 1" = 10'-0"

NORTH

| | |
|---------|--------|
| 3/24/23 | REVIEW |
| DATE | ISSUE |

KEY PLAN

FSP PROJECT NO. EDP 19.071

DRAWING TITLE

SITE PLAN

DRAWING NUMBER

A.S.101


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 24, 2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

We were thrown a curve ball by MSHDA staff a few weeks ago when we were informed that HUD modified the boundaries of the Qualified Census Tract (QCT) at the end of last year. The eastern most boundary now runs down the middle of LaFranier Road and our property is no longer in the QCT. This has a significant impact on our tax credit application (a basis points boost for projects in the QCT) and left our original plan with a large multi-million dollar hole in our pro forma. We quickly went back to the drawing board with our development team and we re-worked our submission.

On Tuesday of next week, the Garfield Township Trustees will be asked to approve a new ordinance for our PILOT on that project. Garfield staff worked directly with MSHDA attorneys in order to get the correct language in place before we apply for tax credits. I will be in attendance in case any questions arise.

ATTACHMENTS: None.



Traverse City
Housing Commission
a Public Housing Authority


NEW BUSINESS

Memorandum on Independent Auditor Services for FY 2023 Audit

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 24, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Audit Services – Bid Extension

MESSAGE:

Smith & Klaczkiewicz, PC has been our independent auditor for our recent annual audits - all of which have been acceptable to HUD. Our plan was to issue an RFQ for auditing services this spring to secure a multi-year contract for these services. After conversations with several auditing firms, the timing to secure a new auditor may be difficult for us for a couple of reasons. Several mentioned that they are not taking on new clients at this time and that the recent RAD conversion makes our audit a bit more complicated in the short term.

Considering this, it might be prudent to engage Smith & Klaczkiewicz for one additional year. We can then work to secure a new firm in the fall, even before the on-site work is conducted in October. I asked Smith & Klaczkiewicz, PC, as to whether they would be interested in continuing to provide this service and they were happy to do so. The price would be identical to last year, or \$9,000.00. This firm is willing to keep our traditional audit (including several grant close outs) and review schedule just as in previous years. This will allow us to produce our audit report in a similar time frame as we have done nearly every year I have been here. Additionally, this may be our last Audit with significant HUD ramifications. HCV program audits are usually much simpler due to the single source of funding.

Based upon their ability to conduct the audit in a timely manner and our satisfaction with previous work product, staff recommends the selection of Smith & Klaczkiewicz, PC to continue as the TCHC auditing firm for this most recent fiscal year.

A simple motion, with a roll call vote, is needed to engage in this contract:

"I move that we re-engage the accounting firm, Smith & Klaczkiewicz, PC to conduct an audit of TCHC Fiscal Year 2023 (Year Ended June 30, 2023)."

This is not an urgent matter should want more time to consider this issue. Action is only "requested" and is not "required".

ATTACHMENTS: None.



Traverse City
Housing Commission
a Public Housing Authority

CORRESPONDENCE

None