



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, April 22, 2022 at 9:00 A.M.

LOCATION:

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

TABLE OF CONTENTS

April 22, 2022 Regular Meeting Agenda	3
March 25, 2022 Regular Meeting Minutes	6
Schedule of Disbursements for March 2022 for Public Housing	10
Schedule of Disbursements for March 2022 for HCV Program	13
Invoices for April 2022	15
Financial Reports for March 2022	19
April 15, 2022 Executive & Finance Committee Meeting Minutes	42
April 12, 2022 Communications & Outreach Committee Meeting Minutes	44
Executive Director’s Report for April 2022	47
Family Self-Sufficiency (FSS) Program Report for April 2022	51
Resident Council Report for April 2022	52
TCHC Policy Review Schedule	57
Memorandum on RAD Update	59
Memorandum on TCHC – BATA Transit Oriented Development Update	62
Memorandum on Cheboygan Housing Commission Contract	69
April 13, 2022 E-Mail from Attorney Carl Coan	75
“Center of It All” Brochure on the BATA/TCHC Project	76



Traverse City
Housing Commission
a Public Housing Authority

MEETING AGENDA

April 22, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, APRIL 22, 2022 AT 9:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: APRIL 20, 2022

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

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

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

- A. *Consideration of Approval of March 25, 2022 Regular Meeting Minutes:* Approval Recommended.
- B. *Consideration of Approval of Schedule of Disbursements for March 2022 for Public Housing Program:* Approval Recommended.

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

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: April 15, 2022
- B. Communications & Outreach Committee Meeting: April 12, 2022

VII STAFF & PROGRAM REPORTS

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

VIII OLD BUSINESS

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

IX NEW BUSINESS

- A. Cheboygan Housing Commission: Discussion

X CORRESPONDENCE

- A. April 13, 2022 E-Mail from Attorney Carl Coan
- B. Final Version of "Center of It All" Brochure on the BATA/TCHC Project

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: May 26, 2022 at 9:00 A.M. (THURSDAY MEETING)



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

CONSENT AGENDA

March 25, 2022 Regular Meeting Minutes

Schedule of Disbursements for March 2022 Public Housing Program

Schedule of Disbursements March 2022 HCV (Section 8) Program

Payment of Invoices for April 2022

Financial Statements for March 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
March 25, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by Commissioner Roger Putman in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:04 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Roger Putman, and Mitchell Treadwell. Heather Lockwood and Wayne Workman were excused.
Staff – Tony Lentych, Executive Director.
Residents – Ellen Corcoran and Betty Osborne.
Guests/Public – Beth Balentine and Kate Greene.

II PUBLIC HEARING

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

Public Comments: None.

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

III APPROVAL OF AGENDA

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

IV PUBLIC COMMENT

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

V CONSENT AGENDA

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

Roll Call

Treadwell	Yes
Friend	Yes
Putman	Yes

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

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

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

VI COMMITTEE REPORTS

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

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

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

VII STAFF AND PROGRAM REPORTS

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

VIII OLD BUSINESS

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

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

IX NEW BUSINESS

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

Roll Call

Friend	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

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

Roll Call

Putman	Yes
Treadwell	Yes
Friend	Yes

The motion was unanimously approved.

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

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

Roll Call

Treadwell	Yes
Friend	Yes
Putman	Yes

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

X CORRESPONDENCE

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

XI PUBLIC COMMENT

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

XII COMMISSIONER COMMENT

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

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

XIII ADJOURNMENT

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

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Roger Putman, Commissioner

Date: 04/19/2022
Time: 08:43:41

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 03/01/2022 To: 03/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	040745	U.S. Dept. of HUD		25,937.00	173,681.55
03/02/2022	DEP	T Mobile		2,550.40	176,231.95
03/04/2022	DEP			32,062.51	208,294.46
03/08/2022	DEP			10,553.00	218,847.46
03/08/2022	EFT	Internal Revenue Service	3,189.99		215,657.47
03/08/2022	EFT	State of Michigan	504.15		215,153.32
03/08/2022	EFT	Optum Bank	163.83		214,989.49
03/08/2022	EFT	Principal Life Insurance Co.	967.42		214,022.07
03/08/2022	EFT	Alisa Korn	1,690.48		212,331.59
03/08/2022	EFT	Anthony Lentych	2,537.58		209,794.01
03/08/2022	EFT	Dennell Moss	177.69		209,616.32
03/08/2022	EFT	Dennell Moss	297.95		209,318.37
03/08/2022	EFT	Angela N. Szabo	1,273.72		208,044.65
03/08/2022	EFT	David Gourlay	1,126.19		206,918.46
03/08/2022	EFT	Justin Sailors	755.48		206,162.98
03/08/2022	EFT	Justin Sailors	1,801.93		204,361.05
03/08/2022	EFT	Henry Webb	462.58		203,898.47
03/10/2022	DEP			504.00	204,402.47
03/11/2022	DEP			1,173.00	205,575.47
03/14/2022	040745	Aflac	131.34		205,444.13
03/14/2022	040746	Safety Net	151.50		205,292.63
03/14/2022	040747	Environmental Pest Control	290.00		205,002.63
03/14/2022	040748	AmRent	65.10		204,937.53
03/14/2022	040749	Spectrum Business	4,647.96		200,289.57
03/14/2022	040750	Granite Telecommunications	316.37		199,973.20
03/14/2022	040751	City Of Traverse City	96.89		199,876.31
03/14/2022	040752	Republic Services #239	1,448.41		198,427.90
03/14/2022	040753	Staples	104.73		198,323.17
03/14/2022	040754	Spectrum Business	189.98		198,133.19
03/14/2022	040755	City Of Traverse City	169.82		197,963.37
03/14/2022	040756	Elmer's	475.00		197,488.37
03/14/2022	040757	Kuhn Rogers PLC	305.74		197,182.63
03/14/2022	040758	Great Lakes Business Systems, Inc.	442.59		196,740.04
03/14/2022	040759	Integrated Payroll Services, Inc.	69.20		196,670.84
03/14/2022	040760	Grand Traverse County DPW	483.00		196,187.84
03/14/2022	040761	D & W Mechanical	306.50		195,881.34
03/14/2022	040762	Housing Authority Accounting...	1,431.61		194,449.73
03/14/2022	040763	Engineered Protection Systems Inc	208.80		194,240.93
03/14/2022	040764	Byte Productions, LLC	30.00		194,210.93
03/14/2022	040765	Verizon Wireless	42.54		194,168.39

Date: 04/19/2022
Time: 08:43:41

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 03/01/2022 To: 03/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
03/14/2022	040766	David Gourlay	243.60		193,924.79
03/14/2022	040767	All American Investment Group, LLC	9,486.76		184,438.03
03/14/2022	040768	Hydro Clean of Michigan	18,980.00		165,458.03
03/14/2022	040769	Home Depot Credit Services	214.54		165,243.49
03/14/2022	040770	The Home Depot Pro Multifamily	548.51		164,694.98
03/14/2022	040771	DeWeese Hardware	566.95		164,128.03
03/14/2022	040772	Ace Hardware	94.65		164,033.38
03/14/2022	040773	DTE ENERGY	5,209.30		158,824.08
03/14/2022	040774	Cardmember Service	966.61		157,857.47
03/14/2022	040775	Kendall Electric Inc	853.64		157,003.83
03/14/2022	040776	City Of Traverse City	70.40		156,933.43
03/14/2022	040777	DTE ENERGY	112.60		156,820.83
03/14/2022	040778	SAM'S CLUB	279.14		156,541.69
03/14/2022	040779	D & W Mechanical	419.55		156,122.14
03/15/2022	040780	BATA	10,000.00		146,122.14
03/22/2022	EFT	Internal Revenue Service	2,935.09		143,187.05
03/22/2022	EFT	State of Michigan	486.86		142,700.19
03/22/2022	EFT	Optum Bank	110.76		142,589.43
03/22/2022	EFT	Principal Life Insurance Co.	815.32		141,774.11
03/22/2022	EFT	Alisa Korn	1,690.48		140,083.63
03/22/2022	EFT	Anthony Lentych	2,537.59		137,546.04
03/22/2022	EFT	Dennell Moss	355.90		137,190.14
03/22/2022	EFT	Angela N. Szabo	1,273.74		135,916.40
03/22/2022	EFT	David Gourlay	1,126.19		134,790.21
03/22/2022	EFT	Justin Sailors	769.75		134,020.46
03/22/2022	EFT	Henry Webb	277.57		133,742.89
03/23/2022	ADJST	Huntington Bank	72.47		133,670.42
03/25/2022	DEP			7,400.00	141,070.42
03/28/2022	040768	**VOID** Hydro Clean of Michigan	(18,980.00)		160,050.42
03/28/2022	040781	Hydro Clean of Michigan	18,980.00		141,070.42
03/30/2022	DEP			5,025.00	146,095.42
03/30/2022	DEP	T Mobile		2,616.71	148,712.13
03/31/2022	DEP			4,358.00	153,070.13
03/31/2022	040782	BATA	10,000.00		143,070.13
03/31/2022	040783	McGough's	14.85		143,055.28
03/31/2022	040784	R.W. Popp Excavating, Inc.	340.00		142,715.28
03/31/2022	040785	Precision Plumbing & Heating, Inc.	9,944.56		132,770.72
03/31/2022	040786	South Cedar Chimney Sweep	160.00		132,610.72
03/31/2022	040787	Integrated Payroll Services, Inc.	67.00		132,543.72
03/31/2022	040788	DTE ENERGY	188.60		132,355.12

Date: 04/19/2022
Time: 08:43:41

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 03/01/2022 To: 03/31/2022

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
03/31/2022	040789	Priority Health	1,124.17		131,230.95
03/31/2022	040790	Environmental Pest Control	160.00		131,070.95
03/31/2022	040791	HD Supply	125.93		130,945.02
03/31/2022	040792	Snap Printing	149.80		130,795.22
03/31/2022	040793	Allen Supply	624.53		130,170.69
03/31/2022	040794	Quadient Leasing USA, Inc.	149.85		130,020.84
03/31/2022	040795	Verizon Wireless	43.60		129,977.24
03/31/2022	040796	Barton Carroll's Inc	62.70		129,914.54
03/31/2022	040797	Northern Michigan Janitorial Supply	130.85		129,783.69
03/31/2022	040798	City Of Traverse City	14,399.51		115,384.18
Total:			124,539.99	92,179.62	

Date: 04/19/2022
Time: 08:34:19

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2022 To: 03/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	ADJST	PNC Bank	150.75		160,161.50
03/01/2022	DEP	U.S. Dept. of HUD		9,062.00	169,223.50
03/01/2022	DEP	U.S. Dept. of HUD		95,210.00	264,433.50
03/01/2022	000267	Jeana Aiken	724.00		263,709.50
03/01/2022	000267	Dustin Ansoerge	1,454.00		262,255.50
03/01/2022	000267	Ayers Investment Properties LLC	721.00		261,534.50
03/01/2022	000267	B & R RENTALS, LLC	658.00		260,876.50
03/01/2022	000267	Bay Front Apartments	398.00		260,478.50
03/01/2022	000267	Bay Hill Housing LDHALP	11,144.00		249,334.50
03/01/2022	000267	Bay Hill II	9,266.00		240,068.50
03/01/2022	000267	Elizabeth Beckett	297.00		239,771.50
03/01/2022	000267	Bellaire Senior Apartments	381.00		239,390.50
03/01/2022	000267	Brookside Commons LDHA, LP	3,577.00		235,813.50
03/01/2022	000267	Padrice Brown	839.00		234,974.50
03/01/2022	000267	Rebecca Carmien	254.00		234,720.50
03/01/2022	000267	Carson Square	6,540.00		228,180.50
03/01/2022	000267	Central Lake Townhouses	119.00		228,061.50
03/01/2022	000267	Cherrywood Village Farms, Inc.	3,614.00		224,447.50
03/01/2022	000267	Davis Investment Properties, LLC	875.00		223,572.50
03/01/2022	000267	Jack V. Dean	403.00		223,169.50
03/01/2022	000267	Five P Enterprises, LLC	507.00		222,662.50
03/01/2022	000267	Lisa Forbes	531.00		222,131.50
03/01/2022	000267	Frankfort Housing LDHA LP	1,179.00		220,952.50
03/01/2022	000267	Michael Glowacki	322.00		220,630.50
03/01/2022	000267	David Grzesiek	318.00		220,312.50
03/01/2022	000267	Habitat for Humanity	327.00		219,985.50
03/01/2022	000267	Harbour Ridge Apts	1,331.00		218,654.50
03/01/2022	000267	Joan Herman	561.00		218,093.50
03/01/2022	000267	Hillview Terrace	1,042.00		217,051.50
03/01/2022	000267	Josh Hollister	714.00		216,337.50
03/01/2022	000267	HomeStretch	4,660.00		211,677.50
03/01/2022	000267	Matthew Jones	694.00		210,983.50
03/01/2022	000267	Donna Kalchik	436.00		210,547.50
03/01/2022	000267	Carol Kingman	290.00		210,257.50
03/01/2022	000267	Lake Pointe Acquisitions LLC.	822.00		209,435.50
03/01/2022	000267	Sidney Lammers	398.00		209,037.50
03/01/2022	000267	Don E. Lint	582.00		208,455.50
03/01/2022	000267	Maret Sabourin	757.00		207,698.50
03/01/2022	000267	Sue Martin	780.00		206,918.50
03/01/2022	000267	Revokable Trust of Richard T &...	348.00		13 206,570.50

Date: 04/19/2022
Time: 08:34:19

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2022 To: 03/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	000267	Oak Park Apts	857.00		205,713.50
03/01/2022	000267	Oak Terrace Apts	735.00		204,978.50
03/01/2022	000267	Dawn M. Oh	729.00		204,249.50
03/01/2022	000267	Daniel G. Pohlman	352.00		203,897.50
03/01/2022	000267	Douglas L. Porter	542.00		203,355.50
03/01/2022	000267	Post Village Glen, LLC	8,870.00		194,485.50
03/01/2022	000267	Wayne E Purkiss Trust	824.00		193,661.50
03/01/2022	000267	Kevin Reabe	701.00		192,960.50
03/01/2022	000267	Timothy Rice	392.00		192,568.50
03/01/2022	000267	Sabin Pond Apartments LLC	103.00		192,465.50
03/01/2022	000267	Mike & Melissa Schichtel	591.00		191,874.50
03/01/2022	000267	Sherwin Rentals	615.00		191,259.50
03/01/2022	000267	SILVER SHORES MHC	2,926.00		188,333.50
03/01/2022	000267	Paul & Leona Steinorth Family Trust	852.00		187,481.50
03/01/2022	000267	Ryan Storey	370.00		187,111.50
03/01/2022	000267	22955 Investments LLC	2,076.00		185,035.50
03/01/2022	000267	TCR Investments, LLC	798.00		184,237.50
03/01/2022	000267	Wendy Teagan	436.00		183,801.50
03/01/2022	000267	Village View Housing LHDA LP	929.00		182,872.50
03/01/2022	000267	Village Woods	655.00		182,217.50
03/01/2022	000267	Wagner Asset Group at Ninth...	476.00		181,741.50
03/01/2022	000267	Kevin Warren	130.00		181,611.50
03/01/2022	000267	Paul Wheelock	365.00		181,246.50
03/01/2022	000267	Woodmere Ridge Apartments...	4,915.00		176,331.50
03/01/2022	000267	Wyatt Road Apartment Company	1,156.00		175,175.50
03/01/2022	000267	Theodore V. Zachman	1,135.00		174,040.50
03/01/2022	000267	Ann Zenner	710.00		173,330.50
03/01/2022	000267	Barb Zupin	486.00		172,844.50
03/01/2022	023374	Village Apartments LP	380.00		172,464.50
03/08/2022	DEP			100.00	172,564.50
03/14/2022	023375	Cherryland Electric Cooperative	30.00		172,534.50
03/14/2022	023376	City Of Traverse City	214.90		172,319.60
03/14/2022	023377	Consumers Energy	165.00		172,154.60
03/14/2022	023378	DTE ENERGY	298.10		171,856.50
03/14/2022	023379	Traverse City Housing Commission	2,186.00		169,670.50
03/31/2022	023380	Traverse City Housing Commission	10,088.75		159,581.75
Total:			105,102.50	104,372.00	

Date: 04/19/2022
Time: 08:42:59

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 04/01/2022 To: 04/19/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	DEP	U.S. Dept. of HUD		3,239.50	118,623.68
04/01/2022	DEP	U.S. Dept. of HUD	25,937.00		92,686.68
04/05/2022	EFT	Internal Revenue Service	2,584.11		90,102.57
04/05/2022	EFT	State of Michigan	424.11		89,678.46
04/05/2022	EFT	Optum Bank	75.38		89,603.08
04/05/2022	EFT	Principal Life Insurance Co.	636.76		88,966.32
04/05/2022	EFT	Alisa Korn	1,837.66		87,128.66
04/05/2022	EFT	Anthony Lentych	2,537.38		84,591.28
04/05/2022	EFT	David Gourlay	1,126.20		83,465.08
04/05/2022	EFT	Henry Webb	598.87		82,866.21
04/05/2022	EFT	Michael Walters	2,047.98		80,818.23
04/06/2022	DEP			88,699.54	169,517.77
04/12/2022	040799	City Of Traverse City	227.40		169,290.37
04/12/2022	040800	DTE ENERGY	412.60		168,877.77
04/12/2022	040801	Integrated Payroll Services, Inc.	58.20		168,819.57
04/12/2022	040802	Grand Traverse County DPW	483.00		168,336.57
04/12/2022	040803	Elizabeth Bragenzer	5,710.84		162,625.73
04/12/2022	040804	Tiffany Frost-Brand	18,559.70		144,066.03
04/12/2022	040805	Meghan Zammit	13,794.91		130,271.12
04/12/2022	040806	Traverse City Record Eagle	99.60		130,171.52
04/12/2022	040807	Housing Authority Accounting...	1,161.61		129,009.91
04/12/2022	040808	Safety Net	196.42		128,813.49
04/12/2022	040809	Northern Michigan Janitorial Supply	67.85		128,745.64
04/12/2022	040810	R.W. Popp Excavating, Inc.	544.00		128,201.64
04/12/2022	040811	Byte Productions, LLC	30.00		128,171.64
04/12/2022	040812	Ace Welding & Machine Inc	318.29		127,853.35
04/12/2022	040813	Spectrum Business	189.98		127,663.37
04/12/2022	040814	Republic Services #239	1,303.56		126,359.81
04/12/2022	040815	City Of Traverse City	156.03		126,203.78
04/12/2022	040816	Elmer's	190.00		126,013.78
04/12/2022	040817	MHDA	200.00		125,813.78
04/12/2022	040818	AmRent	43.40		125,770.38
04/12/2022	040819	Great Lakes Business Systems, Inc.	292.25		125,478.13
04/12/2022	040820	Munson Occupational Health &...	35.00		125,443.13
04/12/2022	040821	Spectrum Business	5,677.23		119,765.90
04/12/2022	040822	Granite Telecommunications	323.47		119,442.43
04/12/2022	040823	Allen Supply	1,866.53		117,575.90
04/12/2022	040824	David Gourlay	262.20		117,313.70
04/12/2022	040825	Michael Walters	136.89		117,176.81
04/12/2022	040826	The Home Depot Pro Multifamily	153.44		117,023.37

Date: 04/19/2022
Time: 08:42:59

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 04/01/2022 To: 04/19/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
04/12/2022	040827	Home Depot Credit Services	69.46		116,953.91
04/12/2022	040828	Ace Hardware	299.43		116,654.48
04/12/2022	040829	DTE ENERGY	3,359.81		113,294.67
04/12/2022	040830	Joanne Candela	346.88		112,947.79
04/12/2022	040831	United States Liability Insurance Co.	462.32		112,485.47
04/12/2022	040832	Cardmember Service	3,129.43		109,356.04
04/15/2022	040833	Independent Bank	1,055.55		108,300.49
04/18/2022	DEP			8,659.20	116,959.69
Total:			99,022.73	100,598.24	

Date: 04/19/2022
Time: 08:33:41

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2022 To: 04/19/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	DEP	U.S. Dept. of HUD		8,901.00	168,482.75
04/01/2022	DEP	U.S. Dept. of HUD		95,210.00	263,692.75
04/01/2022	000268	Jeana Aiken	724.00		262,968.75
04/01/2022	000268	Dustin Ansoerge	1,454.00		261,514.75
04/01/2022	000268	Ayers Investment Properties LLC	721.00		260,793.75
04/01/2022	000268	B & R RENTALS, LLC	658.00		260,135.75
04/01/2022	000268	Bay Front Apartments	398.00		259,737.75
04/01/2022	000268	Bay Hill Housing LDHALP	11,144.00		248,593.75
04/01/2022	000268	Bay Hill II	10,622.00		237,971.75
04/01/2022	000268	Elizabeth Beckett	297.00		237,674.75
04/01/2022	000268	Bellaire Senior Apartments	381.00		237,293.75
04/01/2022	000268	Brookside Commons LDHA, LP	3,164.00		234,129.75
04/01/2022	000268	Padrice Brown	539.00		233,590.75
04/01/2022	000268	Rebecca Carmien	254.00		233,336.75
04/01/2022	000268	Carson Square	6,524.00		226,812.75
04/01/2022	000268	Central Lake Townhouses	119.00		226,693.75
04/01/2022	000268	Cherrywood Village Farms, Inc.	3,648.00		223,045.75
04/01/2022	000268	Davis Investment Properties, LLC	875.00		222,170.75
04/01/2022	000268	Jack V. Dean	403.00		221,767.75
04/01/2022	000268	Five P. Enterprises, LLC	507.00		221,260.75
04/01/2022	000268	Lisa Forbes	531.00		220,729.75
04/01/2022	000268	Frankfort Housing LDHA LP	1,145.00		219,584.75
04/01/2022	000268	Michael Glowacki	322.00		219,262.75
04/01/2022	000268	David Grzesiek	318.00		218,944.75
04/01/2022	000268	Habitat for Humanity	327.00		218,617.75
04/01/2022	000268	Harbour Ridge Apts	804.00		217,813.75
04/01/2022	000268	Hillview Terrace	1,364.00		216,449.75
04/01/2022	000268	Josh Hollister	714.00		215,735.75
04/01/2022	000268	HomeStretch	5,691.00		210,044.75
04/01/2022	000268	Matthew Jones	696.00		209,348.75
04/01/2022	000268	Donna Kalchik	436.00		208,912.75
04/01/2022	000268	Carol Kingman	290.00		208,622.75
04/01/2022	000268	Lake Pointe Acquisitions LLC.	822.00		207,800.75
04/01/2022	000268	Sidney Lammers	398.00		207,402.75
04/01/2022	000268	Don E. Lint	582.00		206,820.75
04/01/2022	000268	Maret Sabourin	757.00		206,063.75
04/01/2022	000268	Sue Martin	780.00		205,283.75
04/01/2022	000268	Revokable Trust of Richard T &...	348.00		204,935.75
04/01/2022	000268	Oak Park Apts	947.00		203,988.75
04/01/2022	000268	Oak Terrace Apts	735.00		203,253.75

Date: 04/19/2022
Time: 08:33:41

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2022 To: 04/19/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	000268	Dawn M. Oh	729.00		202,524.75
04/01/2022	000268	Daniel G. Pohlman	352.00		202,172.75
04/01/2022	000268	Douglas L. Porter	542.00		201,630.75
04/01/2022	000268	Post Village Glen, LLC	8,740.00		192,890.75
04/01/2022	000268	Wayne E Purkiss Trust	824.00		192,066.75
04/01/2022	000268	Timothy Rice	392.00		191,674.75
04/01/2022	000268	Sabin Pond Apartments LLC	103.00		191,571.75
04/01/2022	000268	Mike & Melissa Schichtel	591.00		190,980.75
04/01/2022	000268	Sherwin Rentals	615.00		190,365.75
04/01/2022	000268	SILVER SHORES MHC	2,985.00		187,380.75
04/01/2022	000268	Paul & Leona Steinorth Family Trust	1,278.00		186,102.75
04/01/2022	000268	Ryan Storey	370.00		185,732.75
04/01/2022	000268	22955 Investments LLC	2,076.00		183,656.75
04/01/2022	000268	TCR Investments, LLC	798.00		182,858.75
04/01/2022	000268	Wendy Teagan	436.00		182,422.75
04/01/2022	000268	Village View Housing LHDA LP	429.00		181,993.75
04/01/2022	000268	Village Woods	655.00		181,338.75
04/01/2022	000268	Wagner Asset Group at Ninth...	476.00		180,862.75
04/01/2022	000268	Kevin Warren	130.00		180,732.75
04/01/2022	000268	Christina Wellinger	538.00		180,194.75
04/01/2022	000268	Paul Wheelock	365.00		179,829.75
04/01/2022	000268	Woodmere Ridge Apartments...	4,757.00		175,072.75
04/01/2022	000268	Wyatt Road Apartment Company	1,156.00		173,916.75
04/01/2022	000268	Theodore V. Zachman	1,135.00		172,781.75
04/01/2022	000268	Ann Zenner	710.00		172,071.75
04/01/2022	000268	Barb Zupin	472.00		171,599.75
04/01/2022	023381	Village Apartments LP	380.00		171,219.75
04/06/2022	DEP			100.00	171,319.75
04/12/2022	023382	Cherryland Electric Cooperative	30.00		171,289.75
04/12/2022	023383	City Of Traverse City	160.90		171,128.85
04/12/2022	023384	Consumers Energy	165.00		170,963.85
04/12/2022	023385	DTE ENERGY	286.10		170,677.75
04/12/2022	023386	Traverse City Housing Commission	2,834.00		167,843.75
Total:			95,949.00	104,211.00	

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 140,209.53
1111.9 - Cash-Short Term Investments	226,856.64
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,906.19
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash	\$ 394,252.97
-------------------	----------------------

Receivables

1122 - Tenants	\$ 3,529.92
1122.1 - Allowance for Doubtful Accounts	(2,545.08)
1125 - Accounts Receivable - HUD	45,812.47
1129.1 - Accounts Receivable-Other	85,204.24
1129.11 - Interfund Due From Vouchers	8,537.89
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables	\$ 141,716.71
--------------------------	----------------------

Investments

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

Deferred Charges

1211 - Prepaid Insurance	\$ 9,267.93
1290 - Other Deferred Charges	42.41

Total Deferred Charges	\$ 9,310.34
-------------------------------	--------------------

TOTAL CURRENT ASSETS	\$ 545,280.02
-----------------------------	----------------------

NON-CURRENT ASSETS

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

Fixed Assets

1400 - Construction in Progress-CFP	\$ 325,338.51
1400.5 - Accumulated Depreciation	(7,627,668.65)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	441,729.30
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,980,736.38
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	105,574.20
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

Total Fixed Assets	\$ 1,767,291.15
---------------------------	------------------------

TOTAL NON-CURRENT ASSETS	\$ 1,842,291.15
---------------------------------	------------------------

TOTAL ASSETS	\$ 2,387,571.17
---------------------	------------------------

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	34,792.00
2117.3 - State Income Tax Withheld	991.05
2117.7 - AFLAC Withheld	(89.16)
Total Accounts Payable	\$ 47,611.93

Accrued Liabilities

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 38,518.52
2130.2 - Notes Payable ST (AAIG)-EPC	35,971.71
2130.3 - Independent Bank Line of Credit	250,000.00
2135 - Salaries and Wages	3,273.26
2135.1 - Compensated Absences-Short Term	7,605.02
2135.2 - Accrued Payroll Taxes	650.31
2136 - Accrued Liabilities-Other	22,314.16
2137 - Payments in Lieu of Taxes	45,212.31
Total Accrued Liabilities	\$ 403,545.29

Deferred Credits

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

Total Current Liabilities \$ 451,547.22

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 223,101.76
2316 - Notes Payable LT-EPC	(9,822.10)
2435.1 - Compensated Absences-Long Term	4,751.72
Total Noncurrent Liabilities	\$ 218,031.38

TOTAL LIABILITIES \$ 669,578.60

EQUITY

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

Net Assets

2806 - Unrestricted Net Assets	\$ 411,288.88
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(94,424.18)
Income and Expense Clearing-2020 CFP	39,415.23
Total Net Assets	\$ 431,279.93

TOTAL EQUITY \$ 1,717,992.57

TOTAL LIABILITIES/EQUITY \$ 2,387,571.17

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022

	1 Month Ended		9 Months Ended			
	<u>March 31, 2022</u>		<u>March 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	32,792.00	\$	288,632.00	\$ 450,000	\$ 161,368.00
3110.2 - Dwelling Rental-Proj. 2		7,515.00		65,192.00	0	(65,192.00)
3120 - Excess Utilities		119.00		952.15	0	(952.15)
3190 - Nondwelling Rental		10,891.45		68,715.91	85,000	16,284.09
Total Rental Income	\$	51,317.45	\$	423,492.06	\$ 535,000	\$ 111,507.94
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	25,937.00	\$	255,765.00	\$ 300,000	\$ 44,235.00
Total HUD PHA GRANTS	\$	25,937.00	\$	255,765.00	\$ 300,000	\$ 44,235.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	6.97	\$	92.34	\$ 2,500	\$ 2,407.66
3690 - Tenant Income		(9.60)		5,108.37	5,000	(108.37)
3690.1 - Non-Tenant Income		1,848.00		35,300.28	50,000	14,699.72
3690.2 - Tenant Income-Cable		2,691.00		19,976.00	40,000	20,024.00
3692 - Management Fee		2,100.00		18,900.00	70,000	51,100.00
3692.1 - Maintenance Contracts		2,000.00		18,000.00	0	(18,000.00)
Total Nonrental Income	\$	8,636.37	\$	97,376.99	\$ 167,500	\$ 70,123.01
Total Operating Income	\$	85,890.82	\$	776,634.05	\$ 1,002,500	\$ 225,865.95
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	10,178.84	\$	94,759.74	\$ 140,680	\$ 45,920.26
4130 - Legal Expense		305.74		2,434.96	30,000	27,565.04
4140 - Staff Training		0.00		495.50	4,050	3,554.50
4150 - Travel Expense		213.88		4,297.82	4,700	402.18
4170 - Accounting Fees		747.36		5,349.04	8,500	3,150.96
4171 - Auditing		0.00		3,050.00	4,000	950.00
4182 - Employee Benefits - Admin		1,475.04		22,710.51	27,300	4,589.49
4185 - Telephone		414.75		3,676.28	7,500	3,823.72
4190.1 - Publications		0.00		717.00	800	83.00
4190.2 - Membership Dues and Fees		0.00		150.00	1,000	850.00
4190.3 - Admin. Service Contracts		1,083.98		11,442.03	21,770	10,327.97
4190.4 - Office Supplies		404.76		5,601.27	4,200	(1,401.27)
4190.5 - Other Sundry Expense		203.15		18,915.94	11,900	(7,015.94)
4190.6 - Advertising		0.00		887.25	1,500	612.75
Total Administration	\$	15,027.50	\$	174,487.34	\$ 267,900	\$ 93,412.66
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	41.24	\$	6,819.88	\$ 9,500	\$ 2,680.12
4230 - Cable TV-Tenants		4,647.96		36,264.00	42,000	5,736.00
Total Tenant Services	\$	4,689.20	\$	43,083.88	\$ 51,500	\$ 8,416.12

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022

	1 Month Ended	9 Months Ended		
	<u>March 31, 2022</u>	<u>March 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,752.00	\$ 28,413.34	\$ 19,000	\$ (9,413.34)
4320 - Electricity	13,300.33	94,683.22	135,000	40,316.78
4330 - Gas	5,397.90	17,766.54	20,000	2,233.46
Total Utilities	<u>\$ 20,450.23</u>	<u>\$ 140,863.10</u>	<u>\$ 174,000</u>	<u>\$ 33,136.90</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 11,333.05	\$ 112,698.97	\$ 166,720	\$ 54,021.03
4420 - Materials	4,064.72	33,143.09	42,000	8,856.91
4430 - Contract Costs	0.00	0.00	51,000	51,000.00
4430.02 - Heating & Cooling Contracts	0.00	4,178.15	6,000	1,821.85
4430.03 - Snow Removal Contracts	815.00	2,716.00	5,000	2,284.00
4430.04 - Elevator Maintenance Contracts	0.00	11,134.29	9,500	(1,634.29)
4430.05 - Landscape & Grounds Contracts	0.00	7,968.50	10,000	2,031.50
4430.06 - Unit Turnaround Contracts	0.00	13,530.00	18,000	4,470.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	726.05	3,452.95	2,500	(952.95)
4430.09 - Extermination Contracts	450.00	3,090.00	3,000	(90.00)
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	368.80	6,578.84	15,000	8,421.16
4430.12 - Misc. Contracts	0.00	3,775.22	15,000	11,224.78
4431 - Garbage Removal	1,448.41	12,744.09	8,000	(4,744.09)
4433 - Employee Benefits - Maint.	1,159.70	41,802.43	44,050	2,247.57
4470 - Elk Rapids Expenses	0.00	(387.78)	0	387.78
4471 - East Bay Flats Expenses	0.00	(925.08)	0	925.08
Total Ordinary Maint. & Oper	<u>\$ 20,365.73</u>	<u>\$ 255,499.67</u>	<u>\$ 397,770</u>	<u>\$ 142,270.33</u>
General Expense				
4510 - Insurance	\$ 2,950.26	\$ 28,003.23	\$ 30,500	\$ 2,496.77
4520 - Payment in Lieu of Taxes	2,083.34	18,750.06	25,000	6,249.94
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	3,000	3,000.00
4586 - Interest Expense-CFFP	0.00	0.00	30,000	30,000.00
4590 - Other General Expense	0.00	1,520.83	45,000	43,479.17
Total General Expense	<u>\$ 5,033.60</u>	<u>\$ 48,274.12</u>	<u>\$ 132,500</u>	<u>\$ 84,225.88</u>
Total Routine Expense	<u>\$ 65,566.26</u>	<u>\$ 662,208.11</u>	<u>\$ 1,023,670</u>	<u>\$ 361,461.89</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 18,980.00	\$ 19,994.47	\$ 10,000	\$ (9,994.47)
Total Extraordinary Maintenance	<u>\$ 18,980.00</u>	<u>\$ 19,994.47</u>	<u>\$ 10,000</u>	<u>\$ (9,994.47)</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 18,980.00</u>	<u>\$ 19,994.47</u>	<u>\$ 10,000</u>	<u>\$ (9,994.47)</u>
Total Operating Expenses	<u>\$ 84,546.26</u>	<u>\$ 682,202.58</u>	<u>\$ 1,033,670</u>	<u>\$ 351,467.42</u>
Operating Income (Loss)	<u>\$ 1,344.56</u>	<u>\$ 94,431.47</u>	<u>\$ (31,170)</u>	<u>\$ (125,601.47)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 129,816.06	\$ 0	\$ (129,816.06)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 129,816.06</u>	<u>\$ 0</u>	<u>\$ (129,816.06)</u>

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2022</u>	<u>March 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
RAD Expense				
7020 - RAD Expenses	\$ 903.82	\$ 59,039.59	\$ 0	\$ (59,039.59)
Total RAD Expense	\$ 903.82	\$ 59,039.59	\$ 0	\$ (59,039.59)
Capital Expenditures				
7520 - Replacement of Equipment	\$ 0.00	\$ 2,899.00	\$ 0	\$ (2,899.00)
7540 - Betterments and Additions	9,944.56	14,833.31	40,000	25,166.69
7590 - Operating Expenditures-Contra	(9,944.56)	(17,732.31)	0	17,732.31
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 40,000	\$ 40,000.00
Other Financial Items				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
 HUD Net Income (Loss)	 \$ (9,503.82)	 \$ 17,659.57	 \$ 83,830	 \$ 66,170.43
GAAP Net Income (Loss)	<u>\$ (13,993.77)</u>	<u>\$ (94,424.18)</u>	<u>\$ (226,170)</u>	<u>\$ (131,745.82)</u>

Traverse City Housing Commission
Low Rent Public Housing
CARES Act Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022

	1 Month Ended	9 Months Ended
	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Tenant Services		
Total Tenant Services	\$ 0.00	\$ 0.00
Utilities		
Total Utilities	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00

**Traverse City Housing Commission
2017 Capital Fund
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

501-17 P&L	1 Month Ended	9 Months Ended
1020	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission
2018 Capital Fund
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

501-18 P&L	1 Month Ended	9 Months Ended
1021	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

**Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

501-19 P&L	1 Month Ended	9 Months Ended
1022	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022

501-20 P&L	1 Month Ended	9 Months Ended
1023	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	4,379.47	39,415.23
Total HUD PHA GRANTS	<u>4,379.47</u>	<u>39,415.23</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>4,379.47</u>	<u>39,415.23</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u><u>4,379.47</u></u>	<u><u>39,415.23</u></u>

Traverse City Housing Commission

Capital Fund 501-17

Program ID:

MI33-P080-50117
1520****

	1 Month Ended	9 Months Ended		
	March 31, 2022	March 31, 2022	BUDGET	OVER/UNDER
<hr/>				
Administration				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
Total Administration	0.00	18,679.36	0.00	(18,679.36)
A & E				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
Total A & E Fees	0.00	821.91	0.00	(821.91)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
Total Dwelling Structures	0.00	7,937.28	84,905.00	76,967.72
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
 Total Capital Funds Expended	 \$ 0.00	 \$ 79,992.19	 \$ 137,459.00	 \$ 57,466.81
 1600 - Capital Funds Advanced	 0.00	 79,992.19	 137,459.00	 57,466.81
 Over/(Under) Funding	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00

Traverse City Housing Commission

Capital Fund 501-18

Program ID:

MI33-P080-50118
1521****

	1 Month Ended	9 Months Ended		
	March 31, 2022	March 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
1450.01 - RVT Parking Lot Repair	0.00	0.00	15,000.00	15,000.00
1450.17 - LED Site Lighting-OV	0.00	0.00	4,120.00	4,120.00
1450.18 - Arsenic Lawsuit	0.00	37,053.28	0.00	(37,053.28)
Total Site Improvements	0.00	37,053.28	19,120.00	(17,933.28)
Dwelling Structures				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
Total Dwelling Structures	0.00	0.00	43,155.00	43,155.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Total Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 8,060.00</u>	<u>\$ 8,060.00</u>

Traverse City Housing Commission

2019 Capital Fund

Program ID:

MI33-P080-50119
1522****

	1 Month Ended	9 Months Ended		
	March 31, 2022	March 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	0.00	(52,553.64)
Total Other	0.00	52,553.64	0.00	(52,553.64)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 52,553.64</u>	<u>\$ 0.00</u>	<u>\$ (52,553.64)</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>52,553.64</u>	<u>0.00</u>	<u>(52,553.64)</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:

MI33-P080-50120
1523****

	1 Month Ended	9 Months Ended		
	March 31, 2022	March 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	4,379.47	39,415.23	0.00	(39,415.23)
Total Other	4,379.47	39,415.23	0.00	(39,415.23)
 Total Capital Funds Expended	 <u>\$ 4,379.47</u>	 <u>\$ 39,415.23</u>	 <u>\$ 0.00</u>	 <u>\$ (39,415.23)</u>
 1600 - Capital Funds Advanced	 <u>4,379.47</u>	 <u>39,415.23</u>	 <u>0.00</u>	 <u>(39,415.23)</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	9 Months Ended		
1601****	March 31, 2022	March 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
Total A & E Fees	0.00	19,561.06	19,561.00	(0.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	605,825.00	28,188.00
Dwelling Equipment				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
Total Dwelling Equipment	0.00	33,497.43	0.00	(33,497.43)
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	36,089.00	27,611.17
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 136,041.87
1111.6 - FSS Escrow Savings	<u>99,790.16</u>

Total Cash	\$ 235,832.03
-------------------	----------------------

Receivables

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

Investments

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

Deferred Charges

1290 - Other Deferred Charges	\$ 92,089.00
-------------------------------	--------------

Total Deferred Charges	\$ 92,089.00
-------------------------------	---------------------

TOTAL CURRENT ASSETS	\$ 327,921.03
-----------------------------	----------------------

Fixed Assets

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

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

TOTAL ASSETS	<u>\$ 328,145.70</u>
---------------------	-----------------------------

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	<u>8,537.89</u>

Total Accounts Payable \$ 10,706.13

Accrued Liabilities

2135 - Salaries and Wages	\$ 1,046.82
2135.1 - Compensated Absences-Short Term	4,569.89
2135.2 - Accrued Payroll Taxes	233.16
2182 - FSS Escrow Trust	<u>93,853.38</u>

Total Accrued Liabilities \$ 99,703.25

Deferred Credits

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

Total Deferred Credits \$ 306.00

Total Current Liabilities \$ 110,715.38

NONCURRENT LIABILITIES

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

Total Noncurrent Liabilities \$ 1,705.99

TOTAL LIABILITIES \$ 112,421.37

NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$ 221,276.98
2826 - Operating Reserve-Admin	217,977.57
2826.01 - Operating Reserve-HAP	3,299.13
2826.1 - Operating Reserve-Contra	(221,276.70)
Income and Expense Clearing	(3,928.45)
Income and Expense Clearing - FSS	<u>(1,624.20)</u>

TOTAL NET ASSETS \$ 215,724.33

TOTAL LIABILITIES/NET ASSETS \$ 328,145.70

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2022</u>	<u>March 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 496.12	\$ 0	\$ (496.12)
3603 - Number of Unit Months	(160.00)	(1,421.00)	0	1,421.00
3604 - Unit Months - Contra	160.00	1,421.00	0	(1,421.00)
Total Operating Reserve Income	\$ 50.00	\$ 496.12	\$ 0	\$ (496.12)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 95,210.00	\$ 841,376.00	\$ 1,250,000	\$ 408,624.00
3411 - Admin Fee Funding	9,062.00	74,652.00	71,000	(3,652.00)
Total HUD PHA GRANTS	\$ 104,272.00	\$ 916,028.00	\$ 1,321,000	\$ 404,972.00
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 104,322.00	\$ 916,524.12	\$ 1,321,000	\$ 404,475.88
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,616.78	\$ 37,225.60	\$ 47,500	\$ 10,274.40
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	0.00	5,000	5,000.00
4140 - Staff Training	892.50	1,077.00	2,200	1,123.00
4150 - Travel Expense	29.72	664.76	2,800	2,135.24
4170 - Accounting Fees	684.25	6,393.25	10,500	4,106.75
4171 - Auditing	0.00	3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	646.53	11,859.61	10,600	(1,259.61)
4185 - Telephone	177.74	1,416.96	3,200	1,783.04
4190.1 - Publications	0.00	956.00	500	(456.00)
4190.2 - Membership Dues and Fees	0.00	0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	464.58	5,795.80	9,330	3,534.20
4190.4 - Office Supplies	142.41	777.10	2,200	1,422.90
4190.5 - Other Sundry Expense	196.20	4,710.60	5,100	389.40
Total Administration	\$ 6,850.71	\$ 73,926.68	\$ 101,430	\$ 27,503.32
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 6,850.71	\$ 73,926.68	\$ 101,430	\$ 27,503.32

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	<u>1 Month Ended March 31, 2022</u>	<u>9 Months Ended March 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 88,161.00	\$ 790,660.00	\$ 1,150,000	\$ 359,340.00
4715.3 - HAP - Non-Elderly Disabled	986.00	13,158.00	0	(13,158.00)
4715.4 - HAP - Utility Allowances	684.00	3,028.00	0	(3,028.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(496.11)	0	496.11
4715.6 - HAP - Homeownership	1,433.00	12,871.00	0	(12,871.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	2,186.00	27,257.00	0	(27,257.00)
Total HAP Payments	\$ 93,400.00	\$ 846,525.89	\$ 1,150,000	\$ 303,474.11
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 100,250.71	\$ 920,452.57	\$ 1,251,430	\$ 330,977.43
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 4,071.29	\$ (3,928.45)	\$ 69,570	\$ 73,498.45
Memo:				
Admin Operating Income/(Loss)	\$ 2,211.29	\$ 725.32	\$ (30,430)	\$ (31,155.32)
<u>Analysis of Funding</u>		<u>9 Months Ended March 31, 2022</u>		
A.C. Received: March 31, 2022				
3410 - HAP Funding		\$ 841,376.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		790,660.00		
4715.3 - HAP - Non-Elderly Disabled		13,158.00		
4715.4 - HAP - Utility Allowances		3,028.00		
4715.5 - HAP - Fraud Recovery		(496.11)		
4715.6 - HAP - Homeownership		12,871.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		27,257.00		
Total Funding Required		\$ 846,525.89		
Over/(Under) Funding		\$ (5,149.89)		
RNP as of: March 31, 2022		\$ (1,850.76)		
UNP as of: March 31, 2022		\$ 217,574.81		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	1 Month Ended		9 Months Ended			
	<u>March 31, 2022</u>		<u>March 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$	0.00	\$	35,073.34	\$ 0	\$ (35,073.34)
Total HUD PHA GRANTS	\$	0.00	\$	35,073.34	\$ 0	\$ (35,073.34)
Income Offset HUD A.C.						
Total Income Offset		0.00		0.00	0.00	0.00
Total Operating Income	\$	0.00	\$	35,073.34	\$ 0	\$ (35,073.34)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	1,834.84	\$	28,076.48	\$ 47,200	\$ 19,123.52
4182 - Employee Benefits - Admin		139.11		8,621.06	11,980	3,358.94
Total Administration	\$	1,973.95	\$	36,697.54	\$ 59,180	\$ 22,482.46
General Expense						
Total General Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Routine Expense	\$	1,973.95	\$	36,697.54	\$ 59,180	\$ 22,482.46

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	<u>1 Month Ended March 31, 2022</u>	<u>9 Months Ended March 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 1,973.95	\$ 36,697.54	\$ 59,180	\$ 22,482.46
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>\$ (1,973.95)</u>	<u>\$ (1,624.20)</u>	<u>\$ (59,180)</u>	<u>\$ (57,555.80)</u>

**Traverse City Housing Commission
Housing Choice Vouchers
CARES Act Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2022**

	1 Month Ended	9 Months Ended
	<u>March 31, 2022</u>	<u>March 31, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Depreciation Expense		
Total Depreciation Expense	\$ 0.00	\$ 0.00
Capital Expenditures		
Total Capital Expenditures	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: April 15, 2022

Communications & Outreach Committee Meeting: April 12, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
April 15, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the TCHC Office, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 1:11 P.M.

ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

CORRESPONDENCE

A letter from the Michigan Department of EGLE was received. Correspondence from attorneys Carl Coan and Brad Wierda was reviewed.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the March 21, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. Real Estate Updates: Staff provided brief updates of real estate projects including the rehab of Riverview Terrace (HUD), the BATA project and the 8th Street Property. We have received the final document from EGLE that was required before HUD can provide final sign-off. Garfield Township Trustees voted unanimously to approve our PUD. Our application for Tax Credits from MSHDA has been submitted and it appears that the ranking for the Parkview Senior Apartments looks good.
- C. Staff reported that the Cheboygan Housing Commission is still wanting to move forward with a contract but is willing to wait until later this summer to start the project. More on this next month.
- D. Check Signing Authorization: After the recent departure of staff, we need to address the Check Signing Authorizations. It was decided to handle this after the Election of Officers in June but that the Emergency Signer will be Commissioner Jim Friend.
- E. Human Resources: Staff reported that another employee has resigned. An ad to replace that staff person will be in the Sunday Record-Eagle and on the website. Staff will report back on the Kate Greene contract next month.
- F. Staff reported that he has started the draft of the Fiscal Year 2023 Annual Budget. Some assumptions that are being used were discussed.

G. MEETING AGENDA: The meeting will be held at the Governmental Center and there will only be the regular business items.

H. GENERAL COMMENTS: Staff reminded the committee that he will not attend the Annual Meeting in June due to a long-planned vacation.

ADJOURNMENT

President Lockwood adjourned the meeting at 1:41 P.M.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Communication & Outreach Committee
April 12, 2022

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Lockwood in the TCHC Office at Riverview Terrace, 150 Pine Street, Traverse City, Michigan, at 10:00 A.M.

ROLL CALL

The following were present:

Commissioners – Heather Lockwood and Mitch Treadwell.

Staff – Tony Lentych, Executive Director.

Public/Other – None.

AGENDA

A. The minutes of the previous meeting were reviewed and the agenda was approved.

B. Old Business

The following Old Business item was briefly discussed:

- Building Art— This has not been a priority this last month.

C. New Business

The following New Business items were discussed:

- Website Refresh — Staff reported that Byte Productions has made some subtle but significant changes to the website. Staff also reviewed the significant work done on much of the content. This includes updating the pre-applications for our properties, the Commissioner/Staff pages, and the public documents.

It was noted that we need a place on the site that directs interested parties “to help” us with donations or volunteering. There was a brief side conversation on the City of Traverse City’s efforts to create a more common “onboarding process” for all commissions and boards appointed by the City Commission. This will allow people who are interested in serving “to find us” on some level.

It will take some time, but the overall project is moving forward.

- Program Marketing — Dovetailing with previous conversation, it was noted that we need to get our mission into the public domain. It was noted that we are a 56-year-old entity and not many people know what we do beyond those that utilize our services or are partners with us. Once the website is fully updated, we may take out an ad in various places to help drive people to the website.
 - Housing Development Marketing — The final version (or version 2.0) of the marketing piece for the BATA/TCHC deal entitled, “*Center of It All*” was distributed. It was noted that 75 copies are being printed this round. There was a conversation as to where to distribute the brochure including State Departments in Lansing, people running for local office, and locally elected officials among others.
- D. Future Topics – It was noted that it has been awhile since TCHC was a topic (or part of the “Dog & Pony” Show) with local/regional social and or service clubs. This will become part of the standing items of business.

- E. Announcements – Staff reported that the Grand Traverse County Survey on ARPA Funds has been published and Commissioners are encouraged to complete the survey and encourage the county to spend resources on housing – even mentioning our BATA/TCHC Project.

ADJOURNMENT

The Committee adjourned at 10:50 A.M.

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

Respectfully submitted,

Heather Lockwood & Tony Lentych, Executive Director



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

STAFF & PROGRAM REPORTS

Executive Director's Report: April 2022

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

Resident Council Report: April 2022

EXECUTIVE DIRECTOR'S REPORT: April 22, 2022

This report covers the work accomplished from March 25, 2022 until April 21, 2022. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. RIVERVIEW TERRACE: Ten (10) units are now open. Our goal of ten (10) open units has been met AND we should have six (6) open -02 stack units so we only need four (4) open units in reality. REAC Inspections from HUD are next week.
2. ORCHARDVIEW: We have one open unit and have a family ready to move in. REAC Inspections from HUD are next week.
3. EAST BAY FLATS: This project is fully leased. Communications with MCC staff about tenant issues. They are handling the complaints.

Housing Choice Vouchers

1. We have 159 HCVs filled at this time but 1 of those families is looking for housing. We had an unexpected move out in a PBV but that will be re-leased soon. There are five families looking (outside of these numbers) for housing.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Multiple calls and meetings on this item every week as we count down to the closing date!
2. Parkview Apartments: We applied for Tax Credits on April 1st. The scores were reported the next week and our project is sitting in a great position. The development team believes two deals will be funded in our category and there are three applicants (we have the highest score). We have discussed this in detail and we are no longer pursuing any "Plan B" ideas on that property.
3. BATA (See Memorandum): Weekly calls with our development team. Several calls with BATA on various final items. Re-editing the brochure.
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.

5. Women's Resource Center/Madeline's House: Nothing to report.
6. Several conversations with Cooper-Woda Company staff about potential collaboration.
7. Conversations with Cheboygan Housing Commission staff.
8. Conversations with developer of a Leelanau County property for low-income persons.

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.
2. FSS – working to fill open spots and to monitor program.

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

Financial

1. Working on the FY 2023 Budget – Salary comparisons with City and County are ready.

General Management

1. Hired a new Property Manager who starts work on May 9th. Hired a consultant (a former Housing Commission Executive Director) to work in the office during the RAD transition. Advertised for a new Maintenance Technician position.
2. Continued work on internal Policy Review continued work on our Document Retention Policy.
3. Completed the HCV Administrative Plan Review and we are preparing the documents for Governance Committee review.
4. COVID-19: We have relaxed all rules but masks are still encouraged (and available) for the medically vulnerable residents.

TCHC

1. Attended Monthly Meeting (March) and prepared for another Monthly Meeting (April).
2. Prepared for and attended the Executive & Finance Committee meeting.

3. Prepared for and attended the Communications & Outreach Committee meeting.
4. Conversations with City Manager about Housing Issues.
5. Working on Phase II of Website Refresh – mostly updating language and adding items.
6. Meetings with IT partner on security upgrades – rolling out two-factor verification next month.
7. ZOOM Meeting with Great Lakes Capital to discuss shared property issues (Construction) and general coordination.
8. Attended City Commission Study Session – Community Housing Profile and City Boards were discussed.
9. Attended a meeting with City staff regarding property for affordable/workforce housing.

ERHC

1. Coordinated staff activities to implement management contract (schedules, duties, etc.).
2. Conversations with Village Manager.

HUD

1. Multiple calls and a TEAMS Meeting with our portfolio management specialist in the Detroit HUD Office.
2. Attended a Capital Fund Virtual Training.

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

1. Housing North: Several meetings with Executive Staff. Attended an Executive Committee Meeting and a Board of Directors Meeting. Attended a Grand Traverse County Housing Solutions Network.
2. Community Economic Development Association of Michigan (CEDAM): Conversations with Executive staff over various issues. Coordinated a call with CEDAM staff with a former state representative on policy issues. My term ends next month.
3. Leelanau County HAC: Attended a bi-monthly meeting at Governmental Center.
4. Interviewed with the County Commission Ad Hoc Committee to serve on the Community Mental Health Board.

5. Phone conversation with Goodwill Industry CEO to discuss housing issues.

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

1. Worked with TCHC attorneys property issues.
2. Several calls with media and one on-air interview on the lack of affordable housing.
3. Meeting with City Attorney about updates and various issues property taxes and HUD issues.
4. Continued conversations and research on ARPA Funds.
5. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

April 22, 2022

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
25	14	56%	9	36%

FSS Program Manager Update

We have continued our work to clean up all of the files in this program and have made great progress on that effort. We have also made contact with nearly all of the families in way or the other to make sure we have an understanding as to where participants "think" they are in the program – e.g., close to graduation or not. We will continue to recruit participants through the HCV program.

Status of Participants

We have graduated three families (March) and added three families, so the numbers look the same. We anticipate another graduation next month.


FSS Grant

We will be applying again when the funding round opens this summer.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of March 2022. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found – there were some “returns” on the back statement but that was due to some broken equipment that was returned. Other than that, all transactions were just normal purchasing.

Regular meetings are occurring in the building and activities are being planned and executed by the officers and volunteers.

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

Riverview Terrace Resident Council

FY 2021-2022

	July	Oct	Dec	Jan	Feb	March	June
Restricted Balance Forward	\$ 1,025.72	\$ 772.02	\$ 2,214.03	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 115.54	\$ -
Expenses	\$ 62.59	\$ 231.34	\$ 179.18	\$ 39.99	\$ 224.24	\$ 83.59	\$ -
SUB TOTAL	\$ 963.13	\$ 2,265.68	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57	\$ 1,802.57

Unrestricted Balance Forward	\$ 1,506.64	\$ 1,358.14	\$ 1,167.44	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93
Income	\$ -	\$ 100.00	\$ 3,187.35	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 134.85	\$ 279.53	\$ 28.48	\$ -	\$ 73.85	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,506.64	\$ 1,323.29	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93	\$ 3,972.93

EOM TOTAL*	\$ 2,469.77	\$ 3,588.97	\$ 6,110.11	\$ 6,041.64	\$ 5,817.40	\$ 5,775.50	\$ 5,775.50
-------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,925.50

Current as of March 31, 2022



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

Your Statement Of Accounts
03/01/2022-03/31/2022
Your Account Number
xxxxxx1794
Page 1

146418 1 AV 0.426 214546-146418-605



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

Affordable home ownership! Looking to buy your first home or upgrade to more space? Make your new home a reality with our low rates, industry-low closing costs, and 0-3% down payments.* Visit LMCU.org/Mortgage or call (844)754-6280 to get started. LMCU is an equal housing lender NMLS #442967
*For well-qualified borrowers.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$5,817.40	\$5,775.50
	Total		\$5,825.50



MEMBER SAVINGS

Share Account ID 00

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

FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
					\$294.68
					\$336.58
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Mar 01		Beginning Balance			\$5,817.40
Mar 01	Mar 01	Withdrawal Debit Card Business Debit	(\$18.60)		\$5,798.80
		24492152060713187981930 ALLIED BINGO SUPPLIES 195-453-2509 FL 03/01/2022			
Mar 10	Mar 10	Draft 1192 Tracer 000033158	(\$25.00)		\$5,773.80
		WAL-MART #2338 Pending credit/return for \$115.54 on card 7449			
Mar 13	Mar 13	Withdrawal Adjustment Debit Card Credit Voucher		\$115.54	\$5,889.34
		74226382072400006856454 WAL-MART #2338 TRAVERSE CITY MI 03/12/2022			
Mar 14	Mar 14	Withdrawal Debit Card Business Debit	(\$179.14)		\$5,710.20
		24055232073083756533684 WALMART.COM AA 800-966-6546 AR 03/14/2022			
Mar 15	Mar 15	Withdrawal Debit Card Business Debit	(\$73.85)		\$5,636.35
		24692162074100902960657 MEIJER # 033 877-363-4537 MI 03/14/2022			
Mar 20	Mar 20	Withdrawal Bill Payment #207922100847	(\$39.99)		\$5,596.36
		SPECTRUM 855-707-7328 MO			
		WALMART.COM AA Pending credit/return for \$179.14 on card 7449			
Mar 23	Mar 23	Withdrawal Adjustment Debit Card Credit Voucher		\$179.14	\$5,775.50
		74055232082083007920775 WALMART.COM AA WALMART.COM AR 03/23/2022			
Mar 31		Ending Balance			\$5,775.50

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1192	Mar 10	\$25.00						
		Total Checks Cleared	1		\$25.00			

The Asterisk (*) indicates a break in check sequence.

Riverview Terrace Resident Council

April 19, 2022

Traverse City Housing Commission:

So far, April has been a melancholic harbinger of spring, cold, rain and wind, not what we need to facilitate healing from the Covid-19 pandemic. Have we lost our sense of community or will it return at a later time? I blame this loss not only on the pandemic but the demographics of Riverview Terrace. The Resident Council will continue to serve and advocate for the residents in this building as long as we are needed!

We are having a farewell party for Dave Gourlay (maintenance Manager, 34 years) on Friday, April 22, at 12:00. Stop over and say good bye to the last of the old guard!

Here's our lineup for May:

- May 3 at 7:00 PM, "Big Money" Bingo.
- May 11 or 18 at 6:00 PM, May Birthday Party.
- May 20 – RTRC Monthly Meeting, 6:00 PM, featuring a Speaker from Pace North.

Thank you for your continued interest in the Resident Council's doings.

Respectfully yours,



Elizabeth (Betty) Osborne,
President





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

OLD BUSINESS

TCHC Policy Review Schedule April 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCHC Policy Review Schedule

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

TCHC Policy Review Schedule

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


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We finally received our Approval for our Response Activity Plan from the Michigan Department of Environment, Great Lakes, & Energy (EGLE). This was the last item required from HUD before they could issue us a final RCC (RAD Conversion Commitment). We have forwarded this document to HUD and are now waiting. Once that is issued, HUD will close within 60 days.

We are holding weekly meetings with our partners Alliant Capital, MSHDA, and KMG. We anticipate establishing a closing date before the end of the month but we really believe that a May 31st or June 1st closing date is still feasible.

We are meeting weekly with our construction team and they could probably pull the permits at any point from May 1, 2022 on. A final construction schedule should be available within a week.

The RAD meeting for residents will be held later this month on April 28, 2022.

ATTACHMENTS: EGLE RAP Approval Letter



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
CADILLAC DISTRICT OFFICE



LIESL EICHLER CLARK
DIRECTOR

April 14, 2022

VIA EMAIL

Tony Lentych
TC 150P 4B Limited Dividend Housing Association Limited Partnership
10448 Citation Drive, Suite 100
Brighton, Michigan 48116

Dear Tony Lentych:

SUBJECT: Notice of Approval with Conditions of a Response Activity Plan (RAP)
Riverview Terrace, 150 North Pine Street, Traverse City
Grand Traverse County, Michigan
Facility ID No. 28000497

The Department of Environment, Great Lakes, and Energy (EGLE), Remediation and Redevelopment Division (RRD), has reviewed the RAP submitted on November 19, 2021, by ASTI pursuant to Section 20107a(1)(b) of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Section 20114b(3) of the NREPA states that when a RAP is submitted for approval, EGLE may notify the submitter that the plan is approved with conditions, if applicable.

The RAP is approved with the following conditions:

Condition 1 - Soil Direct Contact Pathway

Investigative activities detailed in the document submitted by ASTI on April 11, 2022, titled "Response Activity Plan-Addendum" will be conducted concurrent with activities proposed in the November 19, 2021, RAP. The results of investigative activities will be submitted to EGLE no later than December 31, 2022. Once the results are available to EGLE staff, an evaluation can be conducted on the required vertical and lateral extent of any clean soil cover on the property through discussions with ASTI staff. It is also possible that an additional phase of sampling may be merited to further define the extent of soil contamination exceeding residential direct contact criteria.

Condition 2 - Vapor Intrusion Pathway

The proposal in the RAP to address risks posed via the vapor intrusion pathway will be amended to include the following:

- Revised site-specific volatilization to indoor air criteria (SSVIAC) will be requested for the observed shallowest depth to groundwater of 15 feet below ground surface.

This is needed to ensure the criteria being used to demonstrate compliance is applicable and representative of site conditions.

- Pressure differential monitoring points will be placed in stair wells and in each apartment to address areas between footers.
- Smoke testing will be conducted as part of the installation of the vapor barrier in the crawlspace to confirm there are no leaks or penetrations.
- The contingency plan will be amended to address monitoring points not meeting the performance metric in quarterly readings.

If the above conditions are not met, EGLE approval of the RAP is withdrawn.

A true copy of the reports should be mailed to:

Dave Maynard, Project Manager
EGLE - RRD
Cadillac District Office
120 West Chapin Street
Cadillac, MI 49601

This approval with conditions of the RAP is based upon the representations and information contained in the submittal, therefore, EGLE expresses no opinion as to whether other conditions that may exist will be adequately addressed by the response activities that are proposed. Notwithstanding this approval, if environmental contamination is found to exist that is not addressed by the RAP and you are otherwise liable for the contamination, additional response activities may be necessary.

If you should have further questions or concerns, please contact Dave Maynard, Project Manager, RRD, Cadillac District Office, at 231-429-1656, or at MaynardD@michigan.gov.

Sincerely,



Steven Kitler, Supervisor
Cadillac District Office
Remediation and Redevelopment Division
231- 631-0370
KitlerS@michigan.gov

sk/tl

cc: Dave Maynard, EGLE


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

We had a few follow up items with the Township (post PUD) this month. We also have spent some time on executing the final property split with the property owner. The final property lines are based upon our last purchase agreement that was executed last summer.

I has a preliminary call with MSHDA staff about a new program for Workforce Housing that may launch later this summer. We are exploring all funding opportunities and will begin submission of applications at some point this summer.

We published the final version of the document entitled, "The Center of It All" that emphasizes the financial impact of the overall project. You can find that in Correspondence section of the packet.

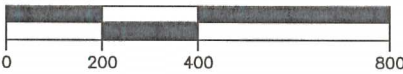
ATTACHMENTS: Final Land Split Application

CERTIFICATE OF SURVEY

Legend

- IRON SET
- IRON FOUND
- ⊙ MONUMENT FOUND
- ⊕ GOVERNMENT CORNER
- SECTION CORNER
- ◆ FOUND DNR MONUMNET
- (R) RECORD
- (M) MEASURED

Scale: 1" = 400'



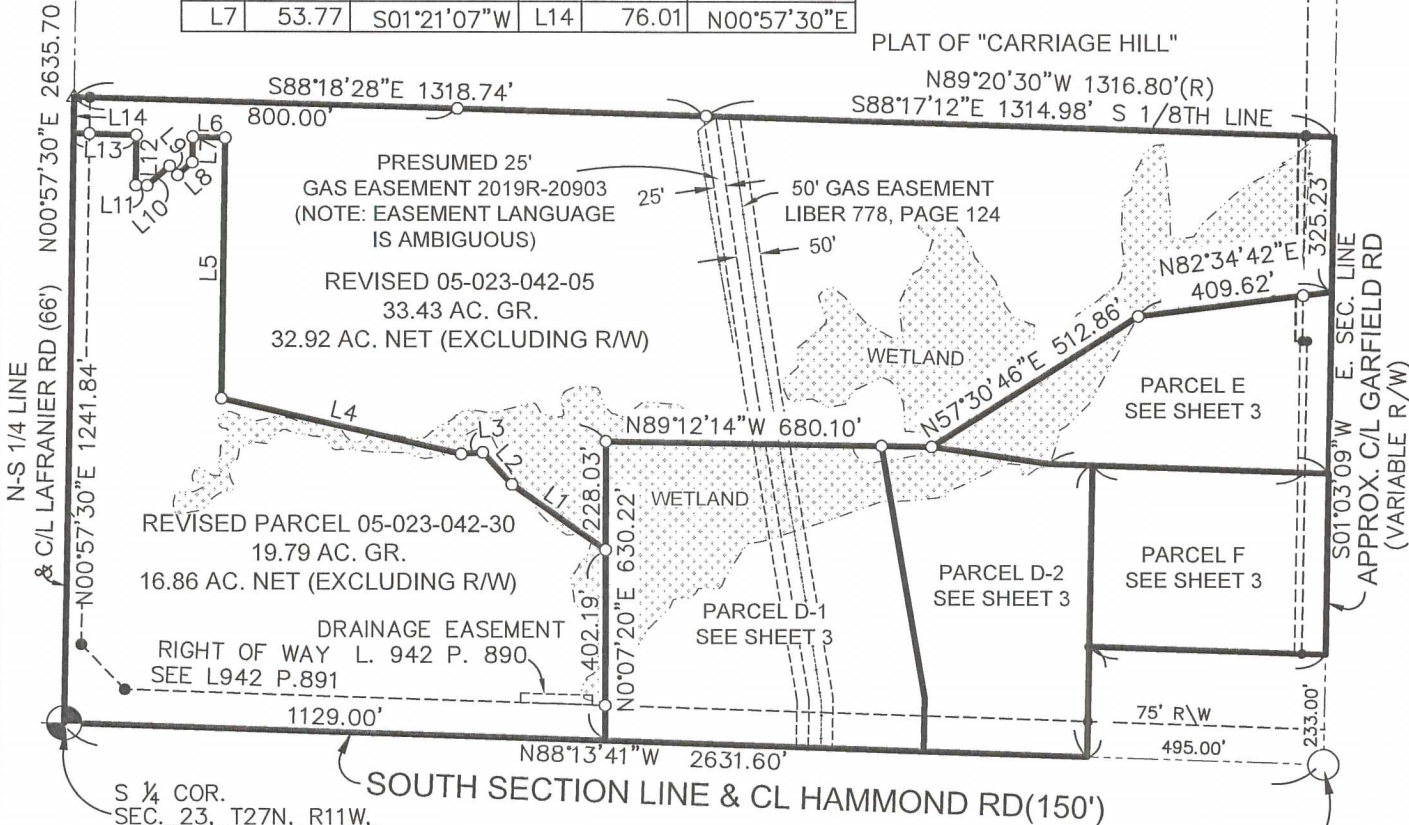
SPACE RESERVED FOR REGISTER OF DEEDS

C ¼ COR.
SEC. 23, T27N, R11W.
IRON OF RECORD IN BOX

LINE TABLE			LINE TABLE		
LINE	DIST	BEARING	LINE	DIST	BEARING
L1	238.68	N54°56'50"W	L8	40.66	S48°58'54"W
L2	90.69	N42°07'21"W	L9	25.00	N41°01'06"W
L3	44.88	S85°33'20"W	L10	62.36	S49°00'09"W
L4	513.94	N76°54'36"W	L11	23.84	N89°03'38"W
L5	547.80	N00°57'42"E	L12	105.61	N00°57'31"E
L6	67.82	N88°17'53"W	L13	130.98	N88°17'53"W
L7	53.77	S01°21'07"W	L14	76.01	N00°57'30"E

EAST 1/4 COR.
SEC. 23, T27N, R11W.
FD 3-1/2" BRASS CAP
EAST 24.97' P.POLE
S14°E 106.04' 16" W. PINE
S62°W 49.76 10" PEAR
N05°W 68.33' 12" MAPLE

PLAT OF "CARRIAGE HILL"



S ¼ COR.
SEC. 23, T27N, R11W.
FD ½" REROD IN MON BOX
S40°E P. POLE 39.76'
S45°W P. POLE 35.85'
N56°W 14" ELM 80.50'
N78°E 22" MAPLE 99.53'

SE COR.
SEC. 23, T27N, R11W.
FD 3-1/2" BRASS CAP
N29W 68.74' GUY POLE
S70W 74.80' P. POLE
S24E 70.07' P. POLE
N28E 102.08' 6" SPRUCE

NOTE: All parcels are subject to and together with blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.



04-14-22

BASIS OF BEARING: NAD 83 MI CENT SPCS
ESTIMATED ABSOLUTE ACCURACY IS 0.20' PER CORNER

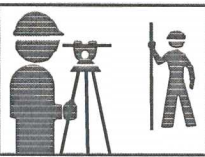
I Jesse E. Mitchell #4001054433 being a Licensed Professional Surveyor, hereby certify that I have surveyed and mapped the parcel(s) heron described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with.

This survey plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed third person without an express recertification by the surveyor naming said third person.

Jesse E. Mitchell
Professional Surveyor No. 4001054433

CLIENT: LOUIS G & MARVEL R LAFRANIER TRUST
C/O DIXIE ROETHLISBERGER

LOCATION:
PART OF THE SOUTHEAST 1/4, SECTION 23,
TOWN 27 NORTH, RANGE 11 WEST,
GARFIELD TOWNSHIP,
GRAND TRAVERSE COUNTY, MICHIGAN.



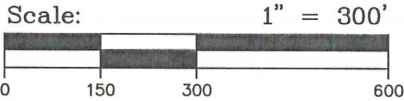
Bob Mitchell & Associates
SURVEYING / ENGINEERING
404 West Main Street P.O. Box 306 NORTH 1ST STREET
Kingsley, MI 49649 Harrison, MI 48625
(231) 263-5463 • FAX (231) 263-7921
Toll Free in Michigan 1-800-533-6627
email jesse@mapcivilsurvey.com

DWN. MJC	REVISED DATE 4/14/2022 9.19.18	FILE NO. 20210403
CK. JEM	F.LD. BK. X PG. X	SHEET 163 OF 5

CERTIFICATE OF SURVEY

Legend

- IRON SET
- IRON FOUND
- ⊙ MONUMENT FOUND
- ⬢ GOVERNMENT CORNER
- SECTION CORNER
- ◆ FOUND DNR MONUMNET
- (R) RECORD
- (M) MEASURED

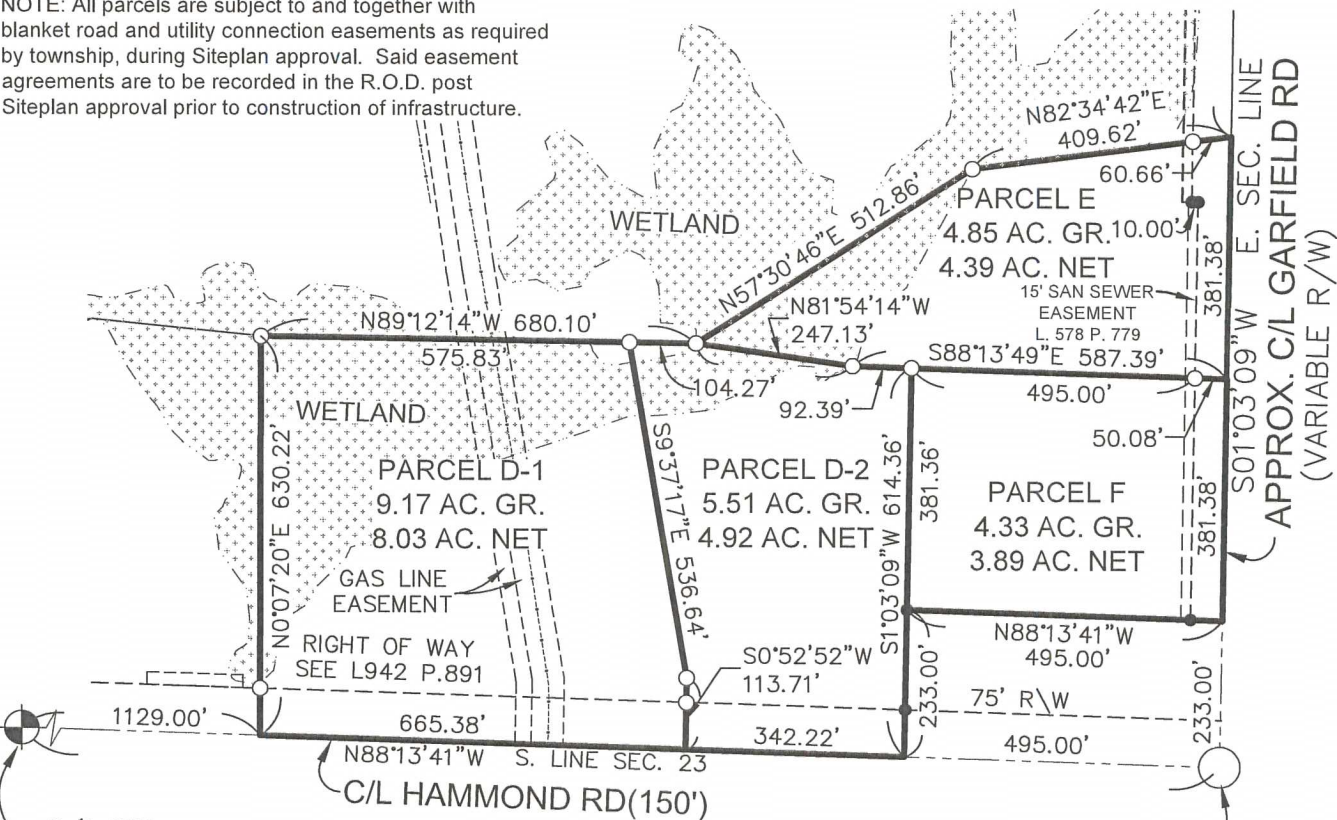


SPACE RESERVED FOR REGISTER OF DEEDS

THIS PROPOSED PARCEL DIVISION IS SUBJECT TO MUNICIPAL APPROVAL PURSUANT TO THE "LAND DIVISION ACT", P.A. 591 OF 1996, AS AMENDED.

NOTE: All parcels are subject to and together with blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

EAST 1/4 COR.
SEC. 23, T27N, R11W.
FD 3-1/2" BRASS CAP
EAST 24.97' P.POLE
S14°E 106.04' 16" W. PINE
S62°W 49.76 10" PEAR
N05°W 68.33' 12" MAPLE



S 1/4 COR.
SEC. 23, T27N, R11W.
FD 1/2" REROD IN MON BOX
S40°E P. POLE 39.76'
S45°W P. POLE 35.85'
N56°W 14" ELM 80.50'
N78°E 22" MAPLE 99.53'



SE COR.
SEC. 23, T27N, R11W.
FD 3-1/2" BRASS CAP
N29W 68.74' GUY POLE
S70W 74.80' P. POLE
S24E 70.07' P. POLE
N28E 102.08' 6" SPRUCE

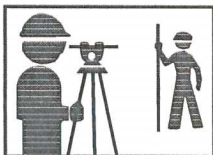
BASIS OF BEARING: NAD 83 MI CENT SPCS
ESTIMATED ABSOLUTE ACCURACY IS 0.20' PER CORNER

I Jesse E. Mitchell #4001054433 being a Licensed Professional Surveyor, hereby certify that I have surveyed and mapped the parcel(s) heron described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with.

This survey plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed third person without an express recertification by the surveyor naming said third person.

04-14-22

Jesse E. Mitchell
Professional Surveyor No. 4001054433



Bob Mitchell & Associates
SURVEYING / ENGINEERING
404 West Main Street P.O. Box 306 NORTH 1ST STREET
Kingsley, MI 49649 Harrison, MI 48625
(231) 263-5463 • FAX (231) 263-7921
Toll Free in Michigan 1-800-533-6627
email jesse@mapcivilsurvey.com

CLIENT: LOUIS G & MARVEL R LAFRANIER TRUST
C/O DIXIE ROETHLISBERGER

LOCATION:

PART OF THE SOUTHEAST 1/4, SECTION 23,
TOWN 27 NORTH, RANGE 11 WEST,
GARFIELD TOWNSHIP,
GRAND TRAVERSE COUNTY, MICHIGAN.

DWN. MJC	REVISED DATE 3.15.2022 9.19.18	FILE NO. 20210403
CK. JEM	FLD. BK. X PG. X	SHEET 2 OF 5

DESCRIPTION

REVISED 05-023-042-05

Part of South 1/2 of the Southeast 1/4 of Section 23, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, more fully described as: Commencing at the South 1/4 corner of said Section 23; thence North 00°57'30" East, 1241.84 feet, along the North and South 1/4 line of said Section and the centerline of LaFranier Road, to the Point of Beginning; thence North 00°57'30" East, 76.01 feet, along the North and South 1/4 line of said Section and the centerline of LaFranier Road to the South 1/8 line of said Section; thence South 88°18'28" East, 1318.74 feet, along said South 1/8 line; thence South 88°17'12" East, 1314.98 feet, along said South 1/8 line to a point on the East line of said Section and the centerline of Garfield Road; thence South 01°03'09" West, 325.23 feet, along said East line and centerline; thence South 82°34'42" West, 409.62 feet; thence South 57°30'46" West, 512.86 feet; thence North 89°12'14" West, 680.10 feet; thence South 00°07'20" West, 228.03 feet; thence North 54°56'50" West, 238.68 feet; thence North 42°07'21" West, 90.69 feet; thence South 85°33'20" West, 44.88 feet; thence North 76°54'36" West, 513.94 feet; thence North 00°57'42" East, 547.80 feet; thence North 88°17'53" West, 67.82 feet; thence South 01°21'07" West, 53.77 feet; thence South 48°58'54" West, 40.66 feet; thence North 41°01'06" West, 25.00 feet; thence South 49°00'49" West, 62.36 feet; thence North 89°03'38" West, 23.84 feet; thence North 00°57'31" East, 105.61 feet; thence North 88°17'53" West, 130.98 feet, to the Point of Beginning. Contains 33.43 Acres Gross Acres of Land, more or less.

Subject to the right of way for LaFranier Road over the westerly portion thereof. Subject to the right of way for Garfield Avenue over the easterly portion thereof. Subject to other easements or restrictions if any.

SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.


REVISED PARCEL 05-023-042-30

Part of South 1/2 of the Southeast 1/4 of Section 23, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, more fully described as: BEGINNING at the South 1/4 corner of said Section 23; thence South 88°13'41" East, along the South line of said section and centerline of Hammond Road, 1129.00 feet; thence North 00°07'20" East, 402.19 feet; thence North 54°56'50" West, 238.68 feet; thence North 42°07'21" West, 90.69 feet; thence South 85°33'20" West, 44.88 feet; thence North 76°54'36" West, 513.94 feet; thence North 00°57'42" East, 547.80 feet; thence North 88°17'53" West, 67.82 feet; thence South 01°21'07" West, 53.77 feet; thence South 48°58'54" West, 40.66 feet; thence North 41°01'06" West, 25.00 feet; thence South 49°00'49" West, 62.36 feet; thence North 89°03'38" West, 23.84 feet; thence North 00°57'31" East, 105.61 feet; thence North 88°17'53" West, 130.98 feet, to the West line of said section; thence South 00°57'30" West, 1241.84 feet, to the Point of Beginning. Contains 19.79 Acres Gross Acres of Land, more or less.

Subject to the right of way for LaFranier Road over the westerly portion thereof. Subject to the right of way for Hammond Road over the Southerly portion thereof. Subject to other easements or restrictions if any.

SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

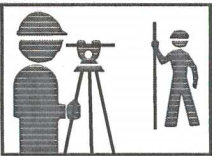
SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.


Jesse E. Mitchell
Professional Surveyor No. 4001054433



04-14-22

CLIENT: LOUIS G & MARVEL R LAFRANIER TRUST C/O DIXIE ROETHLISBERGER			
LOCATION: PART OF THE SOUTHEAST 1/4, SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN.			
DWN.	MJC	REVISED DATE 4.14.2022 9.19.18	FILE NO. 20210403
CK.	JEM	FLD. BK. X PG. X	SHEET 3 OF 5



BOB MITCHELL & ASSOCIATES
SURVEYING / ENGINEERING
404 West Main Street P.O. Box 306 NORTH 1ST STREET
Kingsley, MI 49649 Harrison, MI 48625
(231) 263-5463 • FAX (231) 263-7921
Toll Free in Michigan 1-800-533-6627
email jesse@mapcivilsurvey.com

DESCRIPTION

DESCRIPTION: A parcel of land situated in the Township of Garfield, County of Grand Traverse, State of Michigan and described as follows to-wit:

PARCEL "D-1"

Part of the South one-half of the Southeast One-Quarter of Section 23, Town 27 North, Range 11 West, more fully described as: Commencing at the South one-quarter corner of said Section 23; thence South 88°13'41" East, along the South line of said Section 23, 1129.00 feet, to the Point of Beginning; thence North 00°07'20" East, 630.22 feet; thence South 89°12'14" East, 575.83 feet; thence South 09°37'17" East, 536.64 feet; thence South 00°52'52" West, 113.71 feet, to the South line of said section; thence North 88°13'41" West, along said South section line, 665.38 feet, to the Point of Beginning. Said parcel contains 9.17 acres, more or less.

SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.

PARCEL "D-2"

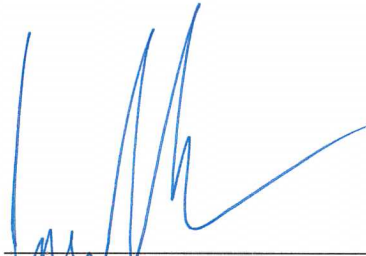
Part of the South one-half of the Southeast One-Quarter of Section 23, Town 27 North, Range 11 West, more fully described as: Commencing at the South one-quarter corner of said Section 23; thence South 88°13'41" East, along the South line of said Section 23, 1794.38 feet, to the Point of Beginning; thence North 00°52'52" East, 113.71 feet; thence North 09°37'17" West, 536.64 feet; thence South 89°12'14" East, 104.27 feet; thence South 81°54'14" East, 247.13 feet; thence South 88°13'49" East, 92.39 feet; thence South 01°03'09" West 614.36 feet, to the South Line of said section; thence North 88°13'41" West, along said South section line, 342.22 feet, to the Point of Beginning. Said parcel contains 5.51 acres, more or less.

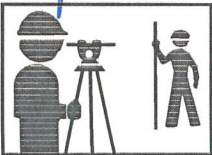
SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.



04-14-21


Jesse E. Mitchell
Professional Surveyor No. 4001054433



Bob Mitchell & Associates
SURVEYING / ENGINEERING
404 West Main Street P.O. Box 306 NORTH 1ST STREET
Kingsley, MI 49649 Harrison, MI 48625
(231) 263-5463 • FAX (231) 263-7921
Toll Free in Michigan 1-800-533-6627
email jesse@mapcivilsurvey.com

CLIENT: LOUIS G & MARVEL R LAFRANIER TRUST C/O DIXIE ROETHLISBERGER			
LOCATION: PART OF THE SOUTHEAST 1/4, SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN.			
DWN.	MJC	REVISED DATE	3.15.2022 9.19.18
CK.	JEM	FILE NO.	20210403
		FLD. BK. X	PG. X
		SHEET	66 OF 5

DESCRIPTION

DESCRIPTION: A parcel of land situated in the Township of Garfield, County of Grand Traverse, State of Michigan and described as follows to-wit:

PARCEL "E"

Part of the South one-half of the Southeast One-Quarter of Section 23, Town 27 North, Range 11 West, more fully described as: Commencing at the South one-quarter corner of said Section 23; thence South 88°13'41" East, along the South line of said Section 23, 1129.00 feet; thence North 00°07'20" East, 630.22 feet; thence South 89°12'14" East, 680.10 feet, to the Point of Beginning; thence North 57°30'46" East, 512.86 feet; thence North 82°34'42" East, 409.62 feet, to the East line of said section; thence South 01°03'09" West, along said East section line, 381.38 feet; thence North 88°13'49" West, 587.39 feet; thence North 81°54'14" West, 247.13 feet, to the Point of Beginning. Said parcel contains 4.85 acres, more or less.

SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.

PARCEL "F"

Part of the South one-half of the Southeast One-Quarter of Section 23, Town 27 North, Range 11 West, more fully described as: Commencing at the South one-quarter corner of said Section 23; thence South 88°13'41" East, along the South line of said Section 23, 2136.60 feet; thence North 01°03'09" East, 233.00 feet, to the Point of Beginning; thence North 01°03'09" East, 381.36 feet; thence South 88°13'49" East, 495.00 feet, to the East line of said section; thence South 01°03'09" West, along said East section line, 381.38 feet; thence North 88°13'41" West, 495.00 feet, to the Point of Beginning. Said parcel contains 4.33 acres, more or less.

SUBJECT TO AND TOGETHER WITH blanket road and utility connection easements as required by township, during Siteplan approval. Said easement agreements are to be recorded in the R.O.D. post Siteplan approval prior to construction of infrastructure.

SUBJECT TO all agreements, covenants, easements, right-of-ways, reservations and restrictions of record, if any.



Jesse E. Mitchell
Professional Surveyor No. 4001054433

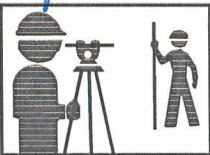


04-14-22

CLIENT: LOUIS G & MARVEL R LAFRANIER TRUST
C/O DIXIE ROETHLISBERGER

LOCATION:

PART OF THE SOUTHEAST 1/4, SECTION 23,
TOWN 27 NORTH, RANGE 11 WEST,
GARFIELD TOWNSHIP,
GRAND TRAVERSE COUNTY, MICHIGAN.



Bob Mitchell & Associates
SURVEYING / ENGINEERING
404 West Main Street P.O. Box 306 NORTH 1ST STREET
Kingsley, MI 49649 Harrison, MI 48625
(231) 263-5463 • FAX (231) 263-7921
Toll Free in Michigan 1-800-533-6627
email jesse@mapcivilsurvey.com

DWN.	MJC	REVISED DATE	3.15.2022 9.19.18	FILE NO.	20210403
CK.	JEM	F.L.D. BK. X	PG. X	SHEET	5 OF 5



Traverse City
Housing Commission
a Public Housing Authority

NEW BUSINESS

Memorandum on Cheboygan Housing Commission Contract


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 22, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Cheboygan Housing Commission Contract

MESSAGE:

Attached you will find another draft of the Cheboygan Housing Commission's proposed contract with the Traverse City Housing Commission. This document is for discussion purposes only and there will be no action on this item. We are only going to identify their needs and discuss our ability to provide staffing to fill those needs.

I anticipate the final vote to occur next month after we get all of the information on the table.

Please note that is contract was modeled on our Elk Rapids Contract. I had provided CHC those documents earlier in the year and that generated the initial document.

CHC has approved the document but they understand that we are still working everything out on our end.

ATTACHMENTS: CHC-TCHC Contract

DRAFT TCHC MANAGEMENT SERVICES AGREEMENT

3rd Draft updated 4/20/2022

This Agreement is made between the CHEBOYGAN HOUSING COMMISSION (“CHC”), a Michigan Public Housing Authority, whose address is 659 Cuyler Street, Michigan, 49721 and the TRAVERSE CITY HOUSING COMMISSION (“TCHC”), a Michigan Public Housing Authority, whose address is 150 Pine Street, Traverse City, Michigan, 49684.

The parties hereto agree to the following:

- 1) **TERM OF AGREEMENT.** This Agreement shall be effective as of **July** 1, 2022 and shall continue for an initial period of Four (4) months, or until **November** 1, 2022. The contract will be reviewed with possibility for renewal at that time, and may be for a longer or shorter period as determined necessary. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders services for CHC.
- 2) **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a sixty (60) day written notice of termination to the other party.
- 3) **SERVICES TO BE PERFORMED.** Under this contract TCHC agrees to support CHC by acting as Interim Executive Director during CHC’s conversion out of the low income public housing program and into a voucher-only public housing authority (PHA).

TCHC will:

- a) Provide administrative oversight of CHC’s two federally subsidized rental assistance programs, public housing and housing choice vouchers.
- b) Support CHC staff in providing uninterrupted, high quality service to clients.
- c) Support CHC board and staff in ensuring uninterrupted HUD compliance.
- d) Support property management and program compliance at CHC’s public housing facilities located at three scattered sites throughout the City of Cheboygan, managed and maintained locally by staff housed at 659 Cuyler Street, Michigan, 49721.
- e) Share its experience with conversions and provide leadership to CHC during its public housing conversion and closeout.
- f) Assist in training the CHC Compliance Manager to become Director after public housing conversion and closeout at which time the CHC will offer vouchers only.
- g) Provide leadership and share experience as needed with the development of public housing replacement housing, resident relocation, and renovation of existing units through MSHDA Low Income Housing Tax Credit and bond financing programs.
- h) TCHC will assist CHC in improving operational efficiencies including:
 - i) Select and implement secure software with cloud storage and availability of optional secure online services for tenants and owners in the voucher program
 - ii) Update financial policies and procedures to include ACH and paperless options
 - iii) Improve human resources management including payroll, timesheets, time off reporting, and ACH/paperless pay
 - iv) Update and improve other local policies and procedures as needed

DRAFT TCHC MANAGEMENT SERVICES AGREEMENT

3rd Draft updated 4/20/2022

TCHC's performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are those akin to the duties and responsibilities of an Executive Director for a public housing facility and housing choice voucher program. The estimate of service hours per month shall be as follows:

TCHC Staff	Rate of Pay	CHC Hours /Month	x4 Month Contract	Total (Σ) Over 2 Year Contract	Σ / 4 Monthly Payments
a) Executive Director, Tony Lentych	\$52	12-20	4	\$4,160	
				\$4,160	\$1,040

Draft 3 removes TCHC staff and employs the TCHC Director only

CHC will:

- a) Employ an experienced Compliance Manager (part time) that will work in the local office to provide uninterrupted, high quality customer service during the CHC's public housing conversion and ongoing operations in the voucher program.
- b) Employ an Intake & Eligibility Specialist to assist the Compliance Manager with office and program operations.
- c) Work with TCHC to train the Compliance Manager to become Director of the PHA, which will preserve affordable housing through vouchers only after public housing closeout.
- d) Employ a Maintenance Supervisor (full time) and Maintenance Technician (part time) who will provide all preventive, corrective, and custodial maintenance at the CHC's three scattered sites, and conduct inspections of Uniform Physical Conditions Standards (UPCS) and Housing Quality Standards (HQS) in public housing and voucher assisted units respectively.
- e) Employ a Project Manager (part time) familiar with the CHC that will assist locally with HUD and program compliance, training Compliance Manager to become Director, and with public housing repositioning and redevelopment.
- f) Reimburse mileage for TCHC staff traveling to CHC for meetings and other activities; CHC will provide TCHC with its mileage reimbursement form for this purpose.
- g) Facilitate remote meetings, date sharing, and communication as necessary and in compliance with applicable laws to reduce travel and TCHC onsite visits.

- 1) **PAYMENT.** In consideration for the services to be performed by TCHC, CHC agrees to pay TCHC the sum of **Four thousand one hundred sixty (\$4,160) DOLLARS** for duration of this 4 month agreement. Said amount shall be payable with installments of **\$1,040** per month. Prior to the next renewal date, TCHC shall determine its costs of providing the services and, at TCHC's request, the parties shall negotiate an increase in the management fee. Also prior to the next renewal date, CHC shall analyze its expenses in receiving the services and, at CHC's request, the parties shall negotiate a decrease in the management fee. TCHC shall be solely responsible for any travel expenses related to rendering of the services under this Agreement.

DRAFT TCHC MANAGEMENT SERVICES AGREEMENT

3rd Draft updated 4/20/2022

- 2) **EXPENSES.** CHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. These expenses shall include, but not be limited to, office supplies, computer systems, copier, software, and postage. CHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facility.
- 3) **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of CHC.

In its capacity as an independent contractor, TCHC agrees to and represents the following:

- a) TCHC has the right and does fully intend to perform services for CHC during the term of this Agreement.
 - b) TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
 - c) TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
 - d) TCHC has the right to use its employees to provide the services required by this Agreement.
 - e) The services required by this Agreement shall be performed by TCHC, or its employees or personnel.
 - f) Neither TCHC nor its employees or personnel shall be required by CHC to devote fulltime to the performance or the services required by this Agreement.
 - g) TCHC does not receive the majority of its annual compensation from CHC.
 - h) TCHC will complete and submit forms generally required of CHC subcontractors/vendors providing administrative services including verification of workers compensation and liability insurance coverages for TCHC staff, code of ethics, confidentiality agreement, and IRS form W-9 to document TCHC's status as a tax exempt agency that will not receive a 1099 from CHC.
- 4) **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of CHC. TCHC will cover its employees and personnel with worker's compensation insurance. CHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
 - 5) **LIMITATIONS.** All responsibilities for operation of the Cheboygan Housing Commission, including any current or future liabilities, shall remain the sole responsibility of CHC.
 - 6) **MISCELLANEOUS.**
 - a) This is the entire Agreement between TCHC and CHC.

DRAFT TCHC MANAGEMENT SERVICES AGREEMENT

3rd Draft updated 4/20/2022

- b) A separate Maintenance Agreement may be negotiated if needed.
 - c) This Agreement may be modified only by a writing signed by both parties.
 - d) This Agreement will be governed by the laws of the State of Michigan.
 - e) All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or certified mail to the addresses specified above or such other address as one party may give the other from time to time.
 - f) This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on CHC's behalf but may assist in review and recommendation of contracts as needed.
 - g) TCHC may not assign or subcontract any rights or obligations under this Agreement without CHC's prior written approval.
- 7) **With the signatures below, the Traverse City Housing Commission and the Cheboygan Housing Commission verify that permissions to enter into this contract have been reviewed by each respective housing commission and adopted by way of Resolution.**

a) Traverse City Housing Commission

By: _____
Tony Lentych

Date

Its: **Executive Director**

b) Cheboygan Housing Commission

By: _____
Terrence Keating

Date

Its: **President**

Forms and Attachments

- CHC Mileage Reimbursement Form
- Workers Compensation Contractor Worksheet
- Cheboygan Housing Commission Code of Ethics
- Cheboygan Housing Commission Confidentiality Agreement
- IRS form W-9 to document TCHC's status as a tax exempt agency that will not receive a 1099 from CHC.



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

CORRESPONDENCE

April 13, 2022 E-Mail from Attorney Carl Coan

“Center of It All” Brochure on the BATA/TCHC Project

Tony Lentych

From: Law Clerk <lawclerk@coanlyons.com>
Sent: Wednesday, April 13, 2022 5:32 PM
Subject: Fw: Payment of Damages

Dear Plaintiffs:

I am forwarding the message below on behalf of attorney, Carl Coan, III. If you have any questions, please do not hesitate to reach out to us.

All the best,
Joseph

From: Carl A. S. Coan, III
Sent: Tuesday, April 12, 2022 4:19 PM
To: Law Clerk <lawclerk@coanlyons.com>
Subject: Payment of Damages

Dear Plaintiffs:

I am very pleased to report that requests for the payment of the damages awarded by the Court to each plaintiff have been submitted by the Department of Justice to the Judgment Fund. Based on past experience, I think that I will receive the funds from the Judgment Fund by mid-May, possibly sooner.

I am in the process of writing the checks, addressing, and stamping the envelopes so that I can mail checks to everyone shortly after I receive the funds. In the meantime, please let me or Joseph know if you have any questions.

Carl A. S. Coan, III
Coan & Lyons
1100 Connecticut Avenue, N.W.
Suite 600
Washington, DC 20036
(202) 728-1070

Center of It All!

An Innovative Transit Oriented Development

>>TC Housing - The Flats at Carriage Commons<<



A \$100 Million Investment Connecting Housing, Transit, and the Community

New BATA Operations Center & TC Housing Commission Workforce
Housing Partnership Project Located in Garfield Township, Michigan



>>New BATA Operations Center<<

Project Goals:

- Address critical regional workforce housing needs.
- Connecting people to more readily available transportation options.
- Improve health outcomes for the households served.
- Relieve traffic congestion in job centers like downtown Traverse City and the South Airport Road corridor.
- Reduce workforce transportation and housing costs.

Project Costs:

- More than \$90 million combined
- Transit Phase: \$28 million
- Residential Phase: \$65 million

Economic Impact:

- More than \$90 million of long-term infrastructure economic impact will be integrated into the community.
- Fifty new full-time positions will be created as a result of the project in the sectors of public transit, childcare, retail, and housing.
- The project will employ more than 75 primary construction workers throughout the construction phases and generate more than \$15 million in short-term local spending.
- Located in Garfield Township, Traverse City, our region's economic center and Grand Traverse County's only Qualified Census Tract (QCT) in Opportunity Zone 5513. Providing direct and frequent access to public transportation to the low-income demographic of the area will have a direct economic benefit as well as the incentive for further development throughout the opportunity zone.

Funding:

- This project is leveraging significant funding resources from the Federal Government, State of Michigan and local sources with nearly one-third of the initial resources secured.
- Transit: Over \$17 million in funding from Federal and State Departments of Transportation and supplemented with authority capital funds.
- Housing: This project will leverage funding from the U.S. Department of Treasury's Low-Income Housing Tax-Credit with other program funding from the Michigan State Housing Development Authority.



Project Description:

New BATA operations center and workforce housing project (The Flats at Carriage Commons and Habitat for Humanity).

- **BATA:** Administration, operations, maintenance/service and bus garage facility that will be approximately 87,000 sf in size, employ up to 130 people and park up to 100 vehicles indoors with room for future expansion.
- **Flats at Carriage Commons:** Five (5) multifamily buildings with more than 200 units. Rents are expected to fall between \$680 and \$820 per month (including all utilities).
- **Habitat for Humanity:** Fifteen (15) single family homes.
- **Childcare:** Standalone state of the art childcare facility.
- **Conservation:** Permanent preservation of 20 acres of wooded wetland protecting the headwaters of Mitchell Creek.

Transit Oriented Development

BATA and the Traverse City Housing Commission are working to create the first, and one of the largest, rural transit-oriented development projects in the Midwest, establishing a national model for other communities to follow. This initiative is unique and will help address two of the top challenges facing this community: access to transportation and workforce housing.



Location:

More than 50 acre parcel located at the northeast corner of LaFranier and Hammond Roads in Garfield Township centrally located for both transit and housing needs. The location of this project uniquely supports the LaFranier Corridor linking housing, transportation, health care, assisted living, higher education and other public and community services located nearby, while preserving more than 20 acres of forested wetlands.

Timeline:

- Spring 2022: Finalize land purchase
- Summer/Fall 2022: Secure additional funding
- 2023: Sitework begins
- 2024: Phase One complete
- 2026: Project completed

Project Benefits:



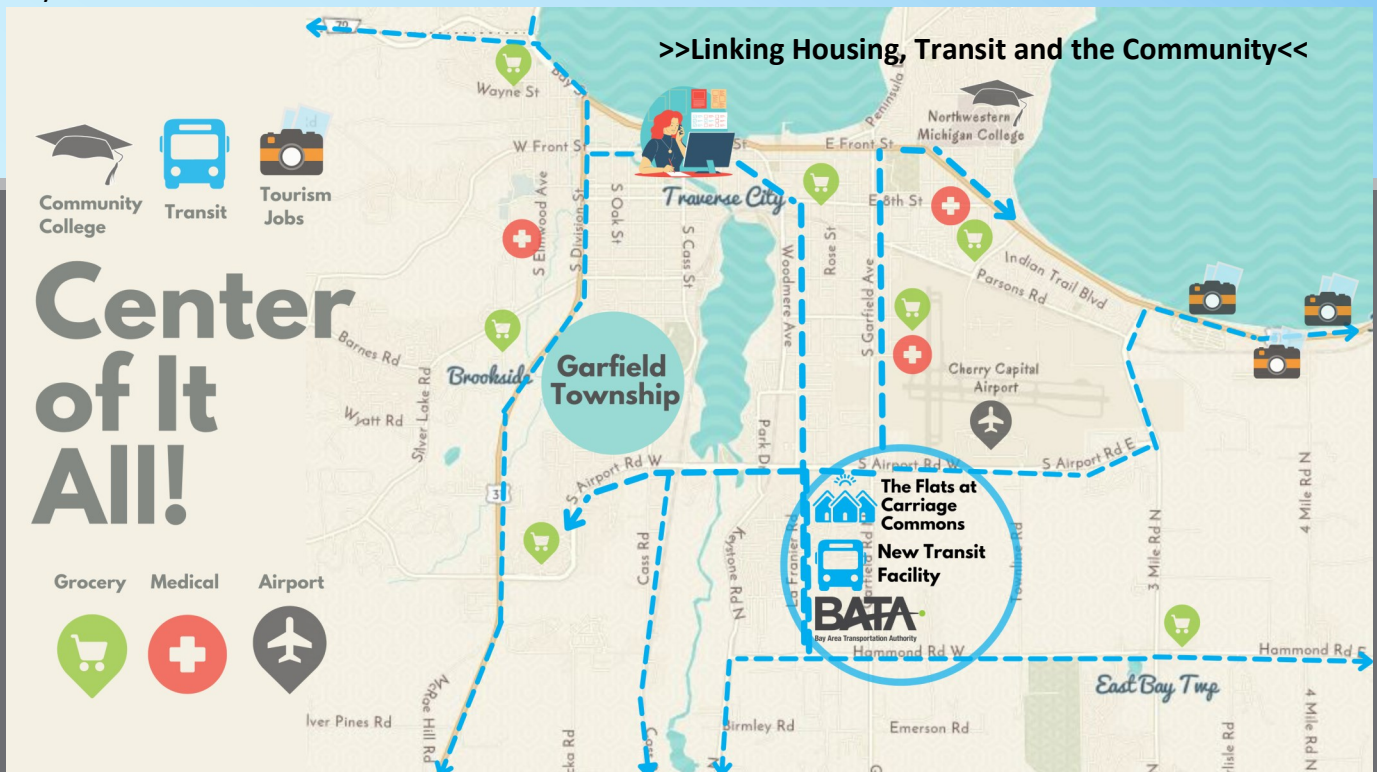
Green: Wetland areas throughout the parcels will be conserved through easements granted to the Grand Traverse Community Land Conservancy creating a walkable nature preserve for bird watching. Increased transit use and a more efficient parking layout means less asphalt and more green spaces reducing the number of required parking spaces from 1.5 to 1.1 spots per unit. BATA's facility will be a green-ready facility built to accommodate the electrification of its transit fleet.

Sidewalks & Multiuse Paths: Accessible sidewalks and multiuse paths will border the project site to improve overall walkability and multimodal connectivity.

Café: Space available for a local coffee café or sandwich shop, offering beverages and light grab-and-go food fare.

Bus Transfer Area: Provides connectivity for various BATA routes offering direct connections from high-density developments on LaFranier Road to downtown Traverse City and other places of employment in Garfield Township and beyond. Linking housing and public transit so people can get anywhere in Grand Traverse or Leelanau Counties linking jobs, retail, education and health and wellness necessities.

Park and Ride: Park and ride lot near the bus transfer area with up to 40 parking spaces to encourage public transit usage and reduce traffic congestion in downtown Traverse City. More efficiently serving close to 40,000 people and 18,000 housing units that encompass the northeast and southeast portions of Grand Traverse County.



For More Information or to Support this Project Contact:

Transit Project (New BATA Operations Center): Kelly Dunham; dunhamk@bata.net or Eric Lingaur; lingaure@bata.net

Housing Project (The Flats at Carriage Commons): Traverse City Housing Commission, Tony Lentych; tlentych@tchousing.org or Darren Smith, Smith & Henzy Affordable Group, Inc., dsmith@smithhenzy.com