



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Friday, April 28, 2023 at 9:00 A.M.

**LOCATION:**

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



**Traverse City  
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## **TABLE OF CONTENTS**

April 28, 2023 Regular Meeting Agenda .....	4
March 24, 2023 Regular Meeting Minutes .....	7
April 14, 2023 Special Meeting Minutes .....	10
Schedule of Disbursements for March 2023 for Public Housing .....	12
Schedule of Disbursements for March 2023 for HCV Program .....	14
Financial Statements for March 2023 .....	18
Statement of Cash Position for March, 2023 .....	34
April 21, 2023 Executive & Finance Committee Meeting Minutes .....	36
March 31, 2023 Executive & Finance Committee Meeting Minutes .....	38
April 25, 2023 Governance & Compliance Committee Meeting Minutes .....	39
Executive Director’s Report for April 2023 .....	42
Family Self-Sufficiency (FSS) Program Report for April 2023 .....	46
Resident Council Report for April 2023 .....	47
TCHC Policy Review Schedule .....	52
Memorandum on RAD/Riverview Update .....	54
Memorandum on Parkview Senior Housing .....	59
Memorandum on TCHC – BATA Transit Oriented Development Update .....	61
Memorandum on HR Professional Services Agreement for Executive Search .....	65
Memorandum on Adopting Contract for Services with Judy Myers .....	89
Resolution Authorizing W. Workman to Act on Behalf TCHC in Real Estate Activities .....	94
Resolution Appointing Judy Myers as Acting Secretary .....	96

## Table of Contents Continued

Resolution Approving Expenditure on LaFranier Road Infrastructure .....	98
April 12, 2023 Record Eagle Article, “TC Housing Director to Take State Job” .....	101
April 11, 2023 TC Ticker Article, “TC Housing Commission Director Stepping Down” .....	104
April 11, 2023 9&10 News Story, “TCHC Executive Director Resigns” .....	105
April 10, 2023 Press Statement from TCHC .....	106



**Traverse City  
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# MEETING AGENDA

April 28, 2023



## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

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TCHousing.org

## NOTICE

### **THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, APRIL 28, 2023 AT 9:00 A.M.**

#### **SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER**

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: APRIL 26, 2023**

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

## AGENDA

### **I CALL TO ORDER & ROLL CALL**

### **II APPROVAL OF AGENDA**

### **III PUBLIC COMMENT**

### **IV CONSENT AGENDA**

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

- A. *April 14, 2023 Special Meeting Minutes*: Approval Recommended.
- B. *March 24, 2023 Regular Meeting Minutes*: Approval Recommended.
- C. *Schedule of Disbursements for March 2023 for Public Housing Program*: Approval Recommended.

- D. *Schedule of Disbursements for March 2023 for HCV (Section 8) Program*: Approval Recommended.
- E. *Financial Statements for March 2023*: Approval Recommended.
- F. *Monthly Cash Position Report*: Approval Recommended.

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive & Finance Committee Meeting: March 31, 2023
- B. Executive & Finance Committee Meeting: April 21 2023
- C. Governance & Compliance Committee Meeting: April 25, 2023

**VI STAFF & PROGRAM REPORTS**

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

**VII OLD BUSINESS**

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

**VIII NEW BUSINESS**

- A. Memorandum on Executive Director Search Services: Action Requested
- B. Resolution Authorizing Wayne Workman to Act on Behalf TCHC in Real Estate Activities: Action Requested
- C. Memorandum on Adopting Contract for Services with Judy Myers: Action Requested
- D. Resolution Appointing Judy Myers as Acting Secretary: Action Requested
- E. Resolution Approving Expenditure on LaFranier Road Infrastructure: Action Required

**IX CORRESPONDENCE**

- A. April 12, 2023 Record Eagle Article, "TC Housing Director to Take State Job"
- B. April 11, 2023 TC Ticker Article, "TC Housing Commission Director Stepping Down"
- C. April 11, 2023 9&10 News Story, "TCHC Executive Director Resigns"
- D. April 10, 2023 Press Statement from TCHC

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** May 25, 2023 (Thursday) at 9:00 A.M.



**Traverse City  
Housing Commission**  
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## **CONSENT AGENDA**

March 24, 2023 Regular Meeting Minutes

April 14, 2023 Special Meeting Minutes

Schedule of Disbursements for March 2023 Public Housing Program

Schedule of Disbursements March 2023 HCV (Section 8) Program

Financial Statements for March 2023

Statement of Cash Position on March 31, 2023

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

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

**I ROLL CALL**

The following were present:

- Commissioners – Jim Friend, Heather Lockwood, Roger Putman, and Mitchell Treadwell. Wayne Workman were excused.
- Staff – Tony Lentych, Executive Director.
- Residents – None.
- Guests/Public – Michel Bekkers, and Colleen Haley, DHHS.

**II APPROVAL OF AGENDA**

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

**III PUBLIC COMMENT**

Michel Bekkers introduced himself and inquired if a “survey of housing stakeholders” in this region exists for him to better understand all of the players in community. He noted that it can be very confusing if you do not know who is involved in certain areas.

**IV CONSENT AGENDA**

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

**Roll Call**

Treadwell	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. February 24, 2023 Regular Meeting Minutes
- B. Schedule of Disbursements for February 2023 for the Public Housing Program.
- C. Schedule of Disbursements for February 2023 for Housing Choice Voucher / Section 8 Program.
- D. Financial Statements for February 2023.
- E. Cash Position Report for February 28, 2023.



**V**      **COMMITTEE REPORTS**

- A. The meeting minutes from the March 20, 2023 Executive & Finance Committee meeting were presented. Real estate project updates were reviewed – especially East Bay Flats. There was a discussion as to whether or not we should pay for an appraisal of that property. It was decided that this would be put on hold until any potential offer is accepted.
  
- B. The meeting minutes from the March 21, 2023 Governance & Compliance Committee meeting were presented. Real estate updates were provided and two policies were discussed. The Investment Policy received a preliminary review. The Safety & Evacuation Policy was discussed in detail. Staff had reached out to the Fire Chief to discuss evacuation routes now that the entire corner of Pine & Front is build out. This will be decided at a future meeting.

**VI**      **STAFF AND PROGRAM REPORTS**

- A. The Executive Director’s March Report was presented. There was a question on the Women’s Resource Project which is now on hold on our end. There was also a question on our withdrawal on the Elk Rapids project. Staff was also asked to report on the recent regional MSHDA meeting held in Traverse City, which was well attended.
  
- B. The March 2023 Family Self-Sufficiency Report was presented and accepted. There is still no grant agreement in place with HUD yet. We are moving forward with hiring of staff to assist with this program but this will be in context of a reorganization of duties among the office staff.
  
- C. The Resident Council Report for March 2023 in the packet was reviewed. President Lockwood extended “Congratulations” to the newly elected officers.

**VII**      **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. The Investment Policy is up for review. There were no questions.
  
- B. A memorandum on activities with the RAD Program was reviewed. Commissioner Lockwood asked to see a completion percentage published so that residents could see it. There was also a discussion about the possibility of a “Take the Stairs” challenge while the elevators are being renovated (perhaps the RTRC could handle this).
  
- C. A memorandum on the Parkview Senior Apartments (8<sup>th</sup> Street) was reviewed. Staff noted that our PILOT Ordinance was renewed by the City at a recent meeting. Our final site plan and architectural plans are being finalized now that we are moving forward with the closing process at MSHDA.
  
- D. A memorandum on the BATA/LaFranier Road project was reviewed. We received notification from MSHDA that the QCT had moved boundaries which hurts our project’s pro forma but we have time to adjust the financial prior to the April 1, 2023 tax credit deadline. We are also having Garfield Township “re-issue” the PILOT ordinance based upon MSHDA’s comments on the last one. It was decided that the Communications & Outreach Committee should work on issues for this project.

**VIII NEW BUSINESS**

A. A memorandum on extending the contract with TCHC’s auditor was presented and discussed. It was noted that the RAD conversion in July 2022 makes this year’s financials unique. After this year, it may be easier and less costly to engage a firm to conduct our annual audits. Commissioner Lockwood then moved (Friend support) to engage Smith & Klaczkiewicz, PC for TCHC’s Fiscal Year 2023 Annual Audit (Year Ended June 30, 2023).

**Roll Call**

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

**IX CORRESPONDENCE**

None.

**X PUBLIC COMMENT**

None.

**XI COMMISSIONER COMMENT**

None.

**XII ADJOURNMENT**

Commissioner Lockwood moved (Treadwell support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:16 A.M. It was announced that the next regular meeting will be on April 28, 2023 at the Governmental Center.

Respectfully submitted,

---

Tony Lentych, Executive Director and Recording Secretary

---

Heather Lockwood, President

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**April 14, 2023**

A Special Meeting of the Traverse City Housing Commission called by Commissioners Lockwood and Workman was called to order by President Heather Lockwood in the Third Floor Community Room of Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 2:02 P.M.

**I**      **ROLL CALL**

The following were present:

- Commissioners – Jim Friend, Heather Lockwood, Roger Putman, and Wayne Workman. Mitchell Treadwell was excused (listened via phone).
- Staff – Tony Lentych, Executive Director, Kim Fehrenbach, Property Manager, and Alisa Korn, Project Manager.
- Residents – Robert Antkiewicz, Ellen Corcoran, Pam Kole, Beth Loehner, Betty Osbourne, and Jeff Turner.
- Guests/Public – None.

**II**      **APPROVAL OF AGENDA**

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

**III**      **NEW BUSINESS**

- A. A memorandum outlining several proposed steps to assist in the transition of the executive director was introduced by staff. The Executive Committee was recommending that staff be authorized to negotiate two contracts: One for professional human resource services to conduct a search for a new executive director and the other for a services contract between TCHC and Judy Myers.

After a lengthy discussion, Commissioner Putman moved (Workman support) to authorize staff to seek and negotiate a contract with a professional human resources firm to conduct a search for new executive staff person. The contract final contract will be vetted at the next regular meeting. The motion was unanimously approved.

Staff outlined the benefits of hiring a consultant to work directly with TCHC in order to manage the executive search contract, assist with board meetings (preparation), and other executive functions. This contract would also ensure that current staff is not over burdened by the workload of the current executive director. It was also noted that there will be some re-arranging of duties among the staff prior to departure of the Executive Director. These changes are being made in consultation with the staff and under their direction – this includes the hiring of a new entry-level staff person as part of the FSS grant agreement.

Staff reported that current consultant, Judy Myers, the retired Executive Director of the Cadillac Housing Commission, is interested in serving in this role. Commissioner Lockwood moved (Friend support) to authorize staff to negotiate a professional service contract with Judy Myers, not to exceed \$70.00 per hour.

**Roll Call**

Friend	Yes
Putman	Yes
Lockwood	Yes
Workman	Yes

The motion was unanimously approved.

**IV PUBLIC COMMENT**

Betty Osbourne inquired into the status of the RTRC during this process and wanted to know if they residents would have standing during the search and wants to ensure that residents' interested are protected.

Pam Kole asked that the next director "be nice" to residents.

Ellen Corcoran noted that staff has been supportive of the RTRC and all resident's concerns.

**V COMMISSIONER COMMENT**

Commissioner Putman stated that he will miss the executive director.

Commissioner noted that staff had an innovative approach to this work.

Commissioner Friend believes that TCHC is now a "model housing commission".

Commissioner Lockwood thanked staff for all of the work conducted on behalf of the housing commission and for all of the major changes to the organization.

**VI ADJOURNMENT**

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 2:40 P. M. It was announced that the next regular meeting will be on April 28, 2023 at the Governmental Center.

Respectfully submitted,

---

Tony Lentych, Executive Director and Recording Secretary

---

Heather Lockwood, President

Traverse City Housing Commission  
**Check Register Summary Report**  
 Huntington Bank  
 From: 03/01/2023 To: 03/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
03/02/2023	DEP			2,626.92	250,334.89
03/06/2023	041302	Anthony Lentych	468.04		249,866.85
03/07/2023	EFT	4 Front Credit Union	78.33		249,788.52
03/07/2023	EFT	Internal Revenue Service	3,324.84		246,463.68
03/07/2023	EFT	State of Michigan	583.95		245,879.73
03/07/2023	EFT	Alisa Korn	2,112.00		243,767.73
03/07/2023	EFT	Kim Fehrenbach	1,687.25		242,080.48
03/07/2023	EFT	Anthony Lentych	2,830.05		239,250.43
03/07/2023	EFT	Larry G. Freeman	211.44		239,038.99
03/07/2023	EFT	James Liberty	1,174.16		237,864.83
03/07/2023	EFT	Nicholas Richards	1,298.45		236,566.38
03/07/2023	EFT	Michael Walters	1,759.04		234,807.34
03/07/2023	EFT	Henry Webb	819.79		233,987.55
03/07/2023	EFT	Principal Life Insurance Co.	997.04		232,990.51
03/09/2023	DEP			39,861.03	272,851.54
03/13/2023	041303	City Of Traverse City	60.00		272,791.54
03/13/2023	041304	DTE ENERGY	35.00		272,756.54
03/13/2023	041305	Ace Hardware	103.91		272,652.63
03/13/2023	041306	McCardel Water Conditioning	28.50		272,624.13
03/13/2023	041307	Kuhn Rogers PLC	27.50		272,596.63
03/13/2023	041308	Spectrum Business	189.98		272,406.65
03/13/2023	041309	AmRent	10.10		272,396.55
03/13/2023	041310	Mansfield Land Use Consultants	3,336.25		269,060.30
03/13/2023	041311	Granite Telecommunications	324.56		268,735.74
03/13/2023	041312	Safety Net	314.50		268,421.24
03/13/2023	041313	R.W. Popp Excavating, Inc.	584.00		267,837.24
03/13/2023	041314	Great Lakes Business Systems, Inc.	314.57		267,522.67
03/13/2023	041315	Traverse City Record Eagle	95.85		267,426.82
03/13/2023	041316	Republic Services #239	1,558.26		265,868.56
03/13/2023	041317	City Of Traverse City	125.13		265,743.43
03/13/2023	041318	Grand Traverse County DPW	483.00		265,260.43
03/13/2023	041319	Staples	176.98		265,083.45
03/13/2023	041320	Integrated Payroll Services, Inc.	64.80		265,018.65
03/13/2023	041321	Verizon Wireless	19.94		264,998.71
03/13/2023	041322	Byte Productions, LLC	30.00		264,968.71
03/13/2023	041323	Housing Authority Accounting...	1,175.65		263,793.06
03/13/2023	041324	City Of Traverse City	193.78		263,599.28
03/13/2023	041325	City Of Traverse City	31.00		263,568.28
03/14/2023	041326	Cadillac Housing Commission	148.75		263,419.53
03/14/2023	041327	SAM'S CLUB	128.56		263,290.97

Traverse City Housing Commission  
**Check Register Summary Report**  
 Huntington Bank  
 From: 03/01/2023 To: 03/31/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
03/20/2023	DEP	U.S. Dept. of HUD		18,933.00	282,223.97
03/21/2023	EFT	4 Front Credit Union	81.95		282,142.02
03/21/2023	EFT	Internal Revenue Service	3,422.29		278,719.73
03/21/2023	EFT	State of Michigan	598.93		278,120.80
03/21/2023	EFT	Alisa Korn	2,112.00		276,008.80
03/21/2023	EFT	Kim Fehrenbach	1,687.26		274,321.54
03/21/2023	EFT	Anthony Lentych	2,830.05		271,491.49
03/21/2023	EFT	Larry G. Freeman	828.14		270,663.35
03/21/2023	EFT	James Liberty	1,148.59		269,514.76
03/21/2023	EFT	Nicholas Richards	1,192.96		268,321.80
03/21/2023	EFT	Michael Walters	1,940.57		266,381.23
03/21/2023	EFT	Henry Webb	477.34		265,903.89
03/21/2023	EFT	Principal Life Insurance Co.	995.24		264,908.65
03/24/2023	041328	4 Front Credit Union	5,640.00		259,268.65
03/24/2023	041329	D & W Mechanical	613.02		258,655.63
03/24/2023	041330	DTE ENERGY	183.95		258,471.68
03/24/2023	041331	Priority Health	2,567.60		255,904.08
03/24/2023	041332	Integrated Payroll Services, Inc.	64.80		255,839.28
03/24/2023	041333	Environmental Pest Control	130.00		255,709.28
03/24/2023	041334	Safety Net	2,831.98		252,877.30
03/24/2023	041335	City Of Traverse City	31.00		252,846.30
03/27/2023	DEP			2,238.00	255,084.30
<b>Total:</b>			56,282.62	63,658.95	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 03/01/2023 To: 04/02/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2023	DEP	U.S. Dept. of HUD		10,257.00	224,493.21
03/01/2023	DEP	U.S. Dept. of HUD		8,132.00	232,625.21
03/01/2023	DEP	U.S. Dept. of HUD		155,212.00	387,837.21
03/01/2023	ADJST	PNC Bank	179.10		387,658.11
03/01/2023	000280	TC Commons I LDHA, LLC	616.00		387,042.11
03/01/2023	000280	Dustin Ansoerge	1,098.00		385,944.11
03/01/2023	000280	Ayers Investment Properties LLC	1,725.00		384,219.11
03/01/2023	000280	B & R RENTALS, LLC	679.00		383,540.11
03/01/2023	000280	Bay Front Apartments	397.00		383,143.11
03/01/2023	000280	Bay Hill Housing LDHALP	9,477.00		373,666.11
03/01/2023	000280	Bay Hill II	9,816.00		363,850.11
03/01/2023	000280	Elizabeth Beckett	238.00		363,612.11
03/01/2023	000280	Bellaire Senior Apartments	399.00		363,213.11
03/01/2023	000280	WODA Boardman Lake LHDALP	1,240.00		361,973.11
03/01/2023	000280	Brookside Commons LDHA, LP	4,388.00		357,585.11
03/01/2023	000280	Padrice Brown	532.00		357,053.11
03/01/2023	000280	Rebecca Carmien	242.00		356,811.11
03/01/2023	000280	Carson Square	7,439.00		349,372.11
03/01/2023	000280	Central Lake Townhouses	427.00		348,945.11
03/01/2023	000280	Cherrywood Village Farms, Inc.	3,755.00		345,190.11
03/01/2023	000280	TC Commons II LDHA LLC	870.00		344,320.11
03/01/2023	000280	Davis Investment Properties, LLC	629.00		343,691.11
03/01/2023	000280	Jack V. Dean	389.00		343,302.11
03/01/2023	000280	Five P Enterprises, LLC	509.00		342,793.11
03/01/2023	000280	Lisa Forbes	537.00		342,256.11
03/01/2023	000280	Brian Gartland	755.00		341,501.11
03/01/2023	000280	Frankfort Housing LDHA LP	1,022.00		340,479.11
03/01/2023	000280	David Grzesiek	303.00		340,176.11
03/01/2023	000280	Habitat for Humanity	306.00		339,870.11
03/01/2023	000280	Harbour Ridge Apts	839.00		339,031.11
03/01/2023	000280	Hillview Terrace	1,085.00		337,946.11
03/01/2023	000280	Josh Hollister	828.00		337,118.11
03/01/2023	000280	HomeStretch	8,622.00		328,496.11
03/01/2023	000280	Honor LDHA	1,514.00		326,982.11
03/01/2023	000280	Matthew Jones	696.00		326,286.11
03/01/2023	000280	Donna Kalchik	447.00		325,839.11
03/01/2023	000280	Lake Pointe Acquisitions LLC.	936.00		324,903.11
03/01/2023	000280	Sidney Lammers	427.00		324,476.11
03/01/2023	000280	Maret Sabourin	552.00		323,924.11
03/01/2023	000280	Sue Martin	401.00		323,523.11

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 03/01/2023 To: 04/02/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2023	000280	Revokable Trust of Richard T &...	368.00		323,155.11
03/01/2023	000280	Oak Park Apts	967.00		322,188.11
03/01/2023	000280	Oak Terrace Apts	765.00		321,423.11
03/01/2023	000280	Dawn M. Oh	721.00		320,702.11
03/01/2023	000280	Post Village Glen, LLC	7,321.00		313,381.11
03/01/2023	000280	Wayne E Purkiss Trust	800.00		312,581.11
03/01/2023	000280	Timothy Rice	367.00		312,214.11
03/01/2023	000280	Sabin Pond Apartments LLC	125.00		312,089.11
03/01/2023	000280	Mike & Melissa Schichtel	1,100.00		310,989.11
03/01/2023	000280	Sherwin Rentals	625.00		310,364.11
03/01/2023	000280	SILVER SHORES MHC	1,897.00		308,467.11
03/01/2023	000280	Paul & Leona Steinorth Family Trust	379.00		308,088.11
03/01/2023	000280	Ryan Storey	403.00		307,685.11
03/01/2023	000280	22955 Investments LLC	2,192.00		305,493.11
03/01/2023	000280	TC 150P 4B LDHA LP	61,098.00		244,395.11
03/01/2023	000280	TCR Investments, LLC	721.00		243,674.11
03/01/2023	000280	Wendy Teagan	407.00		243,267.11
03/01/2023	000280	Tradewinds Terrace Apts	3,314.00		239,953.11
03/01/2023	000280	Village View Housing LHDA LP	465.00		239,488.11
03/01/2023	000280	Village Woods	938.00		238,550.11
03/01/2023	000280	Wagner Asset Group at Ninth...	1,057.00		237,493.11
03/01/2023	000280	Kevin Warren	302.00		237,191.11
03/01/2023	000280	Paul Wheelock	417.00		236,774.11
03/01/2023	000280	Woodmere Ridge Apartments...	6,547.00		230,227.11
03/01/2023	000280	Wyatt Road Apartment Company	1,121.00		229,106.11
03/01/2023	000280	Theodore V. Zachman	1,205.00		227,901.11
03/01/2023	000280	Ann Zenner	696.00		227,205.11
03/01/2023	000280	Barb Zupin	472.00		226,733.11
03/01/2023	023463	Village Apartments LP	411.00		226,322.11
03/09/2023	DEP			100.00	226,422.11
03/13/2023	023464	Traverse City Housing Commission	4,183.46		222,238.65
03/13/2023	023465	Cherryland Electric Cooperative	50.00		222,188.65
03/13/2023	023466	City Of Traverse City	64.80		222,123.85
03/13/2023	023467	Consumers Energy	288.00		221,835.85
03/13/2023	023468	DTE ENERGY	115.20		221,720.65
03/24/2023	023469	Traverse City Housing Commission	18,600.34		203,120.31
04/01/2023	000281	TC Commons I LDHA, LLC	616.00		202,504.31
04/01/2023	000281	Dustin Ansonge	1,098.00		201,406.31
04/01/2023	000281	Ayers Investment Properties LLC	1,323.00		200,083.31
04/01/2023	000281	B & R RENTALS, LLC	679.00		199,404.31



Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 03/01/2023 To: 04/02/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2023	000281	Bay Front Apartments	397.00		199,007.31
04/01/2023	000281	Bay Hill Housing LDHALP	8,852.00		190,155.31
04/01/2023	000281	Bay Hill II	9,847.00		180,308.31
04/01/2023	000281	Elizabeth Beckett	238.00		180,070.31
04/01/2023	000281	Bellaire Senior Apartments	399.00		179,671.31
04/01/2023	000281	WODA Boardman Lake LHDALP	1,240.00		178,431.31
04/01/2023	000281	Brookside Commons LDHA, LP	3,837.00		174,594.31
04/01/2023	000281	Padrice Brown	532.00		174,062.31
04/01/2023	000281	Rebecca Carmien	242.00		173,820.31
04/01/2023	000281	Carson Square	6,329.00		167,491.31
04/01/2023	000281	Central Lake Townhouses	427.00		167,064.31
04/01/2023	000281	Cherrywood Village Farms, Inc.	3,263.00		163,801.31
04/01/2023	000281	TC Commons II LDHA LLC	870.00		162,931.31
04/01/2023	000281	Davis Investment Properties, LLC	629.00		162,302.31
04/01/2023	000281	Jack V. Dean	389.00		161,913.31
04/01/2023	000281	Five P Enterprises, LLC	509.00		161,404.31
04/01/2023	000281	Barbara A. Fleis	1,132.00		160,272.31
04/01/2023	000281	Lisa Forbes	537.00		159,735.31
04/01/2023	000281	Brian Gartland	755.00		158,980.31
04/01/2023	000281	Frankfort Housing LDHA LP	1,022.00		157,958.31
04/01/2023	000281	Michael Glowacki	433.00		157,525.31
04/01/2023	000281	David Grzesiek	303.00		157,222.31
04/01/2023	000281	Habitat for Humanity	306.00		156,916.31
04/01/2023	000281	Harbour Ridge Apts	839.00		156,077.31
04/01/2023	000281	Hillview Terrace	1,085.00		154,992.31
04/01/2023	000281	Josh Hollister	828.00		154,164.31
04/01/2023	000281	HomeStretch	7,789.00		146,375.31
04/01/2023	000281	Honor LDHA	902.00		145,473.31
04/01/2023	000281	Matthew Jones	730.00		144,743.31
04/01/2023	000281	Donna Kalchik	447.00		144,296.31
04/01/2023	000281	Lake Pointe Acquisitions LLC.	936.00		143,360.31
04/01/2023	000281	Sidney Lammers	427.00		142,933.31
04/01/2023	000281	Maret Sabourin	552.00		142,381.31
04/01/2023	000281	Sue Martin	401.00		141,980.31
04/01/2023	000281	Revokable Trust of Richard T &...	368.00		141,612.31
04/01/2023	000281	Oak Park Apts	967.00		140,645.31
04/01/2023	000281	Oak Terrace Apts	765.00		139,880.31
04/01/2023	000281	Dawn M. Oh	721.00		139,159.31
04/01/2023	000281	Post Village Glen, LLC	7,344.00		131,815.31
04/01/2023	000281	Wayne E Purkiss Trust	800.00		131,015.31

Traverse City Housing Commission  
Check Register Summary Report  
PNC - Section 8  
From: 03/01/2023 To: 04/02/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2023	000281	Timothy Rice	367.00		130,648.31
04/01/2023	000281	Sabin Pond Apartments LLC	125.00		130,523.31
04/01/2023	000281	Mike & Melissa Schichtel	1,100.00		129,423.31
04/01/2023	000281	Sherwin Rentals	625.00		128,798.31
04/01/2023	000281	SILVER SHORES MHC	1,937.00		126,861.31
04/01/2023	000281	Paul & Leona Steinorth Family Trust	379.00		126,482.31
04/01/2023	000281	Ryan Storey	403.00		126,079.31
04/01/2023	000281	22955 Investments LLC	2,192.00		123,887.31
04/01/2023	000281	TC 150P 4B LDHA LP	62,551.00		61,336.31
04/01/2023	000281	TCR Investments, LLC	721.00		60,615.31
04/01/2023	000281	Wendy Teagan	407.00		60,208.31
04/01/2023	000281	Tradewinds Terrace Apts	2,206.00		58,002.31
04/01/2023	000281	Village View Housing LHDA LP	349.00		57,653.31
04/01/2023	000281	Village Woods	796.00		56,857.31
04/01/2023	000281	Wagner Asset Group at Ninth...	1,057.00		55,800.31
04/01/2023	000281	Kevin Warren	302.00		55,498.31
04/01/2023	000281	Paul Wheelock	417.00		55,081.31
04/01/2023	000281	Woda Boardman Lake LDHA.LP	250.00		54,831.31
04/01/2023	000281	Woodmere Ridge Apartments...	6,487.00		48,344.31
04/01/2023	000281	Wyatt Road Apartment Company	1,121.00		47,223.31
04/01/2023	000281	Theodore V. Zachman	1,205.00		46,018.31
04/01/2023	000281	Ann Zenner	696.00		45,322.31
04/01/2023	000281	Barb Zupin	450.00		44,872.31
04/01/2023	023470	Village Apartments LP	411.00		44,461.31
<b>Total:</b>			343,475.90	173,701.00	

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

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	243,613.87
1111.9 - Cash-Short Term Investments		2,139,071.59
1116 - Debt Svc. Reserve-CFFP (Restricted)		126,920.93
1117 - Petty Cash Fund		230.61
1118 - Laundry Coin Fund		50.00

**Total Cash** \$ 2,509,887.00

**Receivables**

1122 - Tenants	\$	9,976.10
1122.1 - Allowance for Doubtful Accounts		(6,902.36)
1129.1 - Accounts Receivable-Other		665,613.87
1129.11 - Interfund Due From Vouchers		12,738.92
1129.14 - Accounts Receivable-KMG/RV		51,473.74
1130 - Accounts Receivable-TAHDC		1,177.27

**Total Receivables** \$ 734,077.54

**Investments**

1162 - Investments	\$	500,000.00
1165 - Assets Held For Sale		442,158.75

**Total Investments** \$ 942,158.75

**Deferred Charges**

1211 - Prepaid Insurance	\$	9,801.42
1290 - Other Deferred Charges		5,003.60

**Total Deferred Charges** \$ 14,805.02

**TOTAL CURRENT ASSETS** \$ 4,200,928.31

**NON-CURRENT ASSETS**

1300 - Investments in Joint Ventures	\$	75,000.00
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**Fixed Assets**

1400 - Construction in Progress-CFP	\$	12,197.14
1400.5 - Accumulated Depreciation		(7,799,967.02)
1400.6 - Land		297,665.49
1400.61 - Site Improvements		493,136.80
1400.7 - Buildings		3,618,326.64
1400.71 - Building Improvements		4,351,116.74
1400.72 - Non-dwelling Structures		349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings		104,264.16
1400.9 - Furn., Equip., Mach.-Admin		275,668.31

**Total Fixed Assets** \$ 1,701,814.23

**TOTAL NON-CURRENT ASSETS** \$ 1,776,814.23

**TOTAL ASSETS** \$ 5,977,742.54

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

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	102,739.06
2114 - Tenant Security Deposits		6,354.00
2117.3 - State Income Tax Withheld		<u>1,182.92</u>
<b>Total Accounts Payable</b>	<b>\$</b>	<b>110,275.98</b>

**Accrued Liabilities**

2135 - Salaries and Wages	\$	4,213.26
2135.1 - Compensated Absences-Short Term		2,674.99
2135.2 - Accrued Payroll Taxes		322.32
2136 - Accrued Liabilities-Other		9,353.53
2137 - Payments in Lieu of Taxes		<u>18,750.06</u>
<b>Total Accrued Liabilities</b>	<b>\$</b>	<b>35,314.16</b>

**Deferred Credits**

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

Total Current Liabilities \$ 3,602,147.62

**NONCURRENT LIABILITIES**

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

**TOTAL LIABILITIES** \$ 3,605,491.36

**EQUITY**

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

**Net Assets**

2806 - Unrestricted Net Assets	\$	747,354.80
2807 - Restricted Net Assets	\$	75,000.00
Income and Expense Clearing		19,094.44
Income and Expense Clearing-2019 CFP		40,364.89
Income and Expense Clearing-2020 CFP		<u>184,756.36</u>

**Total Net Assets** \$ 1,066,570.49

**TOTAL EQUITY** \$ 2,372,251.18

**TOTAL LIABILITIES/EQUITY** \$ 5,977,742.54

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	1 Month Ended		9 Months Ended				
	<u>March 31, 2023</u>		<u>March 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>	
<b>Operating Income</b>							
<b>Rental Income</b>							
3110 - Dwelling Rental	\$	9,213.00	\$	35,938.07	\$	0	\$ (35,938.07)
3110.2 - Dwelling Rental-Proj. 2		0.00		59,575.00	68,000		8,425.00
3120 - Excess Utilities		0.00		169.00	0		(169.00)
3190 - Nondwelling Rental		8,177.39		72,628.56	0		(72,628.56)
<b>Total Rental Income</b>	<b>\$</b>	<b>17,390.39</b>	<b>\$</b>	<b>168,310.63</b>	<b>\$</b>	<b>68,000</b>	<b>\$ (100,310.63)</b>
<b>Revenues - HUD PHA GRANTS</b>							
3401.2 - Operating Subsidy	\$	18,933.00	\$	235,853.00	\$	35,000	\$ (200,853.00)
<b>Total HUD PHA GRANTS</b>	<b>\$</b>	<b>18,933.00</b>	<b>\$</b>	<b>235,853.00</b>	<b>\$</b>	<b>35,000</b>	<b>\$ (200,853.00)</b>
<b>Nonrental Income</b>							
3610 - Interest Income-Gen. Fund	\$	5,399.43	\$	24,598.93	\$	500	\$ (24,098.93)
3690 - Tenant Income		121.00		1,992.66	1,000		(992.66)
3690.1 - Non-Tenant Income		445.00		63,969.09	1,000		(62,969.09)
3690.2 - Tenant Income-Cable		0.00		5,780.00	0		(5,780.00)
3691 - Other Contributions		0.00		5,000.00	0		(5,000.00)
3692 - Management Fee		2,250.00		19,800.00	270,200		250,400.00
3692.1 - Maintenance Contracts		2,300.00		19,800.00	24,000		4,200.00
<b>Total Nonrental Income</b>	<b>\$</b>	<b>10,515.43</b>	<b>\$</b>	<b>140,940.68</b>	<b>\$</b>	<b>296,700</b>	<b>\$ 155,759.32</b>
<b>Total Operating Income</b>	<b>\$</b>	<b>46,838.82</b>	<b>\$</b>	<b>545,104.31</b>	<b>\$</b>	<b>399,700</b>	<b>\$ (145,404.31)</b>
<b>Operating Expenses</b>							
<b>Routine Expense</b>							
<b>Administration</b>							
4110 - Administrative Salaries	\$	4,450.50	\$	111,410.99	\$	239,460	\$ 128,049.01
4130 - Legal Expense		0.00		991.74	1,500		508.26
4140 - Staff Training		0.00		0.00	3,500		3,500.00
4150 - Travel Expense		140.41		2,769.35	2,000		(769.35)
4170 - Accounting Fees		477.36		5,106.24	12,500		7,393.76
4171 - Auditing		0.00		6,300.00	6,000		(300.00)
4182 - Employee Benefits - Admin		2,948.44		29,922.99	47,500		17,577.01
4185 - Telephone		99.89		2,046.87	5,000		2,953.13
4190.1 - Publications		0.00		371.02	1,800		1,428.98
4190.2 - Membership Dues and Fees		0.00		2,102.50	1,000		(1,102.50)
4190.3 - Admin. Service Contracts		106.67		8,540.86	20,500		11,959.14
4190.4 - Office Supplies		18.84		1,589.87	3,000		1,410.13
4190.5 - Other Sundry Expense		732.48		13,452.85	11,000		(2,452.85)
4190.6 - Advertising		0.00		0.00	500		500.00
<b>Total Administration</b>	<b>\$</b>	<b>8,974.59</b>	<b>\$</b>	<b>184,605.28</b>	<b>\$</b>	<b>355,260</b>	<b>\$ 170,654.72</b>
<b>Tenant Services</b>							
4220 - Rec., Pub., & Other Services	\$	0.00	\$	1,446.28	\$	1,500	\$ 53.72
4230 - Cable TV-Tenants		0.00		5,740.09	0		(5,740.09)
<b>Total Tenant Services</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>7,186.37</b>	<b>\$</b>	<b>1,500</b>	<b>\$ (5,686.37)</b>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	1 Month Ended	9 Months Ended			
	<u>March 31, 2023</u>	<u>March 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>	
<b>Utilities</b>					
4310 - Water	\$ 545.00	\$ 5,121.07	\$ 5,000	\$ (121.07)	
4320 - Electricity	125.13	13,170.70	5,000	(8,170.70)	
4330 - Gas	183.59	1,014.58	2,000	985.42	
<b>Total Utilities</b>	<u>\$ 853.72</u>	<u>\$ 19,306.35</u>	<u>\$ 12,000</u>	<u>\$ (7,306.35)</u>	
<b>Ordinary Maint. &amp; Operations</b>					
4410 - Labor, Maintenance	\$ 4,947.80	\$ 83,540.29	\$ 186,580	\$ 103,039.71	
4420 - Materials	(52.67)	3,269.19	5,000	1,730.81	
4430.02 - Heating & Cooling Contracts	0.00	2,072.65	1,000	(1,072.65)	
4430.03 - Snow Removal Contracts	584.00	1,314.00	1,000	(314.00)	
4430.05 - Landscape & Grounds Contracts	0.00	10,516.69	2,000	(8,516.69)	
4430.06 - Unit Turnaround Contracts	0.00	0.00	2,000	2,000.00	
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00	
4430.08 - Plumbing Contracts	613.02	2,373.76	1,000	(1,373.76)	
4430.09 - Extermination Contracts	130.00	1,238.39	1,000	(238.39)	
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00	
4430.11 - Routine Maintenance Contracts	148.75	370.87	3,000	2,629.13	
4430.12 - Misc. Contracts	0.00	312.76	2,000	1,687.24	
4431 - Garbage Removal	730.74	9,042.67	2,000	(7,042.67)	
4433 - Employee Benefits - Maint.	7,942.22	19,037.93	40,600	21,562.07	
4470 - Elk Rapids Expenses	76.21	230.97	0	(230.97)	
4471 - East Bay Flats Expenses	0.00	500.00	0	(500.00)	
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 15,120.07</u>	<u>\$ 133,820.17</u>	<u>\$ 249,180</u>	<u>\$ 115,359.83</u>	
<b>General Expense</b>					
4510 - Insurance	\$ 3,147.50	\$ 29,266.73	\$ 5,000	\$ (24,266.73)	
4520 - Payment in Lieu of Taxes	2,083.34	18,750.06	5,000	(13,750.06)	
4550 - Compensated Absences	0.00	0.00	1,000	1,000.00	
4570 - Collection Losses	0.00	0.00	1,000	1,000.00	
4586 - Interest Expense-CFFP	0.00	397.06	0	(397.06)	
4586.1 - Interest Expense-EPC	0.00	1,951.91	0	(1,951.91)	
<b>Total General Expense</b>	<u>\$ 5,230.84</u>	<u>\$ 50,365.76</u>	<u>\$ 12,000</u>	<u>\$ (38,365.76)</u>	
<b>Total Routine Expense</b>	<u>\$ 30,179.22</u>	<u>\$ 395,283.93</u>	<u>\$ 629,940</u>	<u>\$ 234,656.07</u>	
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
<b>Total Operating Expenses</b>	<u>\$ 30,179.22</u>	<u>\$ 395,283.93</u>	<u>\$ 629,940</u>	<u>\$ 234,656.07</u>	
<b>Operating Income (Loss)</b>	<u>\$ 16,659.60</u>	<u>\$ 149,820.38</u>	<u>\$ (230,240)</u>	<u>\$ (380,060.38)</u>	
<b>Depreciation Expense</b>					
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 129,910.59	\$ 0	\$ (129,910.59)	
<b>Total Depreciation Expense</b>	<u>\$ 14,434.51</u>	<u>\$ 129,910.59</u>	<u>\$ 0</u>	<u>\$ (129,910.59)</u>	

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	1 Month Ended		9 Months Ended			
	<u>March 31, 2023</u>		<u>March 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$	0 \$ 0.00
<b>RAD Expense</b>						
7020 - RAD Expenses	\$	27.50	\$	815.35	\$	0 \$ (815.35)
<b>Total RAD Expense</b>	\$	27.50	\$	815.35	\$	0 \$ (815.35)
<b>Capital Expenditures</b>						
7540 - Betterments and Additions	\$	0.00	\$	1,330.00	\$	5,000 \$ 3,670.00
7590 - Operating Expenditures-Contra	\$	0.00	\$	(1,330.00)	\$	(5,000) (3,670.00)
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$	0 \$ 0.00
<b>Other Financial Items</b>						
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$	0 \$ 0.00
<b>HUD Net Income (Loss)</b>	\$	<u>16,632.10</u>	\$	<u>147,675.03</u>	\$	<u>(235,240) \$ (382,915.03)</u>
<b>GAAP Net Income (Loss)</b>	\$	<u>2,197.59</u>	\$	<u>19,094.44</u>	\$	<u>(230,240) \$ (249,334.44)</u>

**Traverse City Housing Commission  
Capital Fund 501-19  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

501-19 P&L	1 Month Ended	9 Months Ended
**1022**	<u>March 31, 2023</u>	<u>March 31, 2023</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	0.00	40,364.89
<b>Total HUD PHA GRANTS</b>	0.00	40,364.89
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	0.00	40,364.89
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	0.00	0.00
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	40,364.89



**Traverse City Housing Commission  
Capital fund 501-20  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

501-20 P&L	1 Month Ended	9 Months Ended
**1023**	<u>March 31, 2023</u>	<u>March 31, 2023</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	0.00	184,756.36
<b>Total HUD PHA GRANTS</b>	<u>0.00</u>	<u>184,756.36</u>
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>184,756.36</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>184,756.36</u></u>

**Traverse City Housing Commission**  
2019 Capital Fund

Program ID:	1 Month Ended	9 Months Ended	BUDGET	OVER/UNDER
MI33-P080-50119 1522****	March 31, 2023	March 31, 2023		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 168,220.00	\$ 168,220.00
<b>Total Administration</b>	0.00	0.00	168,220.00	168,220.00
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	58,055.00	0.00	(58,055.00)
<b>Total A &amp; E Fees</b>	0.00	58,055.00	0.00	(58,055.00)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.62 - Masonry Repairs	0.00	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	0.00	19,316.01	0.00	(19,316.01)
<b>Total Dwelling Structures</b>	0.00	69,800.47	0.00	(69,800.47)
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	92,918.53	52,554.00	(40,364.53)
<b>Total Other</b>	0.00	92,918.53	52,554.00	(40,364.53)
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 220,774.00</u>	<u>\$ 220,774.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>220,774.00</u>	<u>220,774.00</u>	<u>0.00</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission**  
2020 Capital Fund

Program ID:	1 Month Ended	9 Months Ended	BUDGET	OVER/UNDER
MI33-P080-50120 1523****	March 31, 2023	March 31, 2023		
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	0.00	184,756.00	184,756.00
<b>Total A &amp; E Fees</b>	0.00	0.00	184,756.00	184,756.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	237,310.00	52,554.00	(184,756.00)
<b>Total Other</b>	0.00	237,310.00	52,554.00	(184,756.00)
 <b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 237,310.00</u>	<u>\$ 237,310.00</u>	<u>\$ 0.00</u>
 <b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>237,310.00</u>	<u>237,310.00</u>	<u>0.00</u>
 <b>Over/(Under) Funding</b>	<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	BUDGET	OVER/UNDER
1601****	March 31, 2023	March 31, 2023		
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	0.00	(19,561.06)
<b>Total A &amp; E Fees</b>	0.00	19,561.06	0.00	(19,561.06)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
<b>Total Dwelling Structures</b>	0.00	577,637.00	0.00	(577,637.00)
<b>Dwelling Equipment</b>				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
<b>Total Other</b>	0.00	8,477.83	0.00	(8,477.83)
 <b>Total Capital Funds Expended</b>	 <u>\$ 0.00</u>	 <u>\$ 639,173.32</u>	 <u>\$ 0.00</u>	 <u>\$ (639,173.32)</u>
 <b>1600 - Capital Funds Advanced</b>	 <u>0.00</u>	 <u>639,173.32</u>	 <u>0.00</u>	 <u>(639,173.32)</u>
 <b>Over/(Under) Funding</b>	 <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, 2023**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	46,112.31
1111.6 - FSS Escrow Savings		62,921.56

<b>Total Cash</b>	\$	109,033.87
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**Receivables**

1129.1 - Accounts Receivable-Other	\$	20,358.00
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<b>Total Receivables</b>	\$	20,358.00
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**Investments**

<b>Total Investments</b>	\$	0.00
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**Deferred Charges**

1290 - Other Deferred Charges	\$	157,823.00
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<b>Total Deferred Charges</b>	\$	157,823.00
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<b>TOTAL CURRENT ASSETS</b>	\$	287,214.87
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**Fixed Assets**

1400.5 - Accumulated Depreciation	\$	(6,506.46)
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1400.9 - Furn., Equip., Mach.-Admin		6,562.63
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<b>Total Fixed Assets</b>	\$	56.17
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<b>TOTAL ASSETS</b>	\$	287,271.04
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**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of March 31, 2023**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	1,474.94
2119.21 - Interfund Due To Low Rent		<u>12,738.92</u>

**Total Accounts Payable** \$ 14,213.86

**Accrued Liabilities**

2135 - Salaries and Wages	\$	1,008.98
2135.1 - Compensated Absences-Short Term		844.73
2135.2 - Accrued Payroll Taxes		77.19
2182 - FSS Escrow Trust		<u>45,694.85</u>

**Total Accrued Liabilities** \$ 47,625.75

**Deferred Credits**

2290 - Other Deferred Credits	\$	<u>18,827.00</u>
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**Total Deferred Credits** \$ 18,827.00

**Total Current Liabilities** \$ 80,666.61

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$	<u>1,055.92</u>
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**Total Noncurrent Liabilities** \$ 1,055.92

**TOTAL LIABILITIES** \$ 81,722.53

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$	235,583.04
2826 - Operating Reserve-Admin		228,995.77
2826.01 - Operating Reserve-HAP		6,585.24
2826.1 - Operating Reserve-Contra		(235,581.01)
Income and Expense Clearing		(9,340.93)
Income and Expense Clearing - FSS		<u>(20,693.60)</u>

**TOTAL NET ASSETS** \$ 205,548.51

**TOTAL LIABILITIES/NET ASSETS** \$ 287,271.04

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2023</u>	<u>March 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 400.00	\$ 0	\$ (400.00)
3603 - Number of Unit Months	0.00	(154.00)	0	154.00
3604 - Unit Months - Contra	0.00	154.00	0	(154.00)
<b>Total Operating Reserve Income</b>	<u>\$ 50.00</u>	<u>\$ 400.00</u>	<u>\$ 0</u>	<u>\$ (400.00)</u>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 155,212.00	\$ 920,100.00	\$ 1,250,000	\$ 329,900.00
3410.2 - HAP Funding-Tenant Protection	0.00	345,988.00	0	(345,988.00)
3410.3 - HAP Funding-RAD	8,132.00	24,395.00	0	(24,395.00)
3411 - Admin Fee Funding	10,257.00	96,065.00	90,000	(6,065.00)
<b>Total HUD PHA GRANTS</b>	<u>\$ 173,601.00</u>	<u>\$ 1,386,548.00</u>	<u>\$ 1,340,000</u>	<u>\$ (46,548.00)</u>
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<u>\$ 173,651.00</u>	<u>\$ 1,386,948.00</u>	<u>\$ 1,340,000</u>	<u>\$ (46,948.00)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 5,750.30	\$ 46,431.40	\$ 0	\$ (46,431.40)
4150 - Travel Expense	327.63	844.01	0	(844.01)
4170 - Accounting Fees	698.29	6,397.20	0	(6,397.20)
4171 - Auditing	0.00	2,700.00	0	(2,700.00)
4182 - Employee Benefits - Admin	1,105.94	13,639.65	0	(13,639.65)
4185 - Telephone	233.06	1,392.76	0	(1,392.76)
4190.1 - Publications	0.00	432.15	0	(432.15)
4190.2 - Membership Dues and Fees	0.00	212.50	0	(212.50)
4190.3 - Admin. Service Contracts	248.89	7,775.26	0	(7,775.26)
4190.4 - Office Supplies	43.97	1,096.07	0	(1,096.07)
4190.5 - Other Sundry Expense	1,551.17	14,786.09	0	(14,786.09)
<b>Total Administration</b>	<u>\$ 9,959.25</u>	<u>\$ 95,707.09</u>	<u>\$ 0</u>	<u>\$ (95,707.09)</u>
<b>General Expense</b>				
4590 - Other General Expense	\$ 0.00	\$ 171.38	\$ 0	\$ (171.38)
<b>Total General Expense</b>	<u>\$ 0.00</u>	<u>\$ 171.38</u>	<u>\$ 0</u>	<u>\$ (171.38)</u>
<b>Total Routine Expense</b>	<u>\$ 9,959.25</u>	<u>\$ 95,878.47</u>	<u>\$ 0</u>	<u>\$ (95,878.47)</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	<u>1 Month Ended March 31, 2023</u>	<u>9 Months Ended March 31, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 97,546.00	\$ 821,795.00	\$ 1,250,000	\$ 428,205.00
4715.3 - HAP - Non-Elderly Disabled	1,067.00	9,782.00	0	(9,782.00)
4715.4 - HAP - Utility Allowances	518.00	4,694.00	0	(4,694.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(400.00)	0	400.00
4715.6 - HAP - Homeownership	1,625.00	14,432.00	0	(14,432.00)
4715.7 - HAP-Tenant Protection	61,098.00	417,504.00	0	(417,504.00)
4719 - HAP - FSS Escrow	4,183.46	32,603.46	0	(32,603.46)
<b>Total HAP Payments</b>	<b>\$ 165,987.46</b>	<b>\$ 1,300,410.46</b>	<b>\$ 1,250,000</b>	<b>\$ (50,410.46)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>	<b>\$ 175,946.71</b>	<b>\$ 1,396,288.93</b>	<b>\$ 1,250,000</b>	<b>\$ (146,288.93)</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b>\$ (2,295.71)</b>	<b>\$ (9,340.93)</b>	<b>\$ 90,000</b>	<b>\$ 99,340.93</b>
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<u>\$ 297.75</u>	<u>\$ 186.53</u>	<u>\$ 90,000</u>	<u>\$ 89,813.47</u>
<b>Analysis of Funding</b>				
<b>A.C. Received: March 31, 2023</b>		<b>9 Months Ended March 31, 2023</b>		
3410 - HAP Funding		\$ 920,100.00		
3410.2 - HAP Funding-Tenant Protection		345,988.00		
3410.3 - HAP Funding-RAD		24,395.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		821,795.00		
4715.3 - HAP - Non-Elderly Disabled		9,782.00		
4715.4 - HAP - Utility Allowances		4,694.00		
4715.5 - HAP - Fraud Recovery		(400.00)		
4715.6 - HAP - Homeownership		14,432.00		
4715.7 - HAP-Tenant Protection		417,504.00		
4719 - HAP - FSS Escrow		32,603.46		
<b>Total Funding Required</b>		<b>\$ 1,300,410.46</b>		
<b>Over/(Under) Funding</b>		<b>\$ (9,927.46)</b>		
<b>RNP as of: March 31, 2023</b>		<b>\$ (3,342.22)</b>		
<b>UNP as of: March 31, 2023</b>		<b>\$ 208,888.70</b>		



**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	1 Month Ended		9 Months Ended		BUDGET		*OVER/UNDER
	<u>March 31, 2023</u>		<u>March 31, 2023</u>				
<b>Operating Reserve Income</b>							
<b>Total Operating Reserve Income</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Revenues - HUD PHA GRANTS</b>							
<b>Total HUD PHA GRANTS</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Income Offset HUD A.C.</b>							
<b>Total Income Offset</b>	0.00		0.00		0.00		0.00
<b>Total Operating Income</b>	<u>\$ 0.00</u>	<u>\$</u>	<u>0.00</u>	<u>\$</u>	<u>0</u>	<u>\$</u>	<u>0.00</u>
<b>Operating Expenses</b>							
<b>Routine Expense</b>							
<b>Administration</b>							
4110 - Administrative Salaries	\$ 2,517.54	\$	16,678.06	\$	0	\$	(16,678.06)
4182 - Employee Benefits - Admin	<u>441.23</u>		<u>4,015.54</u>		<u>0</u>		<u>(4,015.54)</u>
<b>Total Administration</b>	\$ 2,958.77	\$	20,693.60	\$	0	\$	(20,693.60)
<b>General Expense</b>							
<b>Total General Expense</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Total Routine Expense</b>	\$ 2,958.77	\$	20,693.60	\$	0	\$	(20,693.60)

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 9 Months Ended March 31, 2023**

	<u>1 Month Ended March 31, 2023</u>		<u>9 Months Ended March 31, 2023</u>		<u>BUDGET</u>		<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>							
<b>Total HAP Payments</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Depreciation Expense</b>							
<b>Total Depreciation Expense</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Total Operating Expense</b>	\$ 2,958.77	\$	20,693.60	\$	0	\$	(20,693.60)
<b>Surplus Credits &amp; Charges</b>							
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (2,958.77)</u>	\$	<u>(20,693.60)</u>	\$	<u>0</u>	\$	<u>20,693.60</u>

**TCHC MONTHLY CASH POSITION REPORT**  
**END OF MARCH 2023**

**TC HOUSING**

Huntington Bank	Checking	\$ 268,413.35	TCHC Operations
Huntington Bank	1388434863	\$ 164,084.17	Operations Overage
Huntington Bank	1388405232	\$ 126,920.92	
4Front Credit Union	Savings	\$ 6,734.85	
Independent Bank	1051647	\$ 80,717.61	Non Federal Funds
Independent Bank	ICS Acct	\$ 43,068.52	
Independent Bank	9911	\$ 1,000.00	
Independent Bank	9583	\$ 1,000.00	Review Development Partners
Independent Bank	4683	\$ 48,179.00	
Independent Bank	5173	\$ 1,043,574.94	Surplus Funds
Independent Bank (CDARS)	22197	\$ 1,250,000.00	per February 16, 2023 Order
	<b>SUB TOTAL</b>	<b>\$ 3,033,693.36</b>	

**HOUSING CHOICE VOUCHER**

PNC **	Checking	\$ 46,112.31	HCV Operations
Independent Bank	4665	\$ 62,921.56	FSS Escrow Account
	<b>SUB TOTAL</b>	<b>\$ 109,033.87</b>	

**OTHER**

FSS Grant in eLOCCS		\$ 80,000.00	Restricted
	<b>SUB TOTAL</b>	<b>\$ 80,000.00</b>	

**TOTAL Cash & Cash Equivalents \$ 3,222,727.23**

*\*\* Due to Program Manager's Vacation, April's HCV payment was made at the end of March.  
The reimbursement for the April Funds arrived on 4/1/2023.*



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

## **COMMITTEE REPORTS**

Executive & Finance Committee Meeting: April 21, 2023

Executive & Finance Committee Meeting: March 31, 2023

Governance & Compliance Committee Meeting: April 25, 2023

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Executive & Finance Committee**  
**April 21, 2023**

A special meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order in the Offices of the Traverse City Housing Commission, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 1:00 P.M.

**ROLL CALL**

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

**CORRESPONDENCE**

None.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the March 31, 2023 meeting and the March 20, 2023 meeting were reviewed and accepted. The Agenda was reviewed and accepted without change.
- B. Riverview Rehab/RAD: It was noted that Wayne Workman is now invited to all construction meetings including the weekly development team meetings and monthly draw meetings.
- C. Real Estate Updates: Parkview Apartments site plans are under administrative review at the city as some of our designs have been changed due to MSHDA's issues. We do not expect this to be a problem at all. The Flats at Carriage Commons have submitted two applications to MSHDA – one competitive and one noncompetitive. We expect one to be funded which will allow us to start at least one building before the end of the year.
- D. East Bay Flats: Staff reported that he met with the Executive Director of Goodwill to discuss the next steps for this project. MCC has allowed a one month extension to provide an offer to purchase. During recent meetings it was decided that we should make two public offers: one on the out-right purchase of the property and another on buying out MCC's equity position. Both will be submitted most likely by mid-May. Goodwill also reported that they are still interested in a formal collaboration with TCHC but that they will need to re-evaluate after a new Executive Director is hired.
- E. Executive Director Transition: Staff reported that he was able to meet with a team from Rehmann and that they will be providing a proposal early next week for TCHC to consider. The contract will be approximately \$20k with additional costs for travel not to exceed approximately \$2,500. Rehmann staff will be available at the next meeting to answer questions – and hopefully to meet with Wayne and Heather after the meeting.

F. MEETING AGENDA: The next regular meeting agenda for April 28, 2023 was discussed and approved. The following will be part of the conversation:

1. HR Professional Services Contract from Rehmann
2. A resolution authorizing Wayne Workman to work on behalf of TCHC real estate deals
3. Professional Services Contract from Judy Myers

G. GENERAL COMMENTS: None.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 1:50 P.M. The next regular meeting will be on May 19, 2023.

Respectfully submitted,

---

Heather Lockwood, President

Tony Lentych, Executive Director

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Executive & Finance Committee**  
**March 31, 2023**

A special meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order in the Offices of the Traverse City Housing Commission, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 2:04 P.M.

**ROLL CALL**

The following were present:

Commissioners – Heather Lockwood, President and Wayne Workman, Vice President (via phone).

Staff – Tony Lentych, Executive Director.

Other – None.

**CORRESPONDENCE**

A letter of resignation from Executive Director Tony Lentych dated March 28, 2023 was reviewed.

**AGENDA**

The following Agenda items were discussed:

- A. It was accepted that the final day of on-site employment will be May 16, 2023. This fulfills the forty-five day notice required under the current contract.
- B. There was a lengthy discussion on a “transition” plan. Staff will contact an HR professional to assist the Commission with conducting a search for a new executive director. It was noted that TCHC is in a good place financially and programmatically so that “attracting talent” should not be an issue.
- C. There may be a need to call a “special meeting” to execute a contract with an HR professional prior to the next regular meeting.
- D. Commissioner Workman and Lockwood will meet within the next week to create action steps for moving this process forward.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 2:25 P.M. The next regular meeting will be on April 21, 2023.

Respectfully submitted,

---

Heather Lockwood, President

Tony Lentych, Executive Director

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Governance & Compliance Committee**  
**April 25, 2023**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 11:05 A.M.

**I**      **ROLL CALL**

The following were present:

Resident Members – Betty Osborne and Ellen Corcoran.

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Todd Bukoweicki and Jeff Turner.

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

The meeting minutes from the March 21, 2023 meeting of this committee and the agenda for this meeting were reviewed.

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

Commissioner Jim Friend moved (Osborne support) to accept the meeting minutes of the previous meeting.

**III**      **PUBLIC COMMENT**

None.

**IV**      **UPDATES**

A. An updated Policy Review Schedule was presented and discussed. A copy of TCHC's By-Laws was included in the packet for the committee to conduct its annual review. Staff reported that there should be no changes required but the annual review should be undertaken regardless.

B. Staff reported the construction next door is still scheduled to conclude this summer. The shared drive has been correctly graded and we are awaiting a final site plan for this part of the project.

C. Riverview Rehab/RAD Update: Everything is moving along according to schedule. Windows will begin in May. Elevators and the roof were also discussed.

**V**      **OLD BUSINESS**

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



- B. A new draft of the Investment of Excess Funds was distributed and discussed in detail. This will be ready for approval at the May meeting.
- C. The Safety & Evacuation Policy was briefly reviewed but it was noted that we are awaiting final sign-off from the Fire Chief on our “evacuation” route.

**VI NEW BUSINESS**

- A. Staff distributed a map of parking options for the parking lot project that begins on or around May 9. The same contractor is doing this project and the one next door. We will have more information on parking options on May 1 but the parking lots available are nearby. It was noted that the residents will not be happy during this part of the project.
- B. Staff noted that this is the time of year where TCHC adopts new income limits. HUD announced on their website that these will not be available until mid-May. There was a conversation on how this would now effect Riverview Terrace now that the apartment building is under the tax credit program post RAD and not under Public Housing – it was clear that someone had been spreading misinformation about the project. Riverview Terrace will always be for low-income individuals and will not be a market rate property.

**VII PUBLIC COMMENT**

None.

**VIII ADJOURNMENT**

Betty Osborne moved (Friend support) to adjourn the meeting. The motion to adjourn was approved and the meeting was closed at 11:44 A.M.

The next meeting of the Committee is scheduled for May 16, 2023 at 11:00 A.M.

Respectfully submitted,

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Tony Lentych, Executive Director



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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: April 2023

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

Resident Council Report: April 2023

## EXECUTIVE DIRECTOR'S REPORT: April 28, 2023

This report covers the work accomplished from March 24, 2023 until April 25, 2023. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

This will be my last report – I resigned a week after our last regular meeting.

### Strategic Goal 1

**Expand affordable housing inventory and range of options.**

#### Current Properties

1. RIVERVIEW TERRACE: There are two units open at month's end and we have people pre-approved to move in. We anticipate one or two move outs in May as well.
2. ORCHARDVIEW: The property is full and the wait list is growing. The resident that was going to move out decided to stay.
3. EAST BAY FLATS: MCC has informed Goodwill that they will accept a bid for the purchase of the property up until the end of May – a 30 day extension. There has been several meetings and multiple calls on this issue.

#### Housing Choice Vouchers

1. We have 270 HCVs filled at this time – 115 at Riverview and 155 around the region. We anticipate the Wait List to be open later this year. If you noted on our Cash Position Report, the HCV account was low – only because 2 HAP payments were made in March. One was on March 1<sup>st</sup> for the month of March and the other was at the end of March in anticipation for April 1<sup>st</sup>. This was due to the planned vacation of the Program Manager that overlapped with April 1.

#### Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Nearly 90% of the apartments have been completed. We are nearly finished with our ninth month of construction and we are attempting to finish everything by Labor Day.
2. Parkview Apartments (See Memorandum): The countdown to the “closing” has begun. We will need to spend some time in the near future on positioning the property for the final closing.
3. BATA (See Memorandum): Submitted two (2) applications for funding to MSHDA. Work on Sewer and Water is about to begin. Several meetings/calls with BATA staff on this issue.

Multiple meetings with our attorneys on this project. Attended a meeting of the Garfield Township Trustees where our PILOT was approved (again).

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
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1. Resident Council – Several meetings and conversations with the RTRC leadership. Attended Monthly RTRC meeting. Reviewed monthly financials. Prepared monthly report.

<b>Strategic Goal 3</b>	<b>Foster an environment of innovation and excellence.</b>
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### **Financial**

1. Processed TCHC Payroll.
2. Prepared Cash Position Report.
3. Submitted Quarterly financial report to Independent Bank.

### **General Management**

1. Working on two projects with SafetyNet staff on IT upgrades – Phones and Servers. Our new phone system is in place and operational we are still having some issues transferring all of our phone numbers to the new system.
2. Continued work on internal Policy Review – began work on Investment Policy and continued the work on the Safety & Evacuation Policy.

### **TCHC**

1. Attended one Regular meeting (March) and prepared for a Regular Meeting (April).
2. Prepared for and attended on Special Meeting.
3. Prepared for and attended two (2) Executive & Finance Committee meetings.
4. Prepared for and attended a Governance & Compliance Committee meeting.
5. Attended City Commission Meeting where Heather Lockwood was reappointed – please note that her term officially began on December 1, 2022 [Wayne Workman is up for reappointment this fall].

- 6. Meeting with TCHC Commissioner.
- 7. Weekly updates of TCHC Website.

**ERHC**

- 1. Prepared for and attended one Commission Meeting (April).
- 2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
- 3. Conversations and meetings with the interim Village Manager.
- 4. Attended two (2) meetings of the Housing Ad Hoc Committee to review to bids for the Village Property RFP issued late last year.

**HUD**

- 1. Informed the HUD Field Office of my resignation. Seeking some assistance to transfer authorizations in eLOCCS.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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- 1. Housing North: Several meetings/conversations with Executive Staff. Attended a meeting of the Board of Directors. Submitted my official resignation letter.
- 2. Northern Lakes CMH: Attended one (1) monthly Board of Directors Meetings – was not elected to be Board President. I withdrew my name from consideration after two 8-8 votes. Attended a Recipient Rights Advisory Committee, serve as chair of this committee.
- 3. Met with Habitat for Humanity to flush out the MOU for the purchase of property at Carriage Commons. Several staff members attended and the meeting was highly positive. This project will be on the scale of their Depot Project.
- 4. Presented to the Leelanau Township Community Foundation on Affordable Housing issues and data. This included one meeting to prepare for this presentation.
- 5. Presented to the Charlevoix Housing Commission, the mayor, and city manager about RAD and the housing development. CHC is starting to think about applying for the tax credits to build more units on their property.

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

1. Meetings with multiple parties to discuss executive transition and solicited two professional services contracts.
2. Meeting with Michigan Department of Agriculture's Rural Development Director, Sarah Lucas.
3. Conversations with the project manager next door to coordinate the site work this includes a potential new site plan for the drive and privacy fence.
4. Holiday/Vacation/Personal Time: None.

# **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT**

**April 28, 2023**

## **Current SEMAP Status**

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

<b>Number of Mandatory Slots</b>	<b>Number of Families Enrolled</b>	<b>% of Families Enrolled</b>	<b>Number of Families with Progress Reports &amp; Escrow Balances</b>	<b>% of Families with Progress Reports &amp; Escrow Balances</b>
25	15	60%	9	60%

## **FSS Program Manager Update**

We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process (although there has not been a move-in at Orchardview in over a year). There was a recent FSS Seminar during an HCV briefing that attracted interest. We have two HCV families interested in the program but they are seeking housing and employment. We anticipate posting the staff position in the paper this weekend or next weekend.

## **Status of Participants**

We will have one new family earning escrow this month increasing our percentage from 53% to 60%. We anticipate two more families earning escrow during the next two months.

## **FSS Grant**

We still have not executed a grant agreement with HUD and therefore cannot access the funding. We are working with the Grants.gov staff to correct this.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** April 28, 2023

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Riverview Terrace Resident Council (RTRC) Updates

**MESSAGE:**

Attached are the monthly financial reports from RTRC for the month of March 2023. The financial reporting was completed in a timely and thorough manner. I reviewed all other information and no mistakes in accounting were found – all transactions were just normal purchases related to their programming.

I attended their monthly meeting a few weeks ago. It was well attended as the news of my departure had just become public. There were plenty of questions about the transition to a new executive and about the renovation project underway at Riverview Terrace.

**ATTACHMENT:** March Financial Report  
March Bank Statement  
Letter from the RTRC President



**Riverview Terrace Resident Council**  
**FY 2022-2023**

	July	Nov	Dec	Jan	Feb	March	June
<b>Restricted Balance Forward</b>	\$ 1,252.95	\$ 523.37	\$ 2,327.88	\$ 2,030.20	\$ 1,914.33	\$ 1,893.84	\$ 1,826.45
<b>Income</b>	\$ -	\$ 1,875.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 373.96	\$ 70.49	\$ 297.68	\$ 115.87	\$ 20.49	\$ 67.39	\$ -
<b>SUB TOTAL</b>	\$ 878.99	\$ 2,327.88	\$ 2,030.20	\$ 1,914.33	\$ 1,893.84	\$ 1,826.45	\$ 1,826.45
<b>Unrestricted Balance Forward</b>	\$ 3,630.12	\$ 3,454.48	\$ 3,439.35	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,105.25
<b>Income</b>	\$ 80.50	\$ 59.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 133.17	\$ 74.13	\$ 294.17	\$ -	\$ -	\$ 39.93	\$ -
<b>Savings Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	\$ 3,577.45	\$ 3,439.35	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,105.25	\$ 3,105.25
<b>EOM TOTAL*</b>	\$ 4,456.44	\$ 5,767.23	\$ 5,175.38	\$ 5,059.51	\$ 5,039.02	\$ 4,931.70	\$ 4,931.70

\* Equals Bank Statement

**Total Savings\* = \$ 50.00**

**Petty Cash = \$ 100.00**

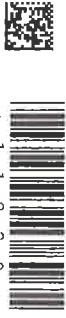
**GRAND TOTAL = \$ 5,081.70**

**Current as of March 31, 2023**



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

Your Statement Of Accounts  
03/01/2023-03/31/2023  
Your Account Number  
xxxxxx1794  
Page 1



170098 1 AV 0.471 244935-170098-757  
RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

Earn more with LMCU. We have deposit solutions that will help you earn more, from our high-interest CDs to our 3.00% APY\* Max Checking. You'll earn more when you earn with us. Put your money to work today by calling (800) 242-9790, stopping by your local branch, or visiting LMCU.org.

-\*APY = Annual Percentage Yield

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$5,039.02	\$4,931.70
	<b>Total</b>		<b>\$4,981.70</b>

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		
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
					<b>Total Deposits \$0.00</b>
					<b>Total Withdrawals \$107.32</b>
Mar 01		Beginning Balance			\$5,039.02
Mar 11	Mar 11	Withdrawal POS #307000031629 DOLLARTREE 1319 S DIVISION ST TRAVERSE CITY MI	(\$15.11)		\$5,023.91
Mar 15	Mar 15	Withdrawal POS #307416650150 GFS STORE #0919 1781 Ba Traverse City MI	(\$39.93)		\$4,983.98
Mar 18	Mar 18	Withdrawal Bill Payment #307729105815 Spectrum 855-707-7328 MO	(\$20.49)		\$4,963.49
Mar 24	Mar 24	Withdrawal Debit Card Business Debit 24692163083100707666100 AMZN Mktp US*H781B8W00 Amzn.com/bill WA 03/24/2023	(\$31.79)		\$4,931.70
Mar 31		Ending Balance			\$4,931.70

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
<b>Total</b>	<b>\$0.00</b>

Your current account relationship is Value



April 26,2023

From: Riverview Terrace Resident Council

To: Traverse City Housing Commission

We have found our answer for more residents to attend our meetings. By combining the meetings with the monthly Birthday Celebration our attendance has more than doubled. We have also seen an increase in the newer residents participating.

At our April 12<sup>th</sup> meeting Tony was our guest speaker. He addressed questions concerning the renovation schedule, plans for the parking lot, such as where we will be able to park and the length of time it would take to complete. These were the main topics however there were concerns expressed about small imperfections found in individual apartments after the renovations were completed. Tony asked these residents to put them in writing and hand them into the main office and so they could be addressed.

We were also able to wish Tony well in his future endeavors with the Michigan State Housing Development Authority and express our appreciation for all he has done for our residents. We agree to replace him will be a difficult task. We have a great respect for you as our commissioners, who have proven your support of Tony throughout the past eight plus years, with the goal of providing affordable housing to those in need. Tony paved the path to success in this area and now it is in your capable hands.

Sincerely,



Ellen Corcoran, President





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

## **OLD BUSINESS**

TCHC Policy Review Schedule

Memorandum on RAD Construction Progress

Memorandum on Parkview Senior Housing Apartments

Memorandum on TCHC – BATA Transit Oriented Development Update

# TCHC Policy Review Schedule

<b>POLICY</b>	<b>First Adopted</b>	<b>Previous Review(s)</b>	<b>Scheduled Review</b>	<b>Update Complete</b>
<b>TCHC By-Laws</b>	October 19, 2004	May 2021	May 2023	<b>June 24, 2022</b>
<b>ACOP (Admission &amp; Continued Occupancy Policy)</b>	May 1, 2005	July 16, 2013	NA	<b>February 9, 2018</b>
<b>ADMIN (Administrative Plan HCV)</b>	January 1, 2005	August 2019	NA	<b>June 24, 2022</b>
<b>Anti-Bullying &amp; Hostile Environment Harassment Policy</b>	August 25, 2017	Summer 2017	NA	<b>August 25, 2017</b>
<b>Asset / Physical Plant Management Addendum</b>	January 22, 2016	January 2016	NA	<b>January 22, 2016</b>
<b>Attendance Policy</b>	June 23, 2017	June 2017	NA	<b>June 23, 2017</b>
<b>Board Orientation Policy</b>	February 2013	September 2017	NA	<b>September 29, 2017</b>
<b>Camera Policy</b>	September 29, 2017	September 2017	NA	<b>September 29, 2017</b>
<b>Capitalization Policy</b>	March 18, 2003	February 20, 2006	NA	<b>March 23, 2018</b>
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
<b>Check Signing Policy</b>	December 2004	March 2017	NA	<b>March 24, 2017</b>
<b>Civil Rights Policy</b>	September 11, 1996	May 2021	NA	<b>June 25, 2021</b>
<b>Code of Conduct Policy</b>	September 28, 2012	January 11, 2013	NA	<b>May 25, 2018</b>
<b>Community Room Policy</b>	February 2006	March 2016	NA	<b>March 25, 2016</b>
<b>Community Service Policy</b>	July 19, 2005	July 15, 2008	NA	<b>May 25, 2018</b>
<b>Credit Card Policy</b>	October 20, 2015	October 2015	NA	<b>October 20, 2015</b>
<b>Deceased Resident Policy</b>	April 5, 1988	April 2016	NA	<b>April 22, 2016</b>
Disposition Policy	June 25, 1985	Unknown	TBD	
<b>Doubtful Account Write-Off Policy</b>	March 18, 2001	January 2017	NA	<b>January 27, 2017</b>
<b>EIV Policy</b>	April 17, 2006	June 30, 2012	NA	<b>March 23, 2018</b>
<b>eLOCCS Security Policy &amp; Procedures</b>	March 2021	March 2021	NA	<b>March 2021</b>
<b>eLOCCS Rules of Behavior</b>	March 2021	March 2021	NA	<b>March 2021</b>
<b>Emergency Closing Policy</b>	April 18, 2006	February 2016	NA	<b>February 26, 2016</b>
<b>Emergency Transfer for Victims of Domestic Violence Policy</b>	August 25, 2017	August 2017	NA	<b>August 25, 2017</b>
Equal Housing Opportunity Plan	March 8, 1990	April 19, 2011	TBD	
<b>Family Self Sufficiency Action Plan</b>	August 31, 1998	September 23, 2016	NA	<b>September 23, 2022</b>
<b>Freedom of Information Policy</b>	June 16, 2015	June 2015	NA	<b>June 16, 2015</b>
Grievance Policy	Unknown	February 19, 2013	TBD	
<b>Hazard Communication Policy</b>	February 18, 2003	July 1, 2011	March 2022	<b>Started</b>

# TCHC Policy Review Schedule

<b>POLICY</b>	<b>First Adopted</b>	<b>Previous Review(s)</b>	<b>Scheduled Review</b>	<b>Update Complete</b>
<b>Housekeeping &amp; Sanitary Standards Policy</b>	NEW	None	April 2022	<b><i>Started</i></b>
<b>Inventory Policy</b>	Unknown	August 2016	NA	<b>August 26, 2016</b>
<b>Investment Policy</b>	June 25, 1985	June 2008	Spring 2023	<b><i>Started</i></b>
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	<b>April 22, 2016</b>
Maintenance Policy	August 15, 2006	September 28, 2012	TBD	
<b>Pet Policy</b>	April 20, 2010	June 25, 2021	NA	<b>September 23, 2022</b>
<b>Petty Cash Account Policy</b>	September 16, 2008	None	NA	<b>November 1, 2019</b>
<b>Personnel Policy / Employee Handbook</b>	Unknown	August 2017	2022	<b>August 25, 2017</b>
<b>Pest Control Policy</b>	February 18, 2003	May 1, 2008	NA	<b>November 30, 2018</b>
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2021	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	April 19, 2011	TBD	
<b>Record Retention Policy</b>	Unknown	Unknown	Spring 2023	<b><i>Started</i></b>
<b>Rent Collection Policy</b>	April 5, 1988	None	NA	<b>October 27, 2017</b>
Residential Lease Agreement	Unknown	Unknown	Spring 2022	<b>Finished</b>
<b>Safety &amp; Evacuation Policy</b>	December 19, 2006	December 19, 2008	Summer 2023	<b>On-Going</b>
<b>Schedule of Excess Utility Charges Policy</b>	February 14, 1989	April 2017	NA	<b>April 28, 2017</b>
<b>Schedule of Maintenance/Repair Charges Policy</b>	April 7, 1992	July 1, 2008	NA	<b>September 24, 2021</b>
Sexual Harassment Policy	September 11, 1996	None	TBD	
<b>Smoke-Free Properties Policy</b>	December 19, 2006	February 23, 2018	NA	<b>July 24, 2020</b>
<b>Social Media Policy</b>	August 26, 2016	August 2016	NA	<b>August 26, 2016</b>
<b>Social Security Number Privacy Policy</b>	January 22, 2016	January 2016	NA	<b>January 22, 2016</b>
<b>Succession Plan</b>	May 15, 2007	July 17, 2014	NA	<b>September 27, 2019</b>
Transfer Policy	September 16, 2008	None	TBD	
<b>Travel Policy</b>	February 18, 2003	August 21, 2012	NA	<b>June 22, 2018</b>
<b>Tresspass Policy</b>	July 18, 2006	July 2008	NA	<b>May 24, 2018</b>
<b>Vehicle Policy</b>	August 2006	February 2011	NA	<b>March 23, 2018</b>
<b>COVID-19 Preparedness &amp; Response Plan</b>	NEW	None	As Needed	

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Riverview Terrace Rehab/RAD Update

**MESSAGE:**

We have started and/or completed the major rehab of 97 units – this part of the project is rapidly coming to a close. We currently have one open unit (and one more opening at the end of the month). Both units have applicants ready to move in as soon as they are ready and have already been renovated.

One of our elevators will be completed early next week. We will begin work on the larger elevator the following week. Site work begins on May 9<sup>th</sup> this will really disrupt the building as all cars must move off the property. There are several lots nearby where we will divide up the cars during this part of the project.

Everything looks like a mess right now but after nine months, we can see the end of it all!

Wayne Workman has joined me on recent meetings with our team including the most recent OAC Meeting and he has begun to receive emails on the progress of this project. He should be up to speed soon. 😊

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

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

ID	Task Name	Duration	Start	Finish	2023																
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	<b>Riverview Terrace</b>	<b>305 days</b>	<b>Mon 8/1/22</b>	<b>Fri 9/29/23</b>	[Gantt bar from Aug 2022 to Sep 2023]																
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22	[Gantt bar from Aug 1 to Aug 5, 2022]																
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22	[Gantt bar from Aug 1 to Aug 19, 2022]																
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22	[Gantt bar from Aug 15 to Aug 26, 2022]																
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22	[Gantt bar from Aug 29 to Dec 16, 2022]																
6	<b>Site Work &amp; Exterior Building</b>	<b>110 days</b>	<b>Mon 5/1/23</b>	<b>Fri 9/29/23</b>	[Gantt bar from May 1, 2023 to Sep 29, 2023]																
7	Roof Top Unit Crane and Material Delivery	5 days	Mon 5/1/23	Fri 5/5/23	[Gantt bar from May 1 to May 5, 2023]																
8	Parking Lot & Sidewalks (Tentative)	30 days	Mon 5/8/23	Fri 6/16/23	[Gantt bar from May 8 to Jun 16, 2023]																
9	Demo	5 days	Mon 5/8/23	Fri 5/12/23	[Gantt bar from May 8 to May 12, 2023]																
10	Grading/ Excavation/ Underground	10 days	Mon 5/15/23	Fri 5/26/23	[Gantt bar from May 15 to May 26, 2023]																
11	Concrete	10 days	Mon 5/29/23	Fri 6/9/23	[Gantt bar from May 29 to Jun 9, 2023]																
12	Paving	5 days	Mon 6/12/23	Fri 6/16/23	[Gantt bar from Jun 12 to Jun 16, 2023]																
13	Retaining Wall (Tentative)	30 days	Mon 6/5/23	Fri 7/14/23	[Gantt bar from Jun 5 to Jul 14, 2023]																
14	Landscaping & Lawn Repairs (Tentative)	30 days	Mon 6/19/23	Fri 7/28/23	[Gantt bar from Jun 19 to Jul 28, 2023]																
15	Roof Repairs (Tentative)	40 days	Mon 8/7/23	Fri 9/29/23	[Gantt bar from Aug 7 to Sep 29, 2023]																
16	Pavilion (Tentative)	10 days	Mon 6/19/23	Fri 6/30/23	[Gantt bar from Jun 19 to Jun 30, 2023]																
17	<b>General/ Building</b>	<b>279 days</b>	<b>Tue 9/6/22</b>	<b>Fri 9/29/23</b>	[Gantt bar from Sep 6, 2022 to Sep 29, 2023]																
18	Passenger Elevator	43 days	Wed 3/8/23	Fri 5/5/23	[Gantt bar from Mar 8 to May 5, 2023]																
19	Freight Elevator	40 days	Mon 5/8/23	Fri 6/30/23	[Gantt bar from May 8 to Jun 30, 2023]																
20	Fire Alarm	205 days	Mon 9/19/22	Fri 6/30/23	[Gantt bar from Sep 19, 2022 to Jun 30, 2023]																
21	Fire Pump	2 days	Tue 3/28/23	Wed 3/29/23	[Gantt bar from Mar 28 to Mar 29, 2023]																
22	Trash Compactor	1 day	Fri 4/28/23	Fri 4/28/23	[Gantt bar on Apr 28, 2023]																
23	<b>Common Areas</b>	<b>279 days</b>	<b>Tue 9/6/22</b>	<b>Fri 9/29/23</b>	[Gantt bar from Sep 6, 2022 to Sep 29, 2023]																
24	<b>Ground Floor Corridors, Lobby, Exercise Rm, Maintenance Rm, &amp; Crawl Space Vapor Mitigation Work</b>	<b>92 days</b>	<b>Tue 9/6/22</b>	<b>Wed 1/11/23</b>	[Gantt bar from Sep 6, 2022 to Jan 11, 2023]																
43	<b>Community Room, Community Kitchen, &amp; Public Restrooms</b>	<b>95 days</b>	<b>Mon 1/16/23</b>	<b>Fri 5/26/23</b>	[Gantt bar from Jan 16, 2023 to May 26, 2023]																
44	Reconfigure Restrooms & Install Doors	5 days	Mon 1/16/23	Fri 1/20/23	[Gantt bar from Jan 16 to Jan 20, 2023]																
45	Demo/ Install Kitchen, ACT, Sprinkler Heads, Electrical & Paint	40 days	Mon 1/16/23	Fri 3/10/23	[Gantt bar from Jan 16 to Mar 10, 2023]																
46	Flooring	5 days	Mon 3/27/23	Fri 3/31/23	[Gantt bar from Mar 27 to Mar 31, 2023]																
47	PTAC's, Replace Toilets, and Urinal	10 days	Mon 5/15/23	Fri 5/26/23	[Gantt bar from May 15 to May 26, 2023]																
48	<b>Exercise Room &amp; Vestibule</b>	<b>25 days</b>	<b>Mon 1/9/23</b>	<b>Fri 2/10/23</b>	[Gantt bar from Jan 9 to Feb 10, 2023]																
56	<b>Elevator Lobbies &amp; Corridors 1-10</b>	<b>135 days</b>	<b>Mon 3/27/23</b>	<b>Fri 9/29/23</b>	[Gantt bar from Mar 27, 2023 to Sep 29, 2023]																
57	<b>Barrier Free Apartments (02 Stack)</b>	<b>110 days</b>	<b>Mon 8/1/22</b>	<b>Fri 12/30/22</b>	[Gantt bar from Aug 1, 2022 to Dec 30, 2022]																
76	<b>Typical Unit Renovations</b>	<b>224 days</b>	<b>Mon 10/24/22</b>	<b>Thu 8/31/23</b>	[Gantt bar from Oct 24, 2022 to Aug 31, 2023]																
77	<b>Phase 1 - Appliances</b>	<b>57 days</b>	<b>Mon 10/24/22</b>	<b>Tue 1/10/23</b>	[Gantt bar from Oct 24, 2022 to Jan 10, 2023]																

Project: Riverview Terrace  
Date: Tue 4/25/23

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



ID	Task Name	Duration	Start	Finish	2023																	
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
88	Phase 2 - Closet Shelving & Paint/ Bedroom, Bathroom & Entry Closet Door Hardware & Smoke Detection	55 days	Mon 11/7/22	Fri 1/20/23																		
120	Phase 3 - Abatement/ Kitchens/ Water Heaters/ Lighting/ Bifolds/ Flooring/ Paint	76 days	Thu 1/26/23	Thu 5/11/23																		
121	TEST UNITS 510 & 108 (VACANT - Type A)	12 days	Thu 1/26/23	Fri 2/10/23																		
127	203 & 303 (VACANT - Type B)	10 days	Mon 2/6/23	Fri 2/17/23																		
129	307 & 504 (VACANT - Type A)	3 days	Mon 2/13/23	Wed 2/15/23																		
133	1001 & 1004	3 days	Tue 2/14/23	Thu 2/16/23																		
137	901 & 904	4 days	Wed 2/15/23	Mon 2/20/23																		
142	801 & 804	4 days	Thu 2/16/23	Tue 2/21/23																		
147	1005 & 1007	3 days	Mon 2/20/23	Wed 2/22/23																		
151	905 & 907 (NK)	3 days	Tue 2/21/23	Thu 2/23/23																		
155	805 (NK) & 807 (NK)	4 days	Wed 2/22/23	Mon 2/27/23																		
160	704 & 612 (VACANTS)	4 days	Thu 2/23/23	Tue 2/28/23																		
165	1006 (NK) & 1008 (NK)	3 days	Mon 2/27/23	Wed 3/1/23																		
169	906 (NK) & 908 (NK)	3 days	Tue 2/28/23	Thu 3/2/23																		
173	806 (NK) & 103 (NK)	4 days	Wed 3/1/23	Mon 3/6/23																		
177	1010 (NK) & 1012 (NK)	4 days	Thu 3/2/23	Tue 3/7/23																		
181	910 (NK) & 912 (NK)	3 days	Mon 3/6/23	Wed 3/8/23																		
185	810 (NK) & 812 (NK)	3 days	Tue 3/7/23	Thu 3/9/23																		
189	1011 (NK) & 1013 (NK)	4 days	Wed 3/8/23	Mon 3/13/23																		
193	911 (NK) & 913 (NK)	4 days	Thu 3/9/23	Tue 3/14/23																		
197	811 & 813	3 days	Mon 3/13/23	Wed 3/15/23																		
201	701 & 501	3 days	Tue 3/14/23	Thu 3/16/23																		
205	601 & 604	4 days	Wed 3/15/23	Mon 3/20/23																		
209	705 & 707	4 days	Thu 3/16/23	Tue 3/21/23																		
213	605 & 607	3 days	Mon 3/20/23	Wed 3/22/23																		
217	505 & 507	3 days	Tue 3/21/23	Thu 3/23/23																		
221	706 & 708	4 days	Wed 3/22/23	Mon 3/27/23																		
225	606 & 608	4 days	Thu 3/23/23	Tue 3/28/23																		
229	506 & 508	3 days	Mon 3/27/23	Wed 3/29/23																		
233	711 & 713	3 days	Tue 3/28/23	Thu 3/30/23																		
237	611 & 613	4 days	Wed 3/29/23	Mon 4/3/23																		
241	511 & 512	4 days	Thu 3/30/23	Tue 4/4/23																		
245	710 & 712	3 days	Mon 4/3/23	Wed 4/5/23																		
249	610 & 408	3 days	Tue 4/4/23	Thu 4/6/23																		
253	203 & 303 (Type B)	4 days	Wed 4/5/23	Mon 4/10/23																		
257	1003 (Type B) & 1009	4 days	Thu 4/6/23	Tue 4/11/23																		

Project: Riverview Terrace Date: Tue 4/25/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



ID	Task Name	Duration	Start	Finish	2023															
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
323	Kitchen & Paint	1 day	Mon 5/8/23	Mon 5/8/23																
324	Flooring & Bifolds	1 day	Tue 5/9/23	Tue 5/9/23																
325	<b>411 &amp; 207</b>	<b>3 days</b>	<b>Mon 5/8/23</b>	<b>Wed 5/10/23</b>																
326	Abatement, Water Heater, & Kitchen	1 day	Mon 5/8/23	Mon 5/8/23																
327	Kitchen & Paint	1 day	Tue 5/9/23	Tue 5/9/23																
328	Flooring & Bifolds	1 day	Wed 5/10/23	Wed 5/10/23																
329	<b>308</b>	<b>3 days</b>	<b>Tue 5/9/23</b>	<b>Thu 5/11/23</b>																
330	Abatement, Water Heater, & Kitchen	1 day	Tue 5/9/23	Tue 5/9/23																
331	Kitchen & Paint	1 day	Wed 5/10/23	Wed 5/10/23																
332	Flooring & Bifolds	1 day	Thu 5/11/23	Thu 5/11/23																
333	<b>Phase 4 - Windows/ Blinds (ALL UNITS)</b>	<b>74 days</b>	<b>Mon 5/22/23</b>	<b>Thu 8/31/23</b>																
334	<b>10th</b>	<b>9 days</b>	<b>Mon 5/22/23</b>	<b>Thu 6/1/23</b>																
343	<b>9th</b>	<b>9 days</b>	<b>Thu 6/1/23</b>	<b>Tue 6/13/23</b>																
351	<b>8th</b>	<b>9 days</b>	<b>Wed 6/14/23</b>	<b>Mon 6/26/23</b>																
359	<b>7th</b>	<b>14 days</b>	<b>Mon 6/26/23</b>	<b>Thu 7/13/23</b>																
368	<b>6th</b>	<b>8 days</b>	<b>Mon 7/17/23</b>	<b>Wed 7/26/23</b>																
376	<b>5th</b>	<b>9 days</b>	<b>Wed 7/26/23</b>	<b>Mon 8/7/23</b>																
384	<b>4th</b>	<b>8 days</b>	<b>Tue 8/8/23</b>	<b>Thu 8/17/23</b>																
392	<b>3rd, 2nd, and 1st</b>	<b>9 days</b>	<b>Mon 8/21/23</b>	<b>Thu 8/31/23</b>																
401	<b>Substantial Completion</b>	<b>0 days</b>	<b>Fri 9/29/23</b>	<b>Fri 9/29/23</b>																<b>9/29</b>

Project: Riverview Terrace Date: Tue 4/25/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** April 28, 2023

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Eighth Street/Parkview Senior Housing Update

**MESSAGE:**

We are moving forward with the “Closing” countdown to closing on financing with MSHDA which we expect to occur in September. We will be requesting from MSHDA an “early start” designation so that we can do site work BEFORE closing. Primarily, we would want to do all of the demolition and even site work before the end of this construction season.

Our architects created to new site plans and elevations according to MSHDA’s requests. One of which is attached. You can see that the balconies take away from the size of the apartment which is most significant. I still remain unconvinced that these are necessary.

As part of the closing process, it seems that there would be some significant benefit to TCHC owning this property outright. You may recall that we purchased this property with our development team members, Ethos, when or option to purchase expired. Independent Bank is the holder on that mortgage. To this end, we would like to move forward with a plan for TCHC buying out the Ethos interest in the TC 1223, LLC entity, rather than a sale of the property. This will keep the ownership of the property in the name of TC 1223, LLC, which will then be wholly owned by TCHC. There will be more information on this procedure at a future date but this may be the cleanest way for us to move through the closing process with MSHDA.

**ATTACHMENTS:** New Street View from Architects



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** April 28, 2023

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** TCHC-BATA Transit Oriented Development Update

**MESSAGE:**

Garfield Township Trustees approved our PILOT on this project with corrected language (according to MSHDA). All comments at the public meeting were positive about our efforts and the elected officials shared our criticisms of MSHDA for not approving the previous version – the issues seemed hyper technical and should not have been a barrier to receiving the maximum points in that category. This allowed us to submit a full 9% LIHTC application on April 3, 2023. Our team also submitted a stand-alone application to MSHDA for the Pass-Through Bond Gap Financing Program utilizing our \$6 million grant from the State of Michigan as a filler for the financial gap. This is a non-competitive program and the published list looks good for us in the rural category.

We also applied for a “name” for the roads on the property. We will use “Carriage View” Road, Lane, Court, etc. on this property.

TCHC needs to file the Conservation Easement on our property’s wetlands which was required for the PUD and for final EGLE approvals. At today’s meeting, we will need to authorize staff to executive this legal document as soon as our attorneys at Kuhn Rogers prepare the final documents. Draft versions were provided to Garfield Township during the PUD approval process.

A simple motion stating, *“I move that TCHC authorizes its executive director to file the final conservation easement, as required by Garfield Township and the State of Michigan Department of the Environment, Great Lakes, and Energy (EGLE), once drafted by our attorneys at Kuhn Rogers.”*

We also have an item to discuss under New Business regarding some expenditures for sewer and water infrastructure.

**ATTACHMENTS:** MSHDA 9% Gap Funding Project Information  
Conservation Easement Legal Description

**9% Gap Funding Project Information**

	<b>Total</b>	<b>Non-Rural</b>	<b>Rural</b>
<b>9% Gap Funding Available:</b>	\$ 28,500,000	\$ 24,225,000	\$ 4,275,000

**Projects with Reservations Prior to December 31, 2020**

Project Number	Project Name	Project Address	City	County	Targeted Units	Owner	Owner Contact	Owner Address	Phone Number	Amount Requested	Amount Requested - Rural	Status	# of Bldgs	# Total Units	# LIHTC Units	Request/ LIHTC Unit	Date Submitted (prior to 5pm)
E14017	Renaissance Estates of Ecorse Phase I	266 Hyacinthe St.	Ecorse	Wayne	Family	GDC-REE 9 LDHA, LLC	Amin Irving	41800 W. 11 Mile Rd, Suite 209 Novi, MI 48375	(248) 513-4900	\$1,302,572		Under Review	6	74	74	\$17,602	4/3/2023
K20057	Edison Crossing	100 Northbound Gratiot Ave.	Mt. Clemens	Macomb	Family	Edison Crossing LDHA LP	David Cooper, Jr	500 S. Front St, 10th Floor Columbus, OH 43215	(614) 396-3200	\$599,999		Under Review	1	30	30	\$20,000	4/3/2023
J19037	Winston Commons	69 Douglas Street	Pontiac	Oakland Grand	Family	Winston Commons LDHA LP	David Cooper, Jr	500 S. Front St, 10th Floor Columbus, OH 43215	(614) 396-3200	\$1,079,999		Under Review	9	54	54	\$20,000	4/3/2023
K20055	Ruth Park	520 Wellington Street	Traverse City	Traverse	Family	Ruth Park LDHA LP	David Cooper, Jr	500 S. Front St, 10th Floor Columbus, OH 43215	(614) 396-3200		\$1,160,000	Under Review	1	58	58	\$20,000	4/3/2023
K20072	Brush	434 Watson Street	Detroit	Wayne	Family	Brush Watson West 2018 LDHA L.L.C	Gerald A. Krueger	20250 Harper Ave Detroit, MI 48225	(313) 881-8150x 111	\$1,020,000		Under Review	1	64	51	\$20,000	4/3/2023
K20056	Woodward Way	Sirhal and Greenclyff Dr Commonly known as 2756 E. Grand River Ave	East Lansing	Ingham	Family	Woodward Way LDHA LP	David Cooper, Jr	500 S. Front St, 10th Floor Columbus, OH 43215	(614) 396-3200	\$980,000		Under Review	4	49	49	\$20,000	4/3/2023
J19052	Beaubien	454 Watson Street	Detroit	Wayne	Family	Brush Watson East 2018 LDHA L.L.C	Gerald A. Krueger	20250 Harper Ave Detroit, MI 48225	(313) 881-8150x 111	\$960,000		Under Review	1	60	48	\$20,000	4/3/2023
J19039	7850 E Jefferson Phase II	7850 E Jefferson Ave	Detroit	Wayne	Family	7850-9%-1 LDHA, LLC	Amin Irving	41800 W. 11 Mile Rd, Suite 209 Novi, MI 48375	(248) 513-4900	\$880,000		Under Review	1	44	44	\$20,000	4/3/2023
J19040	7850 E Jefferson Phase IV	7850 E Jefferson Ave	Detroit	Wayne	Family	7850-9%-2 LDHA, LLC	Amin Irving	41800 W. 11 Mile Rd, Suite 209 Novi, MI 48375	(248) 513-4900	\$880,000		Under Review	1	44	44	\$20,000	4/3/2023
J19042	Willow Vista Apartments	540 and 608 W. Willow	Lansing	Ingham	Family	WV-9% LDHA, LLC	Amin Irving	41800 W. 11 Mile Rd, Suite 209 Novi, MI 48375	(248) 513-4900	\$380,000		Under Review	19	19	19	\$20,000	4/3/2023
K20074	Left Field	2310 Cochrane Street	Detroit	Wayne	Family	Left Field 2020 LDHA L.L.C	Gerald A. Krueger	20250 Harper Ave Detroit, MI 48225	(313) 881-8150x 111	\$1,020,000		Under Review	1	60	48	\$21,250	4/3/2023
G16031	Capitol Park Center	702 W. Ottawa	Lansing	Ingham	Family	Capitol Park Center LDHA LLC	Bob Jacobson	35 Research Drive, Suite 300 Ann Arbor, MI 48103	(734) 769-1428	\$960,000		Under Review	2	48	48	\$20,000	4/14/2023
G16032	200 Loomis	200 W. Loomis Street	Ludington	Mason	Elderly	200 Loomis LDHA LLC	Bob Jacobson	35 Research Drive, Suite 300 Ann Arbor, MI 48103	(734) 769-1428		\$600,000	Under Review	1	30	30	\$20,000	4/14/2023
G16033	225 Ludington	225 W. Ludington Avenue	Ludington	Mason	Family	225 Ludington LDHA LLC	Bob Jacobson	35 Research Drive, Suite 300 Ann Arbor, MI 48103	(734) 769-1428		\$600,000	Under Review	1	30	30	\$20,000	4/14/2023

**Total Round 1 Requests (as of 4/21/2023):** \$ 10,062,570 \$ 2,360,000  
 Remaining amount available (projected as of 4/21/23): \$ 14,162,430 \$ 1,915,000

**Projects with Reservations Prior to December 31, 2021**

Project Number	Project Name	Project Address	City	County	Targeted Units	Owner	Owner Contact	Owner Address	Phone Number	Amount Requested	Amount Requested - Rural	Status	# of Bldgs	# Total Units	# LIHTC Units	Request/ LIHTC Unit	Date Submitted (prior to 5pm)
L21019	Garfield Landing	510 E Spruce Street	Sault Ste. Marie	Chippewa	Family	CHN Malcolm LDHA LP	Kirsten Elliot	5505 Corporate Drive, Suite 300 Troy, MI 48098	(248) 895-6494		\$640,000	Pending deadline	2	32	32	\$0	4/18/2023

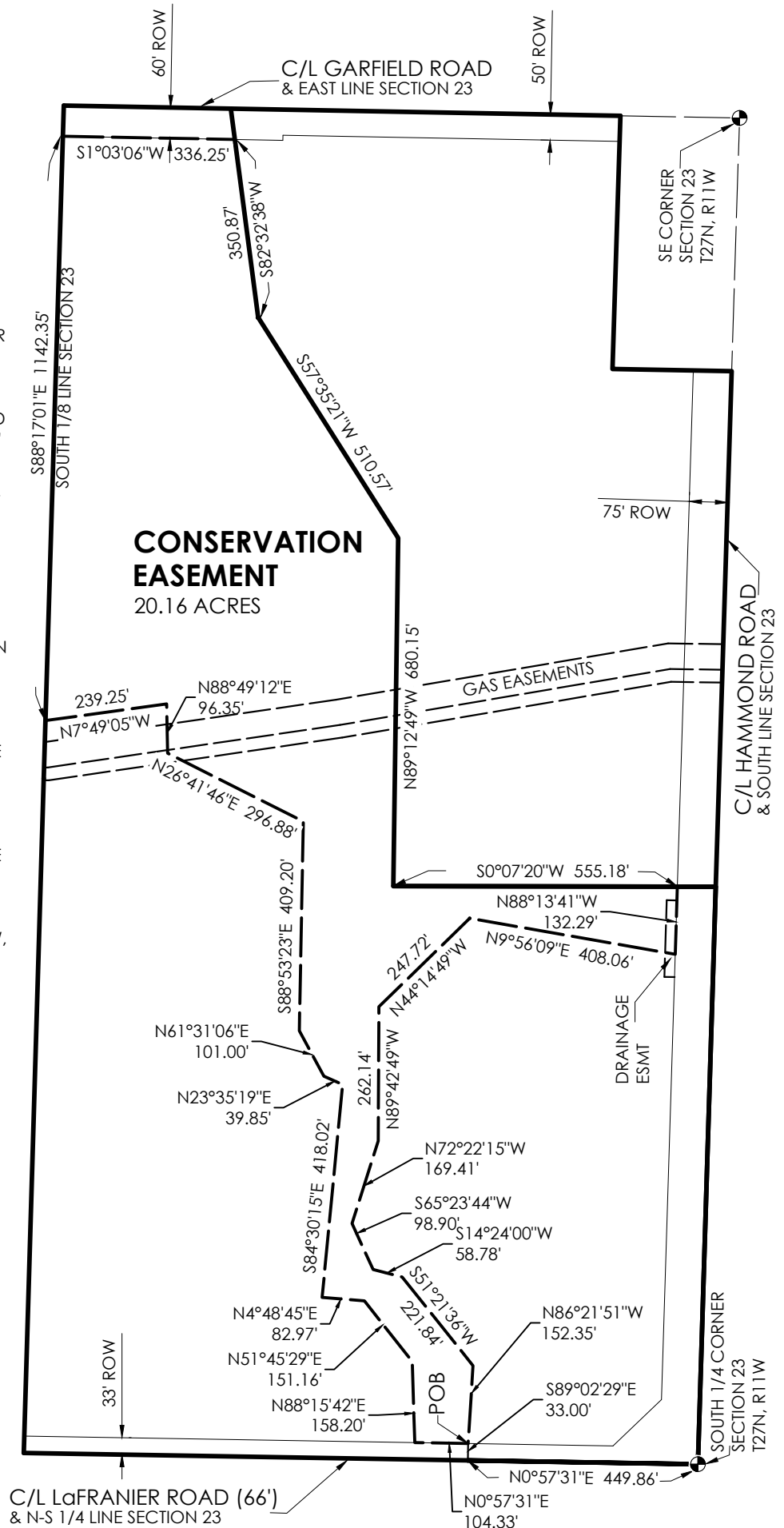
**Total Round 2 Requests (as of 04/21/2023):** \$ - \$ 640,000  
 Remaining amount available (projected as of 4/21/23): \$ 14,162,430 \$ 1,275,000

# Easement Exhibit

## CONSERVATION EASEMENT:

A CONSERVATION EASEMENT IN PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY MICHIGAN BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 23; THENCE N00° 57' 31"E, 449.86 FEET ALONG THE NORTH-SOUTH QUARTER LINE OF SECTION 23; THENCE S89° 02' 29"E, 33.00 FEET TO THE EAST RIGHT-OF-WAY OF LaFRANIER ROAD AND THE POINT OF BEGINNING; THENCE N00° 57' 31"E, 104.33 FEET ALONG SAID RIGHT-OF-WAY; THENCE N88° 15' 42"E, 158.20 FEET; THENCE N51° 45' 29"E, 151.16 FEET; THENCE N04° 48' 45"E, 82.97 FEET; THENCE S84° 30' 15"E, 418.02 FEET; THENCE N23° 35' 19"E, 39.85 FEET; THENCE N61° 31' 06"E, 101.00 FEET; THENCE S88° 53' 23"E, 409.20 FEET; THENCE N26° 41' 46"E, 296.88 FEET; THENCE N88° 49' 12"E, 96.35 FEET; THENCE N07° 49' 05"W, 239.25 FEET; THENCE S88° 17' 01"E, 1142.35 FEET ALONG THE SOUTH ONE-EIGHTH LINE OF SECTION 23 TO THE WEST RIGHT-OF-WAY OF GARFIELD ROAD; THENCE S01° 03' 06"W, 336.25 FEET ALONG SAID RIGHT-OF-WAY; THENCE S82° 32' 38"W, 350.87 FEET; THENCE S57° 35' 21"W, 510.57 FEET; THENCE N89° 12' 49"W, 680.15 FEET; THENCE S00° 07' 20"W, 555.18 FEET TO THE NORTH RIGHT-OF-WAY OF HAMMOND ROAD; THENCE N88° 13' 41"W, 132.29 FEET ALONG SAID RIGHT-OF-WAY; THENCE N09° 56' 09"E, 408.06 FEET; THENCE N44° 14' 49"W, 247.72 FEET; THENCE N89° 42' 49"W, 262.14 FEET; THENCE N72° 22' 15"W, 169.41 FEET; THENCE S65° 23' 44"W, 98.90 FEET; THENCE S14° 24' 00"W, 58.78 FEET; THENCE S51° 21' 36"W, 221.84 FEET; THENCE N86° 21' 51"W, 152.35 FEET TO THE POINT OF BEGINNING.



P:\Land Projects\2020\20108 - BATA\dwg\Survey\20108ConservationEasement.dwg (8x14 Sketch) - Nov 22, 2021 5:01pm - Mike

**Mansfield**  
Land Use Consultants  
Planners - Civil Engineers - Surveyors

PO Box 4015  
830 Cottageview Dr., Suite 201  
Traverse City, MI 49685  
Ph: (231) 946-9310  
Fax: (231) 946-8926  
www.maaeps.com

Bay Area Transportation Authority

Part of the SE 1/4  
Section 23, T27N, R11W  
Garfield Township, Grand Traverse County, Michigan

DRN: MKG CKD: MKG

11/23/2021

20108

SIT 1 OF 1





Traverse City  
Housing Commission  
*a Public Housing Authority*

## **NEW BUSINESS**

Memorandum on Executive Director Search Services

Resolution Authorizing Wayne Workman to Act on Behalf TCHC in Real Estate Activities

Memorandum on Adopting Contract for Services with Judy Myers

Resolution Appointing Judy Myers as Acting Secretary

Resolution Approving Expenditure on LaFranier Road Infrastructure

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Executive Director Transition / HR Professional Search Firm

**MESSAGE:**

At the April 14, 2023 Special Meeting, staff was instructed to negotiate a professional services contract between TCHC and a professional human resources firm to conduct a search for the next Executive Director. Two firms were contacted to submit a proposal and only one indicated that they had the time to handle this contract.

Rehmann has submitted a proposal for you to consider today. The total for this proposal will not exceed \$25,000 with about \$2,500 of that amount for travel costs. There are additional costs for a service to evaluate any final candidates but that is a decision for later. The costs are spelled out on page 18 of their contract. A sample of that service will be available to you at the meeting.

Laura Oblinger, Senior Manager and Director of Client Services/Business Development for Rehmann, will be available at this meeting to participate in the discussion and answer questions as needed.

In order to accept this proposal, a simple motion will need to be made that suspends our normal procurement rules to seek out three bidders due to time constraints. This will require a simple majority [please note that non-federal funds will be used for this contract]. Another simple motion, with a roll call vote, is needed to approve this contract:

*"I move that TCHC authorize President Heather Lockwood to execute a professional service contract (as reviewed at the April 28, 2023 Regular Meeting) for professional services provided by Rehmann."*

**ATTACHMENTS:** Professional Services Contract for Rehmann

April 24, 2023



**EMPOWER  
YOUR  
PURPOSE**

PROFESSIONAL SERVICES PROPOSAL FOR  
**Traverse City Housing  
Commission**

Submitted by:

**Elizabeth Williams, SHRM-SCP, SPHR, Principal**

[elizabeth.williams@rehmann.com](mailto:elizabeth.williams@rehmann.com)

Statement of Confidentiality The information in this proposal is confidential and proprietary. It has been made available to the above stated company/person solely for their consideration in evaluation of this proposal. In no event shall all or any portion of this proposal be disclosed or disseminated by the above stated company/person without the express written permission of Rehmann. © 2023 Rehmann All Rights Reserved.

April 24, 2023

Tony Lentych  
Executive Director  
Traverse City Housing Commission  
150 Pine Street  
Traverse City, MI 49684

Dear Mr. Lentych:

We appreciate the opportunity to present the following proposal for executive search services to The Traverse City Housing Commission (“the Organization”), on behalf of Rehmann Robson LLC (“Rehmann”, established in 1941). We will leverage our extensive industry and technical experience to help you accomplish your goals.

The attached proposal focuses on the specific needs you identified in your request for proposal and demonstrates how Rehmann’s advisory approach and team of experienced public sector professionals will provide a successful partnership that’s built on value and trust.

When you partner with Rehmann, here’s what to expect:

- A solid reputation in the industry
- Quick, accurate responses to your questions
- Proactive discussions and planning around new legislation that may affect you
- A collaborative relationship between your team and ours

We look forward to hearing from you regarding your decision. In the meantime, please contact us with any questions. Thank you for considering Rehmann.

Sincerely,

**Rehmann Robson LLC**



Elizabeth Williams, SHRM-SCP, SPHR  
Principal

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# WHAT YOU'LL FIND INSIDE

Why partner with Rehmann?..... 1

Our services ..... 2

Similar engagements ..... 8

Rehmann overview ..... 10

Your Rehmann team ..... 11

Your investment..... 18



“At Rehmann, it’s our goal to help our clients look to the future with confidence. With our experience, our industry expertise and our range of resources, we aim to transform the client experience through a business advisory approach.”

STACIE KWAISER, CPA  
CEO

## WHY PARTNER WITH REHMANN?

Rehmann has been trusted by companies of all sizes for more than 80 years. With offices throughout Michigan, Florida and Ohio, 950+ associates and revenues of \$182.7 million in 2022, Rehmann is well-positioned to successfully serve the Organization.

We continue leading the charge of a new class of accounting and business consulting firms, one that continues to adapt to a constantly evolving market. Rehmann maintains a national and local presence in industry associations, in which our professionals are actively involved. Our goal is to meet the demands of today's businesses by offering a greater scope of resources and experience.

### GOVERNMENTAL INDUSTRY EXPERIENCE

Rehmann has a cross-functional team of professionals with extensive governmental industry experience. This unique group is dedicated specifically to serving clients in the public sector on a year-round basis and includes 75+ full-time professionals skilled in assurance services and accounting solutions for governmental entities. Other departments within our firm also work with public sector clients providing technology and human resource solutions.

WE SERVE  
**1,000** PUBLIC SECTOR  
ENTITIES FIRM-WIDE



**182.7** MILLION

Total revenue  
in 2022



**950+**

Number of  
associates



**OFFICES**

Located throughout  
Michigan, Ohio and Florida

### ACCESS TO A BROAD RANGE OF PROFESSIONAL SERVICES

In addition to the services outlined in this proposal, Rehmann advisors will help guide, support and assist you with all other aspects of your organization. It is our firm's vision to provide insights and solutions that maximize the potential of our clients. By actively listening to the Organization and gaining a full understanding of your needs, our team will be able to successfully reach your goals and help your organization reach its full potential.

See the *Our Solutions* section for more information as to how we will accomplish the work described in your request. In addition, please refer to the *Rehmann Overview* section for more detailed information on other services we can provide.

## OUR SERVICES

Rehmann's vision is to bring a bold new level of confidence by providing insights and solutions that maximize the potential of clients like you. By understanding what's important to the Organization, our team will deliver services in an efficient manner and advise you proactively, not reactively, so that your organization can achieve and maintain its desired goals. We are committed to exceeding your expectations.

Your proposed Rehmann team is comprised of associates who have extensive experience in executive level recruiting for both the private and public sector. This team brings a unique perspective that sets us apart from others; we have structured our team to meet the needs of the Traverse City Housing Commission.

### SCOPE OF PROJECT

This overview provides a thorough outline of the process for recruitment of the Executive Director role. The plan includes a review of current policy, a meeting with Stakeholders to discuss the recruitment process, and a robust 'how to' procedure defining a structured selection process for the new leader. The Executive Director recruitment plan will cover:

- Who will be involved
- What steps will be taken and the corresponding timetable
- What communications are needed and to whom
- What criteria will be used for establishing the Executive Director profile and who will approve
- How internal and external candidates will be sourced
- What will be the interview and selection process and who will be involved in the final decision
- What resources will be used such as assessments during the selection process
- What will be the requirements of the current Executive Director in the transition
- What will be the plan for preparing the new Executive Director upon selection

### Board of Directors Role

The Board plays an important role during the hiring of a new Executive Director. The Board must have the right mix of members with the skills to lead the organization through the transition. They need a strong Board chair that can lead the process as well as clearly articulated roles for committees that might be involved in the process. The Board must know enough about the organization to be able to develop the job description and describe important skills and qualifications for the next Executive Director. They must have members that understand the mission, programs and values of the organization. The Board should understand the financial position of the organization, its key funding sources and what fundraising activities will be required in the near term.

A recruitment search simply will not succeed without the support of the organization's Board of directors. This Executive Director Recruitment Search process provides a detailed outline of the seven key steps to support the Board's responsibility in finding the new Executive Director.

### Current Executive Director Role

The current Executive Director has an important role to play in the hiring process and the transition to new leadership. This includes helping the Board define key skills and qualifications for a new leader. The current Executive Director can help evaluate their job position by informing the Board of the strengths and weaknesses they have brought to the position and thus the organization.

Additionally, the current Executive Director should develop a transition memo on key information for the new leader. This memo should cover key issues facing the organization, key external relationships and other information needed by a new leader.

## **STEPS IN THE EXECUTIVE DIRECTOR SEARCH PLANNING PROCESS**

The seven key stages in the succession plan process include:

1. Planning
2. Positioning
3. Searching
4. Screening
5. Selecting
6. Hiring
7. Transitioning

### **Planning**

In meeting with the identified key Board members and current Executive Director, this first stage answers the questions of:

- Who will be involved?
- What steps will be taken and the corresponding timetable?
- What communications are needed, to whom and when? Who will develop a communication plan for the process both internally and externally?
- What is critical to continuity of business?
- Are there any important issues to address?
- What are the financial and resource requirements?
- Is the long-term vision and direction of the organization (Strategic Plan) up to date?
- Who will be appointed to the Search Committee, or will the Personnel Committee be charged with key responsibilities and expectations?

During this stage, a review of the current strategic plan including mission, vision, values and goals or strategic results to be achieved in the next two to three years is completed. It is important for the organization to have a clear sense of its strategic direction before it begins a hiring process. It is important to recognize any consistency/inconsistency in thought through this planning discussion identifying any potential obstacles.

### **Positioning**

This stage is critical to defining what the organization is looking for in its future Executive Director. The full Board will review the existing job description and qualifications. They should outline what skills, experience and background, expertise, management and characteristics they are seeking in the next Executive Director. The Board will also need to establish a salary range and benefit package for the position. The focus is on having clear, well-documented answers to the following to prepare for the search and selection of the best candidate:

- What criteria will be used for establishing the Executive Director profile and who will approve?



- What do we want in an Executive Director? In what ways will it be different than the current structure – will it be different in year one, three to five years from now?
- Do we want a different leadership model than we have had in the past? Do we want to restructure the position in any significant way or our expectations about key responsibilities of this position?
- What are the core competencies and skills needed to lead the organization?
  - Determine talents needed for the long term
  - Clarify the areas of focus to meet short-term and long-term objectives
  - Review current job description for revisions and updates.
- What “Portfolio” of experience should be evaluated?
  - Number of years exhibited job competence and consistent performance
  - Experience in directing others
  - Ability to manage peer and manager relationships
  - Ability and desire to take initiative
  - Recognized as valued employee
  - Experience in the industry
- What is our total compensation package? Can we make it attractive to people with different compensation priorities?
  - Review salary history and market rates for position.
  - Identify other compensation issues such as relocation, hiring bonuses, etc.
  - Review budget and adjust accordingly.

As part of the process the Board may consider interviewing key stakeholders in the community to determine their recommendations and comments. Stakeholders include peer economic development leaders both in the region and nationally, former Board members, and community opinion leaders.

## Searching

The stage of the search process is based upon the Board taking an active role in the search and making the final decision as a group of the whole. The identification of a search committee, chaired by the Board chair or their designee is necessary for this stage and beyond. The committee should be composed of at least four other members who agree to manage the search process and recommend three finalists for consideration by the full Board. Key to this stage is:

- Do we have the Board expertise, roles and responsibilities with a review to determine if additional talent is needed on the Board? Some Boards bring back former chairs or key members for the search and hiring process.
- Who will be on the search committee and what are their roles versus the full Board during the search and interview process?
- What recruitment strategies will be implemented: discuss the feasibility of using a recruitment firm or consultant to help with the process?
- What will be the decision-making process?
- What is the planned timeline for the search and recruitment process?
- How will internal and external candidates be sourced?
- How will a review of the management team and their roles in the organization determine if internal promotion is an option and how that will be handled?
- What will be the marketing plan for advertising the position including key listings on industry websites, networking within the region with a letter to referral sources, ads placed locally, and listing on websites?

## Screening

This stage involves the evaluation of the candidates both internal and external to an established set of criteria. The search committee will answer:

- How will all resumes and applications be received?
- How will the initial screening process to screen and review all submitted resumes be handled? (This could include initial phone screening interviews, then joint in-person or phone interviews by several committee members.)
- How will the Board decide whether they are paying for out-of-town candidates' expenses and what will be reimbursed?
- What are the interview questions to be asked of each candidate regarding the criteria formulated above for the Executive Director role and experience?
- What will be the plan to meet with candidates for an in-depth assessment of leadership skills? What assessment tools can be used to provide another objective data point?
- What will the Candidates be asked to present?
  - The candidate's "platform" in the form of a Whitepaper
  - Work product examples such as a written annual report, speaking presentations, key communications to various stakeholders
- What ranking criteria will be established to interview up to 5-7 candidates?

During this stage, the search committee will keep the Board informed of the progress, candidates and the interview process. The Chair shall keep the staff informed of the process so that there is regular communication and updates with them.

## Selecting

This stage is where the top 2-3 candidates are reviewed to determine who will be selected for presentation of an offer of employment.

- Who will be involved in the final decision?
- How will the candidate comparison be presented by the committee to the full Board?
- What are the salary requirements of each candidate?

## Hiring

During this stage, the final candidate has been selected. Now the challenge is to present an attractive offer. The Board chair should be authorized to make the offer to the selected candidate. Communication with the other candidates should also be undertaken by a Board member.

- Who will prepare the offer letter and employment contract working with legal counsel to draft documents?
- What will be needed to complete a background check stated as a condition of employment in the offer letter?
- What will be the plan for preparing the new Executive Director upon selection?
- What is the plan if the offer is declined; is the next finalist candidate confirmed for a presentation of an offer?

**Transitioning**

This is the final stage which is important in setting up the new Executive Director for success in their new role.

- What will be the requirements of the current Executive Director in the transition?
- What is the Communication plan to:
  - Management
  - Candidate
  - Staff
  - Others?
- What is the plan for the new Executive Director’s start and welcome to the organization?
- How will the Executive Director be introduced and integrated into the culture? Into the community?
- How will Development Plan/Goal setting be handled and who will monitor?
- Will a 12-month review and evaluation, possibly including a 360-feedback assessment, be implemented?

**TIMELINE**

A typical timeline for each of the stages will be:

STEP	TIMELINE
1. Planning	2 - 4 weeks dependent on Board meetings/protocols
2. Positioning	2 weeks
3. Searching	2-3 months
4. Screening	Included above
5. Selecting	2 weeks
6. Hiring	3 - 4 weeks dependent on background check and notice periods
7. Transitioning	1-2 weeks dependent on timing and relaying of key information from exiting Executive Director to incumbent

**RESOURCES**

There are a variety of resources available and highly recommended for use in the Executive Director Recruitment Search Planning process:

- Key stages checklists
- Weighting Model - Example of weighting factors for scoring of Candidate:
  - Position Skill Criteria
  - Position Areas of Focus
- Compensation Benchmark surveys
- List of key interview questions
  - Selecting for Talent Questions
  - Sample of Work Product
    - Case studies
    - Communication pieces
- Use of Assessments
  - Selecting candidates - Final selection criteria/comparison

- Forms/templates/summaries

All services dedicated to your organization will be performed offsite with visits onsite as deemed necessary.

### Our Approach

Our approach for achieving the objectives will incorporate several important overall rationales. Specifically:

**Client-consultant communications will be a paramount consideration.** We will work closely with you to ensure concurrence on the conduct, and the progress of the engagement, as it relates to thoroughness, scope and applicability.

### Professional Standard

We will perform our services in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (“AICPA”). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements.

The Organization assumes all management responsibilities; making all management decisions and performing all management functions; and for designating an individual with suitable skills, knowledge, and experience to oversee our consulting services outlined above.

### Key Dependencies

What we need to ensure this project is thoroughly analyzed and executed is a copy of the most recent job description or job duties and your attendance at any client check-in meetings which will be scheduled at mutually agreed upon times.

### Effective Use of Technology

Technology continues to evolve rapidly, allowing Rehmann to enhance our client experience. Many of our clients embrace a remote engagement approach and find it to be the most efficient and effective process for all involved. Whether the Organization desires to work in-person or remotely with our team, rest assured that Rehmann has the capability to seamlessly meet your needs no matter what is happening in the world. Our enhanced technology is convenient for clients. Rehmann’s electronic document request list allows for safe, efficient information transfer.

- Collaborative communication – associates use secure tools for video conferencing, presentations and phone calls
- Work from anywhere, anytime tools – a Virtual Private Network (VPN) enables Rehmann associates to access network data remotely, in a completely protected way
- Investment in backup technology to allow for consistent, reliable performance and availability

## SIMILAR ENGAGEMENTS

We invite you to contact any of our clients and ask them about our people, our capabilities and our service. For your convenience, we have listed below select clients with needs that are similar to yours.

### City of Traverse City

Kristine Bosley  
Human Resources Director  
400 Boardman Ave.  
Traverse City, MI 49684  
231.922.4430  
kbosley@traversecitymi.gov

**Date gained:** October 2022

**Contract status:** completed; placements made

**Overview of services provided:** Recruitment of Firefighter Positions

**Description:** The City of Traverse City is a public agency serving over 15,000 residents. The contract for this engagement resulted in the successful placement 12 firefighters.

### North Country Community Mental Health

Brian Babbitt  
1420 Plaza Drive  
Petoskey, MI 49770  
231.439.1229  
bbabbitt@norcocmh.org

**Date gained:** January 2022

**Contract status:** completed; placement made

**Overview of services provided:** Recruitment of CEO

**Description:** North Country Community Mental Health provides behavioral health services to the counties of Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska, and Otsego. As a public agency the Board of Directors operate under the open meetings act. The recruitment for the CEO was done utilizing a search committee comprised of North Country Community Mental Health board members. Paul Liss, who is the Contact for Otsego County project below, can also be contacted for this project.

### Otsego County

Paul Liss  
931 S Otsego Ave.  
Gaylord, MI 49735  
989.370.1184  
paulliss@yahoo.com

**Date gained:** March 2022

**Contract status:** completed; placement made

**Overview of services provided:** Recruitment of Otsego County Administrator

**Description:** Otsego County is a public agency serving over 25,000 residents. As a public agency the County Board of Commissioners operates under the open meetings act. The recruitment of the Otsego County Administrator utilized a selection committee who narrowed down the candidates with the top two candidates being recommended for consideration by the Full Board. The final interview and selection was done in a well-attended public meeting.

### **AuSable Valley Community Mental Health Authority**

Diane C. Pelts, Chief Executive Officer  
511 Griffin Rd.  
West Branch, MI 48661  
989.362.8636

**Date gained:** September 2018

**Contract status:** Ongoing

**Overview of services provided:** HR Director – executive recruiting / placement

**Description:** AuSable Valley Community Mental Health Authority is a public agency providing Community mental health services. A staff of 200 employees deliver services to consumers every day. The contract for this engagement includes all areas of Human Resources including recruiting.

# Rehmann Overview

## OFFICE LOCATIONS

Ann Arbor, MI .....	734.761.2005
Bonita Springs, FL .....	239.992.6211
Cheboygan, MI .....	231.627.3143
Detroit, MI .....	313.202.7400
Farmington Hills, MI .....	248.579.1100
Grand Rapids, MI .....	616.975.4100
Grandville, MI .....	616.222.9200
Jackson, MI .....	517.787.6503
Jupiter, FL .....	561.694.1040
Lansing, MI .....	517.316.2400
Muskegon, MI .....	231.739.9441
Orlando, FL .....	407.843.4433
Saginaw, MI .....	989.799.9580
Stuart, FL .....	772.283.7444
Toledo, OH .....	419.865.8118
Traverse City, MI .....	231.946.3230
Troy, MI .....	248.952.5000
Vero Beach, FL .....	772.234.8484

At Rehmann, we combine our knowledge and experience to resolve the challenges our clients face. We provide forward-thinking solutions and immerse ourselves into our client's business. At the end of the day, we help our clients achieve their goals.

## PROFESSIONAL SERVICE LINES

### Advisory & Tax and Assurance

- Tax advisory, compliance and preparation
- Specialized tax focus (R&D, SALT, international, cost segregation, M&A, estate & trust)
- Assurance and financial reporting
- Strategic business planning and advisory

### Managed Services and Outsourcing Solutions

- Finance and accounting solutions
- Technology solutions (managed security, IT, cloud and networks)
- Human resource solutions

### Specialized Consulting

- Corporate investigations and security
- Business valuation
- Turnaround, restructuring and insolvency
- Litigation support

### Wealth Management\*

- Asset management and financial planning
- Risk analysis and evaluation of insurance coverage
- Planning and analysis for retirement, estate and education savings

Founded in  
**1941**

**156** Number of principals  **950+** Number of associates

 **182.7 million** Total revenue in 2022

## INDUSTRIES SERVED

Rehmann serves a wide range of clients. A full list of industries can be found on rehmann.com.

- Manufacturing
- Healthcare
- Private Equity
- Individuals & Private Households
- Financial Services
- Construction
- Not-for-Profit
- Commercial
- Government
- Education
- Cannabis

## HLB INTERNATIONAL

Rehmann is an independent member of HLB, the global advisory and accounting network. Founded in 1969, HLB is a global network of advisory and accounting firms. Their commitment to quality and excellence has been the driving force in helping clients grow across borders, offering audit and assurance, tax and a wide range of advisory services. Learn more at <https://www.hlb.global/>.

\*Securities offered through Rehmann Financial Network, LLC, member FINRA/SIPC. Investment advisory services offered through Rehmann Financial, a Registered Investment Advisor.

## YOUR REHMANN TEAM

The core service team for the Organization will include individuals with extensive industry and technical knowledge. These individuals not only have experience providing the services outlined in this proposal, but they also represent senior management of our firm. Our service philosophy guarantees significant involvement of our executives as part of each client relationship.

### REHMANN CLIENT SERVICE PHILOSOPHY

**One Team. One Focus. Your Success** – Your Rehmann team will have the optimal combination of skills and experience to support your success. Your primary business advisor, principal **Elizabeth Williams, SHRM-SCP, SPHR**, will:

- Continually customize a cross-functional team tailored to your current needs that can help meet the Organization's goals and objectives for the future.
- Ensure we are meeting and exceeding your needs by identifying and bringing to your attention value added business solutions.
- Provide access to additional resources available within our firm and through our industry networks.

“With Rehmann’s client service philosophy nothing is more important than a timely response to your questions and concerns. We will not keep you waiting.”

In addition, various Rehmann professionals will be directly involved in the relationship and project, working together with each other and the Organization to achieve optimum efficiency. These professionals will be actively involved, listen to your needs and respond with suggestions.

All of the personnel assigned to your engagement have substantial experience providing consulting services to organizations like yours. Their qualifications mean the transition to our firm would proceed very smoothly, with minimal disruptions to your operations.

In addition, **Laura Oblinger, MBA, Director of Client Services and Business Development**, will serve as the Organization's client ambassador. In this role, Laura will conduct client satisfaction assessments and communicate client-defined service improvements and new service standards back to the Rehmann team. Laura will maintain an objective role to ensure we are doing all that we can to exceed your expectations.

The Rehmann client service delivery model ensures you will have direct access to all members of your Rehmann team.


Biographical resumes of each of the key team members are included on the following pages.





## ELIZABETH WILLIAMS, SHRM-SCP, SPHR

PRINCIPAL  
Human Resource Solutions

 248.458.7924

 [elizabeth.williams@rehmann.com](mailto:elizabeth.williams@rehmann.com)

 **Adrian College**  
Bachelor of Arts

### CURRENT ROLE

As a strategist and thought leader, Elizabeth collaborates with Rehmann leaders, drives the growth of the HR solutions practice, leads Rehmann's team of consultants and impacts her client organizations through progressive human capital strategies.

Elizabeth is based in Rehmann's Troy office, with a presence in the Grand Rapids location as well.

### SERVICE AREAS

- Human resource consulting and outsourcing
- Leadership coaching and training
- Strategic planning
- Client relations
- Employee and labor relations
- Executive recruiting

### EXPERIENCE

Prior to joining Rehmann, Elizabeth led the corporate HR strategy within a private equity firm in the defense contract space, harmonizing HR processes in their portfolio of companies across the US, while conducting due diligence for new acquisitions to integrate into the corporation.

With more than 23 years of experience, her breadth and depth of experience span the full scope of human resources management, including training and organizational development, recruitment, union labor relations, benefits and compensation plan designs, company culture change and employee engagement, investigative behavioral analysis, executive coaching, as well as due diligence with mergers and acquisitions on both sides of the process.

Elizabeth has held HR leadership roles in privately held, publicly traded and private equity firms, and also has global HR experience. Her prior years of consulting include advising family-owned businesses and work in many industries, such as insurance agencies, medical offices, aerospace, public relations, news and media, mortgage and professional services firms and many manufacturing environments.

### A CLOSER LOOK


- Elizabeth serves on the Board of Directors for Greater Ann Arbor SHRM.
- Elizabeth is a speaker and panelist on a wide variety of HR topics and has written several leadership training workshops.

“My primary focus is to provide a customized, collaborative experience for my clients. We create a solid foundation of support by building a strong HR infrastructure, so clients can focus on their key business initiatives.”




## KERREEN CONLEY

SENIOR MANAGER  
Human Resource Solutions

 734.302.4118

 [kerreen.conley@rehmann.com](mailto:kerreen.conley@rehmann.com)

 **Central Michigan University**  
BS, business administration

**Eastern Michigan University**  
Master of Human Resources and  
Organization Development  
Master of Business Administration

### CURRENT ROLE

Kerreen is people-focused, providing leadership, management and strategic input on broad HR initiatives which cultivate positive and results-driven work cultures. Kerreen helps to ensure that Rehmann's valued clients have operational controls, administrative and reporting procedures, and people systems in place to effectively meet business needs of a wide range of industries. Her passion for fostering strong employee relations and aligning corporate strategies positions Rehmann's clients for success.

Kerreen is also a part of Rehmann's Public Sector Workgroup, sharing her public sector knowledge with other Rehmann associates.

### SERVICE AREAS

- Human resource consulting and outsourcing
- Client relations
- Employee and labor relations
- Employee engagement and development
- Policy administration and compliance
- Performance management
- Process improvement
- Executive recruiting

### EXPERIENCE

Prior to joining Rehmann Kerreen served as the Head of Human Resources with experience in executive recruiting, performance management, benefit administration, employee engagement and the negotiation of employee and labor agreements. With more than 25 years in employee and labor relations, Kerreen also has experience investigating and resolving complex employee and labor relation issues.

She has successfully led organizational change efforts in complex organizations resulting in increased employee productivity, operational efficiency, award winning compliance and increased customer satisfaction.

### A CLOSER LOOK


- Dedicated to her own and others continuing education, Kerreen has presented at both local and national conferences on "Re-Defining Roles, Re-Engaging Employees and Reducing Cost", and "How to Get a Seat at the Table".
- Kerreen is certified in and has trained other executives in Ken Blanchard's Situational Leadership (SLII).
- Kerreen is a member of the National Society of Human Resources Management and the Michigan Public Employee Labor Relations Association (MPELRA).

“We take pride in developing strong relationships with clients based on trust and transparency. We deliver quality service by listening to their needs and exceeding their expectations.”




## KATIE STEWART, MA, PHR, SHRM-CP

SENIOR MANAGER  
Human Resource Solutions

 616.301.6305

 [katie.stewart@rehmann.com](mailto:katie.stewart@rehmann.com)

 **Chicago School of Professional Psychology**  
MA, industrial/organizational psychology

### CURRENT ROLE

Katie provides her clients with what they need most, whether that is as big as full-service human resource support or as small as offering her knowledge on human resource related inquiries.

Katie serves clients across a wide variety of industries including healthcare, cannabis, manufacturing, professional services, franchisees and food production. Her clients have ranged in size from less than 10 employees to more than 2,000 employees.

### SERVICE AREAS

- Human resource consulting and outsourcing
- Client relations
- Employee retention, growth and engagement
- Human resource department structuring
- Compliance
- Leadership coaching and training

### EXPERIENCE

Katie joined Rehmann in 2022 after having worked in the human resource consulting industry since 2008. She partnered with small to mid-sized businesses to provide human resource outsourcing, benefits administration, payroll and risk management.

Katie's experience also includes working in unionized environments, successfully supporting clients through immigration audits, assisting with the setup of client's full human resource infrastructure and navigating clients through the ever-changing employment law landscape.

### A CLOSER LOOK


- Dedicated to her client's success, Katie holds her Coaching Certificate and is a Certified Labor Relations Leader.
- Katie is an active member of the Human Resources Group of West Michigan (Local SHRM Chapter) and has been invited as a speaker to multiple Michigan and Illinois State SHRM Conferences.

“I value getting to know my client's business and understanding their industry, culture and leadership styles, so I'm able to recommend best practices that will fit within their business environment.”



## JENNIFER TALWAR, PHR, SHRM-CP

MANAGER  
Human Resource Solutions

 248.458.7886

 [jennifer.talwar@rehmann.com](mailto:jennifer.talwar@rehmann.com)

 **Oakland University**  
BS, human resources development

**Wayne State University**  
MA, employment and labor relations

### CURRENT ROLE

Jennifer serves as an advisor to small to mid-sized companies, providing talent management, immigration coordination, safety support, benefits administration, payroll, training and compliance. Her focus on developing a deep understanding of her clients' human resources needs, along with a thorough knowledge of their business model and culture, enables her to recommend policies and procedures customized for their company.

### SERVICE AREAS

- Employee relations
- Policy administration and compliance consulting
- Recruiting
- Human resource consulting and outsourcing
- Compensation surveys

### EXPERIENCE

Prior to joining Rehmann in 2019, Jennifer was a human resources business partner with QuadWest Associates, LLC, which combined with Rehmann to offer an expanded level of service. Jennifer brings over 20 years of experience in human resources in a broad range of industries, including manufacturing, automotive, health care and the staffing industry.

### A CLOSER LOOK


- Clients rely on Jennifer for her in-depth knowledge of employment law and administration and how it may impact their organization's policies and procedures.
- Jennifer maintains her Professional in Human Resources Certification (PHR), demonstrating her knowledge and practical experience in human resource management, in addition to the Society Human Resources Management, Certified Professional (SHRM-CP) certification.
- With experience in both union and non-union settings, Jennifer is knowledgeable about the legal compliance and dispute resolutions issues unique to those environments.
- Jennifer's experience as a corporate HR manager and as a consultant serving a wide variety of clients gives her a well-rounded perspective that enables her to leverage best practices and provide proactive ideas.

“I truly enjoy working with clients to support their goals and develop and enhance their HR practices.”




## KARA SKOTZKE, SHRM-CP, CPSP

SENIOR HUMAN RESOURCES BUSINESS PARTNER  
Human Resource Solutions

 616.343.9022

 [kara.skotzke@rehmann.com](mailto:kara.skotzke@rehmann.com)

 **Eastern Michigan University**  
BBA, concentration in human resources

### CURRENT ROLE

Kara provides human resource solutions to a variety of businesses. Some of her key areas of focus include recruiting and onboarding, handbooks, compliance, employee relations, HR assessments and compensation. With each client relationship, she develops an understanding of what makes them unique, to customize HR support that fits their specific needs.

### SERVICE AREAS

- Human resource consulting and outsourcing
- Recruitment and talent management
- Compensation benchmark studies
- Onboarding and employee engagement
- Human resource assessments
- Employee relations

### EXPERIENCE

Kara joined Rehmann in 2022, bringing nearly a decade of progressive HR experience working with small to mid-size employers and large, global organizations. She has comprehensive experience in many areas within HR such as recruiting, benefits, safety and workers compensation, retirement plan administration, employee relations, immigration, payroll and organizational design. Kara has served clients in a variety of industries such as manufacturing, architecture, sales and service organizations, and not-for-profits.

### A CLOSER LOOK


- Kara's background allows her to provide holistic, well-rounded support to her clients in all areas of HR.
- Clients rely on Kara's knowledge of best practices and employment law to ensure legal compliance and policy administration.
- Kara has supported and implemented new and upgraded human resource information systems (HRIS) and payroll platforms.
- Continually expanding her knowledge of the industry, Kara is a member of the Society of Human Resource Management (SHRM) and the Association for Human Resource Management (AHRM), a Grand Rapids chapter of HR professionals.
- Kara maintains the Certified Plan Sponsor Professional (CPSP) designation through the Plan Sponsor Council of America (PSCA) and the Society of Human Resources Management, Certified Professional (SHRM-CP) certification.

“We partner with our clients to build trusting relationships and collaborate on opportunities to provide the best HR solutions. We're not just consultants - we are your partners.”




## LAURA J. OBLINGER, MBA

DIRECTOR OF CLIENT SERVICES AND BUSINESS DEVELOPMENT

 231.946.8965

 laura.oblinger@rehmann.com

 **Northwestern Michigan College's  
University center partner  
Davenport University**  
Bachelor's degree  
MBA

“ I strive to build collaborative partnerships by listening to client and prospect concerns then introducing them to Rehmann client service executives who can provide customized, profitable solutions and peace of mind.

### CURRENT ROLE

Laura leads Rehmann’s client service, practice growth and new business development efforts in its Northern Michigan region. In addition to identifying opportunities to provide comprehensive services to companies, organizations and individuals, Laura initiates meaningful dialogue with clients and advises on courses of action to help them achieve their goals.

In her role as a client ambassador, Laura delivers The Rehmann Experience as an objective liaison between Rehmann and client executives. She conducts client satisfaction assessments, participates in brainstorming sessions for client service improvements and helps develop strategic plans that meet client-defined expectations for performance and service.

### THE REHMANN EXPERIENCE

For more than 80 years, Rehmann has provided forward-thinking solutions to our clients. We are obsessed with client success, making it our duty to anticipate our clients’ daily and future needs, while providing them with proactive solutions to meet their goals. Our trustworthy advice, answers and guidance take the stress out of every challenge and change. We’re there when you need us. That’s The Rehmann Experience.

### SERVICE AREAS

- Business development
- Practice growth
- Product and service development
- Client ambassador
- Entrepreneurship
- Business connections

### CLIENT SUCCESS

- As a passionate problem solver, Laura has helped numerous businesses in a broad range of industries connect to the right people and effective solutions.
- Laura’s previous experience as the executive director of the Traverse City Area Chamber of Commerce enables her to listen to her clients’ needs and develop a deep understanding of their business goals.

### PROFESSIONAL ORGANIZATIONS

- Estate Planning Council of the Grand Traverse Area | board member
- Northwestern Michigan College | treasurer of the Board of Trustees
- Northwestern Michigan College, Foundation Giving Fund | committee member
- Impact 100 TC

## YOUR INVESTMENT

Our fee structure is designed to provide a fair price for the value we provide through our services. Any fixed fee arrangements are based on our understanding of the scope of services described in the preceding section.

Project will be billed at the hourly rate with a total amount not to exceed \$22,350, plus any agreed to travel, mileage and lodging expenses with a maximum amount not to exceed \$2,500.

These above fees include a salary benchmark survey, multiple job posting sites, reference checks, and background screening. Fees to be agreed upon by the Organization and billed as pass through costs:

- Any specialty or niche advertising fees that incur a fee, and are agreed to in advance with the Organization
- PXT behavioral assessments are a separate cost of \$310 per candidate, if desired by the Organization. Included in this proposal is a description of this highly recommended, optional assessment service for your review and consideration.

If the original hired candidate resigns from the Organization within 90 days of placement, Rehmann will be open to a reduced fee for a replacement if both parties agree that based on the circumstances surrounding the departure of the original candidate that we are still the best fit to bring in the next candidate. This second search would be at a discount of 10%.

### OUT-OF-POCKET EXPENSES

Fees for travel, lodging and mileage will be submitted upon pre-approval for any overnight stay required. Our special travel rates are \$70 per hour.

Our standard rates adjust annually beginning on January 1, 2024 and are available upon request. Annual adjustments typically range from 2%-5%.

As a new Rehmann client we are offering you a discounted rate of \$300 per hour for work performed on this scope of work by our Principal and \$145 per hour for a Senior HR Business Partner.

### TRANSPARENT BILLING

above will need to be requested in writing. Please do not hesitate to contact us if you are unclear about certain tasks being included in the scope of work described above.

Recruiting fees will be invoiced at the beginning of each month, based upon actual hours incurred the prior month, not to exceed the total maximum amount stated. All invoices received by the Organization will be detailed to ensure you have a clear understanding of the services being billed – if there's anything left to question, our team will be there to address it.

If it is determined that services are required beyond the scope of the proposed engagement, we will discuss this with the Organization prior to beginning any work in order to ensure agreement on scope and fees, which will be determined based on the amount of professional time and the level of personnel required to complete the project.

## HOURLY RATES

Our standard rates are as follows:

LEVEL	STANDARD RATE	DISCOUNTED RATE
The CHRO/Principal	\$395	\$300
The HR Director/Senior Manager	\$260	\$220
The HR Manager/Manager	\$190	\$170
Senior HR Business Partner	\$160	\$145

## NEXT STEPS

Renowned business author John C. Maxwell said, "Everything rises and falls on leadership." There is no more important factor in the longevity of the organization than the selection of its next Executive Director. Many organizations faced with hiring key leaders are getting it wrong. The significance of this cannot be overstated.

Organizations that are deliberate and clear about their leadership selection processes energize their workforce and land the best candidates. This Executive Director selection process is not impossible. It requires focus and discipline.

An unclear selection process can leave candidates feeling unsure about your organization which could cost you the opportunity for the best talent. It can also lead to distrust among your internal candidates. If emerging leaders in your organization doubt the leadership selection process, they will lose motivation and you might lose them.

Having a clear planning process will avoid some of the most common pitfalls, including:

- Delegating full responsibility to human resources
- Focusing only on the senior team
- Allowing friendships to cloud your judgment
- Making assumptions
- Relying solely on an incumbent's perspective

Rehmann looks forward to presenting this plan to the Board and would welcome the opportunity to facilitate this process and support the Board in finding the next right Executive Director to lead The Traverse City Housing Commission.

Thank you for the opportunity to propose our services; we are confident Rehmann will meet and exceed your expectations. Please contact us with any questions you may have.

**Elizabeth Williams, SHRM-SCP, SPHR | 248.952.5000 | [elizabeth.williams@rehmann.com](mailto:elizabeth.williams@rehmann.com)**



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# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Executive Director Transition / Professional Services Contract

**MESSAGE:**

At the April 14, 2023 Special Meeting, staff was instructed to negotiate a professional services contract between TCCH and the consultant, Judy Myers, the former/retired Executive Director of the Cadillac Housing Commission. The per hour amount for the contract was not to exceed \$70.00 per hour.

Judy Myers has agreed to serve in this role and the results of these negotiations are attached to this memorandum. She is insisting on a hard stop date of August 31, 2023 due to some pre-planned personal travel. She is willing to do the work for \$65.00 per hour with a limit of 10-12 hours per week. She will, however, charge \$75.00 per hour for any hours incurred over 12 per week. All of these issues are reasonable and were agreed to by staff.

Judy Myers will be available at this meeting to participate in the discussion and answer questions as needed.

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

*"I move that TCHC authorize President Heather Lockwood to execute a professional service contract (as reviewed at the April 28, 2023 Regular Meeting) for independent contractor JUDY MYERS."*

**ATTACHMENTS:** Professional Services Contract for Judy Myers

# INDEPENDENT CONTRACT AGREEMENT

## PARTIES

- This Independent Contract Agreement (hereinafter referred to as the **“Agreement”**) is entered into on **April 25, 2023** (the **“Effective Date”**), by and between The Traverse City Housing Commission, Board of Directors, Heather Lockwood, Chair, with an address of 150 Pine St. Traverse City, MI 49684, (hereinafter referred to as the **“Client”**) and Judy Myers, with an address of 2485 Tonawanda Lake Rd. Grawn, MI 49637, (hereinafter referred to as the **“Contractor”**) (collectively referred to as the **“Parties”**).

## GENERAL

- The Client agrees that the Contractor possesses the relevant experience, necessary qualifications and abilities to provide services to the Client.

## SERVICES

- The duties of the Contractor towards the Client are listed below:
  1. Judy Myers (Contractor) will provide technical, managerial, and other support activities for the TCHC, most notably, but not restricted to, Secretary to the Board of Directors, HUD liaison, and liaison between private contractor performing the Executive Director search, and general oversight of functions of the Traverse City Housing Commission during the interim period between now and the time a new Director is hired, at the rate of \$65 per hour.
    - a. The time estimate for this work is approximately 10-12 hours per week. Any work done in excess of 12 hours per week will be billed at \$75 per hour.
    - b. All work will be billed bi-weekly, with invoice, and expected payment within 10 business days.
    - c. This work may be done in the office or remotely, and will be billed a minimum of one quarter hour (15 minutes) per action (email, phone call, etc.)
    - d. Any work done on the File Purge project at Orchard View will be billed at \$25 per hour and will not count in the 12 hour maximum.
    - e. A mileage per diem will be paid to Contractor with each billing, based on the posted federal per diem rate for use of the Contractor’s automobile for Commission business.

2. The Contractor will not be responsible for any staff supervisory duties. Staff are certainly encouraged to ask for advice if need be, but Contractor is not responsible for any discipline or oversight of staff. Contractor will bring any noticeable discrepancies in performance to the attention of the Board Chair.
3. The contractor will report to the Board Chair on a weekly basis, in written form, on completed or in-progress work. Contractor will also report expected scheduling of work times for each week.

### **TERM**

- This Agreement shall be effective on the date of signing this Agreement (the “**Effective Date**”) and will terminate upon the completion of the provision of the services set forth in this Agreement.

### **RELATIONSHIP BETWEEN THE PARTIES**

- The Parties agree that this Agreement is an independent contractor agreement where the Contractor provides the specified services and acts as an independent contractor.
- Under no circumstances shall the independent contractor be considered an employee.
- This Agreement does not create any other partnership between the Parties.
- The contractor will be covered by the TCHC liability and worker compensation insurance.

### **CONFIDENTIALITY**

- All terms and conditions of this Agreement and any materials provided during the term of the Agreement must be kept confidential by the Contractor, unless the disclosure is required pursuant to process of law.
- Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior consent of the Client.

### **TERMINATION**

- This Agreement may be terminated in the event that any of the following occurs:
  - Immediately in the event that one of the Parties breaches this Agreement.
  - This agreement may be discontinued by either party (non-breach) with one week notice.
  - This agreement will end on **August 31, 2023**, or when a new Director is hired, whichever comes first, unless agreed upon by each party that it will be continued, along with any change in Terms.

- Upon terminating this Agreement, the Client will be responsible for all the services provided by the Contractor until the day of termination, unless it is the Contractor who breaches this Agreement, where he/she fails to rectify such breach upon reasonable notice.

### **INTELLECTUAL PROPERTY**

- The Contractor agrees that any intellectual property provided to him/her by the Client will remain the sole property of the Client, including, but not limited to, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets.

### **AMENDMENTS**

- The Parties agree that any amendments made to this Agreement must be in writing, where they must be signed by both Parties to this Agreement.
- Accordingly, any amendments made by the Parties will be applied to this Agreement.

### **SEVERABILITY**

- In the event that any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain in force in accordance with the Parties' intention.

### **GOVERNING LAW**

- This Agreement shall be governed by and construed in accordance with the laws of Michigan.

### **LIMITATION OF LIABILITY**

- Under no circumstances will either party be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) in the event that such is not related to the direct result of one of the Parties' negligence or breach.

### **LEGAL FEES**

- In the event of a dispute that results in legal action, the successful party will be entitled to legal fees, such as attorney's fees or other.

### **SIGNATURE AND DATE**

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

**CLIENT**

Name: Traverse City Housing Commission

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR**

Name: Judy Myers

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Authorization for Wayne Workman to Act on Behalf of TCHC

**MESSAGE:**

In order to best continue TCHC's Real Estate Development deals while a search for a new Executive is underway, one person needs to be authorized to act on behalf of TCHC. This person will be responsible for executing various legal documents from time to time such as monthly construction draws and final approvals of changes prior to submission to our partners.

The following resolution authorizes TCHC's Vice President to act as the executive on behalf of TCHC. He has agreed to take on this responsibility. It is similar to previous resolutions authorizing TCHC's Executive Director. Ward Kuhn provided language for this resolution.

The Executive & Finance Committee discussed this at previous meeting, and therefore recommends adoption of the following:

**RESOLUTION TO AUTHORIZE TCHC VICE PRESIDENT TO EXECUTE NECESSARY  
AND LEGAL DOCUMENTS ON BEHALF OF TCHC REAL ESTATE DEVELOPMENT DEALS**

April 28, 2023

WHEREAS, the Traverse City Housing Commission (TCHC) has, through its mission, the desire to create, or cause to create, affordable housing opportunities in the Traverse City area; and

WHEREAS, TCHC has fully launched into the process of developing several properties all of which are at various stages of the development process and are in need of Executive authorizations on behalf of TCHC from time to time; and

WHEREAS, the TCHC Executive Director who had been authorized to act on behalf of TCHC has submitted his resignation effective May 16, 2023; and

WHEREAS, the TCHC Vice President, who has a significant professional history in this area of expertise, is willing to serve in this capacity; and

WHEREAS, TCHC concurs in the recommendations of, and the feedback from, its real estate development teams, the Executive & Finance Committee, and its current staff that this is a necessary and important step to continue the operations of all of the current and previously approved real estate development deals.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

*The Traverse City Housing Commission authorizes its Vice President, Wayne Workman, to execute any and all documents related to the real estate development operations which have been previously approved by TCHC or to execute any and all documents that he may deem appropriate relating to any property development project in which TCHC has an interest effective from May 17, 2023 until a new Executive Director is hired and authorized to act in his place."*



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Appointment of TCHC Secretary

**MESSAGE:**

Per our By-Laws, TCHC needs to appoint a Secretary. This position is responsible for the Public Record of the organization. Currently, the position has been filled by the Executive Director by way of Resolution in 2021 & 2022 (previous Commissions had appointed the Deputy Director to the position by way of the By-Laws but that position no longer exists).

Due to the resignation of the TCHC Executive Director, this position needs to be filled until new executive staff can be appointed. This interim appointment must be accomplished via Commission Resolution per the By-Laws. The Executive & Finance Committee has recommended that Judy Myers be appointed as the interim Secretary.

The following Resolution is recommended for adoption:

**RESOLUTION TO APPOINT THE TCHC SECRETARY**

April 28, 2023

WHEREAS, the Traverse City Housing Commission (TCHC) is required to appoint its Secretary per its By-Laws in order to maintain a public record of the organization; and

WHEREAS, the position of Secretary cannot be filled by a current Commissioner, it has historically been filled, by staff or by appointment as needed; and

WHEREAS, the TCHC concurs in the recommendation of the Executive & Finance Committee and to appoint an interim Secretary due to the resignation of its executive director.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

*The position of Secretary as described in the TCHC By-Laws will be filled by the consultant, Judy Myers, until August 31, 2023.*

**ATTACHMENT:**

The relevant portion of our By-Laws:

**ARTICLE II – OFFICERS**

4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** April 28, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Sewer & Water Installation Costs at Carriage Commons

**MESSAGE:**

As described in the PUD approved by Garfield Township, the Flats at Carriage Commons, a transit-oriented housing development, located near the intersection of West Hammond Road and LaFranier Road, will need a significant investment in the sewer and water infrastructure in order to become a buildable site. BATA has begun their construction and needs to settle the final cost sharing for this part of the project.

While this will require an expenditure of cash, we will have opportunities to recover the costs both from our housing projects and others along that corridor. This may take some time to recover all of the money, but since we are advancing the funds, we will have significant say in this along the way.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO AUTHORIZE EXECUTIVE DIRECTOR AND/OR VICE PRESIDENT TO ADDRESS THE INSTALLATION SEWER AND WATER INFRASTRUCTURE COSTS AT CARRIAGE COMMONS**

April 28, 2023

WHEREAS, the Traverse City Housing Commission (TCHC) together with the Bay Area Transportation Authority (BATA) jointly entered into an agreement in 2020 to purchase approximately 50 acres located near the intersection of West Hammond Road and LaFranier Road in Garfield Township from The Louis G. LaFranier Trust and the Marvel R. LaFranier Trust ("Seller"); and

WHEREAS, the property received full authorization under a Planned Unit Development review to proceed with the development of two separate projects after which the property was purchased by TCHC and BATA respectively; and

WHEREAS, the BATA has begun the construction of its Operational Headquarters, Bus Garage, and Transfer Center which will require the installation of sewer and water services for which

TCHC is obligated to share in these costs which need to be outlined in a Cost Sharing Agreement; and

WHEREAS, it is necessary for TCHC, through its Executive Director and/or Vice President, to execute certain documents relating to the final Sewer and Water Cost Sharing Agreement; and

WHEREAS, TCHC concurs in the recommendations of, and the feedback from, its real estate development team, and staff regarding the necessary authorizations to execute the final agreement.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

*The Traverse City Housing Commission authorizes its Executive Director and/or its Vice President to execute an agreement with Bay Area Transpiration Authority to address installation costs for sewer and water infrastructure per the Planned Unit Development (PUD) as approved by Garfield Township and its engineering professionals not to exceed the amount of \$1,100,000.00.*



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

## **CORRESPONDENCE**

April 12, 2023 Record Eagle Article, "TC Housing Director to Take State Job"

April 11, 2023 TC Ticker Article, "TC Housing Commission Director Stepping Down"

April 11, 2023 9&10 News Story, "TCHC Executive Director Resigns"

April 10, 2023 Press Statement from TCHC

# TC Housing Director to Take State Job

By Jordan Travis

April 12, 2023



Traverse City Housing Commission Executive Director Tony Lentych, here at a recent City Commission meeting. He's set to leave the job on May 16 for one at Michigan State Housing Development Authority.

-- Record-Eagle/Jan-Michael Stump

TRAVERSE CITY — Tony Lentych will leave his job as Traverse City Housing Commission's executive director to join the Michigan State Housing Development Authority.

Lentych said he'll join the state authority as chief housing investment officer on May 17, a day after his last one in charge of the city housing commission. It'll give him a chance to shape statewide policies that can get more affordable housing built.

"I do have some good experience from outside of MSDHA that can be brought into the discussion within MSDHA about how to do the process better and get more units built," he said. "How do we maximize that, how do we accelerate that, that's going to be my goal."

The city housing commission announced Lentych's upcoming departure Monday after he informed them of taking the new job in a March 28 letter. He has been in charge there since February 2015, as previously reported.

Commission President Heather Lockwood praised Lentych's advocacy for meeting the housing needs of lower income people in the region.

"He has worked hard to move the mission of our organization forward and that TCHC is now in a stronger position both operationally and financially," she said in the release.

Lockwood also listed off some of the projects Lentych oversaw during his time, including ongoing rehabilitation work at Riverview Terrace, the commission's 10-story, income-limited apartment building for older or disabled residents. He also helped work out a services agreement between the city housing commission and that of Elk Rapids — Lentych said other staff can continue those services for now.

Plus, TCHC is working on a few large housing projects, including an apartment complex with more than 200 units planned near Bay Area Transportation Authority's new headquarters and garage at Lafranier and Hammond roads, as previously reported. It's also looking to build a 46-apartment building for older residents on Eighth Street.

Lentych said he's confident other housing commission staff, plus development teams working on those projects, can keep them moving forward after his departure.

The housing commission board also is set to talk about a transition plan at a special meeting the executive committee called on Friday, Lentych said. That same committee, consisting of Lentych, Lockwood and board Vice President Wayne Workman accepted Lentych's resignation without a vote by the board as a whole.

That plan could include hiring Judy Myers as acting board secretary, Lentych said. She's the former executive director of Cadillac Housing Commission, and served on TCHC's board, he said. She resigned about a year before Lentych was hired over a disagreement with how the past board was managing his predecessor, past reporting shows.

Myers could manage contracts and other tasks that would allow other housing commission staff to keep day-to-day operations running, Lentych said. Executive committee members asked him to see if she was interested in the consulting job.

It'll be up to the city housing commission to pick a new executive director, Lentych said. The mostly autonomous housing commission has that power, along with the authority to bond money and others, while the city commission appoints its board.

Lentych's tenure was not without controversy. In 2017, then-Riverview Terrace resident Priscilla Townsend sued the housing commission after she and 14 other residents received notices their leases would be canceled if they didn't take political signs out of their apartment windows. Lentych, at the time, said the commission doesn't allow any political signs, and the letters were rescinded after the residents removed the signs.

But Townsend said the letter violated her free speech and looked like retaliation, as the signs were in support of a tall-buildings vote proposal on the November 2016 ballot that the housing commission board had voted to oppose. The suit ended with the housing commission paying Townsend a \$135,000 settlement.

Lentych said Tuesday the suit stemmed from a big debate in the community over whether tall buildings should exist in Traverse City.

"We believed, as an organization, that they should," he said.

His departure now comes amid a shakeup in several key leadership positions around Traverse City. City commissioners fired city Manager Marty Colburn April 3, and an interim treasurer and

finance director are heading that department during the search for a permanent hire. City Police Chief Jeffrey O'Brien announced his retirement by the end of June.

Lentych said his decision is unrelated to any other departures. He interviewed for MSDHA's executive director job in September 2021, one of five candidates along with the state authority's current executive director, Amy Hovey, as previously reported.

At MSDHA, Lentych will oversee and direct operations and policy for Rental Development, and Neighborhood Housing Initiatives, along with other authority divisions, MSDHA communications director Katie Bach said in an email. His role will also include weighing in on strategic planning, program initiatives and resource allocations.

Lentych said he believes he's leaving TCHC in a good place, with plenty of developments in the works and the opportunity to do even more.

"I do think the organization is in good shape going forward," he said.



# TC Housing Commission Director Stepping Down

By Beth Milligan | April 11, 2023



Traverse City Housing Commission (TCHC) Executive Director Tony Lentych is stepping down from his position effective May 16 to take a position with the Michigan State Housing Development Authority.

Lentych announced his resignation in a letter to TCHC President Heather Lockwood. "While it is certainly true that I still find my duties at TCHC fulfilling and professionally challenging, I could not ignore the opportunity to have a more direct impact on affordable housing policy beyond this region," he wrote. "Again, I say, thank you for this wonderful opportunity to have served my community in this role. I will miss working for all of the housing commissioners. I will miss working alongside my staff. I will miss collaborating with the many organizational partners who are equally committed to providing affordable housing in our communities. Most of all, however, I will miss the people that we all serve – it is my sincerest hope that they know that they made all of this work worth it."

In a statement, Lockwood said that "for over eight years, Lentych has been a tireless advocate for the housing needs of this region's lower-income families and individuals. He has worked hard to move the mission of our organization forward...TCHC is now in a stronger position both operationally and financially."

Lockwood said the board is confident it will attract a new director "in short order thanks to our recent successes that have elevated the profile of our organization."

A special TCHC meeting has been called by the executive committee for Friday at 2pm during which the transition for the executive director's position will be reviewed in more detail.

# Traverse City Housing Commission Executive Director Resigns

9and10 News Site Staff

04/11/2023 5:47 PM EDT



Another Traverse City leader is stepping down from the job.

The Traverse City Housing Commission says they have accepted the resignation of Tony Lentych, the executive director of the commission, and that it will be effective May 16.

“For over eight years, Lentych has been a tireless advocate for the housing needs of this region’s lower-income families and individuals. He has worked hard to move the mission of our organization forward and that TCHC is now in a stronger position both operationally and financially,” Heather Lockwood, the Commission’s President, said.

Lockwood says that Lentych has also been a tireless advocate for the housing needs of this regions lower income families and individuals, and that he has worked hard to move the mission of the organization forward.

These projects include:

- A comprehensive rehabilitation project for Riverview Terrace Apartment in downtown Traverse City
- A collaborative model for institutional operations with the Elk Rapids Housing Commission
- An award of Low-Income Housing Tax Credits for a 46-unit Senior Housing Project on 8th Street in Traverse City.

TCHC says that Lentych has accepted another professional position outside of this region.

A special meeting for the housing commission has been called by the Executive Committee for Friday at 2 p.m. where they will review the transition for the executive director’s position in more detail.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## PRESS STATEMENT

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**DATE:** April 10, 2023  
**TO:** All Members of the Press and All Interested Parties  
**FROM:** Heather Lockwood, President  
**SUBJECT:** TCHC Executive Director

**FOR IMMEDIATE RELEASE:**

**Long-time TCHC Executive Director, Tony Lentych, Resigns**

*Traverse City, Michigan – April 10, 2023*

The Traverse City Housing Commission (TCHC) has received and accepted the resignation of Tony Lentych as its Executive Director effective May 16, 2023. He has accepted another professional position outside of this region. Heather Lockwood, the Commission’s President stated, “For over eight years, Lentych has been a tireless advocate for the housing needs of this region’s lower-income families and individuals. He has worked hard to move the mission of our organization forward and that TCHC is now in a stronger position both operationally and financially.” She also noted that the board is confident that it will attract a new director, “in short order thanks to our recent successes that have elevated the profile of our organization.”

Lentych guided TCHC through a period of organizational growth that included the following:

1. A comprehensive rehabilitation project for our main asset, Riverview Terrace Apartment in downtown Traverse City
2. A collaborative model for institutional operations with the Elk Rapids Housing Commission
3. An award of Low-Income Housing Tax Credits for a 46-unit Senior Housing Project on 8<sup>th</sup> Street in Traverse City

A Special Meeting of the Housing Commission has been called by the Executive Committee for Friday, April 14, 2023 at 2:00 P.M. where the transition for the Executive Director’s position will be reviewed in more detail.

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