



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING

Friday, August 26, 2022 at 9:00 A.M.

LOCATION:

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

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

MEETING AGENDA

August 26, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, AUGUST 26, 2022 AT 9:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: AUGUST 24, 2022

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

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

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

- A. *Consideration of Approval of June 24, 2022 Annual Meeting Minutes:* Approval Recommended.
- B. *Consideration of Approval of Schedule of Disbursements for June & July 2022 for Public Housing Program:* Approval Recommended.

- C. *Consideration of Approval of Schedule of Disbursements for June & July 2022 for HCV (Section 8) Program: Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for August 2022: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: August 19, 2022
- B. Executive & Finance Committee Meeting: July 25, 2022
- C. Governance & Compliance Committee Meeting: July 28, 2022

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

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

VIII NEW BUSINESS

- A. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required
- B. Memorandum on Approval of TCHC Auditor: Action Required
- C. Memorandum on Purchase of New Phone System for Office: Action Requested
- D. Memorandum on TCAPS Property RFP Pre-development Expenditure: Action Requested

IX CORRESPONDENCE

- A. August 15, 2022 Letter from HUD Regarding RAD Closing
- B. August 12, 2022 TC Ticker Article on BATA – TCHC Housing Project
- C. Three (3) Letters Sent to Residents in July 2022 Regarding RAD Conversion

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: September 23, 2022 at 9:00 A.M.



Traverse City
Housing Commission
a Public Housing Authority

CONSENT AGENDA

June 24, 2022 Annual Meeting Minutes

Schedule of Disbursements for June 2022 Public Housing Program

Schedule of Disbursements June 2022 HCV (Section 8) Program

Schedule of Disbursements for July 2022 Public Housing Program

Schedule of Disbursements July 2022 HCV (Section 8) Program

Payment of Invoices for August 2022

Note: Monthly Financial Reports were NOT completed prior to publication of Packet

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
June 24, 2022**

The Annual Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Third Floor Community Room at Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 9:00 A.M.

I ROLL CALL

The following were present:

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

Staff – Executive Director, Tony Lentych was on vacation (Consultant Judy Myers was present to record the meeting minutes) and Alisa Korn, Program Manager.

Residents – Ellen Corcoran, Lois DeHart, Pierre Odum, Betty Osborne, and Jeff Turner.

Guests/Public – None.

II PUBLIC HEARING

President Lockwood opened the Public Hearing on TCHC's Administrative Plan for the HCV Program at 9:04 A.M.

There were no comments from the public.

Commissioner Jim Friend moved (Putman support) to close the Public Hearing. The motion was unanimously approved and President Lockwood closed the Public Hearing at 9:06 A.M.

III APPROVAL OF AGENDA

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

IV PUBLIC COMMENT

There was no public comment.

V CONSENT AGENDA

Commissioner Workman moved (Putman support) to accept the Consent Agenda as presented in the June 24, 2022 Meeting Packet.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

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

- A. Meeting Minutes of May 26, 2022 Regular Meeting.
- B. Schedule of Disbursements for May 2022 for the Public Housing Program.
- C. Schedule of Disbursements for May 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for June 2022.
- E. Financial Statements for May 2022.

VI COMMITTEE REPORTS

- A. The meeting minutes from the June 14, 2022 Executive & Finance Committee meeting were presented. President Lockwood provided a brief overview. There were no questions.
- B. The meeting minutes from the June 16, 2022 Governance & Compliance Committee meeting were presented. There were no questions or comments.

VII STAFF AND PROGRAM REPORTS

- A. The Executive Director's June Report was presented. There were no questions.
- B. The June 2022 Family Self-Sufficiency Report was presented and accepted. There were no questions or comments.
- C. The Resident Council Report for June 2022 in the packet was reviewed. RTRC President responded to one question for clarification.

VIII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. There was a brief conversation about the Policy work to date.
- B. A memorandum on activities with the RAD Program was reviewed. There was only a brief discussion on the activities outlined in the report.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. President Lockwood would like more information on the DTE pipeline, specifically the life expectancy of it and who/how maintenance of the pipeline will occur.
- D. Human Resources: Review of the Executive Director. A report from the consultant Kate Greene of Human Resource Partners was presented and discussed in detail. The Executive Director (ED) was commended by President Lockwood. Vice President Workman noted that the report did not address the ED's skill in day-to-day operations and he noted that he does well with development work. It was also noted that the ED had been at the same salary since March of 2015.

After the review of the report, Vice President moved (Putman support) to accept the consultant's report and authorize a legal counsel to work with the Executive Committee to create a new employment contract with a salary of \$95,000 per annum, with provisions of annual increases, expense items (like technology allowance), and annual bonuses, to be capped only by budget constraints. The Executive Committee will be authorized to approve the final contract.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

IX NEW BUSINESS

- A. Annual Election of Officers: President Lockwood announced the need to accept nomination for President and Vice President for the Traverse City Housing Commission.

President – President Lockwood opened the floor for nominations for President for the Fiscal Year 2023. Commissioner Workman nominated Heather Lockwood for President. Commissioner Putman moved (Treadwell support) to close nominations. The motion was unanimously approved. Commissioner Workman moved (Putman support) to accept Commissioner Lockwood as President of the Traverse City Housing Commission by acclamation.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved. Commissioner Lockwood will continue to serve as President for the 2023 Fiscal Year.

Vice President – President Lockwood then opened the floor for nominations for Vice President for the Fiscal Year 2023. Vice President Friend nominated Wayne Workman for Vice President. Commissioner Putman moved (Treadwell support) to close nominations. The motion was unanimously approved. Commissioner Friend moved (Lockwood support) to accept Commissioner Wayne Workman as Vice President of the Traverse City Housing Commission by acclamation.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was unanimously approved. Commissioner Workman will continue to serve as Vice President for the 2023 Fiscal Year.

A Memorandum on the TCHC Code of Conduct was presented for discussion as part of the Annual Meeting. Each Commissioner was asked to sign the acknowledgement form and submit it to staff.

- B. A Resolution appointing the TCHC Executive Director as Recording Secretary was presented for discussion. The history of this decision was reviewed. Vice President Workman moved (Friend support) to adopt the resolution as presented.

Roll Call

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-05.

- C. A resolution to change the authorized signers on all accounts at all banks/financial institutions was presented for discussion. Commissioner Treadwell moved (Workman support) that the following persons become authorized signers on behalf of TCHC:

Anthony Lentych, Executive Director
Heather Lockwood, President
Wayne Workman, Vice President
James Friend, Commissioner (Emergency Signer Only)

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-06.

- D. A resolution to adopt proposed changes to the TCHC By-Laws was presented for review. President Lockwood moved (Friend support) to adopt the changes as presented. Vice President Workman noted that all the changes are logical and will provide clarity to those reading the document.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-07.

- E. A Resolution to remove \$3,061.70 of Bad Debt from one former resident was presented and discussed. Vice President Workman moved (Treadwell support) to adopt the resolution as presented.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2023-08.

- F. A resolution to remove surplus property from our inventory was presented and discussed. This year's list was nearly exclusively stoves and refrigerators that had failed. One old printer was on the list. President Lockwood moved (Treadwell support) to adopt the resolution as presented.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-09.

- G. A resolution regarding the Fiscal Year 2023 Consolidated Operating Budget was presented for discussion. Vice President Workman noted that there may need to be some adjustments as reality under RAD unfolds but that the numbers presented are as accurate as they can be at this point. Commissioner Workman then moved (Treadwell support) that the TCHC 2023 Consolidated Operating Budget for the Fiscal Year Ending June 30, 2023 be adopted.

Roll Call

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-10.

- H. A resolution to adopt the updated HCV Administrative Plan was presented for discussion. Alisa Korn, Program Manager for the HCV, provided context to the updates and the changes with the largest being the addition of the Chapter of RAD Vouchers. After all questions were answered, Commissioner Putman moved (Workman support) that the 2022 Housing Choice

Voucher Administrative Plan as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-11.

X CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: an e-mail from attorney Carl Coan on the HUD Lawsuit.

XI PUBLIC COMMENT

There was a question on the Carl Coan e-mail (referred to staff).

Ellen Corcoran congratulated the newly “re-elected” officers and thanked all Commissioners for working with resident leadership and commended their hard work, transparency, and inclusiveness. Residents are happy with TCHC Leadership. Betty Osbourne, RTRC President, thanked everyone and noted that it was uplifting to see the Commissioners in action and said that they obviously care about this work.

XII COMMISSIONER COMMENT

Commissioner Putman thanked the Commissioners and staff for being patient with him during his illness. President Lockwood noted that it was great to see him back at the table.

President Lockwood then thanked all Commissioners for their work this past year. She also noted that Executive Director was missed but that she hoped he was enjoying the vacation.

XIII ADJOURNMENT

Commissioner Putman moved (Lockwood support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:07 A.M. It was announced that the next meeting will on August 26, 2022 at the Governmental Center.

Respectfully submitted,

Judy Myers, TCHC Consultant and Acting Recording Secretary

Heather Lockwood, President

Date: 08/23/2022
Time: 09:57:20

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 06/01/2022 To: 06/30/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2022	DEP	U.S. Dept. of HUD		25,338.00	103,535.60
06/07/2022	040926	All American Investment Group, LLC	28,196.76		75,338.84
06/08/2022	DEP			706.00	76,044.84
06/08/2022	DEP			11,298.18	87,343.02
06/08/2022	DEP			8,232.36	95,575.38
06/08/2022	DEP			48,136.57	143,711.95
06/13/2022	EFT	Alisa Korn	1,986.27		141,725.68
06/13/2022	EFT	**VOID** Alisa Korn	(1,986.27)		143,711.95
06/13/2022	040927	Allen Supply	1,344.00		142,367.95
06/13/2022	040928	DeWeese Hardware	124.43		142,243.52
06/13/2022	040929	The Home Depot Pro Multifamily	485.17		141,758.35
06/13/2022	040930	Alliance Architects, Inc.	570.00		141,188.35
06/13/2022	040931	Spectrum Business	5,740.09		135,448.26
06/13/2022	040932	Great Lakes Business Systems, Inc.	252.65		135,195.61
06/13/2022	040933	AmRent	21.70		135,173.91
06/13/2022	040934	Granite Telecommunications	314.58		134,859.33
06/13/2022	040935	Safety Net	224.50		134,634.83
06/13/2022	040936	Kim Fehrenbach	158.38		134,476.45
06/13/2022	040937	Spectrum Business	189.98		134,286.47
06/13/2022	040938	Traverse City Record Eagle	107.60		134,178.87
06/13/2022	040939	Republic Services #239	1,435.38		132,743.49
06/13/2022	040940	DTE ENERGY	1,431.20		131,312.29
06/13/2022	040941	Grand Traverse County DPW	483.00		130,829.29
06/13/2022	040942	Michael Walters	234.00		130,595.29
06/13/2022	040943	Housing Authority Accounting...	1,161.61		129,433.68
06/13/2022	040944	Engineered Protection Systems Inc	208.80		129,224.88
06/13/2022	040945	Byte Productions, LLC	30.00		129,194.88
06/13/2022	040946	Kuhn Rogers PLC	240.00		128,954.88
06/13/2022	040947	BATA	10,000.00		118,954.88
06/13/2022	040948	City Of Traverse City	123.96		118,830.92
06/13/2022	040949	SAM'S CLUB	480.64		118,350.28
06/13/2022	040950	City Of Traverse City	150.40		118,199.88
06/13/2022	040951	DTE ENERGY	186.60		118,013.28
06/14/2022	EFT	Internal Revenue Service	2,501.37		115,511.91
06/14/2022	EFT	State of Michigan	411.60		115,100.31
06/14/2022	EFT	Principal Life Insurance Co.	332.96		114,767.35
06/14/2022	EFT	Alisa Korn	1,837.66		112,929.69
06/14/2022	EFT	Kim Fehrenbach	1,545.62		111,384.07
06/14/2022	EFT	Anthony Lentych	2,537.57		108,846.50
06/14/2022	EFT	Larry G. Freeman	563.84		108,282.66

Date: 08/23/2022
Time: 09:57:20

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 06/01/2022 To: 06/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
06/14/2022	EFT	Randy J. Pardee	651.54		107,631.12
06/14/2022	EFT	Michael Walters	1,838.34		105,792.78
06/15/2022	DEP			3,653.00	109,445.78
06/15/2022	040952	United States Liability Insurance Co.	264.20		109,181.58
06/23/2022	040953	Grand Traverse Cty. Treasurer	884.01		108,297.57
06/23/2022	040954	Integrated Payroll Services, Inc.	58.20		108,239.37
06/23/2022	040955	Environmental Pest Control	290.00		107,949.37
06/23/2022	040956	Safety Net	970.00		106,979.37
06/23/2022	040957	Precision Plumbing & Heating, Inc.	1,970.44		105,008.93
06/23/2022	040958	Vision Service Plan	11.11		104,997.82
06/23/2022	040959	Judy Myers	199.62		104,798.20
06/23/2022	040960	D & W Mechanical	2,465.09		102,333.11
06/23/2022	040961	Traverse Outdoor	86.25		102,246.86
06/23/2022	040962	DTE ENERGY	42.91		102,203.95
06/23/2022	040963	Consumers Energy	1,091.74		101,112.21
06/28/2022	EFT	Internal Revenue Service	2,690.89		98,421.32
06/28/2022	EFT	State of Michigan	434.76		97,986.56
06/28/2022	EFT	Principal Life Insurance Co.	832.16		97,154.40
06/28/2022	EFT	Alisa Korn	1,837.66		95,316.74
06/28/2022	EFT	Kim Fehrenbach	1,930.00		93,386.74
06/28/2022	EFT	Anthony Lentych	2,537.38		90,849.36
06/28/2022	EFT	Larry G. Freeman	563.84		90,285.52
06/28/2022	EFT	Randy J. Pardee	651.54		89,633.98
06/28/2022	EFT	Michael Walters	1,846.96		87,787.02
06/30/2022	040964	HDS, LLC DBA Kanso Software	290.00		87,497.02
06/30/2022	040965	Northern Michigan Janitorial Supply	34.00		87,463.02
06/30/2022	040966	Priority Health	3,709.89		83,753.13
06/30/2022	040967	Verizon Wireless	27.76		83,725.37
06/30/2022	040968	Speedwrench, Inc.	375.00		83,350.37
06/30/2022	040969	Environmental Pest Control	290.00		83,060.37
06/30/2022	040970	Judy Myers	575.13		82,485.24
06/30/2022	040971	City Of Traverse City	7,549.05		74,936.19
06/30/2022	040972	Nan McKay & Associates Inc	478.00		74,458.19
06/30/2022	040973	Quadient Finance USA, Inc.	149.85		74,308.34
06/30/2022	040974	Cardmember Service	1,303.94		73,004.40
Total:			102,557.31	97,364.11	

Date: 08/23/2022
Time: 09:59:18

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2022 To: 06/30/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2022	DEP	U.S. Dept. of HUD		9,196.00	173,420.38
06/01/2022	DEP	U.S. Dept. of HUD		98,368.00	271,788.38
06/01/2022	ADJST	PNC Bank	125.00		271,663.38
06/01/2022	000270	Jeana Aiken	724.00		270,939.38
06/01/2022	000270	Dustin Ansoerge	938.00		270,001.38
06/01/2022	000270	Ayers Investment Properties LLC	721.00		269,280.38
06/01/2022	000270	B & R RENTALS, LLC	658.00		268,622.38
06/01/2022	000270	Bay Front Apartments	398.00		268,224.38
06/01/2022	000270	Bay Hill Housing LDHALP	11,208.00		257,016.38
06/01/2022	000270	Bay Hill II	10,353.00		246,663.38
06/01/2022	000270	Elizabeth Beckett	297.00		246,366.38
06/01/2022	000270	Bellaire Senior Apartments	399.00		245,967.38
06/01/2022	000270	WODA Boardman Lake LHDALP	377.00		245,590.38
06/01/2022	000270	Brookside Commons LDHA, LP	3,164.00		242,426.38
06/01/2022	000270	Padrice Brown	539.00		241,887.38
06/01/2022	000270	Rebecca Carmien	254.00		241,633.38
06/01/2022	000270	Carson Square	6,510.00		235,123.38
06/01/2022	000270	Central Lake Townhouses	119.00		235,004.38
06/01/2022	000270	Cherrywood Village Farms, Inc.	3,659.00		231,345.38
06/01/2022	000270	Davis Investment Properties, LLC	875.00		230,470.38
06/01/2022	000270	Jack V. Dean	403.00		230,067.38
06/01/2022	000270	Five P. Enterprises, LLC	507.00		229,560.38
06/01/2022	000270	Lisa Forbes	518.00		229,042.38
06/01/2022	000270	Frankfort Housing LDHA LP	1,130.00		227,912.38
06/01/2022	000270	Michael Glowacki	322.00		227,590.38
06/01/2022	000270	David Grzesiek	303.00		227,287.38
06/01/2022	000270	Habitat for Humanity	306.00		226,981.38
06/01/2022	000270	Harbour Ridge Apts	804.00		226,177.38
06/01/2022	000270	Hillview Terrace	1,391.00		224,786.38
06/01/2022	000270	Josh Hollister	714.00		224,072.38
06/01/2022	000270	HomeStretch	5,464.00		218,608.38
06/01/2022	000270	Matthew Jones	696.00		217,912.38
06/01/2022	000270	Donna Kalchik	436.00		217,476.38
06/01/2022	000270	Lake Pointe Acquisitions LLC.	822.00		216,654.38
06/01/2022	000270	Sidney Lammers	398.00		216,256.38
06/01/2022	000270	Don E. Lint	582.00		215,674.38
06/01/2022	000270	Maret Sabourin	757.00		214,917.38
06/01/2022	000270	Sue Martin	780.00		214,137.38
06/01/2022	000270	Revokable Trust of Richard T &...	348.00		213,789.38
06/01/2022	000270	Oak Park Apts	873.00		212,916.38

Date: 08/23/2022
Time: 09:59:18

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2022 To: 06/30/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2022	000270	Oak Terrace Apts	735.00		212,181.38
06/01/2022	000270	Dawn M. Oh	802.00		211,379.38
06/01/2022	000270	Douglas L. Porter	542.00		210,837.38
06/01/2022	000270	Post Village Glen, LLC	9,158.00		201,679.38
06/01/2022	000270	Wayne E Purkiss Trust	824.00		200,855.38
06/01/2022	000270	Timothy Rice	392.00		200,463.38
06/01/2022	000270	Sabin Pond Apartments LLC	103.00		200,360.38
06/01/2022	000270	Mike & Melissa Schichtel	1,100.00		199,260.38
06/01/2022	000270	Sherwin Rentals	615.00		198,645.38
06/01/2022	000270	SILVER SHORES MHC	2,680.00		195,965.38
06/01/2022	000270	Paul & Leona Steinorth Family Trust	426.00		195,539.38
06/01/2022	000270	Ryan Storey	370.00		195,169.38
06/01/2022	000270	22955 Investments LLC	2,076.00		193,093.38
06/01/2022	000270	TCR Investments, LLC	798.00		192,295.38
06/01/2022	000270	Wendy Teagan	436.00		191,859.38
06/01/2022	000270	Village View Housing LHDA LP	429.00		191,430.38
06/01/2022	000270	Village Woods	655.00		190,775.38
06/01/2022	000270	Wagner Asset Group at Ninth...	307.00		190,468.38
06/01/2022	000270	Kevin Warren	130.00		190,338.38
06/01/2022	000270	Christina Wellinger	538.00		189,800.38
06/01/2022	000270	Paul Wheelock	365.00		189,435.38
06/01/2022	000270	Woodmere Ridge Apartments...	4,363.00		185,072.38
06/01/2022	000270	Wyatt Road Apartment Company	1,156.00		183,916.38
06/01/2022	000270	Theodore V. Zachman	1,135.00		182,781.38
06/01/2022	000270	Ann Zenner	710.00		182,071.38
06/01/2022	000270	Barb Zupin	472.00		181,599.38
06/01/2022	023396	Village Apartments LP	425.00		181,174.38
06/13/2022	DEP			100.00	181,274.38
06/13/2022	023397	City Of Traverse City	134.80		181,139.58
06/13/2022	023398	Consumers Energy	288.00		180,851.58
06/13/2022	023399	DTE ENERGY	200.20		180,651.38
06/13/2022	023400	City Of Traverse City	16.00		180,635.38
06/13/2022	023401	DTE ENERGY	20.00		180,615.38
06/13/2022	023402	Traverse City Housing Commission	991.00		179,624.38
06/23/2022	023403	Traverse City Housing Commission	11,380.06		168,244.32
Total:			103,644.06	107,664.00	

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07/05/2022	EFT	U.S. Dept. of HUD		25,835.67	98,840.07
07/08/2022	DEP	U.S. Dept. of HUD		66,226.00	165,066.07
07/08/2022	DEP	U.S. Dept. of HUD		159,363.36	324,429.43
07/08/2022	DEP	U.S. Dept. of HUD		168,220.36	492,649.79
07/08/2022	DEP	U.S. Dept. of HUD		184,756.36	677,406.15
07/08/2022	DEP			55,320.07	732,726.22
07/08/2022	DEP			368.00	733,094.22
07/08/2022	040975	City Of Traverse City	126.40		732,967.82
07/08/2022	040976	DTE ENERGY	146.60		732,821.22
07/08/2022	040977	Cusack's Masonry Restoration, Inc.	178,853.85		553,967.37
07/08/2022	040978	Judy Myers	411.02		553,556.35
07/08/2022	040979	Spectrum Business	189.98		553,366.37
07/08/2022	040980	Leelanau Cut Above Lawn Care	10,335.00		543,031.37
07/08/2022	040981	Michael Walters	225.00		542,806.37
07/08/2022	040982	DTE ENERGY	131.58		542,674.79
07/08/2022	040983	Grand Traverse County DPW	483.00		542,191.79
07/08/2022	040984	Housing Authority Accounting...	1,431.61		540,760.18
07/08/2022	040985	Integrated Payroll Services, Inc.	58.20		540,701.98
07/08/2022	040986	Byte Productions, LLC	30.00		540,671.98
07/08/2022	040987	Safety Net	224.50		540,447.48
07/08/2022	040988	Mansfield Land Use Consultants	1,277.50		539,169.98
07/08/2022	040989	BATA	10,000.00		529,169.98
07/08/2022	040990	MSHDA	60,568.00		468,601.98
07/08/2022	040990	**VOID** MSHDA	(60,568.00)		529,169.98
07/08/2022	040991	MSHDA	22,146.00		507,023.98
07/08/2022	040991	**VOID** MSHDA	(22,146.00)		529,169.98
07/11/2022	XFER		262,914.05		266,255.93
07/12/2022	EFT	Internal Revenue Service	2,788.08		263,467.85
07/12/2022	EFT	State of Michigan	461.16		263,006.69
07/12/2022	EFT	Principal Life Insurance Co.	589.76		262,416.93
07/12/2022	EFT	Alisa Korn	1,837.66		260,579.27
07/12/2022	EFT	Kim Fehrenbach	1,766.51		258,812.76
07/12/2022	EFT	Anthony Lentych	2,537.57		256,275.19
07/12/2022	EFT	Larry G. Freeman	563.84		255,711.35
07/12/2022	EFT	Randy J. Pardee	651.54		255,059.81
07/12/2022	EFT	Michael Walters	1,816.44		253,243.37
07/12/2022	EFT	James Liberty	1,144.03		252,099.34
07/12/2022	EFT	4 Front Credit Union	78.33		252,021.01
07/21/2022	XFER			2,866,035.25	3,118,056.26
07/22/2022	XFER	Independent Bank	251,951.91		2,866,104.35

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07/25/2022	XFER		2,600,000.00		266,104.35
07/25/2022	040992	City Of Traverse City	19,316.01		246,788.34
07/25/2022	040994	Kim Fehrenbach	297.50		246,490.84
07/25/2022	040995	Alisa Korn	240.63		246,250.21
07/26/2022	EFT	Internal Revenue Service	2,937.95		243,312.26
07/26/2022	EFT	State of Michigan	485.29		242,826.97
07/26/2022	EFT	Principal Life Insurance Co.	794.68		242,032.29
07/26/2022	EFT	4 Front Credit Union	78.33		241,953.96
07/26/2022	EFT	Alisa Korn	1,837.66		240,116.30
07/26/2022	EFT	Kim Fehrenbach	1,625.79		238,490.51
07/26/2022	EFT	Anthony Lentych	2,990.47		235,500.04
07/26/2022	EFT	Larry G. Freeman	563.84		234,936.20
07/26/2022	EFT	Michael Walters	1,822.26		233,113.94
07/26/2022	EFT	Randy J. Pardee	503.16		232,610.78
07/26/2022	040996	Alliance Architects, Inc.	23,055.00		209,555.78
07/29/2022	EFT	James Liberty	1,425.95		208,129.83
07/29/2022	DEP			20,678.65	228,808.48
07/29/2022	040997	McCardel Water Conditioning	73.25		228,735.23
07/29/2022	040998	Integrated Payroll Services, Inc.	125.20		228,610.03
07/29/2022	040999	United States Liability Insurance Co.	919.64		227,690.39
07/29/2022	041000	Northwest Lock, Inc.	30.00		227,660.39
07/29/2022	041001	Priority Health	2,626.88		225,033.51
07/29/2022	041002	City of Traverse City, Treasurer's...	42.91		224,990.60
07/29/2022	041003	City Of Traverse City	8,738.95		216,251.65
07/29/2022	041004	Kuhn Rogers PLC	641.74		215,609.91
07/29/2022	041005	Great Lakes Business Systems, Inc.	203.01		215,406.90
07/29/2022	041006	Spectrum Business	5,740.09		209,666.81
07/29/2022	041007	Staples	247.55		209,419.26
07/29/2022	041008	Republic Services #239	1,372.50		208,046.76
07/29/2022	041009	Granite Telecommunications	323.81		207,722.95
07/29/2022	041010	Northern Michigan Janitorial Supply	59.40		207,663.55
07/29/2022	041011	HDS, LLC DBA Kansa Software	145.00		207,518.55
07/29/2022	041012	Environmental Pest Control	510.00		207,008.55
07/29/2022	041013	Otis Elevator Company	8,439.24		198,569.31
07/29/2022	041014	Verizon Wireless	28.35		198,540.96
07/29/2022	041015	Cardmember Service	2,255.10		196,285.86
07/29/2022	041016	Leelanau Cut Above Lawn Care	4,350.00		191,935.86
07/29/2022	041017	Home Depot Credit Services	101.60		191,834.26
07/29/2022	041018	SAM'S CLUB	179.82		191,654.44
07/29/2022	041019	Vision Service Plan	81.84		191,572.60

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07/29/2022	041020	4 Front Credit Union	5,640.00		185,932.60
Total:			3,433,875.52	3,546,803.72	

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07/01/2022	DEP	U.S. Dept. of HUD		9,196.00	177,440.32
07/01/2022	DEP	U.S. Dept. of HUD		98,368.00	275,808.32
07/01/2022	ADJST	PNC Bank	150.05		275,658.27
07/01/2022	000271	Jeana Aiken	724.00		274,934.27
07/01/2022	000271	Dustin Ansoerge	938.00		273,996.27
07/01/2022	000271	Ayers Investment Properties LLC	721.00		273,275.27
07/01/2022	000271	B & R RENTALS, LLC	658.00		272,617.27
07/01/2022	000271	Bay Front Apartments	398.00		272,219.27
07/01/2022	000271	Bay Hill Housing LDHALP	11,699.00		260,520.27
07/01/2022	000271	Bay Hill II	9,209.00		251,311.27
07/01/2022	000271	Elizabeth Beckett	297.00		251,014.27
07/01/2022	000271	Bellaire Senior Apartments	399.00		250,615.27
07/01/2022	000271	WODA Boardman Lake LHDALP	377.00		250,238.27
07/01/2022	000271	Brookside Commons LDHA, LP	3,150.00		247,088.27
07/01/2022	000271	Padrice Brown	539.00		246,549.27
07/01/2022	000271	Rebecca Carmien	254.00		246,295.27
07/01/2022	000271	Carson Square	7,896.00		238,399.27
07/01/2022	000271	Central Lake Townhouses	119.00		238,280.27
07/01/2022	000271	Cherrywood Village Farms, Inc.	3,684.00		234,596.27
07/01/2022	000271	Davis Investment Properties, LLC	875.00		233,721.27
07/01/2022	000271	Jack V. Dean	403.00		233,318.27
07/01/2022	000271	Five P. Enterprises, LLC	509.00		232,809.27
07/01/2022	000271	Lisa Forbes	518.00		232,291.27
07/01/2022	000271	Frankfort Housing LDHA LP	1,755.00		230,536.27
07/01/2022	000271	Michael Glowacki	836.00		229,700.27
07/01/2022	000271	David Grzesiek	303.00		229,397.27
07/01/2022	000271	Habitat for Humanity	306.00		229,091.27
07/01/2022	000271	Harbour Ridge Apts	804.00		228,287.27
07/01/2022	000271	Hillview Terrace	1,374.00		226,913.27
07/01/2022	000271	Josh Hollister	714.00		226,199.27
07/01/2022	000271	HomeStretch	4,750.00		221,449.27
07/01/2022	000271	Matthew Jones	696.00		220,753.27
07/01/2022	000271	Donna Kalchik	436.00		220,317.27
07/01/2022	000271	Lake Pointe Acquisitions LLC.	822.00		219,495.27
07/01/2022	000271	Sidney Lammers	398.00		219,097.27
07/01/2022	000271	Don E. Lint	582.00		218,515.27
07/01/2022	000271	Maret Sabourin	552.00		217,963.27
07/01/2022	000271	Sue Martin	780.00		217,183.27
07/01/2022	000271	Revokable Trust of Richard T &...	348.00		216,835.27
07/01/2022	000271	Oak Park Apts	873.00		215,962.27

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07/01/2022	000271	Oak Terrace Apts	735.00		215,227.27
07/01/2022	000271	Dawn M. Oh	802.00		214,425.27
07/01/2022	000271	Douglas L. Porter	542.00		213,883.27
07/01/2022	000271	Post Village Glen, LLC	9,222.00		204,661.27
07/01/2022	000271	Wayne E Purkiss Trust	824.00		203,837.27
07/01/2022	000271	Timothy Rice	392.00		203,445.27
07/01/2022	000271	Sabin Pond Apartments LLC	103.00		203,342.27
07/01/2022	000271	Mike & Melissa Schichtel	1,100.00		202,242.27
07/01/2022	000271	Sherwin Rentals	615.00		201,627.27
07/01/2022	000271	SILVER SHORES MHC	2,680.00		198,947.27
07/01/2022	000271	Paul & Leona Steinorth Family Trust	426.00		198,521.27
07/01/2022	000271	Ryan Storey	370.00		198,151.27
07/01/2022	000271	22955 Investments LLC	2,076.00		196,075.27
07/01/2022	000271	TCR Investments, LLC	798.00		195,277.27
07/01/2022	000271	Wendy Teagan	436.00		194,841.27
07/01/2022	000271	Village View Housing LHDA LP	429.00		194,412.27
07/01/2022	000271	Village Woods	655.00		193,757.27
07/01/2022	000271	Wagner Asset Group at Ninth...	307.00		193,450.27
07/01/2022	000271	Kevin Warren	302.00		193,148.27
07/01/2022	000271	Christina Wellinger	538.00		192,610.27
07/01/2022	000271	Paul Wheelock	365.00		192,245.27
07/01/2022	000271	Woodmere Ridge Apartments...	4,363.00		187,882.27
07/01/2022	000271	Wyatt Road Apartment Company	1,156.00		186,726.27
07/01/2022	000271	Theodore V. Zachman	1,135.00		185,591.27
07/01/2022	000271	Ann Zenner	710.00		184,881.27
07/01/2022	000271	Barb Zupin	472.00		184,409.27
07/01/2022	023404	Village Apartments LP	425.00		183,984.27
07/08/2022	DEP			100.00	184,084.27
07/08/2022	023405	City Of Traverse City	160.00		183,924.27
07/08/2022	023406	Consumers Energy	186.00		183,738.27
07/08/2022	023407	DTE ENERGY	211.00		183,527.27
07/29/2022	023408	Traverse City Housing Commission	1,891.00		181,636.27
Total:			94,272.05	107,664.00	

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08/01/2022	DEP	U.S. Dept. of HUD		25,836.00	211,768.60
08/02/2022	041002	**VOID** City of Traverse City,...	(42.91)		211,811.51
08/02/2022	041021	Mansfield Land Use Consultants	29,523.50		182,288.01
08/02/2022	041022	Judy Myers	641.22		181,646.79
08/08/2022	EFT	Internal Revenue Service	9,228.16		172,418.63
08/08/2022	EFT	State of Michigan	1,209.62		171,209.01
08/08/2022	33066	Kim Fehrenbach	2,381.59		168,827.42
08/08/2022	33067	Alisa Korn	6,026.03		162,801.39
08/08/2022	33068	Anthony Lentych	10,049.55		152,751.84
08/08/2022	33069	Larry G. Freeman	660.74		152,091.10
08/08/2022	33070	James Liberty	1,073.55		151,017.55
08/08/2022	33071	Michael Walters	1,665.77		149,351.78
08/09/2022	DEP			538.00	149,889.78
08/09/2022	EFT	Internal Revenue Service	2,880.42		147,009.36
08/09/2022	EFT	State of Michigan	472.70		146,536.66
08/09/2022	EFT	4 Front Credit Union	78.33		146,458.33
08/09/2022	EFT	Principal Life Insurance Co.	780.84		145,677.49
08/09/2022	EFT	Alisa Korn	1,837.66		143,839.83
08/09/2022	EFT	Kim Fehrenbach	1,625.81		142,214.02
08/09/2022	EFT	Anthony Lentych	2,820.62		139,393.40
08/09/2022	EFT	Larry G. Freeman	563.84		138,829.56
08/09/2022	EFT	Michael Walters	1,979.54		136,850.02
08/09/2022	EFT	James Liberty	1,485.41		135,364.61
08/11/2022	DEP			5,385.00	140,749.61
08/11/2022	DEP			45,802.78	186,552.39
08/15/2022	041023	City Of Traverse City	83.00		186,469.39
08/15/2022	041024	DTE ENERGY	84.00		186,385.39
08/15/2022	041025	Ace Hardware	17.48		186,367.91
08/15/2022	041026	City Of Traverse City	7,477.23		178,890.68
08/15/2022	041027	Accident Fund	2,841.00		176,049.68
08/15/2022	041028	Spectrum Business	5,831.27		170,218.41
08/15/2022	041029	Johnson Controls	1,500.00		168,718.41
08/15/2022	041030	Kuhn Rogers PLC	682.70		168,035.71
08/15/2022	041031	Granite Telecommunications	646.95		167,388.76
08/15/2022	041032	Joseph Liggett	202.00		167,186.76
08/15/2022	041033	Integrated Payroll Services, Inc.	118.60		167,068.16
08/15/2022	041034	AmRent	21.70		167,046.46
08/15/2022	041035	Staples	86.04		166,960.42
08/15/2022	041036	Spectrum Business	189.98		166,770.44
08/15/2022	041037	Great Lakes Business Systems, Inc.	124.02		22 166,646.42

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08/15/2022	041038	Safety Net	224.50		166,421.92
08/15/2022	041039	City Of Traverse City	96.89		166,325.03
08/15/2022	041040	Housing Authority Accounting...	1,161.61		165,163.42
08/15/2022	041041	Byte Productions, LLC	30.00		165,133.42
08/15/2022	041042	Engineered Protection Systems Inc	3.84		165,129.58
08/15/2022	041043	Munson Occupational Health &...	35.00		165,094.58
08/15/2022	041044	Grand Traverse County	483.00		164,611.58
08/15/2022	041045	James Liberty	59.69		164,551.89
08/15/2022	041046	Michael Walters	261.25		164,290.64
08/15/2022	041047	DTE ENERGY	111.95		164,178.69
08/15/2022	041048	Home Depot Credit Services	882.96		163,295.73
08/15/2022	041049	SAM'S CLUB	306.11		162,989.62
Total:			100,504.76	77,561.78	

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08/01/2022	DEP	U.S. Dept. of HUD		9,196.00	190,832.27
08/01/2022	DEP	U.S. Dept. of HUD		93,940.00	284,772.27
08/01/2022	000272	TC Commons I LDHA, LLC	616.00		284,156.27
08/01/2022	000272	Jeana Aiken	724.00		283,432.27
08/01/2022	000272	Dustin Ansoerge	938.00		282,494.27
08/01/2022	000272	Ayers Investment Properties LLC	721.00		281,773.27
08/01/2022	000272	B & R RENTALS, LLC	1,073.00		280,700.27
08/01/2022	000272	Bay Front Apartments	398.00		280,302.27
08/01/2022	000272	Bay Hill Housing LDHALP	10,136.00		270,166.27
08/01/2022	000272	Bay Hill II	8,125.00		262,041.27
08/01/2022	000272	Elizabeth Beckett	297.00		261,744.27
08/01/2022	000272	Bellaire Senior Apartments	399.00		261,345.27
08/01/2022	000272	WODA Boardman Lake LHDALP	377.00		260,968.27
08/01/2022	000272	Brookside Commons LDHA, LP	3,150.00		257,818.27
08/01/2022	000272	Padrice Brown	539.00		257,279.27
08/01/2022	000272	Rebecca Carmien	254.00		257,025.27
08/01/2022	000272	Carson Square	7,156.00		249,869.27
08/01/2022	000272	Central Lake Townhouses	402.00		249,467.27
08/01/2022	000272	Cherrywood Village Farms, Inc.	3,684.00		245,783.27
08/01/2022	000272	TC Commons II LDHA LLC	920.00		244,863.27
08/01/2022	000272	Davis Investment Properties, LLC	875.00		243,988.27
08/01/2022	000272	Jack V. Dean	403.00		243,585.27
08/01/2022	000272	Five P Enterprises, LLC	509.00		243,076.27
08/01/2022	000272	Lisa Forbes	518.00		242,558.27
08/01/2022	000272	Frankfort Housing LDHA LP	1,391.00		241,167.27
08/01/2022	000272	Michael Glowacki	836.00		240,331.27
08/01/2022	000272	David Grzesiek	303.00		240,028.27
08/01/2022	000272	Habitat for Humanity	306.00		239,722.27
08/01/2022	000272	Harbour Ridge Apts	804.00		238,918.27
08/01/2022	000272	Hillview Terrace	1,071.00		237,847.27
08/01/2022	000272	Josh Hollister	777.00		237,070.27
08/01/2022	000272	HomeStretch	5,256.00		231,814.27
08/01/2022	000272	Matthew Jones	696.00		231,118.27
08/01/2022	000272	Donna Kalchik	436.00		230,682.27
08/01/2022	000272	Lake Pointe Acquisitions LLC.	683.00		229,999.27
08/01/2022	000272	Sidney Lammers	398.00		229,601.27
08/01/2022	000272	Don E. Lint	582.00		229,019.27
08/01/2022	000272	Maret Sabourin	552.00		228,467.27
08/01/2022	000272	Sue Martin	780.00		227,687.27
08/01/2022	000272	Revokable Trust of Richard T &...	328.00		227,359.27

Date: 08/23/2022
Time: 10:02:13

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 08/01/2022 To: 08/23/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2022	000272	Oak Park Apts	873.00		226,486.27
08/01/2022	000272	Oak Terrace Apts	735.00		225,751.27
08/01/2022	000272	Dawn M. Oh	802.00		224,949.27
08/01/2022	000272	Douglas L. Porter	542.00		224,407.27
08/01/2022	000272	Post Village Glen, LLC	7,024.00		217,383.27
08/01/2022	000272	Wayne E Purkiss Trust	824.00		216,559.27
08/01/2022	000272	Timothy Rice	392.00		216,167.27
08/01/2022	000272	Sabin Pond Apartments LLC	125.00		216,042.27
08/01/2022	000272	Mike & Melissa Schichtel	1,100.00		214,942.27
08/01/2022	000272	Sherwin Rentals	615.00		214,327.27
08/01/2022	000272	SILVER SHORES MHC	2,575.00		211,752.27
08/01/2022	000272	Paul & Leona Steinorth Family Trust	426.00		211,326.27
08/01/2022	000272	Ryan Storey	370.00		210,956.27
08/01/2022	000272	22955 Investments LLC	2,191.00		208,765.27
08/01/2022	000272	TCR Investments, LLC	798.00		207,967.27
08/01/2022	000272	Wendy Teagan	436.00		207,531.27
08/01/2022	000272	Village View Housing LHDA LP	429.00		207,102.27
08/01/2022	000272	Village Woods	655.00		206,447.27
08/01/2022	000272	Wagner Asset Group at Ninth...	307.00		206,140.27
08/01/2022	000272	Kevin Warren	302.00		205,838.27
08/01/2022	000272	Christina Wellinger	538.00		205,300.27
08/01/2022	000272	Paul Wheelock	365.00		204,935.27
08/01/2022	000272	Woodmere Ridge Apartments...	5,399.00		199,536.27
08/01/2022	000272	Wyatt Road Apartment Company	1,138.00		198,398.27
08/01/2022	000272	Theodore V. Zachman	1,135.00		197,263.27
08/01/2022	000272	Ann Zenner	710.00		196,553.27
08/01/2022	000272	Barb Zupin	472.00		196,081.27
08/01/2022	023409	Village Apartments LP	425.00		195,656.27
08/08/2022	DEP			100.00	195,756.27
08/15/2022	023410	City Of Traverse City	139.00		195,617.27
08/15/2022	023411	Consumers Energy	186.00		195,431.27
08/15/2022	023412	DTE ENERGY	181.00		195,250.27
08/15/2022	023413	Traverse City Housing Commission	2,313.00		192,937.27
Total:			91,935.00	103,236.00	



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: August 19, 2022

Executive & Finance Committee Meeting: July 25, 2022

Governance & Compliance Committee Meeting: July 28, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
August 19, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the Offices of the Traverse City Housing Commission, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 1:04 P.M.

ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

CORRESPONDENCE

A letter from HUD regarding the closing of the RAD transaction was reviewed and accepting.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the July 25, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted with the addition of discussion on the TCAPS Property RFP.
- B. RAD: Staff reported that the RAD Construction project is underway and provided an update to the overall schedule. It was noted that it was great news to final be, “on the road to rehab of Riverview!” So far, there have been few resident complaints. In follow-up to an agenda item last month, staff reported that our logo will be on the construction sign that will be on Pine Street.
- C. Real Estate Updates: Staff noted that TCHC purchased the LaFranier Road property on August 1st and provided an update of everything that proceeded that purchase. There are a number of items that we have to complete post purchase. Parkview is moving forward and the development team believes that we can close on the financing package with MSHDA before January 2023 which means that construction should start in the spring. There was an update provided on East Bay Flats and the capital needs of the property – there is conversation about applying for State funding to make these improvements.

NEW AGENDA ITEM: There was a long conversation about the TCAPS RFP. Staff was instructed to talk to the development team to gauge the interest in responding. This will be a discussion item at the meeting next week and there may be an authorization of predevelopment expenses if necessary.

Staff was asked to develop a calendar or timeline for all of the items that are happening at the moment. Staff was also asked to work on the “Road Show” presentation which should be ready for “debut” in late fall.

- D. Cheboygan Housing Commission: After a lengthy discussion, staff was encourage to examine other ways to assist CHC during their time of transition – at least for now. There may be time to revisit this contract in the near future.
- E. Human Resources: There was a review of the Executive Director’s contract and specific areas that have been offered by staff. The two areas, the technology allowance increase and the paid time off adjustment, were accepted by the Committee. Staff was instructed to provide the final draft to TCHC’s HR attorney for an official review.
- F. MEETING AGENDA: The next regular meeting agenda for August 26th was discussed. HCV Payments Standards are adopted annually, if available, will be on the agenda. We will also have to approve the annual audit contract and there is also an FSS Graduation.
- G. GENERAL COMMENTS: Staff announced that Commissioners could tour Apartment No. 1002 which has been completely gutted and is ready to be reconfigured. Commissioner Workman accepted the offer.

ADJOURNMENT

President Lockwood adjourned the meeting at 1:56 P.M. The next meeting will be on September 19th.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
July 25, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the Offices of Heather Lockwood, 807 West Front Street, Traverse City, Michigan, by President Heather Lockwood at 4:10 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

Three letter of correspondence from TCHC to residents of Riverview Terrace regarding the RAD Conversion were presented and discussed.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the June 14, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. RAD: Staff reported the RAD Conversion closed in escrow on July 20, 2022. All funds were released on July 21, 2022. Staff then walked through a brief summary of the final financial structure. TCHC has been repaid for all of its pre-development expenses and received a Developer fee payment of over \$90k. Construction has begun! It was noted that it was great news to final be, “on the road to rehab of Riverview!” Staff shared the draft of the construction sign that will be on Pine Street.
- C. Real Estate Updates: As a result of the closing structure of the Riverview Terrace deal, TCHC may not need to borrow the funds to purchase the LaFranier Road property. The DTE Easement has been resolved AND the Township has approved the new site plan that was effected by DTE’s easement violation. Staff also reminded the committee the TCHC was awarded 9% Tax Credits for the Parkview Senior Housing Project. We are now working on items need to close this deal later this year. We hope to begin instruction in the spring.
- D. Cheboygan Housing Commission: There was discussion about the potential contract with CHC. This will be a longer conversation in August but there was concern as to the viability of managing a housing commission so far away.
- E. Human Resources: There was a review of the Executive Director’s contract and the specific areas that will need to be finalized. The salary adjustment was implemented on July 1, 2022. The rest of the items are considered minor and will be discussed over the next month. There was lengthy discussion about utilizing some of the developer fee as an employee bonus. While

it was noted that this will not be a regular occurrence related to real estate deals, it is important to use these funds as both a reward for the success and as a “retention” mechanism in a job environment where employees can easily seek other employment. It was decided that instead of waiting until year-end, the bonus schedule would be implemented now. The recently approved budget included such payments based upon the developer fee schedule that would have been realized at closing.

F. MEETING AGENDA: The next regular meeting of TCHC is on August 26th. The only agenda item discussed was the HCV Payments Standards which are adopted annually.

G. GENERAL COMMENTS: None.

ADJOURNMENT

President Lockwood adjourned the meeting at 5:11 P.M. The next meeting will be in the morning on August 19 and may need a conference call option due to a potential conflict.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
July 28, 2022

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 10:00 A.M. This meeting was rescheduled from July 21, 2022.

I ROLL CALL

The following were present:

Resident Members – Ellen Corcoran and Betty Osbourne.

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner and Linda Woodcock.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the June 16, 2022 meeting of this committee and the agenda for this meeting were reviewed.

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

Committee Member Betty Osbourne moved (Friend support) to accept the meeting minutes of the previous meeting. The motion was approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. An updated Policy Review Schedule was presented discussed. Staff noted that the Document Retention will be completed in August – Judy Myers is assisting with this project. All other items have been updated.
- B. Staff noted that project next door is moving along and they expect to finished next summer. They are keeping up with their agreement to assist our staff to “move” anything we need around the crane.
- C. The financial package for the RAD rehab at Riverview Terrace closed on July 21, 2022. This was a significant event and it means that actual construction/rehab can begin. Staff shared the “construction sign” and reported that this will be posted at the street. The construction schedule was briefly reviewed and it was suggested that the parking lot project be moved to the spring. Staff is trying to figure out a method for notifications for residents of construction schedule and plans that change.
- D. COVID-19: Staff reported that there is one active case (self-reported) at Riverview and the resident is isolating. But, for the most part, all restrictions for COVID have ended in the building.

V. OLD BUSINESS

A. Record Retention Policy: Work has re-started on this policy and staff is actively researching the rules and regulations around “on-line” of “cloud-based” files and the required time to store such records. The goal is to have a policy for vote for the September TCHC meeting.

VI NEW BUSINESS

A. Pet Policy: There was a lengthy review of the proposed changes to the Pet Policy. Each change was reviewed and explained. All proposed changes were considered appropriate.

VII PUBLIC COMMENT

There was a question about Parking Lot issues.

VIII ADJOURNMENT

Ellen Corcoran moved (Friend support) to adjourn the meeting. The motion was approved and the meeting was closed at 10:44 A.M. The next meeting of the Committee is scheduled for August 18, 2022 at 10:00 A.M.

Respectfully submitted,

Tony Lentych, Executive Director



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

STAFF & PROGRAM REPORTS

Executive Director's Report: August 2022

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

Resident Council Report: August 2022

EXECUTIVE DIRECTOR'S REPORT: August 26, 2022

This report covers the work accomplished from June 18, 2022 until August 25, 2022 – this is a two-month report. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. RIVERVIEW TERRACE: Twelve (12) units are now open. We have the entire X-02 stack open plus two other units. One will have a tenant on Monday and the other is at the end of an eviction process.
2. ORCHARDVIEW: The property is full.
3. EAST BAY FLATS: This project is fully leased. We are beginning conversations with our partner to address long-term capital needs through various new housing programs at State Agencies.

Housing Choice Vouchers

1. We have 157 HCVs filled at this time. This includes one person in “shop” mode.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): We closed on the RAD Conversion Transaction (in escrow) on June 20, 2022. Construction began the following week. We received our approval for Tenant Protection Vouchers on August 24, 2022 – this is significantly later than we thought it would occur. We are working with KMG and HDS, our program management software company, to get ready for the transition to PBVs for all units.
2. Parkview Apartments: We are now assembling everything that we will need to close on the financing for this project which we hope to accomplish before the end of the year.
3. BATA (See Memorandum): We purchased the property and we received \$6,000,000 from the State of Michigan. We also submitted a 4% Tax Credit Application.
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.
5. Women's Resource Center/Madeline's House: First resident was approved.
6. Correspondence and phone calls with Cheboygan Housing Commission staff.

7. Site visit to 461 Munson with Goodwill staff.

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

1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials. Prepared monthly report.
2. FSS – working to fill open spots and to monitor program. Staff is preparing the application to restart the program. The NOFA has been released and we will be applying next month.
3. Prepared for and held a RAD Resident Meeting at Riverview Terrace.

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

Financial

1. Finished the FY 2023 Budget – submitted all year-end information to fee accountant.
2. Contacted Auditor for a bid on extending the contract one more year – holding dates in October.

General Management

1. Meeting with SafetyNet staff on IT upgrades.
2. Working with Executive Committee on Employment Contract.
3. Continued work on internal Policy Review continued work on our Document Retention Policy and finalized our Pet Policy.

TCHC

1. Prepared for the Regular Meeting (August).
2. Prepared for and attended two Executive & Finance Committee meetings.
3. Prepared for and attended a Governance & Compliance Committee meeting.
4. Meeting with City Attorney about Housing Issues.
5. Meeting with one City Commissioner regarding housing issues.

6. Weekly updates of TCHC Website.
7. Conversations with Great Lakes Capital on several Housing Projects.

ERHC

1. Prepared for two meetings of the Commission (July & August). Prepared for a New Member Orientation (August).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Correspondence with Village Manager.

HUD

1. Multiple conversations with our portfolio management specialist in the Detroit HUD Office – including a conversation with our new staffer.
2. We repaid all of our loans with Capital Funds prior to closing on the RAD Conversion.

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

1. Housing North: Several meetings with Executive Staff. Attended a Grand Traverse County Housing Solutions Meeting and a meeting of the Board of Directors.
2. CEDAM: Attended a local event where the Director of LEO, Susan Corbin, and the in-coming Executive Director of MSHDA spoke.
3. Northern Lakes CMH: Attended two monthly Board of Directors Meetings.
4. Leelanau County Housing Action Committee (HAC): Attended bi-monthly meeting.
5. Presentation to Traverse Rotary Club as a guest of Dan Buron with the topic of Affordable/Workforce Housing.
6. Meeting with consultant working with Interlochen Center of the Arts regarding their potential housing project.
7. Meeting with Sarah Lucas, Department of Agriculture.
8. Meeting with Executive Director of Grand Traverse Area Habitat for Humanity.

9. Meeting with Amy Hovey, Michigan Department of LEO.
10. Meeting with Gary Heidel, Interim Director, MSHDA.
11. Meeting with the Director of the Northwest Michigan Coalition to End Homelessness regarding a potential MOU for a HUD application.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Worked with TCHC attorneys on legal issues including an eviction (successful) and land issues regarding Lafranier Property (easements, etc.).
2. Holiday/Vacation/Personal Time: One Holiday (Independence Day Holiday) and five vacation days (June 27-July 1).

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

August 26, 2022

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
25	16	64%	10	40%

FSS Program Manager Update

Finally we are seeing the program moving forward with some positive growth. We continue to recruit participants through the HCV program and through the Orchardview Public Housing intake process. We have one new family coming into the program next month. We have grown the number of participants earning escrow since this spring.

Status of Participants

We have another participant graduating this month (under New Business). And we will have two more graduations this fall. We anticipate that in August we will have another participant earning escrow.

FSS Grant

HUD announced that it is accepting applications for existing programs and for new programs so there should be a large pool of applicants. We are working on our application and staff plans to submit on September 9th well before the deadline. We may not hear the results of the funding for some time.

In July we received to Close Out letters from HUD. They are attached.



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

Traverse City Housing Commission
Tony Lentych
150 Pine Street
Traverse City, MI 49684-7814

sent via email: tlentych@tchousing.org

Dear Mr. Lentych:

SUBJECT: Closeout FY 2020 Family Self Sufficiency
Grant Number: FSS20MI3289
Grant Award: \$70,148.00

The Detroit Field Office is in receipt of the Final Financial Status Report (SF-425) for the subject program and it is in compliance with the provisions of the Grant Agreement and the Management Handbook, 7490.01. The program is now closed.

If you have any questions or need additional information, please contact Zena Farah, Portfolio Management Specialist, at (313) 234-7371 or via email at Zena.M.Farah@hud.gov.

Sincerely,

X

Douglas C. Gordon, Director
Detroit HUD Field Office of Public
Housing
Signed by: DOUGLAS GORDON



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

Traverse City Housing Commission
Tony Lentych
150 Pine Street
Traverse City, MI 49684-7814

sent via email: tlentych@tchousing.org

Dear Mr. Lentych:

SUBJECT: Closeout FY 2021 Family Self Sufficiency
Grant Number: FSS21MI3754
Grant Award: \$70,148.00

The Detroit Field Office is in receipt of the Final Financial Status Report (SF-425) for the subject program and it is in compliance with the provisions of the Grant Agreement and the Management Handbook, 7490.01. The program is now closed.

If you have any questions or need additional information, please contact Zena Farah, Portfolio Management Specialist, at (313) 234-7371 or via email at Zena.M.Farah@hud.gov.

Sincerely,

X

Douglas C. Gordon, Director
Detroit HUD Field Office of Public
Housing
Signed by: DOUGLAS GORDON


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of June 2022. This represents the end of their fiscal year. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found – all transactions were just normal purchasing.

We have not finalized a budget yet. The RTRC Officers were on a well-deserved “sabbatical” during the month of August [there is no President’s Letter this month for that reason].

There was a great Building Cook-out in July with plenty of food and live music!

ATTACHMENT: June 2022 Financial Report with June Bank Statement
July Bank Statement
Letter from the RTRC President

Riverview Terrace Resident Council

FY 2021-2022

	July	Jan	Feb	March	April	May	June
Restricted Balance Forward	\$ 1,025.72	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57	\$ 1,715.98	\$ 1,322.94
Income	\$ -	\$ -	\$ -	\$ 115.54	\$ -	\$ -	\$ -
Expenses	\$ 62.59	\$ 39.99	\$ 224.24	\$ 83.59	\$ 86.59	\$ 393.04	\$ 69.99
SUB TOTAL	\$ 963.13	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57	\$ 1,715.98	\$ 1,322.94	\$ 1,252.95

Unrestricted Balance Forward	\$ 1,506.64	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93	\$ 3,782.70	\$ 3,741.92
Income	\$ -	\$ -	\$ -	\$ -	\$ 37.50	\$ 25.00	\$ -
Expenses	\$ -	\$ 28.48	\$ -	\$ 73.85	\$ 227.73	\$ 65.78	\$ 111.80
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,506.64	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93	\$ 3,782.70	\$ 3,741.92	\$ 3,630.12

EOM TOTAL*	\$ 2,469.77	\$ 6,041.64	\$ 5,817.40	\$ 5,775.50	\$ 5,498.68	\$ 5,064.86	\$ 4,883.07
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* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,033.07

Current as of June 30, 2022



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

Your Statement Of Accounts
06/01/2022-06/30/2022
Your Account Number
xxxxxx1794
Page 1

161660 1 AV 0-426 234350-161660-673



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

Considering building your next home?
LMCU works with builders to make
the process stress free and offers great
rates along with low down payments.
Call (844) 754-6280 or visit
LMCU.org/Mortgage to schedule an 7-appointment with
an expert LMCU 8-loan officer today.

Equal Housing Lender | NMLS #442967

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$5,064.86	\$4,883.07
	Total		\$4,933.07

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jun 01		Beginning Balance			\$50.00
Jun 30		Ending Balance			\$50.00

FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jun 01		Beginning Balance			\$5,064.86
Jun 11	Jun 11	Withdrawal Debit Card Business Debit	(\$55.15)		\$5,009.71
		24492162162000021861817 SHIPT* ORDER WWW.SHIPT.COM AL 06/11/2022			
Jun 13	Jun 13	Draft 1194 Tracer 000016121	(\$30.00)		\$4,979.71
Jun 20	Jun 20	Withdrawal Bill Payment #217128100491	(\$39.99)		\$4,939.72
		SPECTRUM 855-707-7328 MO			
Jun 21	Jun 21	Withdrawal POS #217213577203	(\$56.65)		\$4,883.07
		MEIJER 033 TRAVERSE CITY MI			
Jun 30		Ending Balance			\$4,883.07

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount
□ 1194	Jun 13	\$30.00			
Total Checks Cleared		1	Total		\$30.00

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

Dividend Summary

Account
MEMBER SAVINGS
FREE CHECKING
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

Your current account relationship is Value





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

Your Statement Of Accounts
07/01/2022-07/31/2022
Your Account Number
xxxxxx1794
Page 1

86884 1 AV 0.455

151324-86884-249



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

Earn more with the Max Rewards Visa Credit Card! * Earn cash back on every dollar spent - including 3% on gas, 2% on groceries, 2% at restaurants (Signature card only), 1% on everything else.* Visit a branch or LMCU.org to apply.

*Subject to credit qualifications.
Some restrictions apply.



Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$4,883.07	\$4,456.44
	Total		\$4,506.44

MEMBER SAVINGS

Share Account ID 00

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

FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
					\$80.50
					\$507.13
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jul 01		Beginning Balance			\$4,883.07
Jul 11	Jul 11	Withdrawal POS #219217509928 GFS STORE #0919 1781 Ba Traverse City MI	(\$15.98)		\$4,867.09
Jul 12	Jul 12	Withdrawal Debit Card Business Debit 24492162193000031085533 SHIPT* ORDER WWW.SHIPT.COM AL 07/12/2022	(\$77.98)		\$4,789.11
Jul 12	Jul 12	Withdrawal Debit Card Business Debit 24492162194000002046562 SHIPT* TIP 138985884 WWW.SHIPT.COM AL 07/12/2022	(\$5.00)		\$4,784.11
Jul 13	Jul 13	Withdrawal POS #219416963230 GFS STORE #0919 1781 Ba Traverse City MI	(\$23.31)		\$4,760.80
Jul 15	Jul 15	Draft 1195 Tracer 000001858	(\$200.00)		\$4,560.80
Jul 20	Jul 20	Withdrawal Bill Payment #220122100621 SPECTRUM 855-707-7328 MO	(\$39.99)		\$4,520.81
Jul 20	Jul 20	Withdrawal Bill Payment #220120100588 SPECTRUM 855-707-7328 MO	(\$39.85)		\$4,480.96
Jul 23	Jul 23	Withdrawal Debit Card Business Debit 24269792204001049883168 JIMMY JOHNS # 720 - M 231-929-2999 MI 07/22/2022	(\$26.88)		\$4,454.08
Jul 26	Jul 26	Deposit		\$80.50	\$4,534.58
Jul 27	Jul 27	Draft 1196 Tracer 000030872	(\$78.14)		\$4,456.44
Jul 31		Ending Balance			\$4,456.44

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1195	Jul 15	\$200.00	□ 1196	Jul 27	\$78.14			
		Total Checks Cleared	2			\$278.14		

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

Riverview Terrace Resident Council

August 24, 2022,

Traverse City Housing Commission

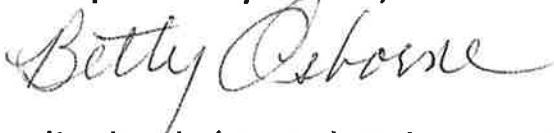
To the Traverse City Housing Commission Members,

We have had a very busy month of July with Cherry Fest on our doorstep, "Big Money" Bingo, and a grand picnic, with live music. The attendance was not as good as previous picnics. We worked hard to entice the residents to come out for some pulled pork, potato salad, coleslaw and watermelon. Well, I guess "you can lead a horse to water, but you can't make it drink" as the saying goes.

Our office will be closed for the month of August but I will be here to put out the birthday party and paperwork. "The wicked get no rest!" I will be taking some time off in September for a knee replacement, though.

August 17, Birthday Celebration.

Respectfully Yours,



Elizabeth (Betty) Osborne, RTRC President





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

OLD BUSINESS

TCHC Policy Review Schedule August 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCHC Policy Review Schedule

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

TCHC Policy Review Schedule

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


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We closed in escrow on the RAD transaction, with HUD, MSHDA, and our investor on July 20, 2022. All of the funding was released to us the next day. In the end, TCHC was made whole for all of our pre-development costs and we immediately paid off our line of credit with Independent (who has been a great partner). We also received the first part of our Developer Fee too – about \$90,000.

One item of note that was different from all of our previous discussion is that due to the timing of the closing, TCHC had to put another \$500,000 into the project through a second Sponsor Note in order to bridge the FHLBI AHP Grant. I am not sure why MSHDA requires this but we will repaid later this year when FHLBI funds the project.

This has been one of the most complicated development deals I have ever seen. Our goal of putting Riverview Terrace in a great place for the next few decades was accomplished. TCHC is in a very health financial position too. Overall, the frustration over all the delays has been worth it.

First Contracting has begun the construction project and has nearly completed the demolition of the X-02 stack of apartments – only one more to go. The one unit remaining was the last one to have a resident in the unit. She has been moved and its demo is underway. Asbestos remediation in that stack has also begun and is going smoothly.

As usual, we are engaged in multiple meetings every week with members of our development team, our contractor, and our architect. We are about to submit our final list of changes (mostly due to price increases) to MSHDA for review.

There was one RAD meeting for residents last month. It was very well attended.

ATTACHMENTS: July 15, 2022 Meeting Minutes and Sign-In
Construction Schedule as of Mid-August (subject to change based upon available materials and crews).

RAD UPDATE MEETING

GET UP TO DATE INFORMATION

FRIDAY, JULY 15, 2022 AT 5:00 PM

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

We will also share our regular, monthly RAD updates. Bring your questions and concerns!

This meeting is in conjunction with the your monthly RTRC Meeting.



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

**THIS IS OUR MONTHLY
RAD MEETING**

RIVERVIEW TERRACE COMMUNITY ROOM

DRAFT
Meeting Minutes of the RAD Resident Update
July 15, 2022

A meeting to update Riverview Terrace Apartment Residents on the Rental Assistance Development (RAD) Program was held in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan. Tony Lentych, Executive Director called the meeting to order at 5:02 P.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Twenty-one (21) residents attended the meeting and all signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from June 9, 2022 were distributed and discussed.
B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- The “Closing”
- Calendar and Construction Schedule Post-Closing
- Notice of Intent to Acquire
- Notice of Cancellation of Public Housing Lease/PBV Conversion
- HUD Handout No. 7: Your Lease

All of the above items were addressed during the Presentation.

- C. There was a eighteen (18) minute Question & Answer period after the presentation from staff.
D. The following is the summary of the meeting:

Staff reported that the Closing would occur sometime in the next week and that immediately after that, construction (mostly demo) would occur. First Contracting, is ready to go.

The two (2) letters from TCHC to Residents were distributed (in generic form) and reviewed in detail. It was noted that both letters are required by HUD.

One letter was the “Notice on Intent to Acquire” which stated that TCHC was selling the property to a subsidiary for purposes of accepting the tax credit equity (funding). The other letter addressed the conversion of the lease from a public housing lease to a PBV lease.

Staff also distributed another RAD FACT SHEET from HUD that was distributed previously on the RAD Lease.

Q & A

Each item presented received questions and comments. These included:

- Staff spend considerable time explaining the regulatory function of the two letters the residents received earlier in the month.
- There was a review of how the funding would flow at the closing.
- The timing of the parking lot project was briefly addressed.

Feedback was recorded and will be incorporated whenever possible.

Staff announced that we will continue these RAD Resident Meetings but that the next one will not occur until we have a better handle on the construction calendar.

III ADJOURNMENT

The meeting was closed at 5:44 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Anthony Lentych".

Tony Lentych, Executive Director

<u>APT</u>	<u>NAME (PRINTED)</u>	<u>SIGNATURE</u>
908	Ellen CONCORAN	Ellen Concoran
501	Betty Osborne	Betty Osborne
202	Laura Cole	Laura Cole
903	Pierre Odum	Pierre Odum
203	SAMIR MONTAGNY	Samir
910	Leslie Sladek	Leslie Sladek
905	Jan M. Khy	Janine m. Khoury
207	JOAN BARTELL	Joan L. Bartell
405	Sue Albee	Sue Albee
605	STEVE RINE	Steve Rine
906	Flint Horton	Flint Horton
611	Vivian Arnold	Vivian Arnold
913	Tom Carr	Tom Carr
713	Laurie Parn →	
303	JILL PENNELL	Jill Pennell

<u>APT</u>	<u>NAME (PRINTED)</u>	<u>SIGNATURE</u>
408	Joel Frasier	Joel Frasier
410	Pam Mapes	Pam Mapes
1009	Jim Friend	Jim Friend
101	Jo Simerson	Jo Simerson
708	Leis DeHart	Leis DeHart
505	Beth Loher	Beth Loher

ID	Task Name	Duration	Start	Finish																				
					Jul	Aug	Sep	Oct	Nov	Dec	2023		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
1	Riverview Terrace	305 days	Mon 8/1/22	Fri 9/29/23																				
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22																				
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22																				
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22																				
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22																				
6	Site Work & Exterior Building	TBD	TBD	TBD																				
7	Roads, Walks, Accessibility	TBD	TBD	TBD																				
8	Landscaping	TBD	TBD	TBD																				
9	General/ Building	279 days	Tue 9/6/22	Fri 9/29/23																				
10	Common Areas	149 days	Tue 9/6/22	Fri 3/31/23																				
11	Ground Floor Corridors, Lobby, Exercise Rm, & Maintenance Rm	19 days	Tue 9/6/22	Fri 9/30/22																				
12	Concrete Cutting & Trenching	9 days	Tue 9/6/22	Fri 9/16/22																				
13	Install Vapor Mitigation & Concrete Floor	5 days	Mon 9/19/22	Fri 9/23/22																				
14	Seal Vapor Mitigation System	5 days	Mon 9/26/22	Fri 9/30/22																				
15	Elevator 1	40 days	Mon 2/6/23	Fri 3/31/23																				
16	Elevator 2	40 days	Mon 4/3/23	Fri 5/26/23																				
17	Elevator Lobbies & Corridors	165 days	Mon 2/13/23	Fri 9/29/23																				
18	Barrier Free Apartments (02 Stack)	110 days	Mon 8/1/22	Fri 12/30/22																				
19	Demo	25 days	Mon 8/1/22	Fri 9/2/22																				
20	Abatement	15 days	Mon 8/15/22	Fri 9/2/22																				
21	Framing	15 days	Mon 9/5/22	Fri 9/23/22																				
22	Rough Ins	20 days	Mon 9/5/22	Fri 9/30/22																				
23	Insulation & Inspections	5 days	Mon 10/3/22	Fri 10/7/22																				
24	Drywall	20 days	Mon 10/10/22	Fri 11/4/22																				
25	Paint	20 days	Mon 10/24/22	Fri 11/18/22																				
26	Flooring	10 days	Mon 11/21/22	Fri 12/2/22																				
27	Finishes	20 days	Mon 11/28/22	Fri 12/23/22																				
28	Final Clean/ Punch Unit	5 days	Mon 12/26/22	Fri 12/30/22																				
29	Typical Unit Renovations	111 days	Mon 11/28/22	Mon 5/1/23																				
30	Phase 1 - Windows & Blinds	55 days	Mon 11/28/22	Fri 2/10/23																				
31	4th Floor	5 days	Mon 11/28/22	Fri 12/2/22																				
32	5th Floor	5 days	Mon 12/5/22	Fri 12/9/22																				
33	6th Floor	5 days	Mon 12/12/22	Fri 12/16/22																				
34	7th Floor	5 days	Mon 12/19/22	Fri 12/23/22																				
35	No Work - Holiday	5 days	Mon 12/26/22	Fri 12/30/22																				
36	8th Floor	5 days	Mon 1/2/23	Fri 1/6/23																				
37	9th Floor	5 days	Mon 1/9/23	Fri 1/13/23																				
Project: Riverview Terrace Date: Wed 8/24/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>													
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>													
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>													
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>															
Page 1																								


ID	Task Name	Duration	Start	Finish																									
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct									
38	10th Floor	5 days	Mon 1/16/23	Fri 1/20/23																									
39	3rd Floor	5 days	Mon 1/23/23	Fri 1/27/23																									
40	2nd Floor	5 days	Mon 1/30/23	Fri 2/3/23																									
41	1st Floor	5 days	Mon 2/6/23	Fri 2/10/23																									
42	Phase 2 - Flooring, Kitchens, Doors, Shelving, Appliances & Paint	56 days	Mon 2/13/23	Mon 5/1/23																									
43	415 & 401	3 days	Mon 2/13/23	Wed 2/15/23																									
44	403 & 405	3 days	Tue 2/14/23	Thu 2/16/23																									
45	407 & 408	3 days	Wed 2/15/23	Fri 2/17/23																									
46	406 & 404	3 days	Thu 2/16/23	Mon 2/20/23																									
47	410 & 412	3 days	Fri 2/17/23	Tue 2/21/23																									
48	409 & 411	3 days	Mon 2/20/23	Wed 2/22/23																									
49	515 & 501	3 days	Tue 2/21/23	Thu 2/23/23																									
50	503 & 505	3 days	Wed 2/22/23	Fri 2/24/23																									
51	507 & 508	3 days	Thu 2/23/23	Mon 2/27/23																									
52	506 & 504	3 days	Fri 2/24/23	Tue 2/28/23																									
53	510 & 512	3 days	Mon 2/27/23	Wed 3/1/23																									
54	509 & 511	3 days	Tue 2/28/23	Thu 3/2/23																									
55	615 & 601	3 days	Wed 3/1/23	Fri 3/3/23																									
56	603 & 605	3 days	Thu 3/2/23	Mon 3/6/23																									
57	607 & 608	3 days	Fri 3/3/23	Tue 3/7/23																									
58	606 & 604	3 days	Mon 3/6/23	Wed 3/8/23																									
59	610 & 612	3 days	Tue 3/7/23	Thu 3/9/23																									
60	609 & 611	3 days	Wed 3/8/23	Fri 3/10/23																									
61	715 & 701	3 days	Thu 3/9/23	Mon 3/13/23																									
62	703 & 705	3 days	Fri 3/10/23	Tue 3/14/23																									
63	707 & 708	3 days	Mon 3/13/23	Wed 3/15/23																									
64	706 & 704	3 days	Tue 3/14/23	Thu 3/16/23																									
65	710 & 712	3 days	Wed 3/15/23	Fri 3/17/23																									
66	709 & 711	3 days	Thu 3/16/23	Mon 3/20/23																									
67	815 & 801	3 days	Fri 3/17/23	Tue 3/21/23																									
68	803 & 805	3 days	Mon 3/20/23	Wed 3/22/23																									
69	807 & 808	3 days	Tue 3/21/23	Thu 3/23/23																									
70	806 & 804	3 days	Wed 3/22/23	Fri 3/24/23																									
71	810 & 812	3 days	Thu 3/23/23	Mon 3/27/23																									
72	809 & 811	3 days	Fri 3/24/23	Tue 3/28/23																									
73	915 & 901	3 days	Mon 3/27/23	Wed 3/29/23																									
74	903 & 905	3 days	Tue 3/28/23	Thu 3/30/23																									
Project: Riverview Terrace Date: Wed 8/24/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>																		
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>																		
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>																		
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>																				
Page 2																													

ID	Task Name	Duration	Start	Finish																					
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct					
75	907 & 908	3 days	Wed 3/29/23	Fri 3/31/23																					
76	906 & 904	3 days	Thu 3/30/23	Mon 4/3/23																					
77	910 & 912	3 days	Fri 3/31/23	Tue 4/4/23																					
78	909 & 911	3 days	Mon 4/3/23	Wed 4/5/23																					
79	1015 & 1001	3 days	Tue 4/4/23	Thu 4/6/23																					
80	1003 & 1005	3 days	Wed 4/5/23	Fri 4/7/23																					
81	1007 & 1008	3 days	Thu 4/6/23	Mon 4/10/23																					
82	1006 & 1004	3 days	Fri 4/7/23	Tue 4/11/23																					
83	1010 & 1012	3 days	Mon 4/10/23	Wed 4/12/23																					
84	1009 & 1011	3 days	Tue 4/11/23	Thu 4/13/23																					
85	301 & 303	3 days	Wed 4/12/23	Fri 4/14/23																					
86	305 & 307	3 days	Thu 4/13/23	Mon 4/17/23																					
87	306 & 308	3 days	Fri 4/14/23	Tue 4/18/23																					
88	304	3 days	Mon 4/17/23	Wed 4/19/23																					
89	201 & 203	3 days	Tue 4/18/23	Thu 4/20/23																					
90	205 & 207	3 days	Wed 4/19/23	Fri 4/21/23																					
91	206 & 208	3 days	Thu 4/20/23	Mon 4/24/23																					
92	204	3 days	Fri 4/21/23	Tue 4/25/23																					
93	101 & 103	3 days	Mon 4/24/23	Wed 4/26/23																					
94	105 & 107	3 days	Tue 4/25/23	Thu 4/27/23																					
95	106 & 108	3 days	Wed 4/26/23	Fri 4/28/23																					
96	104	3 days	Thu 4/27/23	Mon 5/1/23																					
97	Substantial Completion	0 days	Fri 9/29/23	Fri 9/29/23																		◆ 9/29			
Project: Riverview Terrace Date: Wed 8/24/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>														
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>														
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>														
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>																
Page 3																									

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

Much has happened since our last meeting:

We purchased the property on August 1, 2022!

...and we were awarded \$6,000,000 from the State of Michigan Budget for the project through our educational/advocacy efforts with Senator Wayne Schmidt, Representatives John Roth and Jack O'Malley!!

We utilized our own funding, realized from the RAD Conversion Closing in July for the purchase of the property. With this advantage, the purchase was uneventful and easy – just a simple wire transfer of funds to the title company.

Mansfield finalized our new site plan, DTE gas line forced us to adjust two of our buildings, and the Garfield Township Planning Department approved it in late July. The new adjusted site plan is attached – building nos. 4 and 5 have been relocated.

We had meetings with MSHDA staff about the State's investment and we submitted a 4% Tax Credit application on August 1, 2022. We are structuring in the \$6 million as gap financing for one of the buildings. We are working on submitting a joint 9% tax credit application for October 1, 2022. This will allow us some competitive advantage due to "credit efficiency" but we are still concerned about the overall application's competitive advantage. This is the reason we are applying under the "strategic investment" category.

If we are successful with our plans, we will be building nearly 120 units in Phase 1. The State's investment really jump starts this project!

ATTACHMENTS: Closing Documentation.
Site Plan.



Searchlight Title Services
434 E. Front Street
Traverse City, MI 49686
(231) 222-5266 - Office
(231) 943-1314 - Fax
searchlight@choosests.com



August 11, 2022

Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Re: Property: 000 Hammond Rd, Traverse City, MI 49686
Policy Number: 5011400-3430539e
File Number: STS-6345

Dear Valued Customer:

We are pleased to enclose the documents listed below related to your transaction at Searchlight Title Services.

[X] Owner's Title Insurance Policy. This policy is valuable! Please keep it in a safe location

[X] Warranty Deed: Instrument 2022R-12627
Dated: 8/2/2022 10:42AM

The recording information stamped in the upper right corner of this document is your evidence that it has been properly recorded. This information is all you will need for any future reference purposes.

Thank you for your business and for choosing Searchlight Title Services. We look forward to serving you again in the future. If you have any questions regarding your Title Insurance Policy, please feel free to contact us via email: searchlight@choosests.com, or by phone (231) 222-5266.

Sincerely,

Searchlight Title Services

Final Policy Department

Enclosure(s)

STATE OF
MICHIGAN

GRAND TRAVERSE CO
08/02/2022
2022R-12627



REAL ESTATE
TRANSFER TAX

597.85 CO
4,076.25 ST
TTX # 4226727



ERECORDING
2022R-12627

STATE OF MICHIGAN
GRAND TRAVERSE COUNTY
RECORDED 08/02/2022 10:42:08 AM
PEGGY HAINES REGISTER OF DEEDS
PAGE 1 OF 2

(PO)2805-023-042-01

Reviewed by Grand Traverse GIS by: SR

I HEREBY CERTIFY that there are no TAX LIENS or TITLES held by the state or any individual against the within description, and all TAXES on same are paid for five years previous to the date of this instrument as appears by the records of this office, except as stated.

Heidi Scheppe, Grand Traverse County Treasurer
Sec.135, Act 206, 1893 as amended 8/2/2022 by: CG

Warranty Deed

Northern Latitudes Legal, PLLC

Grand Traverse County Register of Deeds
eRecord Received: 8/2/2022 08:15 AM By: CK

The Grantor

Dixie Roethlisberger, Trustee of The Louis G. Lafranier Revocable Inter Vivos Trust; an undivided 1/2 interest and Dixie Roethlisberger, Trustee of The Marvel R. Lafranier Revocable Inter Vivos Trust, an undivided 1/2 interest,

whose address is

15532 Bluff Rd, Traverse City, MI 49686,

convey and warrants to

Traverse City Housing Commission ,

whose address is

150 Pine Street, Traverse City, MI 49684

the following described premises situated in the Garfield Township , County of Grand Traverse, State of Michigan to wit:

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

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining thereto.

SUBJECT TO all easement, reservations, rights-of-way and restrictions of record, if any.

The Grantor(s) grant(s) to the Grantee(s) the right to make 0 divisions under Section 108 of the Land Division Act, Act 288 of the Public Acts of 1967.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The deed is given for the sum of Five Hundred Forty Three Thousand One Hundred Ninety Nine (\$543,199.00) Dollars.


Dated: 8-1-2022

Signed:

The Louis G. Lafranier Revocable Inter Vivos Trust


Dixie Roethlisberger, Trustee

The Marvel R. Lafranier Revocable Inter Vivos Trust


Dixie Roethlisberger, Trustee

State of MI

County of Grand Traverse

This foregoing instrument was acknowledged before me 1 day of Aug, 2022 by Dixie Roethlisberger, Trustee of The Louis G. Lafranier Revocable Inter Vivos Trust and Dixie Roethlisberger, Trustee of The Marvel R. Lafranier Revocable Inter Vivos Trust.

Notary Public 

County, Michigan

My commission expires: _____

Drafted by and return to:
Northern Latitudes Legal, PLLC
Michael R. Rossman, Esq.
434 E. Front Street
Traverse City, MI 49686
634-6315

DEDE REECE
NOTARY PUBLIC, STATE OF MI
COUNTY OF LEE LANAU
MY COMMISSION EXPIRES Dec 21, 2022
ACTING IN THE COUNTY OF GRAND TRAVERSE

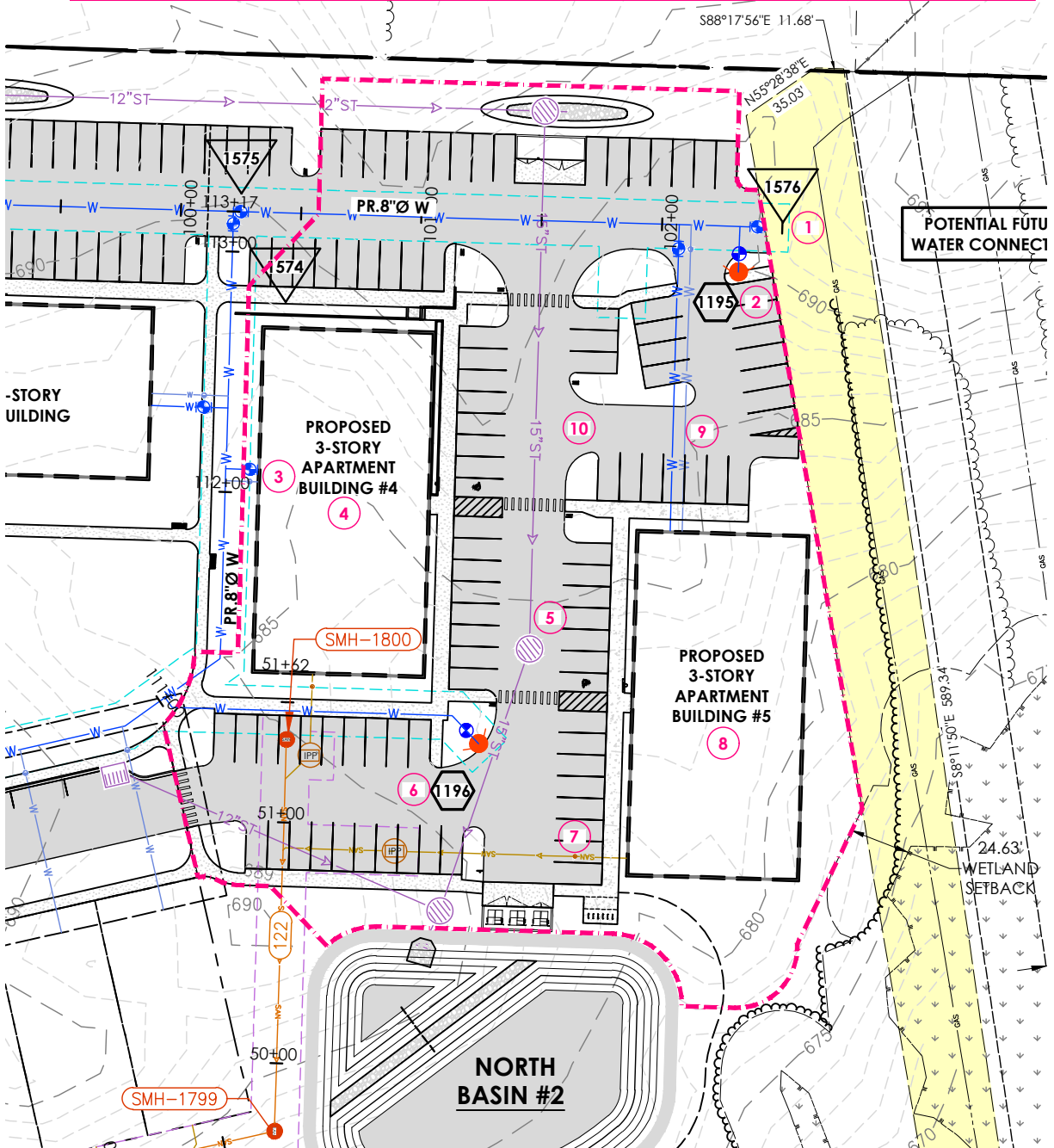
SUMMARY OF UTILITY CHANGES DUE TO THE DTE GAS LINE:

1. THE EAST-WEST 8" WATER MAIN SHORTENED BY ~22 FT TO STAY OUT OF GAS EASEMENT. VALVE 1576 ADJUSTED WEST.
2. HYDRANT 1195 MOVED ~7 FT NORTH AND ~22 FT WEST INTO THE NEW ISLAND.
3. BLDG. NO. 4 WATER SERVICES WERE SHORTENED TO THE WEST BY ~9 FT.
4. BLDG. NO. 4 MOVED WEST ~9 FT.
5. THE STORM SEWER SHIFTED ~9' FT WEST.
6. HYDRANT 1196 MOVED ~12 FT (REDUCED LENGTH) NW INTO REVISED ISLAND.
7. BLDG. NO. 5 SANITARY LEAD ALIGNMENT ROTATED SOUTH. THE IPP IS UNCHANGED.
8. BLDG. NO. 5 MOVED WEST ~9 FT. AND SOUTH ~80 FT.
9. BLDG. NO. 5 WATER SERVICES LENGTHENED BY ~80 FT TO THE SOUTH.
10. PARKING COUNTS REMAIN UNCHANGED.

- NO SIGNIFICANT CHANGES TO THE WATER MAINS, ONLY HYDRANT LOCATIONS AND SERVICE LENGTHS.
- NO CHANGES TO THE SANITARY MAIN, ONLY (1) SERVICE LEAD CHANGE BEYOND THE IPP MH.
- NO CHANGES TO THE GRADING PATTERNS.

PLANNING & ZONING CHANGES:

1. BLDG. NO. 4 & NO. 5 MOVED.
2. DUMPSTER AND BIKE RACK LOCATIONS CHANGED.
3. LANDSCAPING WAS ADJUSTED BUT THE COUNT REMAINS THE SAME.
4. PARKING COUNT DID NOT CHANGE.



BATA/TCHC PUD CAFÉ/COMMERCIAL BUILDING - LIST OF PERMITTED USES (UPDATED 4-5-2021)

- FINANCIAL INSTITUTION, WITHOUT DRIVE-THROUGH
- MEDICAL OFFICE, CLINIC
- OFFICE
- CAFÉ, WITHOUT DRIVE-THROUGH
- AN ESTABLISHMENT WHERE FOOD AND DRINKS ARE PREPARED, SERVED, AND CONSUMED, MOSTLY WITHIN THE PRINCIPAL BUILDING SUCH AS LUNCH COUNTERS, DAIRY BARS, COFFEE SHOPS, AND OTHER SIMILAR ESTABLISHMENTS.
- RETAIL, LOW VOLUME
- THE SALE OR RENTAL OF GOODS OR MERCHANDISE, INCLUDING THE RENDERING OF SERVICES INCIDENTAL TO THE SALE OF SUCH GOODS, TAKING PLACE IN A BUILDING OF LESS THAN FIVE THOUSAND (5,000) SQUARE FEET. LOW VOLUME RETAIL PRIMARILY SERVES RESIDENTS OF THE SURROUNDING NEIGHBORHOOD.
- SERVICE ESTABLISHMENT, PERSONAL
- ESTABLISHMENTS PRIMARILY ENGAGED IN PROVIDING SERVICES INVOLVING THE CARE OF A PERSON OR THEIR GOODS SUCH AS BEAUTY SHOPS, BARBER SHOPS, LAUNDRY FACILITY, JEWELRY REPAIR SHOPS, DRY CLEANING ESTABLISHMENT (PICKUP ONLY), AND SHOE REPAIR, EXCLUDING THE PROCESSING OF PHYSICAL MATERIALS.

BATA TRANSFER STATION:

BATA INTENDS TO CONTINUE TO SERVE INDIAN TRAILS INTERCITY BUS RIDERS VIA ITS HALL STREET TRANSFER STATION. BUS SERVICE AT THE PROPOSED LAFRANIER TRANSFER STATION IS INTENDED FOR PRIMARILY BATA BUS SERVICES, BUT THE APPLICANT DOES NOT WISH TO LIMIT ANY FUTURE ADDITIONAL REGIONAL TRANSPORTATION OPPORTUNITIES SUCH AS EMPLOYER SHUTTLE BUSES ETC.

NOTES:

- ANY PROPOSED SIGNS SHALL BE SET BACK A MIN. OF 10' FROM ALL R.O.W. LINES, MEET ALL GARFIELD TOWNSHIP SIGN STANDARDS AND BE APPROVED THOUGH THE SIGN PERMITTING PROCESS.
- BICYCLE PARKING SPACES FOR APARTMENT BUILDINGS WAS CALCULATED BASED UPON REQUIRED PARKING SPACES PER BUILDING.
- BICYCLE PARKING SPACES FOR PROPOSED COMMERCIAL USE BUILDING IN RESIDENTIAL PHASE WAS CALCULATED USING OFFICE USE PARKING AT 1 SPACE PER 200 S.F.
- ALL BIKE RACKS TO MEET GARFIELD TOWNSHIP SPECIFICATIONS.
- UNLESS OTHERWISE NOTED, ALL SIDEWALKS ABUTTING PARKING SPACES ARE TO BE 7' IN WIDTH AND ALL OTHER SIDEWALKS ARE TO BE 5' IN WIDTH.
- ALL AREAS NOT OCCUPIED BY ROADS, PARKING LOTS, DRIVE LANES, RESIDENTIAL OR COMMERCIAL BUILDINGS, PRIVATE RESIDENTIAL LOTS, DUMPSTERS, FUEL TANKS OR SIMILAR, ARE TO BE CONSIDERED AS GENERAL COMMONS USE AREAS. AREAS LABELED ARE (G-C) ON SITE PLAN AREA SHOWN TO REPRESENT TYPICAL GENERAL COMMONS USE AREAS AN MAY NOT INCLUDE ALL GENERAL COMMONS USE AREAS.

MULTI-FAMILY RESIDENTIAL UNIT MIX (APPROXIMATE)

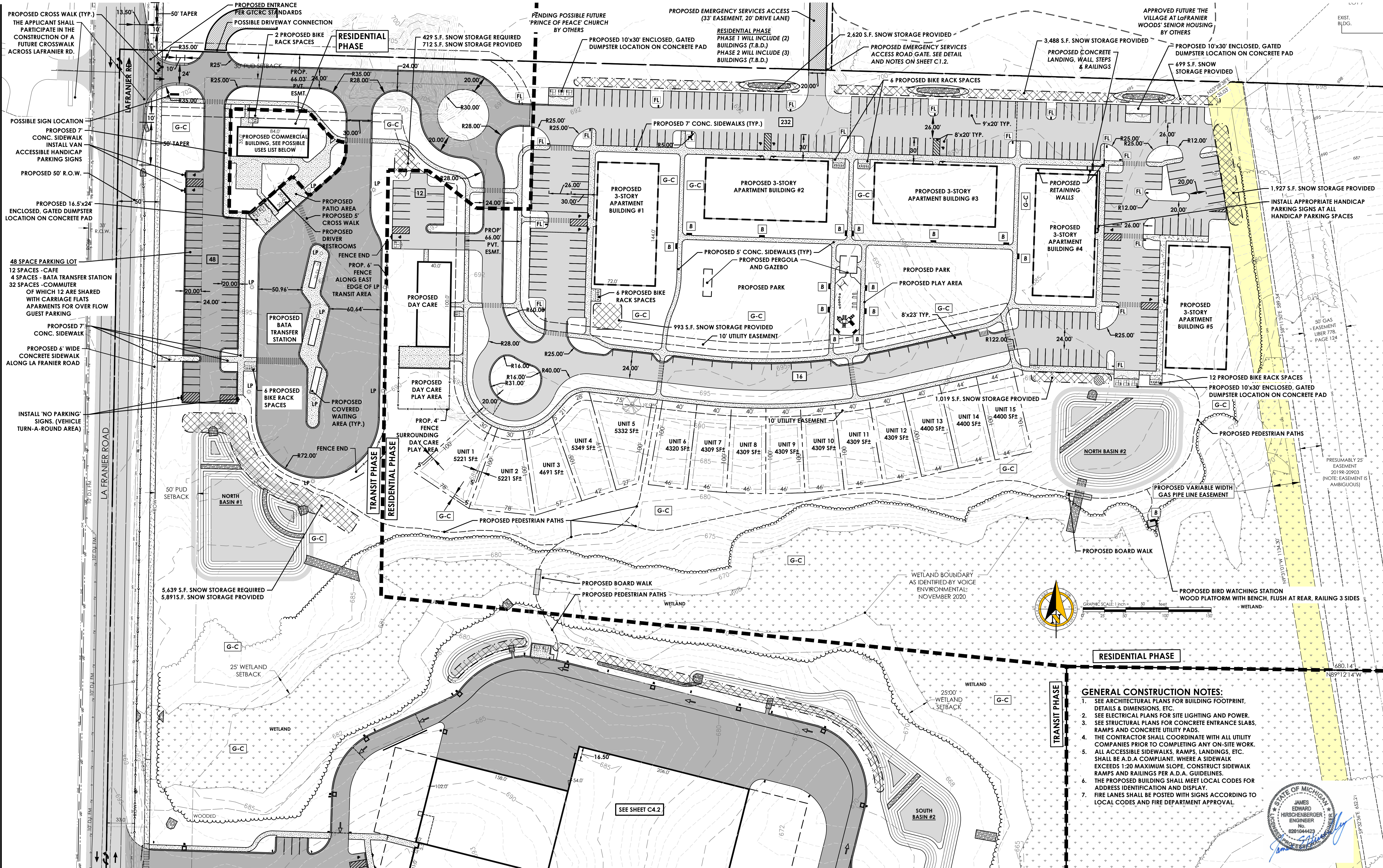
48%	100	STUDIOS (400SF)
33%	70	ONE-BEDROOM (600SF)
19%	40	TWO-BEDROOM (800SF)
100%	210	TOTAL UNITS

LEGEND

- PARK BENCH LOCATION
- "NO PARKING FIRE LANE" SIGN, TYP.
- GENERAL COMMONS USE AREA

MULTI-FAMILY PARKING

PHASE 1 MULTI-FAMILY HOUSING MAY PROCEED WITH 1.2 PARKING SPACES PER UNIT (RELIEF FROM STANDARD). PARKING CONDITIONS FOR THE FIRST PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING SHALL BE REVIEWED PRIOR TO ISSUING A LAND USE PERMIT FOR SECOND PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING."



830 Cottageview Dr., Ste. 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.mansfield.com
info@mansfield.com

Mansfield
Land Use Consultants

REV#	DATE	DES	CHK	DESC
11	21-10-28	dim	mm	1/2w. Submitted - Final PUD Application
12	21-12-15	dim	mm	1/2w. Submitted - Final PUD Application
13	22-01-17	dim	mm	1/2w. Submitted - Final PUD Application, Utilities, Storm & Private Rd
14	22-02-23	dim	mm	1/2w. Submitted - Final PUD Application, Utilities, Storm & Private Rd
15	22-03-11	dim	mm	1/2w. Board Submittal - Final PUD
16	22-04-26	dim	mm	Permit Submittal
17	22-04-13	dim	mm	1/2w. Submitted - Final PUD Application, Utilities, Storm & Private Rd
18	22-07-17	dim	mm	Permit Submittal

Bay Area Transportation Authority / Traverse City Housing Commission
Transit-Oriented Mixed-Use Development PUD
SITE & DIMENSION PLAN - NORTH
Section 23, Town 27 North, Range 11 West
Garfield Township, Grand Traverse County, Michigan

CONSTRUCTION

FW:	dim
DC:	dim
CC:	dim
CR:	dim

20108

C4.1



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

NEW BUSINESS

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

Memorandum on Approval of TCHC Auditor


Memorandum on Purchase of New Phone System for Office

Memorandum on TCAPS Property RFP Pre-development Expenditure

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: FSS Escrow Disbursement Request

MESSAGE:

As mentioned in the Monthly FSS Report, we have an FSS Program Participant who is ready to graduate and is eligible to receive a disbursement from their escrow accounts.

Participant No. V-001-V000053 has been in the FSS program since July of 2018. This participant started the program when they entered the HCV program. Since then, they graduated from college and secured full employment at a State agency. This family is no longer eligible for assistance due to the increase in family income. This is tremendous success story.

TCHC staff has reviewed this action is recommending a disbursement to Participant No. V-001-000053.

Total Escrow amount to be distributed today is \$5,113.07 therefore, I respectfully request a motion to disburse this amount.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC Audit Services – Bid Extension

MESSAGE:

As you may recall, our three-year contract with Smith & Klackiewicz, PC for Audit Services expired with the publication of the Fiscal Year 2019 audit. Recently, we approved two (2) one-year extensions for two reasons, the COVID-19 pandemic and the fact we would seek a new auditing firm once we finished with the RAD conversion. Obviously, the RAD conversion has taken much longer than expected and we ended another fiscal year without closing our deal.

After consultation with the Executive Committee, staff inquired with our current provider, Smith & Klackiewicz, PC, as to whether they would be interested in continuing providing these services and they were happy to continue. Their bid is attached to this memorandum. It is a significant increase but we had two years of 2019 pricing. I do think this price is competitive from what I have heard other similar PHAs are now paying for these services.

This firm is willing to keep our traditional audit (including several grant close outs) and review schedule just as in previous years. This will allow us to produce our audit report in a similar time frame as we have done nearly every year I have been here.

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

A simple motion to this effect is needed to engage in this contract:

"I move that we re-engage the accounting firm, Smith & Klackiewicz, PC to conduct an audit of TCHC Fiscal Year 2022 (Year Ended June 30, 2022)."

ATTACHMENTS: Smith & Klackiewicz, PC Engagement Letter



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

July 11, 2022

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

Mr. Lentych,

Attached is the engagement letter / proposal for the audit of the Housing Commission for the year ended June 30, 2022. If the proposed fee is acceptable, please read and sign the engagement letter and send one signed copy back to me either by mail, fax or email.

The engagement letter contains information regarding the auditor's responsibilities under Generally Accepted Auditing Standards (GAAS) and the planned scope and timing of the audit, which is required to be communicated to those charged with governance. Would you please share a copy of the engagement letter with the Board of Commissioners and encourage them to contact me with any questions or concerns they may have regarding the audit; *including* any information that could lead to indications of increased risk of fraud within the Housing Commission.

Sincerely,

Robert Klaczekiewicz, CPA
Smith & Klaczekiewicz, PC



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

July 11, 2022

To Board of Commissioners and Executive Director
Traverse City Housing Commission

We are pleased to confirm our understanding of the services we are to provide for the ***Traverse City Housing Commission*** for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the business-type activities, including the disclosures, which collectively comprise the basic financial statements, of the ***Traverse City Housing Commission*** as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the ***Traverse City Housing Commission's*** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the ***Traverse City Housing Commission's*** RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the ***Traverse City Housing Commission's*** financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Financial Data Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an

audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the *Traverse City Housing Commission's* compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the *Traverse City Housing Commission's* major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the *Traverse City Housing Commission's* compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the *Traverse City Housing Commission* in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of the audit engagement.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements

with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Housing Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of **Smith & Klaczewicz, PC** and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of **Smith & Klaczewicz, PC** personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Robert Klaczekiewicz, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit in October 2022.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter or that service.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the Housing Commission agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed with 12 months after performance of our services, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

We acknowledge the Housing Commission's right to terminate our services at any time, and the Housing Commission acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or a lack of professionalism exhibited by management demonstrates a lack of respect for our personnel such as that evidenced in inappropriate or threatening language / emails, subject in either case to our right to payment of charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the Housing Commission seeks damages allegedly resulting from such resignation, our maximum liability to the Housing Commission in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules of Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of the ***Traverse City Housing Commission***. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the ***Traverse City Housing Commission*** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Smith + Klaehring PC". The signature is written in a cursive, flowing style.

RESPONSE:

This letter correctly sets forth the understanding of the ***Traverse City Housing Commission***.

Signature

Title


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC Office Phone System Upgrade Request

MESSAGE:

The current phone system in the TCHC Office is old. It was originally purchased either with, or from, the Grand Traverse County building officials – it was the same make and model utilized throughout the Governmental building. However, after upgrading their systems in recent years, we are the only component using these older desk phones. When the County made their changes we signed a contract to still use the Centrix phone line but we are no longer involved on the “equipment” side of the contract.

About a year ago, knowing that our equipment was older, we asked our IT provider, SafetyNet, to make some suggestions for us. They are recommending the same system that they use – one that allows more remote use. Their proposal is attached.

While we do not know how our final system will look, we do believe that a more flexible/modern phone system will benefit our operations. We assume that a fax line and one central line will be needed but that needs to be explored after we choose a direction for the purchase of equipment. TCHC’s office team has reviewed this proposal and are comfortable moving in this direction.

Today, we are asking that the Commission approve the new phone system with the approximate cost of equipment not to exceed \$8,000.00 (equipment and set-up costs included) plus the on-going monthly fee of \$120.00.

There is no urgency on this request so plan to bring all of your questions and concerns to the conversation.

ATTACHMENT: SafetyNet Proposal

Microsoft Teams PBX Phone System

Proposal for Traverse City Housing Commission



Prepared By: Jen Marcenaro, fCIO



Overview

Traverse City Housing Commission has an On-Premise phone system with Citrix lines through GT County. They are interested in a phone system that will allow their employees to easily work remotely. They would also like to enhance collaboration and teamwork amongst their staff.

They are looking for a solution to fully integrate communication; Phones, email, instant messaging and improve staff collaboration.

Safety Net believes the best solution for Traverse City Housing Commission is to replace their old phone system with Microsoft Teams PBX. They will get the full benefits of the Microsoft Collaboration Tools within the Office 365 Platform. This will give the staff the full experience and will allow for more collaboration and increased productivity.

Traverse City Housing Commission will need to decide how they handle faxing. Options – retain an analog line through Century Link for faxing or move to a digital fax solution. A phone line may be included with the Internet Package.



Get a robust integrated experience

Microsoft Teams on Office 365 is a collaborative workspace that facilitates a modern way of working. It is especially helpful for remote teams, although it offers great benefits to in-house employees as well. Microsoft Teams can help boost team productivity, increase collaboration across departments, and help your company complete tasks in a quick, efficient manner. When you connect third-party solutions to Microsoft Teams, you can drastically increase business efficiency, surpassing prior levels.



Access to Communication Tools

- When you enable Microsoft Teams on Office 365, you and your company have access to a streamlined communication interface to aid in your collaboration. The chat function on Microsoft Teams allows you to have threaded conversations, helping you store brainstorming sessions, conference calls, and other meetings into one, easy to find a place.
- You will not have to go through pages of notes or thousands of emails looking for a certain conversation – with Microsoft Teams, you have it all at your fingertips. The feature also allows you to choose between team and private discussions, as well as integrate audio and video chats. You also have full integration with your business' phone system with Microsoft Teams.

Increased Productivity and Collaboration

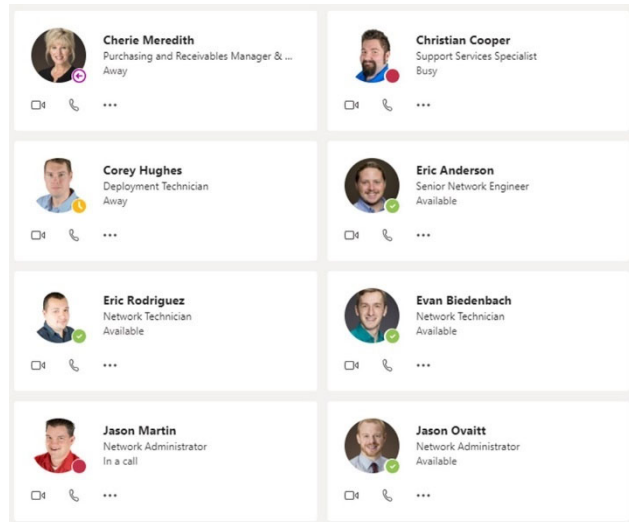
When you use Microsoft Teams to facilitate your projects, you increase your company's productivity and collaboration. When you use traditional email to work on a project, you may lose crucial information in threads and certain people may lose out on key points because someone forgot to hit "Reply All."

With Microsoft Team's chat-based platform, everyone receives the same message at the same time. As a result, people can collaborate and keep the discussion flowing, helping you reach solutions faster and develop more efficient action plans. Not only that, when a new team member joins a project, they have access to prior conversations and instant access to project-related files.



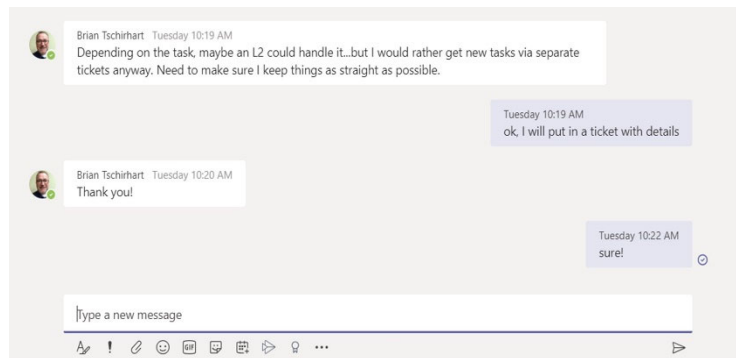
User presence in Teams

- Presence is part of a user's profile in Microsoft Teams when integrated with Office 365 Email and Outlook. This feature indicates the user's current availability and status to other users. By default, anyone in your organization using Teams can see (in nearly real-time) if other users are available online.
- Teams presence in Outlook is supported on the Outlook Office 365



Instant Message

- Saved message threads
- Transfer files
- Launch other activities
- Multi-party chat availability



Integration of Other Office 365 Applications

The beauty of Microsoft Teams is that the application does not just limit you to the chat or communication functionality – you can bring any Office 365 application into the mix to increase your team's productivity. You can all view the same Word document, Excel spreadsheet, PowerPoint presentation, or OneNote document as you communicate around the content. No more having to go back and forth between applications and miss portions of the discussion – your team can review and change documents quickly and efficiently while logging persistent chat around that content using Microsoft Teams. Whether you are in the office or working remotely, Microsoft Teams helps facilitate some of the best and most seamless collaboration possible.



Teams Phone System features

Cloud auto attendants

Create a menu system that enables external and internal callers to locate and place or transfer calls to company users or departments in your organization.

Cloud call queues

Configure how call queues are managed for your organization: for example, set up greetings and music on hold, search for the next available call agent to handle the call, and so on.

Call forwarding options and simultaneous ring

Set up forwarding rules so calls can go with them anywhere, or calls can be forwarded to colleagues or to voicemail.

Group call pickup and forward to group

Share incoming calls with colleagues so that the colleagues can answer calls that occur while the user is unavailable. Less disruptive to recipients than other forms of call sharing (such as call forwarding or simultaneous ringing) because users can configure how they want to be notified of an incoming shared call.

Transfer a call and consultative transfer

Transfer calls to another person. Or, if they need to leave their office but want to continue the conversation, they can transfer the calls from their PC or IP phone to their cell phone.

Transfer to voicemail mid-call

Transfer to voicemail during a call.

Call park and retrieve

Place a call on hold in the Teams service in the cloud. When a call is parked, the service generates a unique code for call retrieval. The user who parked the call or someone else can then use that code and a supported app or device to retrieve the call.

Video Conference

- Up to 250 participants
- Works with nearly any hardware
- Most laptops have integrated hardware
- Microsoft does certify officially approved hardware

Cloud voicemail

When a user receives a voicemail, it is delivered to their Exchange mailbox as an email with the voicemail message as an attachment. Users can listen to their messages on their certified desktop phone, and on all Teams or Skype for Business applications.



Phone System Replacement

Replace your old, outdated hardware. Eliminate hardware by using the softphone option.

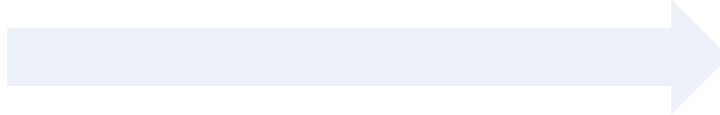
Recommended Phones

Yealink MP54 - \$195



Poly CCX 400 - \$250

Poly CCX 500 - \$340

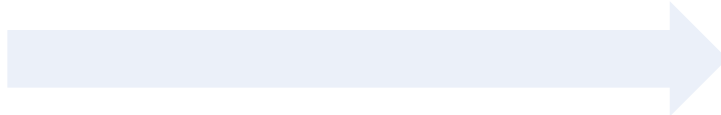


Poly CCX 600 - \$440



Wireless Headsets

Voyager 5200 - \$240



Voyager Focus UC - \$250



Wired Headsets

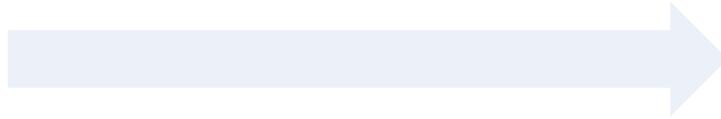
Poly/Plantronics

Blackwire 3200 - \$75



Poly/Plantronics

Blackwire 5200 - \$110



Conference Room Phones

Call for Pricing



Simplify your system while adding benefits

Disaster Recovery

- No “phone system” to plan around
- Works from anywhere with a decent Internet connection

No circuits or phone lines

- This is simply an App

Simple user setup

- After initial configuration, download the App and logon
- Intuitive Interface



Proposal for Teams Phones

Services and Support

This proposal is for services to Implement Teams Phone System. This will include a pilot stage to test the phone system including the porting of numbers, hardware testing, and training.

Description	Cost	Quantity	Monthly	One-time
Teams Voice Package - includes, 3000 minutes, and audio conferencing (per user/mo.)	\$14.00	5	\$70.00	0
Safety Net Teams Phone Support (per user / mo.)	\$10.00	5	\$50.00	0
Teams Phone Implementation (Fixed Cost)				\$1400.00
User Setup and Porting (Estimate)	T&M	5		\$205.00*
Total Cost*			\$150.00	\$1605.00

*Does not include the cost of phone hardware or fax services. Time per user may vary.

Teams Phones will replace your current system and, hence, will eliminate the monthly costs for service from CenturyLink as well as any service contracts or repair costs associated with the current system.

Hardware

Below is an estimated hardware cost – This price will vary depending upon your hardware choices. Assumes some users will choose the soft phone option

Description	Cost	Quantity	One-Time
	\$		\$
	\$		
	\$		\$
	\$		\$
	\$		\$
Estimated one-time Hardware Cost*			\$250

*** This could change if the equipment type or quantities change. Prices listed may not reflect current market costs. ***



By signing this page, you acknowledge acceptance of this proposal. This is only a proposal; the hardware and other aspects of the proposed project may change. Safety Net Inc. will work to finalize all pricing and costs for the appropriate solution.

Name: Tony Lentych

Company: Traverse City Housing Commission.

Signature:

Date Signed:

.....

.....




TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCAPS Surplus Property RFP

MESSAGE:

Earlier this month, the Traverse City Area Public Schools (TCAPS) announced that they were interested in receiving development and design ideas for two of their current properties. Those properties are commonly referred to as the Bertha Vos School property and the Boardman Administration building. TCAPS issued an Request for Proposals (RFP) to guide applicants on the preparation of their submittals. "Housing" was specifically mentioned during the meeting where this was approved and in other public statements.

I have mentioned one of these properties in the past and our development team is familiar with these properties and this RFP. There is "some interest" with our team to respond to the RFP but this should be considered preliminary interest.

Commissioner Workman noted during the Executive Committee that this may be an opportunity to increase our housing portfolio. He also noted that a full discussion by the board is warranted before we spend any time or other resources on this matter. Commissioner Workman will report his thoughts on this matter during our meeting.

For your edification, TCAPS has published this timeline:

Week of August 8, 2022 Notice placed in newspaper and/or District's website regarding opportunity for submitting proposals.

Wednesday, October 26, 2022 Proposal documents due by 12 p.m., EST.

October 26, 2022- November 2, 2022 Administrative review and Board/Board subcommittees' review of proposal documents and submits a listing of recommended finalists for Board interviews.

November 2, 2022- November 30, 2022 Board may interview finalists.

November 14, 2022– December 12, 2022. Board may take final action. The District reserves the right to adjust or extend the above timelines.

We have two central questions for purposes of today's discussion. Do we want to respond to the RFP? And if we do want to respond, what should be our budget to respond (pre-development costs like site plans and other similar drawings)?

ATTACHMENT: None



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

CORRESPONDENCE

August 15, 2022 Letter from HUD Regarding RAD Closing

August 12, 2022 TC Ticker Article on BATA – TCHC Project

Various Letter Sent to Residents in July Regarding RAD:

July 8, 2022 Notice of Intent to Acquire

July 11, 2022 Notice of Conversion to PBV Contract

July 25, 2022 Letter Introducing KMG



OFFICE OF HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

Sent Via Email

August 15, 2022

Tony Lentych
TC 150P 4B Limited Development Housing Association Limited Partnership
150 Pine Street
Traverse City, MI 49684

Subject: Post-Closing Welcome Letter
Covered Project Name: Riverview Terrace Apartments
RAD PIC Number: MI080000001A
Housing Authority: Traverse City Housing Commission

Greetings:

Thank you for choosing to participate in HUD's Rental Assistance Demonstration (RAD), and congratulations on closing your recent RAD conversion. The Office of Recapitalization (Recap) is excited that this conversion of your rental assistance to the Section 8 platform will support you in providing quality, affordable housing to current and future residents and give you the flexibility to manage this real estate asset to meet your community's needs over time.

Now that closing has occurred, our team would like to remind you of a few key tasks that you must complete post-closing:

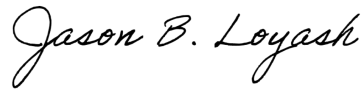
1. **Submission of Final Closing Docket:** As a reminder, lzaghmout@ethosdp.com is responsible for uploading a copy of the entire closing docket to www.radresource.net within 30 days of closing. If you have any questions regarding this process, you can contact me at Jason.B.Loyash@hud.gov.
2. **Submission of RAD Completion Certification:** The RAD Completion Certification is required for all converted transactions. The instructions for submission of the Completion Certification can be found at www.raderesource.net under the document library. These instructions will provide step-by-step guidance for submission. Failure to submit the Completion Certification is considered a breach of your RAD Conversion Commitment. This may delay future RAD closings and/or prevent you from taking surplus cash distributions. **If you have any questions regarding this document, please send your questions to the RAD Resource Desk at resourcedesk@radresource.net. If you require a more immediate response, please contact Recap's Post-Closing Branch Chief, Isabella Cabbagestalk via email at Isabella.Cabbagestalk@hud.gov.**

Additionally, you will find the tools needed to identify and correct common problems in RAD PBV program administration at https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/radpbv. These resources include a RAD PBV *Quick Reference Guide*, post-closing 'how-to' training videos, and a RAD PBV *Monitoring Checklist*. If you have any questions or need additional technical assistance, please email RAD.PBV.Requests@hud.gov.

Moving forward, please submit any other post-closing requests, such as Completion Certification extensions, additional financing requests, or other post-conversion inquiries to the RAD Resource Desk on the Post-Closing Processing page. Recap will ensure that these requests get to the appropriate staff in either our office or our public housing partners.

If you have any questions regarding the above, you can submit your questions via resourcedesk@radresource.net.

Sincerely,

A handwritten signature in black ink that reads "Jason B. Loyash". The signature is written in a cursive, flowing style.

Jason B. Loyash
Closing Coordinator
Closing/Post-Closing Division
Office of Recapitalization

TC Housing Commission & BATA Close On LaFranier Property, Prepare To Move Forward With Housing/Transit Center

By Beth Milligan | August 12, 2022

The Traverse City Housing Commission (TCHC) and Bay Area Transportation Authority (BATA) have closed on 50-plus acres of property near the intersection of LaFranier and Hammond roads – a crucial step toward building a planned transit and housing center on the site. TCHC also received \$6 million in the state’s recently approved budget for workforce housing on the property, potentially clearing the way for construction to begin on the first apartments next spring.

TCHC and BATA finalized the LaFranier Road property purchase on August 1, according to TCHC Executive Director Tony Lentych. The two entities received Garfield Township approval earlier this year for a planned unit development (PUD) for the site, or a zoning plan tailored to a specific property. BATA is planning to build a new 87,000-square-foot headquarters – including administrative offices, a bus storage garage, and maintenance and dispatch facilities – plus a new bus transfer station. BATA’s portion of the project is estimated to cost \$28 million, with the organization already landing \$13.3 million in federal funding and working to secure additional federal and state support to close the funding gap.

TCHC is planning to build a workforce housing complex called The Flats at Carriage Commons (pictured, rendering) with over 200 rental apartments, which will be income-based and estimated to cost \$680 to \$820 per month at today's rates, including all utilities. Fifteen single-family Habitat for Humanity homes, a childcare facility, and a food/beverage café are also planned, bringing the residential side of the project to an estimated \$65 million. The development also includes the permanent preservation of 20 acres of wooded wetland to protect the headwaters of Mitchell Creek. Building apartments next to amenities like childcare, cafés, and transit – plus providing green spaces and multi-modal pathways throughout the grounds – is intended to create a neighborhood feel and make it easier for people to live and work in the same community, according to the project partners.

Because the LaFranier property is zoned for housing, not a transit development like BATA’s, Garfield Township trustees wanted guarantees that housing would be built as part of the project. They attached conditions to their PUD approval stipulating that TCHC must have either a Michigan State Housing Development Authority (MSHDA) award or an “equivalent grant award” for workforce housing before BATA could begin construction on its side of the project. The conditions also state TCHC must commence housing construction before BATA can request a certificate of occupancy. Lentych says he believes the \$6 million allocation in the state’s

recently approved budget for The Flats at Carriage Commons will fulfill the first requirement. BATA Executive Director Kelly Dunham concurs.

“We are hopeful, and it's our belief, that the \$6 million state allocation will provide adequate funding for (TCHC) to get started with the project, and that it will suffice for the township's requirements in order to give BATA the go-ahead,” she says. TCHC is also submitting two applications to MSHDA this summer and fall to line up additional funding, with the goal of breaking ground next spring on Phase 1 of apartment construction, estimated to cost \$20-\$22 million.

That project could see TCHC construct its first two apartment buildings, containing an estimated 110-120 apartments. “We would break ground in the spring if we get one or both of the (MSHDA) awards,” Lentych says. “Lumber prices are coming down, and we’re trying to get economies of scale going on with construction.” Up to three more multi-family buildings could be built over the next several years, bringing the total number of rental apartments to over 200. TCHC and BATA estimate that fifty new full-time positions will be created because of the housing and transit development within the areas of public transit, childcare, retail, and housing, with more than 75 primary construction workers employed during the various construction phases and over \$15 million generated in short-term local spending.

The project could be followed by even more residential construction directly east of the property near the intersection of Hammond and Garfield. Garfield Township planning commissioners recommended approval Wednesday of a request to rezone nearly 24 acres of land – originally part of a larger parent parcel that included the BATA/TCHC site before the properties were divided – from agricultural to multi-family residential. The property was historically used for agricultural purposes, but has not recently been actively farmed. Extensive wetlands populate the north and west sides of the parcel. The township’s future land use map envisions the property being used for high-density residential, which is compatible with the rezoning request, according to staff.

Outlook Development, the rezoning applicant, wrote that the request “will allow new opportunities for development of greatly needed new workforce housing.” The size of the property could allow “80 new affordable housing units” to be built, according to the company. Township staff determined that rezoning to multi-family residential “provides an acceptable transitional land use from the commercial uses at the intersection of Hammond and Garfield Roads and the industrial uses south of Hammond Road to the single-family residential in the Carriage Hill subdivision to the north.” With the unanimous support of planning commissioners, the rezoning request now heads to township trustees for final approval.



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

RENTAL ASSISTANCE DEMONSTRATION (RAD) NOTICE OF INTENT TO ACQUIRE

July 8, 2022

Dear [NAME & APARTMENT NO. OF RESIDENT]:

The property you currently occupy, Riverview Terrace Apartments, is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration ("RAD") program. As part of this process, we were awarded Tax Credits from the Michigan State Housing Development Authority (MSHDA) which will finance all of the physical improvements to the Property.

In order to utilize the tax credits, TCHC intends to sell Riverview Terrace to **TC 150P 4B Limited Dividend Housing Association Limited Partnership**. This action will allow us to complete the building renovation and the transition of subsidy that is part of the RAD program. As has been discussed with residents at various meetings, Riverview Terrace will continue to serve as affordable housing and it will continue to receive subsidy through HUD's RAD program.

This is a **Notice of Intent to Acquire**. A notice of intent to acquire establishes eligibility for relocation assistance prior to the initiation of negotiations and/or prior to the commitment of federal financial assistance.

In order to renovate the property, some residents will have to relocate from their units while the renovation is ongoing – specifically those who are still living in the following units: 102, 202, 302, 402, 502, 602, 702, 802, 902, and 1002. If you are living in one of those apartments, we will be in touch with you soon AND we will work with you during this transition.

We will be providing more information on the renovation schedule at our next RAD Monthly Meeting. Remember, our staff will work closely with you to ensure that your experience during the renovation is uneventful.

Thank you, in advance, for your understanding and cooperation.

Respectfully,

A handwritten signature in blue ink that reads 'Tony Lentych'.

Tony Lentych,
Executive Director



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TENANT NOTICE RAD CONVERSION OF PUBLIC HOUSING CONTRACT TO PBV CONTRACT PER 24 CFR 966.4(I)(3)

July 11, 2022

Dear [NAME & APARTMENT NO. OF RESIDENT]:

As a follow up to prior RAD conversion notices provided by the Traverse City Housing Commission (TCHC), this Notice informs you that Riverview Terrace Apartment will be leaving the public housing funding platform as part of a RAD conversion process. As a result, all residential units in Riverview Terrace will transition from the public housing subsidy program to the Section 8 Project-Based Voucher subsidy program ("PBV") as part of the U.S. Department of Housing and Urban Development ("HUD") Rental Assistance Demonstration ("RAD").

Please know that as an existing resident, you will have the right to remain a resident of Riverview Terrace apartments following the RAD conversion. This notice, dated **July 11, 2020**, specifically advises the following:

1. The RAD conversion involves a "technical" termination of your public housing lease and the execution of a new PBV-compliant lease as required by RAD. Your public housing lease will terminate no sooner than **August 31, 2022**. The public housing lease termination does not result in a termination of tenancy. You will be able to continue to reside at Riverview Terrace as required by the RAD conversion rules.
2. Within the next 30-45 days of this Notice, you will be contacted by TCHC staff or the property management contractor, KMG, to arrange a time and location for execution of the PBV/Tax Credit-compliant lease as required by the RAD conversion.
3. This "RAD Lease Conversion" process will require some "flexibility" on our part in order to make the process as easy as possible – this will include some Saturday and evening appointments to sign the new leases. We will work with you and your schedule!

Please be assured that during this process, TCHC is committed to providing you and your family with as much information and assistance as possible. If you have any questions please contact Kim Fehrenbach, Property Manager, in our office directly by phone or by e-mail (kfehrenbach@tchousing.org).

Respectfully,

A handwritten signature in blue ink that reads 'Tony Lentych'.

Tony Lentych,
Executive Director



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RENTAL ASSISTANCE DEMONSTRATION (RAD) CONVERSION

July 25, 2022

Dear Riverview Terrace Resident:

Good news! As of late last week, Riverview Terrace is no longer operating under the Public Housing Program – the RAD Conversion occurred and we are now transitioning to the housing voucher funding platform.

Additionally, we are pleased to inform you that Riverview Terrace apartments will now be managed, in partnership with TCHC, by KMG Prestige! KMG is a professional real estate management firm with over 30 years of experience in managing multi-family residential housing and commercial properties. TCHC management and maintenance staff will continue to work very diligently to provide you with quality housing services.

For your records, you can contact their corporate headquarters as follows:

KMG Prestige, Inc.
102 South Main Street
Mt. Pleasant, Michigan 48858
www.kmgprestige.com

We appreciate your patience as we continue to work with you on the paperwork during this transition – this includes a new lease which we will be in contact with you directly to execute the new lease soon. Until then, it will be business as usual.

Your next rent check should be made out to Riverview Terrace.

Rent is still due no later than the 5th of every month. On the 6th of the month a late fee will be added to your ledger. You can mail your rent to 150 Pine Street, Traverse City, MI 49684 or you can continue to use the drop box at the office.

We look forward to your continued residency at Riverview Terrace. Should you have any questions or concerns, please contact our Property Manager, Kim Fehrenbach, at (231) 922-4915.

Respectfully,

A handwritten signature in blue ink that reads 'Tony Lentych'.

Tony Lentych,
Executive Director