

BAY CITY HOUSING COMMISSION  
REGULAR BOARD MEETING  
ATTENDANCE LOG AND MEETING MINUTES

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Location: **This meeting was conducted physically at the Bay City Housing Commission's Central Office. The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.**

Date of Meeting: **Wednesday, October 23, 2024**

Call to Order at: **2:02 PM**

**ATTENDANCE LOG**

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	Present	Excused	Absent
<b><u>Commissioners:</u></b>			
Ann Grady	X		
Sharon Brown	X		
Louise Ryan	X		
James Whaley	X		
Debbie Kiesel	X		
<b><u>Staff:</u></b>			
Bill Phillips	X		
John Neeb	X		
Karl Opheim	X		

**MEETING MINUTES AND ACTIONS BY COMMISSION**

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**1. Approval of the revised agenda as presented which included the topic of a neighborhood resident complaint and implementing FOIA guidelines on tenant requests.**

Agenda Item: 2  
Motion: Brown  
Second: Ryan  
Motion Approved: Unanimous

**2. Approval of the Regular Meeting minutes (09/25/2024) of the Bay City Housing Commission as presented.**

Agenda Item: 3b  
Motion: Ryan  
Second: Whaley  
Motion Approved: Unanimous

**3. Suspend the regular rules for Public Input at 2:04 PM.**

**Public Input**

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<u>Speaker</u>	<u>Time</u>	<u>Address</u>	<u>Issue</u>
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No one was present to address the Board. The Board agreed to hear late arrivals.

**Return to Regular Order at 2:05 PM**

Agenda Item: 4  
Motion: N/A  
Second: N/A  
Motion Approved: Unanimous

**4. The Board received and supported the 10/23/2024 CEO Report as presented.**

Agenda Item: 7a  
Motion: Ryan  
Second: Kiesel  
Motion Approved: Unanimous

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**5. The Board accepted the current financial statements for the period ending 09/30/2024.**

Agenda Item: 7a  
Motion: Ryan  
Second: Kiesel  
Motion Approved: Unanimous

**6. Approval of all disbursements including ACH transactions and payroll in the total amount of \$462,884.71 for the period ending 09/30/2024.**

Agenda Item: 7b  
Motion: Ryan  
Second: Brown  
Motion Approved: Unanimous

**7. The Board approved the outlined employee health insurance cost share for the year 2025.**

Agenda Item: 7c  
Motion: Brown  
Second: Ryan  
Motion Approved: Unanimous

**8. The Board approved a 10% performance bonus for all staff of the organization based on 2024 wage rates, employees of less than one year service will be prorated based on the number of days of employment at 09/30/2024 along with a 4% wage increase effective with the first pay period of January 2025. This does not apply to the CEO who has a separate review process by the Board of Directors.**

Agenda Item: 7d  
Motion: Ryan  
Second: Kiesel  
Motion Approved: Unanimous

**9. The Board received a handout of the adjustments to the operating and capital improvement budgets for FYE 2025 and approved as presented.**

Agenda Item: 7e  
Motion: Whaley  
Second: Brown  
Motion Approved: Unanimous

**10. Adjournment at 3:30 PM.**

Agenda Item: 9  
Motion: Ryan  
Second: Brown  
Motion Approved: Unanimous

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UNAPPROVED MINUTES OF THE BAY CITY HOUSING COMMISSION ARE TO BE REVIEWED AND APPROVED BY THE BOARD AT THE DECEMBER 4, 2024 ANNUAL MEETING.

**Secretary's Certification of the Attendance Log and Meeting Minutes**

I certify that the deliberations of the members of the Board of Commissioners recorded above were taken openly; that yay and nay votes on the adoption of motions were taken openly; that the meeting was held at the specified time and place convenient to the public; that notice of the meeting was properly published; and that the meeting was called and held in compliance with the provisions of the Michigan Open Meeting Act all the applicable provisions of the Act and with all of the procedural rules of the Board of Commissioners.

**Attest:**

**Secretary:**

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By: John C. Neeb, III CFO

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Page 2 of 3 Louise Ryan

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

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



## BAY CITY HOUSING COMMISSION

### GUIDELINES FOR ELECTION OF BOARD OFFICERS FOR 2025 December 4, 2024

Nominations for officers of the Bay City Housing Commission Board may be nominated from the floor at the Annual Meeting on December 4, 2024. The positions of **President, Vice President and Secretary** are elected each year at the Annual Meeting.

The following table “Board Member Terms and Officers” lists the current Board of Commissioners by their Board terms. Nominations to serve as a Board Officer may only be made from current Commissioners.

BAY CITY HOUSING COMMISSION 2024 Board Member Terms in Office 11/8/2024				
Commissioners	Sector Represented	Served Since	Board Term (5 Yrs) Expires*	2021 Board Office (# Terms in Office)
Debbie Kiesel	Government/Community Dvlp	7/19/2021	7/19/2025	Commissioner
Sharon Brown	Mortgage Banking/Community Dvlp	6/1/2018	7/19/2026	Vice President (3)
Ann Grady	Ecumenical/Support Svcs	10/28/2015	7/19/2027	President (3)
Jim Whaley	Business - Accounting	12/6/2013	7/19/2028	Commissioner
Louise Ryan	Resident	6/1/2018	7/19/2029	Secretary (3)
* 5-Year Term of Board Service (no term limits but must be reappointed)				
** Board Officers elected for one-year term at the December Annual Meeting. Limit of 3 consecutive years in each office.				
*** Officer elections held in December during annual meeting.				

An excerpt of Sections 1-6 of the By-Laws of the Bay City Housing Commission pertaining to “Officers” is included below for convenience.

### BAY CITY HOUSING COMMISSION BY-LAWS Article II Officers; Sections 1-6

**Section 1 - Officers.** The officers of the Commission shall be a President, a Vice President and Secretary.

**Section 2 - President.** The President shall preside at all meetings of the Commission, except as otherwise authorized by resolution of the Commission. The President shall sign all contracts, deeds and other instruments approved by and on behalf of the Commission. At each meeting, the President shall submit any recommendations and information relevant to the business, affairs, and policies of the Commission.

**Section 3 - Vice President.** The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in the case of the resignation or death of the President the Vice President shall perform such duties as are imposed on the President until such time as the Commission shall select a new President.

Section 4 - Secretary. The Secretary shall keep the records of the Commission, shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for that purpose, and shall perform all duties incident to the office of the Secretary.

Section 5 - Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or by-laws or rules and regulations of the Commission.

Section 6 - Election or Appointment. The President, Vice President and Secretary shall be elected at the annual meeting of the Commission from among the members of the Commission and shall hold office for one year or until their successors are elected and qualified. **No Officer shall hold the same office for more than three (3) consecutive one-year terms.**

THE ELECTION PROCESS

- 1. Open Nominations from the Floor** - Nominations to serve as a Board Officer may only be made from current Commissioners. Members may nominate a candidate for one or more positions. Candidates from the floor may nominate themselves. A nominee may decline a nomination from the floor. Nominations must be seconded unless the bylaws indicate otherwise. Members may debate the nomination openly. Nominations require a majority vote to pass. A complete slate of officers may also be nominated in lieu of individual nominations for each position.

Board Office	Nominee 1 or Slate 1	Nominee 2 or Slate 2
President		
Vice President		
Secretary		

- 2. Close Nominations** – The Chair calls for nominations to be closed after all nominations are taken, not after each nomination. The chair will ask for a close of nominations when it is clear that all members have had an opportunity to nominate their candidates. Closing nominations requires a 2/3 vote.
- 3. Voting** – In accordance with the by-laws, voting shall be by “voice vote.” All votes will be decided by a simple majority of the Commissioners present.
- 4. Vote Count – Election Results**

Officer Positions	2025 Board Officers	Voice Vote (Yays and Nays)
President		
Vice President		
Secretary		



BAY CITY HOUSING COMMISSION

**NOTICE OF THE BAY CITY HOUSING COMMISSION  
2025 BOARD MEETING SCHEDULE**

During calendar year 2025 the Board meetings of the Bay City Housing Commission will be held physically at the offices of the Bay City Housing Commission, 315 14<sup>th</sup> Street, Bay City, Michigan at 2:00 P.M. on the following dates:

**Wednesday, January 22, 2025**

**Wednesday, February 26, 2025**

**Wednesday, March 26, 2025**

**Wednesday, April 23, 2025**

**Wednesday, May 28, 2025**

**Wednesday, June 25, 2025**

**Wednesday, July 23, 2025**

**Wednesday, August 27, 2025**

**Wednesday, September 24, 2025**

**Wednesday, October 22, 2025**

**No meeting in November**

**Wednesday, December 3, 2025  
Annual Meeting**





BAY CITY HOUSING COMMISSION

**CEO REPORT TO THE BOARD OF COMMISSIONERS**  
December 4, 2024

- Portfolio Performance** – As of November 25, 2024, the total physical occupancy for the entire portfolio is 99.2% and Leased occupancy 101.2%. Applications on the wait list are approximately 653. There is currently one vacancy among the Market Rate units. However, there is a Housing Choice Voucher holder awaiting move-in.

**BAY CITY HOUSING COMMISSION**  
**Portfolio Occupancy**

11/25/24	Total Units	Vacant Not Ready	Vacant Ready	Total Vacant	Applications Approved for Move-In (Leased) Occupied		Physical Occupancy	% Leased & Occupied <sup>1</sup>	Intents to Vacate	Transfers Pending	Vacant to Lease	Current Waitlist #Units <sup>4</sup> 9/3/2024	Waitlist #Units Last Quarter	Percent Change Over Prior Quarter
Smith Manor	141	0	0	0	4	141	100.0%	102.8%	-	-	-	142	98	44.9%
Maloney Manor	113	0	1	1	1	112	99.1%	100.0%	-	-	1	116	73	58.9%
<b>SubTotal</b>	<b>254</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>253</b>	<b>99.6%</b>	<b>101.6%</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>258</b>	<b>171</b>	<b>50.9%</b>
Pine Towers	115	0	2	2	3	113	98.3%	100.9%	-	-	2	110	103	6.8%
Maplewood Manor	158	0	0	0	3	158	100.0%	101.9%	-	-	-	69	68	1.5%
<b>SubTotal (62+)</b>	<b>273</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>271</b>	<b>99.3%</b>	<b>101.5%</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>179</b>	<b>171</b>	<b>4.7%</b>
<b>Total All Highrise Bldg:</b>	<b>527</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>11</b>	<b>524</b>	<b>99.4%</b>	<b>101.5%</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>437</b>	<b>342</b>	<b>27.8%</b>
<b>Scattered Site (PH) Unit Mix</b>														
1-BR	20	0	0	0	2	20	100.0%	110.0%	1	-	1	67	116	-42.2%
2-BR	47	1	0	1	0	46	97.9%	97.9%	-	1	1	56	113	-50.4%
3-BR	67	1	0	1	2	66	98.5%	101.5%	2	-	2	58	83	-30.1%
4-BR	39	0	0	0	0	39	100.0%	100.0%	-	-	-	19	33	-42.4%
5-BR	20	0	0	0	0	20	100.0%	100.0%	-	-	-	10	19	-47.4%
<b>Total Scattered Site (P)</b>	<b>193</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>191</b>	<b>99.0%</b>	<b>101.0%</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>210</b>	<b>364</b>	<b>-42.3%</b>
Market/Master Lsd <sup>3</sup>	2	1	0	1	0	1	50.0%	50.0%	-	-	1	6	6	0.0%
<b>TOTAL PORTFOLIO</b>	<b>722</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>15</b>	<b>716</b>	<b>99.2%</b>	<b>101.2%</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>653</b>	<b>712</b>	<b>-8.3%</b>

<sup>1</sup> Leased and Occupied units are units currently occupied plus "applications approved and scheduled for Move-in" (Leased)

<sup>2</sup> The majority of applications are listed on multiple wait lists. The wait list figures are not accurate per property.

<sup>3</sup> Unrestricted, Non ACC and units master-leased.

<sup>4</sup> 9/3/2024 - Waitlist figures indicate the number of units required to fill current applications. The number of applications per household is typically much higher.

- Update on Capital Improvement Projects** – Please view the attached Capital Improvement Projects memo.
- Communication Facilities Lease Amendments** – T-Mobile has executed a First Amendment to the communication facility lease that will allow the installation of additional equipment on the roof of Maloney Manor. We are awaiting final initials on last minute adjustments to the amendment language.
- 504 Howard St.** – The paperwork required to schedule the closing of the lot at 504 Howard from the State Land Bank Authority has not yet been provided by the SLBA.
- Management and Operations Review (MOR)** - Maloney Manor was the subject of an MOR review by HUD staff on October 17, 2024. The MOR rating was “Above Average”.

6. **Columbus Avenue Blight Removal Project** –
  - a. Bay County Land Bank Authority Grant – No updates.
  - b. Environmental, Great Lakes, and Energy (EGLE) – No updates.
7. **HOME Investment Program** – We are presenting an updated proposal to the City for HOME and HOME-ARP funds. The purpose of the funds will be to develop in-fill affordable housing in the corridor running from 11<sup>th</sup> street to McKinley along N. Jefferson Ave.
8. **Development Partner RFQ** – The agenda for the Annual Meeting includes staff recommendation for the selection of a development partner. Four responses were received from qualified development companies. **Please refer to the Memorandum to the Board and Resolution #444 in the Board Packet.**
9. **Creation of a Nonprofit Subsidiary** – At its April 26, 2023, meeting of the Board of Commissioners, the Board approved the creation of a nonprofit community development corporation (CDC). The original intent was that the nonprofit organization would become qualified as Bay City’s Community Housing Development Organization (CHDO). For several reasons, creating a new CHDO for Bay City is not practical currently. However, creation of a nonprofit subsidiary of BCHC is practical, and is advantageous over the long-term regardless of its ability to qualify as a CHDO. The subsidiary nonprofit Board would be determined by the BCHC Board of Commissioners and established so as to mirror the BCHC Board.

Resolution #445 is on the December 4<sup>th</sup> 2024, meeting agenda for review and consideration by the Board.

Currently, the Bay City Housing Commission owns three buildings (six units) that it proposes to transfer ownership into the nonprofit and begin to establish an operating history and asset base. **See the Memorandum to the Board and Corporate Resolution #445 in the Board Packet.**

10. **216 N Madison Ave** – BCHC owns 4 townhouse units at the location that are under a Master Lease to Michigan Community Services. BCHC is intending to terminate the Master Lease as of March 31, 2025. We can operate the buildings without leases to current residents until we complete our plans to rehabilitate the property. At that time, we would likely need to vacate the property to complete the rehabilitation. We may opt to use HOME or HOME or ARP funds to reposition the properties.
11. **Financial Highlights for the Period** – The current financial reports are attached. The reporting format has been condensed. Full reports will be provided each quarter.
12. **Bay City Maplewood Manor LLC** – We will hold the annual meeting for this entity following the BCHC Annual Board Meeting.



**Attachments**

1. Capital Improvement Project Update Memo
2. Financial Report Summaries for all Business Units

**TO:** William Phillips, Chief Executive Officer  
**FROM:** Karl Opheim, Assistant Director  
**DATE:** November 21, 2024  
**SUBJECT:** 2024 Capital Improvements Update

**Maplewood Manor Domestic Hot Water Generator.** Two bids were received, and we selected the lowest qualified bidder, Remer Plumbing, Heating and Air Conditioning of Saginaw. After discussing the options with Remer's Vice President Mark Katz, we selected the least expensive option (\$26,100) replacing one water heater (not both) and this option was the most efficient model. We signed a contract on November 7<sup>th</sup>. I was remiss in the bid specifications and did not include any electrical work. Our hot water electrical connections need a couple of updates to comply with the current code, so that work will be added as a change order. Remer has had several major contracts and a subcontractor over the last 50 years with the Bay City Housing Commission, most recently they installed our new heating boilers at Smith Manor in 2020.

**Pine Towers Exterior Column Repairs; Smith Manor Column Repairs; Maplewood Manor Balcony Repairs.** Site work was completed at Pine Towers and Maplewood Manor before the November showers began. The change order for 13 additional balcony repairs totaled \$16,490. We had unit pricing for each type of repair. The replacement limestone panels for Smith Manor are expected to be shipped in mid-December. If our daytime temperatures remain above 32 degrees, work will not be interrupted we are told.

**Pine Towers, Maloney Manor Fire Alarm Panel Upgrade.** Our representative from Johnson Controls and their electrician did site reviews at Pine Towers and Maloney Manor on October 31<sup>st</sup>. They needed to verify each piece of equipment we have for the panel upgrade. We found a couple of equipment changes we need to make (pull station, remote annunciator) per code. We also found a mix of old and new strobes and detectors in each of our eleven-barrier free, handicapped designated apartments that we need to include with our system upgrade. No estimate received yet.

**Scattered Site Electric Panel and Circuit Breaker Replacement, Round Four.** Maintenance staff received no-electrical power service call at a scattered site home this week and found a 100-amp main breaker broken. To our surprise we discovered this home had an electric panel manufactured by Gould Electrical which went out of business in 1993. Siemens has interchangeable circuit breakers, however none of our local electrical vendors had a 100-amp vertical main breaker we needed. ESCON electrician was able to rewire the panel for safe temporary power and we ordered a new Square D service panel to be installed the next day.

This service panel is one of 42 remaining forty to 45-year-old service panels. We plan to replace (and upgrade circuits, as needed) all remaining original service panels next year.

## BAY CITY HOUSING COMMISSION

### Balance Sheet

10/31/2024

All Program Lines of Business	Central Office	Market	Public Housing	Multifamily Owned			Multifamily Managed	
			Scattered Sites	Maloney Manor	Pine Towers	Smith Manor	Maplewood Manor (LIHTC)	
<b>Assets</b>								
Current Assets								
Cash	1,946,106	176,975	125,643	335,282	214,542	176,252	275,487	641,925
Accounts Receivable	243,149	162,846	2,101	53,399	4,821	4,273	5,029	10,679
Deposits & Escrows	3,879,320	125	0	55,816	957,908	965,484	1,162,112	737,875
Other Current Assets	5,526,605	1,969,564	2,185	3,110,029	50,541	57,651	58,658	277,977
<b>Total Current Assets</b>	<b>11,595,180</b>	<b>2,309,511</b>	<b>129,929</b>	<b>3,554,527</b>	<b>1,227,812</b>	<b>1,203,660</b>	<b>1,501,286</b>	<b>1,668,456</b>
Fixed Assets	15,101,979	456,329	2,945	2,096,371	1,208,751	1,132,157	1,443,329	8,762,097
Other Assets	1,368,055	1,151,498	0	216,557	0	0	0	0
<b>Total Assets</b>	<b>28,065,214</b>	<b>3,917,338</b>	<b>132,874</b>	<b>5,867,455</b>	<b>2,436,562</b>	<b>2,335,816</b>	<b>2,944,614</b>	<b>10,430,553</b>
<b>Liabilities &amp; Equity</b>								
Liabilities								
Current Liabilities	475,483	57,416	887	98,082	71,474	86,567	72,537	88,520
Other Current Liabilities	746,389	120,684	700	194,058	113,140	139,856	75,688	102,264
Long Term Liabilities	1,198,067	(1,434,137)	0	(494,143)	0	0	0	3,126,347
<b>Total Liabilities</b>	<b>2,419,939</b>	<b>(1,256,037)</b>	<b>1,587</b>	<b>(202,003)</b>	<b>184,614</b>	<b>226,422</b>	<b>148,225</b>	<b>3,317,131</b>
Equity								
Retained Earnings	25,384,529	5,195,034	129,306	6,133,812	2,274,057	2,122,611	2,790,230	6,739,480
Current Net Income	260,746	(21,659)	1,981	(64,353)	(22,109)	(13,217)	6,160	373,942
<b>Total Equity</b>	<b>25,645,275</b>	<b>5,173,374</b>	<b>131,287</b>	<b>6,069,459</b>	<b>2,251,948</b>	<b>2,109,394</b>	<b>2,796,390</b>	<b>7,113,422</b>
<b>Total Liabilities &amp; Equity</b>	<b>28,065,214</b>	<b>3,917,338</b>	<b>132,874</b>	<b>5,867,455</b>	<b>2,436,562</b>	<b>2,335,816</b>	<b>2,944,614</b>	<b>10,430,553</b>

## BAY CITY HOUSING COMMISSION Income Statement

10/31/2024

All Program Lines of Business	Central Office	Market	Public Housing	Multifamily Owned			Multifamily Managed	
			Scattered Sites	Maloney Manor	Pine Towers	Smith Manor	Maplewood Manor (LIHTC)	
<b>Income</b>								
Rental Income	1,791,711	0	2,985	96,838	74,086	78,323	93,618	1,445,861
Vacancy, Losses & Concessions	(14,502)	0	(734)	(230)	(2,811)	(42)	(450)	(10,235)
<b>Net Rental Income</b>	<b>1,777,208</b>	<b>0</b>	<b>2,251</b>	<b>96,608</b>	<b>71,275</b>	<b>78,281</b>	<b>93,168</b>	<b>1,435,626</b>
Service Related Income	40,907	40,907	0	0	0	0	0	0
Other Income	100,815	2,932	383	9,396	1,361	6,271	2,615	77,857
<b>Total Income</b>	<b>1,918,931</b>	<b>43,839</b>	<b>2,634</b>	<b>106,003</b>	<b>72,636</b>	<b>84,552</b>	<b>95,783</b>	<b>1,513,484</b>
<b>Expenses</b>								
Administrative Expenses	342,257	40,680	58	28,895	19,923	17,281	19,270	216,151
Utilities	260,319	868	68	901	24,738	11,867	25,112	196,765
Operating & Maintenance Expenses	284,572	2,005	394	38,417	13,303	11,830	14,747	203,878
Taxes & Insurance	254,426	11,516	93	26,817	11,230	12,473	12,900	179,397
Service Related Expenses	12,107	1,152	40	2,329	1,395	343	419	6,430
<b>Total Operating Expenses</b>	<b>1,153,682</b>	<b>56,221</b>	<b>653</b>	<b>97,358</b>	<b>70,588</b>	<b>53,794</b>	<b>72,447</b>	<b>802,621</b>
<b>Net Operating Income (Loss)</b>	<b>765,249</b>	<b>(12,382)</b>	<b>1,981</b>	<b>8,645</b>	<b>2,048</b>	<b>30,758</b>	<b>23,337</b>	<b>710,863</b>
<b>Non-Operating Expenses</b>								
<b>Non-Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital Expenditures	174,805	0	0	69,576	24,156	43,974	17,177	19,922
Debt Services	110,766	0	0	0	0	0	0	110,766
Other Non-Operating Expenses	218,932	9,277	0	3,422	0	0	0	206,232
<b>Total Non-Operating Expenses</b>	<b>504,503</b>	<b>9,277</b>	<b>0</b>	<b>72,998</b>	<b>24,156</b>	<b>43,974</b>	<b>17,177</b>	<b>336,920</b>
<b>Net Income (Loss)</b>	<b>260,746</b>	<b>(21,659)</b>	<b>1,981</b>	<b>(64,353)</b>	<b>(22,109)</b>	<b>(13,217)</b>	<b>6,160</b>	<b>373,942</b>

**Bay City Housing Commission  
Cash Transactions  
10/1/2024 to 10/31/2024**

<b>Total of Checks, Payments, Credit Cards and ACH Transactions</b>	<b>\$</b>	<b>593,330.02</b>
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<b>Payroll Transactions</b>			
<b>Pay Date</b> 10/9/2024	Management Wages		38,174.04
	Administrative Wages		-
	Maintenance Wages		20,867.96
	Employer Taxes		4,326.33
	<b>Total Transfer</b>		<b>63,368.33</b>
<b>Pay Date</b> 10/23/2024	Management Wages		37,941.88
	Administrative Wages		-
	Maintenance Wages		20,906.82
	Employer Taxes		4,309.88
	<b>Total Transfer</b>		<b>63,158.58</b>
<b>Pay Date</b> 1/0/1900	Management Wages		-
	Administrative Wages		-
	Maintenance Wages		-
	Employer Taxes		-
	<b>Total Transfer</b>		-

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/2/2024	COCC	Capital One Bank (USA), N.A.	Maintenance Tech 1 Position	235.45
10/3/2024	MWM	Amazon	IPad & Screen Protector	13.98
10/3/2024	PT	Amazon	IPad & Screen Protector	562.98
10/4/2024	COCC	ADP, Inc.	Payroll processing fee PD 10042024	206.41
10/7/2024	COCC	Ring Central	Digital fax lines	21.23
10/7/2024	MM	Ring Central	Digital fax lines	21.64
10/7/2024	MWM	Ring Central	Digital fax lines	22.24
10/7/2024	PT	Ring Central	Digital fax lines	21.64
10/7/2024	SM	Ring Central	Digital fax lines	22.06
10/7/2024	SS	Ring Central	Digital fax lines	32.79
10/8/2024	COCC	Alerus Financial	DC Payment - Admin	1,165.49
10/8/2024	COCC	Alerus Financial	DC Payment - Emp Withholding	1,380.60
10/8/2024	COCC	Alerus Financial	DC Payment - Loan Repay	604.22
10/8/2024	COCC	Alerus HCSP	HSCP Payment - Admin	82.76
10/8/2024	COCC	Alerus HCSP	HSCP Payment - Withholding	436.14
10/8/2024	COCC	Vantagepoint Transfer Agents-457	457 WH	1,739.95
10/8/2024	MM	Alerus Financial	DC Payment - Admin	257.35
10/8/2024	MM	Alerus Financial	DC Payment - Maint	138.12
10/8/2024	MM	Alerus HCSP	HSCP Payment - Admin	34.30
10/8/2024	MM	Alerus HCSP	HSCP Payment - Maint	18.41
10/8/2024	MM	Spectrum Enterprise	Community Room Internet	119.34
10/8/2024	MWM	Alerus Financial	DC Payment - Admin	288.33
10/8/2024	MWM	Alerus Financial	DC Payment - Maint	278.97
10/8/2024	MWM	Alerus HCSP	HSCP Payment - Admin	38.43
10/8/2024	MWM	Alerus HCSP	HSCP Payment - Maint	37.19
10/8/2024	MWM	Cintas Corp #346	lobby rugs	336.46
10/8/2024	PT	Alerus Financial	DC Payment - Admin	271.70
10/8/2024	PT	Alerus Financial	DC Payment - Maint	290.91
10/8/2024	PT	Alerus HCSP	HSCP Payment - Admin	36.22

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/8/2024	PT	Alerus HCSP	HSCP Payment - Maint	38.78
10/8/2024	SM	Alerus Financial	DC Payment - Admin	279.24
10/8/2024	SM	Alerus Financial	DC Payment - Maint	284.04
10/8/2024	SM	Alerus HCSP	HSCP Payment - Admin	37.21
10/8/2024	SM	Alerus HCSP	HSCP Payment - Maint	37.87
10/8/2024	SS	Alerus Financial	DC Payment - Admin	314.68
10/8/2024	SS	Alerus Financial	DC Payment - Maint	572.97
10/8/2024	SS	Alerus HCSP	HSCP Payment - Admin	41.95
10/8/2024	SS	Alerus HCSP	HSCP Payment - Maint	33.02
10/8/2024	SS	Capital One Bank (USA), N.A.	Gift card prizes for the Fire Poster Contest	10.00
10/9/2024	MM	King Communications	After hours answering services	45.42
10/9/2024	MWM	King Communications	After hours answering services	63.51
10/9/2024	PT	Amazon	Tablet stand for maintenance	74.99
10/9/2024	PT	King Communications	After hours answering services	46.22
10/9/2024	SM	King Communications	After hours answering services	56.67
10/9/2024	SS	Capital One Bank (USA), N.A.	Gift card prizes for the Fire Poster Contest - Pizza Party	72.00
10/9/2024	SS	Capital One Bank (USA), N.A.	Cleaning Supplies	13.00
10/9/2024	SS	King Communications	After hours answering services	77.58
10/9/2024	SS	Consumers Energy - Routine	09/06/2024-10/03/2024	24.83
10/10/2024	COCC	Amazon	Office Supplies	17.99
10/10/2024	COCC	Amazon	Furnace Humidifier Filters	41.85
10/10/2024	MM	GFL Environmental	Dumpster rental	113.75
10/10/2024	MWM	GFL Environmental	Dumpster rental	113.75
10/10/2024	PT	GFL Environmental	Dumpster rental	113.75
10/10/2024	SM	GFL Environmental	Dumpster rental	113.75
10/10/2024	SS	GFL Environmental	Dumpster rental	113.75
10/11/2024	MM	GFL Environmental	Dumpster rental	113.75
10/11/2024	MWM	GFL Environmental	Dumpster rental	113.75
10/11/2024	PT	GFL Environmental	Dumpster rental	113.75
10/11/2024	SM	GFL Environmental	Dumpster rental	113.75
10/11/2024	SS	GFL Environmental	Dumpster rental	113.75
10/14/2024	COCC	Begick Nursery & Garden Center	Container plants	250.00
10/14/2024	COCC	MHT Housing, Inc.	2023 Tax Balance, 2024 Estimates, 2022 & 2023 Tax Prep Fees for MWM LLC	21,430.20
10/14/2024	COCC	Richs Lawn & Garden	Vacant lots, YMCA, market	3,300.00
10/14/2024	COCC	Richs Lawn & Garden	315 14th	100.00
10/14/2024	COCC	SAMSA, Inc.	Office 365 subscriptions for 07/24	166.50
10/14/2024	COCC	Shred Experts LLC	Shredding services	30.00
10/14/2024	COCC	The Workwear Store	Work Uniforms-J. Navarre	146.39
10/14/2024	COCC	The Workwear Store	Work Uniforms-D. Fry	320.50
10/14/2024	COCC	The Workwear Store	Work Uniforms-M. McQuarter	172.50
10/14/2024	COCC	The Workwear Store	Work Uniforms - M. Barrowman	358.00
10/14/2024	COCC	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 08/22/2024-09/22/2024	497.00
10/14/2024	COCC	Alonso Mireles	Work Pants-A. Mireles	89.97
10/14/2024	MM	Abell Pest Control	Monthly Bed Bug & Roach Inspections	462.50
10/14/2024	MM	RealPage, Inc.	Vendor Payment Fees	17.25
10/14/2024	MM	RealPage, Inc.	PM Software and Compliance	976.05
10/14/2024	MM	Richs Lawn & Garden	Lawn care services	420.00
10/14/2024	MM	SAMSA, Inc.	Office 365 subscriptions for 07/24	54.00
10/14/2024	MM	Staples	Office Supplies-envelopes,	12.61
10/14/2024	MM	Staples	Office Supplies-copy paper,manila file folders,	136.34
10/14/2024	MM	Shred Experts LLC	Shredding services	45.00
10/14/2024	MM	Pitney Bowes	Ink for postage meter	18.26
10/14/2024	MM	Bay City Housing Commission	Management Fee - Maloney Manor-MM-9/20241728909589	5,692.52
10/14/2024	MM	Birchler, Fitzhugh, Purtell & Brissette,	Legal fees	312.00
10/14/2024	MM	Clements Electric Inc	Shared neutral breaker installation113 GE 2-pole 20-amp breakers	5,400.00
10/14/2024	MM	Clements Electric Inc	Furnish and install 12 house panel breakers	1,875.00
10/14/2024	MM	Scott Chesney	New formica countertop for unit #410	295.00
10/14/2024	MM	MacMillan Associates	Equipment Anchor Review	475.50
10/14/2024	MM	Pitney Bowes Inc Reserve Account	Postage	100.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/14/2024	MM	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 08/22/2024-09/22/2024	12,896.52
10/14/2024	MM	Consumers Energy - Routine	09/06/2024-10/03/2024	277.61
10/14/2024	MM	Brandon, Adam F	Deposit Refund	211.00
10/14/2024	MM	William F. Nelson Electric, Inc.	Install trim ring on panel	1,470.00
10/14/2024	MM	Bartley, Katya BA	Deposit Refund	264.00
10/14/2024	MM	Rohman, Bethany A	Deposit Refund	304.00
10/14/2024	MWM	Continental Management, LLC	Management Fee - Maplewood Manor-MWM-10/20241728547683	7,439.17
10/14/2024	MWM	RealPage, Inc.	Vendor Payment Fees	17.25
10/14/2024	MWM	RealPage, Inc.	PM Software and Compliance	1,364.74
10/14/2024	MWM	Richs Lawn & Garden	Lawn care services	420.00
10/14/2024	MWM	SAMSA, Inc.	Office 365 subscriptions for 07/24	54.00
10/14/2024	MWM	Unclaimed Freight Ace Hardware	Silicone/Recessed Plug	57.55
10/14/2024	MWM	Shred Experts LLC	Shredding services	45.00
10/14/2024	MWM	Pitney Bowes	Ink for postage meter	18.25
10/14/2024	MWM	Dependable Sewer Cleaners	Telesive drain line going out to road.	235.00
10/14/2024	MWM	Birchler, Fitzhugh, Purtell & Brissette,	Legal fees	1,439.10
10/14/2024	MWM	Clements Electric Inc	Furnish and install 56 Siemens 2-pole 20-amp breakers and 3 Siemens 3-pole 20-amp breakers	3,600.00
10/14/2024	MWM	Clements Electric Inc	Outlet issue unit 606-Rewired receptacles to have separate neutrals with AC being on it's own circuit	165.00
10/14/2024	MWM	MacMillan Associates	Cell Site RF Modifications	1,548.00
10/14/2024	MWM	Pitney Bowes Inc Reserve Account	Postage	100.00
10/14/2024	MWM	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 08/22/2024-09/22/2024	17,161.06
10/14/2024	MWM	The Estate of Karl Holsing	Deposit Refund	428.00
10/14/2024	MWM	Figueroa, Janice M	Deposit Refund	195.00
10/14/2024	MWM	Snider, James V	Deposit Refund	370.00
10/14/2024	PT	Abell Pest Control	Monthly bedbug inspection	462.00
10/14/2024	PT	RealPage, Inc.	Vendor Payment Fees	17.25
10/14/2024	PT	RealPage, Inc.	PM Software and Compliance	993.32
10/14/2024	PT	SAMSA, Inc.	Office 365 subscriptions for 07/24	54.00
10/14/2024	PT	Unclaimed Freight Ace Hardware	Fasteners	0.34
10/14/2024	PT	Unclaimed Freight Ace Hardware	Wood foam brush	8.26
10/14/2024	PT	Pitney Bowes	Ink for postage meter	18.26
10/14/2024	PT	Bay City Housing Commission	Management Fee - Pine Towers-PT-9/20241728909607	6,647.02
10/14/2024	PT	Birchler, Fitzhugh, Purtell & Brissette,	Legal fees	214.50
10/14/2024	PT	Batteries Plus	Battery for Lt Blue backup	100.60
10/14/2024	PT	Batteries Plus	Fire panel power backup and generator	136.20
10/14/2024	PT	Clements Electric Inc	Installation of additional outlet to community room and emergency circuit to front door controller	260.00
10/14/2024	PT	Clements Electric Inc	Furnish and install 10 Siemens 2-pole 20-amp breakers and neutral conductors for the laundry outlets on the 3rd and 7th floor	1,850.00
10/14/2024	PT	Foster Blue Water Oil	generator fuel	87.89
10/14/2024	PT	Carquest Auto Parts	Belt for rooftop unit	29.16
10/14/2024	PT	Pitney Bowes Inc Reserve Account	Postage	100.00
10/14/2024	PT	Consumers Energy - Routine	09/03/2024-10/06/2024	246.46
10/14/2024	PT	TOMMARK, Inc (Munch's Supply LLC)	Belts for replacement on rooftop unit-Could not order all at Carquest	254.32
10/14/2024	SM	Menards	Shelving, brackets, tool, lock	86.93
10/14/2024	SM	RealPage, Inc.	Vendor Payment Fees	17.25
10/14/2024	SM	RealPage, Inc.	PM Software and Compliance	1,217.91
10/14/2024	SM	Richs Lawn & Garden	Lawn care services	420.00
10/14/2024	SM	SAMSA, Inc.	Office 365 subscriptions for 07/24	54.00
10/14/2024	SM	Staples	Office Supplies-envelopes	12.61
10/14/2024	SM	Staples	Office Supplies-copy paper, fasteners,staples	101.73
10/14/2024	SM	Shred Experts LLC	Shredding services	45.00
10/14/2024	SM	Pitney Bowes	Ink for postage meter	18.26
10/14/2024	SM	Bay City Housing Commission	Management Fee - Smith Manor-SM-9/20241728909607	8,202.70
10/14/2024	SM	Home Depot Credit Services	Sand and Stepping Stones	37.76
10/14/2024	SM	Home Depot Credit Services	2X4 treated lumber, Paint supplies, Hardware supplies and pest control	145.56
10/14/2024	SM	Home Depot Credit Services	16x16 step stones	89.40
10/14/2024	SM	Clements Electric Inc	Furnish and install 141 Eaton 2-pole 20-amp breakers; 20 Eaton 2-pole 15-amp breakers; 9 Eaton 3 pole 20-amp breakers	8,600.00
10/14/2024	SM	Scott Chesney	New countertop for unit 415	350.00
10/14/2024	SM	Rightway Remediation, LLC	Remove ACM Floor tile & Air Clearance Apt 415	900.00
10/14/2024	SM	Pitney Bowes Inc Reserve Account	Postage	100.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/14/2024	SM	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 08/22/2024-09/22/2024	12,786.91
10/14/2024	SM	Consumers Energy - Routine	09/06/2024-10/03/2024	578.26
10/14/2024	SM	Jack's Tree Service, Inc.	Tree Trimming	950.00
10/14/2024	SS	RealPage, Inc.	Vendor Payment Fees	17.25
10/14/2024	SS	RealPage, Inc.	PM Software and Compliance	1,667.04
10/14/2024	SS	Richs Lawn & Garden	701 1st	225.00
10/14/2024	SS	SAMSA, Inc.	Office 365 subscriptions for 07/24	87.00
10/14/2024	SS	Staples	Office Supplies-Open top file container	15.66
10/14/2024	SS	Staples	Office Supplies-copy paper	92.00
10/14/2024	SS	Shred Experts LLC	Shredding services	30.00
10/14/2024	SS	Pitney Bowes	Ink for postage meter	18.26
10/14/2024	SS	Dependable Sewer Cleaners	Clogged upstairs toilet	175.00
10/14/2024	SS	Dependable Sewer Cleaners	Main line backing up - 607 Frank St	120.00
10/14/2024	SS	Escon Group, Inc.	Replace electric service panels & add circuits at 3 bedroom dwellings	34,905.00
10/14/2024	SS	Sequin Lumber Company	Lite Drywall 5/8x4x8	65.92
10/14/2024	SS	Bay City Housing Commission	Management Fee - Scattered Sites-SS-9/20241728910691	10,712.20
10/14/2024	SS	Birchler, Fitzhugh, Purtell & Brissette,	Legal fees	3,400.90
10/14/2024	SS	Home Depot Credit Services	5 Edendirect dehumidifiers	714.95
10/14/2024	SS	Arrow Heating & Plumbing Supply	Delta T/S CP Trim Kit	115.00
10/14/2024	SS	Medler Electric Company	GFCI Receptacles	401.32
10/14/2024	SS	Modernistic	Air Duct Cleaning 1312 Webster Street	395.00
10/14/2024	SS	Pitney Bowes Inc Reserve Account	Postage	600.00
10/14/2024	SS	Octavia Kalinowski	2024 Fire Poster Contest for Octavia Kalinowski - 1st place youngest age group	50.00
10/14/2024	SS	Reanna Crowl	2024 Fire Poster Contest - 1st place	50.00
10/14/2024	SS	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 08/22/2024-09/22/2024	276.59
10/14/2024	SS	Bay City Treasurer - Negative Rents	Negative rent payment	7,724.70
10/14/2024	SS	Bay City Treasurer - Utility Payments	Utility Deposit - 1312 Webster - Tabitha Booth - MI 10/01/2024	300.00
10/14/2024	SS	Bay City Treasurer - Utility Payments	Utility Deposit - 702 Elm - John Solano & Sheri Kornecky MI 09/25/2024	300.00
10/14/2024	SS	Billy Goat Lawn Care LLC	Vacant lawn cutting - Mow & Trim - 702 Elm St	130.00
10/14/2024	SS	Billy Goat Lawn Care LLC	Vacant lawn cutting - 1271 Harrison St/702 Elm St/1312 Webster St	585.00
10/14/2024	SS	Bay City Treasurer - Utility Payments	Tenant Charge - MO utilities - C. Gerard - 1271 Harrison	22.81
10/14/2024	SS	Bay City Treasurer - Utility Payments	Utility Usage - Vacant and Tenant Charge - 1312 Webster - L. Martinez 08/12/2024 - 09/01/2024	62.00
10/14/2024	SS	Jack's Tree Service, Inc.	Tree Trimming-1211 Trumbull/1269 Harrison/305 38th/1008 Webster/1107 Leng/1214 Webster	5,550.00
10/14/2024	BCHC	RealPage, Inc.	PM Software and Compliance	12.47
10/14/2024	BCHC	Housing Authority Risk Retention Gro	Reimbursable Deductible Invoice	393.60
10/15/2024	COCC	Amazon	Workboots - M. McQuarter	219.95
10/17/2024	COCC	Capital One Bank (USA), N.A.	Monthly Zoom Subscription	16.95
10/17/2024	COCC	Spectrum Enterprise	Telephone	159.97
10/17/2024	MM	Spectrum Enterprise	Telephone & Internet	199.96
10/17/2024	MWM	Spectrum Enterprise	Community Room Internet	151.29
10/17/2024	MWM	Spectrum Enterprise	Internet & Phone	249.96
10/17/2024	PT	Capital One Bank (USA), N.A.	Airbag sensor for work truck	321.13
10/17/2024	PT	Spectrum Enterprise	Telephone & Internet	219.96
10/17/2024	SM	Spectrum Enterprise	Telephone & Internet	199.96
10/17/2024	SS	Amazon	Zip Seat Power Tool Extractor Set/Range Hood Filter	245.90
10/18/2024	COCC	ADP, Inc.	Payroll processing fee PRE10022024	196.93
10/21/2024	COCC	Verizon Wireless	Cell phones	97.88
10/21/2024	COCC	Star 2 Star Communication	Office phones	159.04
10/21/2024	COCC	Wex Bank	Fuel charges for BCHC vehicle fleet	60.00
10/21/2024	COCC	Consumers Energy - Routine	Natural gas distribution	0.45
10/21/2024	COCC	Consumers Energy - Routine	09/18/2024-10/16/2024	24.64
10/21/2024	MM	Verizon Wireless	Cell phones	146.26
10/21/2024	MM	Star 2 Star Communication	Office phones	51.52
10/21/2024	MWM	Verizon Wireless	Cell phones	148.77
10/21/2024	MWM	Star 2 Star Communication	Office phones	53.76
10/21/2024	MWM	Consumers Energy - Routine	09/17/2024-10/16/2024	808.55
10/21/2024	PT	Verizon Wireless	Cell phones	146.66
10/21/2024	PT	Star 2 Star Communication	Office phones	51.52
10/21/2024	PT	Wex Bank	Fuel charges for BCHC vehicle fleet	41.50



Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/21/2024	SM	Verizon Wireless	Cell phones	148.42
10/21/2024	SM	Star 2 Star Communication	Office phones	53.76
10/21/2024	SM	Wex Bank	Fuel charges for BCHC vehicle fleet	83.39
10/21/2024	SS	Verizon Wireless	Cell phones	263.29
10/21/2024	SS	Star 2 Star Communication	Office phones	78.37
10/21/2024	SS	Wex Bank	Fuel charges for BCHC vehicle fleet	303.24
10/23/2024	COCC	Alerus Financial	DC Payment - Admin	1,165.49
10/23/2024	COCC	Alerus Financial	DC Payment - Emp Withholding	1,375.80
10/23/2024	COCC	Alerus Financial	DC Payment - Loan Repay	680.73
10/23/2024	COCC	Alerus HCSP	HSCP Payment - Admin	82.76
10/23/2024	COCC	Alerus HCSP	HSCP Payment - Withholding	434.65
10/23/2024	COCC	One America	Disability Insurance Payment	201.51
10/23/2024	COCC	Standard Insurance Company	Life insurance	354.47
10/23/2024	COCC	Vantagepoint Transfer Agents-457	457 WH	1,739.95
10/23/2024	COCC	American Family Life Assurance Co	Record Payment of AFLAC Invoices Paid	695.08
10/23/2024	COCC	MERS Defined Benefit	Defined benefit	3,525.88
10/23/2024	COCC	Alerus HCSP - Retirees	HCSP deposit for eligible retirees	4,023.64
10/23/2024	MM	Alerus Financial	DC Payment - Admin	257.38
10/23/2024	MM	Alerus Financial	DC Payment - Maint	138.12
10/23/2024	MM	Alerus HCSP	HSCP Payment - Admin	34.30
10/23/2024	MM	Alerus HCSP	HSCP Payment - Maint	18.41
10/23/2024	MM	One America	Disability Insurance Payment	157.89
10/23/2024	MM	Standard Insurance Company	Life insurance	96.30
10/23/2024	MWM	Alerus Financial	DC Payment - Admin	282.60
10/23/2024	MWM	Alerus Financial	DC Payment - Maint	302.82
10/23/2024	MWM	Alerus HCSP	HSCP Payment - Admin	37.68
10/23/2024	MWM	Alerus HCSP	HSCP Payment - Maint	40.37
10/23/2024	MWM	Amazon	retractable screen doors	359.98
10/23/2024	MWM	Amazon	laundry cart wheels	159.92
10/23/2024	MWM	Amazon	pest treatment	59.98
10/23/2024	MWM	Amazon	foam pads; fire signs; coffee cups; inspection mirrors	140.17
10/23/2024	MWM	Amazon	wall clock	15.59
10/23/2024	MWM	One America	Disability Insurance Payment	151.53
10/23/2024	MWM	Standard Insurance Company	Life insurance	75.52
10/23/2024	PT	Alerus Financial	DC Payment - Admin	271.73
10/23/2024	PT	Alerus Financial	DC Payment - Maint	281.07
10/23/2024	PT	Alerus HCSP	HSCP Payment - Admin	36.23
10/23/2024	PT	Alerus HCSP	HSCP Payment - Maint	37.46
10/23/2024	PT	One America	Disability Insurance Payment	149.81
10/23/2024	PT	Standard Insurance Company	Life insurance	100.92
10/23/2024	SM	Alerus Financial	DC Payment - Admin	279.24
10/23/2024	SM	Alerus Financial	DC Payment - Maint	276.21
10/23/2024	SM	Alerus HCSP	HSCP Payment - Admin	37.21
10/23/2024	SM	Alerus HCSP	HSCP Payment - Maint	36.82
10/23/2024	SM	One America	Disability Insurance Payment	148.92
10/23/2024	SM	Standard Insurance Company	Life insurance	103.11
10/23/2024	SS	Alerus Financial	DC Payment - Admin	303.01
10/23/2024	SS	Alerus Financial	DC Payment - Maint	569.73
10/23/2024	SS	Alerus HCSP	HSCP Payment - Admin	40.39
10/23/2024	SS	Alerus HCSP	HSCP Payment - Maint	33.02
10/23/2024	SS	One America	Disability Insurance Payment	265.67
10/23/2024	SS	Standard Insurance Company	Life insurance	227.78
10/23/2024	SS	MERS Defined Benefit	Defined benefit	1,247.67
10/23/2024	SS	Alerus HCSP - Retirees	HCSP deposit for eligible retirees	1,476.36
10/24/2024	COCC	Amazon	Office Supplies	15.99
10/25/2024	COCC	Blue Cross & Blue Shield Of MI	Health insurance premiums	14,430.70
10/25/2024	COCC	Clean Team, Inc.	Office Cleaning for SS and COCC	108.33
10/25/2024	COCC	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	187.66
10/25/2024	COCC	Staples	Office Supplies	167.11

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/25/2024	COCC	National Center for Housing Manager	Certification renewal for J. Neeb	125.00
10/25/2024	COCC	UWUA Local 542	Union Dues	432.00
10/25/2024	COCC	John C. Neeb, III	Mileage for MERS presentation	190.95
10/25/2024	COCC	Bay City Bridge Partners	Liberty Bridge Toll Charges 09/25/2024-10/25/2024	4.00
10/25/2024	COCC	PM Environmental, Inc.	Phase I Environmental Study - 214 18th Street and 506 Howard Street	2,800.00
10/25/2024	COCC	Jamie Robishaw	Uniforms - J. Robishaw	236.50
10/25/2024	MM	Abell Pest Control	Apprehend BB treatment for Unit #210	300.00
10/25/2024	MM	Abell Pest Control	Aprehend Treatment #202	300.00
10/25/2024	MM	Abell Pest Control	Aprehend Treatment #501	300.00
10/25/2024	MM	Abell Pest Control	Apprehend BB treatment for Unit #301	300.00
10/25/2024	MM	Abell Pest Control	Aprehend Treatment #303	300.00
10/25/2024	MM	Abell Pest Control	Pest Control Contract for Oct. 2024	60.00
10/25/2024	MM	Blue Cross & Blue Shield Of MI	Health insurance premiums	5,115.83
10/25/2024	MM	Clean Team, Inc.	Janitorial services for October 2024 - MM	1,280.00
10/25/2024	MM	RealPage, Inc.	PM Software and Compliance	976.05
10/25/2024	MM	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	115.55
10/25/2024	MM	US Bank Equipment Finance	Copier usage & rental	195.86
10/25/2024	MM	Karens Carpetmax	Flooring - Unit 410	2,691.00
10/25/2024	MM	Karens Carpetmax	Flooring-Unit 110	2,314.00
10/25/2024	MM	Waste Management	Dumpster rentals	621.40
10/25/2024	MM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
10/25/2024	MM	Pitney Bowes	Postage meter lease fee	40.79
10/25/2024	MM	Prices Auto Service	Back up alarm installation for MM work truck.	380.26
10/25/2024	MM	Carahsoft Technology Corporation	The Work Number usage fees - transactions done in 09/01/2024-09/30/2024	938.20
10/25/2024	MM	Bay City Treasurer - Constellation Ene	Constellation Energy billing - natural gas	73.66
10/25/2024	MWM	Abell Pest Control	415 bed bug treatment	300.00
10/25/2024	MWM	Abell Pest Control	408 bed bug treatment	300.00
10/25/2024	MWM	Abell Pest Control	210 bed bug treatment	300.00
10/25/2024	MWM	Abell Pest Control	715 bed bug treatment	300.00
10/25/2024	MWM	Abell Pest Control	October pest inspections	675.00
10/25/2024	MWM	Abell Pest Control	418 bedbug treatment	300.00
10/25/2024	MWM	Abell Pest Control	cockroach treatment for 207	35.00
10/25/2024	MWM	Abell Pest Control	October bait stations	100.00
10/25/2024	MWM	Blue Cross & Blue Shield Of MI	Health insurance premiums	4,777.33
10/25/2024	MWM	Churchill Mortgage Investment LLC	Mortgage	29,189.05
10/25/2024	MWM	Clean Team, Inc.	October cleaning contract	1,618.00
10/25/2024	MWM	RealPage, Inc.	PM Software and Compliance	1,364.74
10/25/2024	MWM	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	117.67
10/25/2024	MWM	US Bank Equipment Finance	Copier usage & rental	154.63
10/25/2024	MWM	Great Lakes Elevator	Apply contact cement to 5 WL texture stainless panel on service elevator	700.00
10/25/2024	MWM	Karens Carpetmax	Flooring-Unit 512	2,760.00
10/25/2024	MWM	Karens Carpetmax	Flooring - Unit 811	2,720.00
10/25/2024	MWM	Waste Management	Dumpster rentals	475.40
10/25/2024	MWM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
10/25/2024	MWM	Pitney Bowes	Postage meter lease fee	40.79
10/25/2024	MWM	Sherwin Williams Company	unit paint	1,338.30
10/25/2024	MWM	Birchler, Fitzhugh, Purtell & Brissette,	Legal fees	1,497.60
10/25/2024	MWM	Pomp's Tire - Bay City	tires, oil change and wiper blades for work truck	733.41
10/25/2024	MWM	Bay City Treasurer - Constellation Ene	Constellation Energy billing - natural gas	157.09
10/25/2024	MWM	Bay City Bridge Partners	Liberty Bridge Toll Charges 09/25/2024-10/25/2024	20.00
10/25/2024	MWM	Bond 1 Carpet Cleaning, LLC	common hallway carpet cleaning	285.00
10/25/2024	MWM	Samson, Joyce M	Deposit Refund	75.00
10/25/2024	MWM	Matthews, Kathy K	Deposit Refund	429.00
10/25/2024	PT	Abell Pest Control	Aprehend bedbug treatment for unit 814	300.00
10/25/2024	PT	Blue Cross & Blue Shield Of MI	Health insurance premiums	3,824.98
10/25/2024	PT	Clean Team, Inc.	Janitorial- once weekly cleaning	1,494.00
10/25/2024	PT	RealPage, Inc.	PM Software and Compliance	993.32
10/25/2024	PT	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	115.69
10/25/2024	PT	Unclaimed Freight Ace Hardware	CM Wrench 5PC Rollup	30.59

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/25/2024	PT	Unclaimed Freight Ace Hardware	Lawn & Leaf Bags	10.76
10/25/2024	PT	Unclaimed Freight Ace Hardware	Hole Saw Bulk	20.69
10/25/2024	PT	Unclaimed Freight Ace Hardware	Rotary Tool/Gearwrench 6 PC Set SAE	138.60
10/25/2024	PT	US Bank Equipment Finance	Copier usage & rental	154.63
10/25/2024	PT	Waste Management	Dumpster rentals	544.01
10/25/2024	PT	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
10/25/2024	PT	Pitney Bowes	Postage meter lease fee	40.79
10/25/2024	PT	Home Depot Credit Services	Plumbing supplies and other maintenance supplies	73.22
10/25/2024	PT	Home Depot Credit Services	Hose on washing machine about to break	43.12
10/25/2024	PT	Scott Chesney	Countertop replacement for library where computers sit	596.00
10/25/2024	PT	Prices Auto Service	Check front brakes/air bag light on	144.95
10/25/2024	PT	Carquest Auto Parts	Shocks for work truck	159.34
10/25/2024	PT	Bay City Treasurer - Utility Payments	Water/sewer/elec/trash from 07/08/2024-08/08/2024	11,573.89
10/25/2024	PT	Bay City Treasurer - Constellation Energy	Constellation Energy billing - natural gas	85.62
10/25/2024	PT	Bay City Bridge Partners	Liberty Bridge Toll Charges 09/25/2024-10/25/2024	4.00
10/25/2024	PT	Potter, Donna J	Deposit Refund	862.00
10/25/2024	SM	Abell Pest Control	Aprehend BB Treatment for Unit 516	300.00
10/25/2024	SM	Blue Cross & Blue Shield Of MI	Health insurance premiums	4,766.65
10/25/2024	SM	Clean Team, Inc.	Monthly cleaning for October 2024	1,457.00
10/25/2024	SM	Menards	Caulk, tile adhesive, earplugs, Digital gauge, blk electrical tape, Nut & bolts case	124.96
10/25/2024	SM	RealPage, Inc.	PM Software and Compliance	1,217.91
10/25/2024	SM	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	116.89
10/25/2024	SM	US Bank Equipment Finance	Copier usage & rental	144.32
10/25/2024	SM	Karens Carpetmax	Flooring Unit 415	2,436.00
10/25/2024	SM	Hugos Key & Lock Service	Locks	144.95
10/25/2024	SM	Waste Management	Dumpster rentals	889.03
10/25/2024	SM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
10/25/2024	SM	Pitney Bowes	Postage meter lease fee	40.79
10/25/2024	SM	Bay City Treasurer - Constellation Energy	Constellation Energy billing - natural gas	196.70
10/25/2024	SM	Joseph Grimmer	Refund of overpayment	1.00
10/25/2024	SS	Abell Pest Control	October 2024 Monthly Pest Control Spray	356.26
10/25/2024	SS	Blue Cross & Blue Shield Of MI	Health insurance premiums	11,571.23
10/25/2024	SS	Clean Team, Inc.	Office Cleaning for SS and COCC	216.67
10/25/2024	SS	Menards	112 Spruce - FJ Pine Ranch Casing	157.76
10/25/2024	SS	RealPage, Inc.	PM Software and Compliance	1,667.04
10/25/2024	SS	SAMSA, Inc.	Office 365 subscriptions/Management Fee for 09/24	156.04
10/25/2024	SS	Unclaimed Freight Ace Hardware	Hardware/Screwdriver	7.00
10/25/2024	SS	US Bank Equipment Finance	Copier usage & rental	381.42
10/25/2024	SS	Karens Carpetmax	1810 Mountain St-Flooring for Bathroom & Closets	828.00
10/25/2024	SS	Hugos Key & Lock Service	Extra Van Key for D. Dean Van	36.95
10/25/2024	SS	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
10/25/2024	SS	National Center for Housing Manager	Certification renewal for K. Chapman	125.00
10/25/2024	SS	National Center for Housing Manager	Certification renewal for L. Lopez	125.00
10/25/2024	SS	Pitney Bowes	Postage meter lease fee	244.78
10/25/2024	SS	Pitney Bowes	Ink for postage meter	160.78
10/25/2024	SS	Dependable Sewer Cleaners	2119 Second St - Water Heater Permit	140.00
10/25/2024	SS	Escon Group, Inc.	Replace electric service panels and circuits at 3 bedroom dwellings	8,735.00
10/25/2024	SS	Bay City Housing Commission	Bookkeeping Fee - Scattered Site-SS-9/20241728934800	1,425.00
10/25/2024	SS	Sherwin Williams Company	5 Gallon (6) new white organdy paint/Door brown (10)	1,602.40
10/25/2024	SS	Home Depot Credit Services	Frigidaire Refrigerator (4)	2,120.00
10/25/2024	SS	Home Depot Credit Services	High output battery/saw blade/4-tool combo kit	554.74
10/25/2024	SS	Batteries Plus	Shop Alarm Battery	25.15
10/25/2024	SS	Arrow Heating & Plumbing Supply	Toilet	496.95
10/25/2024	SS	Arrow Heating & Plumbing Supply	Gerber pressure assist toilet (2)	1,047.70
10/25/2024	SS	R.A. Townsend	Furnace Parts - Ignitor Kits	955.15
10/25/2024	SS	Carahsoft Technology Corporation	The Work Number usage fees - transactions done in 09/01/2024-09/30/2024	691.34
10/25/2024	SS	Affordable Contracting	Miscellaneous Concrete Work - SS	57,893.00
10/25/2024	SS	Bay City Treasurer - Utility Payments	Utility Deposit - 1271 Harrison - Chelsea Lincoln - MI 10/11/2024	300.00
10/25/2024	SS	Bay City Treasurer - Utility Payments	Utility Usage - 702 Elm - Vacant -08/30/2024 - 09/15/2024	51.29

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
10/25/2024	SS	Bay City Treasurer - Utility Payments	Utility Usage - Vacant and Tenant Charge - 608 W. Fisher and A. Sian 08/08/2024 - 09/13/2024	214.52
10/25/2024	SS	Bay City Treasurer - Utility Payments	Utility Usage and Tenant Charge - 2119 2nd - Vacant - MO 09/20/2024 A. Zatkovic	113.79
10/25/2024	SS	Bay City Bridge Partners	Liberty Bridge Toll Charges 09/25/2024-10/25/2024	264.00
10/25/2024	SS	Bay City Treasurer - Misc Other Paym	Nuisance Trash Collection - 2007 16th St - Tenant Charge - S. Wrona	200.00
10/25/2024	SS	Bay City Treasurer - Misc Other Paym	Nuisance Trash Collection - 1410 Bradfield - Tenant Charge - K. Biskner	200.00
10/25/2024	SS	Bay City Treasurer - Misc Other Paym	Nuisance Trash Collection from 1312 Webster - Move out Charge - Lisa Martinez - Tenant Charge	500.00
10/25/2024	SS	Midland Fence Company, Inc.	306 37th St - Remove & replace 20' of 4'H chain link fence/2220 Michigan St - Remove & reset 1 existing 2-1/2" gate post & reinstall existing walk gate	800.00
10/25/2024	SS	Alexanderia Wade	Moveout Refund of overpayment	2.06
10/25/2024	SS	Leppek, Morgan Christine	Account Balance Refund	483.00
10/25/2024	BCHC	RealPage, Inc.	PM Software and Compliance	12.47
10/28/2024	MM	Arnold Sales	Janitorial Supplies	292.22
10/28/2024	MM	Standard Electric Company	Electrical Supplies	22.62
10/28/2024	MM	Standard Electric Company	Flush Lock for Main Floor Breaker Panel - MM	65.81
10/28/2024	MM	Standard Electric Company	Tub spout replacements	231.90
10/28/2024	MWM	Standard Electric Company	Electrical Supplies	56.81
10/28/2024	MWM	Standard Electric Company	1G Blank Box	0.83
10/28/2024	MWM	Standard Electric Company	RLC Device Leveler	14.51
10/28/2024	SM	Arnold Sales	Janitorial Supplies	356.63
10/28/2024	SS	Arnold Sales	Janitorial Supplies	113.45
10/28/2024	SS	Standard Electric Company	Water Heater Connectors	120.96
10/28/2024	SS	Standard Electric Company	Water Heaters/Thermost	3,268.73
10/30/2024	MM	Amazon	Iphone holster belt clip for Jamie's work phone.	8.30
10/30/2024	MM	Amazon	2 cases of isopropyl alcohol for office and maintenance staff (ed bugs)	61.94
10/30/2024	MM	Amazon	1 case of vertical blind repair tabs.	4.29
10/30/2024	SM	Amazon	Doggy bags and pool cue tips	75.01
(blank)	(blank)	(blank)	(blank)	
<b>Grand Total</b>				<b>466,803.11</b>

Public reporting burden for this collection of information is estimated to average 1 hour per response. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD will use this information to ensure PHAs use all Program Receipts received from HUD or otherwise associated with public housing funds for purposes of public housing, by requiring such financial assistance to be deposited into interest-bearing accounts at certain financial institutions. The information requested does not lend itself to confidentiality.

This Agreement, entered into this 7<sup>th</sup> day of June, 2024 by and between Bay City Housing Commission (herein called the "HA"), a duly organized and existing public body corporate and politic of the City of Bay City and Huntington Bank (herein called the "Depository"), located at 333 E Main St., Midland, MI 48640

**Witnesseth:**

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more Annual Contributions Contracts (herein called the "ACC" with the HA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the ACC the HA is required to select as depositories of its funds, financial institutions whose deposits or accounts are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF) as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by the FDIC Corporation or NCUSIF.
2. All monies deposited by the HA with the Depository shall be credited to the HA in a separate interest-bearing deposit or interest-bearing accounts, designated "Accounts" (herein the "Accounts"). Any portion of HA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD in a notice. Collateralization is required on a daily basis at the end of the business day. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The HA shall have possession of the securities (or the HA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the HA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If the HA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.
3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in writing and signed on behalf of the HA by an officer or member designated by resolution of the Board of Directors of the HA to have such authority. To assist the Depository in its obligation, the HA shall furnish the Depository with a certified copy of the resolution.
4. Any securities received from the HA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the HA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt
5. If the Depository receives written notice from HUD that no withdrawals by the HA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the HA from said Accounts until the Depository is authorized to do so by written notice from HUD.
6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the ACC, and shall be under no duty to investigate or determine whether any action taken by either the HA or HUD in respect of the Accounts are consistent with or are authorized by the ACC or whether either HA or HUD is in default under the provisions of the ACC. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed
7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the HA and HUD. This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

8. HUD is intended to be a third-party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall provide the HA with remote, electronic access to the Accounts for the purpose of monitoring the crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD

11. **Strike this paragraph if inapplicable:** Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the HA are hereby terminated and all monies and securities of the HA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the HA pursuant to and in accordance with the provisions of this Agreement.

12. **Strike this paragraph if paragraph 2 applies:** For use only in certain States that have statutes that prohibit HAs from implementing paragraph 2.

At no time shall the HA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the HA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the HA or, (b) on behalf of the HA, purchase securities approved for investment by the HA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the HA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated as \_\_\_\_\_ Income or other proceeds from securities held in the Securities Account shall, as directed by the HA, upon receipt, be paid to or on behalf of the HA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the HA from the Accounts are to be permitted, the Depository shall not honor any directive from the HA to sell securities, or permit any withdraws by the HA, from the Securities Account until the Depository is authorized to do so by written notice from HUD. During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the HA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the HA and hold such securities in the Securities Account.

13. Notice required under the terms and conditions of this agreement shall be deemed to have been given when it made by:

CEO William Phillips, on behalf of Bay City Housing Commission  
Title \_\_\_\_\_ Organization (HA)

Vice President Marc J. Cesar, on behalf of Huntington Bank  
Title \_\_\_\_\_ Organization (Depository)

\_\_\_\_\_, on behalf of \_\_\_\_\_  
Title \_\_\_\_\_ Organization (HUD)

Notice shall be made in writing. Notice may be delivered in person, by United States Postal Service mail, by receipted commercial mail delivery, by facsimile machine or other electronic means that clearly identifies the sender as one of the persons so authorized in this paragraph. **Notice under the terms of this agreement shall be implemented by the Depository within 24 hours of actual receipt.**

**In Witness Whereof**, the HA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

\_\_\_\_\_  
HA  
(SEAL)  
ATTEST:  
By \_\_\_\_\_  
Chairman  
\_\_\_\_\_  
Secretary

Huntington Bank  
Depository  
(SEAL)  
ATTEST  
By Marc J. Cesar

**MEMORANDUM TO THE BOARD OF COMMISSIONERS  
IN SUPPORT OF RESOLUTION #444**

**REQUESTED BOARD ACTION:**

APPROVAL OF ADVANTIX DEVELOPMENT CORPORATION AS THE DEVELOPMENT PARTNER FOR THE COLUMBUS AVENUE AFFORDABLE HOUSING DEVELOPMENT

**REQUESTED BY:**

William G. Phillips  
Chief Executive Officer

Karl Opheim  
Assistant Director

John Neeb  
Chief Financial Officer

**PURPOSE OF THE RESOLUTION:**

**To select a qualified development partner to join with the Bay City Housing Commission in the development of affordable housing at its Columbus Avenue location in Bay City, MI.**

**BACKGROUND:**

A Request For Qualifications (RFQ) for a development partner was published on October 12, 2024. There were four qualified responders.

The task of senior management has been to identify the developer that appears to provide the highest probability for successful development partnerships with the Bay City Housing Commission (BCHC). To this end, there are two core elements that are essential characteristics of its choice for a development partner:

1. Capacity to effectively partner with BCHC, respecting BCHC's intent to co-develop and operate the new projects with majority control of the Managing Member. It is important to maintain BCHC's control over development choices while also respecting and supporting the financial and performance guarantees the developer provides for each project.
2. Prior experience completing new construction, LIHTC-funded RAD Conversion projects with other Housing Authorities in Michigan, or elsewhere. Michigan projects being preferred.

**FINANCIAL IMPACT:**

The financial impact of the proposed partnership is yet to be determined. However, based on prior research and work with the prior development partner, we project positive cash flow resulting from the success of additional new affordable housing in Bay City. There is an incalculable intrinsic

value to increasing the supply of affordable housing and replacing a portion of BCHC's current public housing portfolio with newly constructed inventory. Furthermore, the unrestricting of the public housing units where current residents will transfer from will also have an immeasurable and positive impact to the organization and the community.

**SUMMARY:**

After considering all the responses and the information gleaned from interviews with the development teams of each prospective developer, it is the recommendation of senior management to select **Advantix Development Corporation** and engage them in contract negotiations. Advantix is the nonprofit development subsidiary of the Evansville (Indiana) Housing Authority. If management and operating agreements are not successfully completed before January 22, 2025, or a subsequent date determined by the CEO, negotiations will terminate, and a new developer candidate will be submitted to the Board for consideration.

**ATTACHMENTS:**

**Resolution #444**



**CORPORATE RESOLUTION #444**  
**SELECTION OF A DEVELOPMENT PARTNER FOR THE COLUMBUS AVENUE**  
**AFFORDABLE HOUSING DEVELOPMENT**

WHEREAS, the Bay City Housing Commission, hereinafter (BCHC), published a Request For Qualifications on October 12, 2024, seeking a development partner for the development of its Columbus Avenue affordable housing project, and

WHEREAS, the BCHC received four qualified responses from prospective development partners, and

WHEREAS, the BCHC has received its staff recommendation for the selection of the development partner as described in Memorandum to the Board of Commissioners in Support of Resolution #444.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Bay City Housing Commission, authorizes the Chief Executive Officer to engage with **Advantix Development Corporation** in negotiations for mutually acceptable Development, Ownership and Management Agreements.

**CERTIFICATE**

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Bay City Housing Commission, a public body corporate and politic, duly created and formed pursuant to the laws of the state of Michigan and that the foregoing is a true record of a resolution duly adopted at a meeting of the and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation December 4, 2024, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, the BCHC, by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested on this 4<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**MEMORANDUM TO THE BOARD OF COMMISSIONERS  
IN SUPPORT OF RESOLUTION #445**

**REQUESTED BOARD ACTION:**

CREATION OF A 501 (C)(3) NONPROFIT COMMUNITY DEVELOPMENT CORPORATION  
TO BE A SUBSIDIARY OF THE BAY CITY HOUSING COMMISSION

**REQUESTED BY:**

William G. Phillips  
Chief Executive Officer

John Neeb  
Chief Financial Officer

**BACKGROUND**

The Bay City Housing Commission has considered creating a nonprofit community development corporation (CDC) subsidiary over the past several years. The operating premise is that a nonprofit community development organization may, over time, become a viable platform for small to mid-sized affordable housing development and investment.

At its April 26, 2023, meeting of the Board of Commissioners, the Board approved the creation of a nonprofit community development corporation (CDC). The original intent was that the nonprofit organization would become qualified as Bay City's Community Housing Development Organization (CHDO). For several reasons, creating a new CHDO for Bay City at this time is not practical. However, creation of a nonprofit subsidiary of BCHC is practical, and is advantageous over the long-term regardless of its ability to qualify as a CHDO. The subsidiary nonprofit Board would be determined by the BCHC Board of Commissioners and established so as to mirror the BCHC Board.

**PURPOSE OF THE RESOLUTION:**

The purpose of the nonprofit would be the development, investment and management of affordable housing. Currently, the Bay City Housing Commission owns three buildings (six units) and several vacant lots in the corridor running north from 11<sup>th</sup> Street along N. Adams and N. Jefferson Streets that it proposes to transfer ownership into the nonprofit and begin to establish an operating history and asset base.

From that initial operating platform, the nonprofit development company will seek funds from the City's HOME/CDBG programs and other sources to support the development of small affordable housing projects. Creating a standalone entity provides programmatic separation from BCHC's traditional HUD-funded programs and reduces the restrictions on those assets and revenues.

As the nonprofit entity grows its asset base, it will also increase its access to other opportunities to serve the community, all such activities would be linked to improving affordable housing opportunities through direct investment. The nonprofit would not intend to operate any program business lines such as community engagement or education programs not directly linked with its assets or without sustainable program financial support.

An essential element for forming the nonprofit will be to obtain legal opinion confirming that the Bay City Housing Commission's payment in lieu of taxes (PILOT) Cooperation Agreement with the City of Bay City will also extend to all assets owned by the subsidiary nonprofit.

The Board of Directors of the Bay City Housing Commission will also serve on the board of directors of the nonprofit.

### **FINANCIAL IMPACT:**

The Bay City Housing Commission will enter into management and operating agreements with the nonprofit. The revenue transferring to the nonprofit would likely be offset in the early years of the nonprofit by fees and overhead costs reimbursed to the Bay City Housing Commission for the management of the organization.

Segregating smaller, unrestricted assets in this way from the Bay City Housing Commission will add a layer of legal and financial insulation to the performance of the nonprofit. The Bay City Housing Commission would retain an option to re-acquire the assets it transfers to the nonprofit as a further vehicle to assure/control the assets remain dedicated to affordable housing purposes.

### **SUMMARY:**

The Bay City Housing Commission's creation of a nonprofit community development corporation (CDC) will provide operational flexibility to the nonprofit entity that could not otherwise support its own capacity and stability. The management and operational support provided by the Bay City Housing Commission is unmatched in the community while the combined management load from the two entities is well-within the Bay City Housing Commission's organizational capacity.

### **ATTACHMENTS:**

**Resolution #445**

**CORPORATE RESOLUTION # 445**

**CREATION OF A 501 (C)(3) NONPROFIT COMMUNITY DEVELOPMENT CORPORATION TO BE A SUBSIDIARY OF THE BAY CITY HOUSING COMMISSION**

WHEREAS, the Bay City Housing Commission, hereinafter (BCHC), seeks to create a subsidiary nonprofit organization in accordance with the Internal Revenue Code Section 501(c)(3) with a working name of Bay Area Development Corporation (BADC), to engage BCHC in management and operating agreements for the long-term management and operational support of BADC, and

WHEREAS, the BCHC intends to transfer ownership of three improved parcels of land known as 112 Spruce St, 521 Broadway and 216 N Madison Ave to BADC to the BADC upon incorporation.

WHEREAS, the BCHC believe it in the best interest of BCHC for the Board Members of BCHC to also serve as Board Members of BADC.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Bay City Housing Commission, authorizes the Chief Executive Officer to create the nonprofit entity, draft its Articles of Incorporation and By-laws for review and approval BACD's Board, and complete the transfer of title to the properties referenced above.

**CERTIFICATE**

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Bay City Housing Commission, a public body corporate and politic, duly created and formed pursuant to the laws of the state of Michigan and that the foregoing is a true record of a resolution duly adopted at a meeting of the and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation December 4, 2024, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, the BCHC, by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested on this 4<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date