



Business Board of Directors Meeting Minutes June 3, 2021

Commission Members Present: David Anderson, David Artley, Monteze Morales, and Evelyn Thompson

Commission Members Absent: LaToya Haywood

Kalamazoo County Commissioners Present: Zach Bauer, Tracy Hall and Tami Rey

LHAF Millage Monitor and Recording Secretary Present: Melanie Gildea and Lisa Willcutt

Call to Order and Approval of Meeting Agenda

The meeting was called to order on Zoom

(<https://zoom.us/j/93676363644?pwd=R01PSEhBQ0p0ejMwWDhqN2JLYzR1UT09>) by Artley at 4:34 pm.

Artley asked to add “County Residency Requirement for Commission Membership” under New Business VII c. He asked to remove “Review of Officer Duties” from Old Business under VI c.

Motion by Anderson

Support by Morales

Motion Approved

Approval of Minutes

There was a motion to approve the minutes from the May 6, 2021 meeting.

Motion by Morales

Support by Anderson

Motion Approved

Public Comment on Agenda and Non-Agenda Items

Amy Hunter, Executive Director of OutFront Kalamazoo, urges the Commission to give the proposal to purchase the property at 116 Fellows due consideration. OutFront Kalamazoo has submitted a tentative offer to purchase. She feels that this is an important initiative for the community. She added that allowing OutFront to purchase and maintain the property will be the best outcome.

Reports

May 2021 Financial Reports

Willcutt stated that on the income side, the next payment for millage funds will be received in June, per the County notification received. There were some expenses at both FUSE properties which included refrigerator repairs and cleaning of buildings. Willcutt also showed the reconciliation of bank statements and the breakdown of line items specifically for the Millage program. Morales asked about the \$2,400 Rent Collection/Legal Expense. Willcutt explained that this is the cost for legal fees related to creating the FOIA policy. Morales also asked about the Keystone House Rents and the responsibilities the Commission has at Bethany House.

Willcutt said that some of the Keystone House veterans pay a participation fee, but some do not, it depends on whether or not they have income. The only rent payment received is that of Tenant Rent, which is only for Bethany House. Bethany House repair costs that are structural in nature,



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as defined in the lease agreement, would be paid by the Commission; however, if a participant puts something in the toilet, etc., then it is the responsibility of the tenant to pay for the repairs.

Motion to accept financial report by Morales

Support by Anderson

Motion Approved

April 2021 Housing Resources, Inc. Millage Reports

The overall expenses were about \$56,000 in April. Seventy year-5 families have been housed year-to-date. The funds classified to assist participants with COVID-related financial issues decreased as they were reallocated to year-5 administration, staffing, landlord partnership and master leasing turnover costs, as approved by the Commission. Willcutt provided a breakdown of families receiving services along with the In-process list. In April, HRI took a higher administration fee as well as the increased fee that was due for March. Denials were also included in the packet that Willcutt sent prior to the meeting.

Motion to accept the report by Morales

Support by Anderson

Motion Approved

LHAF Millage Survey Responses

Willcutt did not have anything to report. She has not received any new surveys.

Bethany House

Willcutt said there is nothing to report on Bethany House at this time.

Old Business

LGBTQ+ Initiative/116 Fellows Construction Update

Artley reported that there is a delay in construction due to siding. In order to work on the air conditioning, the garage will need to be taken down. This will be done once the siding is complete.

Closed Session Regarding Ownership of 116 Fellows

Artley asked for a motion to go into a closed session for the KCPHC to discuss the sale of 116 Fellows or purchase of the property.

Motion by Anderson

Support by Morales

Motion Approved

Board members Morales, Thompson, Anderson, and Artley were in the closed session along with Willcutt and Gildea. Other participants were put into the waiting room.

Upon exiting the closed session Anderson stated that the Board appreciates and hears the offer to purchase but needs more time to discuss. No other action was taken.



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Website Proposal

Willcutt stated that the Allegra bid was presented at the April meeting. She questioned whether the Board wants to return to that bid or seek out other bidders. There would need to be an approved budget amendment. The Commission asked that Willcutt determine where the costs for the development and ongoing maintenance would come from in the budget. Willcutt will bring that back to the July meeting.

New Business

Closed Session Related to Potential Property Purchase

Artley proposed going into a closed session with the purpose of discussing the possible purchase of the property located at 3809 Miller Road.

Motion by Anderson

Support by Thompson

Motion Approved

Board members Artley, Anderson, Morales, and Thompson and LMC staff Willcutt and Gildea were part of the closed session. Other participants were put into the waiting room.

Upon exiting the closed session Artley stated that the Board is not ready for any discussion or decisions on this property and has more work to do.

County Residency Requirement

Artley shared that it has been suggested that Kalamazoo County residency be a requirement for membership to the Commission. Artley added it to the agenda for discussion purposes. He asked for thoughts from members. Anderson asked whether the Board has the capacity to create this limitation since it is the County Board that appoints membership. Balkema said that KCPHC does have the capacity to change the by-laws and add a residency requirement. She added that the County does not make it a blanket policy but, for example, to be a part of the Kalamazoo City Commission, members must live in the city of Kalamazoo. Bauer asks the Board to consider adding this requirement since taxpayer dollars are being used to create housing. He thinks it would be beneficial to have representation of the County. Morales agreed with Bauer. There was some discussion about initiating a by-law amendment and then bringing it back to the Board in July; however, reappointment of members would have to be reposted in order to do that. Balkema asked if the Board could use a three-fourths vote. Artley said that this was acceptable. Anderson made a motion to adjust the by-laws so that one requirement for board membership be residency in Kalamazoo County.

Motion by Anderson

Support by Thompson

Motion Approved

Public Comment on Agenda and Non-Agenda Items

Bauer shared that he has resigned from the County Board of Commissioners and is starting a new journey in his career as the Executive Director for LISC Kalamazoo. He thanked the Board for



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the work that they do to make housing more affordable and accessible for residents in Kalamazoo County.

Balkema said that because the Commission did not make a decision on the property at 3908 Miller, it will now go out to auction. The lack of a decision is a decision, and the decision is that the County will put the property up for public auction. Balkema stated she was hoping the KCPHC could come to a favorable decision given the lack of affordable housing. Balkema stated she accepts this decision, but that the KCPHC needs to give direction to the County Treasurer and let him know to put a for sale sign on this property. She went on to say that if the KCPHC deliberated much longer she thought that the KCPHC would not have come to a decision. Some of these decisions are time sensitive and the answer is either “yes” or “no.” The KCPHC does have a fund balance and it is not possible for all things to align perfectly when making such decisions and things are moving quickly.

Morales stated that the KCPHC needed more clarity on some things and needed more time. Balkema went on to say that the Treasurer will then not have enough time to put it on the agenda. Morales understands and went on to say that the KCPHC did not make a decision either way, and they are in support of putting people in homes; she wants this to be clear with the public.

Commissioner Member Comments

Anderson said that the KCPHC was created under the public act and requires a member to be a resident in public housing. He suggested expanding this to include Kalamazoo residents that have their rent subsidized either in a tenant or voucher-based program since there is no public housing in Kalamazoo county.

Thompson thanked everyone for their hard work.

Morales thanked the Board.

Artley said that it has been a good meeting. He says there is work to do be done on policies and procedures. He wished Mrs. Thompson the best in her marriage, and Bauer the best in his new position.

The meeting adjourned at 6:44 pm.

Submitted by: Melanie Gildea