



**Business Board of Directors Meeting Minutes
May 5, 2022**

Commission Members Present: David Anderson, Kizzy Bradford, Coty Dunten, and Gwendolyn Hooker

Commission Members Absent: Patrese Griffin

Kalamazoo County Commissioners Present: None

Kalamazoo County Housing Director Present: Mary Balkema

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

Call to Order and Approval of Meeting Agenda

The meeting was called to order at the Kalamazoo County Building, Board Chambers, 201 West Kalamazoo Avenue by Vice President Hooker at 4:35 pm. Griffin notified the board of her absence prior to the meeting. All the other members were present.

Anderson asked to add discussion on terms of office for the newly appointed board members. This will be added under new business.

Motion by Anderson

Support by Dunten

Motion Approved

Senior Housing Development

Jamauri Bogan (Bogan Developments) and Jason Muniz (Hollander Development) spoke to the board about the potential partnership with KCPHC for administration of rent subsidy. Muniz presented and explained that Hollander and Bogan have a partnership with Mt. Zion Baptist Church is to develop 70 affordable units in the Northside Neighborhood. The intention is to use Low Income Housing Tax Credits (LIHTC) to develop this project. This project would include using 4% credit as well as 9% credit. One of the opportunities to make the LIHTC application more competitive would be to create a local subsidy for 15% of the units. The subsidy would pertain to the units that will receive the 9% LIHTC. This would mean six units would have subsidy. They have applied for and been awarded a commitment from the Kalamazoo County Millage (HOMES for All) up to \$500,000 for this subsidy. Pine Grove Housing Service would administer the subsidy. However, they are still looking for a fiduciary to hold the funds. Muniz explained that it would seem like a natural fit to work with the KCPHC to make sure that the funds are parked in an interest-bearing account and to administer work with Pine Grove to make sure that transfers are made on a regular basis to benefit residents receiving subsidy.

Anderson inquired about the application process for funding. Muniz explained that they applied through the Millage and a commitment for funding has been provided through the 2023.

Balkema explained that County Board approved \$740,000 for the bricks and mortar, and \$500,00 for the vouchers. The funding would guarantee that only residents earning 30% or lower of the



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area median income (AMI) could receive the subsidy. The compliance period is 15 years. If the tax credits are not granted, the funding for the project would expire in 2024.

Hooker inquired about how affordability is being determined. Muniz explained that the total of rent and utilities cannot exceed 30% of the resident's projected income. The projected rent for the 20% AMI range would be around \$240/month, and around \$300 for the 30% range.

Pine Grove would income qualify those applying voucher units and units would be assigned on a first come first served basis. Muniz said they intend to apply for LIHTC in the October 1, 2022, round. They would need to know whether KCPHC would serve as fiduciary by August 15, 2022.

Approve Minutes of the April 7, 2022, meeting

The minutes for the April meeting were approved.

Motion by Anderson

Support by Dunten

Motion Approved

Public Comment on Agenda Items and Non-Agenda Items:

Meg Bauer wondered if Muniz mentioned who the independent management company would be for the project he discussed. It was not mentioned in his presentation, and he was not present at the time.

Reports

April 2022 Financial Reports

Willcutt said there were not a great number of variances or items to note. Millage housing support costs continue to decline. There were three families that were not receiving subsidies for the month, but this will likely catch-up next month. The remaining portions of the report are bank reconciliations.

Motion by Anderson

Support by Bradford

Motion Approved

March 2022 Housing Resources, Inc. Millage Reports

Willcutt shared the March report. Four families were assisted by direct client assistance during the month and three families only received case management. There was one exit for the month. The program continues to wind down. The quarterly report from HRI is also included in the packet. HRI is preparing to present to the KCPHC at the close of the program.

Bethany House

A shingle blew out of place, but it was very minor. The roof may need replacement. Willcutt has one proposal but would need two additional bids. Outside of the roofing issue there was some



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water in the basement. It is being inspected on May 16, 2022. Willcutt is hoping it is just a downspout issue, but will report back.

Old Business

2015 Millage Memorandum of Understanding

Balkema reported that the County Board unanimously supported approving the 2015 MOU. This expands what the commission can do with the original millage money. The Board will need to determine how to allocate the remaining dollar amount as they see fit.

116 Fellows Grants

Hooker reported that Tracy Hall is currently the interim director of OutFront Kalamazoo. She went on to say that Griffin had a conversation with Hall, who indicated that the organization is committed to the project [LGBTQ+ transitional housing for youth aged 18-24 years) and has created a three-tiered process to communicate with residents on the process. Hall has had coffee with residents to help them understand the process and fill in the gaps. OutFront is continuing this outreach to neighbors of 116 Fellows in order to assist them in understanding the zoning variance that OutFront has requested.

Willcutt explained that there was supposed to be a presentation of the variance in April to the City of Kalamazoo Planning Commission, but that meeting was canceled at the last moment. Anderson stated that the zoning was changed in this area last year. Prior to the zoning change, transitional housing was a use allowed by right in this zoning district, but now it is a special use. Permission has to be requested and granted.

The next Planning Commission meeting is today at 7 pm. Hooker plans to attend the meeting and make a public comment.

Anderson motioned to authorize Vice Chair Hooker to comment to the City Planning Commission that the Kalamazoo County Public Housing Commission is wholly in support of the Planning Commission's approval of a special use permit for 116 Fellows. The KCPHC worked with its partners, LISC, Irving S. Gilmore Foundation, and Kalamazoo County for a long time to create this very valuable asset. Seconded by Duntun.

Motion by Anderson

Support by Duntun

Motion Approved

KCPHC Email Address Options

Willcutt shared that the commissioners all have emails through KCPCH.org and going forward she will communicate using this email address.

New Business

Terms of Appointments for the KCPHC Board

Anderson asked about the terms of the commissioners and what they are. Willcutt stated that there is a link on the KCPHC.org website that directs you to the County Board's website. The



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terms are listed on the county's website through that link. Anderson was reappointed to the KCPHC, and his term expires in 2027. Dunten was newly appointed until 2023 and fulfills Lewis' term. Bradford was appointed to fulfill Haywood's term and expires in 2026. Griffin's term expires in 2024, and Hooker's term goes through 2025. Willcutt will provide an orientation for newly appointed board members.

Keystone Veterans Transitional House

There is a proposed amendment to the service agreement with Integrated Services of Kalamazoo (ISK) included in the meeting packet. Willcutt explained to new members that ISK is the service provider for the house. The previous agreement expired earlier this year and was made by the previous commission president and Willcutt was not provided a copy. Willcutt has drafted an extension to the services agreement.

The board had some discussion regarding the extension of the service agreement. The original agreement reads: "In consideration of the services to be performed by the Contractor, KCPHC agrees to pay an annual not-to-exceed amount of \$50,000 based on quarterly billings provided by the Contractor. The amount includes wages and fringes. If this agreement is extended or renewed pursuant to Paragraph 1 above, the rate of compensation will be renegotiated on an annual basis." There will be an amendment to section 4, compensation. The "not-to-exceed" portion will be taken out of the agreement. There was a motion to accept the independent contractor agreement with the noted changes. The motion includes the authorization for Hooker to sign the amendment on behalf of the KCPHC as well as the original agreement as Willcutt does not have a copy, nor does the past president, David Artley.

Motion by Dunten

Support by Bradford

Motion Approved

Willcutt stated that she did not have much information about this next item, but was notified by the program manager, Tyrone Thrash, that a sign is desired for the house. Willcutt showed the rendering of the sign and placement noting that there were two suggested placements, but the east wall was desired and only one sign would be installed. ISK is asking KCPHC to pay for the sign. Hooker asked why KCPHC would pay for the sign if ISK was leasing the house. Anderson explained that ISK owns the house and KCPHC leases the house to run the program. KCPHC also finances the program that ISK runs because they are the experts.

There was some discussion on whether the sign should read KCPHC-Keystone. Anderson suggested talking to veterans to see what they may want to name it. Dunten agreed and said it would seem that the house should be named reflective of the veterans who live in the home.

Public Comment on Agenda and Non-Agenda Items:

None



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Commissioner Member Comments

Anderson extends a warm welcome to the new board members, Bradford and Dunten. He is looking forward to many years of good housing work.

Hooker invites board members to Justice Against Bullying in June. It will be at 5 pm at the Art Hop scheduled for June 3rd.

Meeting Adjourned: 5:52 pm

Submitted by: Melanie Gildea