



## **Business Board of Directors Meeting Minutes March 2, 2023**

**Commission Members Present:** David Anderson, Coty Duntun, Patrese Griffin and Gwendolyn Hooker

**Commission Members Absent:** Kizzy Bradford

**Kalamazoo County Commissioner Present:** Tami Rey (left at 5:25pm)

**Kalamazoo County Housing Director Present:** Mary Balkema

**Administrative Service Provider and Recording Secretary Present:** Jamie Few and Lisa Willcutt

### **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 President Griffin at 4:42pm.

A motion was made to approve the meeting agenda with a request from Anderson to include additional discussion regarding investing Millage funds under New Business.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

### **Approve Minutes of the February 2, 2023, Meeting**

Griffin asked for approval of the last meeting minutes from February 2, 2023. The minutes were approved as submitted.

*Motion by Hooker*

*Support by Duntun*

*Motion approved*

### **Public Comment on Agenda Items and Non-Agenda Items**

None

### **Reports**

#### Financial Reports

Willcutt summarized the February 2023 Financial Reports that were distributed prior to the meeting. She stated that the increase in expenses at Bethany House is due to the number of repairs that have been needed from the State of Michigan inspection, as well as additional repairs needed that were found by maintenance staff. She expects their expenses to decrease by the end of June 2023. Willcutt noted the association fee has been paid for the Portage condominium; the expense can be found under the Millage – Housing line item. She also pointed out adjustments to the accounts receivable from the County for the 2022 end accrual due to receiving payments in 2023 for the LGBTQ+ Initiative and the 2022 fourth quarter payment.

There was a motion to accept the February Financial Reports.



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*Motion by Dunten  
Support by Anderson  
Motion approved*

Bethany House

Willcutt reported that there were no additional updates that had not already been covered during the financial report.

Veterans Initiative

Willcutt reported that common areas and two bedrooms were treated for bed bugs. She also stated the house manager, Tyrone Thrash, received a donation of metal bedframes for the residents to utilize.

FUSE

Willcutt reported that CertaSite completed a recent fire extinguisher and smoke detector inspection at both Hays Park locations. Eight smoke detectors need to be replaced. Willcutt received an estimate totaling over \$1,400 from CertaSite for this; it was determined that it would be more cost-effective for Lockhart Management & Consulting maintenance technicians to replace them instead.

Portage Condominium

Willcutt reported that legal action has been initiated on the household at the Portage condominium. She has attempted to speak with the resident multiple times without success. Hooker stated her preference on avoiding taking anyone to court due to a failure of providing proper wraparound services for the resident.

Willcutt clarified that the resident has received support services through Integrated Services of Kalamazoo (ISK), DHHS, CPS and Foster Care; however, the resident has stated that they no longer need support services. Although she is unsure of who the resident would accept support services through, she confirmed she has the ability to stop the eviction process at any point. In order to avoid further discussing the family's situation in the public meeting, it was decided that Anderson and Griffin would meet with each other to examine potential solutions.

Willcutt informed the group that she received a copy of the updated rules and regulations of the condominium Association, and provided a copy of page 9 during the meeting and the full document by mail. Several updates include the requirement of a prospective tenant to complete a rental application provided by Berkshire Hathaway HomeServices (BHHS) that will be screened through Propertyware and have a cost of \$25; the lease agreement and addendums provided by BHHS must be used; a Rental Registration Fee of \$200 would be payable to BHHS each time the unit is rented to a new tenant; BHHS would receive 5% of the gross rent as a fee for management services; an Intent to Sell form must be completed to list the condominium for sale, and a Buy-In Fee equal to 1% of the sale price is required to be paid directly to the Association at closing.



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A motion was made for a subcommittee (comprised of Commissioners Dunten and Griffin) to respond to the updated rules and regulations via writing and complete the KCPHC's voting ballot by the deadline of March 10, 2023.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

**Old Business**

Update Regarding Funds (\$28,703.72) Returned to the County

Few summarized the bids received from RT London, Butler Human Services Furniture, This End Up Furniture and Transformations that were distributed prior to the meeting. Her recommendation was to utilize RT London for the furniture replacement due to their current estimated price (including shipping and installation) being less than \$13,000, and the majority of their furniture having a warranty of 25 years.

A motion was made to approve the RT London proposal due to it being lowest in cost..

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

2015 Millage

It was discussed that Anderson and Hooker would meet with Balkema in order to determine the criteria for the Amplifund application process for service providers to distribute the \$200,000 allocated for this purpose. The criteria will be reviewed during the next KCPHC meeting, which will allow Balkema to immediately post the application on-line upon approval from the Commissioners.

Property and Liability Group Coverage Option

Willcutt stated that Kalamazoo County is responsible for providing insurance coverage for the KCPHC's properties. She canceled the current insurance plans for each property after receiving a Certificate of Coverage from the Michigan Municipal Risk Management Authority (MMRMA) confirming the new coverage.

Sale of Portage Condominium

Willcutt reported that there were no updates at this time.

**New Business**

Millage Fund Investment Proposal

Anderson opened the conversation by proposing an investment of the Millage funds that will be utilized for gap funding on a project arranged by Matt Hollander. Anderson explained that Low-Income Housing Tax Credits (LIHTC) are allocated through the Michigan State Housing Development Authority (MSHDA) and are not meant to cover all expenses. Someone completing an application for funding opportunities in April and October needs to provide proof of commitments for gap funding. Anderson pointed out that if the KCPHC provides the Millage funds as a loan for this development, it will allow the KCPHC to receive financing for future endeavors as well. Hooker thought it was unreasonable to have someone provide a presentation



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about utilizing \$1,000,000 without allowing others the same opportunity. Anderson clarified that he invited Hollander to speak for informational purposes only and to answer any questions the Commissioners had.

Hollander explained that the project will be located at 333 Alcott St, Kalamazoo, MI, 49001, where the former papermill was located. They currently do not have funding for the planned wraparound supportive services lasting 15 years that will be provided by ISK. The building will be comprised of 72 units total: 36 of which will be utilized for Permanent Supportive Housing (PSH) for those in recovery; 24 of which will be one-bedrooms; and 12 of which will be two- and three-bedrooms. Hollander stated that a history of evictions or criminal convictions would not prevent an applicant from being able to live at this location.

**Public Comment on Agenda and Non-Agenda Items**

None

**Commissioner Member Comments**

Dunten shared information on Kalamazoo Promise's Connecting to the Culture event on March 15, 2023, from 4-7pm that will include an opportunity for scholars to network.

Hooker shared information on the sixth annual Youth Connect on March 29, 2023, from 6-9pm at the Douglass Community Association.

Meeting Adjourned: 5:41pm

Submitted by: Jamie Few