



**Kalamazoo County
Public Housing Commission**

Business Board of Directors Meeting Minutes September 7, 2023

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

Commission Members Absent: Kizzy Bradford

Kalamazoo County Commissioner Present: Tami Rey

Kalamazoo County Housing Director Present: None

Administrative Service Provider and Recording Secretary Present: Lisa Willcutt

Call to Order and Roll Call

The meeting was called to order at the Kalamazoo County Building, Board Chambers, 201 West Kalamazoo Avenue by President Griffin at 5:04pm. Willcutt conducted the roll call. A motion was made to excuse Bradford's absence.

Motion by Anderson

Support by Dunten

Motion approved

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Hooker

Support by Anderson

Motion approved

Approve Minutes of the August 17, 2023 Meeting

Griffin asked for approval of the meeting minutes from August 17, 2023. The minutes were approved as submitted.

Motion by Dunten

Support by Hooker

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None

Reports

Financial Reports

Willcutt summarized the August 2023 Financial Reports that were distributed prior to the meeting noting that the Foxfire Rents line item now falls within budget. She stated that the quarterly payment from Kalamazoo County had been received during the month. For the most part expenses were regular for the month except that the quarterly payment for Integrated Services of Kalamazoo's (ISK's) work at Keystone House was paid along with the 50% payment



**Kalamazoo County
Public Housing Commission**

for replacement furniture at the house. A motion was made to accept the August 2023 financial report.

*Motion by Anderson
Support by Hooker
Motion approved*

Bethany House – A written report of activity was distributed prior to the meeting.

Veterans Initiative – A written report of activity was distributed prior to the meeting.

FUSE – A written report of activity was distributed prior to the meeting.

Portage Condominium – A written report of activity was distributed prior to the meeting along with an updated spreadsheet with costs incurred to prepare the condominium for sale.

Old Business

Veterans Homeless Initiative – Common Area Furniture

Willcutt distributed a spreadsheet that described the needs identified by staff at Keystone House prior to the meeting. There was discussion prior to the motion then a motion was made to complete the last five items on the listing (clean carpet throughout, install shelving units in basement to store donations, purchase a Ring camera to view the backyard, purchase an extra table for holiday/special event dining, and silverware and cups) at a cost not to exceed \$3,000.

*Motion by Dunten
Support by Hooker
Motion approved*

2015 Millage

Griffin stated that the discussion regarding Creating Transitional Housing is on hold. Hooker and Anderson will meet to move this forward.

A draft Grant Agreement between the KCPHC and ISK for Removing Barriers to Housing was distributed prior to the meeting. A motion was made to approve the grant agreement with any subsequent changes made by Kalamazoo County's legal counsel, a change to the heading of the document, and to authorize President Griffin to sign the final Agreement.

*Motion by Dunten
Support by Hooker
Motion approved*

New Business

None.



**Kalamazoo County
Public Housing Commission**

Public Comment on Agenda and Non-Agenda Items

None.

Commissioner Member Comments

None.

Meeting Adjourned: 5:24 pm

Submitted by: Lisa Willcutt

DRAFT

Property Reports

August 2023

Bethany House

- There were issues with the drains in two of the bathrooms that were resolved by maintenance.
- A third bathroom tub has had continual issues with draining slowly, but service has been restored.
- If drain problems persist, plumbing may need to be replaced.
- The ceiling in one of the bedrooms is cracking. This ceiling contains lead-based paint and so a lead paint contractor will be used for the repair.
- Front porch steps had boards that were coming loose and that were previously tightened. They were replaced.

FUSE

- Basement has had several floods due to users not keeping the filter to the washtub clean. As a back-up, a sump pump with a filter was installed.
- Washing machine was replaced due to failure.
- The dryer has been repaired several times and will need to be replaced if it fails again.

Keystone

- Wi-fi router and extenders were installed to improve wi-fi reception throughout the house.
- One of the couch cushions failed and the sales representative filed a warranty claim for its replacement.

Portage Condominium

- Work to complete most minor maintenance items is complete. See updated spreadsheet.
- Three bids were received for the carpet removal and replacement and Sackett was chosen as they were the lowest in cost.
- A second painting bid is in process. A third painting contractor declined the work due to being booked until late October.

By: Lisa Willcutt

Keystone Needs

	ISK	KCPHC
Replace/repair main entry door and jamb as it is difficult to open due to wear and tear (has been repaired in the past)	X	
Replace tub in upstairs bathroom	X	
Replace kitchen drop ceiling after tub is replaced (damaged due to numerous leaks from tub)	X	
Repaint interior of house (due to be painted by ISK every 5 years or 2024)		X
Deep clean carpet throughout		X
Install shelving units in basement to store donated items		X
Ring spotlight camera for backyard		X
Purchase extra table to use for special events/holidays		X
Silverware and cups		X

4870 Foxfire - Rehab Costs

Work Description	Actual Cost	Estimated Cost
Washer and dryer (optional, good for first-time buyers) - DELETE	\$0.00	\$0.00
Range		700.00
Refrigerator (is present, but is bisque in color and old) - CLEAN	0.00	0.00
Replace carpet in livingroom, bedrooms and hallway (to be scheduled following paint)	2,405.06	3,500.00
Paint all walls, repair damage, paint (quoted)		4,850.00
Cleaning (quoted)		270.00
Medicine cabinet - Lowe's 8/29/23	24.69	200.00
Light bulbs		50.00
Lowe's 8/29/23	9.25	
Lowe's 8/29/23	5.68	
Lowe's 8/28/23	7.58	
Replace bedroom door with holes		120.00
Replace garage door opener - DELETE and make it a manual opening	0.00	0.00
Replace storm door - were able to reuse the storm door by bending back the hinges. Will install a door closer to finish the job.	6.63	230.00
Replace middle hinge on door to balcony		20.00
Check fireplace flue for safety		600.00
Replace light fixtures in dining room and balcony		80.00
Lowe's 8/28/23 - dining room	28.48	
Lowe's 8/28/23 - balcony	9.48	
Replace missing light fixture in back bedroom - Lowe's 8/28/23	33.23	30.00
Replace broken fan blade in bedroom (replaced all blades to match)	22.78	50.00
Replace exterior garage light fixture	0.00	40.00
Allowance for other items discovered or overages from above		940.00
Duplicate keys - Lowe's 8/28/23	8.01	
Attempt to clear toilet of blockage		
Replace toilet	106.36	
Contractor labor		1,320.00
Estimated TOTAL:	\$2,667.23	\$13,000.00