



**Business Board of Directors Meeting Minutes  
July 11, 2024**

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

**Commission Members Absent:** Patrese Griffin, and Gwendolyn Hooker

**Kalamazoo County Commissioner Present:** None

**Kalamazoo County Staff 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 Secretary Dunten at 5:09 pm. Willcutt conducted the roll call.

**Approve Meeting Agenda**

The meeting agenda was approved as submitted.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*

**Approve Minutes of the May 2, 2024 and June 6, 2024 Meetings**

Dunten asked for approval of the meeting minutes from May 2, 2024 and June 6, 2024. The minutes were approved as submitted.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*

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

None

**Reports**

Financial Reports

The May and June 2024 financial reports were distributed prior to the meeting and were reviewed by Willcutt. A motion was made to accept the May and June 2024 financial reports as submitted.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*

Following up from a previous meeting, Willcutt informed those present that the remaining Millage balance after current commitments are funded is approximately \$308,357.



**Kalamazoo County  
Public Housing Commission**

Bethany House – A written report of activity was distributed prior to the meeting and included three proposals for roof replacement. A motion was made to approve Sherriff-Goslin Roofing Company’s \$20,900 proposal due to cost, hail rating, style of shingle, and 10-year service guarantee.

*Motion by Anderson  
Support by Bradford  
Motion approved*

Veterans Initiative – A written report of activity was distributed prior to the meeting. No additional action was taken.

FUSE – A written report of activity was distributed prior to the meeting. No additional action was taken.

**Old Business**

2015 Millage – Creating Permanent Housing – Sugarloaf

The seller of the mobile homes has requested payment. Willcutt was instructed that if the mobile home seller has paid 100% of the cost of the homes then the KCPHC will reimburse that cost. If not, then the KCPHC will pay 50% until delivery of the mobile homes is taken. Willcutt was also asked to confirm that when the lots were changed that the replacement lots continue to have all the improvements that will be made to the water and sewer infrastructure as well as pad replacements.

Anderson asked if there would be other costs for set-up such as skirting and landings, and hook-up to the water and sewer service? Is an install budget needed? What is the date for the homes to be set and does lot rent then become due? Willcutt noted that the master lease needs to be finalized as does management. Finally, Willcutt was asked to verify with Kalamazoo County that the homes would be insured under the county’s policy since they do not have deeds, but rather have vehicle identification numbers.

Process for evaluating properties / Acquisition and Disposition of Properties

A motion was made to strike, “Must be able to be 30% of income or less for properties,” and, “50% of the units must be 2 bedrooms+,” from the Acquisition and Disposition of Properties policy.

*Motion by Anderson  
Support by Bradford*

Discussion took place amongst the commissioners.

*Motion approved*



**Kalamazoo County  
Public Housing Commission**

### **New Business**

#### Review and Approve RFP for Remaining 2015 Millage Funds

A draft RFP was distributed prior to the meeting. Dunten, who drafted the RFP, summarized the document. The group agreed that with the anticipated remaining Millage funds of approximately \$308,357, and the inability to predict what other costs will be incurred for the mobile home project at Sugarloaf, it would be best to wait until the actual funds remaining are known.

#### 708 Mills Street, Kalamazoo, MI 49001

Dunten stated that she looked at the property and felt that it might be a good fit for the remaining Millage funds. Due to the fact that all financial obligations are not known for the Sugarloaf project, the discussion on the Mills Street property was deferred.

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

None

### **Commissioner Member Comments**

Bradford stated she had heard that somewhere a locality was doing away with the requirement for renters to have earnings of three times the monthly rental amount. Dunten had some information that she shared.

Anderson thanked Dunten for chairing the meeting as well as all her work on the Millage.

Meeting Adjourned: 5:51 pm

Submitted by: Lisa Willcutt