



## **Business Board of Directors Special Meeting Minutes November 14, 2024**

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

**Commission Members Absent:** Kizzy Bradford

**Kalamazoo County Commissioner Present:** None

**Kalamazoo County Staff Present:** Mary Balkema

**Administrative Service Provider and Recording Secretary Present:** Holly Dean, and Lisa Willcutt

### **Call to Order and Roll Call**

The meeting was called to order at the Vine Neighborhood Association, 806 South Westnedge Avenue by Vice President Hooker at 5:00p.m. Willcutt conducted the roll call.

### **Approve Meeting Agenda**

The meeting agenda was approved as submitted.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

### **Approve Minutes of the October 3, 2024 Meeting**

Hooker asked for approval of the meeting minutes from October 3, 2024. The minutes were approved as submitted.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

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

None.

### **Reports**

#### **Financial Reports**

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

*Motion by Anderson*

*Support by Dunten*

*Motion approved*



**Kalamazoo County  
Public Housing Commission**

Bethany House – A written report was distributed prior to the meeting and noted that preventative maintenance was performed on the basement drain by cable cleaning it. In addition, a bathtub was caulked.

Veterans Initiative – A written report was distributed prior to the meeting and noted that preventative maintenance was performed on the basement drain by cable cleaning it. A repair was made to the washing machine by an appliance repair service. In addition, two of the bedroom carpets were cleaned upon request by Tyrone Thrash.

FUSE – A written report of activity was distributed prior to the meeting and noted that no significant work occurred during the month.

**Old Business**

2015 Millage – Creating Permanent Housing – Sugarloaf

A packet was distributed prior to the meeting which included the following documents:

- Master Lease Agreement between Sugarloaf and the KCPHC.
- Property Management Agreement between Best Value Property Management, LLC and the KCPHC.
- Standard leases for permanent housing and transitional housing.
- Operating Proforma.
- Evaluation of AMI affordability.
- Contract for insurance covering both property and liability for the 10 mobile homes owned by the KCPHC.
- Renters insurance policy to be provided by the KCPHC for each tenant household.
- Resident Selection Criteria.

After a summary of each document was provided by Commissioner Anderson, a motion was made to accept the packet as submitted and authorize President Griffin or Vice President Hooker to sign all documents and agreements.

*Motion by Hooker*

*Support by Dunten*

*Roll call vote:*

*Hooker – Yes*

*Griffin – Yes*

*Dunten – Yes*

*Anderson - Yes*

*Motion approved*

Liability Insurance Bethany House, FUSE, and Keystone  
Anderson will go over this at the next meeting.



## **New Business**

### 2025 Meeting Schedule

The 2025 Meeting Schedule was reviewed. President Griffin proposed alternative dates for the January 2025 and July 2025 meetings.

A motion was made to approve the 2025 Meeting Schedule with revisions to the January 2025 and July 2025 meeting dates.

*Motion by Dunten*

*Support by Hooker*

*Motion Approved*

### 2025 Annual Budget

Willcutt asked if the commissioners wanted her to propose a 2025 budget. They did. Willcutt will work on the budget for approval at the next meeting.

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

Lisa Williams is an advocate for families living at Fox Ridge Apartments in Kalamazoo. She is concerned about the living conditions there. She said that residents were without heat for 7 weeks this time last year. She said the buildings have mice infestations, clusters of cockroaches, and crumbling foundations. She is trying to help families relocate.

## **Commissioner Member Comments**

Anderson stated that Kalamazoo County is loaning money to Sugarloaf to help make the project possible.

Hooker would like to list all community partners to Sugarloaf when making any press release. She congratulated everyone on their efforts regarding Sugarloaf and is also disheartened for the residents at Fox Ridge Apartments.

Griffin acknowledged Lisa Williams' comments regarding Fox Ridge Apartments and hopes to have further conversations beyond this meeting about solutions.

Dunten said the Kalamazoo Promise is gearing up for its 20<sup>th</sup> anniversary in 2026.

Meeting Adjourned: 6:18 pm

Submitted by: Holly Dean and Lisa Willcutt