



Business Board of Directors Meeting Minutes November 6, 2025

Commission Members Present: David Anderson, Kizzy Bradford, Coty Dunten, Patrese Griffin (arrived at 4:45pm), and Gwendolyn Hooker

Commission Members Absent: None

Kalamazoo County Commissioner Present: None

Kalamazoo County Staff Present: Mary Balkema

Administrative Service Provider and Recording Secretary Present: Holly Dean, Erica Patton, and 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 5:02pm. Willcutt conducted the roll call.

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the October 16, 2025 Meeting

Griffin asked for approval of the meeting minutes from October 16, 2025. The minutes were approved as submitted.

Motion by Hooker

Support by Dunten

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None

Reports

Financial Reports

The October 2025 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 Hooker

Support by Dunten

Motion approved



**Kalamazoo County
Public Housing Commission**

Bethany House – A written report was distributed prior to the meeting and noted that the galvanized pipe was replaced by a contractor and staff replaced the kitchen faucet. When the failed pipe was replaced, an inspection of the remaining pipe in the basement revealed that replacement to the greatest extent possible would be needed. A quote for that work was obtained and added to the 2026 budget.

Veterans Initiative – A written report was distributed prior to the meeting and noted no significant work occurred during the month.

FUSE – A written report of activity was distributed prior to the meeting and noted that 1318 Hays Park was broken into and has since been secured. There is also evidence of mice, and an exterminator has been called for services. Finally, there is water in the basement and after investigating the appliances in the basement and plumbing, the water comes from the ground. This could affect the water heater since the water is directly underneath the water heater. As a precaution, a pan will be installed under the water heater. The house is not occupied by any clients at this time, so Lockhart staff will be checking on the home regularly. 1220 Hays Park as an issue with mice, although less than 1318 Hays Park, and traps are being installed.

Sugarloaf – A report was not given as Ashleigh Tomak from HOPE thru Navigation was absent during the meeting.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Vice President Hooker did not have any updates to provide at this time.

Liability Insurance Bethany House, FUSE, and Keystone – Anderson and President Griffin agreed to table this to next month's meeting.

2026 Annual Budget – The 2026 Annual Budget was distributed prior to the meeting and summarized by Willcutt. A motion was made to accept the 2026 Annual Budget with a change made to page 3 that would correct the spelling of Hays Park.

Motion by Anderson

Support by Hooker

Motion approved

New Business

Housing Funding Agreement between Kalamazoo County and KCPHC – The Housing Funding Agreement between Kalamazoo County and KCPHC was distributed prior to the meeting and summarized by Willcutt. A motion was made to approve the agreement.

Motion by Dunten

Support by Anderson

Motion approved



**Kalamazoo County
Public Housing Commission**

2026 Annual Meeting Schedule – The 2026 Annual Meeting Schedule was distributed prior to the meeting and summarized by Willcutt. A discussion took place regarding the proposed meeting time for the 2026 meetings. A motion was made to approve the 2026 Annual Meeting Schedule with changes made to keep the meetings at 5:00pm.

Motion by Dunten

Support by Hooker

Motion approved

Sugarloaf Cash Deficit – Vice President Hooker informed the Board that Ashleigh Tomak was currently on medical leave. She let the Board know that out of the three vacant units at Sugarloaf, one had been filled, one will be filled soon, and one is not yet ready. She also informed the Board of a cash deficit in the amount of \$4,409.62 for a unit with extensive damage. Further discussions between the Board took place. A motion was made to allow Vice President Hooker to use up to \$5,000 from the reserve to cover the deficit at Sugarloaf.

Motion by Anderson

Support by Dunten

Motion approved

Public Comment on Agenda and Non-Agenda Items

Lisa Willcutt introduced Erica Patton to the Board. She said that Erica will be taking over a lot of her duties as she will be scaling back her involvement over the next few months.

Commissioner Member Comments

Secretary Dunten expressed her condolences to the family of Marshawn Kneeland. He was a professional football player who had played for Western Michigan University and had passed away recently.

Vice President Hooker expressed her support for the students involved in the recent car accident on US-131 and expressed her condolences for the ones who had passed away. She congratulated all the elected and newly elected officials. Lastly, she let the Board know that the Youth Naloxone Training will take place on 11/7/25 from 5pm to 6:30pm at the Growth and Development Youth Center.

Commissioner Bradford informed the Board that this would be her last meeting as she is stepping down. She is going to finish her education and will be going into ministry.

President Griffin echoed everyone's sentiments and condolences. She also congratulated the elected and newly elected officials. She thanked Commissioner Bradford for her service.

Meeting Adjourned: 5:44pm

Submitted by: Holly Dean