

**Albion Housing Commission  
Monthly Board Meeting  
Tuesday, October 18, 2016**

**Where:** 1300 Cooper Street, Albion, MI 49224

**When:** Tuesday, October 18, 2016

**Time:** 1:00 P.M.

1. **Call to Order:**
2. **Resident Citizen Time:**
3. **Approval of Agenda for Tuesday, October 18, 2016**
4. **Approval of Minutes from the Regular Board Meeting on Tuesday, September 20, 2016**
5. **Communication:**
  - A. Albion Housing Commission's Occupancy Report (enc. #1)
  - B. Albion Housing Commission's Cash & Investments & Chemical Bank CD Reinvested for 12 Months Maturing September 16, 2017 at .80% **Roll Call** (enc. #2)
6. **Albion Housing Commission's Accounts Payable Statements:**

Approval of Albion Housing Commission's Accounts Payable Statements for September 16, 2016 - October 13, 2016 **Roll Call** (enc. #3)
7. **Albion Housing Commission's Bank of America Credit Card Statement:**

Approval of Albion Housing Commission's Credit Card Statement for August 26, 2016-September 25, 2016 **Roll Call** (enc. #4)

8. **Albion Housing Commission's Operating Income Statements, Balance Sheets and Operation Monitor:** Albion Housing Commission's Operating Statements for September 30, 2016 Fiscal Year End. (not provided yet)

9. **Albion Housing Commission's Old Business:**

- A. Update on the Purchase and Demolition of 702 W. Broadwell Street, Albion, MI and the Owners Information for 604, 608, and 610 W. Broadwell St, Albion, MI 49224 (enc. #5)
- B. Update on the 2015 & 2016 Capital Fund Program Grandview Roofing Project
- C. Review of the Albion Housing Commission's and Employee Paid Blue Cross/ Blue Shield Premiums Effective 10-1-2016 (enc. #6)

10. **Albion Housing Commission's New Business**

- A. Fee Accountant, Sascha Montross Work Session/Review of the Albion Housing Commission's 2017 Operating Budget (enc. #7)
- B. Replacement and Approval of the Albion Housing Commission's Heating and Cooling System for Administrative Office and Community Room. Proposals received from Eric Dale Heating and Air Conditioning, Inc. for both Administrative and Community Room Side - \$12,605.00, Proposal from Munier Heating and Cooling, LLC 5,799.00 (Admin Only) and Aspen Heating & Cooling - \$19,875.00 add \$2,250.00 for Fresh Air Economizers **Roll Call** (enc. #8)

11. **Directors Personal Privilege:**

12. **Commissioner's Personal Privilege:**

- A. PHADA Commissioner Conference, Orlando, FL January 8-11, 2017 Registration now Available

13. **Adjournment:**

**ALBION HOUSING COMMISSION  
1300 COOPER ST.  
ALBION, MI 49224**

The Albion Housing Commission's Monthly Board Meeting was held on Tuesday, September 20, 2016 at 1:00 p.m. in the conference room of the Albion Housing Commission, located at 1300 Cooper Street, Albion, MI 49224.

**Call to Order:**

Commissioner Arnett called the meeting to order at 1:00 p.m.

**Roll Call:**

Present Commissioners:	Mr. James Arnett Mrs. Jane Bradley Ms. Odessa Brown Ms. Joyce Washington
Absent Commissioner:	Ms. Sherry Grice
Ex Present Commissioner:	Mr. Ronald Gant

**Resident/Citizen Time:**

None

**Approval of the Agenda:**

Commissioner Arnett called for an amendment of the agenda for Tuesday, June 28, 2016 to have the Albion Housing Commission's Collection Losses for Fiscal Year End September 30, 2016, Resolution 015-016-013 and Albion Housing Commission's 2017 Operating Budget Resolution 015-016-015 moved after Communications prior to Accounts Payable Statements. Commissioner Washington made a motion to approve the agenda as amended. Commissioner Bradley supported the motion. **The motion was approved by all.**

**Approval of the Minutes:**

The Board reviewed the minutes from the regular board meeting on Tuesday, June 28, 2016 and the special board meeting on Tuesday, August 2, 2016. Commissioner Arnett called for the approval of the board meeting minutes. Commissioner Arnett made a motion to approve the minutes as written. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Communication:**

**Presentation to Commissioner Ronald Gant for Years of Service:** President James Arnett presented Ronald Gant with a Years of Service Award.

**Welcome New Commissioner Odessa Brown:** The Board welcomed new Commissioner Odessa Brown.

**Albion Housing Commission's Occupancy Report (enc. #1):** Director Kemp informed the Board that the housing commission's occupancy rate is currently at 93%. Director Kemp stated that the housing commission is currently over housing applicants. Commissioner Arnett asked about the monthly vacancy report to HUD. Director Kemp explained to the Board that the housing commission is no longer required to report to HUD each month.

**Albion Housing Commission's Capital Investments Roll Call (enc. #2):** Director Kemp presented the Board with the Albion Housing Commission's Capital Investment Report. Director Kemp informed the Board that a CD at Chemical Bank matured 9/16/16. Commissioner Arnett asked Director Kemp to check

to see if she could get a .80% rate with Chemical Bank, if so re-invest with that institution. If .75% was the best rate, stay with Chemical Bank. Commissioner Arnett stated he would like for Director Kemp to invest with Blue Ox Credit Union due to all funds invested with Chemical Bank. Commissioner Bradley made a motion to approve Albion Housing Commission's Capital Investments. Commissioner Brown seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**  
**Ms. Odessa Brown - Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. James Arnett - Yes**

**Albion Housing Commission's Drumline and Girl Scouts featured in MI NAHRO's Newsletter, Drumline and Dancing Dolls to perform in the Festival of the Forks Parade, Albion College Big Read Parade on October 4, Albion and Marshall Christmas Parades, and Youth to attend Classic City Circle in Indianapolis, Indiana on Saturday, September 24, 2016 (enc. #3):** Director Kemp informed the Board that the Albion Housing Commission's Drumline and Girl Scouts are featured in the MI NAHRO's Newsletter. The Albion Housing Commission's Drumline and Dancing Dolls performed in the Festival of the Forks Parade on Saturday, September 17, 2016, and will as the Albion College Big Read Parade on Saturday, October 4. The groups will also perform in the Albion and Marshall Christmas Parades, and they will attend the Classic City Circle in Indianapolis, Indiana on Saturday, September 24, 2016. The Board stated the group performed very well at the Festival of the Forks Parade. Commissioner Arnett stated the housing commission is participating in several positive activities, Girl Scouts, Drumline, etc....Director Kemp stated the Circle City Classic will be a one (1) day trip; parade, game and food. The housing commission will rent two (2) vans through Enterprise Rent-A-Car. Commissioner Arnett recommended Duane McGhee be compensated for his services. Commissioner Arnett stated he would like the program to continue before the Albion Housing Commission dissolve the Drumline, the Board will need to find another plan. Director Kemp stated she will look into obtaining other grants to substantiate Mr. McGhee's pay and the drumline program.

**The City of Albion's Trash Concern on Kennedy Street:** Director Kemp informed the Board of the trash issue that was presented at the City of Albion council meeting. Director Kemp stated the housing commission will not take full responsibility for the trash. Director Kemp explained that the trash comes from individuals walking through the path and passing traffic. The City of Albion stated the trash comes from the housing commission dumpsters when they are dumped.

**Albion Housing Commission's Collection Losses For Fiscal Year-End September 30, 2016, Resolution 015-016-013, Roll Call (enc. #11):** Director Kemp informed the Board that the Albion Housing Commission Collection Losses for Fiscal Year End, September 30, 2016 is \$6,489.88. Director Kemp explained that there are several collectible accounts. A discovery hearing will be completed by the attorney at \$75.00/hour. Commissioner Bradley asked for the yearly collectible amount. Director Kemp stated the yearly amount from January to current is \$13,315.97. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the Albion Housing Commission's Collection Losses for Fiscal Year-End September 30, 2016, Resolution 015-016-013. Commissioner Brown seconded the motion. The motion was approved by all.

**Roll Call:**

**Ms. Joyce Washington – Yes**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**  
**Ms. Odessa Brown – Yes**

**Albion Housing Commission's 2017 Operating Budget Resolution 015-016-015, Roll Call (enc. #13):**

Director Kemp presented the Board with Albion Housing Commission's 2017 Operating Budget, including the revision of the Position and Salary Schedule. Director Kemp informed the Board that there was an increase in Barry E. Gaudette's audit amount of \$2500 and in travel of \$2,000. Director Kemp stated she contacted the City of Albion regarding their increases; the City of Albion will increase employee wages by 2%. Director Kemp informed the Board that she calculated raises based on an individual performance which varies between 3% - 5%. Commissioner Brown recommends a 3% increase for employees and a 4% increase for Director Kemp. Commissioner Bradley strongly disagreed. Commissioner Bradley recommends that the housing commission increase employee wages by 2% until the housing commission has operating reserves for at least (6) months. Commissioner Bradley indicated she would be uncomfortable with the housing commission employees receiving an increase over 2% without sound validity. Commissioner Arnett stated he feels the housing commission employees deserve an increase due to the work which they perform. Director Kemp reminded the Board employees are paying 20% of their insurance out of pocket for Blue Cross Blue Shield as of October 1, 2016. Commissioner Arnett requested the increase in the dollar amount of out-of-pocket for Blue Cross Blue Shield expenses paid by each employee to be presented at the next Board meeting. Commissioner Bradley also inquired about the new insurance amount that will be paid by Albion Housing Commission due to the increase in Blue Cross Blue Shield insurance. After much discussion, Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the **Albion Housing Commission's 2017 Operating Budget with necessary corrections for the Revised Position and Salaries Schedule to include 2% Wage Increase for employees, Resolution 015-016-015**. Commissioner Bradley seconded the motion. The motion was approved by all.

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**  
**Ms. Odessa Brown – Yes**  
**Ms. Joyce Washington – Yes**

**Albion Housing Commission's Accounts Payable Statements:**

**Approval of Albion Housing Commission's Accounts Payable Statements for August 26, 2016 – September 15, 2016, Roll Call (enc. #4):** Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for August 23, 2016 – September 15, 2016. Director Kemp informed the Board that Kay Jay Services invoice was \$1,299.00. Director Kemp stated the housing commission made a payment in the amount of \$799.97 due to the housing commission signing for a product that was not received. Director Kemp informed the Board that the Payment In Lieu of Taxes have been paid. Commissioner Arnett called for a motion. Commissioner Brown made a motion to accept the Albion Housing Commission's Account Payable Statements for August 26, 2016 – September 15, 2016. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Odessa Brown – Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley - Yes**  
**Ms. Sherry Grice – Absent**

**Albion Housing Commission's Bank of America Credit Card Statements:**

**Approval of Albion Housing Commission's Credit Card Statements for May 26, 2016 – June 25, 2016, June 26, 2016 – July 25, 2016 and July 26, 2016 – August 25, 2016 – Roll Call (enc. #5):** Director Kemp presented the Board with the Bank of America Credit Card Statements for May 26, 2016 –

June 25, 2016, June 26, 2016 – July 25, 2016 and July 26, 2016 – August 25, 2016. Commissioner Bradley inquired about the Eco-Raider payment. Director Kemp explained that the Eco-Raider is bed bug spray that maintenance applies when Rose Pest Control is unable to come out in a timely manner. Commissioner Bradley also inquired about the payment made to Marshall Music. Director Kemp stated the payment to Marshall Music was for the purchase of drums and accessories for the Drumline. Director Kemp also mentioned that next month's credit card statement will reflect several payments for travel, uniforms, etc.. for Drumline and Dancers. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the Albion Housing Commission's Credit Card Statements for May 26, 2016 – June 25, 2016, June 26, 2016 – July 25, 2016 and July 26, 2016 – August 25, 2016. Commissioner Brown seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Odessa Brown – Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**

**Albion Housing Commission's Operating Income Statements, Balance Sheets, and Operation Monitors (enc. #6):** Director Kemp presented the Board with the Operating Income Statements, Balance Sheets, and Operation Monitors for June 30, 2016, July 31, 2016 and August 31, 2016. Director Kemp explained to the Board that administrative salaries are over due to Ms. Stannetta Rider facilitating Girls Scouts and Drumline and the opening and closing of the community room on Saturday's and Sunday's when in use. Director Kemp stated Ms. Rider's schedule will be adjusted; she will come in later on days in which she has to facilitate. Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Albion Housing Commission's Operating Income Statements, Balance Sheets and Operation Monitor. Commissioner Brown seconded the motion. **The motion was approved by all.**

**Albion Housing Commission's Old Business:**

**Update on the Albion Housing Commission Discussion of the purchasing of 702 W. Broadwell Street, Albion, MI (enc. #7):** Director Kemp presented the Board with the purchasing price of 702 W. Broadwell Street in the amount of \$15,600. Commissioner Arnett stated it would not be feasible to purchase land at \$15,600 to demolish the house and reconstruct for parking. Commissioner Arnett stated due to the property being near our housing complex, it is important that the surrounding area is well maintained. Director Kemp directed Maintenance Supervisor, Quentin Brown to contact Carr Brothers for demolition, fill in and top soil for 702 W. Broadwell Street. Commissioner Arnett also added Albion Housing Commission is in need of more landscaping. The Board also inquired about the value to the three (3) abandoned houses on W. Broadwell Street in between 506 and 704 W. Broadwell Street. Director Kemp stated she would gather the requested information and provide it at the next board meeting.

**Update on the 2015 & 2016 Capital Fund Program Grandview Roofing Project (enc. #8):** Director Kemp informed the Board that the 2015 & 2016 Capital Fund Program Grandview Roofing Project's first construction meeting will be Thursday, September 22, 2016 at 10:00 a.m. Director Kemp informed the Board that the project was delayed due to ordering of the shingles.

**Albion Housing Commission's New Business:**

**Commissioners' Name Change for Chemical Bank Signature Cards:** Director Kemp informed the Board that signature cards need to be updated to reflect Ronald Gant being removed and adding Mrs. Jane Bradley. Director Kemp stated Commissioners will be contacted once signature cards have been prepared.

**Albion Housing and Republic Waste Service Renewal (enc. #9):** Director Kemp presented the Board with the Albion Housing Commission and Republic Waste Service Renewal. Mr. Brown stated that there

have been issues with Republic Waste Service due to locks and bars on trash receptacles being broken. Director Kemp stated once Republic Waste is made aware of an issue, they respond quickly in correcting the problem. Commissioner Arnett recommended the housing commission keep specific dates, times, representative names, etc..... for future issues for negotiating prices.

**Albion Housing Commission's 2016 Utility Allowance Summary and Estimates (enc. #10):** Director Kemp presented the Board with Albion Housing Commission's 2016 Utility Allowance Summary and Estimates effective October 1, 2016. Director Kemp informed the Board that this information is based on consumption and usage. After little discussion, Commissioner Arnett called for a motion. Commissioner Brown made a motion to accept the Albion Housing Commission's 2016 Utility Allowance Summary and Estimates. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**  
**Ms. Odessa Brown – Yes**  
**Ms. Joyce Washington – Yes**

**Pam Baker, Risk Control Representative from the Michigan Township Participation Plan: Recommended changes to the Albion Housing Commission Personnel Policy, Resolution 015-016-014 (enc. #12):** Director Kemp informed the Board of the changes to the Albion Housing Commission's Personnel Policy, recommended by Pam Baker, Risk Control Representative from the Michigan Township Participation Plan after she performed the housing commission's administrative audit. Commissioner Arnett asked if the changes were boiler plate. Director Kemp said yes and the changes will not directly affect the housing commission's employees. Commissioner Arnett called for a motion. Commissioner Brown made a motion to accept **Pam Baker, Risk Control Representative from the Michigan Township Participation Plan: Recommended changes to the Albion Housing Commission Personnel Policy, Resolution 015-016-014.** Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Absent**  
**Ms. Odessa Brown – Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. James Arnett - Yes**

**Director Personal Privilege:**

None at this time.

**Commissioner Personal Privilege:**

**PHADA Commissioner Conference, Orlando, FL, January 8-11, 2017 and Upcoming 2017 PHADA and NAHRO Conferences (enc. #14):** Director Kemp presented the Board with the upcoming 2017 PHADA and NAHRO conferences.

**Adjournment:**

Commissioner Arnett called for a motion to adjourn the board meeting. Commissioner Washington made a motion to adjourn. Commissioner Bradley seconded the motion. The board meeting was adjourned at 2:46 p.m.

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Prepared by Administrative Assistant, Callie Taylor

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President, James Arnett

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Secretary/Executive Director, Ann Kemp, PHM