

**Albion Housing Commission  
Monthly Board Meeting  
Tuesday, September 20, 2016**

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

**When:** Tuesday, September 20, 2016

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

1. **Call to Order:**
2. **Resident Citizen Time:**
3. **Approval of Agenda for Tuesday, June 28, 2016**
4. **Approval of Minutes from the Regular Board Meeting on Tuesday, June 28, 2016  
Approval of Minutes from the Special Board Meeting on Tuesday, August 2, 2016**
5. **Communication:**
  - A. Presentation to Commissioner Ronald Gant for Years of Service
  - B. Welcome New Commissioner Odessa Brown
  - C. Albion Housing Commission's Occupancy Report (enc. #1)
  - D. Albion Housing Commission's Cash & Investments **Roll Call** (enc. #2)
  - E. 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 Parade, and Youth to attend Classic City Circle in Indianapolis, Indiana on Saturday, September 24, 2016 (enc. #3)
  - F. The City of Albion of Trash Concern on Kennedy Street

6. **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)
7. **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)
8. **Albion Housing Commission's Operating Income Statements, Balance Sheets and Operation Monitor:** Albion Housing Commission's Operating Statements for June 30, 2016, July 31, 2016 and August 31, 2016 (enc. #6)
9. **Albion Housing Commission's Old Business:**
  - A. Update on the Albion Housing Commission Discussion of the purchasing of 702 W. Broadwell Street, Albion, MI (enc. #7)
  - B. Update on the 2015 & 2016 Capital Fund Program Grandview Roofing Project (enc.#8)
10. **Albion Housing Commission's New Business**
  - A. Commissioners' Name Change for Chemical Bank Signature Cards
  - B. Albion Housing Commission and Republic Waste Service Renewal (enc.#9)
  - C. Albion Housing Commission's 2016 Utility Allowance Summary and Estimates (enc. #10)
  - D. Albion Housing Commission's Collection Losses For Fiscal Year- End September 30, 2016 Resolution 015-016-013 **Roll Call** (enc. #11)
  - E. Pam Baker, Risk Control Representative from the Michigan Township Participation Plan: Recommendations to change to the Albion Housing Commission Personnel Policy Resolution 015-016-014 (enc. #12)
  - F. Albion Housing Commission's 2017 Operating Budget Resolution 015-016-015 **Roll Call** (enc. #13)

**11. Directors Personal Privilege:**

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

- A. PHADA Commissioner Conference, Orlando, FL January 8-11, 2017 and Upcoming 2017 PHADA and NAHRO Conferences (enc. #14)

**13. Adjournment:**

**ALBION HOUSING COMMISSION  
1300 COOPER STREET  
ALBION, MI 49224**

The Albion Housing Commission's Special Board Meeting was held on Tuesday, August 2, 2016 at 1:00 p.m. in the conference room at the Albion Housing Commission office 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. Sherry Grice**  
  **Mr. Ronald Gant -Absent**  
  **Ms. Joyce Washington**

**Approval of Agenda:** Commissioner Arnett called for approval of the agenda for Tuesday, August 2, 2016. Commissioner Washington made a motion to approve the amended agenda. Commissioner Bradley supported the motion. **The motion was approved by all.**

**Special Business:**

**Discussion and Approval of Letter of Recommendation from Design House Architects for the Rebidding of the 2015 & 2016 Capital Fund Programs Roofing Project in Grandview Heights, Roll Call:** Director Kemp presented the Board with the recommendation from the architects to award the bid to Omega Construction for the Grandview Heights roof replacement. Commissioner Bradley asked for details about the decrease in the bidding amount. Director Kemp stated the decrease depends on the bidder, which is why the Albion Housing Commission requested more than one bid to be competitive. Director Kemp stated that she has checked the references for Omega Construction, and is recommending that Omega Construction be awarded the roofing project in Grandview Heights. After some discussion, Commissioner Arnett called for a motion to accept Omega Construction's bid in the amount of \$203,900.00, Resolution 015-016-012. Commissioner Bradley made a motion. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Yes**  
**Mr. Ronald Gant - Absent**  
**Ms. Joyce Washington – Yes**  
**Mrs. Jane Bradley – Yes**

**Approval of Barry E. Gaudette, C.PA. P.C. Proposal to perform the Albion Housing Commission's Fiscal Years Audit Ending September 30, 2016, 017, and/or 2018 in the amount of \$6,000.00, Resolution 014-015-007:** Director Kemp presented the Board with Barry E. Gaudette's proposal to perform the Albion Housing Commission's audit for the next 3 years in the amount of \$6,000.00. Director Kemp informed the Board that there are not very many auditing firms in the auditing business of public housing. Director Kemp stated he performs that audit alone and does a good job; he will usually complete the audit in approximately 2 ½ days. After some discussion, Commissioner Arnett called for a motion. Commissioner Grice made a motion to approve Barry E. Gaudette's, C.PA. P.C. Proposal to perform the Albion Housing Commission's Fiscal Years Audit Ending September 30, 2016, 017, and/or 2018 in the amount of

\$6,000.00, **Resolution 014-015-007**. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

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

**Other Special Business:** Meeting with Dr. Ditzler at his home today at 2:00 p.m. Commissioner Sherry Grice informed the Board that the Performing Arts Play will be at the Albion Middle School on Thursday, August 18, 2016.

**Adjournment:**

Commissioner Arnett called for the meeting to be adjourned. Commissioner Bradley made a motion to adjourn. Commissioner Washington seconded the motion. **The motion was approved by all.**

**The meeting was adjourned at 1:15 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

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

The Albion Housing Commission's Monthly Board Meeting was held on Tuesday, June 28, 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 Ms. Sherry Grice Mrs. Jane Bradley
Absent Commissioners:	Mr. Ronald Gant – excused Joyce Washington - excused

**Resident/Citizen Time:**

Maurice Barnes, Resident at 404 W. Broadwell Street, Apt. #12 complimented Executive Director, Ann Kemp on the quality of service that is shown to residents. He stated he has received dignity and respect from Director Kemp and her maintenance staff. He also apologized for past issues that he has had with Director Kemp and Maintenance Supervisor, Quentin Brown. Mr. Barnes expressed his concerns regarding the children placing paper in his yard, damaging his flowers, barbecue grill and his furniture. His desire is to re-establish the Resident Council for more effective communication with residents.

**Approval of the Agenda:**

Commissioner Arnett called for an approval of the agenda for Tuesday, June 28, 2016. Commissioner Grice made a motion to approve the agenda as written. 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, April 19, 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:**

**Albion Housing Commission's Occupancy Report (enc. #1):** Director Kemp informed the Board that the housing commission's occupancy rate is currently at 95%. Director Kemp expressed that during court proceedings today, there were seven (7) evictions; four (4) non-payments and three (3) terminations. Director Bradley asked if the evictions were those that has income. Director Kemp informed the Board that these individuals do have income and owes the housing commission a substantial amount; two (2) have paid in full and five (5) have a deadline to vacate by Friday, July 8, 2016.

**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 there are no CD's to mature at this time. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to approve Albion Housing Commission's Capital Investments. Commissioner Grice seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes**  
**Ms. Sherry Grice – Yes**  
**Ms. Jane Bradley – Yes**  
**Ms. Joyce Washington – Excused**  
**Mr. Ronald Gant - Excused**

**Literacy Box provided by Albion College placed outside office building (enc. #3):** Director Kemp informed the Board that a literacy box has been placed outside the office. The box will be managed by Albion College.

**AHC received a \$3,938.31 2013 Dividend Check from the Stevenson Insurance Company.** Director Kemp informed the Board that dividends are based on the loss history of the entire program.

**Second Meeting with Dr. Mauri Ditzler scheduled for Tuesday, August 1, 2016 at 1:00 p.m.:**

Director Kemp informed the Board that the next meeting will be at Dr. Ditzler's home. More information will be provided.

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

**Approval of Albion Housing Commission's Accounts Payable Statements for April 22, 2016 – June 23, 2016, Roll Call (enc. #3):** Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for April 22, 2016 – June 23, 2016. After some discussion, Director Kemp answered questions from the Board regarding the payments for: Scott Marks, groundkeeper resident, Norman Mohead, Peabody Key Keeper, and Summit Pointe, lawn care. Commissioner Arnett called for a motion. Commissioner Arnett made a motion to accept the Albion Housing Commission's Account Payable Statements for April 22, 2016 – June 23, 2016. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Yes**  
**Ms. Joyce Washington – Excused**  
**Mr. Ronald Gant - Excused**  
**Mr. James Arnett – Yes**

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

**Approval of Albion Housing Commission's Credit Card Statements for March 26, 2016 – April 25, 2016 and April 26, 2016 – May 25, 2016 – Roll Call (enc. #4):** Director Kemp presented the Board with the Bank of America Credit Card Statements for March 26, 2016 – April 25, 2016 and April 26, 2016 – May 25, 2016. After some discussion, she explained the statements included travel to a MI NAHRO conference that she, Ms. Rider and Mr. Brown attended in Detroit, Michigan, and Fritz Advertising Inc., for a logo placed on the AHC maintenance truck. Commissioner Grice made a motion to accept the Albion Housing Commission's Bank of America Credit Card Statements for March 26, 2016 – April 25, 2016 and April 26, 2016 – May 25, 2016. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Sherry Grice – Yes**  
**Mr. Ronald Gant – Excused**  
**Ms. Joyce Washington – Excused**  
**Mrs. Jane Bradley – Yes**  
**Mr. James Arnett - Yes**

**Albion Housing Commission's Operating Income Statements, Balance Sheets, and Operation Monitors (enc. #5):** Director Kemp presented the Board with the Operating Income Statements, Balance Sheets, and Operation Monitors for April and May 2016. The Board reviewed the information. No further action needed.

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

None at this time

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

**Albion Housing Commission Discussion and Approval of Landlord Locks for Replacement Locks (enc. #6):** Director Kemp informed the Board that locks would need to be replaced in increments in Northview Homes, Grandview Heights and Mather. Locks will be changed, beginning at 404 W. Broadwell Street. Commissioner Bradley stated that the lock replacement should be under a line item for maintenance materials and mentioned obtaining a reference for Landlord Locks. After some discussion, it was decided to amend the agency plan to include the lock change within the plan. Director Kemp informed the Board that the lock change prices will increase. This process will eliminate key purchases; when a tenant calls for a key purchase, AHC will automatically change the locks.

**Albion Housing Commission's 2016 ACOP Updates and Revisions, Resolution 015-016-009 (enc. #7):** Director Kemp presented the Board with the 2016 ACOP Updates and Revisions. After reviewing the updates, Commissioner Arnett called for a motion. Commissioner Grice made a motion to approve the **Albion Housing Commission 2016 ACOP Updates and Revisions, Resolution 015-016-009.** Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. Ronald Gant – Excused**  
**Ms. Joyce Washington - Excused**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Yes**

**Approval of the Albion Housing Commission's 2016 Annual Plan and Five Year Plan, Resolution 015-016-010, Roll Call (enc. #8):** Director Kemp presented the Board with Albion Housing Commission's 2016 Annual Plan and Five Year Plan. Director Kemp stated that the lock change and replacement will be included. Commissioner Grice approved the Albion Housing Commission's 2016 Annual Plan and Five Year Plan with modifications of the lock change to be phased in over the next five (5) years. After some discussion, Commissioner Arnett seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Ms. Sherry Grice – Yes**  
**Mr. Ronald Gant – Excused**  
**Ms. Joyce Washington – Excused**

**Albion Housing Commission Discussion of the purchasing of 701 W. Broadwell Street, Albion, MI:** Director Kemp informed the Board that Steven Williams is now interested in selling his home, located at 701 W. Broadwell Street, Albion, MI. The Board asked what the lot would be used for. Director Kemp stated if purchased, the home would be demolished and used for an additional parking lot. She stated the value of the home is \$15,300.00. After some discussion, Commissioner Bradley informed Director Kemp to ask Mr. Williams to have the house appraised and report to the Board at the next Board meeting.

**Review and Discussion of Letter of recommendation from Design House Architects and Designers, LLC for the Bidding Proposals for the Albion Housing Commission's 2015 & 2016 Capital Fund Programs, Grandview Roofing Project (\$299,983.00) and Administrative Office Carpet Replacement (\$19,363.00), Roll Call (enc. #9):** Director Kemp explained that the bid was over budget for both the 2015 and 2016 CFP roofing project for Grandview Heights. Director Kemp stated there was only one (1) bid from The Beresh Group, Inc. The Board recommended that Director Kemp re-bid the project for competitive bids. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to re-bid the roofing project. Commissioner Grice seconded the motion.

**Director Personal Privilege:**

None at this time.

**Commissioner Personal Privilege:**

Director Kemp informed the Board that Commissioner Gant would like to remain on the Board. Commissioner Arnett stated Commissioners Washington and Gant will need to attend the meetings, although he understands that both have health issues. Commissioner Arnett stated the Board needs to stick to the policies for commissioners' meeting attendance; three (3) missed meetings consist of removal from the Board. The Board discussed no monthly board meeting for July, and there will be a special meeting and monthly board meeting for the month of August.

**Adjournment:**

Commissioner Arnett called for a motion to adjourn the board meeting. Commissioner Bradley made a motion to adjourn. Commissioner Grice seconded the motion. The board meeting was adjourned at 2:26 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