

**BATTLE CREEK HOUSING COMMISSION
MINUTES**

Regular Meeting February 25, 2025

Pending Board Approval

CALL TO ORDER:

The regular meeting of the Battle Creek Housing Commission (BCHC) was called to order at 3:02 p.m. by Vice President Gillette in the Main Office of Kellogg Manor, 250 Champion Street, Battle Creek Michigan.

ROLL CALL:	Present:	Commissioner Gillette, Vice President Commissioner Gray Commissioner Guzzo
	Excused:	Commissioner Simmons, President

Also present: Lee Talmage, Executive Director; John Paternoster, Deputy Director; Abe Alassaf, Deputy Director; Carlos Sanchez, Kevin Decker, Decker Agency

BUSINESS:

APPROVAL OF AGENDA & MINUTES

A motion was then made by Commissioner Guzzo and supported by Commissioner Gray to approve the Minutes of the January 28, 2025 Regular Meeting as presented, and the Meeting Agenda.

Vote: Ayes- Unanimous
Nays- None

PUBLIC COMMENT & SPECIAL PRESENTATIONS:

Vice President Gillette then welcomed Carlos Sanchez the former Executive Director of the Grand Rapids Housing Commission and now a PHA Consultant, and invited to describe the 4% Low Income Housing Tax Credit (LIHTC) development rehab process to the Commission. Sanchez explained that the Developer he works with, Good Housing Partnership LLC (GHP), provides assistance to PHAs that need to go through a RAD conversion, but also for the purpose of this discussion, need to secure a 4% LIHTC property rehabilitation grant award through the Michigan State Housing Development Authority MSHDA.

The discussion continued with questions about long term financial risk, the role of the Developer Partner and its relationship with the PHA, and about satisfying the requirements of MSHDA, the IRS, and LIHTC Investors. Sanchez pointed out that the Developers Fee would be split 60/40 between the PHA and GHP.

The Commission thanked Sanchez for coming and speaking with them. He stated he was available to answer any questions they might have. He then left the meeting at 3:50pm.

Kevin Decker of the Decker Agency then apprised the Commission of the efforts that have been made by Decker Agency and Commission staff to receive a 2025-2026 Property Liability Insurance Policy proposal for BCHC from Housing Authority Insurance Group. Decker stated that he was expecting a policy by the end of February 2025 and will stay in contact with staff.

Directors Report & Financials:

The Directors Report including Bills and Communications, are presented, attached, and made a part of these minutes.

Talmage reviewed further the current status of the RAD conversion using the ongoing steps the HUD Recapitalization Team, Detroit Field Office, and Federal Consulting were following with a regular scheduled meetings to keep track of assigned tasks.

The Commission then discussed three suggestions made by MSHDA to UPHoldings LLC for gaining enough points for a successful April 1, 2025 LIHTC Submission.

Talmage added to his report a recommendation made by its IT vendor/consultant, that due to pending tariff action by the Federal Government there will be an anticipated increase in the cost of computer network hardware of 30%.

Vice President Gillette cited a Check Register entry from January 2025 listing a payment made to a Contractor for installing a hot water heater where no permit was pulled or inspection completed by the City. Talmage stated he would look into this with Maintenance Staff.

Deputy Directors Report:

The Deputy Directors Report on occupancy was presented, is attached and made a part of these minutes.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

OTHER BUSINESS:

Public Comments:

None

Commissioner Comments:

In reflecting on the early presentation, the Commissioner entered into a lengthy discussion of the complex nature of the 4% LIHTC grant process and the information presented

ADJOURNMENT:

At 5:34 Vice President Gillette adjourned the meeting. The next regular meeting of the Commission will be Tuesday, March 25, 2025 at 3:00 p.m.

Respectfully Submitted,

Lee Talmage
Secretary