

Albion Building Authority  
April 4, 2018

I. Call to Order

The April 4, 2018 ABA Regular Meeting was called to order at 8:00 a.m. by Chairman M Tymkew.

II. Roll Call

PRESENT: M Tymkew, Chair; E Seedorf, C Farmer, K Markovich

ABSENT: All Board Members were present.

STAFF: S Kipp, Interim City Manager, J Domingo, City Clerk and J Lenardson, Director Public Services

III. Approval of Minutes:

❖ March 6, 2018

K Markovich moved, C Farmer supported, CARRIED, to Approve March 6, 2018 minutes as presented. (4-0, vv)

IV. Old Business-None

V. New Business

A. Tour of Maple Grove Facility

The ABA Board toured the Maple Grove facility.

B. Discussion Maple Grove Deficiencies

Comments/Questions on Maple Grove deficiencies were as follows:

- One of the most recurring complaints pertains to the heat. This is a common issue they receive each year.
- If a resident has a maintenance issue the procedure is as follows:
  - Obtain form from the office
  - Complete a maintenance form & return to office
  - Form is then sent to building maintenance to complete repair
- Following the above procedure allows for tracking maintenance issues and is something that HUD reviews during their inspection process.
- ABA Board would like to be made aware periodically or if there is a change in who the Manager is at Maple Grove.

- Do residents ask to change apartments? This does happen periodically however, HUD has very strict rules pertaining to this.
- All apartments are handicap accessible.
- All the hallways were painted this year.
- They have had issues with the elevator however, they generally know ahead of time if it will be down for any length of time and make every effort to make residents aware by placing sticky-notes on their doors and flyers in their mailbox.
- If the elevator needs repair, the Manager calls right away and has it repaired.
- There is a “closed door” policy in place for the office. The Manager only works thirty-two (32) hours a week and those hours are needed to complete the work that needs to be done. Funding is not available for an assistant. They previously had a resident activity coordinator which was an unpaid position.
- Not in the concierge business as this is an independent living facility.
- The contract with HUD is for independent living with no services provided. They provide safe and sanitary housing.
- Staff goes above and beyond including changing light bulbs for residents and putting furniture together.
- Another of the most recurring complaint is residents are paying too much for rent. The Rent is based on 30% of their income and they are allowed deductions that are determined by HUD.
- The EIV program allows Manager to verify resident’s income. Certification of income are sent one hundred twenty (120) days ahead of time. HUD requires notices be sent.
- Rent changes from year to year. Once a resident’s income has been certified, it can change if their income goes up. It is up to the resident to report the additional income through the rent certification process.
- The Board would like to be made aware of any excessive complaints.
- Snyder Property Management has worked with the City Manager in the past pertaining to any complaints the City may receive pertaining to Maple Grove.
- There is a complaint box in the front office and the Management Company meets with the residents a couple of times a year.

Comments were received from Board Members Chair M Tymkew, K Markovich and C Farmer and John Robison, Snyder Property Management.

#### C. Discussion-ABA By-Laws

Chair M Tymkew stated the City does not have a complete copy of the ABA by-laws. The City’s copy is not dated, signed and also has information missing.

Additional comments were received from Board Member K Markovich.

John Robison stated he will try to obtain an actual signed copy of the document for the ABA Board.

The consensus of the ABA Board is to **table** this item until the next ABA meeting in June.

D. Approval Memorandum of Understanding for Use of Lot at 300 W. Cass Street

Interim Manager Kipp stated this is a renewal of the Memorandum of Understanding for use of the lot at 300 W. Cass Street due to the reconstruction of Superior Street.

Additional comments were received from Chair M Tymkew and J Lenardson, Director of Public Services.

C Farmer moved, K Markovich supported, CARRIED, to Approve Memorandum of Understanding for Use of Lot located at 300 W. Cass Street. (4-0, vv)

E. Discussion/Approval of Quote for Asbestos Survey for 309 N. Superior Street

Director of Public Services Lenardson and Board Member K Markovich both feel the quote for the asbestos survey is an appropriate cost for the size of the building. They feel the estimate should not incur any unknown additional cost.

Ashley Reniger, Realtor stated the current purchase agreement states the purchaser is asking for his own inspection and did not ask for any type of asbestos removal from the building.

Additional comments were received from Chair M Tymkew and Interim City Manager Kipp.

The consensus of the ABA is to **table** this item pending the approval/sale of the current offer for the 309 N. Superior Street property.

F. Approve Offer of Sale for 309 N. Superior Street

Ashley Reniger, Realtor stated she has received the following offer for the 309 N. Superior property:

- Full offer price of \$150,000 contingent on obtaining a commercial mortgage
- Seller will provide proof of commercial mortgage within five (5) days of acceptance of offer
- \$1,000 down to be held with title company
- Close by the end of the month. This likely will not be feasible and will probably close towards the end of May
- Buyer's name is Wudman Adam
- Unsure what the building will be used for

Comments from the ABA Board were as follows:

- Would like to know what the building will be used for
- ABA is not in the business of being a landlord or property owner
- Is it important what the building is being used for?
- The City is protected as they have zoning in place
- The potential buyer has not been shown the building by the realtor
- If the ABA does not take the offer, they may have to look at repairing the roof and possible asbestos removal

Comments were received from Chair M Tymkew, Board Members C Farmer and K Markovich and Interim City Manager Kipp.

K Markovich moved, E Seedorf supported, CARRIED, to Accept Offer of Sale for 309 N. Superior St Contingent on Financing. (4-0, vv)

VI. Miscellaneous-None

VII. Public Comment (Persons addressing the ABA shall limit their comments to no more than 5 minutes-Proper decorum is required)

Comments were received from Wayne Jones, Maple Grove Resident who asked for additional security from Public Safety and having the patrol hours be at different times. He also suggested a set time for residents to go to the office at Maple Grove for maintenance items.

VIII. Excuse Absent Board Member(s)

No action was necessary as all Board Members were present.

IX. Adjournment

K Markovich moved, E Seedorf supported, CARRIED, to adjourn the meeting.

Meeting adjourned at 9:15 a.m.

Recorded By: J Domingo, City Clerk