

MINUTES
WARREN HOUSING COMMISSION
Stilwell Manor – Stilwell Recreation Room
26600 Burg Road · Warren, Michigan 48089

Regular Meeting of the Housing Commission
Thursday, January 9, 2025 at 6:00 p.m.

1. Call to Order at 6:01 P.M.

2. The Pledge of Allegiance

3. Roll Call

Chairman Ken Kaercher	Present
Secretary Thomas Miller	Present
Commissioner Debra Ladensack	Absent
Commissioner Curtiss Ostosh	Present
Commissioner Jerry Burden	Present
Councilperson Melody Magee	Absent
City Attorney Jennifer Pierce	Present
Director of Maintenance Kavin Yaden	Present
Director of Administration Sean Clark	Present
Deputy Director of Administration Sara Gorgis	Absent

***** Moment of Silence – New Orleans, Las Vegas, California, and any WHC residents that have passed. *****

4. Approval the Agenda

- a) Approval of the agenda for the Thursday, January 9, 2025, Regular Meeting.

ADD: ITEM 8(i) Recommendation to approve D/A CENTRAL Proposal 23878, UPGRADE TO WIRELESS SYSTEM BETWEEN BUILDINGS FOR VIDEO AND ACCESS CONTROL, in the amount not to exceed \$7,912.00.

Motion to approve amended agenda for the Thursday, January 9, 2025, Regular Meeting by Burden, support by Ostosh, motion passed 4-0.

5. Approval of the Minutes

- a) Approval of the Minutes from the Thursday, November 7, 2024, Regular Meeting.

Motion to approve the Minutes from the Thursday, November 7, 2024, Regular Meeting by Miller, support by Burden, motion passed 4-0.

6. Staff Report

- a) Receive and File Staff Report dated January 6, 2025.

Clark – Occupancy Rate is 97.80%. Thanksgiving and Christmas parties were a success. Gleaners and Focus Hope are scheduled for 1/9/25 & 2/13/25. Forgotten Harvest is scheduled for 1/6/25, 1/13/25, 2/3/25, & 2/10/25. The next Senior Health Care Seminar is 3/5/25. We are still waiting on engineering from HRC to make the repairs and upgrades for the Joseph Coach balconies. Furnace upgrades (paid for by CDBG) will start soon.

Motion to receive and file Staff Report dated January 6, 2024, by Burden, support by Miller, motion passed 4-0.

7. Old Business

8. New Business

- a) Recommendation to award ITB-W-1391 FURNISH AND INSTALL PATIO DOORS AT JOSEPH COACH MANOR, to ROCKET EXTERIORS., in the amount not to exceed \$76,900.00.

Motion to award ITB-W-1391 to Rocket Exteriors, in the amount not to exceed \$76,900.00 by Miller, support by Burden, motion passed 4-0.

Miller	Yea
Burden	Yea
Ostosh	Yea
Kaercher	Yea

- b) Recommendation to award RFQ-WHC-2404 FURNACE ROOM DOOR REPLACEMENT to PREMIER BUILDER, INC. in the amount not to exceed \$14,999.90.

Motion to award RFQ-WHC-2404 to Premier Builder, Inc., in the amount not to exceed \$14,999.90 by Burden, support by Ostosh, motion passed 4-0.

Burden	Yea
Ostosh	Yea
Miller	Yea
Kaercher	Yea

- c) Recommendation to extend ITB-W-0823 to SPARTAN 6 SECURITY for the second optional one (1) year period (2/13/25 thru 2/12/26), at the same terms and conditions, in the amount not to exceed \$61,912.00.

Motion to extend ITB-W-0823, to Spartan 6 Security for a second optional one (1) year, in the amount not to exceed \$61,912.00 by Burden, support by Ostosh, motion passed 4-0.

Burden	Yea
Ostosh	Yea
Miller	Yea
Kaercher	Yea

- d) Recommendation to extend ITB-W-0825 to PM TECHNOLOGIES for a two (2) year period (1/12/25 thru 1/11/27) at the same terms and conditions, in an annual amount not to exceed \$22,592.40.

Motion to extend ITB-W-0825 to PM Technologies for a two (2) year period, in the annual amount not to exceed \$22,592.40 by Miller, support by Ostosh, motion passed 4-0.

Miller	Yea
Ostosh	Yea
Burden	Yea
Kaercher	Yea

- e) Recommendation to approve PROPOSED STREETLIGHTING – SENIOR HOUSING 26600 BURG RD., to DTE ENERGY in the amount not to exceed \$60,430.06.

Motion to approve Proposed Street Lighting, to DTE Energy in the amount not to exceed \$60,430.06 by Burden, support by Ostosh, motion passed 4-0.

Burden	Yea
Ostosh	Yea
Miller	Yea
Kaercher	Yea

- f) Recommendation to approve Stilwell Manor and Joseph Coach Manor rent increases, effective July 1, 2025.

Clark – 4% raise for all apartments, as follows:

SW Studio	\$366.00
SW 1BR	\$479.00
SW 2BR	\$624.00
JC 1BR	\$630.00
JC 2BR	\$750.00

Motion to approve Stilwell Manor and Joseph Coach Manor rent increase, effective July 1, 2025 by Miller, support by Ostosh, motion passed 4-0.

Miller	Yea
Ostosh	Yea
Burden	Yea
Kaercher	Yea

- g) Recommendation to approve Stilwell Manor FY'26 Budget.

Clark – Budget as presented.

Revenues: \$1,066,843

Expenses: \$1,035,575

Motion to approve Stilwell Manor FY'26 budget as presented by Buden, support by Ostosh, motion passed 4-0.

Burden Yea

Ostosh Yea

Miller Yea

Kaercher Yea

- h) Recommendation to approve Joseph Coach Manor FY'26 Budget.

Clark – Budget as presented.

Revenues: \$1,902,260

Expenses: \$3,002,130

Motion to approve Joseph Coach Manor FY'26 Budget as presented by Miller, support by Burden, motion passed 4-0.

Miller Yea

Burden Yea

Ostosh Yea

Kaercher Yea

- i) Recommendation to approve D/A CENTRAL Proposal 23878, UPGRADE TO WIRELESS SYSTEM BETWEEN BUILDINGS FOR VIDEO AND ACCESS CONTROL, in the amount not to exceed \$7,912.00.

Motion to approve D/A Central Proposal 23878, in the amount not to exceed \$7,912.00 by Miller, support by Burden, motion passed 4-0.

Miller Yea

Burden Yea

Ostosh Yea

Kaercher Yea

9. Audience Participation

Barkume (B226) – A resident in B Building is being disturbed for a very long time. Nothing is being done about it. The rules should apply to everyone the same.

Tweedlie (B105) – Would like to see B Building have the same preventative maintenance pest control program, which Stilwell utilizes. Please install a key fob reader for the side door of B Building. Would like to see inspections go a step further to ensure resident safety (ovens, microwaves, lint traps, etc.).

Sanford (C116) – A resident in C Building has her family members living with her. What should we do?

Bossenberry (A306) – What about a raise for the Housekeepers?

Hatcher (A310) – A Building has limited parking. B Building residents have been taking all the parking spots.

10. Staff Comments

Clark – B Building currently has the same preventative maintenance program as Stilwell, Buildings A & C will start the same preventative maintenance program July 1st. If you suspect any resident is allowing family to live with them, please report it to the office, we can investigate with the cameras and door fob system to verify. One of the biggest issues facing many of our Seniors is fraud or abuse from family, many times in situations like this, the family member is taking advantage of our Senior resident. The employee's here at Senior Housing piggyback the Attorney's Office contract, who negotiated a larger pay increase than the Housing Commission approved last year, so the employees received a bigger raise than originally intended.

11. Commission Comments

Ostosh – I've received a number of complaints concerning disabled parking, and those spots being taken up or blocked. Is there a way we can police this? With the cold weather, it seems like more people are smoking within their apartments, is there a way we can police this?

Kaercher – Smoking is dangerous, we know that now; unlike when we were younger.

Miller – The bottom line is that each resident signed their lease and no-smoking policy.

Burden – I've spoken with Sean about trying to get a tax preparer here at Senior Housing. If we are able to make that happen, we need to make sure we sign up and attend our appointments, because too many times people aren't respectful of the vendor's time. I believe everyone here should consider Renters Insurance, which is extremely affordable.

12. Councilperson Comments

13. Adjournment at 7:04 P.M.

Motion to adjourn by Miller, second by Ostosh, motion passed 4-0.

Signed:

Thomas Miller

Date: 3/13/2025

Thomas Miller, Secretary