

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

Regular Meeting of the Housing Commission
Thursday, July 10, 2025 at 6:00 p.m.

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

2. The Pledge of Allegiance

3. Roll Call

Chairman Ken Kaercher	<i>Present</i>
Secretary Thomas Miller	<i>Present</i>
Commissioner Debra Ladensack	<i>Present</i>
Commissioner Curtiss Ostosh	<i>Present</i>
Commissioner Jerry Burden	<i>Present</i>
Councilperson Melody Magee	<i>Present</i>
City Attorney Laura Sullivan	<i>Present</i>
Director of Maintenance Kevin Yaden	<i>Present</i>
Director of Administration Sean Clark	<i>Present</i>
Deputy Director of Administration Sara Gorgis	<i>Absent</i>

4. Approval the Agenda

a) Approval of the agenda for the Thursday, July 10, 2025, Regular Meeting.

Clark – Add item 8(c) “Request from the Warren Senior Housing Office to appoint one (1) Warren Housing Commissioner to a Request for Proposal (RFP) to purchase Tenant Management Software.”

Motion to approve amended agenda by Ostosh, support by Burden.

Motion carried 5-0.

5. Approval of the Minutes

a) Approval of the Minutes from the Thursday, May 8, 2025, Regular Meeting.

Motion to approve Minutes from Thursday, May 8, 2025, Regular Meeting by Miller, support by Ostosh.

Motion carried 5-0.

6. Staff Report

a) Receive and File Staff Report dated July 7, 2025.

Motion to receive and file Staff Report, dated July 7, 2025, by Burden, support by Ostosh.

Motion carried 5-0.

Clark – Occupancy rate= 99.17%

6/30/25 – Stilwell Block Party

7/17/25 – Griffin Pest control Bed Bug Presentation

7/24/25 – Dedicated Medical Family Feud

9/25/25 – Macomb County Senior Fun Fest – transportation provided by Macomb County SMART

9/3/25 – Senior Health Care Seminar

Capital Improvement Projects:

Joseph Coach Balconies – prepared for public bid. 27 of 165 balconies are locked for safety concerns. Resident safety is our number-one priority. Project costs are estimated at \$2.8 million. I met with the City Controller to issue bonds for upcoming Joseph Coach capital improvements.

Joseph Coach Furnace Room Doors – completed.

Senior Housing Outdoor Lighting – City of Warren Engineering held up the project, but it was released yesterday.

Joseph Coach Make Up Air Units (B & C) – Scheduled to start within next couple months.

Stilwell Manor Pergola – installed by our Maintenance team.

Landscaping – Landscape Services replanted any plantings from last year's project that did not survive, at no charge. They also planted four (4) new trees on North-side of Stilwell Manor and are installing a bench along North-South walkway between Stilwell and Joseph Coach.

SMART Transportation – averaging >8 trips per day, servicing an average of >12 residents. Looking to book a Tigers' game and casino trips in near future.

Warren-Center Line Community Foundation – WHC was presented a check for \$5,000 to enhance the lives of our residents.

7. Old Business

8. New Business

- a) Recommendation to award ITB-W-1580 JANITORIAL SUPPLY to the low-qualified bidder, LOWER HURON CHEMICAL & SUPPLY CO., INC. in the amount not to exceed \$18,016.45, for a one (1) year period, with options to extend for two (2) additional one (1) year periods.

Motion to award by Burden, support by Ostosh.

Motion carried 5-0.

Burden	Yea
Ostosh	Yea
Ladensack	Yea
Miller	Yea
Kaercher	Yea

- b) Recommendation to award ITB-W-1566 HOT WATER HEATERS & VALVES to PROGRESSIVE PLUMBING SUPPLY in the amount not to exceed \$15,510.00, for a one (1) year period.

Motion to award by Miller, support by Ostosh.

Motion carried 5-0.

Miller	Yea
Ostosh	Yea
Burden	Yea
Ladensack	Yea
Kaercher	Yea

- c) Request from the Warren Senior Housing Office to appoint one (1) Warren Housing Commissioner to a Request for Proposal (RFP) to purchase Tenant Management Software.

Motion to appoint Commissioner Burden to RFP committee for the purchase of Tenant Management Software by Ladensack, support by Ostosh.

Motion carried 5-0.

9. Audience Participation

Farrar (C219) – New resident as of January. I love this place, and the transportation has changed my life for the positive, giving me more freedom. We love Jim! I would like to see transportation provided 5 days/week.

Colaluga (C224) – Thank you for providing more information on the balconies. Once there is a timeline, can you please communicate that?

Polonis (B122) – I'm a new resident. I really enjoy it here and I'm extremely happy.

Nowak (S228) – We should have a 50th anniversary celebration for Stilwell Manor. The pergola looks great, but we would be happier with some tables and umbrellas.

Kurek (S336) – Looking for an update on Laundry Doors. I would like to see the hallway carpet cleaned on the 3rd floor. The carpet is great, but people destroy it.

Crumley (B201) – Thank you to our maintenance team for installing our beautiful pergola. The bus is going to be even more valuable in the winter time. When are the hallways in B & C going to be painted? We would like to see fobbed access to the building B's NW door. Is it possible to get a PA system for Joseph Coach?

Roberts (C223) – I would like to see the bus service 5 days/week. We have a wonderful driver. I love it here.

Burke (SMART Driver) – Thank you to Sean and the Mayor. This is a great service, and I love the residents here. I do believe the residents would benefit from service 5 days/week.

10. Staff Comments

Clark – To help illustrate how impactful the bus service has been, I want to share an email that was sent to the Mayor's Office.

"I am a newer resident to Stilwell Manor. Coming to this community has been such a gift. Add to that the bonus of having a bus system dedicated to our complex. I am able to accomplish more than I had expected due to the availability of this service. I wanted to express my gratitude to you and the Warren community. These days there is so much complaining, I try to offer Thanks and appreciation where it is warranted."

The SMART transportation services provided is a partnership with Warren Parks & Recreation. WPR is providing the van and Jim is an employee of WPR, not Warren Senior Housing. They have been extremely generous in this partnership, but I am happy to ask for more availability.

I love Dennis' idea for a 50th anniversary party.

The laundry room doors are in FY'26 budget and will be completed.

Hallway painting is in FY'26 budget as well.

It is great to have Chairman Kaercher back, and healthy!

11. Commission Comments

Ladensack – Humana also provides transportation services, 100 road trips per year; and you can use your Humana debit card for Uber rides as well.

Please keep the windows closed on the 3rd and 4th floor hallways when the Heat Index is up. It only heats the hallways.

Burden – I think we should have Sean draft a letter to Parks & Recreation asking for more assistance with SMART Transportation.

I believe it is important for every to be civil.

Ostosh – I was happy to see a contract go to a Warren-based business in Progressive Plumbing. The landscaping looks good, happy to see it completed.

12. Councilperson Comments

Magee – City Council meetings are streamed online and broadcasted on TV Warren.

I post all things happening with City Council and the City of Warren on my social media pages.

We established a Town Center Committee, and we are looking for input.

I also serve on the flood committee and signage committee.

13. Adjournment

6:50 P.M.

Motion to adjourn by Miller, support by Ostosh.

Motion carried 5-0.

Signed:

Thomas Miller

Date: 9/11/2025

Thomas Miller, Secretary