

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

Regular Meeting of the Housing Commission
Thursday, March 7, 2024 at 6:00 p.m.

1. Call to Order 6:02 P.M

2. The Pledge of Allegiance

3. Roll Call

Chairman Ken Kaercher Present	Councilperson Melody Magee Present
Secretary Thomas Miller Present	City Attorney Laura Sullivan Present
Commissioner Debra Ladensack Present	Director of Maintenance Kevin Yaden Present
Commissioner Charmaine Wood Absent	Director of Administration Sean Clark Present
Commissioner Curtiss Ostosh Present	Deputy Director of Administration Sara Gorgis Absent

4. Approval the Agenda

a) Approval of the agenda for the Thursday, March 7, 2024, Regular Meeting.

Clark: Mr. Chair, we need to add item 7(a) Recommendation to approve corrected rental amounts for FY'25. When we read the new rental rates into the record last meeting, I transposed two of the amounts, and we need to correct that on the record.

Motion to approve amended agenda by Miller, support by Ladensack, motion passed 4-0.

5. Approval of the Minutes

a) Approval of the Minutes from the Thursday, January 11, 2024, Regular Meeting.

Motion to approve by Ladensack, support by Ostosh, motion passed 4-0.

6. Staff Report

a) Receive and File Staff Report dated March 4, 2023.

Clark: Since January 1st, our occupancy rate is 97.25%, we have approved and added 13 resident-applicants to the waiting list, and have had 11 lease signings. Our current wait list approximate times are Stilwell Studio (12-18 months), Stilwell One-Bedroom (2+ years), Stilwell Two-Bedroom (4 years), Joseph Coach One-Bedroom (6-9 months), Joseph Coach Two-Bedroom (2-4 years). The Stilwell camera upgrades have been installed, and D/A Central is running wire in Joseph Coach buildings. We have a number of food assistance programs, including: Dinning In Style (Monday-Friday 11:30 A.M.), Gleaners (3/14/24), Focus Hope (3/14/24), Forgotten Harvest (3/11/24 & 3/18/24), Senior Housing Resident Pantry (Wednesday' 11:00 A.M.), and our Panrea Bread donations (Tuesday's 10:00 A.M.). On Tuesday, March 5, 2024 the League of Women Voters provided an educational seminar on Early Voting in Michigan. We have our Senior Housing St. Patrick's Day Party (Friday, March 15, 2024) tickets are \$7.00 and available in the office. The Puzzle Picture contest judging is Friday (March, 8, 2024). The next Senior Health Care Fair is next Wednesday (March 13, 2024, 11:30 A.M.) in the City Hall Atrium. I am presenting to the Macomb Elder Justice Alliance, on the topic of Senior Housing to spur discussion on preventing Elder Abuse (Tuesday, March 12, 2024).

Motion to receive and file by Ladensack, second by Miller, motion passed 4-0.

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7. Old Business

- a) Recommendation to approve corrected rental amounts for FY'25.

Clark: As I stated earlier, when the FY'25 rental rates were read into the record at the last meeting, two of the numbers (\$600 and \$606) were transposed. The corrected rates, effective July 1, 2024 are as read: Stilwell Studio \$352.00, Stilwell One-Bedroom \$461.00, Stilwell Two-Bedroom \$600.0, Joseph Coach One-Bedroom \$606.00, and Joseph Coach Two-Bedroom \$714.00.

Ladensack: These are the rates that go into effect this July?

Clark: That is correct. All of the backup and information provided to the Commission had the correct amount on them, but we wanted to make sure everything was correct within the meeting minutes. These are equal to the 3% (Studio & One-Bedroom) and 5% (Two-Bedroom) rates that the Commission approved.

Motion to approve by Miller, second by Ladensack, motion passed 4-0.

8. New Business

- a) Recommendation to award RFQ-WHC-2401 to APCO Supply, in the amount not-to-exceed \$13,009.14.

Clark: The Warren Senior Housing Office is recommending the award of RFQ-WHC-2401 to the low-qualified bidder, APCO Supply, in the amount not to exceed \$13,009.14, for a one-year period. APCO Supply is a current vendor for Warren Senior Housing, and they have an excellent track record of customer service and timely deliveries. The contract award is for miscellaneous HVAC, plumbing and electrical parts, utilized by our maintenance team. There were only 2 vendors who bid the contract, and the other vendor submitted a partial bid.

Motion to award by Ladensack, support by Miller, motion passed 4-0.

Ladensack Yea

Miller Yea

Ostosh Yea

Kaercher Yea

- b) Request to appoint one (1) Warren Housing Commissioner to Landscaping Upgrades Request for Proposal (RFP).

Miller: After speaking with Sean before the meeting, I would like to throw my hat in to serve on the RFP.

Ladensack: I would like to nominate Thomas Miller.

Ostosh: I second that.

Motion to appoint Thomas Miller to Landscaping Upgrades Request for Proposal (RFP) by Ladensack, support by Ostosh, motion passed 4-0.

- c) Recommendation to approve one-year extension of contract ITB-W-0835 for trash removal services in the annual amount not-to-exceed \$5,000.

Clark: The Warren Senior Housing Office is recommending the one-year extension of contract ITB-W-0835 in the amount not to exceed \$5,000, to Priority Waste. Effective contract period is 4/1/24 through 3/31/25.

Contract ITB-W-0835 is a citywide contract which was awarded in March, 2023, with five (5) one-year renewals. Priority Waste has agreed to extend at the same terms and conditions.

Motion to approve by Miller, support by Landesack, motion passed 4-0.

Miller Yea

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Ladensack	Yea
Ostosh	Yea
Kaercher	Yea

9. Audience Participation

Val Tweelie (B105): I've never spoke at a meeting before. My issue is bed bugs. There has been activity in my building, I live in B Building, and they have been spot treated. My idea is to treat all of our buildings the same way Stilwell is treated.

Shirley Crumley (B201): My first concern is the percentage difference in the rent increase between one-bedroom and two-bedrooms. I spoke to quite a few residents and then spoke to Sean at length. The next thing, is an evacuation plan and assistance from our fire department, speaking with us about fire safety. Thank you for scheduling the bed bug seminar. One last thing, summer is coming and the Stilwell Courtyard is extremely hot, we should have more seating throughout campus, where we could sit in shade.

Nancy Allen (SW337): I have a complaint about our laundry room. Recently we got new washers and dryers. The tables in the laundry rooms are too big, and our residents with scooters cannot get into the laundry room. The ironing board in there should just be thrown out.

Christine Kurek (SW230): I am disgusted by these meetings, and the lack of response by the commission. The courtyard is hot. We should get rid of the table in the laundry room, and when was the last time the vents were cleaned? We don't upgrade anything around here.

Henry Newnan (Councilman): My name is Henry Newnan, and I'm on the City Council, and I have a question about the Board. Why was Commissioner Ostosh who was appointed under Fouts, never confirmed by the City Council? Also, according to our City Charter, no felons are allowed to serve on Commission, so right, or wrong, I don't believe you should be here. Does that invalidate every vote Mr. Ostosh has ever made on this Commission?

Diane Detloff (B221): I spoke to Sean before the meeting about getting answers to our questions. I know he sends a letter out to anyone who speaks at the meetings, but maybe we could get a few questions answered when it is the staff's turn to speak?

Jerry Burden (C309): I believe the rent increase of 3% and 5% is unfair. I would call on any Commissioner who voted in favor, under Robert's Rules of Order, to reconsider their vote. It disproportionately affects 28 two-bedroom apartments.

Donna Kurek (SW336): I would like an update on our ATM. I believe we could also benefit from a change machine. I would like to you guys to reconsider answering our questions, and have a Sergeant-at-Arms enforce the five minute time allotment. The tables in the laundry room just collect garbage.

10. Staff Comments

Sean Clark: With regards to the evacuation plan, the plan we inherited was out-of-date and needed to be revised. We have hires HRC, an engineering firm, to redraft our Emergency Preparedness Plan. That was a budgeted item for this fiscal year. As far as the rent increase, Ms. Crumley did come speak with me, and Jerry mentioned it during the meeting. The reason for the discrepancy in the two rate increases is because, prior to this commission, in the past there were "flat" rate increases \$10 for all apartment, which disproportionately affected Studio and One-Bedroom apartments. Our goal is to bring our rate structure more in line with the private market. For a long time, two-bedroom apartments have paid a much lower price per square foot than one-bedrooms, and we are looking to close that gap. The laundry room is a new issue that we are unaware of, and we will look at accommodating all of our residents and making them more accessible. Finally, we are more than happy to answer some of the questions, like this, during the meeting, along with answering individuals with a letter. We can also look at publishing some of this information in the monthly newsletter.

11. Commission Comments

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Ladensack: Talking about the tables in the laundry room. It is a real problem to get to the garbage with the table in the way. Also the doors are heavy, and we have an old-fashion door stopper, wood wedge, to hold the door open, but maybe we could get a kick-down door stopper. Ten years ago, the fire department used to come in a provide fire safety education.

12. Councilperson Comments

13. Adjournment 6:40 P.M.

Motion to adjourn by Ladensack, support by Miller, motion passed 4-0.