

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

Regular Meeting of the Housing Commission
Thursday, September 12, 2024 at 6:00 p.m.

Anyone wishing to submit questions about the business addressed at this meeting, or request a virtual meeting link to accommodate a disability, may do so by contacting the Senior Housing Office at (586) 758-1310 or sending an email to svclark@cityofwarren.org or sgorgis@cityofwarren.org.

1. Call to Order 6:00 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 *present*

Director of Administration Sean Clark *present*

Commissioner Curtiss Ostosh *absent*

Deputy Director of Administration Sara Gorgis *absent*

4. Approval the Agenda

- a) Approval of the agenda for the Thursday, September 12, 2024, Regular Meeting.

Motion to approve by Ladensack, support by Miller. Agenda approved 4-0.

5. Approval of the Minutes

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

Motion to approve by Ladensack, support by Miller. Minutes approved 4-0.

6. Staff Report

- a) Receive and File Staff Report dated September 9, 2024.

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

Clark: Occupancy Rate = 97.8%. Staff was trained on the new security system software on 8/27/24. HRC presented a draft copy of the WHC Emergency Preparedness Plan on 8/26/24; it has been sent to the Fire Marshal and Emergency Manager for review. The staff has recently taken part in a number of Fair Housing trainings. Today, we served 47 Focus Hope boxes to residents and 55 residents participated in the Gleaners food assistance program. Senior Health Care Seminar, September 18, topic is Natural Supplements and the Older Adult: Helping or Hindering? We are hosting a Flu and Covid-19 vaccination clinic next month, we are waiting to confirm a date with Macomb County.

Yaden: On 7/23/24 Stilwell experienced ¼" of flooding due to the City's storm water system being over capacity. BMS CAT of Michigan LLC was contracted for flood damage repairs, initially estimated at \$46,000, actual cost was \$25,789.07. On 8/2/24 Stilwell experienced ¼" of flooding due to the City's storm water system being over capacity. BMS CAT of Michigan LLC was contracted for flood damage repairs, initially estimated at \$25,000, actual cost was \$16,754.60. On, Wednesday 9/4/24, a resident in C Building was found deceased within his apartment, and was deceased for approximately 14 days. Immediately, the Warren Police and Fire Departments were contacted, and an initial investigation was conducted. Once the Macomb County Medical Examiner removed the resident's remains, Warren Senior Housing began remediating the issue. Elite Trauma, a crime scene company bombed the apartment to help eliminate any odors. On 9/8/24 Elite Trauma completed their cleaning of the apartment, removing any remains and bodily fluids. On 9/11/24 the resident's family member arrived to retrieve any personal effects, and turned the apartment over to Warren Senior Housing. Our maintenance began removing all personal effects and furniture from the apartment. On 9/12/24 black light fly traps were installed within the North Hallways of Building C to help remediate the fly infestation. Throughout the entire process, the

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maintenance staff vacuumed flies and sanitized surfaces 2-3 times per day, working to restore the building back to its original state.

7. Old Business

8. New Business

- a) Recommendation to reopen the Stilwell Manor waiting list, effective date October 1, 2024.

Motion by Ladensack, support by Miller. Motion passed 4-0.

- b) Recommendation to approve Emergency Purchase Order 2528764, for Flood Damage Repair, to BMS CAT of Michigan, LLC, in the amount not to exceed \$46,000.

Motion by Ladensack, support by Miller. Motion passed 4-0.

Ladensack yea

Miller yea

Wood yea

Kaercher yea

- c) Recommendation to approve Emergency Purchase Order 2528852, for Flood Damage Repair, to BMS CAT of Michigan, LLC, in the amount not to exceed \$25,000.

Motion by Miller, support by Ladensack. Motion passed 4-0.

Miller yea

Ladensack yea

Wood yea

Kaercher yea

- d) Recommendation to approve Xfinity Communities Services Agreement with Stilwell Manor.

Motion by Ladensack, support by Miller. Motion passed 4-0.

Clark: This will not effect or interrupt any resident's service. This is a renewal of a contract that previously expired and will generate \$36,400 of revenue total between the two contracts.

- e) Recommendation to approve Xfinity Communities Services Agreement with Joseph Coach Manor.

Motion by Ladensack, support by Miller. Motion passed approved 4-0.

- f) Request to appoint two (2) Warren Housing Commission commissioners to the Affordable Housing Task Force.

Motion to appoint Kaercher and Miller, by Ladensack, support by Wood. Motion passed 4-0.

- g) Recommendation to approve Records Retention and Disposal Schedule – Local Government Record Inventory policy.

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Motion by Miller, support by Ladensack. Motion passed 4-0.

- h) Recommendation to authorize the City of Warren Treasurer to invest surplus money into interest-bearing accounts.

Motion by Miller, support by Ladensack. Motion passed 4-0.

9. Audience Participation

Mary Brummitt – What is the WHC going to do about the flies?

Christine Kurek – When will the parking lot stripping and seal coating start?

Donna Kurek – New carpeting needs to be cleaned on 3rd floor.

Dennis Nowak – If there is a \$1.5M surplus, why did we have a rent increase? WHC minutes need to be posted on website.

Mo Phillips, Jr. – The parking lot lines need to be repainted. East door to Joseph Coach C building needs a disabled automatic opener.

Shirley Crumley – Would like to see a focus group to discuss helping residents who live in isolation. How do we keep each other safe?

Val Tweedie – Very happy with the pest control efforts in Joseph Coach Building B. Would like to see a social worker here at Senior Housing.

Carol Sydor – What steps is maintenance taking to mitigate the flooding? Would like to see more beautification efforts at Stilwell.

Evelyn Sargen – Disappointed with the landscaping. Would like to see more benches and umbrellas. Flu and covid vaccine clinics. People are smoking weed in the parking lot.

Charcie Frazier – We need a safety disaster plan. Residents need to watch out for scams; she received a call from a scammer recently.

Carolyn Sanford – Called around to health agencies, maintenance staff is doing what they recommended for remediating the flies. Moving forward a plan needs to be put in place for events like this.

Debra Blakley – Never received packages that were supposed to be delivered in July.

Geraldine Mauldin – Just moved in on 6/1/24. Flies have been an issue. Does not get cell service within building.

10. Staff Comments

11. Commission Comments

12. Councilperson Comments

13. Adjournment 7:21 P.M.

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

Signed:



Thomas Miller, Secretary

Date: 11/27/24