

MINUTES
WARREN HOUSING COMMISSION

Stilwell Manor – Stilwell Recreation Room
26600 Burg Road · Warren, Michigan 48089

Regular Meeting of the Housing Commission
Thursday, September 11, 2025 at 6:00 p.m.

1. Call to Order

TIME: 6:03 PM

2. The Pledge of Allegiance

3. Roll Call

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

4. Approval the Agenda

a) Approval of the agenda for the Thursday, September 11, 2025, Regular Meeting.

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

Burden: I'd like to call for a moment of silence to remember all those who lost their lives on September 11, 2001, along with any Senior Housing residents who have passed.

Miller: I'd like to add Charlie Kurk to that list as well.

5. Approval of the Minutes

a) Approval of the Minutes from the Thursday, July 10, 2025, Regular Meeting.

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

6. Staff Report

a) Receive and File Staff Report dated September 9, 2025.

Motion to receive and file by Burden, support by Ostosh, motion passed 4-0.

Clark: 99.17% occupancy rate. Next Senior Health Care Seminar is 12/10/25. Johnson Controls is getting ready to start the Makeup Air Units, in buildings B & C. The parking lot and outdoor lighting project has started, all of the underground is completed. We are expanding our SMART Transportation efforts from three days per week, to Monday through Friday. We are actively working with the City Attorney's Office to update the WHC ordinances, along with a Co-Employment agreement with the City.

7. Old Business

8. New Business

a) Recommendation to appoint Ron Heins to the position of Maintenance Specialist, effective hire date of 9/2/2025.

Motion to appoint by Burden, support by Ostosh, motion passed 4-0.

Burden – yea
Ostosh – yea
Ladensack – yea
Miller - yea

b) Recommendation to approve 2026 Warren Housing Commission Meeting dates.

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

c) Recommendation to approve Oakland County cooperative agreement (#010418) with ODP Business Solutions, LLC (formerly Office Depot, Inc.) to furnish office supplies, for a three (3) years period with options to renew for a two (2) year period.

Motion by to approve by Burden, support by Ostosh, motion massed 4-0.

Buden – yea
Ostosh – yea
Ladensack – yea
Miller - yea

d) Recommendation to extend ITB-W-1333 PAINTING SENIOR HOUSING APARTMENTS, to Look Professional Painting, LLC, for a one (1)-year period, at the same terms and conditions.

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

Ladensack – yea
Ostosh – yea
Burden – yea
Miller - yea

e) Recommendation to extend ITB-W-1046 FURNISH & INSTALL CARPETING AND LINOLEUM, to SCI Floor Covering, for the final one (1)-year period (11/19/25 thru 11/18/26), at the same terms and conditions.

Ladensack: Is this the same company that laid carpet in the hallways?

Clark: Yes

Ladensack: Some of the carpet in the hallways has begun to ripple.

Clark: We will notify the company and it will be repaired.

Motion to extend by Burden, support by Ostosh, motion passed 3-1.

Buden – yea
Ostosh – yea
Ladensack – nay
Miller - yea

f) Recommendation to award ITB-W-1570 WARREN SENIOR HOUSING BALCONY IMPROVEMENTS to Meridian Contracting Group, LLC, in the amount not to exceed \$2,468,200.00.

Clark: Just to provide the WHC some details of the projects. There are 164 balconies in total, nearly 50% require construction within the next five-years, 27 of them have been deemed unsafe. The project will make long-term updates that will provide additional support structures, and change the balcony railing design in the process. We met with the Controller's Office nearly four months ago to discuss bonding for the project. We are still waiting on that aid.

Burden: We should pass the project and send a letter to the Controller and Mayor, asking for expedited assistance in that process. This is a large need for our complex, and we need to get this done.

Motion to award by Burden, support by Ostosh, motion passed 4-0.

Burden – yea

Ostosh – yea

Ladensack – yea

Miller – yea

g) Request by Commissioner Burden to draft a letter to the City Controller and Mayor, expressing the urgency of issuing capital improvement bonds.

Motion to send letter by Burden, support by Ostosh, motion passed 4-0.

Burden – yea

Ostosh – yea

Ladensack – yea

Miller – yea

9. Audience Participation

Dion (A303): What was postponed in the balcony project?

Nowak (S228): I would like for the Commission to review the landscaping bid, Capital Landscaping was cheaper in different project areas of the campus. Why were they not chosen? According to Division 9, the City Council has the authority to determine residency is a requirement for Warren Senior Housing.

Gajos (HR): I would like to just take the chance to introduce myself, I have been the Warren's HR Director for 5 months now.

Crumley (B201): Thank you for extending the bus to 5 days per week. Kavin, can you please explain what to do, if we are ever stuck on an elevator?

Sargent (S342): Can you please check to make sure the flags are made in the USA?

10. Staff Comments

Clark: The Commission just passed balcony improvement project, and we are attempting to expedite the issuing of bonds. I believe the flags are American-made.

Yaden: If you are ever trapped inside an elevator, the phone rings the maintenance company, who will contact dispatch, if someone is trapped within the elevator.

11. Commission Comments

Miller: I support purchasing as many American-made products as possible.

Burden: I would like to see increased participation with the lunch program.

Ostosh: Are the pull cords working again? Smoking continues to be a problem.

12. Councilperson Comments

Magee: Reminder that City Council meets the second and fourth Tuesday of each month. The Warren Police Department and Fire Department are hosting their annual open house on September 13, 2025 at City Hall. On October 21, 2025 the Mayor will be hosting the annual State of the City Address at the Warren Community Center.

13. Adjournment

TIME: 6:55 PM

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

Signed:

Thomas Miller

Date: 11/13/25

Thomas Miller, Secretary