

**MINUTES FOR THE REGULAR MEETING
OF EAST TAWAS HOUSING COMMISSION
September 18, 2024, meeting was held at:
Community Room – South Tower
304 W. Bay Street, East Tawas, MI 48730
Beginning at 10:15 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commission to order at 10:15 AM with Roll Call completed by PHHC/ETHC Executive Director James A. Dewey.

2. Roll Call:

Present: President Ann Balfour, Vice President Todd Ronan, Commissioner(s) Dr. Cary Lichtman
Also: East Tawas City Manager Brent Barringer, Community Property Manager Melissa Nickell and Maintenance Staff Evan Buysens, Operational Manager Pam Moses
Via Zoom: Executive Director James A. Dewey, Deputy Executive Director Gregory T. Stremers, Program Assistant Specialist Anne Landschoot, Financial Manager Sue Ward
Absent: Commissioner(s) Tim Freel and Joseph Cano

3. Public Comment for anything on the agenda
None

4. Approval of Agenda to include any Changes/Additions
A. Changes: None
B. Additions: None

With review and discussion complete, Commissioner Lichtman motioned to approve the agenda as presented. This motion was supported by Vice President Ronan.

Ayes: Balfour, Ronan, Lichtman

Nays: None

Absent: Cano, Freel

Motion Carried.

5. Approval of the Minutes – August 21, 2024, Regular Commissioner Meeting Minutes:
Review and discussion were held.

With discussion complete, Vice President Ronan motioned with support from Commissioner Lichtman to approve the minutes of August 21, 2024, Regular Commissioner Meeting as presented.

Ayes: Balfour, Ronan, Lichtman

Nays: None

Absent: Cano, Lichtman

Motion Carried.

6. Presentation/Communication:
A. 2023 Year End Audit Response
Executive Director James A. Dewey explained the annual 2023 Audit completed by Hannah R. Bond CPA, PLC noting that no finding has been found.

7. Review of the Financial Reports

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- A. Balance and Operating Statement Report
This report is currently not available due to ongoing conversion with City of East Tawas, PHHC and KMG Properties. All parties are working diligently to ensure reports will be available for next month's meeting which will consist of an accumulative report.
- Financial Manager Sue Ward explained to the Board of Commissioners that an additional bank account has been located whereas KMG created due to the FDIC protection. This funding has since been re-allocated.
- B. Cash Disbursements –North and South Tower
Discussion was held regarding Otis Elevator Company, Simplified Business Solutions and Wilson Septic Cleaning. Executive Director James A. Dewey explained that Otis Elevator was for the annual weight, and car testing that is required by the State of Michigan while Simplified Business Solutions is a one-time charge due to added features to the North and South Tower. Wilson Septic Cleaning services was utilized as an emergency due to sewer back up that needs to be excavated and repaired. ETHC is working with the City of East Tawas and DPW Department to correct the damage lines causing this issue. Although we will be working with the City of East Tawas, ETHC will be the responsible parties for any invoices.

With review and discussion complete, Vice President Ronan motioned with support from Commissioner Lichtman to approve the North and South Tower Cash Disbursement Reports of the East Tawas Housing Commission as presented.

Ayes: Balfour, Ronan, Lichtman
Nays: None
Absent: Cano, Freel
Motion Carried.

- C. E-LOCCS – Capital Fund Program
Executive Director James A. Dewey explained that capital funding has been successfully reclaimed and drawn down into operations. Funding MI28P102501-24 is not due to be obligated until 05/05/2026. This report is for informational purposes only and no action needs to be taken.
8. Executive Director Report/PHHC Management Reports:
1. PHHC Executive Director James A. Dewey – Written Report
Executive Director James A. Dewey highlighted his written report offering more information regarding the South Tower septic damages, carpet cleaning, heater updates in maintenance room, NAHRO Advocacy month and consideration for ETHC staff and board membership. More details were shared about the Mercantile Bank transfer in the amount of \$519,000.00 for the North Tower and the US Government FYE September 30, 2024. A 2025 FY budget has not been approved for continued governmental operation, should an agreement not be made there may be a continuation resolution (C/R) approved. Should the government shut down and not offer the C/R, ETHC has plenty of financial reserve to continue with full operation for the next six (6) months.
8. Unfinished Business

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9. New Business:

A. Contract Approvals:

1. Buckley Belcher and Company LLC

Mat Morgan

Provide unlimited consulting services on 2 hydraulic elevators

Cost: \$65.00 per month, per elevator, plus \$175.00 assessment fee each

With a 3% annual increase

Contract: 09.01.2024 until 08.30.2027

Executive Director James A. Dewey explained the need for this consulting contract as ETHC is not versed in elevator operation and maintenance. This consulting company would provide these serves, oversee any updates and repairs, review invoices and make necessary suggestions of action directly working with the elevator companies. It is strongly recommended that ETHC approve this contract agreement with full evaluation to take place over the next year.

With explanation and discussion complete, Vice President Ronan motioned with support from Commissioner Lichtman to approve Buckley, Belcher and Company LLC for a three (3) year consulting contract agreement as presented.

Ayes: Balfour, Ronan, Lichtman

Nays: None

Absent: Cano, Freel

Motion Carried.

B. Resolution(s):

None

C. Travel and Training

None

D. Miscellaneous:

None

10. Public Audience Comments:

None

11. City Council Liaison Comments:

City Manager Brent Barringer thanked the staff of ETHC for the tour of the complex with City Staff and their accommodation.

President Balfour addressed City Manager Brent Barringer regarding the South Tower sewer repair asking if it was extensive and who would be responsible for this cost along with repair. City Manager Brent Barringer explained that the damage is significant, City of East Tawas would help with excavation however ETHC would be responsible for all invoices. All damage will be repaired prior to winter arrival.

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11. Commissioner's Comments:
None

12. Adjournment:

With the business of the agenda having been complete, Vice President Ronan made a motion and was supported by Commissioner Lichtman to adjourn the meeting at 10:39 AM. The next meeting is scheduled for Wednesday October 16, 2024, 10:00 AM located at South Tower 304 W. Bay Street East Tawas Mi 48730.

X

President/Vice President
Ann Balfour/Todd Ronan

X

Executive Director/Deputy Executive Director
James A. Dewey/Gregory T. Stremers