



## East Tawas Housing Regular Commission Meeting

Port Huron Housing Commission

Wednesday, April 23, 2025 at 10:00 PM EDT to Wednesday, April 23, 2025 at 11:00 PM EDT

South Tower Community Room 304 W. Bay Street, East Tawas, MI

### Agenda

#### I. Call to Order

Presenter: Ann Balfour

#### II. Roll Call:

Presenter: James A. Dewey

##### A. Present:

President Ann Balfour, Vice President Todd Ronan, Commissioner(s) Joe Cano Jr., Dr. Cary Lichtman and Andrew Mong

##### B. ETHC, City of East Tawas Representatives and PHHC members:

Property Manager Melissa Nickell, Maintenance Staff Evan Buysens, City Manager Brent Barringer, Grace Martin Deputy Treasurer and Councilwoman Sandi Hamill

##### C. PHHC Management Group Via Zoom:

Executive Director James A. Dewey, Deputy Executive Director/Legal Corporation Counsel Gregory T. Stremers, Financial Manager Suzanne Ward and Program Assistant Specialist Anne Landschoot

##### D. Absent:

None

#### III. Public Comment for anything on the agenda

#### IV. Approval of Agenda to Include Changes/Additions

- Changes
  - None
- Additions:
  - None

#### V. Approval of Minutes - March Meeting Minutes

- Regular March 19, 2025 Meeting Minutes

#### VI. Presentation or communication

None

#### VII. Review of the Financial Reports:

##### A. ETHC Balance Sheet and Budget vs. Actual

- February 2025

## **B. Combined Bay Park Tower South and Bay Park Tower North**

- South and North Tower Check Register March 2025

## **C. E-LOCCS - Capital Funding**

- March 2025 Obligation update

## **VIII. Executive Directors Report/PHHC Management's Report:**

Presenter: ED James A. Dewey

## **IX. Unfinished Business:**

- None

## **X. New Business:**

### **A. Contract Approvals:**

#### **1. Maintenance RFP Bid Summary Letter**

Recommending: Otis Elevator System

Summary Provided by: Buckley, Belcher & Company LLC

Representative: Matt Morgan

#### **2. Bathroom Renovation Bid Tabulation**

Howe Construction

1335 Kunze Rd

East Tawas, MI 48730

Renovation: Restoration for Handicap Accessible bathroom

Cost: \$8,455.00

### **B. Resolution(s):**

#### **1. Resolution No. 2025-01 ETHC, City of East Tawas and Waste Management**

#### **2. Resolution No. 2025-02 Section 8 New Construction Financial Institution Signatory Authorization**

### **C. Travel and Training**

- None

### **D. Miscellaneous:**

#### **1. Bay Park North and South Tower Monthly Vacancy Report**

South Tower is 100% occupied

## **XI. Public Audience Comments**

## **XII. City Council Liaison Comments**

## **XIII. Commissioner's Comments**

Presenter: Any member of ETHC Board of Commissioners

## **XIV. Adjournment**

- Next approved meeting shall be held on May 14, 2025 at 10:00 AM