

**MINUTES FOR THE REGULAR MEETING  
OF EAST TAWAS HOUSING COMMISSION  
November 19, 2025 meeting was held at:  
Community Room – South Tower  
304 W. Bay Street, East Tawas, MI 48730  
Beginning at 10:02 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commission to order at 10:02 AM with Roll Call completed by PHHC/ETHC Executive Director James A. Dewey.

2. Roll Call:

Present: President Ann Balfour, Commissioner(s) Joseph Cano Jr. and Dr. Cary Lichtman  
Also: Brent Barringer City Manager, Julie Potts Finance Director/Deputy Treasurer, Maintenance Staff Evan Buysens, and Community Property Manager Melissa Monville.  
Via Zoom: Executive Director James A. Dewey, Deputy Executive Director Shannon King, Program Assistant Specialist Anne Landschoot, Program Operation Manager Pamela Moses and Financial Manager, Suzanne L. Ward.  
Absent: Commissioner Andrew Mong

3. Public Comment on anything on the agenda  
None

4. Approval of the Agenda to include any Changes/Additions

- A. Changes:
- Updated Rent Calculation Example
  - Updated Resolution for Budget
  - Updated of 2026 Commissioner Calendar
- B. Additions:
- None

With review complete and changes made to the agenda, Commissioner Cano Jr., motioned with support from Commissioner Lichtman to approve the agenda as discussed.

Ayes: Balfour, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

4. Approval of the Regular Meeting Minutes held on October 15, 2025

a. Regular Commissioner Meeting Minutes

Discussion was held regarding Section 5 of the regular meeting minutes noting that information need to be adjusted to reflect approval of the previous months minutes. This was duly noted and will be corrected as discussed.

With discussion complete and recognizing the changes needed, Commissioner Cano Jr., motioned with support from Commissioner Lichtman to approve the minutes of the October 15, 2025 Regular meeting as discussed.

Ayes: Balfour, Cano Jr., Lichtman

Nays: None

Absent: Mong

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Motion Carried.

6. Presentation/Communication:

Rent Calculation Formula

Operation Program Manager Pamela Moses explained the HUD required calculation to determine 30% of participants monthly rent amount. All calculations are based on annual gross household income while taking into consideration eligible deduction and allowances.

7. Review of the Financial Reports

A. ETHC Balance Sheet and Budget vs. Actual Expenses

Financial Manager Suzanne Ward explained the current profit/loss balance noting that Capital Funding has been transferred to operations to help pay for complex improvement consisting of parking lot seal coating, painting and flooring installation, to name a few.

B. Cash Disbursements –North and South Tower

Review and discussion was held accepting all cash disbursement for the operation of East Tawas Housing Commission for the month of October 2025.

With review and discussion complete, Commissioner Cano Jr., motioned to approve the Financial Reports including the ETHC Balance Sheet and Budget vs. Actual Expenses and the North and South Tower Cash Disbursement for October 2025 as presented. This motion was supported by Commissioner Lichtman. A Roll Call was completed by Executive Director James A. Dewey as follows:

Ayes: Balfour, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

C. E-LOCCS – Capital Fund Program

Review and discussion was held regarding the updated E-LOCCS Capital Fund Program report.

8. Executive Director Report:

Executive Director James A. Dewey highlighted the following topics:

- The draft architectural kitchen design should be completed by 11/24/2025. Once completed a full review will take place and should we be satisfied with the design, we will move to accepting bid tabulations for this project.
- The flooring installation is now complete, and we have received many compliments on the final appearance.
- The US Government has re-opened after 43 days of being closed. A continued resolution (CR) was approved on 11/12/2025 and expires on 01/30/2026. If a budget is not approved by this date, we can anticipate another shut down.
- The Management and Occupancy Report (MOR) has been moved to 12/02/2025 for the North Tower.
- ETHC currently has an open board position and those wishing to apply can complete an application at City Hall for consideration.

9. Unfinished Business

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10. New Business:
- A. Contract Approval  
Hannah R. Bond CPA PLLC  
2954 Goehmann Lane  
Fredericksburg, Texas 78624  
Services: Annual Financial Hud Review  
Cost: \$8,300.00  
Contract Agreement: 01/01/2026 thru 12/31/2026

Discussion was held noting that this would be the final contract extension as this would be the 5<sup>th</sup> and final year. Next year, ETHC will have to complete a full RFP (Request for Proposal) per HUD rules and guidelines.

With discussion and explanation complete, Commissioner Cano Jr., motioned with support from Commissioner Lichtman to approve the final, one year contract agreement with Hannah R. Bond CPA PLLC as presented.

Ayes: Balfour, Cano Jr., Lichtman  
Nays: None  
Absent: Mong

Motion Carried.

- B. Resolution(s):
  - 1. Resolution No. 2025-07, 2026 Operating Budget for East Tawas Housing Commission  
Financial Manager Suzane Ward found that the proposed expenditure included in the changes to the FYE 2026 Operational Budget are necessary for the efficient and economical operation of ETHC.

After review and discussion, Commissioner Lichtman motion with support from Commissioner Cano Jr., to approve Resolution No. 2025-07, 2026 Operating Budget for East Tawas Housing Commissioner as presented. Executive Director James A. Dewey completed a roll call as follows:

Ayes: Balfour, Cano Jr., Lichtman  
Nays: None  
Absent: Mong

Motion Carried.

- C. Travel and Training  
None

- D. Miscellaneous:
  - 1. Bay Park North and South Tower Monthly Vacancy Report  
Update of the vacancy report noted that both North and South Tower currently have 1 vacancy each with move-ins scheduled by month end.

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2. ETHC 2026 Commissioner Board Regular Meeting Calendar  
Discussion was held regarding the corrected calendar noting that address location was erroneously entered and promptly fix to reflect 304 W. Bay Street, East Tawas Mi Community room.

With action complete and correction, Commissioner Lichtman motioned to approve the 2026 Commissioner Board Regular Meeting Calendar as noted. This motion was supported by Commissioner Cano Jr.

Ayes: Balfour, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

3. Election of Vice President and Board of ETHC  
Discussion was held suggesting to table this topic at this time due to the absence of Commissioner Mong and the vacant board position.

Understanding the importance of having a full board to nominate and vote for the Vice Presidency position of the Board, Commissioner Cano Jr., motioned to table this election until next month which was supported by Commissioner Lichtman.

Ayes: Balfour, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

11. Public Audience Comments:

Resident Christopher Link Apartment #304 announced that he completed an application to be considered as the resident board member of the Board of Commissioner and is hopeful to be appointed.

Resident Linda Brown Apartment #207 inquired about income limits to live within subsidized housing.

12. City Council Liaison Comments:

None

13. Commissioner's Comments:

President Balfour wished all members of the public and the Board of Commissioners a Happy Thanksgiving.

14. Adjournment:

With the business of the agenda having been complete, Commissioner Cano Jr., to adjourn the meeting at 10:26 AM which was supported by Commissioner Lichtman. The next meeting is scheduled for Wednesday December 17, 2025, 10:00 AM located at South Tower 304 W. Bay Street East Tawas Mi 48730.

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**X** *Ann M. Balfour*

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President  
Ann Balfour

**X** *James A. Dewey*

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Secretary/Executive Director/Deputy Executiv...  
James A. Dewey/Shannon King