

**EAST TAWAS HOUSING COMMISSION  
REGULAR BOARD MEETING MINUTES  
August 19, 2026 – 9:32 AM  
Community Room – South Tower  
304 W. Bay Street, East Tawas, MI 48730  
Partially AI generated**

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**I. CALL TO ORDER**

The meeting was called to order at approximately 9:32 AM by President Ann Balfour. Roll call was conducted by Deputy Director Shannon King.

**II. ROLL CALL**

**Present:** President Ann Balfour, Vice President Cano Jr., Commissioner Cary Lichtman and Commissioner Michael Ebel

**Also Present:** Shannon King, Deputy Director, Suzanne Ward, Financial Manager, Anne Landschoot, Program Assistant Specialist, Candice Smith, Property Manager, Evan Buysse, Maintenance, City Manager Brent Barringer and Councilmember Sandra Hamill

**Absent:** Commissioner Andrew Mong (excused)

**Quorum was met.**

**III. PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None.

**IV. APPROVAL OF THE AGENDA**

The agenda was reviewed and approved as presented.

**MOTION:** Vice President Cano Jr.

**SECOND:** Commissioner Ebel

**AYES:** Balfour, Cano Jr., Ebel, Lichtman

**NAYS:** None

**ABSENT:** Commissioner Mong

Motion carried.

**V. APPROVAL OF MINUTES – June 17, 2026**

Minutes from the June 17, 2026, meeting was reviewed and approved as presented.

**MOTION:** Commissioner Ebel

**SECOND:** Vice President Cano Jr.

**AYES:** Balfour, Cano Jr., Ebel, Lichtman

**NAYS:** None

**ABSENT:** Commissioner Mong

Motion carried.

**VI. PRESENTATION OR COMMUNICATION**

Facilities Access Agreement

Deputy Director Shannon King explained that this is an agreement between East Tawas Housing Commission and KEPS Technologies Inc., to grant a non-exclusive right of entry to

the property to access, install, maintain, repair and remove equipment and facilities to the existing ethernet cables with the premise located at 304 W. Bay Street East Tawas and 109 Church Street East Tawas Mi in order to provide telecommunication services.

## **VII. FINANCIAL REPORTS**

### **A. ETHC BALANCE SHEET & BUDGET VS. ACTUAL**

Financial reports were reviewed noting that we are in the fifth month of the fiscal year financial reporting and everything appears to be on budget as approved.

**MOTION:** Vice President Cano Jr.

**SECOND:** Commissioner Ebel

**AYES:** Balfour, Cano Jr., Ebel, Lichtman

**NAYS:** None

**ABSENT:** Commissioner Mong

Motion carried.

### **B. ETHC BAY PARK TOWER NORTH/SOUTH CHECK DISBURSEMENTS**

Review and discussion was held regarding the Bay Park Tower North/South Check disbursement for the months of June and July 2026.

**MOTION:** Vice President Cano Jr.

**SUPPORT:** Commissioner Lichtman

**Roll Call Vote:**

**AYES:** President Balfour, Vice President Cano Jr., Commissioner Lichtman, Commissioner Ebel

**NAYS:** None

**ABSENT:** Commissioner Mong

Motion carried.

### **C. E-LOCCS – CAPITAL FUNDING**

Review and discussion held, no action is necessary.

## **VIII. EXECUTIVE DIRECTOR REPORT / ETHC MANAGEMENT'S REPORT**

Executive Direction reviewed in detail his written report for the Board of Commissioner highlighting Staff updates, Capital funding updates involving kitchen cabinet installation, HUD updates regarding August being advocacy month and miscellaneous information pertaining to the succession planning taking place due to his pending retirement.

## **IX. UNFINISHED BUSINESS**

None.

## **X. NEW BUSINESS**

### **A. CONTRACT APPROVAL**

None

### **B. RESOLUTION(S)**

None

### **C. TRAVEL AND TRAINING**

None

#### **D. MISCELLANEOUS**

##### **1. BAY PARK NORTH AND SOUTH TOWER MONTHLY VACANCY REPORT**

Discussion was held nothing that all apartments are either being turned over by the ETHC maintenance team or are scheduled to be occupied by month end.

##### **2. STRATEGIC PLANNING**

###### **A. Input on proposed policy review**

- ACOP
- Assistance Animal Policy
- Community Building Application
- Community Building Policy
- Community Building Rules of Use
- Community Building Room Use Agreement
- Pet Policy
- Tenant Selection Plan

Discussion was held regarding the annual review of policies and procedures. It was explained that all Public Housing Authorities (PHAs) are required to review proposed policy and procedure changes annually and obtain input from Commissioners and residents. The policies and procedures presented are being submitted for consideration and will be available for a 30-day review period to allow time for comments or suggested changes. After the 30-day review period expires, the policies will be updated and revised as deemed necessary, then presented again to the Board of Commissioners for final review and approval.

#### **XI. PUBLIC AUDIENCE COMMENTS**

None

#### **XII. CITY COUNCIL LIAISON COMMENTS**

None

#### **XIII. COMMISSIONER COMMENTS**

President Ann Balfour opens the floor for consideration of Commissioner Board meeting time or date change to the monthly meeting asking if the current time/date was effective for everyone. This discussion was being held only to consider accommodation to ensure every board member is available to attend.

#### **XIV. ADJOURNMENT**

With all items of the agenda complete, Vice President Cano Jr., motioned to adjournment the Regular Commissioner Board meeting at 10:11 Am with support from Commissioner Ebel. Meeting is adjourned.

**NEXT REGULAR MEETING:**  
September 16, 2026 – 9:30 AM  
South Tower Community Room  
304 W. Bay Street, East Tawas, MI

X Ann M. Balfour  
President/Vice President  
Ann Balfour/Joe Cano Jr.

X James A. Dewey  
Executive Director/Deputy Executive Director  
James A. Dewey/Shannon King