

Bangor Housing Commission  
820 Second Street  
Bangor, MI 49013  
SPECIAL MEETING MINUTES  
March 28th, 2024  
6:00 PM Community Room

1. **Call to Order:** Meeting called to order by President Farmer at 6:03 PM.
2. **Pledge of Allegiance:** Lead by Commissioner Gray, recited by all present.
3. **Roll Call:** Present: President Dan Farmer, Vice President Renee Doroh, Commissioner Jerry Muenzer, Commissioner Carla Gray, Resident Commissioner Jeannie McCloud, and Executive Director Brandy Wines. Absent: None.
4. **Approval of the Agenda:**  
Motion by Muenzer, Second by Gray to approve the agenda with correction on item #13A, which should read HSA (Health Savings Account) - rather than HAS. Ayes - all. Nays - none. Motion carried.
5. **Reading and Approval of the Minutes from Regular Meeting on February 15, 2024:**  
Motion by Muenzer, Second by Gray to approve minutes. Aye - all. Nays - none. Motion carried.
6. **Approval of Accounts Payable:**  
Motion by Gray, Second by Doroh to approve payment of bills as presented, with the exception to not pay "Unemployment R. Eisner" \$500.00. Bills Total: \$24,201.34.  
**Roll Call Vote:** Ayes - Doroh, McCloud, Muenzer, Gray, Farmer. Nays - None. Motion Carried. (Board will request review by Attorney Graham of payment of Unemployment to R. Eisner).

7. **Report of Director Regarding Authority Business:**

- A. The fire alarms on the side fire escape doors are now working. Repaired by E.D. Wines.
- B. Request to appoint Jeannie McCloud as night manager - this position would allow for a stipend of \$200/mo deduction from monthly rent. Hours would be basically from 2:00 AM - 8:00 AM. Sundays and Mondays are off. Motion by Muenzer, Second by Gray to approve this appointment. **Roll Call Vote:** Ayes - Gray, Muenzer, Doroh, Farmer. Recused - McCloud. Nays - None. Motion Carried.

\*NOTE: E.D. Wines will prepare a basic job description for this position, which will include basic roles and responsibility. This will be presented to the Board at the April Meeting.

- C. Decker Agency Insurance: Motion by Doroh, Second by Muenzer to approve annual policy. Payments will be one-time payment of \$7,311.75 in April. Following payments will be \$2,555.92/ month for the next 9 months. **Roll Call Vote:** Ayes - Farmer, Doroh, McCloud, Muenzer, Gray. Nays - none. Motion Carried.

**8. Financial Report:**

- A. Operating Funds Statement - \$31,629.79
- B. Capital Funds Statement - \$100.10
- C. Security Deposit Funds Statement - \$6039.61
- D. Laundry Funds Statement/ Laundry Funds - \$3065.89
- E. Rent Revenue for February - \$9,872.38
- F. Pet Deposit Funds - \$100.09
- G. March Draw Down - \$10,336.00

H. Seeking Relief from City of Bangor for payment to Jensen's on Sewer Line damage on Lincoln Ave. (45-50 feet beyond HUD Property line.)

\*NOTE: E.D. Wines will speak with the DPW Director, Steve Lowder, to inquire if City should pay the invoice from Jensen's, since the root damage to the sewer line was beyond 33-1/2 feet. Report will come at April meeting.

**9. Occupancy Report:**

- 327 E. Arlington, is now rented out.
- 112 820 Second Street is now rented out,
- 207 820 Second Street is now rented out.
- 1216 Center Street needs cleaning, painting, and lots of maintenance work.
- 835 Black River Road, Apt D, is cleaned and now getting painted.

(Commissioner McCloud noted that in her 11 years at 820 Second Street, this is the first time she can recall the entire facility at 820 Second Street is completely full.)

**10. Procurement Report:**

Dumpster had to be rented for trash that came out of apartments that the BHC has retrieved. (1216 Center Street, and apartment on Black River Road.)

**11. Physical Needs Assessment: no report.**

**12. Old Business:**

A. Five-Year Update: E.D. Wines filled out the wrong 5-year plan (this one will be needed for a later date.) Current 5-year plan is now completed. After some review and discussion - Motion by Muenzer, Second by Gray to approve this 5-Year Action Plan as noted. (Revised 5-Year Plan; Dated 02/28/2022; Years 2022 - 2026). **Roll Call Vote:** Ayes - Muenzer, Gray, Doroh, McCloud, Farmer. Nays - None. Motion Carried.

NOTE: E.D. Wines commented that this vote approval is the first of 4 total steps for this 5-Year Plan: Step 2 will be an open meeting with the RESIDENTS to review this plan. Step 3 will be an open PUBLIC meeting for the community to review this plan. Step 4 will be the submittal to HUD. Total time-line will be 45 days before submittal to HUD, beginning with Board Approval today.

**13. New Business:**

A. HSA for E.D Wines - Motion by Doroh, Second by Gray to approve \$3000.00 be placed in a HSA at Sturgis Bank. (This will be paid as follow: \$750.00 paid in the account now, to cover Jan - March. Thereafter, \$250/month will be paid in the account each Month, April - December 2024.) Roll Call Vote: Ayes - Gray, Doroh, McCloud, Farmer, Muenzer. Nays- none. Motion Carried.

B. 90-Day Evaluation for E.D. Wines - All Board Members expressed glowing reports regarding E.D. Wines. Appreciation and "Thank You's" were expressed by all Board Members to E.D. Wines for her hard work, sacrificial giving, and "beyond the call" dedication to the BHC. The pay increase, per the original contract, is approved.

C. Tyler Wines - for consideration as new maintenance worker. Tyler has already been approved by the Board to work for the BHC on an "as needed" basis. He is currently supervised by Maintenance Manager Guy Strickfadden. In his current position, Tyler would receive a Form 1099 at the end of the year for his taxes.

Tyler would like his position changed to be officially employed by the BHC; in which case he would receive a W-2 for his taxes. Nothing else would change: he would work a maximum of 20 hours/ week. Rate of pay would remain at \$20.00/hour. He would continue to be supervised by Manager Guy Strickfadden.

NOTE: The Board recognizes no other workers, that are qualified, have expressed an interest in this position - since the original posting in Dec. 2023. Tyler has great experience and has great references. However, in order to avoid any appearance of Nepotism or favoritism. the Board chooses to table any action for now; and refer this to Attorney Graham for review and approval. E.D. Wines will contact Mr. Graham for his opinion. We hope to have an opinion by the April meeting.

**14. Public Comments** - all positive.

**15. Board Comments:** Muenzer commented that he doesn't need copies of the bank statements any more. All board members agreed. These will no longer be in the monthly board packets. All members again expressed Thanks to E.D. Wines for her great work!

**16. Closed Session: Attorney/ Client Privilege.**

Motion by Muenzer, Second by Gray to go into Closed Session at 7:54 PM. Ayes - all. Nays - none. Motion Carried.

Motion by Doroh, Second by Gray to go into Open Session at 8:23 PM. Ayes - all. Nays - none. Motion Carried.

Motion by Muenzer, Second by Gray to accept the settlement negotiated by the BHC Insurance Company. Roll Call Vote: Ayes - Doroh, Gray, Muenzer, Farmer, McCloud. Nays - none. Motion Carried.

**17. Adjournment:** Motion by Doroh, Second by Muenzer to adjourn at 8:25. Motion Carried.

Respectfully Submitted,  
Dan Farmer, BHC Chairman