

Bangor Housing Commission
820 Second Street
Bangor, MI 49013
Regular Meeting Minutes
April 18, 2024
6:00 Community Room

1. **Call to Order:** Meeting called to order by President Farmer at 6:01 PM.
2. **Pledge of Allegiance:** 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, Executive Director Brandy Wines. ABSENT: None.
- (3). **Approval of Agenda:** Motion by Muenzer, Second by Gray to approve agenda with following additions:
 - Item #4a. - Reading and Approval of Closed Session Minutes of 3/28/24.
 - Item #13 B - Discussion of Saylor Mowing Contract,
 - Item #13 C - Discussion on Trespassing.Ayes - all. Nays - none. Motion Carried.
4. **Reading and Approval of Special Meeting Minutes** from 3/28/24: Motion by Doroh, Second by Gray to approve these minutes. Ayes - all. Nays - none. Motion Carried.
 - a. **Reading and Approval of Closed Session Minutes** on 3/28/24: Motion by Muenzer, Second by Doroh to approve these minutes. Ayes - all. Nays - none. Motion Carried.
5. **Approval of Accounts Payable:** Motion by Doroh, Second by Muenzer to approve payment of Bills in the amount of \$27,562.52. **Roll Call Vote:** Aye - Doroh, McCloud, Muenzer, Gray, Farmer. Nay - None. Motion Carried.
6. **Report of Director Regarding Authority Business:**

After some research by E.D. Wines, "Midwest Receivable Solutions" has been chosen as a Debt Collector Agency to collect past due debts for the BHC. They will receive 30% of all successful debt recovered.

E.D. Wines didn't know that "Batch" reports (tenant occupancy) were required by HUD each month. They are now being sent.
7. **Financial Report:**
 - A. Operating Funds - \$31,676.01
 - B. Capital Funds - \$100.10
 - C. Security Deposit Funds - \$7,068.11
 - D. Laundry Funds - \$3,586.03
 - E. Rent Revenue for March - \$13,221.85
 - F. Pet Deposit - \$100.10
 - G. April's Draw Down - \$10,923.00
8. **Occupancy Report:** 1216 Center Street needs lots of work. 835 Black River Ed, Apt D, is almost done. 1025 2nd Street, Apt D, lots of work needs to be done in the apartment.

9. **Procurement Report:** Done with outer Family's homes inspection. Moving on to 820 2nd Street apartments for inspection. Preparing for REAC inspection in June.

(11). **Physical Needs Assessment:** Boiler and Elevator are most critical for immediate attention.

12. **Old Business:**

A. HSA for E.D. Wines (\$1000.00) is paid, catching up for the current year now.

B. Tyler Wines - waiting to hear back from Attorney Scott Graham. Opinion is needed.
- see Item #13C. in March 28th Special Meeting Minutes.

C. Night Manager - Job Description provided by E. D. Wines. Motion by Muenzer, Second by Gray to accept Jeannie McCloud as Night Manager as presented.
Roll Call Vote - Aye: Muenzer, Gray, Doroh, McCloud, Farmer. Nay: None,
Motion Carried,

D. Sewer line damage - still working on it with City DPW. Looking for reimbursement for work done by Jenson's.

13. **New Business:**

A. REAC will be at the BHC on June 13 and 14 to do HUD inspection. This will have an impact on future Capital Funds,

B. Discussion on Saylor Lawn Mowing Contract - this service has been performed by Saylor's for the past 3 years. Cost is \$300/week for all 8 BHC properties. Invoice is presented weekly for the services performed. If mowing is not done, due to rain or other interruption, there is no payment. After some discussion, the Board agreed to approve this contract already signed by E.D. Wines. The Board noted, however, that all future contracts need to be presented to the Board for approval before being signed by the E.D.

C. Discussion on trespassing - police report has been filed against all parties that were swearing loudly, and disrespectfully to the E.D. this past week. The Board supports the E.D. in this action, and further supports her anytime when her safety is in jeopardy, and her position as E.D. is not respected.

14. **Public Comments** - Thanks to E.D, Wines for her great work.

15. **Board Comments** - Muenzer expressed thanks to Attorney Graham for his April 18 memo to the Board.

16. **Adjournment:** Motion by Doroh, Second by Gray to adjourn at 6:55 PM. Motion Carried

Respectfully Submitted,
Dan Farmer, Chairman