

Regular Meeting Minutes of
Marysville Housing Commission held on
Thursday, April 25, 2024
Meeting held at
Marysville Housing Commission
Joseph S. Johns Council Chambers
Municipal Building 1255 Delaware Avenue
Marysville MI 48040
10:02 AM

1. Roll Call:

The Regular Meeting of the Marysville Housing Commission was held on April 25, 2024. This meeting was held at Joseph S. Johns Council Chambers Municipal Building 1255 Delaware Avenue, Marysville MI 48040. President W. Deem Boldyreff called the meeting to order at 10:02 AM with roll call by Executive Director James A. Dewey.

Present: President W. Deem Bolydreff, Commissioner Richard DeNardin, David Smith and Susan Throop

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

Absent: Vice President Ryan Welser (excused)

2. Public Comment for items listed on the agenda:
None

3. Approval of Agenda to include any changes/additions

Changes: Removal of Section 7 Comcast Discussion on pricing

Additions: Section 8 Part 2 Comcast Contract Extension
Section 8 Part 3 Hanna R. Bon CPA LLC contract extension

Discussion was held regarding the necessity of the changes and additions to the agenda as presented.

With discussion complete, Commissioner Smith motioned to approve the MHC agenda as discussed. This motion was supported by Commissioner DeNardin.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

4. Approval of Minutes

Regular Meeting Minutes held on March 21, 2023

With discussion complete, Commissioner DeNardin motioned for approval of the minutes from The Regular March Commissioner Meeting and was supported by Commissioner Throop as presented.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

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Motion Carried.

5. Communication / Presentation
None

6. Financial Reports

a. Balance Sheet and Budget vs. Actual Expenses

- March 2024

Discussion and discussion held.

Review and discussion was held, Commissioner DeNardin made a motion to receive and file the Balance Sheet and Budget vs. Actual expenses as presented which was supported by Commissioner Smith.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

b. Public Housing General Fund Cash Disbursement and Wire Transfer

1. Cash Disbursements

2. Wire Transfer

Review was held noting all cash disbursements and wire transfer appeared to be within the standard action of operation of the Marysville Housing Commission.

With discussion complete, Commissioner Smith motioned with support from Commissioner Throop to approve the Cash Disbursement and Wire Transfer from March 2024.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

c. Utility Consumption Comparison

1. Detroit Edison

2. SEMCO

Review and discussion was held noting that 2024 1st quarter of the year was unseasonably warm thus decreasing the overall usage of utility services.

With review and discussion complete, Commissioner DeNardin motioned to receive and file the Utility

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Consumption Comparison as presented, which was supported by Commissioner Smith.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

- d. CFP (Capital Fund project) Obligation/Expenditure (E-LOCC)
Much discussion was held regarding the obligation of the CFP. It was noted that the ongoing kitchen installation and flooring projects will continue as vacancies occur which will consume much of the unobligated funding. Additional improvements are being discussed and also being considered. The Board of Commissioners were ensured that funding will be obligated and used in its entirety.
- e. Account Balance Report
Financial Manager Suzanne Ward explained that one certificate of deposit had matured earlier this month and has since been reinvested in a 180-day CD at 4.55%.

A motion was made by Commissioner Smith and supported by Commissioner DeNardin to receive and file the Account Balance Report as presented.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

- 7. Unfinished Business
Comcast Rate discussion was removed from the agenda
- 8. New Business
 - a. Small Business Purchase (informational purposes only)
None
 - b. Travel and Travel Training
None
 - c. Approval of Contracts
 - 1. McKenzie Concrete
4080 Vincent Road
North Street, MI 48049
Cost: See bid tabulation
Service: See bid tabulation

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Executive Director James A. Dewey explained that should this contract be Approved, CFP funding will be used which will help obligated this money within the deadline issued by HUD. Discussion was also held regarding this contract costing between \$6,000 and not to exceed \$9,000.00. Due to the variation of cost/expense, this is being presented to the Board of Commissioner for transparency purposes as the bid tabulation is under the threshold of \$10,000 that was set by the Board of Commissioners years ago.

Understanding the scope of the work involved, Commissioner DeNardin motioned to approve McKenzie Concrete as the vendor of choice and not to exceed in cost of \$9,000. This motion was supported by Commissioner Throop.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

2. Comcast Contract Extension

Deputy Executive Director/Legal Counsel Gregory T. Stremers offered a brief history of comcast bulk services being presented to the residents of MHC.

Discussing with Comcast they have offered to reduce the bulk rate from \$35.82 per unit to \$26.95. This contract extension would be for 1 year 8 months effective May 1, 2024.

Approving this extension will allow MHC to continue to investigate Fiber Optics with RESA and discuss different options for service as well.

With discussion complete Commissioner Smith motioned to extend and approve Comcast cable as presented. Commissioner DeNardin supported this motion.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

3. Hannah R. Bond CPA PLLC

2954 Goehmann Lane
Fredericksburg, TX 78624

Annual Cost: \$6,000

Extension: 2024-2025-2026

Financial Manager Suzanne Ward explained that Ms. Bond has provided the

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last two years of services to MHC at \$5,000.00 per year. Ms. Bond has expressed her interest in extending this contract at a rate of \$6,000 each year per her original RFP response.

MHC has been very pleased with Ms Bond's efficiency and attentiveness to this required HUD review.

With discussion complete, Commissioner DeNardin motioned to extend and approve a three year contract with Ms. Bond as presented. Commissioner Smith supported this motion.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

d. Miscellaneous

1. Monthly Vacancy Report

Property Manager Melissa Mayo explained that a move in was completed this morning leaving only one vacancy. This vacancy is waiting on cabinets and flooring installation and will be occupied by May month end.

2. Strategic Planning – Financial Review

Financial Manager Suzanne Ward provided a power point for the Board of Commissioners to review and follow along as Ms. Ward explained funding sources for operations for MHC, funding history of subsidy, provided an estimated 2024 Operating Subsidy based on historical funding and HUD calculations and explained the current status of MHC subsidy reserve as of June 30, 2023. Overall MHC Operational Expenses for 2024 has consisted of 31% contracted expenses, 32% of staff support, 8% management fees, 8% of office management material and supplies and 22% of utilities cost expenses. The Board of Commissioners were asked to offer any suggestions or concerns that they may have for upgrades to the complex and resident community support events that would benefit the complex. Next month the Board of Commissioners will be presented with a budget for review and discussion with possible consideration of final approval

3. Consideration to change May Meeting from the 16th to the 23rd of March.

Discussion was held among the Board of Commissioner Members noting some scheduling conflicts for May 23rd and then suggested holding the meeting on Wednesday May 22 at 10:00 AM located at Vicksburg Halls. In accordance to the Bylaws, Commissioner board meetings may be rescheduled or adjusted as long as proper notification and public displays are adhered to.

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With discussion finalized and posting of the change of meeting date agreed upon, Commissioner Smith motioned with support from Commissioner Throop to approve the Regular May Board meeting to be held on WEDNESDAY MAY 22nd at 10:00 AM located at 1100 New York (Vicksburg Halls), Marysville MI 48040 as discussed.

Ayes: Boldyreff, DeNardin, Smith, Throop

Nays: None

Absent: Welser

Motion Carried.

4. Ryan Welser Commissioner term expiration of 06/30/2024
Having had a phone discussion with Mr. Welser earlier in the month, the Board of Commissioners were informed of his commitment to be re-appointed as a member of the Board of Commissioner for another 5-year term. MHC Board of Commissioner could not be more grateful of Mr. Welser commitment to the City of Marysville, Vicksburg Halls mission and the residents that it serves. The City Manager will be informed and will be asked to re-appointment Mr. Welser at the next City Council Meeting.

- e. Resolution
None

- f. Committee Report
None

- g. Staff Report

1. Executive Director Report

Executive Director James A. Dewey reviewed in detail his written report of the Director highlighting his trip to Washington DC having visit with Senator Peters, Stabenow and Congresswomen McClain.

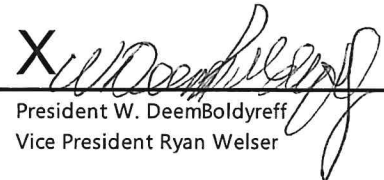
Discussion was also held regarding Will's Manor Development having been approved by MSHDA and we are now working on the closing paperwork to be presented in April 2025. Once closing takes place there will be a 12-month construction period.

2. 5 Year Goal Achievements
Due June 2024

9. Public Audience:
None

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10. Open Board Discussion:
Discussion was held regarding the consortium agreement having put in place in 2016. It was explained by Executive Director James A. Dewey that due to the consortium agreement annual contract renewal does not need to take place, in the agreement, either party may discontinue its relationship with a proper notice and separation at fiscal year-end. It was noted that the current consortium cost is at \$62,475 which PHHC will be asking for a 7% increase in the coming months. It was explained that there has not been an increase since 2019. The estimated increase would cost MHC \$66,848.25 a year.
11. Adjournment
With the business of the agenda having been complete, Commissioner Throop motioned with support from Commissioner Smith to adjourn the meeting of the Board of Commissioner at 10:53 AM. The next Regular Commissioner meeting is scheduled to be held on WEDNESDAY, MAY 22, 2024, located at Vicksburg Halls 1100 New York Avenue Marysville MI 48040.

X 

President W. DeemBoldyreff
Vice President Ryan Welser

X 

Executive Director/Secretary James A. Dewey
Deputy Executive Director Gregory T. Stremers