

Marysville Housing Commission

Regular Meeting Minutes

Date: April 16, 2026

Time: 10:03 AM

Location: Joseph S. Johns Chambers, City Hall,
1155 Delaware Avenue
Marysville, MI 48040

Call to Order & Roll Call

The regular monthly meeting of the Marysville Housing Commission was called to order at 10:03 AM. Roll call was taken:

- **Present:** President W. Deem Boldyreff, Vice-President Ryan Welser, Commissioner David Smith, and Commissioner Susan Throop.
- **Also Present:** Executive Director James A. Dewey, Deputy Executive Director Shannon King, Property Manager Melissa Mayo, Program Financial Manager Sue Ward, and Program Assistant Anne Landschoot.
- **Absent:** One open position

I. Public Comments for items listed on the agenda

None

II. Approval of Agenda

The board reviewed the agenda for the April 16, 2026, meeting.

Motion: Vice President Welser

Support: Commissioner Smith

Vote: Unanimous

Motion Carried.

III. Approval of Minutes

The minutes from the March 16th Regular meeting were reviewed.

Motion: Commissioner Smith

Support: Vice President Welser

Vote: Unanimous

Motion carried.

IV. Communication/Presentation

None

V. Financials Reports

- **A. Balance Sheet & Budget vs. Actual Expenses for Fiscal Year end (FYE) June 2026**

Discussion and review were held noting that some reserve/surplus was utilized to complete the generator and WIFI installation otherwise the Balance Sheet and Budget vs. Actual Expenses appears complete and within line.

Motion: Vice President Welser
Support: Commissioner Smith
Vote: Unanimous
Motion carried.

- **B. Public Housing General Fund Cash Distributions & Wire Transfers:**
Discussion was held regarding the PILOT (payment in lieu of taxes) having been paid to the City of Marysville in the amount of \$ \$43,6978.10. This amount is calculated using income variables including tenant rent received over the past year. The reports for January and February were presented noting that last month, December financials were mistakenly provided, therefore this is a “*catch up*” on financial review.

Motion: Commissioner Throop
Support: Commissioner Smith
Vote: Unanimous
Motion carried.

- **C. Utility Consumption:**
The DTE and Semco consumption comparison reports were received and filed.
- **D. CFP (Capital Fund Project) Obligation/Expenditure Status (E-LOCC)**
The E-LOCCS obligation and funding approvals have been adjusted without indication of the amount being received for next year’s budgets. This amount will be available with next month’s report.
- **E. Account Balances:**
Review and discussion held.

VI. Unfinished Business:
None

VII. New Business:

A. Small Business purchase (\$5,000 and \$9999.99)
None

B. Travel and Training
None

C. Approval of Contracts:
St. Clair Landscaping & Irrigation 2205 St. Clair HWY Unit 5
East China, MI 48054
Cost: \$10,453.45

Service: repair, removal of fencing along with various landscaping, site work, supply and install new stone at the south parking lot.

Motion: Commissioner Smith
Support: Commissioner Throop
Vote: Unanimous
Motion carried

D. Miscellaneous:

1. **Monthly Vacancy Report**

Report revealed that there were a total of 3 vacancies at time of the report. All vacancies are on track to be occupied by month end.

2. Strategic Planning – Review of Financial Budget

Financial Manager Sue Ward provided a full explanation the annual budget review noting historical and current funding sources, estimated 2026 operating subsidy, operational expenses along with potential future expenses. Ms. Ward highlighted the operation subsidy reserve and 2027 budget consideration. A final budget review with approval will be presented at next month's meeting, however all Board Members were encouraged to offer suggestions and consideration for items to be removed or added to the proposed budget for final approval.

E. Resolutions and Policy Updates
None

F. Staff Reports

• 1. **Executive Director – James A. Dewey**

- **Staff Issues/Training:** It was announced that a lead maintenance staff member has officially resigned his position after months of medical leave.
- **Capital Fund Updates:** As noted on the agenda, MHC has gone out to bid for landscaping needs located on the south end of the property. It is with this bid that we look to recapture 6 feet of the woods area that has drastically overgrown and place stone to ensure that this does not happen again. We are also looking to improve the drainage system located near the driveway.
- **HUD Updates:**
HUD has updated the procurement program which would allow an increase in procurement thresholds from \$250,000 to \$350,000. Therefore, the Board of Commissioner have the right to approve this increase or to remain at \$250,000. Should this amount increase policy changes will be required.
- **Miscellaneous:**

Deputy Executive Director Shannon King has been appointed to the MI NAHRO Board as a member at-large.

- **2. Five Year Goal Achievement Quarterly review**
Due in June 2026

VIII. Public Audience:

Resident/Sister Kathy Wood offers suggestions for community and gathering to bring positive perception among the residents at Marysville Housing Commission. Sister Wood outlines her idea of success by asking the Board of Commissioners for her support to begin this process and inquired about suggestions for assistance. Executive Dewey and Deputy King suggested a one-on-one meeting to continue with this positive discussion.

IX. Open Board discussion:

None

IX. Next Meeting & Adjournment

The next meeting is scheduled for May 21th at Vicksburg Halls.. With no further business, the meeting was adjourned at 11:00 AM

Motion: Commissioner Smith

Support: Vice President Welser

Vote: Unanimous

Motion carried.

X _____

W. Deem Boldyreff, President - Ryan Welser, Vice President

X _____

James A. Dewey, Executive Director – Shannon King, Deputy Director
