Marysville Housing Commission
Regular Meeting Minutes
Date: September 17, 2026
Time: 10:04 AM
Location: The City of Marysville County Chambers
1255 Delaware Avenue
Marysville, MI 48040

I. Call to Order & Roll Call

The regular monthly meeting of the Marysville Housing Commission was called to order at 10:04 AM. Roll call was taken:

- **Present:** Vice-President Ryan Welser and Commissioner Richard DeNardin, David Smith and 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:** President Deem Boldyreff

II. Public Comments for items listed on the agenda.

None

III. Approval of Agenda

The agenda was amended to add a follow-up item regarding public comments or issues from the prior meeting after miscellaneous items and before resolutions.

Motion: Commissioner Smith
Second: Commissioner Throop
Absent: President Boldyreff
Vote: Unanimous
Motion Carried.

IV. Approval of Minutes

The minutes from the June 18, 2026 Regular meeting were reviewed.

Motion: Commissioner DeNardin
Second: Commissioner Throop
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

V. Communication/Presentation

There were no communications or presentations

VI. Financials Reports

- **A. Balance Sheet & Budget vs. Actual Expenses for Fiscal Year end (FYE) 2026-2027**

  The Board reviewed the August 2026 financial reports, representing the first two months of the current fiscal year, and the June 2026 year-end reports. It was noted that operations were generally within budget. Budget variances included electrical expenses related to generator replacement, miscellaneous contract expenses related to the Wi-Fi project, and maintenance benefits related to staffing changes. The Commission used approximately $17,000 from reserves for the Wi-Fi project, and the reserve balance remains healthy and above HUD requirements.

Motion: Commissioner Smith
Second: Commissioner DeNardin
Absent: Vice President Boldyreff
Vote: Unanimous
Motion carried.

- **B. Public Housing General Fund Cash Distributions & Wire Transfers:**

  The Board reviewed public housing general fund disbursements and wire transfers for June, July, and August, 2026.

Motion: Vice President Welser
Support: Commissioner Throop
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

- **C. Utility Consumption:**
  The Board reviewed the DTE and SEMCO utility consumption comparison.

Motion to receive and file: Commissioner DeNardin
Second: Commissioner Smith
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

- **D. CFP (Capital Fund Project) Obligation/Expenditure Status (E-LOCC)**

  The Board reviewed the capital fund projects obligation and expenditure status. Staff reported that funds are available through 2028 and that potential window replacement work is being evaluated, with bidding anticipated if the project proceeds.

- **E. Account Balances:**

Review and discussion was held.

Motion to receive and file: Commissioner Throop
Second: Commissioner Smith
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

VII. Unfinished Business:
None

VIII. New Business:

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

B. Travel and Training
None

C. Approval of Contracts:
None

D. Miscellaneous:

1. **Monthly Vacancy Report**
The property was expected to be 100% occupied by the end of the month.

2. **Follow-Up from Prior Meeting**

The Board discussed the newly added follow-up agenda item, which will be used to address outstanding questions, resident concerns, maintenance matters, financial follow-up items, or other items carried forward from prior meetings. No specific follow-up items from the June meeting were identified.

E. Resolutions:

1. **Resolution No. 2026-09 Employee Handbook Update**
Deputy Director Shannon Kind explained the necessary charges to the Employee handbook due to the medical Opt-Out option payout which was approved during June 2026 Commissioner Meeting.

Motion: Commissioner Smith
Second: Commissioner DeNardin
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

2. **Resolution No. 2026-10 Check Signing Policy**

Discussion was held regarding the discussion having taken place during the June 2026 Commissioner meeting making it necessary to introduce this resolution to allow only one signature option for standardized utility bills and Employee health care monthly payments. This resolution will only pertain to these limited items while all other disbursements over the threshold will continue to require two signatures.

Motion: Commissioner Smith
Second: Vice President Throop
Absent: President Boldyreff
Vote: Unanimous
Motion carried.

F. Staff Reports

- **1. Executive Director – James A. Dewey/Shannon King**

  Executive Director James A. Dewey reviewed in detail the Director Report noting Capital Fund updates previously discussed. Mandatory Section 3 reporting which is currently not accessible to MHC. We continue to work with HUD to gain access to be in full compliance. Resident activities were reviewed by Property Manager Melissa Mayo with final discussion held regarding the pending retirements and what the succession plan is to ensure a smooth transition.

2. **Five-Year Goal Achievement Quarterly review**
   Review and discussion held noting all new activities are listed in red for quick reference.

VIII. Public Audience:

Resident/Sister Kathy Wood, a resident of Vicksburg Hall, addressed the Board regarding quality-of-life initiatives, resident engagement, positive programming, and coordination with community partners and service agencies. She requested Commission support for resident-led efforts and discussed the need for small resources or supplies to support activities.

IX. Open Board discussion:

None

IX. Next Meeting & Adjournment

The next meeting is scheduled for October 15th at Vicksburg Halls. With no further business, the meeting was adjourned at 11:25 AM
Motion: Commissioner Throop
Support: Commissioner DeNardin
Absent: President DeNardin
Vote: Unanimous

Motion carried.

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

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