



Port Huron Housing Regular Commission Meeting

Port Huron Housing Commission

Tuesday, August 20, 2024 at 6:00 PM EDT to Tuesday, August 20, 2024 at 7:00 PM EDT
905 Seventh Street. Port Huron Michigan 48060

Agenda

I. Roll Call

Presenter: Executive Director

Present

President Scott R. Urmy, Vice President Dale Hemmila, Commissioner(s) Natacha Hayden, Andrew Kercher, Tyler Moldovan

Also

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

Absent

None

II. Public Comment for anything on the agenda

Presenter: President Urmy

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda.

III. Presentation

- Section 8 Department Kelly and Robin

IV. Approval of Agenda to include any Changes/Additions

Presenter: President Urmy

1. Changes
2. Additions

V. Approval of Consent Agenda

Presenter: President Urmy

Agenda items considered routine are marked with an asterisk (*) and will be considered for adoption by one motion with no separate discussion. A Commissioner may request an item to be removed from the consent agenda and the item will be considered in its normal sequence.

VI. *Approval of Minutes

- **CONSENT AGENDA**
- June Regular Commissioner Meeting Minutes

VII. Financial Reports:

A. * Balance Sheet, Statement of Operating Income and Expense and Budget Versus Actual Expenses

CONSENT AGENDA

Due to fiscal year-end report will be available in September 2024

B. Public Housing General Fund Cash Disbursement and Wire Transfers

Presenter: President Urmy

1. Cash Disbursement

- June 2024
- July 2024

2. Wire Transfers

- June 2024
- July 2024

C. Section 8 Cash Disbursements and *Utilization Report

Presenter: President Urmy

1. Section 8 Cash Disbursements

- June 2024
- July 2024

2. *Utilization Report

- **CONSENT AGENDA**

D. Account Submitted for Write Off Approval

Presenter: President Urmy

E. *Tenant Account Receivable Report

- **CONSENT AGENDA**
- June and July combined report

F. * Quarterly Investment Report

- **CONSENT AGENDA**
- Issued - January, April, August and October of each year
- Due in August 2024

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

Presenter: President Urmy

- Discussion only

VIII. Monthly Reports

Presenter: Executive Director

A. * Occupancy Report

CONSENT AGENDA

1. *Current Vacancy Report and move out reasons

CONSENT AGENDA

B. * Capital Fund Report

CONSENT AGENDA

C. Travel and Training

Presenter: Executive Director

1. Everything You Need to Know 2025

Dates: December 4-5, 2024

Location: Las Vegas Nevada

Cost: \$725.00 per person, travel, hotel, pre-diem

Attendees: Suzanne Ward

D. Approval of Contracts

Presenter: President Urmy

1. Payroll processing with time and attendance

For all PHAs (excluding ETHC)

Paychex

Cost:

- Time/Attendance: \$1,555.84
- Payroll: \$4,434.48
- HR Partner: \$7,920.00
- Setup fee: -\$0.00-
- **Total: \$13,910.32**

2. Electronic Safety Services Contract Extension

Final Extension: 02.2024 thru 01.31.2027

Cost: No increase same as originally bided

3. Maintenance Building Fence Replacement

Blue Water Fence LLC

3130 Streeter Drive

Fort Gratiot MI 48059

Bid Amount: \$11,140.00

Service: Remove wood fence, install new chain link fencing at Maintenance Building

4. Dulhut Village Window Replacement

Crown Windows

8068 East Court Drive

Davison, MI 48423

Bid Amount: \$360,046.12 without tempered glass

\$404,936.52 with tempered glass

Services: 476 Window replacement for Dulhut Village

5. Desmond/Peru Ventilation Fan Replacement due 08/15/2024

- Will be updated and loaded on Monday 08/19/2024

6. Change Order- Concrete Work at all Villages

Union Properties Construction LLC

Change Order original bid: \$91,175.50

Additional cost: \$11,217.30

Adjusted Contract Total: \$102,392.80

E. Miscellaneous

Presenters: President Urmy, Executive Director

1. *Correspondence/Communication

CONSENT AGENDA

None

2. *Written Reports

a. Executive Director Report

Presenter: Executive Director

b. *Elderly Disabled Service Coordinator Report

CONSENT AGENDA

c. *Ross Grant Report

CONSENT AGENDA

3. *Quarterly Report

CONSENT AGENDA

a. *Maintenance Activity Report on Operations

CONSENT AGENDA

- Due in January, April, **August** and October 2024

b. YTD 3 Year Comparison Move out

CONSENT AGENDA

- Due in January, April, **August** and October 2024

c. *Five (5) Year Goal Achievement

CONSENT AGENDA

- March, June, September and December 2024
- Due September 2024

IX. Report of Committees

Presenter: Executive Director

None

X. Unfinished Business

Presenter: Executive Director

None

XI. New Business

A. Resolution

Presenter: President Urmy

1. Resolution No. 2024-08 Section 8 Housing Choice Voucher Program Estimated Monthly Utility Allowance Schedule

2. Open Discussion

- Fair-Cloth - Algonac Housing Project

XII. Public/Open Comment for all items NOT listed on the agenda

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda

XIII. Open Board Discussion

Presenter: President Urmy

XIV. Adjournment

Presenter: President Urmy

- Next meeting September 17, 2024