

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
JANURY 21, 2016**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, January 21, 2016 at 8:00 a.m.

Members Present: Commissioners Jim Mikus, Jennell RaCosta, Rachelle Creighton, Kerri Roberts and David VanWagnen.

Members Absent: None.

Also Present: Ms. Denise Soldenski, Executive Director, Ms. Shelley Lincoln, Grant Administrator, and Ms. Janelle Jackson, Housing Manager.

Chairman Jim Mikus called the meeting to order at 4:11 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on December 21, 2015 as presented.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Ms. Soldenski introduced Janelle Jackson stating Ms. Jackson started January 1, 2016 as a contractor and is the replacement for Jodi Wood. She will be handling the Riverview side of things as well as Housing Choice Voucher program for LHC. We have also hired Casey Gavan who will be the Housing Support Clerk, working 10-15 hours per week.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

It was moved by Commissioner RaCosta and supported by Commissioner Mikus to approve the Monthly Financial Report as presented.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reviewed additional checks submitted for payment approval.

MONTHLY BILL APPROVAL

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the monthly bills as follows: 1) Public Housing Operating Fund; 2) Public Housing Capital Fund; 3) Housing Choice Voucher – Monthly Landlord Payments; and 4) Housing Choice Voucher as presented.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Riverview Towers Update

Ms. Soldenski reported the pest infestation situation is under control and she believes they are now gone.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

RAD Conversion LLC Approval

Ms. Soldenski reported the RAD process has been going very well, that she has submitted the financial plan to HUD for approval and the Civil Rights Review still has to be approved by HUD. HUD would like to see a \$110,000 deposit in reserves and we have a total of \$275,000 in reserves currently. HUD also recommended setting up an LLC so there is a clear distinction between ownership. The LLC would have the same board members as LHC and there would be a \$50 fee for start up of the LLC. Ms. Soldenski requested approval to start an LLC with a possible name of Lapeer Riverview Towers, LLC.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to authorize Ms. Soldenski to start an LLC with a possible name of Lapeer Riverview Towers, LLC.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RFQ Independent Auditor Approval (for Riverview Towers and the Housing Choice Voucher/Section 8 Program)

Ms. Soldenski reported she has requested bids for auditor services for fiscal years ending 2016 and 2017. Ms. Soldenski sent out six bids and received three bids. After reviewing the bids, Ms Soldenski recommends obtaining John DiPiero for fiscal years ending 2016 and 2017 for auditor services.

It was moved by Commissioner RaCosta and supported by Commissioner Creighton to approve rehiring John DiPiero as LHC's auditor for fiscal years 2016 and 2017.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RFQ Architect/Engineer Approval

Ms. Soldenski reported she has requested bids for the design and engineering portion of the electrical panel replacement project. Ms. Soldenski stated she sent out four bids, that for this project the lowest bid is not necessarily required, however, the overall bidder with the best laid out plan should receive the awarded bid. Ms. Soldenski recommended awarding the bid to MC Smith in the amount of \$4,650.

It was moved by Commissioner VanWagnen and supported by Commissioner RaCosta to approve awarding the bid to MC Smith for the Architect/Engineering services for the electrical panel project for Riverview Towers in the amount of \$4,650.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Policy Change – Minimum Rent Approval

Ms. Soldenski reported there is a minimum rent set at \$0 for Riverview Towers and the Housing Choice Voucher Program has a minimum rent set at \$50. Ms. Soldenski would like to be consistent across the board and is recommending that Riverview Towers minimum rent be set at \$50 effective immediately.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minimum rent for Riverview Towers be set at \$50 effective immediately.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Policy Change – Repayment Agreement Term

Ms. Soldenski reported that the Riverview Towers policy for repayment agreements indicates repayment should be completed in 12 months, and it also documents a 24 month term. All other documentation indicates 24 months for repayment and is therefore recommending that Riverview Towers policy for repayment agreements be amended to 24 months for repayment effective immediately to clarify the policy.

It was moved by Commissioner VanWagnen and supported by Commissioner RaCosta to approve the Riverview Towers policy for repayment agreements be changed to 24 months for repayment effective immediately.

Yeas: Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

New Utility Schedule Approval

Ms. Soldenski informed the Commission that LHC utility fee schedule is not yet available, therefore, she will delay this topic until the February 2016 meeting.

OTHER BUSINESS

Commissioner VanWagnen suggested Ms. Soldenski request a list of qualified contractors to use as a guideline when meeting with MC Smith.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 5:06 p.m.

Ms. Denise Soldenski
Executive Director