

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
FEBRUARY 18, 2016**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, February 18, 2016 at 4:00 p.m.

**Members Present:** Commissioners Jim Mikus, Jennell RaCosta, Rachele Creighton, Kerri Roberts, 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 4:13 p.m.

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the minutes of the regular meeting held on January 21, 2016 as presented.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY FINANCIAL REPORT APPROVAL**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts 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 Roberts 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.**

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

##### Additional Agenda Items

Ms. Soldenski requested approval to add three items to the agenda: 1) Payment for Contract Workers; 2) 2016 Capital Fund Submission; and 3) 12-1-2015 Payment Standards.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the addition of the following three items to the agenda: 1) Payment for Contract Workers; 2) 2016 Capital Fund Submission; and 3) 12-1-2015 Payment Standards.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

##### Payment to Contract Workers

Ms. Soldenski explained the current method of payment to contract workers and reviewed a new method of how she would like to pay contract workers, effective today, by writing two checks per month with the first check covering the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month for Ms. Jackson at a set amount and an actual amount for Ms. Taylor and writing a second check to cover the 16<sup>th</sup> of the month through the last day of the month for Ms. Jackson at a set amount and an estimate not to exceed \$1,300 for Ms. Taylor. The second check of the month would not be signed until the end of the month, keeping the flow of checks with payment twice per month.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve a new method of paying contract workers, effective today, by writing two checks per month with the first check covering the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month for Ms. Jackson at a set amount and an actual amount for Ms. Taylor and writing a second check to cover the 16<sup>th</sup> of the month through the last day of the month for Ms. Jackson at a set amount and an estimate not to exceed \$1,300 for Ms. Taylor. The second check of the month would not be signed until the end of the month, keeping the flow of checks with payment twice per month.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

LHC Credit Card for Housing Clerk Support

Ms. Soldenski requested a credit card be issued to Casey Gavan, part-time housing support clerk for miscellaneous items such as stamps, background checks, etc.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve a credit card be issued to Casey Gavan, part-time housing support clerk for miscellaneous items such as stamps, background checks, etc.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

RAD Conversion

Ms. Soldenski reported the RAD Conversion process is going well and is awaiting financial approval. The next step as part of this project is the electrical panel replacements which may or may not happen prior to the closing date with HUD. HUD would like to close on or before May 22, 2016, however, Ms. Soldenski is trying to push the closing date to July 1, 2016 to coincide with the fiscal year-end of June 30<sup>th</sup>.

Lapeer Housing Utility Schedule

Ms. Soldenski requested approval of the Lapeer Housing Utility Schedule, effective April 1, 2016.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the Lapeer Housing Utility Schedule, effective April 1, 2016.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

Fair Market Rent

Ms. Soldenski reported she has been working with HUD to correct an error made in regards to the 12/1/2015 Payment Standards for Lapeer. Per discussions with HUD, the tentative plan is to revert the 12/1/2015 payment standard back to 110% of the 2015 approved Fair Market Rent for Lapeer County. If this correction does move forward, LHC will have to pay back \$30/month for affected months. If this correction moves forward, a Corrective Action Plan will be put into place. By reverting back to the 110% of the 2015 FMR schedule, it will affect a total of 12 clients. Five tenants' rent amounts increase in rent and 7 other tenants will not increase their rents. A motion was made and approved in this regard this during the December 2015 meeting.

By-Law Amendments

Ms. Soldenski requested approval to amend the By-Laws to include a statement indicating if a quorum is not met for any meeting, a financial committee of at least three board members may be allowed to meet for the purpose of financial issues such as paying the bills, purchasing property, etc. The said financial actions would then be ratified at the next regularly scheduled board meeting.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve adding language to the By-Laws stating: a financial committee of at least three board members may be allowed to meet for the purpose of financial issues such as paying the bills, purchasing property, etc. if a quorum is not met at the regularly scheduled board meeting. The said financial actions would then be ratified at the next regularly scheduled board meeting.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

PHA Plan

Ms. Soldenski reported the PHA public hearing will be held during the April 14, 2016 meeting (which was rescheduled from April 21<sup>st</sup>). Some items such as the evaluation of over income families and security deposits may not be part of this PHA Plan, however, will add privacy protection for personally identifiable information to the PHA Plan.

2016 Capital Fund Submission

Ms. Soldenski reported she is required to turn in the 2016 Capital Fund Submission by March 16, 2016. The amount that is expected to be allocated is \$50,558. This amount will go under one line item of RAD Conversion. Most of this funded amount will go towards the electrical panel replacements. Ms. Soldenski requested approval of the 2016 Capital Fund Submission.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the 2016 Capital Fund Submission.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED**

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:47 p.m.

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Ms. Denise Soldenski  
Executive Director