

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
OCTOBER 20, 2016**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, October 20, 2016 at 4:12 a.m.

Members Present: Commissioners Jim Mikus, Jennell RaCosta and David VanWagnen.

Members Absent: Commissioner Rachelle Creighton and Kerri Roberts.

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 4:12 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the minutes of the regular meeting held on September 15, 2016 as presented.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton and Roberts.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

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

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton and Roberts.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the monthly bills as follows: 1) Riverview Towers LLC Checking; 2) Riverview Towers LLC Reserve for Replacements; 3) Housing Choice Voucher – Monthly Landlord Payments; 4) Housing Choice Voucher; and 5) Contractor Payments as presented.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton and Roberts.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported everything is going well at Riverview Towers and informed the Commission the residents are gearing up to participate in the Treat Walk on Saturday. Ms. Jackson stated there is another vacancy, bringing the total year-to-date departures to 9, which is high for one year.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

City of Lapeer Inspections for Riverview

Ms. Soldenski reported the City of Lapeer rental inspections, which are required by the City now that that RAD conversion is completed, have begun, that the tenants have been notified and maintenance personnel has been painting trim around the doorways to get ready for the inspections.

Electrical Panel Project

Ms. Soldenski reported the electrical panel project will start on Monday.

Policies

Ms. Soldenski recommended approval of the following changes in the policies: 1) Death of Unexpected Vacancy, allowing proration of rent to be returned to remaining family members, depending on the date of gaining full possession; 2) Administrative Policy – a.- Lapeer Riverview Towers was added; b. - the word Staff was added instead of employee; c. - computer and network policy states monitoring for quality assurance, this was removed; d. – Changed Executive Director to management for ICHAT reviews; e. – Briefing of death and illness will be completed during orientation; f. – Current work orders indicate an estimate and time frame to complete a repair should be submitted prior to the repair, this has been removed from the policies; g. – Procurement policy is to remain the same, however, after the electrical panel project is complete, remove “is subject to Section 3 and Davis Bacon rules”.

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Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

Utility Schedule

Ms. Soldenski reported effective January 1, 2017 the Utility Schedule has changed. Ms. Soldenski requested approval to mirror MSHDA’s guidelines and schedule with the same effective date.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the Utility Schedule, effective January 1, 2017 to meet the same guidelines as MSHDA.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

Miscellaneous

Ms. Soldenski reported the auditors will be in-house Monday, Tuesday and Wednesday of next week and that the electrical panel project will also start next week.

Ms. Soldenski reported she is reviewing HUD training for Commissioners, that it appears to be good information, however, the system is difficult to work with. Upon mastering the HUD system, she may be able to present the training in one meeting for all Commissioners.

OTHER BUSINESS

Election of Officers

It was moved by Director RaCosta and supported by Director VanWagnen to approve Mr. Mikus as Chairman, Ms. RaCosta as Vice Chairperson, Mr. VanWagnen as Treasurer and Ms. Roberts as Secretary.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:36 p.m.

Ms. Denise Soldenski
Executive Director