

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
NOVEMBER 17, 2016**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, November 17, 2016 at 4:16 p.m.

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

Members Absent: Commissioner Rachelle Creighton.

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 4:16 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on October 20, 2016 as presented.

Yeas: Commissioners Mikus, RaCosta, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

There was not a financial report for this month.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts 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, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported there were two additional vacancies since the report was posted and stated the residents enjoyed participating in the Treat Walk, are talking about next year's event and that the remaining candy was taken to the Care Package Group to be sent to the military overseas. Ms. Jackson reported the Christmas party for the residents will be December 14th at 11:30 a.m., that the Commissioners are invited to attend and everything else is going well at Riverview Towers. Ms. Soldenski stated now that LNI/LHC is RAD, an annual dinner would be acceptable as well the Christmas party.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Electrical Panel Project

Ms. Soldenski reported the electrical panel project is going well and is expected to be completed by Tuesday of next week.

Audit

Ms. Soldenski reported the audit went well with no findings, that the LLC is set up as a sole proprietor which is tax exempt and the auditor had good things to say about the staff. The LHC has no employees so it is no longer necessary to be responsible for OPEB and GASB68. It was suggested that the policy/procedure manual be brought to every board meeting

Policies

Ms. Soldenski recommended approval of the following changes in the policies: 1) Policy # 324, remove the word "entertainment"; 2) Policy # 324, revise to include: if a staff member is at a conference where the meal is part of the cost of the conference, no receipt for a meal can be turned in for reimbursement; 3) Policy # 206, Remove the reference to Employee Assistance Program as it is no longer available; 4) Policy # 207, Remove this policy as it does not apply; 5) Policy #s 501-A, 502-A, 504 & 513, we have no employees at this time but add for the possibility of future employees "vacation, holiday, personal pay and vesting time is available based on the employee's union agreement or the attached schedule if employee is not in a union"; 6) Policy # 520, change the deferred savings plan to a 457 plan (removing ICMA).

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve policies as follows: 1) Policy # 324, remove the word "entertainment"; 2) Policy # 324, revise to include: if a staff member is at a conference where the meal is part of the cost of the conference, no receipt for a meal can be turned in for reimbursement; 3) Policy # 206, Remove the reference to Employee Assistance Program as it is no longer available; 4) Policy # 207, Remove this policy as it does not apply; 5) Policy #s 501-A,

502-A, 504 & 513, we have no employees at this time but add for the possibility of future employees "vacation, holiday, personal pay and vesting time is available based on the employee's union agreement or the attached schedule if employee is not in a union"; 6) Policy # 520, change the deferred savings plan to a 457 plan (removing ICMA).

Yeas: Commissioners Mikus, RaCosta, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton.

MOTION CARRIED.

Resolution 158-2016

Ms. Soldenski requested approval for Resolution 158-2016 wherein the amount of \$218.30 would be written off in the budget.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve Resolution 258-2016.

RESOLUTION 158-2016

WHEREAS, the Lapeer Housing Commission is the sole member of the Lapeer Riverview Towers, LLC and;

WHEREAS, Riverview Towers maintains subsidized housing for low income seniors and people with disabilities and;

WHEREAS, the Lapeer Housing Commission/Lapeer Riverview Towers LLC would like to remain financially responsible with delinquent tenant charges written of the books annually after attempt to receive payment and;

WHEREAS, Riverview Towers had a vacancy in April 2016 where the unit required beyond normal maintenance cost for preparation for a new tenant to reside in the unit, and where the security deposit of the deceased tenant was not sufficient to cover the expenses, and the family of the deceased did not have the funds to support the additional costs;

THEREFORE, BE IT RESOLVED that the Lapeer Housing Commission/Lapeer Riverview Towers LLC approves the write off of debt in the amount of \$218.30 from unit #403 on September 27, 2016.

Yeas: Commissioners Mikus, RaCosta, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Housing Manager Contract Approval – 2017-2018

Ms. Soldenski requested approval for a two year contract for the Housing Manager Contract with a salary base of \$37,000.00 per year.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the Housing Manager Contract with a salary base of \$37,000 per year for a two year period, January 1, 2017 through December 31, 2018.

Yeas: Commissioners Mikus, RaCosta, Roberts and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

MOTION CARRIED.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:55 p.m.

Ms. Denise Soldenski
Executive Director