

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
DECEMBER 15, 2016**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, December 15, 2016 at 4:15 p.m.

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

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 4:15 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on November 17, 2016 as presented.

Yeas: Commissioners Mikus, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

Ms. Soldenski reviewed the financial reports indicating that they segregated out and pro-rated two months prior to RAD, with the remaining Fiscal Year pro-rated at 10 months after the RAD conversion.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the monthly financial report as presented.

Yeas: Commissioners Mikus, RaCosta, and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

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 and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported there were additional vacancies due to deaths among the tenants and indicated there are now 7 vacancies, however she is moving down the wait list of 38 people. She also informed the Commission the residents had great comments about the Christmas party which was a big success.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Section 8 Program Status

Ms. Soldenski reported she received a letter on the Section 8 program indicating that there were no findings and that the assessment was graded at 93% which is considered a high performer. The staff has done a great job with all the transitions over this past year and should be proud of themselves for achieving high performer.

Audit

Ms. Soldenski reported the audit went well with no findings, that she completed the management discussion and analysis of this report which showed an operating income this year of \$30,000+ which was good, however, after the State of Michigan reviewed the audit, they sent a Corrective Action letter. Ms. Soldenski explained that the State of Michigan is not aware of the depreciation rule, wherein she returned a Corrective Action letter to the State explaining the deprecation is not cash and should not be considered cash. Ms. Soldenski feels the letter she sent should be sufficient and doesn't expect anything in return from the State of Michigan.

Resignations

Ms. Soldenski informed the board that Rachelle Creighton and Dave VanWagnen have both resigned from this board, that she has a recommendation of Cheyenne Brodt to replace Ms. Creighton as the resident seat which she will be forwarding to the City Commission for approval. Ms. Soldenski requested approval to appoint Kerri Roberts as Treasurer with signature authority, the new member as Secretary and Ms. Brodt as member at large.

It was moved by Commissioner RaCosta and supported by Commissioner Mikus to approve Kerri Roberts as Treasurer with signature authority, the new member as Secretary and Ms. Brodt as member at large

Yeas: Commissioners Mikus, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Electrical Panel Project

Ms. Soldenski reported the electrical panel project is completed at a final cost of approximately \$173,000. The outlet wiring in each unit was more than was originally anticipated which was approximately \$12,000 in additional unexpected costs, however all unit outlets now have the proper arc. There was a panel in the elevator room that was not included in this project that will have to be completed at a later date.

OTHER BUSINESS

Resident Christmas Party

Ms. Soldenski requested approval to add a budget item of up to \$850 to spend for the resident annual Christmas party.

It was moved by Commissioner Mikus and supported by Commissioner Roberts to allow the staff to spend up to \$850 for the annual resident Christmas party.

Yeas: Commissioners Mikus, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Annual Board Meeting

Ms. Soldenski requested approval to add a budget item to spend a reasonable amount for the staff/Commissioner meal at the annual meeting in October of each year.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve adding a budget item to spend a reasonable amount for the staff/Commissioner meal at the annual meeting in October of each year.

Yeas: Commissioners Mikus, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Riverview Towers – Smoke-Free Building

Ms. Soldenski reported she sent out a resident survey requesting thoughts on changing the building to a smoke-free building. Out of 54 surveys sent out, 38 or 70% were returned and 22 or 58% were in favor of a smoke-free building. The Commission discussed various options, what to do about the 6 residents who currently smoke, how to slowly phase this new rule in, what to do about guest smokers, and whether or not current residents should be grandfathered in, constructing an outbuilding, etc. Ms. Soldenski will gather more information and bring back to a future meeting.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 5:05 p.m.

Ms. Denise Soldenski
Executive Director