

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
MARCH 17, 2016**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, March 17, 2016 at 4:12 p.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, 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 Roberts to approve the minutes of the regular meeting held on February 18, 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 VanWagnen 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.

CONTRACTOR PAYMENTS

Ms. Jackson reviewed contractor payments for month end signatures for Riverview Rent at \$312.00; Section 8 at \$937.50 and Sara Taylor at \$600.00; requesting approval for payments.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve end of the month Contractor Payments as follows: 1) Riverview Rent \$312.00; 2) Section 8 \$937.50; and 3) Sara Taylor at \$600.00 as presented.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Ms. Jackson reported the Beauty Shop Contract is ready to expire and recommended renewal of the contract with no changes for two years. Ms. Jackson also reported there will be a fire truck drill with the ladder truck in April and that the residents are aware of the drill so they will not panic when they see the truck outside their windows.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve renewing the Beauty Shop contract for two years, with no changes, an expiration date of April 30, 2018.

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

HUD Payment Standards

Ms. Soldenski reviewed the payment standard error stating she is hopeful that something can be worked out with HUD, the issue remains under review with the HUD Detroit Field office and there may be the potential to have to pay back funds or do some type of corrective action.

VMS Audit

Ms. Soldenski reported on a VMS audit being performed stating the VMS audit will review how reports were handled and how landlords were paid through the housing choice vouchers. The timeframe of this audit will be January through December, 2015 and we should receive results by April 15, 2016.

RAD Conversion

Ms. Soldenski reported the RAD Conversion process is down to the wire. The next step for this project is completing the RAD Conversion Commitment which will result in the long term plan for our financial stability, initial deposit, annual deposits, and the HAP contract between ownership and management.

The question of creating an LLC was discussed; is it needed, should it be created to protect LNI from any lawsuits, is an additional attorney and accountant necessary, all items will need further review. It was the consensus of the Board that an LLC would mostly likely be necessary for liability purposes to protect LNI. Ms. Soldenski would like the closing date of the RAD Conversion to be prior to June 30, 2016 so that the new program can start July 1, 2016.

Electrical Panel Replacement Update

Ms. Soldenski informed the board she is attempting to get a solid cost on the electrical panel replacements. She has also put out bid information for insurance and has secured Stephenson Company until April of 2017.

Janitorial Bids for 4/1/2016 – 3/31/2018

Ms. Soldenski informed the board she requested bids from four, but received two bids for janitorial services which were similar in price. Ms. Soldenski is recommending their current janitorial services contract be renewed with Country Clean.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve renewing the janitorial contract with Country Clean as presented.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

By-Law Amendments

Ms. Soldenski distributed the amended pages of the By-Laws to the board members. The changes include term lengths and changing terms from 1 year to 5 year terms. Section 7 was also added indicating a 3 person committee is allowed to approve month-end checks which will be ratified at the following monthly meeting.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:44 p.m.

Ms. Denise Soldenski, Executive Director