

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
JULY 21, 2016**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, July 21, 2016 at 4:00 p.m.

Members Present: Chairman Jim Mikus, Commissioner Rachelle Creighton and Commissioner Kerri Roberts.

Members Absent: Vice Chairperson Jennell RaCosta and Commissioner David VanWagnen.

Also Present: Ms. Denise Soldenski, Executive Director, Ms. Shelly Lincoln, Grant Administrator, and Ms. Janelle Jackson, Housing Manager.

Chairman Mikus called the meeting to order at 4:27 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Creighton to approve the minutes of the regular meeting held on June 16, 2016 as presented.

Yeas: Commissioners Mikus, Creighton and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and VanWagnen.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

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

Yeas: Commissioners Mikus, Creighton and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and VanWagnen.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Roberts and supported by Commissioner Creighton to approve the monthly bills as follows: 1) Public Housing Operating Fund; 2) Public Housing Capital Fund; 3) Housing Choice Voucher – Monthly Landlord Payments; 4) Housing Choice Voucher; and 5) Contractor Payments as presented.

Yeas: Commissioners Mikus, Roberts and Creighton.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and VanWagnen.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson updated the commission on an additional vacancy, a tenant meeting held on the need for better training on fire procedures and scheduling of a fire drill.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

RAD Conversion Update

Ms. Soldenski updated the commission on the RAD Conversion including the closing documents submitted to HUD for review, the remaining items to be completed, the HQS inspections conducted, plans for administration of the LHC HCV vouchers, future payments to vendors by the Lapeer Riverview Towers, LLC and policies to be put in plan for the LHC and LRT, LLC.

Resolution #157-2016 – RAD Conversion - Closing

Ms. Soldenski reviewed Resolution #157-2016 outlining the operating agreement for Riverview Towers between the LHC and LRT, LLC to be approved as part of the RAD closing. It was moved by Commissioner Roberts and supported by Commissioner Creighton to approve Resolution #157-2016 as follows:

Resolution #157-2016

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has offered the Rental Assistance Demonstration (RAD) program to existing Public Housing Agencies to convert from Public Housing to either Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) and;

WHEREAS, Lapeer Housing Commission (LHC) has applied, submitted a Financial Plan, and has been asked by HUD to complete/close a RAD conversion in 2016 from Public Housing for Riverview Towers to Project Based Vouchers under the RAD program and;

WHEREAS, the Lapeer Housing Commission has signed a RAD Conversion Commitment (RCC) to proceed to close on 6/28/2016 and;

WHEREAS, the Lapeer Housing Commission has created a Limited Liability Company, Lapeer Riverview Towers (LRT), LLC where the Lapeer Housing Commission is the sole member, for purposes of ownership and management of Riverview Towers under the new RAD conversion, and upon close will need to be fully operational and;

WHEREAS, the LHC and LRT LLC would like to establish that all current policies and procedures under the former public housing will remain under the new "ownership" entity of the LLC, yet may be altered via standard approval methods in the future and;

WHEREAS, the LHC bank accounts formerly used for public housing via Lapeer County Bank and Trust, Co. will be converted to the new Lapeer Riverview Towers, LLC name and tax ID number as approved by both LHC and HUD and;

WHEREAS, the LHC board members will govern the Lapeer Riverview Towers, LLC and board positions will remain the same for both entities; and the Lapeer Housing Commission Executive Director will formally take on the role of “manager” of the Lapeer Riverview Towers, LLC and;

WHEREAS, the signature authority that is maintained for the Lapeer Housing Commission will be the same signature authority in preparation for close and immediately thereafter for the Lapeer Riverview Towers, LLC ownership entity, and;

THEREFORE, BE IT RESOLVED that the Lapeer Housing Commission approves the closing of the RAD conversion; the use of a Limited Liability Company (LLC), Lapeer Riverview Towers, LLC where Lapeer Housing Commission is the sole member for purposes of ownership and management of Riverview Towers under the new RAD conversion upon close; the use of all existing policies and procedures for the LLC; the use and conversion of existing bank accounts to the new LLC; the organizational structure to remain with board members governing the LLC and the Executive Director of LHC becoming manager of the LLC; and finally that all signature authority that is in place for the LHC be the same for the Lapeer Riverview Towers, LLC upon closing for the RAD conversion.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers Electrical Panel Project

Ms. Soldenski updated the commission on the electrical panel replacement project stating a change order will be submitted due to the wall materials found to be surrounding the panels in floors 1 through 3.

Resolution #156-2016 – PHA HUD Operating Budget – FY 2016-17

Ms. Soldenski reviewed various line items of the proposed FY 2016-17 PHA Operating Budget including income, expenses, the reserve fund balance, salaries for employees and contracted positions and liabilities. Discussion was held regarding the plan for financial reporting after completion of the RAD conversion. After discussion, it was moved by Commissioner Creighton and supported by Commissioner Roberts to approve Resolution #156-2016 – PHA HUD Operating Budget for Fiscal Year 2016-17.

MOTION CARRIED.

Ms. Soldenski reported HUD has accepted the response submitted June 15, 2016 regarding the five concerns noted in the Voucher Management System audit for the period of January to December 2015.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 5:00 p.m.

Ms. Denise Soldenski, Executive Director