

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
AUGUST 18, 2016**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, August 18, 2016 at 4:13 a.m.

Members Present: Commissioners Jim Mikus, Kerri Roberts, Jennell RaCosta 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 4:13 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on July 21, 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

Ms. Soldenski reviewed the fiscal year-end financial statements indicating it was a positive year and that reserve funds will carry over into the new fiscal year under each program per regulations.

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

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

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

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) 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, RaCosta, and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported everything is going well at Riverview, that the FRIENDS lease is expiring and requested approval of a two-year renewal of the lease.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve a renewal lease with FRIENDS for two years with no increases.

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

Nays: None.

Abstain: None.

Absent: Commissioner Creighton.

MOTION CARRIED.

COMMISSIONER COMMENTS

Chairman Mikus inquired if Elvis was coming to Lapeer Days.

STAFF REPORTS

Executive Director

RAD Conversion

Ms. Soldenski informed the Commission the additional funds for her were to cover the RAD Conversion document recording fees and that the conversion is complete as of the closing which on August 10, 2016. Ms. Soldenski stated new tenant leases have been signed, the HQS inspections were passed and the electrical panel project is getting ready to begin. The new Housing Assistant Payment (HAP) Contract will begin on September 1, 2016 for a period of 15 years. HUD payments will continue similar to public housing, operating funds and a portion of capital funds until 2016 year end; then LHC will receive subsidy for the Project Based Vouchers beginning January 1, 2017.

Ms. Russell informed the Commission of the comments made by City Attorney Mike Nolan at Monday's City Commission meeting in regards to Denise Soldenski on what a great job she has done stating she is gem, that she has gone above and beyond her duty, has put in a substantial amount of time into the RAD conversion and completed it flawlessly. Ms. Soldenski stated that she could not have completed the conversion without Mr. Nolan's responsive help and the great help of her staff.

Ms. Soldenski stated as part of the conversion, the policies and procedures need to be updated and requested approval of the following changes in policies and procedures for Riverview Towers, LLC: 1) Anything that indicates Lapeer Housing Commission should be switched to Lapeer Riverview Towers, LLC; 2) The Pet Policy will now be one version which will include a permission form not to exceed pet visitors longer than two weeks at a time; the pet deposit will be ½ of the current total tenant payment versus ½ of tenant's security deposit; 3) Pets are not to exceed 20 lbs. or 12 inches at full growth; 4) Fur bearing pets must wear flea collars at all times and prove that they have flea management; 5) Use of litter boxes for cats are mandatory; 6) Pet waste is not to be put down the trash shoots but placed in dumpster; 7) Add a signature page for tenants indicating removal of pet within 10 days if there is a violation in any pet policy; 8) Late fees will be \$1/day; 9) Security deposits will be returned within 30 days of departure if applicable; 10) If property is left for 15 days with unpaid rent it will be considered abandonment and property will be disposed of; 11) Remove all references to pull cords from Emergency Preparedness; and 12) Remove Chairperson's telephone number from residential handbook reference in Emergency Preparedness and include reference to Lapeer Riverview Towers LLC in the Emergency Preparedness.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve revisions in the policies at Riverview Towers, LLC as follows: 1) Anything that indicates Lapeer Housing Commission should be switched to Lapeer Riverview Towers, LLC; 2) The Pet Policy will now be one version which will include a permission form not to exceed pet visitors longer than two weeks at a time; the pet deposit will be ½ of the current total tenant payment versus ½ of tenant's security deposit; 3) Pets are not to exceed 20 #s or 12"s at full growth; 4) Fur bearing pets must wear flea collars at all times and prove that they have flea management; 5) Use of litter boxes for cats are mandatory; 6) Pet waste is not to be put down the trash shoots but placed in dumpster; 7) Add a signature page for tenants indicating removal of pet within 10 days if there is a violation in any pet policy; 8) Late fees will be \$1/day; 9) Security deposits will be returned within 30 days of departure if applicable; 10) If property is left for 15 days with unpaid rent it will be considered abandonment and property will be disposed of; 11) Remove all references to pull cords from Emergency Preparedness; and 12) Remove Chairperson's telephone number from residential handbook reference in Emergency Preparedness and include reference to Lapeer Riverview Towers LLC in the Emergency Preparedness.

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

Nays: None.

Abstain: None.

Absent: Creighton.

MOTION CARRIED.

Ms. Soldenski informed the Commission that she will be going to HUD's Detroit Field Office for a conference Thursday and Friday, September 1st and 2nd for training on processes, that Casey Gavan will be off-site in training all next week for Section 8 and Janelle Jackson is training periodically online.

OTHER BUSINESS

Commissioner VanWagnen questioned what kind of materials the electrical panel project ran into. Ms. Soldenski stated it was concrete on the first through third floors.

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