

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

A regular meeting of Lapeer Housing Commission and Lapeer Riverview Towers, LLC was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, September 15, 2016 at 4:08 p.m.

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

Members Absent: Commissioners Rachelle Creighton and Kerri Roberts.

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 4:08 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the minutes of the regular meeting held on August 18, 2016 as presented.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

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 and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the monthly bills as follows: 1) Riverview Towers LLC Checking Account; 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 VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported everything is going well at Riverview and informed the Commission that residents will continue working on the Emergency Preparedness, however, will not be having a fire drill due to time needed for other projects and not wanting to rush the residents and possibly incur injuries.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Lapeer Housing Commission/Riverview Towers, LLC/RAD Conversion

Ms. Soldenski informed the Commission that from this meeting and going forward the Lapeer Housing Commission Agenda and the Riverview Towers, LLC Agenda would be one in the same. The RAD conversion closed on August 10, 2016, all banking accounts have been switched over, there are two different tax id's, there will still be financial statements and balance sheets from the accountant and there will still be an operating income statement for Riverview Towers. Section 8 will not change at all. Administrative fees and HAP costs may change slightly due to paying additional project based vouchers.

As part of finalizing the conversion, additional policies and procedures need to be updated/added. Ms. Soldenski reviewed and requested approval of the following changes in policies and procedures: completion of Management Policy for Riverview, PBV Chapter, and HCV Admin Plan for RAD conversion; changing both grievance policies to provide 10 business days vs. 10 calendar days to submit an informal review or hearing to be consistent with HCV and Riverview policy; changes in waitlist preference points and combination waitlists to accommodate RAD conversion; Applications to be modified to include more specific for UFAS units on RV app, reference to being allowed to apply for HCV on RV app, and HCV app to include reference to RV PBV waitlist; and finally the use of a consent form between LHC and LRT for complete sharing of information. Ms. Soldenski indicated they would like to start using these new policies effective tomorrow.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve policies and procedures changes to include: completion of Management Policy for Riverview, PBV Chapter, and HCV Admin Plan for RAD conversion; changing both grievance policies to provide 10 business days vs. 10 calendar days to submit an

informal review or hearing to be consistent with HCV and Riverview policy; changes in waitlist preference points and combination waitlists to accommodate RAD conversion; Applications to be modified to include more specific for UFAS units on RV app, reference to being allowed to apply for HCV on RV app, and HCV app to include reference to RV PBV waitlist; and finally the use of a consent form between LHC and LRT for complete sharing of information, effective September 16, 2016.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

Electrical Panel Project

Ms. Soldenski updated the Commission on the electrical panel project stating they have not started the project and have not signed any paperwork. Ms. Soldenski will attempt to have all paperwork signed and a job start date selected by the end of this week.

HUD Fair Market Rent

Ms. Soldenski requested approval for changing LHC policy on payment standards based on HUD Fair Market Rent as follows: The Lapeer Housing Commission will review its determination of the payment standard annually after publication of the Fair Market Rents by HUD typically in October. Annual changes in payment standards may be effective for annuals, new admissions, moves, or port-ins as soon as possible after release of the HUDs Fair Market Rents on October 1st of each year when existing payment standards would be outside of the approved range, 90-110%, of the newly released fair market rents, and with Lapeer Housing Commission approval. Payment standards changes will be effective in January following the approved changes when the existing payment standards fall within the 90-110% of the newly released fair market rents with the Lapeer Housing Commission board of approval. Ms. Soldenski is also requesting approval to begin using payment standards at 110% of HUD's Fair Market Rent beginning January 1, 2017.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the new policy change and approve using payment standards at 110% of HUD's Fair Market Rent beginning January 1, 2017.

Yeas: Commissioners Mikus, RaCosta and VanWagnen.

Nays: None.

Abstain: None.

Absent: Commissioners Creighton and Roberts.

MOTION CARRIED.

Commissioner Training

Ms. Soldenski informed the Commission that HUD is requesting that board members become more engaged and possibly take some on-line training courses. Ms. Soldenski will review the on-line courses and, if applicable, will present them for the board members review, possibly at a future board meeting.

OTHER BUSINESS

Commissioner VanWagnen questioned the number of apartments at Riverview which is 60 units. Commissioner VanWagnen also questioned how Lapeer Housing staff would know who was out of their apartments if a fire alarm occurred. Ms. Jackson informed the Commission that the fire department would be responsible for making sure the residents are out of their apartments. There are also rules for the residents to leave their apartments and gather in the Common Room wherein a listing of residents can be checked. The Fire Department also knows where rosters are kept throughout the building which includes pets. An additional procedure is also to have chalk marked on the floor of each unit indicated it has been checked to make sure it is empty. Residents are also requested to inform the office staff when they are going to be on vacation or away from their apartment for any length of time.

Commissioner VanWagnen questioned the electrical contracts, were they signed and when would the project begin. Ms. Soldenski indicated the paperwork is still unsigned and at this point a start date for the project is still to be determined. A 90 day notice will be sent out as soon as a start date is determined.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:43 p.m.

Ms. Denise Soldenski
Executive Director