

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JANUARY 19, 2017**

A regular meeting of Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, January 19, 2017 at 4:25 p.m.

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

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 4:25 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on December 15, 2016 as presented.

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

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 Roberts to approve the monthly financial report as presented.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported there were additional vacancies since last month's report, however she is moving down the wait list and expects all units to be filled by April 1, 2017.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

New Board Member

Ms. Soldenski welcomed Ms. Cheyenne Brodt as the newest board member of LHC and indicated she will also be a member of the Housing Board of Appeals. Ms. Brodt received a board member policy manual and was sworn in prior to the start of the meeting. Ms. Soldenski noted that Ms. Kerri Roberts has been added as a signatory for the LHC bank accounts at Lakestone Bank as Treasurer.

Standard Maintenance Fee/Charges Approval – Effective 2/1/17

Ms. Soldenski reviewed a new Standard Maintenance Fee/Charges for 2017 for the residents. Due to the many variables and time constraints on staff that need reimbursement, Ms. Soldenski requested approval for the Standard Maintenance Fee/Charges to be effective 2-1-2017 for all residents. This new fee schedule will be posted at Riverview, will be sent to all residents and will be part of resident orientation.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the Standard Maintenance Fee/Charges to be effective 2-1-2017.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Electrical Panel Project

Ms. Soldenski reported the Electrical Panel Project has been finalized and came in at a total cost of \$172,873. With this payment completed, the last of the 2015/2016 capital funds are spent and the close out paperwork will be submitted. No further capital funds will be part of the Riverview, LLC due to the RAD conversion. Ms. Soldenski also stated that it is going to be the practice to continue performing and presenting annual & five year plans to the Commission, as it is important to keep planning and showing what projects will be put in place for Riverview, LLC. The public hearing for the annual plan will be set for the March 16, 2017 meeting.

Change in Ownership Policy Change Approval – Effective 1-19-2017

Ms. Soldenski informed the Commission that clear guidelines do not exist in the policies regarding change of ownership in landlords for the Lapeer Housing Commission Housing Choice Voucher Program. The new policy would need to include effective dates of change, proof of ownership, taxes, payee registration with bank account information clearly

stated for direct deposit, a W-9, as well as a management agreement if required. The Housing Assistance Payment contract would also need to be updated with a new owner. Ms. Soldenski requested approval of a new Housing Choice Voucher Policy for Section 8 and for the Lapeer Housing Commission to include clear documentation.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve a new Change in Ownership policy for the Housing Choice Voucher Program for Section 8 and for the Lapeer Housing Commission to include the following: effective dates of ownership change, proof of ownership, taxes, payee registration with bank account information clearly stated for direct deposit, a W-9, as well as a management agreement if required to be effective 1-19-2017.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Proposed Smoke Free Plan/Timeline Approval

Ms. Soldenski presented a proposed Smoke Free Plan for Riverview Tower stating she would like to move this program forward effective April 1, 2017. This plan would grandfather in the tenants that are current residents that smoke, however, anyone moving in after April 1, 2017 will not be allowed to smoke in the building or in their private units. Visitors will not be allowed to smoke in any part of the building. This information will be placed on the tenant applications and everyone on the wait list will be informed to see if they want to remain on the wait list. There was discussion regarding outside smoking. It was the consensus that outside smoking would not be part of the policy, however, Ms. Soldenski would check with City Attorney Mike Nolan as to the law regarding how far away you have to be from any structure to smoke. Ms. Soldenski requested approval to move forward to incorporate the smoke free plan.

It was moved by Commissioner Roberts and supported by Commissioner RaCosta to approve moving forward with the proposed smoke free plan effective 4-1-2017.

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

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

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