

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
NOVEMBER 16, 2017**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, November 16, 2017 at 4:12 p.m.

Members Present: Chairman Jim Mikus, Commissioner Chuck Dixon and Commissioner Kerri Roberts.

Members Absent: Vice Chairperson Jennell RaCosta and Commissioner Cheyenne Brodt.

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 4:12 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the minutes of the regular meeting held on October 19, 2017 as presented.

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Brodt.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the monthly financial report as presented

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Brodt.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Roberts and supported by Commissioner Dixon 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, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Brodt.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported a Riverview Towers tenant is writing a monthly newsletter which most recently included interviews with downtown businesses and resulted in Woodchips providing a free catered tenant dinner on November 28th.

COMMISSIONER COMMENTS

There were no commissioner comments.

STAFF REPORTS

Executive Director

Riverview Towers

Ms. Soldenski reminded the members the tenant holiday luncheon is been scheduled for Wednesday, December 13th at 11:30 a.m., updated the board on the key fob project and reported the audit has been completed with no findings.

AC Unit Replacements

Ms. Soldenski reviewed four bids received to replace two air conditioning units with condensers in the Riverview Towers office area. It was moved by Commissioner Roberts and supported by Commissioner Dixon to award the project contract to Goyette Mechanical for replacement of two air conditioning units with condensers in the amount of \$4,340.

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Brodt.

MOTION CARRIED.

Payment Standard Correction

It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the corrected HUD Payment Standard of \$1,690 for 5 bedroom units accepted October 1, 2017 for new admissions, ports, moves and annuals for Lapeer and Genesee counties to be effective January 1, 2018.

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta and Brodt.

MOTION CARRIED.

LHC Section 8 Administrative Policy Amendment – Waitlist Deferment

Ms. Soldenski reviewed her request for a policy amendment to maintain a ratio of 75% new admissions of extremely low income applicants for Lapeer Riverview Towers and the Project Based Voucher Program. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the amendment to the LHC Section 8 Administrative Policy clarifying deferred waitlist applicants with extremely low income level.

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta and Brodt.

MOTION CARRIED.

Lapeer Riverview Towers Management Plan Policy Amendment

Ms. Soldenski reviewed her request for a policy amendment to reject rent payments by personal check if a tenant's check is returned two times for insufficient funds. It was moved by Commissioner Dixon and supported by Commissioner Roberts to amend the Lapeer Riverview Towers Management Plan policy to require rent payments by money order and refuse personal checks if a tenant's check is returned twice by a financial institution for insufficient funds.

Yeas: Commissioners Mikus, Roberts and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta and Brodt.

MOTION CARRIED.

ADJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:30 p.m.

Ms. Denise Soldenski
Executive Director