

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
MAY 18, 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, May 18, 2017 at 4:22 p.m.

Members Present: Commissioners Jim Mikus, Jennell RaCosta, Kerri Roberts and Chuck Dixon.

Members Absent: Commissioner Cheyenne Brodt.

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 4:22 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on April 20, 2017 as presented.

Yeas: Commissioners Mikus, Dixon, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Brodt.

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, Dixon, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: 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 RaCosta 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, Dixon, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Brodt.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported Riverview Towers had one day of full occupancy, however, movement of residents continues. The residents at Riverview are excited that Elvis will be visiting and the raffle for the old furniture was completed and it went to someone in need.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Ms. Soldenski requested approval for new 2017 income limits for admission to both the HCV and PBV programs effective 5/18/2017.

It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve new 2017 income limits for admission to both the HCV and PBV programs effective 5/18/2017.

Yeas: Commissioners Mikus, Dixon, RaCosta and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Brodt.

MOTION CARRIED.

Ms. Soldenski informed the Commission that the new lobby furniture was delivered and looks nice, that bid requests have been sent out to complete the electrical panels that were part of the larger original electrical panel project and that Goyette, OSC and Wienstein are all interested in bidding the project. A pre-bid walk through is scheduled for June 2, 2017.

Ms. Soldenski reported she is working towards translation of policies and documents for Limited English Proficiency (LEP), that she is reviewing the City's policy and hopes to adopt it for LHC.

Ms. Soldenski reported she attended the NAHRO conference and learned several new topics which included items regarding the electronic software, the do's and don'ts of drug testing, violence in the workplace, active shooter and bomb threats, the possibility of placing a camera in the lobby, CDBG downtown development class and an environmental review policy class from HUD.

For the RAD PBV units, the Lapeer Riverview Towers needs to request a rent increase from the Lapeer Housing Commission 120 days prior to the annual Housing Assistance Payment anniversary of 9/1/17. The rent increase is based on a Federal adjustment factor called the Operating Cost Adjustment Factor (OCAF) which is 1.7% for Michigan. This increase is similar to a cost of living increase for the apartment complex rent which can increase each year. The LHC is required to give 30 day notice to residents for any rent increase. Chairman Mikus questioned how this affects the residents and Ms. Soldenski reported it doesn't as the residents are only charged 30% of their income and HUD actually ends up paying the increase and is agreeing to pay LRT the contracted rent per the HAP agreement. Commissioner Dixon questioned how the 1.7% increase is determined, is it the building, employees, cost of living, utilities, those types of items contribute to the increase? Ms. Soldenski indicated that is not factored in, that the 1.7% is a Federal rate which is calculated for State. For Michigan the 1.7% is the maximum we can ask for. LHC also has to conduct apartment complex rent comparisons via a third party so she is aware of the area comparable rents for similar unsubsidized units which the proposed rent increase for Riverview is comparable and reasonable..

It was moved by Commissioner Dixon and supported by Commissioner RaCosta to approve a 1.7% increase for the Operating Cost Adjustment Factor (OCAF) to be effective 9-1-2017 for the Riverview Towers rent increase.

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

Nays: None.

Abstain: None.

Absent: Commissioner Brodt.

MOTION CARRIED.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:40 p.m.

Ms. Denise Soldenski
Executive Director