

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
JULY 20, 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, July 20, 2017 at 4:13 p.m.

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

**Members Absent:** Vice Chairperson Janelle 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 4:13 p.m.

**MINUTES**

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the minutes of the regular meeting held on June 15, 2017 as presented.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner 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:** Commissioner 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:** Commissioner RaCosta and Brodt.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

Ms. Jackson reported things have been going smoothly at Riverview Towers. Ms. Soldenski updated the board on receipt of the DTE Energy bill for multiple billing periods.

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

#### **Riverview Towers**

Ms. Soldenski reported the new electrical panels for the Riverview Towers elevator room and laundry area are on order.

#### **Floor Covering Replacement Project**

Ms. Soldenski reviewed three bids received for the Riverview Towers 1<sup>st</sup> floor and vestibule area floor covering replacement project and requested approval to award the contract to Excalibur Carpet & Air Duct Cleaning. Ms. Soldenski stated she hopes to replace the floor coverings on one or two floors each year. After discussion regarding contractor work times and noise, it was moved by Director Roberts and supported by Director Dixon to award the contract for the 1<sup>st</sup> floor and common area floor covering project to Excalibur Carpet & Air Duct Cleaning in the amount of \$5,575.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta and Brodt.

**MOTION CARRIED.**

#### **Document Translation Project**

Ms. Soldenski reviewed three bids received for the document translation project and requested to award the contract to Languages Unlimited. It was moved by Commissioner Dixon and supported by Director Roberts to award the Document Translation to Spanish project contract to Languages Unlimited in the amount of \$882.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta and Brodt.

**MOTION CARRIED.**

**Limited English Proficiency Language Action Plan**

Ms. Soldenski reviewed the Limited English Proficiency Language Action Plan, the current processes used by staff and stated the plan will be revised to note vital documents will be translated. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the Limited English Proficiency Language Action Plan effective immediately.

**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.

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Ms. Denise Soldenski  
Executive Director