

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JANUARY 18, 2018**

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, January 18, 2018 at 4:12 p.m.

Members Present: Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner Cheyenne Brodt and Commissioner Kerri Roberts.

Members Absent: Commissioner Chuck Dixon.

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 RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on December 21, 2017 as presented.

Yeas: Commissioners Mikus, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

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

Yeas: Commissioners Mikus, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner Brodt 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, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported Riverview Towers now has a deaf tenant who has been warmly received by the residents and stated it has been a good learning experience for the residents as well as staff.

COMMISSIONER COMMENTS

There were no commissioner comments.

STAFF REPORTS

Executive Director

Riverview Towers

In Ms. Soldenski updated the commission on the Riverview Towers main entry key fob project stating the project increased by \$100 to accommodate the addition of a pin pad entry and that the north, south and main entry doors will also be re-keyed.

Reserve for Replacements Policy

Ms. Soldenski reviewed the auditor's recommendation to set a Reserve for Replacements policy to be utilized for improvements to the building over time and the suggested range of funds to reserve. Ms. Soldenski reviewed certain expenses currently budgeted in the operating expense category which could be paid from the reserve fund and the current balance of reserve funds. After discussion it was moved by Commissioner Roberts and supported by Commissioner Brodt to include the Reserve for Replacements Policy in the LHC/LRT Administrative Policy effective immediately which describes the fund and sets an optimal range of \$100,000 to \$150,000 for the balance.

Yeas: Commissioners Mikus, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

Audit Services Bid Acceptance

Ms. Soldenski reported bids for independent auditor services were sent to four companies and that one bid was received from the current auditor John C. DiPiero at a cost of \$3,900 for FYE 6/30/18, \$4,000 for FYE 6/30/19 with options for two

extensions of \$4,100 for FYE 6/30/20 and \$4,200 for FYE 6/30/21. Discussion was held regarding recent issues with the current audit, Mr. DiPiero's experience with RAD projects and complications resulting from the recent conversion to a RAD based project from a PHA for 10 months of the fiscal year ended June 30, 2017.

After discussion, it was moved by Commissioner RaCosta and supported by Commissioner Roberts to accept the bid from John C. DiPiero of \$3,900 for the FYE 2018 Audit and \$4,000 for the FYE 2019 Audit with the potential to extend the contract 2 additional years at the quoted price as long as both parties agree at the time.

Yeas: Commissioners Mikus, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

Financial Statements – Period Ended June 30, 2017

Ms. Soldenski distributed and reviewed the LHC Financial Statement for the period ended June 30, 2017. Ms. Soldenski reviewed the Management Discussion and Analysis and stated there were no findings in the report. It was moved by Commissioner RaCosta and supported by Commissioner Roberts to accept the Lapeer Housing Commission Financial Statement for the period ended June 30, 2017.

Yeas: Commissioners Mikus, RaCosta, Brodt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner Dixon.

MOTION CARRIED.

Ms. Soldenski updated the board on new HUD reporting regulations for Lead Based Paint and identification of children with Elevated Blood Lead Levels (EBLL) stating she will be meeting with a Lapeer County Health Department representative to develop a memo of understanding and initiate a plan.

Ms. Soldenski informed the commission the public hearing for the PHA Annual Plan is scheduled for the March 15th meeting.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:44 p.m.

Ms. Denise Soldenski
Executive Director