

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
NOVEMBER 15, 2018**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, November 15, 2018 at 4:21 p.m.

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

**Members Absent:** Vice Chairperson Jennell RaCosta.

**Also Present:** Ms. Denise Soldenski, Executive Director, Ms. Shelley Lincoln, Grant Administrator, and Ms. Janelle Jackson, Housing Manager.

Chairman Mikus called the meeting to order at 4:21 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 18, 2018 as presented.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**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, Dixon, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**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, Dixon, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

There were no additional comments.

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

#### **Riverview Towers Housing Manager Contract**

Ms. Soldenski reviewed the proposed two-year Riverview Towers Housing Manager Contract with Janelle Jackson stating Ms. Jackson's services are split between the Housing Choice Voucher/Section 8 Program and Riverview Towers. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the Housing Manager Contract for Riverview Towers with Janelle Jackson for the two-year period of January 1, 2019 to December 31, 2020.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

#### **Riverview Towers Floors 2 & 5 Hallway Carpet**

Ms. Soldenski updated the commission on recent major maintenance issues at Riverview Towers including replacement of the hot water tank, boiler expansion tanks and a HVAC system motor and stated a preventative maintenance program is currently being developed. Ms. Soldenski reviewed the carpet replacement project for floors 2 & 5 at Riverview Towers, the bids received and stated floor covering replacement on floors 3, 4 & 6 will be completed at a future date. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Chesnutt to award the contract for the Riverview Towers Floors 2 & 5 Hallway Carpet Replacement Project to Excalibur Carpet & Air Duct Cleaning in the amount of \$9,000.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

**Riverview Towers FRIENDs Office Carpet Replacement**

Ms. Soldenski updated the commission on the carpet replacement project for the FRIENDS office area and the option of splitting the project cost with the FRIENDS owner. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Chesnutt to award the contract for the Riverview Towers FRIENDS Office Carpet Replacement Project to The Carpet Store in the amount of \$604.06.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

Ms. Soldenski updated the commission on the City Attorney's review of the HUD auditor's suggested operation changes and her discussion of the issue with a HUD auditor from Ironwood. Ms. Soldenski also distributed and reviewed the proposed Riverview Towers Community Room Use Policy and application process. The commissioners will review the policy and consider approval at the December meeting.

**HCV / Section 8 Housing Manager Contract**

Ms. Soldenski reviewed the proposed two-year Housing Choice Voucher/Section 8 Housing Manager Contract with Janelle Jackson. It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the Housing Manager Contract for the Housing Choice Voucher/Section 8 Program with Janelle Jackson for the two-year period of January 1, 2019 to December 31, 2020.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

**AJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 5:01 p.m. **MEETING ADJOURNED**

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Ms. Denise Soldenski  
Executive Director