CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
OCTOBER 16, 2014

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, October 16, 2014 at 4:55 p.m.

Members Present: Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner David Weir and Commissioner David VanWagnen.

Members Absent: Commissioner Virginia Sloan.

Also Present: Ms. Denise Soldenski, Executive Director, Ms. Shelly Lincoln, Grant Administrator, and Ms. Dorothy Dennis, Riverview Towers Building Manager.

Chairman Mikus called the meeting to order at 4:35 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Weir to approve the minutes of the regular meeting held on September 18, 2014 as presented.
Yeas: Commissioners Mikus, Weir, VanWagnen and RaCosta.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

RIVERVIEW TOWERS

Ms. Dennis reviewed additional checks submitted for payment approval.

MONTHLY BILL APPROVAL

It was moved by Chairman Mikus and supported by Commissioner RaCosta to approve the monthly bills as follows: 1) Public Housing Operating Fund; 2) Public Housing Capital Fund; 3) Housing Choice Voucher – Monthly Landlord Payments; and 4) Housing Choice Voucher as presented.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

Ms. Dennis informed the Commission that if anyone is interested, she has a name of a senior companion who is available and does very good work.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Financial Statements

Ms Soldenski reviewed the financial statements, indicating she completed the management discussion analysis which the auditors normally complete for $550 to $800. Ms. Soldenski reviewed two note worthy items: 1) Section 8 HAP has been reduced significantly due to basing funds on a three month average and taking money from reserves; and 2) The planned budget was expecting a $84,000 loss, however, ended up with approximately $41,000 in operating income due to not contracting jobs out and the current maintenance person doing a lot more than the previous person in the job. Ms. Soldenski reported there were no findings, however, indicated the tenant services fund is not appropriate for use to fund the annual party in December and that she will ask HUD what might be acceptable for use of tenant services fund for the annual party meal. If this request is denied Ms. Soldenski suggested paying for the meat and asking others to chip in and have a type of potluck luncheon for the residents for Christmas.

Travel and Entertainment Policy

Ms. Soldenski reported that since Commissioners are allowed to attend training sessions/conferences related to Housing, the Commissioners need to be added to the Travel and Entertainment Policy.

It was moved by Commissioner Weir and supported by Commissioner VanWagnen to approve adding the Commissioners to the Travel and Entertainment Policy, allowing Commissioners to travel and attend training sessions.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

Plumbing Project

Ms Soldenski informed the Commission the plumbing project had some venting issues which have been resolved and she is waiting to receive payroll certification before releasing final payment to Goyette.

MSHDA State Housing Development Authority Utility Schedule

Ms Soldenski informed the Commission that that the Utility Schedule has changed and requested approval to update to the schedule effective January 1, 2015.

It was moved by Commissioner RaCosta and supported by Commissioner Weir to approve updating the Lapeer Housing Commission Utility Schedule effective January 1, 2015.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

Commissioner Binder

Ms. Soldenski stated the auditors suggested the Commissioners have a binder with By-Laws included in and during review of an old binder, there were two mission statements. Ms. Soldenski requested approval to combine the two statements into one statement.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to revise the Mission Statement by combining two old mission statements into one statement.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

By-Laws

Ms. Soldenski reviewed the By-Laws and requested approval to make a change which currently states the annual meeting is in August when in actuality the meeting has been held in October each year,

It was moved by Commissioner Weir and supported by Commissioner RaCosta to approve changing the By-Laws for the annual meeting to be October instead of August.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

Commissioner Binder

Ms. Soldenski stated she has revised Commissioner Miller's old Commissioner binder and added in a section for the Lapeer Housing Commission Policies which include the Personnel Policy and Procedures, the Administrative Polices, the Public Housing Polices, the Housing Choice Voucher Policies and the Procurement Policies.

Election of Officers

After discussion, it was moved by Commissioner Weir and supported by Commissioner VanWagnen to approve the election of Officers as follows: Jim Mikus as Chairman, Jennell RaCosta as Vice Chairperson, David Weir as Treasurer and Virginia Sloan as Secretary.
Yeas: Commissioners Mikus, RaCosta, Weir and VanWagnen.
Nays: None.
Abstain: None.
Absent: Commissioner Sloan.
MOTION CARRIED.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 5:03 p.m.

Ms. Denise Soldenski
Executive Director