

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
MARCH 20, 2014**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, March 20, 2014 at 4:11 p.m.

Members Present: Chairman Jim Mikus, Commissioner Don Miller and Commissioner Virginia Sloan.

Members Absent: Commissioner David Weir and Commissioner Jennell RaCosta (both excused).

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

Prior to the start of the meeting, Commissioner Don Miller indicated this would be his last meeting as he is moving out of the City of Lapeer and would not be able to continue as a Commissioner. He has given the City Clerk a letter of resignation.

Chairman Jim Mikus called the meeting to order at 4:11 p.m.

**MINUTES**

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve the minutes of the regular meeting held on February 20, 2014 as presented.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**MOTION CARRIED.**

Ms. Soldenski requested a motion to add Item G.1.d., Capital Funds, to the agenda.

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve the addition of Item G.1.d., Capital Funds to the agenda.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**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 Commissioner Miller and supported by Commissioner Sloan 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, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**MOTION CARRIED.**

#### **Beauty Salon**

Ms. Dennis informed the commission the Beauty Salon renter would like to renew her lease for another year at the current rate.

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve renewal of the Beauty Salon lease effective 4/1/2014.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**MOTION CARRIED.**

#### **Miscellaneous Bill Explanations**

Ms. Soldenski updated the commission on the \$7,000 gas bill which doubled from the last bill stating after investigating the increase and determining that Volunteer Services prices increased due to gas shortages, a cancellation of service with Volunteer Services was completed and a new gas provider service is being investigated in combination with the City's service, Constellation Gas. If Constellation Gas price cannot be negotiated, Riverview Towers will stick with the Consumers Energy rate.

Ms. Soldenski commented on the Stevenson Company bill for liability insurance which is due on April 14, 2014 stating the bill is being paid with the possibility of refunding if another agency is more cost effective. All bids will be brought to the Commission prior to switching services if a lower price is given by another company.

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

##### **Janitorial Contract**

Ms. Soldenski updated the commission on the current contract for janitorial services which was for three years and stated the new contract will be for two years due to HUD requirements per the auditor. Ms. Soldenski stated bids were sent out with only two contractors returning pricing, Service Master in the amount of \$28,638 for two years and the current service provider Country Clean in the amount of \$28,800 for two years. After reviewing training and salaries, Ms. Soldenski requested approval to retain Country Clean for janitorial services.

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve the janitorial services contract for two years with Country Clean in the amount of \$28,800.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**MOTION CARRIED.**

#### Green Physical Needs Assessment (GPNA)

Ms. Soldenski reported HUD is requiring all PHA's to conduct a Green Physical Needs Assessment (GPNA) and stated a GPNA consultant will come into the building and identify any areas that can be improved to save energy and/or improve the environment as well as evaluate all building systems/components to determine estimated date of replacement. Ms. Soldenski stated this assessment will drive future capital fund expenditures and entails a very large database which the consultant would create and then be managed by the Housing department. Ms. Soldenski requested approval to hire UP Engineer Architect in the amount of \$5,900 to conduct the GPNA.

It was moved by Commissioner Miller and supported by Commissioner Mikus to approve a contract with UP Engineer Architect for a Green Physical Needs Assessment in the amount of \$5,900.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

**MOTION CARRIED.**

#### Asbestos Survey

Ms. Soldenski updated the commission on the asbestos survey which has been completed and stating a report will be provided as soon as they are available.

#### 2014 PHA Plan

Ms. Soldenski updated the commission on the public hearing for the 2014 PHA Plan will be held at the April 17, 2014 Housing Commission meeting stating a resolution will be required stating a public hearing was held.

Ms. Soldenski reviewed future HUD requirement changes for Section 8. The first being the voucher size based on family, as well as the bedroom size actually rented. A unit can be rented with more bedrooms as long as they stay under the payment standard, however, utilities will no longer be based on the size of the unit but be set on the size of the voucher. Therefore, if a family wants a bigger unit, they will pay the difference in utilities. The second possible change will be defining extremely low income families to whatever is higher, 30% of median income or the Federal poverty level, allowing families to make a little more money and still qualify for the program. The third possible change will be to go to HQS inspections every two years instead of an annual basis. Ms. Soldenski requested approval to add the three items above to the 2014 PHA Plan, as well as change the public housing flat rent requirement to 80% of fair market rent. If approved by the board, all the changes will be included in the LHC plans after HUD announces the official Notice.

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve adding the following additions to the 2014 PHA Plan and approval to include the additions as soon as HUD makes the requirements official: 1) Provide a utility allowance that links to the authorized voucher size for a family versus the size of the unit leased; 2) Broadening the definition of "extremely low-income" to apply to families with incomes that are the higher of 30% AMI or the Federal poverty level; 3) Authorization of Biennial HQS Inspection for HCV units and allowing the use of alternative Federal inspections standards to reduce duplication. Also, set Public Housing flat rents at no lower than 80% of Fair Market Rent for Lapeer County.

**Yeas:** Commissioners Mikus, Miller and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

### 2014 Capital Fund

Ms. Soldenski updated the commission on the 2014 Capital Funds which were released providing a \$50,488 balance. The release of these funds required various certifications to be submitted by April 15, 2014 such as civil rights certification, Federal transactions, drug free work place, as well as a certificate indicating any change in the mission statement and goals. Another requirement needing submission is what the plans are for the funds and the environmental review plan from the five year plan. With commission approval, the following will be submitted: 1) \$15,000 for plumbing project; 2) \$5,000 to replace the heat register covers in the common areas; 3) \$10,000 to put in fire alarm strobe lighting in the bedrooms of each unit; 4) \$15/unit to remove the combination light/fan switch to two separate switches; 5) \$2,500 for plumbing upgrade services; 6) \$5,900 for the Green Physical Needs Assessment; leaving \$10,088 to be put towards operating funds. Capital funds for 2013 were adjusted as the carport wasn't as expensive so the extra funds went towards the plumbing project. HUD did not have any issues with these adjustments so if we need to change the 2014 Capital Fund, it should not be a problem. Ms. Soldenski requested approval of the 2014 Capital Fund as outlined above.

It was moved by Commissioner Miller and supported by Commissioner Sloan to approve the 2014 Capital Fund as 1) \$15,000 for plumbing project; 2) \$5,000 to replace the heat register covers in the common areas; 3) \$10,000 to put in fire alarm strobe lighting in the bedrooms of each unit; 4) \$15/unit to remove the combination light/fan switch to two separate switches; 5) \$2,500 for plumbing upgrade services; 6) \$5,900 for the Green Physical Needs Assessment; leaving \$10,088 towards operating funds.

**Yeas:** Commissioners Mikus, Miller, and Sloan.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Weir.

### **ADJOURNMENT**

There being no further business, it was the consensus of the board to adjourn the meeting at 4:55 p.m.

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Ms. Denise Soldenski  
Executive Director