

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
AUGUST 20, 2015**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, August 20, 2015 at 4:33 p.m.

**Members Present:** Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner Rachelle Creighton, Commissioner Kerri Roberts and Commissioner David VanWagnen.

**Members Absent:** None.

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

Chairman Mikus called the meeting to order at 4:33 p.m.

**Agenda Amendment**

Ms Soldenski requested an amendment to the agenda to add an item to the agenda; Resolution 152 to approve a change to the Travel and Entertainment Policy.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to add an additional item to the agenda, Resolution 152.

**Yeas:** Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to approve the minutes of the regular meeting held on July 16, 2015 as presented.

**Yeas:** Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**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 RaCosta and supported by Commissioner Roberts 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, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

### **COMMISSIONER COMMENTS**

Chairman Mikus commented on this meeting being the last meeting for Dorothy Dennis and thanked Ms. Dennis for her dedication to Riverview Towers.

### **STAFF REPORTS**

#### **Executive Director**

##### *Retirement*

Ms. Soldenski announced Dorothy Dennis will retire on August 28, 2015, thanked Ms. Dennis for her services to Riverview Towers, informed the commission a retirement party/open house will be held on August 28<sup>th</sup> from 11:00 a.m. to 1:00 p.m. at Riverview and reported the Riverview tenants threw Ms. Dennis a nice retirement party as well.

##### *RAD*

Ms. Soldenski reported HUD has approved the RAD conversion for Riverview Towers, that she has ordered a survey to be completed by Rowe Engineering at a cost of \$3,900 plus additional encroachment costs of \$250/hour on the property as step one of this process. Ms. Soldenski reported step two involves hiring an organization to complete the Physical Condition Assessment which will cost approximately \$10,000 to \$15,000 and that she will present bids for the assessment at the September meeting.

##### *Fair Market Rents*

Ms. Soldenski reported HUD will release the Fair Market Rent figures on October 1<sup>st</sup>; however, that she estimates that they will remain at 100% for Lapeer County and 110% for Genesee County and requested approval to remain at these figures.

It was moved by Commissioner RaCosta and supported by Commissioner VanWagnen to keep the Fair Market Rents for Lapeer County at 100% and at 110% for Genesee County, effective October 1, 2015 when released by HUD.

**Yeas:** Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

Resolution # 152-2015 – Travel and Expense Policy

Ms. Soldenski reported the current Travel and Expense Policy states that the policy is for an “employee” and would like to change this policy to state any “staff” member, which would include contract employees as well as City employees.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve Resolution #152-2015, amending the Travel and Expense Policy to remove the word “employee” and replace it with the word “staff”.

**Yeas:** Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

Child Care Expenses

Ms. Soldenski reported the current Housing Commission policy on child care expenses deducted from income stated that if a client works or is doing a function through DHS for the Housing Choice Voucher program the age limit is 13 years of age, however, it should state that it is for children under the age of 13 years and requested approval to amend the current policy to state the age is under the age of 13 years, not 13 years old.

It was moved by Commissioner RaCosta and supported by Commissioner Creighton to approve amending the Housing Commission policy to state that child care expenses deducted from income if a client works or is doing a function through DHS will be for children under the age of 13.

**Yeas:** Commissioners Mikus, RaCosta, Creighton, Roberts and VanWagnen.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**OTHER BUSINESS**

Ms. Soldenski stated the Auditors will arrive August 31<sup>st</sup> for their annual audit.

**ADJOURNMENT**

There being no further business, it was the consensus of the board to adjourn the meeting at 5:00 p.m.

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Ms. Denise Soldenski  
Executive Director