

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
MARCH 16, 2017**

A regular meeting of the Lapeer Housing Commission was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, March 16, 2017 at 4:35 p.m.

Members Present: Commissioners Jim Mikus, Kerri Roberts, Cheyenne Brodt and Chuck Dixon.

Members Absent: Commissioner Jennell RaCosta.

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

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

MINUTES

It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the minutes of the regular meeting held on February 16, 2017 as presented.

Yeas: Commissioners Mikus, Brodt, Dixon, 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, Brodt, Dixon, 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 RaCosta and supported by Commissioner Roberts 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, Brodt, Dixon, and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported the residents are having a St. Patrick's Day party tomorrow and have also started a Newsletter which has received positive feedback.

COMMISSIONER COMMENTS

There were no Commissioner comments.

PUBLIC HEARING – FYE 6/30/2018 PHA ANNUAL PLAN

Chairman Mikus opened the public hearing for the FYE 6/30/2018 PHA Annual Plan at 4:25 pm, hearing no comments, the public hearing was closed at 4:25 pm.

STAFF REPORTS

Executive Director

FYE 6/30/2018 Annual Plan

Ms. Soldenski reviewed the revisions for the Fiscal Year ending 6/30/2018 Annual Plan for the Housing Commission and requested approval for the Annual Plan to include the following items:

1. Approval of FYE 6/30/2018 Annual Plan
2. Approval of Updated VAWA Policy
3. Approval of Payment Standard Policy
4. Approval of Policy on Annual Recertification Process – Interview vs. Mailed Contact
5. Approval on Policy for client 30 day notice for rent increases

Resolution #159-2017 was signed by Commissioner Mikus along with the Civil Rights Certification. It was moved by Commissioner Roberts and supported by Commissioner Brodt to approve the Annual Plan to include the following items:

1. Approval of FYE 6/30/2018 Annual Plan
2. Approval of Updated VAWA Policy
3. Approval of Payment Standard Policy
4. Approval of Policy on Annual Recertification Process – Interview vs. Mailed Contact
5. Approval on Policy for client 30 day notice for rent increases

Yeas: Commissioners Mikus, Brodt, Dixon, and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta.

MOTION CARRIED.

Riverview Towers – Approval of Capital Expense Projects for FYE 6/30/2018

Ms. Soldenski reviewed the following information regarding the Riverview Towers Capital Expense Projects for FYE 6/30/2018 requesting approval for the following:

1. Smoke Free Policy effective 4/1/2017
2. Replacement of range hood extinguishers in each unit
3. Completion of electrical panel work in the elevator and laundry rooms
4. Key FOB entry system for main entrance
5. Relocation of intercom for accessibility
6. Possible installation of Wi-Fi for the community room
7. New maintenance garage roof
8. Common area flooring (carpet for 1st floor lobby & hallways, vestibule)
9. New furniture (2 chairs/1couch) for 1st floor lobby
10. Fresh paint on parking lot stripes

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the Riverview Towers Capital Expense Projects for FYE 6/30/2018 to include the following items:

1. Smoke Free Policy effective 4/1/2017
2. Replacement of range hood extinguishers in each unit
3. Completion of electrical panel work in the elevator and laundry rooms
4. Key FOB entry system for main entrance
5. Relocation of intercom for accessibility
6. Possible installation of Wi-Fi for the community room
7. New maintenance garage roof
8. Common area flooring (carpet for 1st floor lobby & hallways, vestibule)
9. New furniture (2 chairs/1couch) for 1st floor lobby
10. Fresh paint on parking lot stripes

Yeas: Commissioners Mikus, Brodt, Dixon, and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioner RaCosta.

MOTION CARRIED.

OTHER BUSINESS

Ms. Soldenski informed the Commission that the current application for lease agreements at Riverview has a line for a co-signer if someone does not qualify to become a resident on their own. On the lease the co-signer is not required to have identification, nor is the co-signer subjected to a background or credit check. Ms. Soldenski has created a form for co-signers which would incorporate identification, background and credit check and has it being reviewed by the City Attorney. After the review is completed, Riverview Towers, LLC will begin using the new co-signer application.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 4:50 p.m.

Ms. Denise Soldenski
Executive Director