

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JUNE 15, 2017**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, June 15, 2017 at 4:12 p.m.

Members Present: Vice Chairperson Jennell RaCosta, Commissioner Kerri Roberts, Commissioner Cheyenne Brodt and Commissioner Chuck Dixon.

Members Absent: Chairman Jim Mikus.

Also Present: Ms. Denise Soldenski, Executive Director, and Ms. Janelle Jackson, Housing Manager.

Vice Chairperson RaCosta called the meeting to order at 4:12 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the minutes of the regular meeting held on May 18, 2017 as presented.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the monthly financial report as presented.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

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 RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Soldenski reported the monthly DTE Energy bill for Riverview Towers has not been received since February's usage due to changes in DTE's billing system. Ms. Soldenski requested and received consensus approval to pay the next bill upon receipt which will be a multi-period billing received after the end of the fiscal year and will need to be allocated properly by the accountant.

Ms. Jackson updated the board on Riverview Towers activities including the Elvis impersonator's performance which was enjoyed by the tenants, the status of unit vacancies, turnover time and enhanced screening requirements of potential tenants.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Ms. Soldenski requested approval to add an item to the meeting agenda. It was moved by Commissioner Dixon and supported by Commissioner Brodt to add item Riverview Towers Write-Off of Debt Resolution #2-2017 to the agenda.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED.

Ms. Soldenski reviewed the request to write off a debt due to a tenant passing away who had a current re-payment agreement and stated refund of the tenant's security deposit was withheld. It was moved by Commissioner Roberts and supported by Commissioner Brodt to approve Lapeer Riverview Towers Resolution #2-2017 to write off an accounts receivable debt.

LAPEER RIVERVIEW TOWERS, LLC RESOLUTION #2-2017 Debt Write Off

WHEREAS, the Lapeer Housing Commission is the sole member of the Lapeer Riverview Towers, LLC and;

WHEREAS, Riverview Towers maintains subsidized housing for low income seniors and people with disabilities and;

WHEREAS, The Lapeer Housing Commission/Lapeer Riverview Towers would like to remain financially responsible with delinquent tenant charges written off the books annually after attempt to receive payment and;

WHEREAS, Riverview Towers had a vacancy in April 2017 due to a death where the tenant owed for a repayment agreement not fulfilled, and where the security deposit of the deceased tenant was not sufficient to cover the expenses, and the family of the deceased did not have the funds to support the additional costs;

THEREFORE, BE IT RESOLVED that the Lapeer Housing Commission/Lapeer Riverview Towers LLC approves the write off of debt in the amount of \$1,310.25 from unit #411 on June 15, 2017.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Lapeer Riverview Towers FYE 6/30/2018 Budget – Resolution #1-2017

Ms. Soldenski reviewed the Lapeer Riverview Towers, LLC Operating Budget for Fiscal Year Ending June 30, 2018 including operating receipts, routine and non-routine expenditures, HUD operating subsidies, fund reserves, salaries, tenant services, maintenance and operating costs, general expenses and anticipated ending fund balances. It was moved by Commissioner Dixon and supported by Commissioner Roberts to adopt Lapeer Riverview Towers, LLC Resolution #1-2017 approving the Riverview Towers FYE 6/30/2018 operating and capital improvements budget.

LAPEER RIVERVIEW TOWERS, LLC RESOLUTION #1-2017 LRT Operating/Capital Budget FYE 6/30/2018

WHEREAS, the Lapeer Riverview Towers, LLC is the owner responsible for the management of Riverview Towers, a Rental Assisted Demonstration, Project Based Voucher, senior apartment complex subsidized by HUD under the conditions of the RAD conversion and Notice PIH2012-32; and

WHEREAS, the Lapeer Riverview Towers, LLC creates a budget annually, with the assistance of a fee accountant for each fiscal year for operations and capital improvements; and

WHEREAS, the budget should be fiscally responsible, based on historical trends, actual bids/expenses, and or actual income/revenues that should be monitored regularly throughout the fiscal year; and

WHEREAS, the budget will include deposits to the Reserve Fund for Replacement to help with capital type improvements; and

WHEREAS, the board has reviewed the budget for FYE 6/30/2018 and has approved such budget;

THEREFORE, BE IT RESOLVED that Lapeer Riverview Towers, LLC approves the operating and capital improvements budget for Riverview Towers FYE 6/30/2018 as submitted.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Lapeer Housing Commission HCV/Section 8 Program FYE 6/30/2018 Budget – Resolution #160-2017

Ms. Soldenski reviewed the Lapeer Housing Commission's HCV/Section 8 Program Budget for Fiscal Year Ending June 30, 2018 for administration of the Housing Choice Voucher and RAD Project Based Voucher Programs including HAP funding income, expenses for salaries, materials, inspections and port fees and anticipated ending fund balance. It was moved by Commissioner Roberts and supported by Commissioner Brodt to adopt Lapeer Housing Commission Resolution #160-2017 approving the Lapeer Housing Commission Budget for Fiscal Year Ended June 30, 2017.

**LAPEER HOUSING COMMISSION
RESOLUTION #160-2017
LHC BUDGET FYE 6/30/2018**

WHEREAS, the Lapeer Housing Commission is the Public Housing Authority responsible for the administration of RAD Project Based Vouchers for Lapeer Riverview Towers, LLD and Housing Choice Vouchers within the City of Lapeer funded by HUD; and

WHEREAS, the Lapeer Housing Commission creates a budget annually, with the assistance of a fee accountant for each fiscal year for revenues/expenses relating to the administration of the program as well as the Housing Assistance Payment funding from HUD; and

WHEREAS, the budget should be fiscally responsible, based on historical trends, actual bids/expenses, and or actual income/revenues that should be monitored regularly throughout the fiscal year; and

WHEREAS, the board has reviewed the Lapeer Housing Commission budget for FYE 6/30/2018 and has approved such budget;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 6/30/2018 as submitted.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers Electrical Panel Replacement – Contractor Approval

Ms. Soldenski reviewed the bids received from Goyette Mechanical, Weinstein and OSC for the Riverview Towers Electrical Panel Replacement Project and recommended the contract be awarded to the low bidder OSC. Ms. Soldenski stated OSC has completed prior work at Riverview Towers, know the building and are local. It was moved by Commissioner Dixon and supported by Commissioner Roberts to award the Riverview Towers Electrical Panel Replacement Project to OSC in the amount of \$3,725.

Yeas: Commissioners RaCosta, Roberts, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Mikus.

MOTION CARRIED.

OTHER BUSINESS

Ms. Soldenski reported she is ready to send out bids for translation of the LHC documents into Spanish and updated the board on a call received offering to purchase the Lapeer Riverview Towers operation.

ADJOURNMENT

There being no further business, it was moved by Commissioner Dixon and supported by Commissioner Brodt to adjourn the meeting at 4:45 p.m.

Ms. Denise Soldenski
Executive Director