

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
FEBRUARY 15, 2018**

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, February 15, 2018 at 4:21 p.m.

**Members Present:** Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner Chuck Dixon and Commissioner Kerri Roberts.

**Members Absent:** Commissioner Cheyenne Brodt.

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

Chairman Mikus called the meeting to order at 4:21 p.m.

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on January 18, 2018 as presented.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY FINANCIAL REPORT APPROVAL**

Ms. Soldenski stated the monthly financial report for January was not yet available and will be presented at the next meeting for approval.

**MONTHLY BILL APPROVAL**

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta 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 Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

## **RIVERVIEW TOWERS**

Ms. Jackson reported Riverview Towers has two tenants lined up to fill the current vacancies and that the tenants held a Valentine's Day party that also included a soup potluck and the monthly birthday celebrations.

## **COMMISSIONER COMMENTS**

There were no commissioner comments.

## **STAFF REPORTS**

### **Executive Director**

#### **Riverview Towers**

Ms. Soldenski updated the commission on the Riverview Towers issues with the intercom system that was discovered during the main entry key fob project. Ms. Soldenski also updated the commission on discussions with the Lapeer County Health Department representative regarding the reporting process and guidelines for identification of children in subsidized housing with Elevated Blood Lead Levels (EBLL) to include in a Memorandum of Understanding. Discussion was held on the revised HUD process for lead assessments and funding available to assist landlords with the cost of lead abatement.

#### **2018 Annual Plan Policy Item Additions**

Ms. Soldenski reviewed the proposed policy items to include in the 2018 Annual Plan. After discussion, it was moved by Commissioner Roberts and supported by Commissioner RaCosta to approve including the following policy items in the 2018 Annual Plan for Lapeer Housing Commission:

- Lead Based Paint/EBLL coordination policy;
- Policies included in the Housing Opportunity Through Modernization Act (HOTMA); and
- Social Media Policy.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

#### **2018 Annual Plan Capital Expenditures**

Ms. Soldenski reviewed various capital expenditure/budget items to be included in the 2018 Annual Plan.

Maintenance Vehicle Replacement

Ms. Soldenski reviewed the City's 2012 4x4 Truck with a snow plow available for purchase at a cost to Riverview of \$3,055 per year which would include performance of all maintenance, tires and eventual replacement at the end of the life of the vehicle. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Dixon to authorize participation in the City's Cooperative Purchase Program for purchase of the 2012 vehicle described in the amount of \$3,055 per year.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

Mower Purchase

Ms. Soldenski reviewed the lawn mower available for purchase from the City to replace the current mower used at Riverview Towers stating the mower is a 2011 Skag with a 48" mowing deck available for \$1,300. After discussion, it was moved by Commissioner Dixon and supported by Commissioner RaCosta to authorize the purchase of the 2011 Skag lawn mower from the City in the amount of \$1,300.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the following proposed Capital Expenditures/budget items be included in the 2018 Annual Plan for Lapeer Riverview Towers, LLC:

- Office renovations & FRIENDS office renovations – paint, carpet, bathroom;
- Interior Carpet – floors 2, 3 & 4;
- Replacement Truck – Purchase of 2012 vehicle through annual participation in the City's Cooperation Purchasing Program;
- Purchase of replacement lawn mower from the City in the amount of \$1,300;
- Laundry cards vs. coin;
- Elevator lighting units;
- Elevator interior – floors, walls, bumpers;
- Air conditioning unit sleeves – exterior of building and
- LED lights to replace older ballast style lighting on the roof in 3 places.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

Janitorial Contract Extension

Ms. Soldenski reviewed her request to extend the current Riverview Towers janitorial contract with Country Clean which is due to expire on March 31<sup>st</sup> for an additional two years through March 31, 2020. Discussion was held on the services provided by Country Clean. After discussion, it was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve a two year extension of the janitorial services contract with Country Clean through March 31, 2020.

**Yeas:** Commissioners Mikus, RaCosta, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Brodt.

**MOTION CARRIED.**

**OTHER BUSINESS**

Ms. Soldenski updated the commission on upcoming staff attendance at Michigan Housing Director's Association and Michigan Chapter of National Association of Housing & Redevelopment Officials training conferences.

**AJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:56 p.m.

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Ms. Denise Soldenski  
Executive Director