

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
JUNE 21, 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, June 21, 2018 at 4:26 p.m.

**Members Present:** Chairman Jim Mikus, Commissioner Chuck Dixon, Commissioner Kerri Roberts and Commissioner Robin Chesnutt.

**Members Absent:** Vice Chairperson Jennell RaCosta.

**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 4:26 p.m.

**MINUTES**

It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the minutes of the regular meeting held on May 17, 2018 as presented.

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

**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, Dixon, Roberts and Chesnutt.

**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 Dixon 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, Dixon, Roberts and Chesnutt.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

Ms. Jackson updated the board on the Senior Power Day outing for Riverview Towers tenants to Crossroads Village on May 23<sup>rd</sup> and an outing planned to the Davison Farmers' Market.

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

#### **Riverview Towers**

#### **Lapeer Housing Commission - FYE 6/30/19 Budget Approval – Resolution #164-2018**

Ms. Soldenski reviewed the LHC Budget for Fiscal Year Ended June 30, 2019 including various income and expense line items. It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve LHC Resolution #164-2018 approving the Lapeer Housing Commission Budget for Fiscal Year Ending June 30, 2019 as submitted.

### **RESOLUTION #164-2018 LHC BUDGET FYE 6-30-2019**

WHEREAS, the Lapeer Housing Commission is the Public Housing Authority responsible for the administration of RAD Project Based Vouchers for Lapeer Riverview Towers, LLC, 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 06-30-2019 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2019 as submitted.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

Lapeer Riverview Towers - FYE 6/30/19 Budget Approval – Resolution #4-2018

Ms. Soldenski reviewed the Lapeer Riverview Towers Budget for Fiscal Year Ended June 30, 2019 including various income and expense line items as well as capital expense improvements planned. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve LRT Resolution #4-2018 approving the Lapeer Riverview Towers Budget for Fiscal Year Ending June 30, 2019 as submitted.

**RESOLUTION #4-2018  
LRT OPERATING/CAPITAL BUDGET FYE 6-30-2019**

WHEREAS, the Lapeer Riverview Towers, LLC is the owner responsible for the management of Riverview Towers, a Rental Assistance Demonstration, Project Based Voucher, senior apartment complex subsidized by HUD under the conditions of the RAD conversion and Notice PIH 2012-32; 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 fund capital type improvements; and

WHEREAS, the board has reviewed the budget for FYE 06-30-2019 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Riverview Towers, LLC approves the operating and capital improvements budget for Riverview Towers FYE 06-30-2019 as submitted.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

**Annual Debt Write-Off – Resolution #5-2018**

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve LRT Resolution #5-2018 approving the Lapeer Housing Commission/Lapeer Riverview Towers write-off of debt in the amount of \$394 from Unit #306 on June 21, 2018.

**RESOLUTION #5-2018  
LAPEER RIVERVIEW TOWERS, LLC**

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 LLC would like to remain financially responsible with delinquent tenant charges written of the books annually after attempt to receive payment and;

WHEREAS, Riverview Towers had a vacancy in September 2017 due to move out where the tenant owed for rent and late fees of \$394;

THEREFORE, BE IT RESOLVED that the Lapeer Housing Commission/Lapeer Riverview Towers LLC approves the write off of debt in the amount of \$394 from unit #306 on June 21<sup>st</sup>, 2018.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

**Spectrum/Charter Service Change**

Ms. Soldenski updated the commission on the changes required to the previously approved Spectrum/Charter service agreement due to the inability to utilize the existing emergency phone lines in order to install cable TV and Wi-Fi in the Riverview Towers community room. After discussion it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the change to the Spectrum/Charter service agreement to provide cable TV and Wi-Fi in the Riverview Towers community room for \$102 per month with a \$99 installation fee and after 1 year increasing to \$127 per month.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

Lease Addendum – Riverview Towers Wi-Fi Use

It was moved by Commissioner Roberts and supported by Commissioner Dixon to authorize staff to create and disseminate a Riverview Towers lease addendum addressing free Wi-Fi usage rules.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

EBLL Policy Modification – Data Use Agreement

Ms. Soldenski updated the commission on the need for a modification to the Elevated Blood Level Policy (EBLL). It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve a modification to the Elevated Blood Level Policy to address data sharing with the Michigan Department of Public Health and Human Services via a Data Use Agreement.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

HCV Administrative Plan Modification – Imputed Welfare

Ms. Soldenski reviewed a proposed modification to the HCV Administrative Plan addressing imputed welfare. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve a modification to the Housing Choice Voucher Administrative Plan for Imputed Welfare effective June 7, 2018.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner RaCosta.

**MOTION CARRIED.**

and Roberts.

**MOTION CARRIED.**

AJOURNMENT

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

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Ms. Denise Soldenski  
Executive Director