

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
OCTOBER 17, 2019**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Tilted Axis, 303 W. Nepeessing Street, Lapeer, Michigan on Thursday, October 17, 2019 at 4:17 p.m.

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

**Members Absent:** None.

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

Chairman Mikus called the meeting to order at 4:17 p.m.

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner Chestnutt to approve the minutes of the regular meeting held on September 19, 2019 as presented.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY FINANCIAL REPORT APPROVAL**

Ms. Soldenski stated check #14606 for \$12,027.07 has been voided and reissued for the correct amount. It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve the Monthly Financial Report as presented.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**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, Dixon, RaCosta, Roberts and Chesnutt.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

## **RIVERVIEW TOWERS**

Ms. Jackson reviewed the newly formed Riverview Towers tenant organization which in August was changed from a formal committee to a volunteer format which is working out very well.

## **COMMISSIONER COMMENTS**

There were no comments from the commissioners.

## **STAFF REPORTS**

### **Executive Director**

#### **HCV 2020 Payment Standards**

Ms. Soldenski reviewed the HCV/Section 8 2020 Payment Standards. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the 2020 Payment Standards based on 110% of HUD's released 2020 Fair Market Rents effective 1/1/2020 for Lapeer and Genesee counties.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

#### **HCV 2020 Utility Allowance Schedule**

Ms. Soldenski reviewed the HCV/Section 8 2020 Utility Allowance Schedule. It was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the 2020 Utility Allowance Schedule adopted from MSHDA effective 1/1/2020 for Lapeer and Genesee counties.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

#### **HCV Administrative Plan Update**

Ms. Soldenski reviewed a proposed update to the HCV Administrative Plan to match the HUD guidebook. It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve the HCV Administrative Plan update as proposed concerning Housing Search & Leasing and Chapter Definitions effective 10/17/2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

### **Commission Meeting Minutes Signatures**

Ms. Soldenski reported the new auditing firm representatives were on site October 1<sup>st</sup> and reviewed three comments/suggestions resulting from the visit including having an additional commission member sign the monthly meeting minutes, the process for documenting Riverview Towers and HCV program expenses charged on the LHC/LRT credit card and the requirement to only send 1099 forms to vendors who have been paid \$600 or more. After discussion, it was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve the update to the Internal Control Policy for LHC/LRT as proposed regarding signatures on the monthly commission meeting minutes effective 10/17/2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

### **OTHER BUSINESS**

#### **Election of Officers**

It was moved by Commissioner Roberts and supported by Commissioner Dixon to confirm/elect the following members of LHC/LRT:

Jim Mikus as Chairman;  
Jennell RaCosta as Vice Chairperson;  
Kerri Roberts as Treasurer;  
Chuck Dixon as Secretary; and  
Robin Chesnutt as regular member.

**MOTION CARRIED.**

### **TRAINING REPORT**

There was no training reported.

### **AJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:35 p.m.

**MEETING ADJOURNED**

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Ms. Denise Soldenski, Executive Director

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Mr. James Mikus, Chairman