

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
FEBRUARY 21, 2019**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, February 21, 2019 at 4:11 p.m.

**Members Present:** Vice Chairperson Jennell RaCosta, Commissioner Chuck Dixon, Commissioner Robin Chesnutt and Commissioner Kerri Roberts.

**Members Absent:** Chairman Jim Mikus.

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

Vice Chairperson RaCosta called the meeting to order at 4:07 p.m.

**MINUTES**

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the minutes of the regular meeting held on January 17, 2019 as presented.

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

**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 Roberts and supported by Commissioner Dixon to approve the Monthly Financial Report as presented.

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

**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, Dixon, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

Ms. Jackson reviewed the application received from Angelic Home Care and Hospice to use the Riverview Towers community room space for free exercise classes for Riverview Towers tenants twice a week. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the application from Angelic Home Care and Hospice to use the Riverview Towers community room for free exercise classes twice a week.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

#### **LRT Community Room Use – Policy Addition**

Ms. Soldenski reviewed a proposed addition to the Riverview Towers Community Room Use Policy regarding entry and exit rules. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve an addition to the Riverview Towers Community Room Use Policy requiring the main east lobby door to be used for standard entry and exit from the building and locking of the sliding glass patio doors effective February 21, 2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

#### **LHC/LRT Change in Auditor Selection**

Ms. Soldenski updated the commission on a correction to the per year fee quoted by Barry E. Gaudette, the LHC/LRT auditor selected last month, and requested approval to change the auditor selection to Anderson, Tackman & Co. PLC. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to change and approve the LHC/LRT auditor selection to Anderson, Tackman & Co. PLC as the LHC/LRT Auditor effective February 21, 2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

Ms. Soldenski reported the FRIENDS office carpet replacement project has been completed and Consumers Energy has installed energy efficient equipment including light bulbs, faucet aerators and shower heads in the Riverview Towers units at no cost.

#### **LRT – North Door Replacement**

Ms. Soldenski reviewed the proposals received for replacement of the Riverview Towers north door. After discussion it was moved by Commissioner Dixon and supported by Commissioner Roberts to award the contract for replacement of the Riverview Towers North Door with Side Glass to Henderson Glass effective February 21, 2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

#### **LRT – Updated WASH Contract**

Ms. Soldenski reviewed the terms of the proposed updated contract with WASH, the provider of the Riverview Towers washer and dryers, to replace the washers and dryers at Riverview Towers. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve the updated 10 year contract with WASH for 6 washers and 6 dryers effective February 21, 2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

#### **LRT – Laundry Room Linoleum Replacement**

Ms. Soldenski reviewed the need to replace the carpet and linoleum flooring in the laundry rooms on floors 3, 4 and 6 at Riverview Towers prior to installation of the new washers and dryers. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to award the contract for replacement of the Riverview Towers laundry room linoleum to Excalibur Carpet & Air Duct Cleaning effective February 21, 2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

**LHC/LRT – FYE 6/30/2020 Annual Plan & Security Deposit**

Ms. Soldenski reviewed various items included in the proposed Annual Plan for FYE June 30, 2020 including a Freedom of Information Act policy, clarifications of inspections and abatement, updating City Ordinance Chapter 25 and by-laws where necessary and extending the RAD HAP from 15 to 25 years per HOTMA regulations.

Discussion was held on changing the Riverview Towers minimum security deposit requirements for new tenants including the possibility of developing a hardship exemption on the deposit for low income applicants. After discussion it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve updating the LRT Lease and Management Plan to require all security deposits to equal one-half (1/2) of the contract rent effective 7/1/2019.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

Ms. Soldenski reviewed various Riverview Towers capital expenditure items included in the FYE 6/30/2020 Annual Plan scheduled for a public hearing next month including carpet and linoleum replacement on floors 3, 4 and 6, upgrades to the elevator interiors, cement repair on the south side of the building and an air handler unit replacement which provides heat and AC to the common hallways. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the LHC & LRT Annual Plan for FYE 6/30/2020 as submitted.

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

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Mikus.

**MOTION CARRIED.**

**AJOURNMENT**

There being no further business, it was moved by Commissioner Dixon and supported by Commissioner Roberts to adjourn the meeting at 4:51 p.m.

**MEETING ADJOURNED**

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Ms. Denise Soldenski  
Executive Director