

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JUNE 20, 2019**

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 20, 2019 at 4:16 p.m.

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

Members Absent: Vice Chairperson Jennell RaCosta and Commissioner Chuck Dixon.

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 4:16 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Chestnutt to approve the minutes of the regular meeting held on May 16, 2019 as presented.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

It was moved by Commissioner Roberts and supported by Commissioner Chestnutt to approve the Monthly Financial Report as presented.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Chestnutt 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, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

RIVERVIEW TOWERS

Community Room Use – MSU Extension

Ms. Jackson requested approval of the request from MSU Extension to use the Riverview Towers community room for the Senior Project Fresh coupons/voucher distribution on an annual basis and stated MSU has requested to reserve the room for Tuesday, July 2nd from 10 a.m. to -1p.m. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve use of the Riverview Towers community room annually by MSU Extension for the Senior Project Fresh Program coupon/voucher distribution.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

COMMISSIONER COMMENTS

Commissioner Mikus commented on the recent musical performance by Old Friends for the Riverview Towers tenants.

Agenda Amendment

It was the consensus of the commission to amend the agenda to add Training Plan and Rose Pest Solutions Agreement under H.1. Executive Director Report.

STAFF REPORTS

Executive Director

Training Plan

Ms. Soldenski reviewed the proposed Housing Improvement Department Commissioner Training Plan which is a requirement for the City of Lapeer to become a State of Michigan certified Redevelopment Ready Community. After discussion is was moved by Commissioner Roberts and supported by Commissioner Chesnutt to adopt the Housing Improvement Department Training Plan.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

Rick Rhein Disposal Rate Increase

Ms. Soldenski reviewed the proposed rate increase for Rick Rhein Disposal for monthly garbage removal at Riverview Towers, additional price quotes received from Waste Management and Republic Services and stated the last rate increase enacted by Rick Rhein was in 2009. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to continue to contract with Rick Rhein Disposal and approve raising the monthly payment to \$152 per month effective July, 1, 2019.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

Rose Pest Solutions Agreement

Ms. Soldenski reviewed various services to be provided in the proposed agreement with Rose Pest Solutions for all-inclusive pest control services at Riverview Towers. After discussion, it was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve the Riverview Towers Annual All-Inclusive Pest Control Agreement with Rose Pest Solutions in the amount of \$806 per month.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

LRT Operational Budget FYE 6/30/2020 - Resolution #6-2019

Ms. Soldenski reviewed the proposed Lapeer Riverview Towers Operating/Capital Budget for Fiscal Year Ended June 30, 2020. Discussion was held regarding staff wages, attorney fees, the waste disposal rate increase, the increase in pest control services and the vehicle lease with the City. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to adopt Resolution #6-2019 approving the LRT FYE 6/30/20 Operating/Capital Budget including the Replacement for Reserves Fund effective July 1, 2019.

**RESOLUTION #6-2019
LRT OPERATING/CAPITAL BUDGET FYE 6-30-2020**

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 06-30-2020 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 06-30-2020 as submitted.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

LHC Budget FYE 6/30/2020 – Resolution #167- 2019

Ms. Soldenski reviewed the proposed Lapeer Housing Commission Budget for Fiscal Year Ended June 30, 2020. After discussion, it was moved by Commissioner Chesnutt and supported by Commissioner Roberts to adopt Resolution #167-2019 approving the LHC FYE 6/30/20 Budget effective July 1, 2019.

**RESOLUTION #167-2019
LHC BUDGET FYE 6-30-2020**

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 06-30-2020 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2020 as submitted.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

LHC HUD Budget – Resolution #168-2019

Ms. Soldenski reviewed the proposed Lapeer Housing Commission HUD Budget for Fiscal Year Ended June 30, 2020. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to adopt Resolution #168-2019 approving the LHC HUD Budget Form 52574 for FYE 6/30/2020 effective July 1, 2019.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers Carpet Installation – Floors 3, 4 & 6

Ms. Soldenski reviewed the price quotes received for installation of carpet on floors 3, 4 and 6 of Riverview Towers. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve Excalibur Carpet & Air Duct Cleaning as the contractor to finish installation of the new carpet on floor 3, 4 and 6 of Riverview Towers in the amount of \$13,800 effectively immediately with payment to be made after July 1, 2019.

Yeas: Commissioners Mikus, Chesnutt and Roberts.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

Ms. Soldenski updated the commission on changes to the Riverview Towers phone line provider.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:43 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski
Executive Director