

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JUNE 18, 2020**

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 18, 2020 at 4:09 p.m.

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

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

Also Present: Ms. Denise Soldenski, Executive Director, and Ms. Janelle Jackson, Housing Manager.

Chairman Mikus called the meeting to order at 4:09 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve the minutes of the regular meeting held on May 21, 2020 as presented.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

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 Chesnutt to approve the Monthly Financial Report as presented.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

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 Chesnutt 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, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported the tenants held their first bingo event in the community room and were adhering to the social distancing requirements put in place. Ms. Jackson also updated the commission on current vacancies.

COMMISSIONER COMMENTS

There were no comments from the commissioners.

STAFF REPORTS

Executive Director

FYE 6/30/2021 Budgets - Lapeer Housing Commission and Lapeer Riverview Towers

Ms. Soldenski reviewed the proposed Operating Budgets for Lapeer Housing Commission and Lapeer Riverview Towers for FYE 6/30/2021 including revenues, expenditures, Covid-19 specific expenditures, HUD subsidies, tenant rents, capital fund reserves and anticipated fund balances.

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to adopt Resolution #7-2020 approving the Lapeer Riverview Towers Operating/Capital Budget for FYE 6-30-2021 as submitted.

LAPEER RIVERVIEW TOWERS, LLC RESOLUTION #7-2020 LRT Operating/Capital Budget FYE 6-30-2021

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 06-30-2021 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 06-30-2021 as submitted.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

It was moved by moved by Commissioner Chesnutt and supported by Commissioner Roberts to adopt Resolution #170-2020 approving the Lapeer Housing Commission Budget for FYE 6-30-2021 and HUD PHA Board Resolution #171-2020 Approving the Operating Budget for FYE 6-30-2021 as submitted.

**RESOLUTION #170-2020
LAPEER HOUSING COMMISSION FYE 6-30-2021 BUDGET**

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 06-30-2021 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2021 as submitted.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED AND RESOLUTIONS DECLARED ADOPTED.

Covid-19 Preparedness & Response Plan

Ms. Soldenski updated the board on the Covid-19 Preparedness & Response Plan for the City of Lapeer, LHC and LRT. It was moved by Director Chesnutt and supported by Director Roberts to approve and include the new Covid-19 Preparedness and Response Plan for the City of Lapeer, LHC and LRT into the Riverview Towers Emergency Plan as part of the Shelter-in-Place portion effective June 18, 2020.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

Ms. Soldenski reported the main transformer supplying power to Riverview Towers was replaced on June 6th without incident and that the Air Handler Replacement Project has been completed.

Annual Preventative Maintenance Plan

Ms. Soldenski reviewed the RFQ Proposal Comparison of two contractor proposals received for the Annual Preventative Maintenance plan for Riverview Towers. After discussion on issues with the current provider it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve engaging in an Annual Preventative Maintenance Plan effective June 18, 2020 with Goyette Mechanical in the annual amount of \$3,992.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

Sale of Excess Refrigerator

Ms. Soldenski updated the commission on the need to dispose of an excess refrigerator purchased for a unit by Riverview Towers that is no longer needed due to the smaller size. Ms. Soldenski stated there is no longer a use for the refrigerator at Riverview Towers and if approved it will be sold by auction by the DPW Department on govdeals.com. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approval disposal of an unusable excess Riverview Towers 10 cu. ft. refrigerator on govdeals.com.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners RaCosta and Dixon.

MOTION CARRIED.

TRAINING REPORT

There was no training reported in addition to the review of the PAHRC 2020 Picture of Preservation Report.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:46 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski, Executive Director

Mr. James Mikus, Chairman