

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
MAY 20, 2021**

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, May 20, 2021 at 4:24 p.m.

Members Present: Chairman Jim Mikus and Commissioners Robin Chesnutt and Lisa Lie.

Members Absent: Vice Chairperson Jennell RaCosta and Commissioner Kerri Roberts.

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

Chairman Mikus called the meeting to order at 4:24 p.m.

MINUTES

It was moved by Commissioner Chesnutt and supported by Commissioner Lie to approve the minutes of the regular meeting held on April 15, 2021 as presented.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

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

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Chesnutt and supported by Commissioner Lie 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, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson reported things at Riverview Towers are going well, that Riverview is at full occupancy until one unit is scheduled to be vacated on May 20th and that staff is monitoring Covid-19 mandates in order to determine what type of summer activities to schedule for the residents.

COMMISSIONER COMMENTS

There were no comments from the commissioners.

STAFF REPORTS

Executive Director

Agenda Amendment

It was moved by Commissioner Chesnutt and supported by Commissioner Lie to amend the meeting agenda to add item I.1 Remote Board Member Meeting Attendance.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

Riverview Towers Exterior Door Replacement

Ms. Soldenski reviewed three bids received for replacement of 7 exterior doors at Riverview Towers. After discussion, it was moved by Commissioner Chesnutt and supported by Commissioner Lie to approve and accept the bid from Liberty Glass and Glazing for replacement of 7 exterior doors at Riverview Towers in the amount of \$6,125.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

Ms. Soldenski reported the underneath of the carport needs repainting and updated the board on the status of the elevator improvement project.

HUD Waiver Adoption – PIH Notice 2021-14

Ms. Soldenski updated the board on the HUD waivers in PIH Notice 2021-14 concerning self-certification of income and documentation of social security number and citizenship. It was moved by Commissioner Chesnutt and supported by Commissioner Lie to adopt the 5/4/21 HUD Covid-19 waivers per PIH Notice 2021-14 effective retroactively to May 4, 2021.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

Riverview Towers - Annual Rent Increase

Ms. Soldenski reviewed the proposed Riverview Towers annual rent increase which is allowed per the RAD conversion by the Operating Cost Adjustment Factor (OCAF). It was moved by Commissioner Chesnutt and supported by Commissioner Lie to approve the Riverview Towers annual rent increase from \$605 to \$620 per month including utilities effective September 1, 2021.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

LHC/LRT Disposition of Items – Resolution #8-2021

Ms. Soldenski reviewed the request for disposition of 5 items. After discussion, it was moved by Commissioner Chesnutt and supported by Commissioner Lie to approve LRT Resolution #8-2021 as follows:

**RESOLUTION #8-2021
LHC/LRT Disposition of Disposed Items
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 with Lapeer Housing Commission as the sole member of its LLC; and

WHEREAS, the Lapeer Housing Commission/Lapeer Riverview Towers, LLC maintains inventory of furniture, fixtures and equipment; and

WHEREAS, Lapeer Housing Commission/Lapeer Riverview Towers, LLC is fiscally responsible when disposing of items that are obsolete, damaged beyond repair, or beyond useful life, and attempts to dispose for a value based on the current Disposition Policy; and

WHEREAS, during the FYE of 06/30/2021 the following items were disposed of:

<u>Item no</u>	<u>Description</u>	<u>Purch Date</u>	<u>Purch Price</u>	<u>Disposal Date</u>	<u>Disposal price</u>	<u>Disposal method</u>
1	3rd Fl Loveseat (damaged)	8/19/1999	\$ 899.00	10/11/2019	\$ -	Garbage
2	10.1 cubic ft Magic Chef Refrigerator	Aug-19	\$ 358.00	9/23/2020	\$ 145.00	Gov.deals auction
3	Cub Cadet lawn mower	8/24/1995	\$2,400.00	9/9/2020	\$ 70.00	Gov.deals auction

<u>Item no</u>	<u>Description</u>	<u>Purch Date</u>	<u>Purch Price</u>	<u>Disposal Date</u>	<u>Disposal price</u>	<u>Disposal method</u>
4	Used Kyocera K3035 Copier	9/22/2016 orig 6/23/2004	\$ 1.00	11/19/2020	\$	Obsolete. - Supplier of new copier disposed of and wiped clean
5	Dell Optiplex computers (3)	1/15/2015 (2) & 4/30/2019 (1)	\$2,514.00	4/20/2021	\$	Obsolete. - Computers were under lease from City of Lapeer. Replacements also under lease with City of Lapeer.

WHEREAS, the board has previously reviewed the budget for FYE 06-30-2021 and has approved such disposition of the subject furniture, fixtures and equipment; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission/Lapeer Riverview Towers, LLC approves the proper disposition of said items disposed of for FYE 06-30-2021 as submitted.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers - Lease Modification

Ms. Soldenski reviewed the proposed Riverview Towers lease modification concerning notice to move requirements. It was moved by Commissioner Chesnutt and supported by Commissioner Lie to approve the Riverview Towers, LLC lease modification regarding required notice to move as proposed effective May 20, 2021.

Yeas: Commissioners Mikus, Lie and Chesnutt.

Nays: None.

Abstain: None.

Absent: Commissioners Roberts and RaCosta.

MOTION CARRIED.

OTHER BUSINESS

Remote Board Member Meeting Attendance

Ms. Soldenski reviewed the Open Meetings Act requirements as related to the Local State of Emergency Covid-19 rules as related to board members attending a meeting remotely by either phone or computer. Discussion was held on the process of public notification on a member's remote attendance and it was the consensus of the board to review the requirements and discuss the issue further at the next meeting.

Ms. Soldenski stated she is also reviewing the LHC By-Laws for potential amendments to discuss as the next meeting concerning fiscal year, mission statement, board member expenditures, public comment speaking time, audit and state of investments.

TRAINING REPORT

There was no new training information reported.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 5:05 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski, Executive Director

Mr. James Mikus, Chairman