

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
JUNE 17, 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, June 17, 2021 at 4:19 p.m.

**Members Present:** Chairman Jim Mikus, Vice Chairperson Jennell RaCosta and Commissioners Kerri Roberts and Lisa Lie.

**Members Absent:** Commissioner Robin Chesnutt.

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

Chairman Mikus called the meeting to order at 4:19 p.m.

**Agenda Amendment**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to amend the meeting agenda to add item H.1.a.3 Liberty Glass Check Approval for Exterior Door Project.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED.**

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on May 20, 2021 as presented.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY FINANCIAL REPORT APPROVAL**

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

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**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, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

Ms. Jackson reported Riverview Towers will be at 100% occupancy as of July 1<sup>st</sup> and that staff is looking into restarting tenant activities.

### **COMMISSIONER COMMENTS**

There were no comments from the commissioners.

### **STAFF REPORTS**

#### **Executive Director**

#### **Lapeer Riverview Towers, Housing Choice Voucher and Section 8 Program FY 7/1/2021 - 6/30/2022 Budgets**

Ms. Soldenski reviewed various items of the Lapeer Riverview Towers, Lapeer Housing Commission and Section 8 Program FY 7/1/2021-6/30/2022 Budgets including administrative fees, routine and non-routine expenses, operating costs, reserve fund balances, various income and expenses, wages and benefits, employee contracts and capital improvement items.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve Lapeer Riverview Towers Resolution #9-2021, Lapeer Housing Commission Resolution #174-2021 and HUD Resolution #175-2021.

### **LAPEER RIVERVIEW TOWNERS, LLC RESOLUTION #9-2021 LRT OPERATING/CAPITAL BUDGET FYE 6-30-2022**

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 06-30-2022 and has approved such budget;

THEREFORE, BE IT RESOLVED that Lapeer Riverview Towers, LLC approves the operating and capital improvements budget for Riverview Towers FYE 06-30-2022 as submitted.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

**LAPEER HOUSING COMMISSION**  
**RESOLUTION #174-2021**  
**LHC BUDGET FYE 6-30-2022**

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 06-30-2022 and has approved such budget;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2022 as submitted.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

**LAPEER HOUSING COMMISSION  
PHA BOARD HUD RESOLUTION #175-2021  
BUDGET FY 7-1-2021 - 6-30-2022**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve LHC Resolution #175-201 approving the U.S. Department of Housing and Urban Development PHA Board Resolution Approving the Operating Budget for FY 7/1/2021-6/30/2022.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

Ms. Soldenski updated the commission on the status of the elevator improvement project which should be completed in July.

**Liberty Glass Check Approval for Riverview Towers Exterior Door Project**

Ms. Soldenski updated the commission on the status of the Riverview Towers exterior doors replacement project. It was moved by Commissioner Roberts and supported by Commissioner RaCosta to approve preparation of the check for payment to Liberty Glass and Glazing for the Riverview Towers exterior doors replacement project.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED.**

**OTHER BUSINESS**

**Remote Board Member Meeting Attendance**

Ms. Soldenski reviewed the posting requirements and rules for attendees to join and attend a meeting remotely. It was moved by Commissioner Roberts and supported by Commissioner RaCosta to adopt Resolution #173-2021

**LAPEER HOUSING COMMISSION  
RESOLUTION #173-2021  
REMOTE BOARD MEMBERS**

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 By-laws state that meetings will be held in compliance with the Open Meetings Act No. 267 of the State of Michigan Public Acts of 1976, sections 15.261 to 15.275; and

WHEREAS, Sections 15.263 and 15.263a of the Public Act 267 have been updated recently to include reference to remote participation being permissible under certain circumstances mainly as a result of the COVID 19 pandemic and suggests that public bodies establish procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person; and

WHEREAS, the Lapeer Housing Commission would like to allow for absent members to participate and vote on business before the public body in an acceptable remote fashion under the Acts given conditions with these procedures: (1) two-way communication, and (2) for each member attending remotely a public announcement included in the minutes at the onset of the meeting by that member stating that the member is in fact attending remotely, (3) for any purpose other than military, the member must announce their physical location by stating the City and State from which he or she is attending, (4) within a minimum of 18 hours in advance of the meeting, information will be posted in the standard posting locations as to the remote member's email address at which they can be contacted so public may contact to provide input on any business that will come before the public body; and

WHEREAS, the Lapeer Housing Commission will follow the prescribed deadlines provided in Section 15263a 3a (1) for meetings held, in whole or in part, electronically by telephone or video conferencing;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission board approves meetings being held, in whole or in part, electronically or video conferencing and will allow for board members to participate remotely following the State of Michigan Open Meetings Act No. 267 of Public Acts of 1976, sections 15.261 to 15.275; specifically, Sections 15.263 and 15.263a.

**Yeas:** Commissioners Mikus, RaCosta, Roberts and Lie.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioner Chesnutt.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

### **LHC By-Laws**

Ms. Soldenski reviewed her suggested modifications to the Lapeer Housing Commission's By-Laws concerning fiscal year, mission statement, board member compensation for expenses, public speaking time limits, the single audit requirement and a statement of immunity. Ms. Soldenski reported the by-law amendments will be presented to the board at the next meeting after review by the City Attorney.

### **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 4:47 p.m.

**MEETING ADJOURNED**

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Ms. Denise Soldenski, Executive Director

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Mr. James Mikus, Chairman