

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
AUGUST 19, 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, August 19, 2021 at 4:11 p.m.

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

**Members Absent:** Vice Chairperson Jennell RaCosta and Commissioner Lisa Lie.

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

Chairman Mikus called the meeting to order at 4:11 p.m.

**MINUTES**

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

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY BILL APPROVAL**

Ms. Jackson reviewed additional checks submitted for payment approval.

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

**MOTION CARRIED.**

**RIVERVIEW TOWERS**

Ms. Jackson reported Riverview Towers has had some issues with water overflows in two units as well as a water leak in the office area.

## **COMMISSIONER COMMENTS**

There were no comments from the commissioners.

## **STAFF REPORTS**

### **Executive Director**

#### **MONTHLY FINANCIAL REPORT APPROVAL**

Ms. Soldenski reviewed the final Financial Report for Fiscal Year Ended June 30, 2021 including the fund reserve balance, operating reserve balance, Section 8 and HCV income, the low lease up rate, various income and expenses and Capital Fund expenses. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve the Monthly Financial Report and the Final Financial Report for Fiscal Year Ended June 30, 2021 as presented.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

Ms. Soldenski updated the commission on the status of Riverview Towers elevator renovation project which is scheduled to be finished today.

#### **Riverview Towers Exterior Doors & Carport Ceiling Painting**

Ms. Soldenski reviewed three bids received for the exterior door and carport ceiling painting project. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to accept the bid from Scott Webb of Ambassador Painting for the Riverview Towers Exterior Doors and Carport painting project in the amount of \$2,350.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

#### **7/1/2021-6/30/2022 Capital Expense Budget Modification**

Ms. Soldenski requested the exterior door and carport ceiling painting project and the remaining half of the expenses for the elevator renovation project be added to the 7/1/21-6/30/22 Capital Expense Budget. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve the modifications to the FY 7/1/2021-6/30/2022 Capital Expense Budget as proposed effective August 19, 2021.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

LHC SEMAP Submission/Certification – Resolution #176-2021

Ms. Soldenski reviewed the SEMAP Certification for submission to HUD. It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to adopt LHC Resolution #176-2021 approving the submission of the Lapeer Housing Commission 6/30/2021 SEMAP Certification to HUD.

**LAPEER HOUSING COMMISSION**  
**RESOLUTION #176-2021**  
**LHC SEMAP SUBMISSION/CERTIFICATION 6/30/2021**

WHEREAS, the Lapeer Housing Commission is the Public Housing Authority (PHA) 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, pursuant to 24 CFR 985, Section 8 Management Assessment Program (SEMAP), PHAs administering a tenant-based Section 8 rental voucher program and project-based component of the program must submit an annual SEMAP Certification within 60 days after the end of the fiscal year; and

WHEREAS, the quality control information from the housing authority is of importance to the performance of the housing authority and provides assurance that there is no evidence of serious deficient performance; and

WHEREAS, HUD uses the information and other data to assess housing authority management capabilities and deficiencies, and to assign an overall performance rating to the authority; and

WHEREAS, there are fourteen performance indicators: Selection from the Waiting List, Reasonable Rent, Determination of Adjusted Income, Utility Allowance Schedule, HQS Quality Control Inspections, HQS Enforcement, Expanding Housing Opportunities, FMR Limit and Payment Standards, Annual Reexaminations, Correct Tenant Rent Calculations, Pre-Contract HQS Inspections, Annual HQS Inspections, Lease-up, and Family Self Sufficiency Enrollment (LHC does not participate in FSS), as well as a De-concentration Bonus Indicator (LHC does not participate in the bonus indicator) which shall be assessed individually and then combined by the Real Estate Assessment Center (REAC) into the agency's PHAS score for the purpose of identifying management capabilities and deficiencies; and

WHEREAS, HUD's verification of the accuracy of the information reported shall determine the authority's capacity to administer the Section 8 rental assistance program within the Federal law and regulations; and

WHEREAS, PHA's utilize this assessment to conduct internal audits of their operations and correct identified deficiencies. The results of the assessment can be utilized by a PHA's Board of Commissioners and Executive Director, resident organizations, and the community to understand more comprehensively the PHA's operations; and

WHEREAS, the assessment will be based on a certification completed by the office of the Executive Director and submitted covering performance for the fiscal year ending on June 30<sup>th</sup>, 2021;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the SEMAP submission, proving no serious deficiencies, to HUD on or before August 29<sup>th</sup>, 2021 for the performance covering the fiscal year ending on 6/30/21. The submission will be prior to the deadline of August 29<sup>th</sup>, 2021.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

#### Fire Alarm Contract Renewal

Ms. Soldenski reviewed and requested renewal of the Riverview Towers fire alarm system contract with Johnson Controls for a 5 year period. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve the updated 5 year contract for the Riverview Towers fire alarm system with Johnson Controls in the annual amount of \$1,300.70 for the period of 8/5/2021 to 8/5/2026 effective August 19, 2021.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

#### Administrative Policy Updates

Ms. Soldenski reviewed and requested approval of various Housing Choice Voucher administrative policy updates concerning clarity of landlord/owner disapprovals, the term of the HAP contract, more specific information on payments and additional definitions. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve the updates to the Housing Choice Voucher administrative policy as proposed effective August 19, 2021.

**Yeas:** Commissioners Mikus, Chesnutt and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** Commissioners RaCosta and Lie.

**MOTION CARRIED.**

#### TRAINING REPORT

Ms. Soldenski distributed and reviewed highlights of the National Low Income Housing Coalition July 21, 2021 article entitled The Road Ahead For Low Income Renters.

There was no other training reported

**AJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:37 p.m.

**MEETING ADJOURNED**

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Ms. Denise Soldenski, Executive Director

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Mr. James Mikus, Chairman