

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
FEBRUARY 17, 2022**

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, February 17, 2022 at 4:06 p.m.

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

Members Absent: Vice Chairperson Jennell RaCosta and Director Lisa Lie.

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

Chairman Mikus called the meeting to order at 4:06 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve the minutes of the regular meeting held on January 20, 2022 as presented.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

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.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

MONTHLY BILL APPROVAL

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.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

RIVERVIEW TOWERS

Jackson updated the commission on a recent issue with removal of a bat from a hallway at Riverview Towers.

COMMISSIONER COMMENTS

There were no comments from the commissioners.

STAFF REPORTS

Executive Director

Executive Director Soldenski reported a new beautician is still needed to operate the beauty salon, reviewed the LHC voucher lease up status, stated the boiler circulation pump replacement project has been delayed and updated the board on progress of the DTE LED lighting replacement project.

Trash Compactor Preventative Maintenance

Soldenski reviewed quotes received for preventative maintenance on the Riverview Towers trash compactor. It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve hiring Refuse Equipment of St. Clair to perform preventative maintenance on the Riverview Towers trash compactor at a rate of \$307 per service.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

Soldenski reported bids are being requested for renewal of the LHC/LRT property and liability insurance which will be presented at the March meeting, that HUD has approved the two COVID waivers requested last month and that a public hearing on the PHA Annual Plan for FYE 6/30/2023 will be held at the March meeting.

LHC/LRT Personnel Policy

Soldenski reviewed her request to eliminate the current LHC/LRT personnel policy and adopt the City policy. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve eliminating the existing and adopting the City of Lapeer Personnel Policy as the LHC/LRT personnel policy effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

LHC/LRT Credit Card Policy

Soldenski reviewed the need to relocate and update the LHC/LRT Credit Card Policy. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve moving the LHC/LRT Credit Card Policy from the Personnel Policy to the LHC/LRT Administrative Policy with updates effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

LHC/LRT Conflict of Interest Policy

Soldenski reviewed the need to establish an LHC/LRT conflict of interest policy. It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve establishing a Conflict of Interest Policy along with a disclosure form to be included in the LHC/LRT Administrative Policy effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

LHC/LRT Ethics Policy

Soldenski reviewed modifications needed to the current Ethics Policy. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve updating the existing Ethics Policy in the LHC/LRT Administrative Policy as proposed effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

HCV HQS Reasonable Notice

Soldenski reviewed amendments needed to the HCV policy to correct inconsistencies with reasonable notice requirements for HQS inspections. It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve updating the HCV Administrative Policy for reasonable notice for HQS inspection as proposed effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

HCV Cooperative Housing Policy

Soldenski reviewed updates needed to the HCV Administrative Policy concerning processing of Cooperative Housing leasing/contracts. It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to approve updating the HCV Administrative policy to include more detail for processing Cooperative Housing leasing/contracts as proposed effective 2/17/2022.

Yeas: Commissioners Mikus, Roberts and Chesnutt.

Nays: None.

Absent: Commissioners RaCosta and Lie.

MOTION CARRIED.

TRAINING REPORT

Ms. Soldenski reviewed Module 6 of the HUD PHA Financial Management PowerPoint training program concerning Operating and Capital Budgets.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the regular meeting at 4:40 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski, Executive Director

Mr. James Mikus, Chairman