

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JUNE 16, 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, June 16, 2022 at 4:19 p.m.

Members Present: Chairman Jim Mikus, Vice Chairperson Jennell RaCosta and Commissioner Robin Chesnutt.

Members Absent: Commissioners Kerri Roberts and 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 4:19 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve the minutes of the meeting held on May 19, 2022 as presented.

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

AGENDA AMENDMENT

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to add Item H.1.a(2) Riverview Towers Lease Amendment to the meeting agenda.

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

MONTHLY FINANCIAL REPORT APPROVAL

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

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Housing Manager Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Chesnutt and supported by Commissioner RaCosta 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 and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

RIVERVIEW TOWERS

Housing Manager Jackson updated the commission on elevator service issues due to a power outage.

COMMISSIONER COMMENTS

There were no comments from the commissioners.

STAFF REPORTS

Executive Director

New Logo Design

Executive Director Soldenski presented 3 options for an updated logo design for Lapeer Riverview Towers. It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to choose the new LRT logo design identified as option #1.

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

Soldenski reported the LRT brochure is also being updated and will be uploaded to the websites.

Riverview Towers Lease Amendment

Soldenski reviewed a proposed amendment to the Riverview Towers lease concerning non-payment of rent and related court costs and stated all current tenants will be notified of the lease amendment in early July and each will be asked to sign a lease amendment at annual recertifications starting September 1st.

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve the Riverview Towers lease amendment as proposed effective June 16, 2022.

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED.

LRT/LHC & HUD PHA Budget Approvals – FYE June 30, 2023

Soldenski reviewed the proposed budgets for Lapeer Riverview Towers, Lapeer Housing Commission and the HUD PHA for the fiscal year ending June 30, 2023. Soldenski reviewed various items in the budgets including replacement reserve funds, planned capital fund project expenditures, administration and staffing, a proposed service bonus to LHC employee Craig Lamoreaux, insurance costs, utility costs, tenant rent income, administrative fee revenue, operating reserve and various operating income and expenses.

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve LRT FYE 6/30/2023 Budget Resolution #10-2022; LHC FYE 6/30/2023 Budget Resolution #177-2022 and the HUD PHA FYE 6/30/2023 Budget Resolution #178-2022.

LAPEER RIVERVIEW TOWERS
RESOLUTION # 10-2022
For LRT Operating/Capital Budget FYE 6-30-2023

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 06-30-2023 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 06-30-2023 as submitted.

LAPEER HOUSING COMMISSION
RESOLUTION # 177-2022
For LHC Budget FYE 6-30-2023

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 06-30-2023 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2023 as submitted.

LAPEER HOUSING COMMISSION
PHA BOARD RESOLUTION # 178-2022
U.S. Department of Housing & Urban Development
Operating Budget Fiscal Year Beginning 07-01-2022

Certification and agreement by Lapeer Housing Commission PHA Chairman James Mikus that;

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.11(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i)

Yeas: Commissioners Mikus, RaCosta and Chesnutt.

Nays: None.

Absent: Commissioners Roberts and Lie.

MOTION CARRIED AND RESOLUTIONS DECLARED ADOPTED.

TRAINING REPORT

Soldenski distributed Module 10 of the HUD PHA Financial Management PowerPoint training program concerning Financial Management Tools for the commissioners to review.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the regular meeting at 4:57 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski, Executive Director

Mr. James Mikus, Chairman