

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
JUNE 15, 2023**

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 15, 2023 at 4:43 p.m.

Members Present: Chairman Jim Mikus, Vice Chair Jennell RaCosta and Commissioners Robin Chesnutt and Lisa Lie.

Members Absent: Commissioner Kerri Roberts.

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

Chairman Mikus called the meeting to order at 4:43 p.m.

MINUTES

It was moved by Commissioner Chesnutt and supported by Commissioner RaCosta to approve the minutes of the meeting held on May 19, 2023 as presented.

Yeas: Commissioners Mikus, RaCosta, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

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, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

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, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

RIVERVIEW TOWERS

Housing Manager Jackson reported all Riverview Towers units are currently leased up.

COMMISSIONER COMMENTS

Commissioner Mikus inquired on clarification between the LHC and MSHDA voucher programs, funding sources and administration.

STAFF REPORTS

Executive Director

Disposition of Items – LRT Resolution #12-2023

Director Soldenski requested approval of LRT Resolution #12-2023 approving disposition of old cabinetry to Habitat for Humanity.

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve LRT Resolution #12-2023.

**LAPEER RIVERVIEW TOWERS
 RESOLUTION #12-2023
 Disposition of Disposed Items 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 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 06/30/2023 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	Old Bathroom vanities and kitchen cabinet sets for 2 apartment units (101 & 209)	1980's	unknown	12/9/22	\$0	Of no value to Riverview – Donated to Habitat for Humanity ReStore
2	Old Bathroom vanities and kitchen cabinet sets for 2 apartment units (201, 408, 501)	1980's	unknown	2/14/23	\$0	Of no value to Riverview – Donated to Habitat for Humanity ReStore

WHEREAS, the board has previously reviewed the budget for FYE 06-30-2023 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 06-30-2023 as submitted.

Yeas: Commissioners Mikus, RaCosta, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers Rent Increase

Director Soldenski reviewed the proposed Riverview Towers monthly rent increase and 30-day notice requirement for current tenants of at least one year.

It was moved by Commissioner Chesnutt and supported by Commissioner RaCosta to approve the Lapeer Riverview Towers monthly rent increase from \$640 per month to \$675 per month effective September 1, 2023.

Yeas: Commissioners Mikus, RaCosta, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

LHC / LRT Fiscal Year 7/1/2023-6/30/2024 Operating/Capital Budget & Replacement Reserve – Resolutions LRT #11-2023, LHC #179-2023 & LHC #180-2023

Director Soldenski reviewed various items in Fiscal Year 7/1/23-6/30/24 Operating Budget, Capital Budget and Replacement Reserve including revenues, expenses, administrative fees, reserves, utility and maintenance costs, administrative expenses, wages and proposed capital fund expenses.

It was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve Resolutions LRT #11-2023, LHC #179-2023 and LHC #180-2023.

LAPEER RIVERVIEW TOWERS RESOLUTION #11-2023 OPERATING/CAPITAL BUDGET FYE 6-30-2024

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 06-30-2024 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 06-30-2024 as submitted.

LAPEER HOUSING COMMISSION
RESOLUTION #179-2023
LHC BUDGET FYE 6-30-2024

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 06-30-2024 and has approved such budget; and

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the budget for FYE 06-30-2024 as submitted.

LAPEER HOUSING COMMISSION
RESOLUTION #180-2023
LHC BUDGET FYE 6-30-2024

Approve HUD PHA Board Resolution LHC #180-2023 Approving Operating Budget for Fiscal Year 7/1/2023 – 6/30/2024.

Yeas: Commissioners Mikus, RaCosta, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Roberts.

MOTION CARRIED AND RESOLUTIONS DECLARED ADOPTED.

Director Soldenski updated the commission on the Riverview Towers lobby painting project, exterior upgrades for the maintenance garage and upcoming policy changes.

TRAINING REPORT

Director Soldenski briefly reviewed the National Low Income Housing Coalition Out of Reach report.

AJOURNMENT

There being no further business, it was the consensus of the commision to adjourn the meeting at 5:14 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski, Executive Director

Mr. James Mikus, Chairman