

MINUTES APRIL 18, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 18, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:14 p.m.

Roll Call: Present: Bunn, Butler, Miles, Steimle, Zylstra

Absent: None

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the offices of President and Vice President were in order.

Commissioner Miles, supported by Commissioner Bunn, placed the names of Commissioner Butler in nomination for the office of President and Commissioner Zylstra in nomination for the position of Vice President.

17-01 Commissioner Miles, supported by Commissioner Bunn, moved that the nominations be closed and that a unanimous ballot be cast.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Chair declared the motion carried and Commissioner Butler was elected President and Commissioner Zylstra was elected Vice President.

**MINUTES:**

17-02 Commissioner Miles, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of March 21, 2017.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**RESOLUTIONS & MOTIONS:**

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending March 31, 2017.

17-03 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING OPERATING  
STATEMENT OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended March 31, 2017 has been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission has reviewed the Statements; and

WHEREAS, the Housing Commission, in its review, has determined that the expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED that the Operating Statement of Income and Expenditures for the period ended March 31, 2017 are in all respects approved.

Commissioner Miles, supported by Commissioner Bunn, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving Budget Revisions for Fiscal Year ending June 30, 2017.

17-04 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING BUDGET REVISIONS FOR FISCAL YEAR ENDING  
JUNE 30, 2017**

WHEREAS, an operating budget for the fiscal year ending June 30, 2017 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed revised operating budget for the fiscal year ending June 30, 2017 is in all respects approved.

Commissioner Bunn, supported by Commissioner Steimle, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the updated Smoke-free Policy.

17-05 The following resolution was introduced, read in full and considered:

**RESOLUTION ADOPTING  
REVISED SMOKE-FREE POLICY**

WHEREAS, the Housing Commission has previously adopted a Smoke-Free Policy; and  
WHEREAS, staff has determined that revision to the Smoke-Free Policy are necessary to comply  
with new regulations issued by the Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopts the attached  
Smoke-Free Policy.

Commissioner Bunn, supported by Commissioner Miles, moved adoption of the  
foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving  
Rent Collection Policy.

17-06 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
REVISED RENT COLLECTION POLICY

WHEREAS, the Housing Commission has previously adopted a Rent Collection Policy; and  
WHEREAS, staff has determined that revision to the Rent Collection Policy are necessary to the  
efficient operation of the Grand Rapids Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopts the attached  
Rent Collection Policy.

Commissioner Zylstra, supported by Commissioner Steimle, moved adoption of the  
foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving Leonard Terrace interior building renovation bid.

17-07 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT  
FOR LEONARD TERRACE RENOVATIONS PROJECT (BUILDING INTERIOR)

WHEREAS, On April 13, 2017 M.C. Smith Associates and Architectural Group, Inc. received one (1) bid from First Contracting, Inc. of Ovid, Michigan for the building interior renovations of the Leonard Terrace 2017 Capital Improvements Project; and,

WHEREAS, The M.C. Smith Associates and Architectural Group, Inc. Leonard Terrace Renovations building interior cost estimate amount was \$1,444,285.00. First Contracting, Inc. submitted a base bid amount of \$ \$1,712,982.00, along with Alternate #1 in the amount of \$1,200.00 and Alternate #2 in the amount of 46,000.00; and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bid, communicated with First Contracting, Inc. and successfully negotiated the deletion of Work Item #15, New Bathtub Surrounds (\$239,870.00), and Work Item #21, Camera System Upgrade (\$43,200.00) which reduces the Contract Amount to \$1,429,915.00 to perform the building interior renovations portion Leonard Terrace 2017 Capital Improvements Project.

NOW THEREFORE BE IT RESOLVED, that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract for an amount not to exceed \$1,429,915.00 First Contracting, Inc. of Ovid, Michigan to perform the building interior

renovations portion of the Leonard Terrace 2017 Capital Improvements Project, provided that all contract documents are reviewed and approved by Rhoades McKee attorneys.

Commissioner Bunn, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving the Leonard Terrace revised site work bid.

17-08 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING REVISED BID AND AWARD OF CONTRACT  
FOR LEONARD 2017 CAPITAL IMPROVEMENTS PROJECT (SITE WORK)

WHEREAS, On March 18, 2017 the Housing Commission approved the bid and award of contract to Pel GC of Grand Rapids, Michigan in the amount of \$116,063.32 which consisted of a Base bid of \$95,907.37, Alternate A in the amount of \$11,509.95, and Alternate D in the amount of \$8,646.00 for the site work portion of the Leonard Terrace 2017 Capital Improvements Project; and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc., upon further review and consultation with Pel GC, discovered that an error had been made in the interpretation of Pel GC's Base Bid amount with the actual Base Bid amount being \$153,113.55, an increase of \$57,206.18 above the amount previously stated; and,

WHEREAS, only one (1) bid received for the project, and based upon the references verified by M.C. Smith Associates and Architectural Group, Inc., staff recommends Pel GC be

awarded the project including the Base Bid, Alternate A, and Alternate D for total contract amount of \$173,269.50.

NOW THEREFORE BE IT RESOLVED, that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract for an amount not to exceed \$173,269.50 to Pel GC to perform the Leonard Terrace 2017 Capital Improvements Project site work provided all documents and form of contract are reviewed and approved by Rhoades McKee attorneys prior to execution.

Commissioner Zylstra, supported by Commissioner Bunn, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the sale of 1210 Cass Avenue SE.

17-09 The following resolution was introduced, read in full and considered:

**RESOLUTION AUTHORIZING NEGOTIATION OF OPTION TO PURCHASE**

**1210 CASS AVEMIE SE – VACANT LOT**

WHEREAS, the Grand Rapids Housing Commission holds possession of a vacant lot identified as 1210 Cass Avenue, SE, Grand Rapids, Michigan; and

WHEREAS, Mr. Maurice Townsend of New City Kids, has expressed interest in purchasing said lot from the Housing Commission to be used with adjacent properties acquired by New City Kids for the purpose of the constructing 70-75 affordable housing units, 10 retail spaces, and a community center; and

WHEREAS, the lot at 1210 Cass Avenue, SE is of suitable size to be utilized by the Housing Commission for new home construction.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes permission to negotiate an "Option to Purchase" with Mr. Maurice Townsend for the above named parcel and that the negotiated price be not less than \$2,000, the amount that would reimburse the Commission for its original outlay.

The Commissioners requested that there be further assurances that this sale is the best use of this property towards the purpose of affordable housing. The Director stated that he would make further inquiries.

Commissioner Bunn, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**DIRECTOR'S REPORT**

1. Annual Demographics Report
2. Vacancy Report for March 2017.

Adams Park	2
Campau Commons	0
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>3</b>
Creston Plaza	1
Homeown Rental	0



Hope Community	3
Leonard Terrace	2
Oakdale	0
Mt. Mercy	3
Ransom Tower	3
Sheldon Apts.	1
<b>Overall Total</b>	<b>16</b>

3. The Director presented the Commission with a copy of the Section 8 Status Report for March 2017 which continues to show over a 100% utilization rate.

4. The Director presented the Commission with a copy of the Personnel Report for February 2017.

5. The Director requested authorization to send two (2) commissioners and two (2) staff members to the MI NAHRO Summer Conference in Indianapolis, IN, June 15-18, 2017.

17-10 Commissioner Bunn, supported by Commissioner Miles, moved to authorize the Director to send two (2) commissioners and two (2) staff to the MI NAHRO Summer Conference in Indianapolis, IN, July 15-18, 2017.

Commissioner Zylstra, supported by Commissioner Bunn, moved authorize the Director to send two (2) commissioners and two (2) staff to the MI NAHRO Summer Conference in Indianapolis, IN, July 15-18, 2017.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**OLD/NEW BUSINESS:**

The Director informed the Board that Cinnaire was having difficulties in securing investors for the Adams Park renovations. The Housing Commission has a 60-day extension on the project and is investigating other options for financing.

17-11 There being no further business to come before the Commission, it was moved by Commissioner Bunn supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 6:38 pm.

Carlos A. Sanchez

Executive Director/Secretary