

MINUTES DECEMBER 20, 2016

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 20, 2016 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:07 p.m.

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

Absent: Zylstra

The President declared a quorum present.

Also attending the meeting: None

MINUTES:

16-66 Commissioner Bunn, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of November 15, 2016.

Ayes: Bunn, Butler, Miles, Steimle

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 November 30, 2016.

16-67 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 November 30, 2016 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 November 30, 2016 are in all respects approved.

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

Ayes: Bunn, Butler, Miles

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the application for the FSS grant.

16-68 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FY 2017 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
NOTICE OF FUNDING AVAILABILITY
CONSOLIDATED FAMILY SELF-SUFFICIENCY (FSS)
RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY (ROSS) GRANT

WHEREAS, HUD has announced its intent to published and make available the FY 2017 PH/HCV-FSS Resident Opportunities and Self-Sufficiency (ROSS) Notice of Funding Availability (NOFA); and

WHEREAS, the clients/residents of the Grand Rapids Housing Commission have need of certain eligible services;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to submit a renewal application for PH/HCV-FSS grant funds totaling \$331,000 for five (5) service coordinators and, if awarded, enter into the necessary grant agreement(s).

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

Ayes: Bunn, Butler, Miles

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the CMGC selection.

16-69 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING ADAMS PARK APARTMENTS CONSTRUCTION
MANAGER/GENERAL CONTRACTOR (CM/GC)**

WHEREAS, the Grand Rapids Housing Commission staff has received responses from three firms to the Request for Proposal to provide Construction Management/General Contractor (CMGC) services in conjunction with the Adams Park Apartments 4% Low-Income Housing Tax Credit (LIHTC) application and Rental Assistance Demonstration (RAD) conversion; and,

WHEREAS, the three received Requests for Request for Proposals were ranked in accordance with evaluation criteria presented in the Request for Proposal documents and the finding are as follows:

<u>Firm Name</u>	<u>Evaluation Score</u>	<u>Evaluation Ranking</u>
First Contracting, Inc.	94.8	1
Pioneer Construction Company	83.3	3
CD Barnes Construction	84.5	2

WHEREAS, First Contracting, Inc. has submitted a Construction Manager Fee proposal in the amount of Ten thousand and 00/100 dollars (\$10,000.00).

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be and is hereby authorized to award a contract for Construction Management services to First Contracting, Inc. in the amount of Ten thousand and 00/100 dollars (\$10,000.00).

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

Ayes: Bunn, Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving the Workers Compensation Plan.

16-70 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR
WORKER'S COMPENSATION INSURANCE

WHEREAS, UNDER LAW THE Grand Rapids Housing Commission provides employees with worker's compensation insurance; and,

WHEREAS, the Housing Commission has evaluated options from other providers; and,

WHEREAS, the provider, Fremont is offering a more competitive premium for the same coverage.

NOW, THEREFORE BE IT RESOLVED, that the contract renewal of \$17,755 between the Grand Rapids Housing Commission and Fremont is hereby approved.

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

Ayes: Bunn, Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving the utility easement for Mount Mercy

16-71 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONSUMERS ENERGY COMPANY REQUEST FOR
ELECTRIC FACILITIES EASEMENT AT MOUNT MERCY

WHEREAS, Consumers Energy Company has submitted a request for an "Easement for Electric Facilities" at Mount Mercy Apartments, located at 1425 Bridge Street NW, Grand Rapids, MI 49504; and,

WHEREAS, Housing Commission staff has determined that the granting of the easement request will not impair the ability of Mount Mercy residents or staff to effectively utilize the property and facilities at 1425 Bridge Street NW, Grand Rapids, MI 49504.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be and is hereby authorized to approve the Consumers Energy Company request for an Easement For Electric Facilities as submitted to the Grand Rapids Housing Commission on or about November 11, 2016.

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

Ayes: Bunn, Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

DIRECTOR’S REPORT

1. Vacancy Report for November 2016. The Director informed the Commission that issues with software updates have slowed the process of filling vacancies.

Adams Park	9
Campau Commons	5
Scattered Site I-V	4
Public Hsg. Total	18
Creston Plaza	3
Homeown Rental	0
Hope Community	3

Leonard Terrace	5
Oakdale	0
Mt. Mercy	5
Ransom Tower	3
Sheldon Apts.	0
Overall Total	37

2. The Director presented the Commission with a copy of the Section 8 Status Report for November 2016 which shows a 100% utilization rate currently.

3. The Director presented the Commission with a copy of the Personnel Report for November 2016.

4. The Director presented the Commission with the 2017 GRHC Board of Commissioners meeting schedule.

OLD/NEW BUSINESS

The Director updated the board members on the status of projects at the sites. Loans have been closed for Creston Plaza, Leonard Terrace, and Mount Mercy. Mount Mercy will have \$780,000 and Leonard Terrace will have \$1.7 million for rehab and renovation. Campau Commons is close to closing on RAD. The architects are working on plans for Adams Park renovations with a projected date of February for sending to HUD for approval.

16-72 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

Nays: None

The President declared the meeting adjourned at 6:30 pm.

Carlos A. Sanchez
Executive Director/Secretary