

MINUTES FEBRUARY 20, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 20, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

MINUTES:

17-88 Commissioner Zylstra, supported by Commissioner Steimle, moved to approve the Minutes of the regular meeting of January 16, 2018.

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 January 31, 2018.

17-89 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 January 31, 2018 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 January, 2018 are in all respects approved.

Commissioner Bunn, supported by Commissioner Zylstra, 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 the revision to the Adams Park waiting list preferences.

17-90 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISIONS TO THE
ADMISSIONS AND CONTINUED OCCUPANCY POLICY
LOW-INCOME PUBLIC HOUSING

WHEREAS, the Housing Commission desires to revise the Admissions and Continued Occupancy Policies for the Low-Income Public Housing Program to remove the waiting list preference for applicants who are referred by Network 180 and agencies under the Network 180 umbrella.

NOW, THEREFORE BE IT RESOLVED that the Housing Commission adopt the attached changes to the Low-Income Public Housing Admissions and Continued Occupancy Policy.

Commissioner Steimle, supported by Commissioner Bunn, 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 purchase of security cameras for Adams Park.

17-91 The following resolution was introduced, read in full and considered:

AUTHORIZATION TO AWARD NOT-TO-EXCEED CONTRACT
FOR ADAMS PARK SECURITY SYSTEM

WHEREAS, Grand Rapids Housing Commission on February 12, 2018 issued a Request for Proposals from qualified firms to upgrade Security Cameras and VMS Network Video Recorder (NVR) for the existing GeoVision Facility Surveillance System at Adams Park Apartments; and,

WHEREAS, 2014 Capital Fund Program dollars will be utilized to pay for this work and said 2014 Capital Fund Program dollars must be fully expended on or before May 12, 2018; and,

WHEREAS, the amount of 2014 Capital Fund Program dollars remaining and requiring to be fully expended on or before May 12, 2018 equals Thirty Seven Thousand Five Hundred Dollars and zero cents (\$37,500.00).

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be and is hereby authorized to award a contract in the amount Not-to-Exceed Thirty Seven Thousand Five Hundred Dollars and zero cents (\$37,500.00) to lowest most responsive proposal respondent.

BE IT FUTHER RESOLVED that the Housing Commission staff will report this contract award at the Housing Commission Board meeting scheduled for March 20, 2018.

Commissioner Bunn, supported by Commissioner Zylstra, 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 the closing of the Verne Barry waiting list.

17-92 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
CLOSING OF THE SECTION 8 WAITING LIST FOR THE HOUSING CHOICE
VOUCHER PROGRAM USING THE HAPPY, INC, COMPREHENSIVE
WAITING LIST SYSTEM

WHEREAS, THE Grand Rapids Housing Commission administers the Section 8 Moderate Rehabilitation SRO Program; and

WHEREAS the Housing Commission maintains a waiting list for the Section 8 Moderate Rehabilitation SRO Program in accordance with the regulations from the Department of Housing and Urban Development; and,

WHEREAS the Housing Commission desires to close the present waiting list; and

WHEREAS the Housing Commission will be working with a referral-based system to meet grant requirements.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission will close the Section 8 Moderate Rehabilitation SRO Program waiting list effective February 28, 2018 and accept referral-based applicants for its new waiting list starting on March 1, 2018.

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.

5. The Director presented the Commission with a copy of the resolution approving architectural and engineering negotiation and selection for Hope Community LIHTC.

17-93 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING NEGOTIATION OF COMPENSATION AND AWARD OF
CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES
HOPE COMMUNITY LIHTC

WHEREAS, the Grand Rapids Housing Commission staff has received responses from two architectural/engineering (A/E) firms to the Request for Qualifications to provide A/E services in conjunction with the Hope Community Low-Income Housing Tax Credit (LIHTC) project; and,

WHEREAS, the received Requests for Qualifications were evaluated and ranked in accordance with the Qualifications Based Selection requirements outlined in the Grand Rapids

Housing Commission's Procurement Policy for the selection of architectural/engineering services, the results of which are listed below:

<u>Firm Name</u>	<u>Evaluation Score</u>	<u>Evaluation Ranking</u>
MCSA Group, Inc. (M.C. Smith Associates & Architectural Group, Inc.)	76	1
IVNA (Isaac V. Norris and Associates, P.C.)	69.5	2

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be and is hereby authorized to award a contract for A/E services to MCSA Group, Inc., subject to negotiation, and agreement by both parties, of fair and reasonable compensation.

BE IT FUTHER RESOLVED that should the staff be unable to come to an agreement for compensation with MCSA Group, Inc., negotiation will be entered into with the remaining firm, in order of the evaluation ranking.

Commissioner Zylstra, 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 resolution approving the bylaws and management agreement for the Affordable Housing Community Fund.

17-94 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING THE BYLAWS OF THE
AFFORDABLE HOUSING COMMUNITY FUND

WHEREAS, the Grand Rapids Housing Commission (“Housing Commission”) and the City of Grand Rapids (“City”) have joined forces and are creating a Michigan nonprofit corporation to be known as “Affordable Housing Community Fund.”

WHEREAS, the Bylaws of the Affordable Housing Community Fund are approved in the form attached to this Resolution.

NOW THEREFORE, it is agreed as follows:

IT IS RESOLVED that the Housing Commission approves the Bylaws of the Affordable Housing Community which are attached to this Resolution.

IT IS FURTHER RESOLVED that the Executive Director is authorized and directed to negotiate and execute any and all documents necessary on behalf of the Housing Commission in order to effect the purpose of this Resolution.

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.

DIRECTOR’S REPORT

1. Vacancy Report for January 2018

Adams Park	5
Campau Commons	3
Scattered Site I-V	1
Public Hsg. Total	9

Creston Plaza	0
Homeown Rental	0
Hope Community	4
Leonard Terrace	1
Oakdale	0
Mt. Mercy	2
Ransom Tower	4
Sheldon Apts.	0
Overall Total	20

2. The Director presented the Commission with a copy of the Section 8 Status Report for January 2018 which shows just over a 96% utilization rate. The Housing Commission has started issuing over 100 new vouchers to those on the waiting list.

3. The Director presented the Commission with a copy of the Personnel Report for January 2018.

4. The Director informed the Commission that the Grand Rapids Housing Commission will be going forward with the application with HUD for the EnVision Center, a program to increase self-sufficiency for our clients. Although there is no HUD money for funding, it will be good for public relations and may help us in our Moving To Work application.

5. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to the Michigan NAHRO Conference in Bay City, MI from April 11-13, two (2) staff members to the NCRC Regional Conference in Fort Wayne, IN from April 30-May 2, and the Director and

President of the Board to the NAHRO Legislative Conference in Washington DC from April 21-24.

17-95 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the director to send one (1) staff member to the Michigan NAHRO conference in Bay City, MI from April 11-13, two (2) staff members to the NCRC Regional Conference in Fort Wayne, IN from April 30-May 2, and the Director and President of the Board to the NAHRO Legislative Conference in Washington DC from April 21-24.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

17-87 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Steimle 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