

MINUTES JANUARY 17, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 17, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:05 p.m.

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

Absent: Steimle

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director

**MINUTES:**

16-73 Commissioner Bunn, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of December 20, 2016.

Ayes: Bunn, Butler, Miles, 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 December 31, 2016.

16-74 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 December 31, 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 December 31, 2016 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the audited financial statements for period ending June 30, 2016

16-75 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING AUDITED FINANCIAL STATEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2016**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Rehmann Robson to prepare audited financial statements for the fiscal year ended June 30, 2016; and

WHEREAS, Rehmann Robson has completed their audit and issued draft statements for

the Grand Rapids Housing Commission and Ransom Avenue Development Corporation for the year ended June 30, 2016; and

WHEREAS, the Housing Commission has reviewed the statements and has determined that the statements fairly present the financial conditions of the Grand Rapid Housing Commission and the Ransom Avenue Development Corporation.

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Grand Rapids Housing Commission and the Ransom Avenue Development Corporation for the year ended June 30, 2016 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving contract bids for Mount Mercy roof repair.

16-76 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT

FOR MT. MERCY CHAPEL ROOF REPAIR

**WHEREAS**, On January 10, 2017 M.C. Smith Associates and Architectural Group, Inc. received two (2) responses for its invitation to bid to repair the Mt. Mercy Chapel Roof; and,

**WHEREAS**, the bids were received from Detroit Cornice & Slate and Grand River Builders with the low bidder being Grand River Builders which submitted a base bid in the amount of \$138,712.00 for repair of the east side roof and a voluntary alternate in the amount of

\$123,000.00 for repair of the west side roof for a total bid in the amount of \$261,712.00 which includes an allowance in the amount of \$15,000.00 for rotted sheathing replacement; and,

**WHEREAS**, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bid, checked the references provided by Grand River Builders, and recommends award of the contract to Grand River Builders in the amount of \$261,712.00 to repair the east and west sides of the Mt Mercy Chapel Roof.

**NOW THEREFORE BE IT RESOLVED**, that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract in the amount of \$261,712.00 to Grand River Builders for repair of the east and west sides of the Mt Mercy Chapel Roof.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving the Draft Agency Plan.

16-77 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION  
2017 ANNUAL AGENCY PLAN FOR FFY 2018, AND AUTHORIZATION  
TO HOLD A PUBLIC HEARING ON THE PLAN**

**WHEREAS**, the Department of Housing and Urban Development has established and implemented a nationwide process and timeline for developing PHA Annual Agency Plans and submitting these plans for public review; and

WHEREAS the Housing Commission has reviewed the strategies, goals and objectives proposed in the 2017 Annual Agency Plan for FFY 2018...

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the Annual Agency Plan for the Fiscal Year ended June 30, 2018, and the Director of the Housing Commission is hereby authorized to hold a public hearing regarding the Plan.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

**DIRECTOR'S REPORT**

1. Vacancy Report for December 2016.

Adams Park	9
Campau Commons	3
Scattered Site I-V	3
<b>Public Hsg. Total</b>	<b>15</b>
Creston Plaza	1
Homeown Rental	0
Hope Community	2
Leonard Terrace	6
Oakdale	0

Mt. Mercy	4
Ransom Tower	1
Sheldon Apts.	0
<b>Overall Total</b>	<b>29</b>

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

3. The Director presented the Commission with a copy of the Personnel Report for January 2017. One maintenance technician has announced his resignation since the printing of the report.

4. The Director requested authorization to send one commissioner and one staff to the 2017 NAHRO Washington Conference in Washington, DC, March 26-28, 2017.

16-78 Commissioner Zylstra, supported by Commissioner Bunn, moved to authorize the Director to send one commissioner and one staff to the 2017 NAHRO Washington Conference in Washington, DC, March 26-28, 2017.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried

5. The Director presented the Commission with information that Hope Community was awarded a HUD-HEARTH grant for \$159,663 towards their Rapid Rehousing program.

16-79 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, Zylstra

Nays: None

The President declared the meeting adjourned at 6:40 pm.

Carlos A. Sanchez  
Executive Director/Secretary