

MINUTES JANUARY 15, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 15, 2018 in the community room of Campau Commons at 831 Division South, Grand Rapids, Michigan. Vice President Zylstra called the meeting to order at 6:12 p.m.

Roll Call: Present: Miles, Steimle, Zylstra

Absent: Bunn, Butler

The President declared a quorum present.

Also attending the meeting: Jenny Kolbow from Plante & Moran and Brian McVicar from MLive.

MINUTES:

18-78 Commissioner Steimle, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of December 18, 2018.

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice 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, 2018.

18-79 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, 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 December, 2018 are in all respects approved.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the audited financial statements.

18-80 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AUDITED FINANCIAL STATEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2018

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the fiscal year ended June 30, 2018; and

WHEREAS, Plante Moran has completed their audit and issued draft statements for the Grand Rapids Housing Commission for the year ended June 30, 2018; 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.

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Grand Rapids Housing Commission for the year ended June 30, 2018 are in all respects approved.

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

Ayes: 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 Draft 2019 Annual Agency Plan.

18-81 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION
2019 ANNUAL AGENCY PLAN FOR FFY 2020, 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 2019 Annual Agency Plan for FFY 2020...

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing

Commission approves the Annual Agency Plan for the Fiscal Year ended June 30, 2020, and the Director of the Housing Commission is hereby authorized to hold a public hearing regarding the Plan.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving Section 8 staffing changes.

18-82 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING STAFFING STRUCTURE
FOR GRAND RAPIDS HOUSING COMMISSION

WHEREAS, the Housing Commission periodically evaluates the staffing needs of the organization; and

WHEREAS, it is my recommendation that an amendment be made to the current staffing structure; and

WHEREAS, the recommended change falls within the previously approved budget; and

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to amend the staffing structure as requested.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving contract award for Ransom Tower boiler replacement.

18-83 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AWARD OF CONTRACT FOR RANSOM TOWER
DOMESTIC HOT WATER BOILER REPLACEMENT

WHEREAS, the Grand Rapids Housing Commission staff has been notified that the domestic hot water boiler serving the needs of the Ransom Tower is in excess of 25 year of age, and is in need of replacement; and,

WHEREAS, Hurst Mechanical has recommended replacement with a like manufacture, Lochinvar, and that the boiler be proportional firing which will be more energy efficient; and,

WHEREAS, Staff has published a Request for Proposal, to include pricing, that was responded to by six (6) HVAC/Mechanical Contracting firms; and,

WHEREAS, Environmental System Solutions, Inc. (ESS, Inc.) submitted the lowest priced response in the amount of Twenty-two Thousand Two Hundred Fifty dollars (\$22,250).

NOW, THEREFORE BE IT RESOLVED, that the Housing Commission approves replacement of the Ransom Tower domestic hot water boiler for an amount not to exceed Twenty-two Thousand Two Hundred Fifty dollars (\$22,250) and authorizes the Executive Director to execute a contract for the replacement to Environmental System Solutions, Inc. (ESS, Inc.) in that amount.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for December 2018

Adams Park	7
Campau Commons	4
Scattered Site I-V	0
Public Hsg. Total	11
Creston Plaza	2
Homeown Rental	0
Hope Community	6
Leonard Terrace	6
Oakdale	0
Mt. Mercy	5
Ransom Tower	1
Sheldon Apts.	0
Overall Total	31

2. The Director presented the Commission with a copy of the Section 8 Status Report for December 2018 which shows a 100% utilization rate. The Director reported that the government shutdown has not yet effected the Section 8 payments to landlords and the February

payments will be made. If the government is still shut down on February 1 it will be necessary to come up with a plan for what will happen in regards to March payments.

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

OTHER BUSINESS

The director reported that the City Manager has sent out notice that because of Kent County's decision to close the land bank, the City of Grand Rapids will be re-assessing their strategies in addressing affordable housing. The Affordable Housing Community Fund will continue to meet and the City will send a representative to the next AHCF board meeting, but the City is putting a hold on further action.

18-84 There being no further business to come before the Commission, it was moved by Commissioner Miles supported by Commissioner Steimle to adjourn.

Ayes: Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 6:53 pm.

Carlos A. Sanchez

Executive Director/Secretary