

MINUTES JUNE 27, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 27, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:09 p.m.

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

Absent: None

The Vice President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Joyce Smith, Communication and Program Coordinator, Maureen Franklin, and Kamania Chambers.

Kamania Chambers, a 2017 recipient of the Jean McKee scholarship, accompanied by her mother, Maureen Franklin, was present to receive her award and address the Commission. Kamania will be attending Western Michigan University in the fall to pursue her undergraduate degree with the goal of going on to become a physician's assistant. Kamania and Maureen thanked the commissioners and were congratulated for Kamania's accomplishments.

MINUTES:

17-23 Commissioner Bunn, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of May 23, 2017.

Ayes: Bunn, Butler, 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 May 31, 2017.

17-24 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 May 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 May 31, 2017 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 Vice President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving appointment/reappointments to the various Boards.

17-25 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE APPOINTMENTS/REAPPOINTMENTS

TO THE VARIOUS BOARDS

WHEREAS, there are vacancies on the various boards that require appointment/reappointments; and

WHEREAS, the Housing Commission wishes to appoint/reappoint the following individual(s) to the appropriate boards:

Hope Community Housing Corporation

Douglas A. Dozeman 2017 – 2020

Resident Advisory Board

Peter Ferwerda 2017 - 2020
Virgie Young 2017 - 2020

Ransom Avenue Development Corporation

Monica Steimle 2017 – 2020

NOW, THEREFORE, BE IT RESOLVED that the appointment/reappointment of the foregoing individual(s) to the appropriate board is hereby approved by the Housing Commission.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving Mount Mercy renovations (site work) change order A.

17-26 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CHANGE ORDER A
TO THE MT. MERCY RENOVATIONS (SITE WORK)
CONSTRUCTION CONTRACT WITH PelGC

WHEREAS, the Grand Rapids Housing Commission (GRHC) has previously entered into contract with PelGC. (General Contractor) in the amount of One Hundred Ninety-three Thousand Eight Hundred Fourteen and 00/100 dollars (\$193,814.00) to provide all construction services and activities necessary to completed the Mt. Mercy Renovations (Site Work) project in accordance with the approved plans and specifications prepared by M.C. Smith Associates and Architectural Group, Inc.; and,

WHEREAS, PelGC has submitted six (6) bulletin items which have arisen from conditions discovered during their construction operations, and which differ from the approved plans and specifications; and,

WHEREAS, the four (4) items presented have a combined value of Twenty-two Thousand Four Hundred Two and 00/100 (\$22,402.00) and have been reviewed for price and necessity by the project architect, M.C. Smith Associates and Architectural Group, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to issue Change Order A to the contract with PelGC in the total amount of Twenty-two Thousand Four Hundred Two and 00/100 (\$22,402.00), which increases the total contract amount with PelGC to \$216,216.00.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving bid and contract work for RAD scattered sites (20 units) conversion project.

17-27 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT FOR RAD SCATTERED SITES (20 UNITS) CONVERSION PROJECT REHABILITATION WORK

WHEREAS, on April 27, 2017 M.C. Smith Associates and Architectural Group, Inc. received two (2) bids for the Rehabilitation Work associated with the Scattered Site (20 Units) RAD Conversion Project; and,

WHEREAS, the M.C. Smith Associates and Architectural Group, Inc. cost estimate amount for the aforementioned project was \$481,124.70; and,

WHEREAS, bids in the following amounts were received from the below listed contractors:

<u>Contractor</u>	<u>Base Bid</u>
D&K Engineering & Construction	\$531,037.00
JD Fisher Builders	\$448,019.30

with the lowest “As-Read” base bidder being identified as JD Fisher Builders in the amount of \$448,019.30; and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bid, communicated with JD Fisher Builders, checked submitted references, and recommends award of the bid to JD Fisher Builders in the amount of \$448,019.30.

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 \$448,019.30 with JD Fisher Builders to perform the Rehabilitation Work associated with the

Scattered Site (20 Units) RAD Conversion Project, provided that all contract documents are reviewed and approved by Rhoades McKee attorneys.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving the write-offs of Tenant Account Receivables

17-28 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING COLLECTION LOSSES

WHEREAS, certain former tenants no longer occupying a dwelling unit under the jurisdiction of the Grand Rapids Housing Commission have past due accounts; and

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to remove the past due accounts from the accounts receivable ledger and charge them to collection losses as follows:

Project Name	First Name	Last Name	Move Out	Owed	Note
Leonard Terrace	Jeffrey	Barnes	4/28/2016	\$85.00	
Leonard Terrace	Janet	Bieber	10/3/2016	\$388.14	
Leonard Terrace	Laurie	Bos	11/3/2016	\$169.01	
Leonard Terrace	Donald	Bryant	12/5/2016	\$365.54	
Leonard Terrace	Socorro	Castro	9/8/2016	\$204.92	
Leonard Terrace	Jalynn	Cummings	8/8/2016	\$1,024.35	\$1,263 in damages after move-out
Leonard Terrace	Dawn	Flanegan	4/11/2017	\$474.01	
Leonard Terrace	Russell	Harris	11/30/2015	\$444.18	

Leonard Terrace	Diaster	Henry	1/15/2016	\$779.50	
Leonard Terrace	Cynthia	Johnson	3/21/2017	\$1,181.60	Stopped payment plus court costs and damages
Leonard Terrace	Frederick	King	8/4/2016	\$510.35	
Leonard Terrace	James	Knowling	4/30/2017	\$135.75	
Leonard Terrace	Odekirk	Linda	6/1/2017	\$8.00	
Leonard Terrace	Thomas	Pierce	2/7/2017	\$287.00	
Leonard Terrace	Carthelius	Wilkins	3/21/2016	\$282.68	
Leonard Terrace	Willie	Williams	6/2/2015	\$490.48	
Adams Park Apartments	John	Aiello	5/7/2015	\$178.63	
Adams Park Apartments	Jemie	Bandy	7/18/2016	\$468.10	
Adams Park Apartments	Joseph	Banks	3/17/2016	\$761.00	
Adams Park Apartments	Donald	Barnes	11/20/2015	\$1,563.63	5 months rent plus court costs/late fees
Adams Park Apartments	Steven	Beadle	7/28/2016	\$1,025.10	3 months rent plus court costs/late fees
Adams Park Apartments	Gayle	Benton	2/14/2017	\$15.00	
Adams Park Apartments	Cindy	Burns	5/13/2016	\$431.00	
Adams Park Apartments	Lance	Campbell	12/10/2015	\$1,908.63	3 months rent plus court costs/late fees
Adams Park Apartments	Jewel	Cool	4/10/2017	\$214.00	
Adams Park Apartments	Christopher	Curtis	11/17/2015	\$687.63	
Adams Park Apartments	Randall	Curtis	1/10/2014	\$0.00	
Adams Park Apartments	Cynthia	Dodds	7/10/2015	\$261.00	
Adams Park Apartments	Sheila	Dykstra	7/28/2016	\$76.00	
Adams Park Apartments	Kristie	Engdahl	11/30/2016	\$344.10	
Adams Park Apartments	Matthew	Gebott	7/28/2016	\$600.00	
Adams Park Apartments	Kelly	Haddan	6/18/2015	\$630.90	
Adams Park Apartments	Alexander	Hall	12/2/2015	\$933.26	
Adams Park Apartments	Walter	Hullett	3/15/2016	\$511.73	
Adams Park Apartments	Carmen	Johnson	6/12/2017	\$1,769.43	3 months rent plus court costs/late fees
Adams Park Apartments	Henry	Marshall	6/30/2016	\$111.00	
Adams Park Apartments	Daniel	Maurer	4/21/2017	\$63.00	
Adams Park Apartments	Carla	Mayberry	7/7/2016	\$167.00	
Adams Park Apartments	Scott	Moseler	10/9/2015	\$1,078.36	3 months rent plus court costs/late fees
Adams Park Apartments	Erick	Nieves-Negron	4/18/2017	\$569.06	
Adams Park Apartments	Valerie	Parrish	9/22/2015	\$367.06	
Adams Park Apartments	Mark	Phillips	8/15/2016	\$688.00	
Adams Park Apartments	Herman	Schoone-jongen	6/18/2015	\$931.90	
Adams Park Apartments	Rolland	Sikorski	4/5/2017	\$683.03	
Adams Park Apartments	Mark	Stiles	6/18/2015	\$167.90	
Adams Park Apartments	Leland	Smart	1/12/2017	\$1,565.76	\$1,041 in damages after move-out
Adams Park Apartments	Sean	Smith	4/5/2017	\$14.50	
Adams Park Apartments	Tunyell	Swearingum	10/29/2016	\$11.00	
Adams Park Apartments	Julie	Tolar	8/6/2015	\$493.00	

Adams Park Apartments	Tracy	Vandyke	7/27/2016	\$532.00	
Adams Park Apartments	Marco	Vinson	9/28/2016	\$1,550.60	6 months rent plus court costs/late fees
Adams Park Apartments	Sandra	Washington	5/12/2017	\$285.03	
Adams Park Apartments	Catherine	Weaver	11/14/2016	\$958.10	
Adams Park Apartments	Rylandis	Williams	5/4/2016	\$402.13	
Adams Park Apartments	Brian	Youngs	8/31/2015	\$6.00	
Campau Commons	Roberto	Alfaro	4/11/2016	\$86.00	
Campau Commons	Beverly	Bender	4/2/2017	\$389.00	
Campau Commons	Savannah	Davison	9/15/2015	\$1,315.45	3 months rent plus court costs/late fees
Campau Commons	Ana	Hidalgo Valdez	5/27/2015	\$1,903.34	\$2,473 in damages after move-out
Campau Commons	Dorka	Mena	10/17/2016	\$367.50	
Campau Commons	Tanisha	Mcswain	10/21/2016	\$354.24	
Campau Commons	Danielle	Muncey-Key	1/20/2015	\$0.00	
Campau Commons	Jessie	Roby	6/25/2015	\$841.45	
Campau Commons	Bertha	Strong	11/30/2015	\$150.45	
Campau Commons	Teri	Taylor	7/31/2009	\$78.33	
Creston Phase I	Rachelle	Denhof	5/1/2017	\$92.65	
Creston Phase I	Paula	Johnson	7/29/2016	\$215.02	
Creston Phase I	Trudy	Samukai	8/14/2015	\$432.00	
Creston Phase I	Samantha	Taylor	12/2/2016	\$104.33	
Creston Phase II	Brittany	Cockrall	8/2/2016	\$155.24	
Creston Phase II	Twynette	Matthews	2/18/2016	\$52.00	
Creston Phase II	Samantha	Obarr	1/10/2017	\$93.77	
Creston Phase II	Corriana	Peoples	3/24/2017	\$132.50	
Hope Community	Bre'ia	Barrentine	6/18/2015	\$119.38	
Hope Community	ShaeTiaunna	Barrentine	5/11/2016	\$239.33	
Hope Community	Mikiesha	Clemons	7/20/2016	\$26.50	
Hope Community	Margaret	Fields	9/21/2015	\$1,256.35	\$687 in damages after move-out
Hope Community	Indianna	Hatch	10/26/2016	\$32.50	
Hope Community	Amecca	Hickman	5/13/2016	\$415.40	
Hope Community	Antoinasia	Kendall	6/30/2016	\$68.07	
Hope Community	Kari	Mena-Cavasos	7/13/2016	\$159.38	
Hope Community	Areika	Niles	5/3/2016	\$1,392.66	\$1,123 in damages after move-out
Hope Community	Perla	Perez	6/2/2016	\$281.19	
Hope Community	Ashley	Sumrell	4/24/2017	\$612.03	
Hope Community	Erika	Thomas	10/5/2015	\$93.83	
Mt Mercy I	Barbara	Brown	9/25/2016	\$126.75	
Mt Mercy I	Edward	Debeau	3/4/2016	\$610.18	
Mt Mercy I	Ike	Donaldson	11/3/2015	\$121.01	
Mt Mercy I	Joseph	Fontaine	2/5/2016	\$415.50	
Mt Mercy I	Larry	Gillespie	11/28/2016	\$31.75	

Mt Mercy I	Gloria	Friend	7/7/2015	\$114.10	
Mt Mercy I	Richard	Harris	1/4/2016	\$1,694.35	\$1,923 in damages after move-out
Mt Mercy I	Martin	Morales	9/1/2016	\$1,658.24	\$1,515 check returned NSF
Mt Mercy I	Rosalita	Porritt	4/4/2016	\$476.75	
Mt Mercy I	Mary	Schneider	1/31/2017	\$19.00	
Mt Mercy I	Edward	Williams	9/7/2016	\$904.61	
Mt Mercy II	Carol	Brugger	8/3/2015	\$219.48	
Mt Mercy II	Mary	Harrington	9/2/2016	\$357.48	
Mt Mercy II	Raymond	Herzog	2/29/2016	\$924.75	
Ransom Tower Apartments	Willie	Atkins	4/4/2017	\$638.21	
Ransom Tower Apartments	Eddie	Black	7/31/2015	\$1,117.50	\$1,615 in damages after move-out
Ransom Tower Apartments	Eva	Butler	9/8/2016	\$59.00	
Ransom Tower Apartments	Loretta	Durham	7/7/2015	\$94.00	
Ransom Tower Apartments	Bonnie	Ellis	7/14/2016	\$258.25	
Ransom Tower Apartments	Byron	Jeys	10/5/2016	\$44.00	
Ransom Tower Apartments	Diane	Lanesky	2/24/2017	\$27.75	
Ransom Tower Apartments	Jose	Lopez	3/8/2017	\$6,019.00	\$5,000 charge for fire plus additional damages
Ransom Tower Apartments	Harold	Major	2/5/2017	\$935.15	
Ransom Tower Apartments	Larry	Schleicher	3/8/2017	\$953.50	
Ransom Tower Apartments	Rena	Whitehead	3/14/2017	\$997.00	
Scattered Site I	Zaki	Johnson	3/21/2016	\$489.12	
Scattered Site II	Dorothy	Hall	7/29/2016	\$2,391.86	2 months rent plus court costs/late fees
Scattered Site V	Teresa	Johnson	8/17/2016	\$87.00	
Sheldon	Jose	Hernandez	7/9/2015	\$570.00	
Sheldon	Herbert	Hughes	7/6/2016	\$3,284.12	\$2,959 in damages after move-out
Sheldon	Eddie	Ingram	4/30/2017	\$17.00	
Sheldon	Sandra	McNairy	6/6/2016	\$1,002.00	\$1,153 in damages after move-out
Sheldon	Frank	Moore	10/28/2016	\$206.50	
Sheldon	Floyd	Visser	9/30/2016	\$1,380.00	\$975 in damages after move-out

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving revisions to the Section 8 chapters of the Administrative Policy.

17-29 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING
REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)
ADMINISTRATIVE PLAN

WHEREAS, the Housing Commission, has identified the necessity for changes in the HCV Administrative Plan; and

WHEREAS, these revisions meet the requirements as defined by the U.S. Department of Housing Development and the needs of the daily operations related to the HCV program.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the HCV Administrative Plan.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the Creston Plaza lawn care and landscaping contract.

17-30 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR
LAWN CARE SERVICES AT CRESTON PLAZA

WHEREAS, the current lawn care contractor at Creston Plaza has not performed the services required under their contract; and

WHEREAS, staff has solicited quotes from four contractors to assume the lawn care responsibilities from July 1, 2017 through November 30, 2017 as well as additional lawn care services for re-seeding, topsoil, and weed control; and

WHEREAS, the Housing Commission has determined that the quote provided by Cutting Edge Landscape Management is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that staff is hereby authorized to award the contract for Creston Plaza lawn care services to Cutting Edge Landscape Management.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

8. The Director presented the Commission with a copy of the resolution approving Leonard Terrace (site work) change order.

17-31 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CHANGE ORDER A
TO THE LEONARD TERRACE RENOVATIONS (SITE WORK)
CONSTRUCTION CONTRACT WITH PeIGC

WHEREAS, the Grand Rapids Housing Commission (GRHC) has previously entered into contract with PeIGC. (General Contractor) in the amount of One Hundred Seventy-three Thousand Two Hundred Sixty-nine and 50/100 dollars (\$173,269.50) to provide all construction

services and activities necessary to completed the Leonard Terrace Renovations (Site Work) project in accordance with the approved plans and specifications prepared by M.C. Smith Associates and Architectural Group, Inc.; and,

WHEREAS, PelGC has submitted four (4) bulletin items which have arisen from conditions discovered during their construction operations, and which differ from the approved plans and specifications; and,

WHEREAS, the four (4) items presented have a combined value of Forty-three Thousand Two Hundred Forty-four and 03/100 (\$43,244.03) and have been reviewed for price and necessity by the project architect, M.C. Smith Associates and Architectural Group, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to issue Change Order A to the contract with PelGC in the total amount of Forty-three Thousand Two Hundred Forty-four and 03/100 (\$43,244.03), which increases the total contract amount with PelGC to \$216,513.53.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for April 2017

Adams Park	6
Campau Commons	1
Scattered Site I-V	0

Public Hsg. Total	7
Creston Plaza	2
Homeown Rental	0
Hope Community	3
Leonard Terrace	0
Oakdale	0
Mt. Mercy	3
Ransom Tower	2
Sheldon Apts.	0
Overall Total	17

2. The Director presented the Commission with a copy of the Section 8 Status Report for May 2017 which continues to show over a 100% utilization rate. There will have to be a break for a few months in releasing vouchers until the number gets below 100%.

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

4. The Director informed the Commission of a training that would be beneficial for the Director of Lead Leased Housing to attend to enhance her skills in managing the voucher program. The Director requested authorization to send one (1) staff member to the HCV Executive Management training in Albany, New York, August 7-11, 2017.

17-32 Commissioner Zylstra, supported by Commissioner Bunn, moved to authorize the director to send one member to the HCV Executive Management training in Albany, New York, August 7-11, 2017.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director updated the Commission on the open waiting list for Section 8. The first day saw a response of over 3000 applicants. Currently, there were more than 5900 applicants.

OLD/NEW BUSINESS:

The Director informed the Commission that the financing for the RAD conversion for Adams Park has still not been completed. Work is still being done with Cinnaire and MSHDA on coming to acceptable terms.

The Director informed the Commission that construction work is in progress at Mount Mercy and Leonard Terrace.

The Director informed the Commission that the Scattered Sites (I) conversion is moving forward with work being done now on the environmental studies.

The Director informed the Commission that the concerns about Adams Park that were brought to the attention of the Commission by a resident at the May 23 meeting are being addressed. The residents have organized a charter group and have met with the Deputy Executive Director to bring their concerns into focus. These concerns will also be brought to the attention of the Grand Rapids Police.

The Director informed the Commission that there was a fire at the vacant house on the Mount Mercy property. It is likely that the house will be demolished.

17-33 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 Vice President declared the meeting adjourned at 7:05 pm.

Carlos A. Sanchez

Executive Director/Secretary