

MINUTES MARCH 20, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 20, 2018 at the Sheldon Apartments located at 1010 Sheldon SE, Grand Rapids, Michigan. The President called the meeting to order at 5:52 p.m.

Roll Call: Present: Bunn, Butler, Miles, Steimle, Zylstra (Commissioner Zylstra attended via conference call).

Absent: None

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director

MINUTES:

17-97 Commissioner Miles, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of February 20, 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 February 28, 2018.

17-98 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 February 28, 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 February 28, 2018 are in all respects approved.

Commissioner Steimle, supported by Commissioner Miles, 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 2017 Agency Plan.

17-99 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING GRAND RAPIDS HOUSING COMMISSION AGENCY PLAN
FOR FISCAL YEAR 2019 BEGINNING JULY 1, 2018**

WHEREAS, THE Grand Rapids Housing Commission has developed its 2018 Annual Agency Plan for Fiscal Year 2019 in compliance with the Quality Housing & Work Responsibility Act of 1998; and

WHEREAS, the Grand Rapids Housing Commission and the Grand Rapids Housing Commission Resident Advisory Board have reviewed the 2018 Annual Agency Plan; and

WHEREAS, the Grand Rapids Housing Commission held a public hearing on its 2017 Annual Agency Plan on March 20, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the 2018 Annual Agency Plan, and the President of the Housing Commission is hereby authorized and directed to execute said Certification.

NOW THEREFORE, BE IT RESOLVED that the Executive Director is authorized to execute the 2018 Annual Agency Plan documents for submission to HUD.

Commissioner Bunn, supported by Commissioner Miles, 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 draft audits.

17-100 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING FINANCIAL STATEMENTS FOR
CALENDAR YEAR ENDED DECEMBER 31, 2017
AND FISCAL YEAR ENDED JUNE 30, 2017

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Rehmann Robson to prepare audited financial statements for the calendar year ended December 31, 2017 and fiscal the year ended June 30, 2017; and

WHEREAS, Rehmann Robson has completed their audit and issued draft statements for Sheldon Avenue Limited Partnership, Campau Commons Limited Partnership, Mt. Mercy II Limited Partnership, Creston Plaza Limited Partnership, and Creston Plaza Limited Partnership II for the year ended December 31, 2017 and Ransom Avenue Development Corporation for the fiscal year ended June 30, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Sheldon Avenue Limited Partnership, Campau Commons Limited Partnership, Mt. Mercy II Limited Partnership, Creston Plaza Limited Partnership, and Creston Plaza Limited Partnership II for the year ended December 31, 2017 and Ransom Avenue Development Corporation for the fiscal year ended June 30, 2017 are in all respects approved.

Commissioner Bunn, supported by Commissioner Steimle, 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 Director of Asset Management and Senior HR Generalist positions.

17-101 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING DIRECTOR OF ASSET MANAGEMENT AND
SENIOR HUMAN RESOURCE GENERALIST POSITIONS

WHEREAS, the Grand Rapids Housing Commission wishes to revise the position description of the Director of Asset Management and add the position of Senior Human Resource Generalist position to meet the day-to-day operating needs of the organization; and

WHEREAS, amend the budget to include the positions; and

WHEREAS, the Housing Commission has reviewed the required job description(s) summary of function and characteristic duties, conducted a wage review, and updated all necessary documents; and,

NOW, THEREFORE, BE IT RESOLVED the Grand Rapids Housing Commission approve the revised position descriptions for the Director of Asset Management and the addition of the position description for Senior Human Resource Generalist.

Commissioner Bunn, supported by Commissioner Miles, 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 lawn care bids.

17-102 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

LAWN CARE CONTRACT AWARDS

WHEREAS, bids were received from five (5) different lawn care companies for services for the 2018 and 2019 seasons, and

WHEREAS, the following are the recommended contractors based on price and past Housing Commission experience: Brilar for the Hope Community (\$2,381) and Sheldon Apartments (\$3,318); Cutting Edge Landscape Management for Adams Park and Main Office (\$4,750), and Leonard Terrace (\$2,350); Great Lakes Landscape LLC for Ransom Tower (\$3,365); and Natural Landscapes LLC for Campau (\$4,420), Campau fertilization (1,250), Creston Plaza (\$6,415) and Mount Mercy (\$6,110).

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be and is hereby authorized to award lawn care contracts to Brilar, Cutting Edge Landscape Management, Great Lakes Landscape LLC, and Natural Landscapes LLC in the amounts listed above.

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.

6. The Director presented the Commission with a copy of the resolution approving Campau Commons paving bids.

17-103 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT
FOR CAMPAU COMMONS ASPHALT PAVING RAD IMPROVMENTS

WHEREAS, On January 2, 2018 M.C. Smith Associates and Architectural Group, Inc. received two (2) responses to its invitation to bid to complete asphalt paving improvements at Campau Commons in association with the RAD conversions for this development; and,

WHEREAS, the submitted bid amounts to perform the paving Scope-of-Work are tabulated below:

<u>Bidder</u>	<u>Bid Amount</u>
Superior Asphalt, Inc.	\$57,070.00
Huyser Asphalt	\$36,566.26

and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bids, checked the references provided by the bidders, and recommends award of the contract to Huyser Asphalt in the amount of \$36,566.26.

NOW THEREFORE BE IT RESOLVED, that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract with Huyser Asphalt in the amount of \$36,566.26 to perform the paving Scope-of-Work at Campau Commons.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the transfer of properties from Hope Community to Mount Mercy Housing Corporation.

17-104 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING EXECUTION OF AN OPTION AGREEMENT –
PURCHASE OF HOPE COMMUNITY PROPERTIES BY MOUNT MERCY HOUSING
CORPORATION

WHEREAS, on April 2, 2018 the Grand Rapids Housing Commission (GRHC) will submit an application for Low-Income Housing Tax Credits (LIHTCs) from the Michigan State Housing Development Authority (MSHDA), and;

WHEREAS, the LIHTCs will be used to rehabilitate and modernize the Hope Community properties which are presently legally controlled by the Hope Community Housing Corporation., and;

WHEREAS, the LIHTC application process requires the applicant's General Partner to show legal control of the land and buildings located thereon by means of sale or option to purchase; and,

WHEREAS, the GRHC, as sole member of the Mount Mercy Housing Corporation, therefore requires an Option Agreement with the Hope Community Housing Corporation which allows for the purchase of the Hope Community properties should the GRHC be awarded a LIHTC allocation in the upcoming April 2, 2018 funding round, said value of properties to be determined through an appraisal being performed by A. Van Stensel & Sons, LLC.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes the Executive Director of the Grand Rapids Housing Commission, Carlos A. Sanchez to execute an Option Agreement with the Hope Community Housing Corporation to purchase the land, and buildings located thereon, on behalf of the Mount Mercy Housing Corporation for the appraised amount as determined by A. Van Stensel & Sons, LLC.

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.

8. The Director presented the Commission with a copy of the resolution approving a Hope Community general contractor.

17-105 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING HOPE COMMUNITY CONSTRUCTION

MANAGER/GENERAL CONTRACTOR (CM/GC)

WHEREAS, the Grand Rapids Housing Commission staff received responses from three firms to its Request for Qualifications (RFQ) to provide Construction Management/General Contractor (CM/GC) services in conjunction with the Hope Community 9% Low-Income Housing Tax Credit (LIHTC) application; and,

WHEREAS, the three received RFQ's received were evaluated, the respondents interviewed and then ranked in accordance with the evaluation criteria which was presented in the RFQ documents; and,

WHEREAS, the respondent firms were ranked as shown below:

<u>Firm Name</u>	<u>Evaluation Score</u>	<u>Evaluation Ranking</u>
First Contracting, Inc.	93.11	1
JD Fisher Builders	78.02	2
D&K Engineered Construction	74.92	3

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, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for February 2018.

Adams Park	5
Campau Commons	3
Scattered Site I-V	1
Public Hsg. Total	9
Creston Plaza	3
Homeown Rental	0
Hope Community	3
Leonard Terrace	1
Oakdale	0
Mt. Mercy	2
Ransom Tower	4
Sheldon Apts.	0
Overall Total	21

2. The Director presented the Board with a copy of the Section 8 Status Report for February 2018 which shows over a 95.8% utilization rate currently. The Director reported that there a couple hundred vouchers that are available and that the Section 8 team is working to get the number up to 98%.

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

4. The Director informed the Board that the Housing Commission was awarded twenty-two VASH vouchers. It is possible that those vouchers could be used to house veterans at the proposed building site on the vacant land on Division, but the design for that property has yet to be completed. They may be used temporarily at Mount Mercy until that project can be completed. HUD has given different responses to our inquiries on whether these are project-based or tenant-based vouchers.

5. The Director reminded the Board that he needs names for filling the openings on the various non-profit boards. The Director also informed the Board that he will be meeting with Mayor Bliss to coordinate the appointments for the Affordable Housing Community Fund Board. That Board, which will consist of nine members, will have staggered three-year terms so any members of the Housing Commission Board who will also serve on the AHCF Board will have their appointment terms line up together. Commissioners Steimle, Zylstra, and Butler expressed interest in serving on the AHCF Board. There will also be an advisory committee for the AHCF which will be active in making recommendations to the Board on how to use the money in the fund.

17-106 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 President declared the meeting adjourned at 6:49 pm.

Carlos A. Sanchez

Executive Director/Secretary