

MINUTES MARCH 26, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 26, 2019 in the conference room of Campau Commons at 821 Division South, Grand Rapids, Michigan. President Butler called the meeting to order at 5:35 p.m.

Roll Call: Present: Butler, Miles, Steimle

Absent: Bunn, Zylstra

The President declared a quorum present.

Also attending the meeting: Deputy Executive Director Hattie Tinney, Section 8 tenant Jim Offringa, FSS/RSS intern Devon Lucas, GVSU graduate students Allie Wenk and Morgan Townsend, and representatives from LINC UP Teresa Phillips, Marion Leon, Tommy Watson, and Wesley Watson.

PUBLIC COMMENTS

Jim Offringa addressed the Commission regarding his Section 8 voucher and his frustrations needing to re-submit paperwork and the lack of communication from Section 8 staff. Hattie Tinney stated that she would look into the matter with the Section 8 team and get back to Jim the next day.

MINUTES:

18-96 Commissioner Steimle, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of February 26, 2019.

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Deputy Director presented the Commission with a copy of the resolution approving the financial statements for period ending February 28, 2019.

18-97 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, 2019 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, 2019 are in all respects approved.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

2. The Deputy Director presented the Commission with a copy of the resolution approving the 2019 Agency Plan.

18-98 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING GRAND RAPIDS HOUSING COMMISSION
ANNUAL AGENCY PLAN FOR FISCAL YEAR 2020 BEGINNING JULY 1, 2019

WHEREAS, the Grand Rapids Housing Commission has developed its 2019 Annual Agency Plan for Fiscal Year 2020 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 2019 Annual Agency Plan; and

WHEREAS, the Grand Rapids Housing Commission held a public hearing on its 2019 Annual Agency Plan on March 26, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the 2019 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 2019 Annual Agency Plan documents for submission to HUD.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

3. The Deputy Director presented the Commission with a copy of the resolution approving FY 2015 Capital Fund Revisions.

18-99 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
CAPITAL FUND PROGRAM BUDGET REVISION NO. 4
FOR FISCAL YEAR 2015

WHEREAS, a Capital Fund Program budget for the 2015 fiscal year has been previously approved by the Grand Rapids Housing Commission; and,

WHEREAS, the Housing Commission, in its review, has determined that revisions to the 2015 Capital Fund Program budget are necessary to support the additional Commission priorities needed in under the Non-Dwelling Equipment budget line item.

NOW, THEREFORE, BE IT RESOLVED that the proposed 2015 Capital Fund Program budget revision, as of March 26, 2019 is in all respects approved.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

4. The Deputy Director presented the Commission with a copy of the resolution approving resubmission of the LIHTC applications for Adams Park, Hope Community, and Antoine Court.

18-100 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING RESUBMISSION OF LOW INCOME HOUSING TAX
CREDITS APPLICATIONS FOR ADAMS PARK APARTMENTS (188 UNITS), HOPE
COMMUNITY (24 UNITS), AND ANTOINE COURT (50 UNITS) – APRIL 1, 2019

FUNDING ROUND

WHEREAS, the Grand Rapids Housing Commission (the “Housing Commission”) has previously submitted Low Income Housing Tax Credit (LIHTC) applications for Adams

Park Apartments, Hope Community, and Antoine Court in the October 1, 2018 funding round; and,

WHEREAS, the aforementioned LIHTC applications did not receive an allocation of credits from the October 1, 2018 funding round; and,

WHEREAS, the Housing Commission desires to resubmit the aforementioned LIHTC applications to the Michigan State Housing and Development Authority (“MSHDA”) in the upcoming April 1, 2019 funding round.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes and approves the resubmission of Low Income Housing Tax Credit applications (the “Applications”) for aforementioned Adams Park Apartments, Hope Community, and Antoine Court in the upcoming April 1, 2019 funding round.

BE IT FURTHER RESOLVED that the Executive Director of the Housing Commission, Carlos A. Sanchez, is authorized and directed to execute and deliver the Applications on behalf of the Housing Commission, to act as the nominal limited partner in the Limited Partnerships associated with each application and to otherwise execute and deliver all documents, expend such funds as are required for the submission of the Applications, and take such other action as is reasonable, necessary and required to affect the filing of the Applications, provided that all such documents executed and delivered by him shall have been reviewed and approved by Rhoades McKee, legal counsel for the Housing Commission.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

5. The Deputy Director presented the Commission with a copy of the resolution approving
Custodial Supplies Procurement.

18-101 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CUSTODIAL SUPPLIES BIDS

ALL HOUSING DEVELOPMENTS

WHEREAS, the Housing Commission is required under the Procurement Policy to seek competitive bids to ensure that supplies and services are procured efficiently, effectively, and at the most favorable prices; and,

WHEREAS, the Housing Commission has recently circulated Requests for Bids for custodial supplies for all of its housing developments; and,

WHEREAS, the Housing Commission has received and reviewed the bid submissions and has determined that it is in the organization's best interest to accept the bids submitted by Miner Supply, Nichols, Allied Eagle, Arnolds Sales, and HD Supply.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with Miner Supply, Nichols, Allied Eagle, Arnolds Sales, and HD Supply for a one (1) year period commencing April 1, 2019 through March 31, 2020 for custodial supplies for the various housing developments and properties under its management.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

6. The Deputy Director presented the Commission with a copy of the resolution approving renewal of the project-based voucher contract for Heron Manor Apartments.

18-102 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING
RENEWAL OF THE PROJECT-BASED VOUCHER CONTRACT
FOR HERON MANOR APARTMENTS

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Project-Based Voucher Contract for Heron Manor Apartments since 2008; and

WHEREAS, the Housing Commission has identified the continuing need for low-income housing in the Grand Rapids community; and

WHEREAS, Heron Manor Apartments provides twenty-two (22) units of low-income housing.

NOW, THEREFORE BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Housing Choice Voucher contract with Genesis Non-Profit Housing Corporation for Heron Manor Apartments for a term to expire April 30, 2039.

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

Ayes: Butler, Miles, Steimle

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Deputy Director presented the Commission with a copy of the Vacancy Report for February 2019

Adams Park	4
Campau Commons	1
Scattered Site I-V	0
Public Hsg. Total	5
Creston Plaza	3
Homeown Rental	0
Hope Community	0
Leonard Terrace	4
Oakdale	0
Mt. Mercy	4
Ransom Tower	0
Sheldon Apts.	0
Overall Total	16

The goal is to have the number of vacancies in the single digits. Recent issues with pest control have slowed down the turnover rate.

2. The Deputy Director presented the Commission with a copy of the Section 8 Status Report for February 2019 which shows a slight increase to a 98.9% utilization rate.

3. The Deputy Director presented the Commission with a copy of the Personnel Report for February 2019.

18-103 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Steimle to adjourn.

Ayes: Butler, Miles, Steimle

The President declared the meeting adjourned at 6:16 pm.

Carlos A. Sanchez

Executive Director/Secretary