

MINUTES MAY 23, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 23, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. Vice President Zylstra called the meeting to order at 6:04 p.m.

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

Absent: Butler

The Vice President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Roberto Arizola, Hannah Mills, Kim Lee, Rebecca Back, Heather Palmer, Ahmad Hardy.

Roberto Arizola, a resident of Adams Park Apartments, asked to speak regarding conditions there. He expressed concerns about criminal activity and the need for more security. The Director acknowledged his concerns and assured him that there will be more concentrated management there to address and correct those issues.

**MINUTES:**

17-12 Commissioner Miles, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of April 18, 2017.

Ayes: Bunn, 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 April 30, 2017.

17-13 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 April 30, 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 April 30, 2017 are in all respects approved.

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

Ayes: Bunn, 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 Proposed Budget for Fiscal Year beginning July 1, 2017.

17-14 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING OPERATING BUDGET FOR FISCAL YEAR 2018**

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2018 has been prepared for and reviewed by the Grand Rapids Housing commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed expenditures are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed operating budget for the fiscal year ending June 30, 2018 is in all respects approved.

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

Ayes: Bunn, 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 Operating Standards Revisions for various sites.

17-15 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING  
THE OPERATING STANDARD REVISIONS

WHEREAS, the Housing Commission has identified the necessity for revisions of the Operating Standards at the various sites operated by the Housing Commission to provide for site-specific management.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached Operating Standard revisions for the management of sites operated by the Housing Commission.

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

Ayes: Bunn, 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 painting contractor bids.

17-06 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
PAINTING CONTRACTOR BIDS

WHEREAS, bids were received from local contractors for painting services at the Main Office and the eight (8) housing developments operated by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission desires to utilize contractors in the most economical and effective manner in order to maintain its properties while completing unit turnovers, repairs, and cyclical restoration; and

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to award contracts to True Line Painting and Fraily Construction as outlined on the attached matrix.

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

Ayes: Bunn, 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 Mount Mercy I hot water heater replacement.

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

**RESOLUTION APPROVING CONTRACT FOR  
REPLACEMENT OF WATER HEATER AT MT MERCY I**

WHEREAS, a water heater at Mt. Mercy I is no longer operating and not repairable and  
WHEREAS, staff has solicited quotes from three vendors for the replacement of the  
water heater

WHEREAS, the Housing Commission has determined that the quote provided by FHC  
Mechanical Contractors is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that staff is hereby authorized to award the  
contract for the water heater replacement to FHC Mechanical Contractors.

Commissioner Bunn, 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.

6. The Director presented the Commission with a copy of the resolution approving  
the recipients of the Jean McKee Scholarship.

17-18 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING TAYLOR DANIELS,  
ESPERANCE MIHIGO AND KAMANIA CHAMBERS AS  
2017 JEAN MCKEE RESIDENT SCHOLARSHIP WINNERS**

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents  
to apply for the 2017 Jean McKee Resident Scholarship Program; and

WHEREAS, residents Taylor Daniels, Esperance Mihigo and Kamania Chambers

submitted the required scholarship application form and met all program eligibility and application requirements;

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves Taylor Daniels, Esperance Mihigo and Kamania Chambers as winners of 2017 Jean McKee Resident Scholarship awards.

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

Ayes: Bunn, 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 Mount Mercy interior building renovation bid.

17-19 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING BID AND AWARD OF CONTRACT**

**FOR MT. MERCY RENOVATIONS PROJECT (BUILDING INTERIOR)**

WHEREAS, on May 4, 2017 M.C. Smith Associates and Architectural Group, Inc. received two (2) bids for the Mt Mercy Building Renovations Project; and,

WHEREAS, the M.C. Smith Associates and Architectural Group, Inc. cost estimate amount for the Mt Mercy Building Renovations Project \$362,625.00; and,

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

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>	<b><u>Alt #1</u></b>	<b><u>Alt #2</u></b>	<b><u>Alt #3</u></b>
D&K Engineering	\$378,009.00	\$16,225.00	\$34,700.00	\$1,500.00

& Construction				
PeIGC	\$442,162.00	\$37,738.00	\$41,670.00	\$2,688.00

with the lowest “As-Read” base bidder being identified as D&K Engineering & Construction in the amount of \$378,009.00; and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bid, communicated with D&K Engineering & Construction and successfully negotiated the deletion of Work Item #6, Replace Water Heater (\$19,885.00), and the addition of Alternate #1, Replace Elevator Finishes (\$16,225.00) which reduces the Contract Amount to \$374,349.00 to perform the Mt Mercy Building Renovations Project.

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 \$374,349.00 with D&K Engineering & Construction to perform the Mt Mercy Building Renovations 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, 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 the revisions to the Section 8 chapters of the Administrative Policy.

17-20 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 Miles, moved adoption of the foregoing resolution.

Ayes: Bunn, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

9. The Director presented the Commission with a copy of the resolution approving the opening of the Section 8 waiting list.

17-21 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING OPENING AND CLOSING OF THE SECTION 8  
WAITING LIST FOR  
THE HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Grand Rapids Housing Commission administers the Section 8 Housing Choice Voucher Program for 3,290 families; and

WHEREAS, the Housing Commission maintains a waiting list for the Section 8



Housing Choice Voucher Program in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, the Housing Commission will exhaust the present list in the foreseeable future;

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission will open and close the Section 8 Housing Choice waiting list for two weeks, starting June 19, 2017 and ending June 30, 2017.

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

Ayes: Bunn, 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	0
Scattered Site I-V	0
<b>Public Hsg. Total</b>	<b>6</b>
Creston Plaza	1
Homeown Rental	0
Hope Community	5
Leonard Terrace	3
Oakdale	0

Mt. Mercy	1
Ransom Tower	3
Sheldon Apts.	1
<b>Overall Total</b>	<b>20</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for April 2017 which continues to show over a 100% utilization rate.

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

17-22 There being no further business to come before the Commission, it was moved by Commissioner Bunn supported by Commissioner Miles to adjourn.

Ayes: Bunn, Miles, Steimle, Zylstra

Nays: None

The Vice President declared the meeting adjourned at 7:05 pm.

Carlos A. Sanchez

Executive Director/Secretary