

MINUTES NOVEMBER 20, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on November 20, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:04 p.m.

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

Absent: Bunn

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Stephan Thenn from Meekhof Electric, Dustin Wood, and Nikia Simpson

**MINUTES:**

18-67 Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of October 16, 2018.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**VISITOR COMMENTS:**

The president invited the visitors to state their business.

Stephan Thenn of Meekhof Electric presented information on cost-saving options for lighting at the sites. Hattie Tinney met with him and took his information.

Dustin Wood, a new landlord for Section 8, spoke of his frustrations with communication with the Housing Commission. He expressed that there was lack of information for landlords on

how the program works, insufficiencies in the phone system, lack of responsiveness from staff members when questions did arise, and generally inconsiderate treatment by staff members.

Nikia Simpson, an applicant in the Home Ownership program, expressed her frustrations with her experiences with the Home Ownership program. She stated that left numerous messages for staff members and that she was not getting responses. Papers that she had been sending and bringing to the office were getting lost. Some employees have been very rude. She is at risk of not being able to purchase a home because of the problems she has experienced.

**RESOLUTIONS & MOTIONS:**

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending October 31, 2018.

18-68 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 October 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 October 31, 2018 are in all respects approved.

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

Ayes: 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 draft audits for Ransom Terrace.

18-69 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AUDITED FINANCIAL STATEMENTS  
FOR RANSOM AVENUE DEVELOPMENT CORPORATION  
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 Ransom Avenue Development Corporation for the fiscal year ended June 30, 2018; and

WHEREAS, Plante Moran has completed their audit and issued draft statements for the Ransom Avenue Development Corporation 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 condition of the Ransom Avenue Development Corporation.

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Ransom Avenue Development Corporation for the year ended June 30, 2018 are in all respects approved.

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

Ayes: 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 2018-2019 utility allowances.

18-70 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING  
2018-2019 UTILITY ALLOWANCES

WHEREAS, the Housing Commission operates Low–Income Public Housing and Section 8 Housing Choice Voucher programs to assist low-income families; and

WHEREAS, the Housing Commission has reviewed the utility usage and rates for the Grand Rapids/Kent County areas and made revisions as necessary in order to allow families who participate in Low-Income Public Housing and Housing Choice Voucher programs to afford their utility costs.

NOW, THEREFORE BE IT RESOLVED that the Utility Allowances be adopted according to the attached chart.

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

Ayes: 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 procurement policy revisions.

18-71 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING REVISED PROCUREMENT POLICY

WHEREAS, the Housing Commission is required by HUD to develop and follow a policy for the procurement of goods and services; and

WHEREAS, the Housing Commission has previously approved a procurement policy; and

WHEREAS, the Housing Commission has reviewed the policy and determined that revisions are necessary to comply with newly-issued regulations.

NOW, THEREFORE, BE IT RESOLVED, that the revised procurement policy is in all respects approved.

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

Ayes: 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 Workers Compensation insurance.

18-72 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED  
WORKERS COMPENSATION

WHEREAS, under law the Grand Rapids Housing Commission provides employees with workers compensation insurance; and

WHEREAS, the Grand Rapids Housing Commission has evaluated options from other providers; and

WHEREAS, the provider, the Accident Fund is offering a more competitive premium for the same coverage.

NOW, THEREFORE, BE IT RESOLVED, that the annual premium for 2018-2019 will be \$11,867 which is a .04% increase. Effective December 20, 2018 and is hereby approved.

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

Ayes: 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 bids to repair masonry at Mt. Mercy.

18-73 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING BID TO PERFORM MASONRY**

**REPAIRS AT MT. MERCY (1425 BRIDGE STREET NW)**

WHEREAS, the Grand Rapids Housing Commission, through MCSA Group, Inc., has obtained pricing to perform masonry at Mt Mercy 1425 Bridge Street NW; and,

WHEREAS, MCSA Group, Inc. solicited pricing from Cusack's Masonry Restoration, Grand River Builders, Buist Sheet Metal, and Grand Renovations; and,

WHEREAS, proposals were received from Cusack's and Grand Renovations and the pricing is as follows:

Grand Renovations	\$15,300
Cusack's Masonry	\$18,000

NOW, THEREFORE, BE IT RESOLVED, that MCSA Group, Inc. recommends Cusack's Masonry Restoration proposal be accepted based upon the lack of experience by Grand Renovations.

BE IT FURTHER RESOLVED, that Carlos A. Sanchez, Executive Director is authorized to execute a contract for the amount not-to-exceed Eighteen Thousand dollars and zero cents (\$18,000) to Cusack's Masonry Restoration to perform the masonry repairs at Mt. Mercy, 1425 Bridge Street NW.

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

Ayes: 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 disposition application to HUD for approval to dispose of excess property at Campau Commons. 18-74 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
DISPOSITION APPLICATION TO HUD SPECIAL APPLICATIONS CENTER (SAC) -  
APPROVAL TO DISPOSE OF EXCESS PROPERTY AT CAMPAU COMMONS

[MI073000005]

WHEREAS, the Grand Rapids Housing Commission (the “Housing Commission”) desires to construct a new 3-story building for the purpose of providing fifty (50) one bedroom apartment units and having a permanent supportive housing services model to assist homeless and displaced; and,

WHEREAS, the Housing Commission has determined that the excess parcel of land currently owned by the Campau Commons Limited Partnership is a viable site for construction of the new facility; and,

WHEREAS, the value of the excess parcel of land has been determined to have an “As Is” Fee Simple Estate Marked Value amount of \$535,000 as determined by the appraisal completed by Great Lakes Appraisal Company and dated September 14, 2018; and,

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that a Disposition Application be submitted through their Special Applications Center (SAC) and a requirement of the Disposition Application is the inclusion of a Board Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission expresses its support of the request to dispose of the excess land owned by Campau Commons Limited Partnership to the Antione Court Limited Partnership for the “As Is” Fee Simple Estate Marked Value amount of \$535,000 as determined by the appraisal completed by Great Lakes Appraisal Company and dated September 14, 2018.

BE IT FURTHER RESOLVED that the Executive Director of the Housing Commission, Carlos A. Sanchez, is authorized to execute documents, provide certifications, and enter into agreements which may be necessary to submit to SAC a request for approval to dispose of the excess land owned by Campau Commons Limited Partnership provided all legal and financial transaction documents are reviewed and approved by Rhoades McKee, legal counsel.

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



Ayes: 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 revisions to the Admissions and Continued Occupancy Policies (ACOP)

18-75 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISIONS TO THE  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
VARIOUS SITES

WHEREAS, the Housing Commission desires to revise the Admissions and Continued Occupancy Policies for Adams Park, Campau Commons, Creston Plaza, Leonard Terrace, Mt. Mercy, Scattered Sites, and Sheldon Apartments to clarify the order in which preferences are made and create a preference for victims of domestic violence.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the Admissions and Continued Occupancy Policies for LIPH, Campau Commons, Creston Plaza, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: Miles

The President declared the motion carried.

## **DIRECTOR'S REPORT**

### 1. Vacancy Report for October 2018

Adams Park	7
Campau Commons	4
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>12</b>
Creston Plaza	1
Homeown Rental	0
Hope Community	1
Leonard Terrace	5
Oakdale	0
Mt. Mercy	2
Ransom Tower	2
Sheldon Apts.	0
<b>Overall Total</b>	<b>23</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for October 2018 which shows a rise to 98% utilization rate. The Housing Commission received 6115 applications for the Section 8 program during the recent opening of the waiting list.

3. The Director presented the Commission with a copy of the Personnel Report for October 2018. There are currently three open positions.

4. The Director presented the Commission with the 2019 Agency Plan Timeline.

5. Hurst Mechanical is in the process of replacing the boilers at Adams Park. The work should be completed by mid-December with no interruption of heat for the residents.

### **OTHER BUSINESS**

1. The Housing Commission is in the process of finalizing plans with Grand Valley State University School of Nursing for a Michigan Endowment Fund Grant that was awarded. It will provide on-site primary care at the Mount Mercy location for seniors who reside there or in the vicinity. GVSU is also working with Dwelling Place for a similar program.

2. The Affordable Housing Community Fund will be meeting the first Thursday of every month at a location to be determined. City Manager Mark Washington met with Carlos to discuss the project.

3. The President addressed the complaints that were heard at the beginning of this meeting. Comments from the board members indicated that the people who voiced their concerns need to have answers soon. There needs to be a plan in place to ensure better communication with clients. The phone system needs to be improved. The issue of staff members treating clients rudely needs to be addressed by management.

Hattie Tinney agreed to investigate the issues that were brought forward and communicate with the board on how they are being addressed.

18-76 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:30 pm.

Carlos A. Sanchez

Executive Director/Secretary