

MINUTES SEPTEMBER 18, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 18, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director; Chris Harris, resident of Adams Park; Linda Yudasz of Plante & Moran; and Zach Clark.

The President invited Linda Yudasz of Plante & Moran, the newly hired auditing firm for the Housing Commission to address the Board. Linda introduced the firm, informed the Board of her communications with the former auditing firm, and invited open communication for any questions that may arise.

The President invited Chris Harris of Adams Park Apartments to address the Board. Chris requested that free Wi-Fi be made available for residents in the community room.

MINUTES:

18-41 Commissioner Zylstra, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of August 21, 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 August 31, 2018.

18-42 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 August 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 August 31, 2018 are in all respects approved.

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.

2. The Director presented the Commission with a copy of the resolution approving the agreement with the City of Grand Rapids for the Rental Assistance Center.

18-43 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE RENTAL ASSISTANCE CENTER

WHEREAS, the Housing Commission will establish a Rental Assistance Center to assist low income rental applicants reduce or eliminate the barriers that present applicants from finding housing; and

WHEREAS, the City of Grand Rapids will provide \$91,800 per year given for a two year pilot to provide the full service Proposal A;

NOW, THEREFORE BE IT RESOLVED that the Grand Rapids Housing Commission Board hereby approves the entering into an agreement with the City of Grand Rapids for \$91,800 per year to provide the Rental Assistance Center.

Commissioner Bunn, supported by Commissioner Zylstra, 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 the opening of the Section 8 Housing Choice Voucher waiting list.

18-44 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 3,382 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 has exhausted the present list;

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 November 5 and ending November 19, 2018.

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 the 2018-2019 fair market rents and voucher payment standard increase.

18-45 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING

FAIR MARKET RENTS AND VOUCHER PAYMENT STANDARD INCREASE

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 also secured from the U.S. Department of Housing and Urban Development the schedule of Fair Market Rents to be utilized for this area:
and

WHEREAS, the Housing Commission has analyzed its FMRs and is recommending an increase from 100 percent to 110 percent of the Voucher Payment Standard to maximize its voucher utilization in a thriving housing market;

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

Commissioner Bunn, supported by Commissioner Zylstra, 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 revisions to the Administrative policy.

18-46 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 and Urban 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 President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving roof repairs for Main Service Center at Hope Community.

18-47 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING ROOF REPAIR SERVICES

HOPE COMMUNITY – MAIN SERVICE CENTER

WHEREAS, the Housing Commission has need to make roof repairs at the Main Service Center of Hope Community; and

WHEREAS, the Housing Commission has recently circulated Requests for Bids for the necessary repairs; and

WHEREAS, the Housing Commission has reviewed the bid submissions and has determined that it is in the organization's best interest to accept the bid submitted by Grand Renovations,

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with Grand Renovations for roof repair services for the Main Service Center of Hope Community in the amount of \$39,100.

Commissioner Bunn, supported by Commissioner Zylstra, 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 solicitation of proposals for boiler replacement at Adams Park.

18-48 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BOILER REPLACEMENT

ADAMS PARK APARTMENTS

WHEREAS, the Grand Rapids Housing Commission desires to maintain its housing developments in a manner that is decent, safe, and sanitary; and

WHEREAS, staff is directed to seek *Requests for Proposals* for the replacement of two boilers that provide heat to the Adams Park Apartments.

NOW, THEREFORE BE IT RESOLVED, that the Housing Commission approves replacement of two boilers at the Adams Park Apartments at an amount not to exceed \$100,000 and authorizes the Executive Director to execute a contract for the replacement based on the proposal that is the most advantageous to the Housing Commission.

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.

8. The Director presented the Commission with a copy of the resolution approving submission of a LIHTC application for 841 South Division project.

18-49 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION FOR LOW INCOME
HOUSING TAX CREDITS AND OTHER RELATED MATTERS FOR THE 841 DIVISION
DEVELOPMENT (50 UNITS)

WHEREAS, the Grand Rapids Housing Commission (the “Housing Commission”) controls a vacant parcel of land located at 841 S Division Avenue, Grand Rapids, Michigan (the “841 Division Development”), which the Housing Commission intends utilize for the construction of a three story building containing 50 one-bedroom units preferenced to provide affordable housing for those persons who meet the U.S. Department of Housing and Urban Development (HUD) definition of “Literally Homeless” and/or “Special Needs”; and,

WHEREAS, it is intended that the cost of the 841 Division Development be financed, in part, by the sale of Low Income Housing Tax Credits (LIHTC) through a limited partnership to be formed by the Housing Commission; and,

WHEREAS, the Housing Commission desires to utilize the Mt. Mercy Housing Corporation, a Michigan nonprofit corporation which the Internal Revenue Service has determined is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) and of which the Housing Commission is the sole member; and,

WHEREAS, the Housing Commission will form a Limited Partnership, of which Mt. Mercy Housing Corporation will be the sole general partner; and which will offer for sale units of the limited partnership interest to interested equity syndicators; and,

WHEREAS, the Housing Commission desires to serve as Developer, Sponsor, and Management Agent for the 841 Division Development and to file an application for Low Income

Housing Tax Credits with Michigan State Housing and Development Authority (“MSHDA”) in the upcoming October 1, 2018 funding round.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes and approves the filing of an application for Low Income Housing Tax Credits (the “Application”) for the 841 Division Development in the upcoming October 1, 2018 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 Application on behalf of the Housing Commission, to act as the nominal limited partner in the Limited Partnership and to otherwise execute and deliver all documents, expend such funds as are required for the submission of the Application, and take such other action as is reasonable, necessary and required to affect the filing of the Application, 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 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.

DIRECTOR’S REPORT

1. Vacancy Report for August 2018

Adams Park	6
Campau Commons	5

Scattered Site I-V	0
Public Hsg. Total	11
Creston Plaza	1
Homeown Rental	0
Hope Community	3
Leonard Terrace	2
Oakdale	0
Mt. Mercy	3
Ransom Tower	2
Sheldon Apts.	0
Overall Total	22

2. The Director presented the Commission with a copy of the Section 8 Status Report for August 2018. Our utilization rate is currently at 95% as potential tenants are continuing to find it difficult to find affordable housing.

3. The Director presented the Commission with a copy of the Personnel Report for August 2018. Interviews for the Waiting List Specialist are in progress, and interviews for the Director of Asset Management are being set up.

4. The Director informed the Commission that the Housing Commission was awarded a Mainstream Grant from HUD for \$344,500 to support 55 Mainstream vouchers for non-elderly person with disabilities.

5. The Director updated the Board on the status of the appointments to the Affordable Housing Community Fund Board. The Director had spoken with Victor Vasquez previously, but will talk with him again. Commissioner Steimle reported that she had spoken

with Mayor Bliss regarding the joint appointment and that the mayor is open to further discussions on whom that joint appointment will be. Commissioner Miles indicated his willingness to serve.

6. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to Managing Maintenance in Livonia, MI from October 15-17.

18-50 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the director to send one (1) staff member to Microsoft Certification Training in Philadelphia, PA from November 6-14.

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.

OLD/NEW BUSINESS:

The Director updated the Commission on work being done for the Affordable Housing Community Fund website and logo. Several sample logos were presented.

The Director updated the Commission on problems that are emerging at Adams Park Apartments. The Director sent a letter to Network 180 about the adverse effects of their funding cuts to housing support at Adams Park Apartments. Many residents are in the process of being evicted due to poor behavior, non-payment of rent, criminal activity, and poor housekeeping.

18-51 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:08 pm.

Carlos A. Sanchez

Executive Director/Secretary