

MINUTES JANUARY 19, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 19, 2021 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The Vice President called the meeting to order at 6:03 p.m.

Roll Call: Present: Bunn, Miles, Steimle-App, Zylstra, and Butler arriving during Other Business.

Absent: None

The Vice President declared a quorum present.

Also attending the meeting: Senior Human Resource Generalist Mia Gutridge, Director of Asset Management Felicia Clay, Interim Executive Director Hattie Tinney, Computer Network Systems Administrator Jay Connor, Real Estate Development Coordinator Michael Weaver, Samika Douglas from Linc Up, and Sheree (no last name given).

MINUTES:

20-84 Commissioner Miles, supported by Commissioner Steimle-App, moved to approve the Minutes of the regular meeting of December 15, 2020.

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

PUBLIC COMMENTS:

Sheree requested that more information about agenda items be posted for the public prior to the meetings.

Samika Douglas agreed with Sheree and also wants minutes from the previous month posted before the meeting. She also described difficulty with connecting to the meetings which makes making public comments more difficult since they are scheduled at the beginning of the meetings. More information on the hiring of the new Executive Director was also requested.

RESOLUTIONS & MOTIONS:

1. The Vice President presented the Commission with a copy of the resolution approving the financial statements for period ending, December 31, 2020.

20-85 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING OPERATING
STATEMENTS OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended December 31, 2020 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 Statements of Income and Expenditures for the period ended December 31, 2020 are in all respects approved.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Vice President presented the Commission with a copy of the resolution approving the draft 2021 Agency Plan.

20-86 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION
2021 ANNUAL AGENCY PLAN FOR FFY 2022, AND AUTHORIZATION
TO HOLD A PUBLIC HEARING ON THE PLAN

WHEREAS, the Department of Housing and Urban Development has established and implemented a nationwide process and timeline for developing PHA Annual Agency Plans and submitting these plans for public review: and

WHEREAS the Housing Commission has reviewed the strategies, goals and objectives proposed in the 2021 Annual Agency Plan for FFY 2022,

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the Annual agency Plan for the Fiscal Year ended June 30, 2022, and the Director of the Housing Commission is hereby authorized to hold a public hearing regarding the Plan.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Vice President presented the Commission with a copy of the resolution approving renewal of a Section 8 Moderate Rehabilitation contract for Verne Barry Place with Dwelling Place of Grand Rapids.

20-87 The following resolution was introduced, read in full, and considered:

RESOLUTION AUTHORIZING
RENEWAL OF THE SECTION 8 MOD REHAB CONTRACT
FOR VERNE BARRY PLACE

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1997; and

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

WHEREAS, Verne Barry Place provides 86 units of low-income housing.

NOW, THEREFORE BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Verne Barry Place.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The Vice President presented the Commission with a copy of the resolution approving construction change order #5 for Antoine Court Apartments.

20-88 The following resolution was introduced, read in full, and considered:

RESOLUTION OF ACCEPTANCE AND APPROVAL OF CHANGE ORDER #5
FOR ANTOINE COURT APARTMENTS PROJECT

WHEREAS, On February 20, 2020 the Housing Commission approved a Guaranteed Maximum Price (GMP) price in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541) to be paid to the Construction Manager and General Contractor, Triangle Associates, Inc., for the construction of the Antoine Court Apartments Project, and;

WHEREAS, Triangle Associates, Inc. has since identified construction elements in the project which require revision due to conditions found in the field which are necessary and/or required to deliver the project in accordance with all applicable codes and standards as well as Owner requested additions, and;

WHEREAS, Triangle Associates, Inc. has submitted Change Order #5 in the amount of Ninety-six Thousand Two Hundred Seventy dollars and Ninety-two cents (\$96,270.92) for the identified revisions and GRHC requested additions, thereby increasing the GMP to Ten Million One Hundred Sixty-seven Thousand Seven Hundred Twenty-seven dollars and Eighty-four cents (\$10,167,727.84), and;

WHEREAS, the project architect, Isaac V. Norris and Associates, P.C., has reviewed and approved the elements contained within Change Order #5 for their applicability and price.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Grand Rapids Housing Commission hereby approve Change Order #5 in the amount of Ninety-six Thousand Two Hundred Seventy dollars and Ninety-two cents (\$96,270.92) for the identified revisions and GRHC requested additions, thereby increasing the GMP to Ten Million One Hundred Sixty-seven Thousand Seven Hundred Twenty-seven dollars and Eighty-four cents (\$10,167,727.84) for the construction of the Antoine Court Apartments Project.

BE IT FURTHER RESOLVED that the Commissioners of the Grand Rapids Housing Commission authorizes the Interim Executive Director to execute Change Order #5 in the amount of Ninety-six Thousand Two Hundred Seventy dollars and Ninety-two cents (\$96,270.92) for the construction of the Antoine Court Apartments Project.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Vice President presented the Commission with a copy of the resolution approving renovation change order #5 for Scattered Site/RAD renovations.

20-89 The following resolution was , read in full, and considered:

RESOLUTION OF ACCEPTANCE AND APPROVAL OF CHANGE ORDER #5
FOR SCATTERED SITES RAD RENOVATIONS PROJECT

WHEREAS, On February 20, 2020 the Housing Commission approved a Guaranteed Maximum Price (GMP) price in the amount not-to-exceed Six Hundred Twenty-seven Thousand Eight Hundred Twenty-nine dollars (\$627,829.00) to be paid to JD Fisher Builders, LLC the General Contractor, for the Scattered Sites RAD Renovations Project, and;

WHEREAS, JD Fisher Builders, LLC has since identified construction elements in the project which require revision due to conditions found in the field which are necessary and/or required to deliver the project in accordance with all applicable codes and standards as well as Owner requested additions, and;

WHEREAS, JD Fisher Builders, LLC has submitted Change Order #5 in the amount of Three Thousand Eight dollars and Zero cents (\$3,008.00) for the identified revisions and Grand Rapids Housing Commission requested additions, thereby increasing the GMP to Six Hundred Seventy-three Thousand and Four dollars (\$673,004.00) including the previously approved Change Orders 1 through 4, and;

WHEREAS, the project architect, M.C. Smith Associates Group, Inc. (MCSA Group, Inc.), has reviewed and approved the elements contained within Change Order #5 for their applicability and price.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Grand Rapids Housing Commission hereby approve Change Order #5 in the amount of Three Thousand Eight dollars and Zero cents (\$3,008.00) for the identified revisions and Grand Rapids Housing Commission requested additions, thereby increasing the GMP to Six Hundred Seventy-three Thousand and Four dollars (\$673,004.00) including the previously approved Change Orders 1 through 4 for the Scattered Sites RAD Renovations Project.

BE IT FURTHER RESOLVED that the Commissioners of the Grand Rapids Housing Commission authorizes the Interim Executive Director to execute Change Order #5 in the amount of Three Thousand Eight dollars and Zero cents (\$3,008.00) for the Scattered Sites RAD Renovations Project.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Vice President presented the Commission with a copy of the resolution approving ACOP revisions to preferences.

20-90 The following resolution was introduced, read in full, and considered:

RESOLUTION ADOPTING REVISIONS

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

ADAMS PARK, CAMPAU COMMONS, CRESTON PLAZA, HOPE COMMUNITY,
LEONARD TERRACE, MT. MERCY, RANSOM TOWER, SCATTERED SITES AND
SHELDON APARTMENTS

WHEREAS, the Housing Commission incorporates a management document known as an Admissions and Continued Occupancy Policy (ACOP) for the operation of its various housing programs; and

WHEREAS, the Housing Commission desires revisions to the Admissions and Continued Occupancy Policy for the Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments.

NOW, THEREFORE BE IT RESOLVED that the Housing Commission adopt the attached Admissions and Continued Occupancy Policy revision for the Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Scattered Sites and Sheldon Apartments.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

7. The Vice President presented the Commission with a copy of the resolution approving application for a Family Self-Sufficiency renewal grant.

20-91 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING SUBMISSION

FY 2020 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

NOTICE OF FUNDING AVAILABILITY

FAMILY SELF-SUFFICIENCY (FSS) GRANT

WHEREAS, HUD has published and make available the FY 2020 PH/HCV-FSS Notice of Funding Availability (NOFA); and

WHEREAS, the clients/residents of the Grand Rapids Housing Commission have need of certain eligible services;

NOW, THEREFORE, BE IT RESOLVED that the Interim Executive Director, Hattie Tinney Beenen or her successor, are hereby authorized to execute a PH/HCV-FSS grant agreement for funds totaling \$334,669 for five (5) FTE service coordinators.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

8. The Vice President presented the Commission with a copy of the resolution approving submission of Moving To Work application

20-92 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING SUBMISSION

FFY 2021 MOVING TO WORK DEMONSTRATION PROGRAM
COHORT #3 – WORK REQUIREMENTS LETTER OF INTEREST

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has published a Request for Letters of Interest under the Moving to Work Demonstration Program for Fiscal Year 2021;

WHEREAS, the Grand Rapids Housing Commission desires to explore opportunities to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families;

WHEREAS, the Grand Rapids Housing Commission meets the requirements for the program.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit a Letter of Interest for the Moving to Work Demonstration Program, Cohort #3 – Work Requirements and; if awarded, enter into a programmatic agreement.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

9. The Vice President presented the Commission with a copy of the resolution approving the sale of de minimus property 58 Caledonia N.E.

20-93 The following resolution was introduced, read in full, and considered:

RESOLUTION AUTHORIZATION FOR SALE OF DE MINIMIS PROPERTY

58 CALEDONIA STREET NE, GRAND RAPIDS, MI 49505

WHEREAS, in December 2020 the Housing Commission board granted approval to the Grand Rapids Housing Commission (GRHC) staff to enter into an agreement with IHeartGR Real Estate to obtain qualified buyers for the purchase of the five (5) properties approved for inventory removal by the U.S. Department of Housing and Urban Development (HUD) in conjunction with the closing of the twenty (20) Scattered Site units Rental Assistance Demonstration (RAD) conversion transaction; and

WHEREAS, a written offer in the amount of One Hundred Twenty-five Thousand and Zero Dollars (\$125,000) has been received from Reece Braswell, a qualified 80% AMI client, to purchase the property located at 58 Caledonia Street NE, Grand Rapids, MI 49505; and,

WHEREAS, the estimated amount of net proceeds the GRHC will receive from the sale of the property, less closing costs and real estate broker fee, will be the sum of One Hundred Thirteen Thousand Seventy-four Dollars (\$113,074).

NOW, THEREFORE, BE IT RESOLVED that the GRHC staff requests authorization to sell the property located at 58 Caledonia Street NE, Grand Rapids, MI 49505 to Reece Braswell for the amount of One Hundred Twenty-five Thousand and Zero Dollars (\$125,000).

BE IT FURTHER RESOLVED that the Interim Executive Director, Hattie Tinney Beenen or her successor are authorized and approved to complete, execute, and deliver all documentation necessary to successfully complete the sale of 58 Caledonia Street NE, Grand Rapids, MI 49505 to Reece Braswell.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

10. The Vice President presented the Commission with a copy of the resolution approving the sale of de minimus property 1659 Godwin S.E.

20-94 The following resolution was introduced, read in full, and considered:

RESOLUTION AUTHORIZATION FOR SALE OF DE MINIMIS PROPERTY

1659 GODWIN AVENUE SE, GRAND RAPIDS, MI 49507

WHEREAS, in December 2020 the Housing Commission board granted approval to the Grand Rapids Housing Commission (GRHC) staff to enter into an agreement with IHeartGR Real Estate to obtain qualified buyers for the purchase of the five (5) properties approved for inventory removal by the U.S. Department of Housing and Urban Development (HUD) in conjunction with the closing of the twenty (20) Scattered Site units Rental Assistance Demonstration (RAD) conversion transaction; and

WHEREAS, a written offer in the amount of One Hundred Twenty-five Thousand and Zero Dollars (\$125,000) has been received from Ali Maalin, a qualified 80% AMI client, to purchase the property located at 1659 Godwin Avenue SE, Grand Rapids, MI 49507; and,

WHEREAS, the estimated amount of net proceeds the GRHC will receive from the sale of the property, less closing costs and real estate broker fee, will be the sum of One Hundred Sixteen Thousand Five Hundred Eleven Dollars (\$116,511).

NOW, THEREFORE, BE IT RESOLVED that the GRHC staff requests authorization to sell the property located at 1659 Godwin Avenue SE, Grand Rapids, MI 49507 to Ali Maalin for the amount of One Hundred Twenty-five Thousand and Zero Dollars (\$125,000).

BE IT FURTHER RESOLVED that the Interim Executive Director, Hattie Tinney Beenen or her successor are authorized and approved to complete, execute, and deliver all

documentation necessary to successfully complete the sale of 1659 Godwin Avenue SE, Grand Rapids, MI 49507 to Ali Maalin.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

11. The Vice President presented the Commission with a copy of the resolution approving the sale of de minimus property 816 Innes St N.E.

20-95 The following resolution was introduced, read in full, and considered:

RESOLUTION AUTHORIZATION FOR SALE OF DE MINIMIS PROPERTY

816 INNES STREET NE, GRAND RAPIDS, MI 49503

WHEREAS, in December 2020 the Housing Commission board granted approval to the Grand Rapids Housing Commission (GRHC) staff to enter into an agreement with IHeartGR Real Estate to obtain qualified buyers for the purchase of the five (5) properties approved for inventory removal by the U.S. Department of Housing and Urban Development (HUD) in conjunction with the closing of the twenty (20) Scattered Site units Rental Assistance Demonstration (RAD) conversion transaction; and

WHEREAS, a written offer in the amount of One Hundred Sixty-nine Thousand Six Hundred Dollars (\$169,600) has been received from Sam Vredevoogd, a qualified 80% AMI client, to purchase the property located at 816 Innes Street NE, Grand Rapids, MI 49503; and,

WHEREAS, the net proceeds the GRHC will receive from the sale of the property, less closing costs and real estate broker fee, is estimated to be \$156,895.

NOW, THEREFORE, BE IT RESOLVED that the GRHC staff requests authorization to sell the property located at 816 Innes Street NE, Grand Rapids, MI 49503 to Sam Vredevoogd for the amount of One Hundred Sixty-nine Thousand Six Hundred Dollars (\$169,600).

BE IT FURTHER RESOLVED that the Interim Executive Director, Hattie Tinney Beenen or her successor are authorized and approved to complete, execute, and deliver all documentation necessary to successfully complete the sale of 816 Innes Street NE, Grand Rapids, MI 49503 to Sam Vredevoogd.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

12. The Vice President presented the Commission with a copy of the resolution approving the sale of de minimus property 912 Dunham S.E.

20-96 The following resolution was introduced, read in full, and considered:

RESOLUTION AUTHORIZATION FOR SALE OF DE MINIMIS PROPERTY

912 DUNHAM STREET SE, GRAND RAPIDS, MI 49506

WHEREAS, in December 2020 the Housing Commission board granted approval to the Grand Rapids Housing Commission (GRHC) staff to enter into an agreement with IHeartGR Real Estate to obtain qualified buyers for the purchase of the five (5) properties approved for inventory removal by the U.S. Department of Housing and Urban Development (HUD) in conjunction with the closing of the twenty (20) Scattered Site units Rental Assistance Demonstration (RAD) conversion transaction; and

WHEREAS, a written offer in the amount of One Hundred Fifty Thousand Dollars (\$150,000) has been received from Jacob Meekhof, a qualified 80% AMI client, to purchase the property located at 912 Dunham Street SE, Grand Rapids, MI 49506; and,

WHEREAS, the net proceeds the GRHC will receive from the sale of the property, less closing costs and real estate broker fee, is estimated to be \$138,547.

NOW, THEREFORE, BE IT RESOLVED that the GRHC staff requests authorization to sell the property located at 912 Dunham Street SE, Grand Rapids, MI 49506 to Jacob Meekhof for the amount of One Hundred Fifty Thousand Dollars (\$150,000).

BE IT FURTHER RESOLVED that the Interim Executive Director, Hattie Tinney Beenen or her successor are authorized and approved to complete, execute, and deliver all documentation necessary to successfully complete the sale of 912 Dunham Street SE, Grand Rapids, MI 49506 to Jacob Meekhof.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

13. The Vice President presented the Commission with a copy of the resolution approving LIPH Financial Improvement Plan.

20-97 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING
LIPH FINANCIAL IMPROVEMENT PLAN

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has made available additional Operating Funds for Low-Income Public Housing programs in the amount of \$86,620; and

WHEREAS, the Housing Commission is eligible for additional Operating Funds; and

WHEREAS, the Housing Commission is hereby approving the attached LIPH Financial Improvement Plan

NOW, THEREFORE, BE IT RESOLVED that the Interim Executive Director or her successor designee is hereby authorized to execute amendments to the Annual Contributions Contract.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

14. The Vice President presented the Commission with a copy of the resolution approving an appointment to the Resident Advisory Board.

20-98 The following resolution was introduced, read in full, and considered:

RESOLUTION APPROVING THE APPOINTMENT/REAPPOINTMENTS
TO THE VARIOUS BOARDS

WHEREAS, there are vacancies on the various boards that require appointment/reappointments; and

WHEREAS, the Housing Commission wishes to appoint/reappoint the following individual(s) to the appropriate boards:

Resident Advisory Board

Ellen Fitzgerald 2021-2023

NOW, THEREFORE, BE IT RESOLVED that the appointment/reappointment of the foregoing individual(s) to the appropriate board is hereby approved by the Housing Commission.

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

Ayes: Bunn, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

DIRECTOR’S REPORT

1. The Interim Executive Director presented the Board with a copy of the Vacancy Report for December 2020.

Adams Park	6
Campau Commons	0
Scattered Site I-V	0
Public Hsg. Total	6
Creston Plaza	3
Homeown Rental	0
Hope Community	1
Leonard Terrace	2
Mt. Mercy	5
Ransom Tower	3
Sheldon Apts.	0

2. The Interim Executive Director presented the Board with a copy of the Section 8 Status Report for December 2020 which shows a 98.4% utilization rate.

3. The Interim Executive Director presented the Board with a copy of the Personnel Report for January 2021.

4. The Interim Executive Director and the Real Estate Development Coordinator gave updates to the Board on the status of construction at Antoine Court Apartments.

OTHER BUSINESS

1. The Interim Executive Director reminded the Board that there are open positions on the Housing Corporations that the Board needs to fill.

2. The Senior Human Resource Generalist addressed the Board regarding the finalized contract for the Executive Director position. Board members requested more time to review the contract before approving.

20-99 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Steimle-App to adjourn.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the meeting adjourned at 7:07 pm.

Hattie Tinney Beenen

Interim Executive Director/Secretary