

MINUTES OF DECEMBER 20, 2011

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 20, 2011 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The President called the meeting to order at 7:05p.m.

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

Absent: None

The President declared a quorum present.

MINUTES:

11-83 Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of November 15, 2011.

Ayes: Bunn, Butler, Cooper, Miles, 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 November 30, 2011.

11-84 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 November 30, 2011 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 November 30, 2011 are in all respects approved.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the 2009 and 2011 Capital Fund Budget Revisions.

11-85 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

FFY 2009 AND 2011 CAPITAL FUND BUDGET REVISIONS

WHEREAS, the Grand Rapids Housing Commission has previously approved a budget for the FFY 2009 and FFY 2011 Capital Fund Program funding; and

WHEREAS, the Grand Rapids Housing Commission has determined that revisions to the FFY 2009 and FFY 2011 budgets are necessary to reflect actual needs and activities.

NOW, THEREFORE, BE IT RESOLVED, that the proposed revisions to the FFY 2009 and FFY 2011 budgets are in all respects approved.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the bid and contract for window glass replacement for Ransom Tower.

11-86 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID TO REPLACE WINDOW GLASS AT RANSOM TOWER

WHEREAS, the Ransom Avenue Development Corporation has previously authorized the use of Replacement Reserves and Residual Reserves to fund the capital improvements outlined in the report submitted to the Board; and,

WHEREAS, the report contained a line item calling for the replacement of window glass at the Ransom Tower Apartments; and,

WHEREAS, pricing has been solicited from four vendors with Vos Glass submitting the lowest responsible price in the amount of Eleven Thousand Five Hundred Dollars (\$11,500.00).

NOW, THEREFORE, BE IT RESOLVED, that the price for window glass replacements at Ransom Tower Apartments is hereby approved and the Executive Director, Carlos A. Sanchez is authorized to award a contract to Vos Glass in the amount of Eleven Thousand Five Hundred Dollars (\$11,500.00).

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving the bid and contract to replace makeup air units at Ransom Tower Apartments.

11-87 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AWARD OF BID TO

REPLACE MAKEUP AIR UNITS AT RANSOM TOWER APARTMENTS

WHEREAS, the Ransom Avenue Development Corporation has previously authorized the use of Replacement Reserves and Residual Reserves to fund the capital improvements outlined in the report submitted to the Corporation; and,

WHEREAS, the report included a line item identifying the need for replacement of the two makeup air units at the Ransom Tower Apartments; and,

WHEREAS, pricing has been solicited from four vendors to replace the two makeup air units with Hurst Mechanical submitting the lowest responsible price in the amount of Ninety Two Thousand Five Hundred Sixty Dollars (\$92,560.00).

NOW, THEREFORE, BE IT RESOLVED, that the price to replace the two makeup air units at Ransom Tower Apartments is hereby approved and the Executive Director, Carlos A. Sanchez is authorized to award a contract to Hurst Mechanical in the amount of Ninety Two Thousand Five Hundred Sixty Dollars (\$92,560.00).

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving the award of bid and contract for the fire alarm control panel replacement for Ransom Tower 11-88. The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID TO REPLACE FIRE ALARM CONTROL PANEL AT
RANSOM TOWER

WHEREAS, the Ransom Avenue Development Corporation has previously authorized the use of Replacement Reserves and Residual Reserves to fund the capital improvements outlined in the report submitted to the Board; and,

WHEREAS, the report contained a line item calling for the replacement of the fire alarm control panel at Ransom Tower Apartments; and,

WHEREAS, the fire alarm control panel and devices currently installed at Ransom Tower Apartments are manufactured and supplied by SimplexGrinnell, therefore SimplexGrinnell is the preferred vendor due to the ease of compatibility with the existing fire alarm devices currently installed; and,

WHEREAS, pricing has been solicited and received from SimplexGrinnell in the amount of One Hundred Twenty Four Thousand Nine Hundred Sixty Dollars (\$124,960.00).

NOW, THEREFORE, BE IT RESOLVED, that the price to replace the fire alarm control panel at Ransom Tower is hereby approved and the Executive Director, Carlos A. Sanchez is authorized to award a contract to SimplexGrinnell in the amount of One Hundred Twenty Four Thousand Nine Hundred Sixty Dollars (\$124,960.00).

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving the award of bid and contract for paint and paint supplies for all housing developments.

11-89 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING PAINT AND PAINT 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 the purchase of paint and paint supplies at all of its housing developments.

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 the Sherwin-Williams Company.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with the Sherwin-Williams Company for paint and paint supplies for the various housing developments and property under its management.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the utility easement to Consumers Energy for Hope Community – Phase II.

11-90 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
UTILITY EASEMENT FOR CONSUMERS ENERGY
HOPE COMMUNITY - PHASE II

WHEREAS, the Grand Rapids Housing Commission has received a request from Consumers Energy for a utility easement at the Hope Community Phase II development to enable the installation of a utility pole guy wire on the property.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director be authorized to execute all documents necessary to complete the granting of the easement to Consumers Energy.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

8. The Director presented the Commission with a copy of the resolution approving the revisions to the Section 8 Housing Choice Voucher Administrative Plan. The Director of Program Management informed the Commission that the revisions apply to Guidance on the Project Based Voucher Program, clarifying the federal stance regarding medical marijuana, the repayment process and to add the updated Family Self-Sufficiency Action Plan. Staff is also sending out a notice to inform participants that even though medical marijuana is state legalized

it is not federally legalized. Commissioners inquired about a report regarding the progress of the FSS program. The Director informed the Commission that staff generates a report on participants who have moved on in our annual report.

11-91 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE REVISION OF THE ADMINISTRATIVE PLAN FOR
THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Grand Rapids Housing Commission administers the Section 8 Housing Choice Voucher Program for 3190 low income families; and

WHEREAS, the Grand Rapids Housing Commission needs to incorporate changes in the Section 8 regulations and procedures into the Section 8 Administrative Plan; and

WHEREAS, the Grand Rapids Housing Commission has made revisions to the Section 8 Housing Choice Voucher Administrative Plan; and

NOW, THEREFORE, BE IT RESOLVED that the revised Section 8 Administrative Plan is hereby approved.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

9. The Director presented the Commission with a copy of the resolution approving the Changes to the Voucher Payment Standard and Utility Allowances. Staff recommends that all VPS be set at 100% of the Fair Market Rents. The Director also presented the Commission with a copy of the correspondence received from HUD regarding the Housing Choice Voucher

Program 2012 Cash Management – Disbursement of Fund beginning January 2012 for their information.

11-92 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING
CHANGES TO THE HOUSING
VOUCHER PAYMENT STANDARD
AND UTILITY ALLOWANCES

WHEREAS, the Housing Commission operates the Section 8 Housing Choice Voucher Program to assist low income families; and

WHEREAS, the Department of Housing and Urban Development has adjusted the Grand Rapids/ Kent County Fair Market Rents and the Grand Rapids Housing Commission has adjusted the factor to reduce the Voucher Payment Standard; and

WHEREAS, the Housing Commission has reviewed the utility usage and rates for the Grand Rapids/Kent County area and has determined that an increase is not necessary for the electric or the natural gas utility allowances in order to allow families who participate in the Housing Choice Voucher Program to afford their utility costs.

NOW, THEREFORE BE IT RESOLVED that the Housing Voucher Payment Standard be implemented at 100% of the Fair Market Rent for all bedroom sizes and that the Utility Allowance Chart will remain the same according to the attached chart.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

10. The Director presented the Commission with a copy of the resolution approving the draft 2012 Agency Plan for publishing and authorization to hold a public hearing on the Agency Plan. The Director informed the Commission that the Public Hearing is scheduled for Tuesday, March 20, 2012 at 6:00 pm in the community room at Adams Park Apartments 11-93 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION
AGENCY PLAN FOR FFY 2012, AND AUTHORIZATION TO HOLD
A PUBLIC HEARING ON THE AGENCY 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 Agency Plan for FFY 2012.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the Agency Plan for the Fiscal Year ended June 30, 2013, and the Director of the Housing Commission is hereby authorized to hold a public hearing regarding said Plan.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays; None

The President declared the motion carried.

DIRECTOR’S REPORT

1. Vacancy Report for November 2011

Adams Park	7
Campau Commons	1
Creston Plaza	3
Scattered Site I-V	1
Public Hsg. Total	12
Hope Community	3
Leonard Terrace	7
Mt. Mercy	5
Ransom Tower	5
Sheldon Apts.	0
Overall Total	32

2. The Director presented the Commission with a copy of the Section 8 Status Report for November, 2011.

3. The Director presented the Commission with a copy of the Personnel Report for December, 2011.

4. Discussion regarding the budget for conferences and workshops. Staff will be looking into the budget for FY 2013 to include training for the new staff and if there is additional interest by commissioners for training.

OLD/NEW BUSINESS

1. The Director inquired if the Commission was interested in revisiting the Succession Plan.

2. The Director presented the Commission with a copy of the 2012 Housing Commission meeting schedule.

11-94 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Zylstra, to adjourn.

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 8:00 p.m.

Carlos A. Sanchez
Executive Director/Secretary