

MINUTES OF MAY 18, 2010

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 18, 2010 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The President called the meeting to order at 7:04 p.m.

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

Absent: None

The President declared a quorum present.

MINUTES:

10-13 Commissioner Bunn, supported by Commissioner Cooper, moved to approve the Minutes of the annual meeting of April 21, 2010.

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 April 30, 2010

10-14 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, 2010 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, 2010 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 Operating Budget for Fiscal Year 2011.

10-15 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
OPERATING BUDGET
FOR FISCAL YEAR 2011

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2011 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, 2011 is in all respects approved.

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

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

10-16 The following resolution was introduced, read in full and considered:

RESOLUTION AND CERTIFICATION APPROVING THE
OPERATING BUDGET FOR THE PUBLIC HOUSING
PROGRAM FOR FISCAL YEAR 2011

BE IT RESOLVED as follows:

1. The Operating Budget has been reviewed and approved by the Board of Housing Commissioners and the proposed expenditures are necessary in the efficient and economical operations of the Authority's low-rent housing program; and
2. That the financial plan is reasonable in that:
 - a) It indicates a source of funding adequate to cover all proposed expenditures; and
 - b) It does not provide for use of Federal funding in excess of that payable under Performance Funding System Handbook 7475.13, Appendix 1; and
3. That all proposed charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.
4. It is further resolved that the Board of Housing Commissioners certifies that:
 - a) Tenant Certifications were performed in compliance with 24 CFR 913.109.
 - b) Reexamination of Family Income Composition have been completed in compliance with 24 CFR 960.209.
5. As a recurring compliance procedure, as stated in HUD Handbook 7460.2 dated November 1980, paragraph 24B, a list of all Housing Manager and Assisted Housing Manager positions as reflected in the proposed budget using the same format prescribed in paragraph 24a of the aforementioned Handbook, is attached.

6. The Grand Rapids Housing Commission certifies that no PHA employee reflected on the HUD Form 52566 submitted with this Operating Budget, is serving in a variety of positions which will exceed a 100% allocation of his/her time.

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 informed the Commission that staff plans to prepare the ACC Amendment and Budget for FY 2010 Capital Fund once we receive notification from HUD
10-17 Commissioner Miles, supported by Commissioner Zylstra, moved to table the resolution approving the ACC Amendment and Budget for FY 2010 Capital Fund.

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 budget revisions for the 2007 and 2008 Capital Fund.

10-18 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING 2007 AND 2008 CAPITAL FUND PROGRAM BUDGET

REVISION

WHEREAS, the Grand Rapids Housing Commission has previously approved budgets for the FFY 2007 and 2008 Capital Fund program; and

WHEREAS, the Housing Commission has determined that revisions to the budgets are necessary.

NOW, THEREFORE, BE IT RESOLVED, that the revised budgets for the FFY 2007 and 2008 Capital Fund programs is in all respects approved.

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 renewal of the Section 8 Moderate Rehabilitation Contract for Calumet Flats.

10-19 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE RENEWAL OF THE SECTION 8
MODERATE REHABILITATION CONTRACT FOR CALUMET FLATS

WHEREAS, the Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Calumet Flats since 1998; and

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

WHEREAS, Calumet Flats provides 16 units of low income housing; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract for Calumet Flats.

Commissioner Zylstra, supported by Commissioner Miles, 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 application for 200 units under the Housing Choice Voucher program for non-elderly persons with disabilities.

10-20 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION FOR 200 UNITS
UNDER THE HOUSING CHOICE VOUCHER PROGRAM FOR NON-ELDERLY
PERSONS WITH DISABILITIES

WHEREAS, the Department of Housing and Urban Development has announced a NOFA for \$30,000,000 for Housing Choice Vouchers for Non-Elderly Persons with Disabilities; and

WHEREAS, the Grand Rapids Housing Commission has a waiting list of non-elderly persons with disabilities who appear to be eligible for rental subsidy; and

WHEREAS, the Grand Rapids Housing Commission has developed partnerships with community agencies to assist non-elderly persons with disabilities; and

NOW, THEREFORE, BE IT RESOLVED that the Director is hereby authorized to submit an application to the Department of Housing and Urban Development for 200 Housing Choice Vouchers for Non-Elderly Persons with Disabilities.

Commissioner Bunn, supported by Commissioner Cooper, 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 contract for parking lot repairs at Ransom Tower Apartments.

10-21 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
CONTRACT FOR RANSOM TOWER APARTMENTS
PARKING AREA IMPROVEMENTS

WHEREAS, The Grand Rapids Housing Commission, through their Architectural/Engineering consultant M.C. Smith Associates and Architectural Group, Inc., solicited bids from qualified Contractors to perform the work as defined in the plans and specifications prepared for the Ransom Towers Apartments Parking Area Improvements Project; and,

WHEREAS, three (3) responses were received by M.C. Smith to their request for pricing, with Superior Asphalt, Inc. submitting the lowest bid in the amount of Sixty Four Thousand Four Hundred Ninety One dollars and Sixty Nine cents (\$64,491.69), and;

WHEREAS, M.C. Smith has reviewed the bid submitted by Superior Asphalt, Inc. in the amount of Sixty Four Thousand Four Hundred Ninety One dollars and Sixty Nine cents (\$64,491.69), has deemed the bid to be the lowest responsible bid, and provided a written letter of recommendation to award the contract for this work to Superior Asphalt, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director, Carlos A. Sanchez is hereby authorized to execute a contract with Superior Asphalt, Inc. for the amount of Sixty Four Thousand Four Hundred Ninety One dollars and Sixty Nine cents (\$64,491.69) to perform the work as defined in the plans and specifications prepared by M.C. Smith Associates and Architectural Group, Inc. is hereby approved.

Commissioner Bunn, supported by Commissioner Cooper, 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 award of contract for carpet replacement at the Grand Rapids Housing Commission's main office.

10-22 The following resolution was introduced, read in full and considered:

AWARD OF CONTRACT TO REPLACE CARPETING IN
GRAND RAPIDS HOUSING COMMISSION MAIN OFFICE

WHEREAS, requests for priced proposals were received were sent to four (4) different carpeting vendors to replace the carpet in the Grand Rapids Housing Commission (GRHC) Main Office, and;

WHEREAS, three (3) vendors submitted responses to the aforementioned pricing request, Johnson Commercial Interiors who submitted a price of \$20,526.09 and Eastpointe Interiors, Inc. (a WBE Contractor) who submitted a price of \$20,233.00 and Columbo's Commercial Carpet, Inc. who submitted a price of \$18,002.44; and,

WHEREAS, Columbo's Commercial Carpet, Inc. bid amount of \$18,002.44 is the lowest responsibly submitted price and the WBE Contractor's price is more than 5% of the Columbo's Commercial Carpet, Inc.'s price.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director, Carlos A. Sanchez, be and is hereby authorized to award a contract to Columbo's Commercial Carpet, Inc.

in amount of Eighteen Thousand Two dollars and Forty-Four cents (\$18,002.44) for the replacement of carpeting at the GRHC Main Office.

Commissioner Cooper, 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 request for utility easement at 321 Donald Place SE to the City of Grand Rapids.

10-23 The following resolution was introduced, read in full and considered:

RESOLUTION

APPROVING THE CITY OF GRAND RAPIDS REQUEST

FOR A UTILITY EASEMENT AT 321 DONALD PLACE SE

WHEREAS, The Grand Rapids Housing Commission has received a request from the City of Grand Rapids for a 4.5 square feet of property at 321 Donald Place SE, Grand Rapids, MI (PP 41-14-29-379-029) to be used for a utility easement in conjunction with the City's East Side Combined Sewer Overflow Improvements – Contract no. 20; and,

WHEREAS, the City of Grand Rapids has made a Good Faith Offer of One Hundred Dollar (\$100.00) for the purchase of the land, the value having been determined based upon the City Assessor's True Cash Value for the land.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director, Carlos A. Sanchez is hereby authorized to accept the Good Faith Offer of One Hundred Dollars (\$100.00) for the granting of the requested Utility Easement at 321 Donald Place SE, Grand Rapids, MI

(PP 41-14-29-379-029) and is further authorized to execute all documents necessary to complete the granting of the Easement to the City of Grand Rapids.

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 award of the Jean McKee Scholarship for 2010. Discussion regarding how the Housing Commission plans to present the awards and the Commission also suggested bringing back past winners to share their stories. The Director informed the Commission that staff would look into different ideas to promote the scholarship program.

10-24 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CHENIQUEA BUXTON AND AUTUMN BRADEN

AS 2010 JEAN MCKEE RESIDENT SCHOLARSHIP WINNERS

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents to apply for the 2010 Jean McKee Resident Scholarship Program; and

WHEREAS, residents Cheniquea Buxton and Autumn Braden 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 Cheniquea Buxton and Autumn Braden as winners of 2010 Jean McKee Resident Scholarship awards.

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.

11. The Director presented the Commission with a copy of the revised Admissions and Continued Occupancy Policy regarding the waiting list procedures for the various sites.

10-25 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

REVISION TO ADMISSIONS & CONTINUED OCCUPANCY POLICIES

ADAMS PARK, CAMPAU COMMONS, CRESTON PLAZA, LEONARD TERRACE,

MT. MERCY, RANSOM TOWER, SHELDON APARTMENT AND

SCATTERED SITE HOUSING DEVELOPMENTS

WHEREAS, the Housing Commission, has identified the necessity for a change in its Admissions and Continued Occupancy Policies related to the purging of the waiting lists for the Adams Park, Campau Commons, Creston Plaza, Leonard Terrace, Mt. Mercy, Ransom Tower; and

WHEREAS, this revision shall provide for greater effectiveness in the maintaining of the various waiting lists.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the Admissions and Continued Occupancy Policies.

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.

DIRECTOR'S REPORT

1. Vacancy Report for February 2010

Adams Park	15
Campau Commons	2
Creston Plaza	3
Scattered Site I-V	1
Public Hsg. Total	21
Hope Community	1
Leonard Terrace	1
Mt. Mercy	5
Ransom Tower	4
Sheldon Apts.	0
Overall Total	32

2. The Director presented the Commission with a copy of the Section 8 Status Report for April 2010.

3. The Director presented the Commission with a copy of the Personnel report for May 2010.

4. Commissioner Butler updated the Commission on the Connecting with Communities Reception she attended and informed the Commission that the Grand Rapids Housing Commission's Family Self-Sufficiency program received 4th place for their involvement with the community.

5. The Director requested authorization to send one staff and one commissioner to the NAHRO Summer Conference in Boston, MA July 22 - 24, 2010.

10-26 Commissioner Cooper, supported by Commissioner Zylstra, moved to authorize the Director to send one staff and one commissioner to the NAHRO Summer Conference in Boston, MA July 22 - 24, 2010.

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the motion carried.

10-27 There being no further business to come before the Commission, it was moved by Commissioner Bunn supported by Commissioner Miles, to adjourn.

Ayes: Bunn, Butler, Cooper, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 8:10 p.m.

Carlos A. Sanchez
Executive Director/Secretary