

MINUTES FEBRUARY 20, 2020

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 20, 2020 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. Vice President Zylstra called the meeting to order at 6:00 p.m.

Roll Call: Present: Miles, Steimle-App, Zylstra

Absent: Bunn, Butler

The Vice President declared a quorum present.

Also attending the meeting: Michele Childs and Tabitha Williams of LINC UP, Stephanie Pierce and Dallas Lenear of Project Green, Tiffany Pierce from Campau Commons, and Derek Harper.

**MINUTES:**

19-81 Commissioner Miles, supported by Commissioner Steimle-App, moved to approve the Minutes of the public hearing and the regular meeting of January 21, 2020.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

**PUBLIC COMMENTS:**

Tiffany Pierce, a resident of Campau Commons, spoke about the Project Green initiative to get residents' rental payments reported in order to improve their credit scores. She presented the Board with a petition signed by Campau Commons residents who support this idea and mentioned that this would be in accordance with the Housing Commission's Five-Year Plan.

**RESOLUTIONS & MOTIONS:**

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

19-82 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 January 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 Statement of Income and Expenditures for the period ended January 31, 2020 are in all respects approved.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving construction bids for Antoine Court.

19-83 The following resolution was introduced, read in full and considered:

RESOLUTION ACCEPTING AND APPROVING OF A GUARANTEED MAXIMUM PRICE  
FOR ANTOINE COURT APARTMENTS PROJECT

WHEREAS, Isaac V. Norris & Associates, PC (the “Architect”) in consultation with Triangle, Inc. (the “Construction Manager”) has developed and provided design development drawings and specifications to Triangle Associates, Inc. (the “General Contractor”) for the construction of the Antoine Court Apartments Project, and;

WHEREAS, the Construction Manager has publicly solicited for and received sealed bids from sub-contractors for the various construction trades required to complete the Antoine Court Apartments Project, and;

WHEREAS, the Construction Manager and General Contractor have reviewed the various sealed bids which were submitted and determined the Guaranteed Maximum Price (GMP) price for the construction of the Antoine Court Apartments Project to be in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541).

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Grand Rapids Housing Commission hereby accepts the Antoine Court Apartments Project GMP in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541).

BE IT FURTHER RESOLVED that the Commissioners of the Grand Rapids Housing Commission approve the award of a contract to General Contractor, Triangle Associates, Inc. in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541) to perform the scope-of-work, and that the Executive Director is authorized and directed to enter into an agreement with the General Contractor subject to review and approval of the ConsensusDoc form of contract by Rhodes McKee, attorneys, legal counsel

for the Housing Commission, its General Partner the Mount Mercy Housing Corporation, and its Limited Partner the Antoine Court Limited Dividend Housing Association Limited Partnership.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving rehabilitation bids for Scattered Sites

19-84 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING BID AND AWARD OF CONTRACT FOR RAD SCATTERED SITES (20 UNITS) CONVERSION PROJECT REHABILITATION WORK**

WHEREAS, February 6, 2020 M.C. Smith Associates and Architectural Group, Inc. (MCSA Group, Inc.) received three (3) bids for the Rehabilitation Work associated with the Scattered Site (20 Units) RAD Conversion Project; and,

WHEREAS, the M.C. Smith Associates and Architectural Group, Inc. cost estimate amount for the aforementioned project was \$641,525.00 including the construction contingency amount of 10%; and,

WHEREAS, bids in the following amounts were received from the below listed contractors:

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>	<b><u>Corrected Bid</u></b>
JD Fisher Builders, LLC	\$627,829.00	No change
JKB Construction, Inc.	\$833,759.85	\$804,719.85

First Contracting, Inc.	\$849,675.00	\$695,886.25
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with the lowest “As-Read” base bidder being identified as JD Fisher Builders, LLC in the amount of \$627,829.00; and,

WHEREAS, M.C. Smith Associates and Architectural Group, Inc. has reviewed the bid, communicated with JD Fisher Builders, LLC, checked submitted references, and recommends award of the bid to JD Fisher Builders, LLC in the amount of \$627,829.00.

NOW THEREFORE BE IT RESOLVED, that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract for an amount not to exceed \$627,829.000 with JD Fisher Builders, LLC to perform the Rehabilitation Work associated with the Scattered Site (20 Units) RAD Conversion Project, provided that all contract documents are reviewed and approved by Rhoades McKee attorneys.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving staffing changes.

19-85 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING HOUSING CHOICE VOUCHER (HCV)

MANAGER POSITION

WHEREAS, the Grand Rapids Housing Commission is requesting to increase its Housing Choice Voucher salaried personnel by one full-time staff person; and

WHEREAS, amend one of the current Lead Housing Specialist role into a HCV Manager position; and

WHEREAS, the Housing Commission has reviewed the required job description summary of function and characteristic duties, conducted a wage review, and updated all necessary documents and budgets; and,

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approve the newly created HCV Manager position.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving option to purchase 1210 Cass Avenue

19-86 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING APPROVAL OF OPTION TO PURCHASE

1210 CASS AVENUE SE – VACANT LOT

WHEREAS, the Grand Rapids Housing Commission holds possession of a vacant lot identified as 1210 Cass Avenue, SE, Grand Rapids, Michigan; and

WHEREAS, Mr. Maurice Townsend and LINC UP Nonprofit Housing Corporation have expressed written interest in purchasing said lot from the Housing Commission to be used with

adjacent properties acquired by LINC UP Nonprofit Housing Corporation for the purpose of the constructing assisted affordable housing units, and;

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes permission to enter into an “Option to Purchase” with LINC UP Nonprofit Housing Corporation, which would be contingent upon LINC UP Nonprofit Housing Corporation successfully securing Low Income Housing Tax Credits, and that the purchase price the above named parcel be not less than \$2,000, the amount that would reimburse the Commission for its original outlay.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving revisions to the Admin Plan- Reasonable Accommodations

19-87 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 to HCV Administrative Plan; and

WHEREAS, these revisions meet the requirements as defined by the U.S. Department of Housing Development and Fair Housing.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the HCV Administrative Plan.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

**DIRECTOR'S REPORT**

1. Vacancy Report for January 2020

Adams Park	3
Campau Commons	0
Scattered Site I-V	0
<b>Public Hsg. Total</b>	<b>3</b>
Creston Plaza	0
Homeown Rental	0
Hope Community	2
Leonard Terrace	3
Oakdale	0
Mt. Mercy	10
Ransom Tower	1
Sheldon Apts.	2
<b>Overall Total</b>	<b>21</b>



2. The Director presented the Commission with a copy of the Section 8 Status Report for January which shows a usage rate of 99.4%.

3. The Director presented the Commission with a copy of the Personnel Report for January 2020.

4. The Director informed the Commission about receiving a Capital Fund grant of \$459,325 and a Family Self-Sufficiency Program Renewal grant of \$360,000.

**OLD/NEW BUSINESS**

The Director informed the Commission that HUD is still considering the Housing Commission for the EnVision Center. An announcement will not be made by HUD until March.

19-88 There being no further business to come before the Commission, it was moved by Commissioner Stiemle-App supported by Commissioner Miles to adjourn.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the meeting adjourned at 6:31 pm.

Carlos A. Sanchez

Executive Director/Secretary