

MINUTES JUNE 16, 2020

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 16, 2020 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:06 p.m.

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

Absent: None

The President declared a quorum present.

Also attending the meeting: Deputy Executive Director Hattie Tinney, Director of Leased Housing Judy Cannon-Groce, Director of Asset Management Felicia Clay, and Senior Human Resource Generalist Mia Gutridge.

MINUTES:

20-12 Commissioner Zylstra, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of May 19, 2020.

Ayes: Bunn, Butler, Miles, Steimle-App, 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 May 31, 2020.

20-13 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 May 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 May 31, 2020 are in all respects approved.

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

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

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving closure of the waiting lists for Campau, Creston, and Scattered Sites.

20-14 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING
CLOSING AND PURGING THE WAITING LIST
CAMPAU COMMONS, CRESTON PLAZA AND SCATTERED SITE
HOUSING DEVELOPMENTS

WHEREAS, the Housing Commission, has identified the necessity for closing and purging the waiting list for Campau Commons, Creston Plaza and Scattered Site housing developments; 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 closing and purging of the family site developments.

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

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

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving a new fire alarm panel for Leonard Terrace.

20-15 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT FOR LEONARD
TERRACE REPLACEMENT OF FIRE ALARM PANEL

WHEREAS, the Housing Commission has solicited bids for replacement of the fire alarm panel at Leonard Terrace; and,

WHEREAS, the lowest and most advantageous bid was submitted by EPS, Inc. in the amount of \$129,999.00.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to award the replacement of the fire alarm panel in the total amount of \$129,999.00 to EPS, Inc.

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

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

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving changes to the operating standards at Ransom.

20-16 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

REVISED RANSOM TOWER SATELLITE DISH POLICY

WHEREAS, the Grand Rapids Housing Commission has previously adopted a Satellite Dish Policy; and

WHEREAS, staff has determined that revision to the Satellite Dish Policy is necessary to the efficient operation of the Ransom Tower Apartments.

NOW, THEREFORE, BE IT RESOLVED that Ransom Tower Apartments adopts the attached Satellite Dish Policy.

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

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

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving changes to the operating standards regarding pools at Campau, Creston, and Scattered Sites.

20-17 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED CAMPAU COMMONS,

CRESTON PLAZA, SCATTERED SITES

AND APARTMENTS OPERATING STANDARDS

WHEREAS, the Grand Rapids Housing Commission has previously adopted Operating Standards; and

WHEREAS, staff has determined that revision to the Operating Standards is necessary for the health and safety for Campau Commons Creston Plaza, Scattered Sites and families.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached revision to the Operating Standards.

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

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

Nays: None

The President declared the motion carried.

DIRECTOR’S REPORT

1. Vacancy Report for May 2020.

Adams Park	2
Campau Commons	0
Scattered Site I-V	0
Public Hsg. Total	2
Creston Plaza	3
Homeown Rental	0
Hope Community	1
Leonard Terrace	5
Oakdale	0

Mt. Mercy	10
Ransom Tower	5
Sheldon Apts.	0
Overall Total	26

2. The Director presented the Board with a copy of the Section 8 Status Report for May 2020 which shows a 99% utilization rate.

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

OTHER BUSINESS

The Director informed the Board that the Housing Commission will be getting 25 Foster Youth to Independence housing vouchers each year for the next three years.

The Board discussed the succession plan for the Executive Director position.

20-18 There being no further business to come before the Commission, it was moved by Commissioner Miles supported by Commissioner Bunn to adjourn.

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

Nays: None

The President declared the meeting adjourned at 7:16 pm.

Carlos A. Sanchez

Executive Director/Secretary