

MINUTES MARCH 17, 2020

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 17, 2020 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. Director Carlos Sanchez called the meeting to order at 6:00 p.m.

Roll Call: Present: Bunn and Steimle-App in person, with Butler and Miles joining by remote connection.

Absent: Zylstra

The Director declared a quorum present.

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

MINUTES:

19-89 Commissioner Bunn, supported by Commissioner Steimle-App, moved to approve the Minutes of the public hearing and the regular meeting of February 20, 2020.

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director 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 February 29, 2020.

19-90 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 February 29, 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 February 29, 2020 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving audited financial statements for calendar year 2019.

19-91 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING FINANCIAL STATEMENTS FOR
CALENDAR YEAR ENDED DECEMBER 31, 2019

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the calendar year ended December 31, 2019; and

WHEREAS, Plante Moran has completed their audit and issued draft statements for

Sheldon Avenue Limited Partnership, Campau Commons Limited Partnership, Mt. Mercy II Limited Partnership, Creston Plaza Limited Partnership, and Creston Plaza Limited Partnership II for the year ended December 31, 2019; and

WHEREAS, the Housing Commission has reviewed the statements and has determined that the statements fairly present the financial conditions of the partnerships

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Sheldon Avenue Limited Partnership, Campau Commons Limited Partnership, Mt. Mercy II Limited Partnership, Creston Plaza Limited Partnership, and Creston Plaza Limited Partnership II for the year ended December 31, 2019 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the 2020 Annual Agency Plan and the 2020-2024 Five-Year Plan.

19-92 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING GRAND RAPIDS HOUSING COMMISSION
2020-2024 FIVE-YEAR PLAN AND ANNUAL AGENCY PLAN
FOR FISCAL YEAR 2021 BEGINNING JULY 1, 2020

WHEREAS, the Grand Rapids Housing Commission has developed its 2020-2024 Five-Year Plan and 2020 Annual Agency Plan for Fiscal Year 2021 in compliance with the Quality Housing & Work Responsibility Act of 1998; and

WHEREAS, the Grand Rapids Housing Commission and the Grand Rapids Housing Commission Resident Advisory Board have reviewed the 2020-2024 Five-Year Plan and 2020 Annual Agency Plan; and

WHEREAS, the Grand Rapids Housing Commission held a public hearing on its 2020-2024 Five-Year Plan and 2020 Annual Agency Plan on March 17, 2020...

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the 2020-2024 Five-Year Plan and 2020 Annual Agency Plan, and the President of the Housing Commission is hereby authorized and directed to execute said Certification.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to execute the 2020-2024 Five-Year Plan and 2020 Annual Agency Plan documents for submission to HUD.

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

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving bid for Mount Mercy elevator.

19-93 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING MT. MERCY ELEVATOR MODERNIZATION

COMPETITIVE PRICE PROPOSAL

WHEREAS, the staff of Mt. Mercy has completed its solicitation for competitive price proposals for the modernization of the passenger elevator located adjacent to the main office at 1425 Bridge Street NW (State Elevator #9779); and,

WHEREAS, Competitive price proposals were solicited and received from three (3) firms, said responding firms and their submitted prices being as follows:

<u>Firm</u>	<u>Price</u>	<u>Remarks</u>
Elevator Service, LLC	\$143,334.00	Voluntary bid alternate in the amount of \$18,388 to replace hoist way doors and card door panels increases bid amount to \$161,722.00.
McNally Elevator Company Inc.	\$169,979.00	
Kone Inc.	\$209,049.09	

and,

WHEREAS, competitive price proposals were evaluated by a team consisting of Toni Coristine, Mt. Mercy Asset Manager, Todd Heyboer, Mt. Mercy Maintenance Technician, and Michael R. Weaver, P.E., Real Estate Development Coordinator. The maximum possible evaluation score was 100 points per evaluator, or 300 points total. The results of the proposal evaluations are as follows:

<u>Firm</u>	<u>Total Evaluation Score</u>	<u>Evaluation Ranking</u>
Elevator Service, LLC	295/300	1
McNally Elevator Company Inc.	127/300	2

Kone Inc.	99/300	3
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NOW, THEREFORE, BE IT RESOLVED, the Mt. Mercy staff requests approval of the Elevator Service, LLC competitive price proposal in the amount of \$161,772.

BE IT FUTHER RESOLVED, that staff requests approval for the execution of a contract by Carlos A. Sanchez, Executive Director in the amount not to exceed \$161,772 to Elevator Service, LLC for the Mt. Mercy Elevator Modernization project.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Director declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving updates to the Housing Choice Voucher Admin Plan mainstream preferences.

19-94 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 Bunn, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving an appointment to the Resident Advisory Board

19-95 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

Yesica Robinson 2020-2022

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

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for February 2020

Adams Park	2
Campau Commons	0
Scattered Site I-V	0
Public Hsg. Total	2
Creston Plaza	0
Homeown Rental	0
Hope Community	3
Leonard Terrace	3
Oakdale	0
Mt. Mercy	13
Ransom Tower	2
Sheldon Apts.	1
Overall Total	24

2. The Director presented the Commission with a copy of the Section 8 Status Report for February which shows a usage rate of 99.2%.

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

4. The Director informed the Commission that upcoming trainings and conference events have been cancelled because of the COVID-19 pandemic.

OLD/NEW BUSINESS

The Director informed the Commission that the tax credit application deadline has been delayed one month to May 1, 2020.

The Director informed the Board that due to the COVID-19 pandemic the main office is closed to walk-in service but is still accessible by appointment. The Campau and Creston campuses are being used as pick-up sites for school lunches since the schools are now closed.

19-97 There being no further business to come before the Commission, it was moved by Commissioner Stiemle-App supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Steimle-App

Nays: None

The Director declared the meeting adjourned at 6:52 pm.

Carlos A. Sanchez

Executive Director/Secretary