

MINUTES MARCH 26, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 26, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Jianna Capeles, and Rehabilitation and Maintenance Manager Ufoma Johnson.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of February 20, 2024.

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending February 29, 2023.

23-69 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the
Operating Statement of Income and Expenditures**

WHEREAS, the Operating Statement of Income and Expenditures for the period ended February 29, 2023 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

WHEREAS, this information has been prepared for the Housing Commission Board in a financial dashboard format and full detail report; and

WHEREAS, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Operating Statement of Income and Expenditures as represented in the dashboards for the period ended February 29, 2023 are in all respects approved.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving Creston Partnership audits.

23-70 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Calendar Year Ended December 31, 2023**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Berman Hopkins Wright & LaHam CPAs to prepare audited financial statements for the calendar year ended December 31, 2023; and

WHEREAS, Berman Hopkins Wright & LaHam CPAs has completed their audit and issued statements for Creston Plaza Limited Partnership and Creston Plaza Limited Partnership II for the year ended December 31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Creston Plaza Limited Partnership and Creston Plaza Limited Partnership II for the year ended December 31, 2023 is in all respects approved.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving 2024 Annual Plan and MTW Supplement.

23-71 The following resolution was introduced and considered:

Resolution to Approve the Grand Rapids Housing Commission

**2024 Annual Agency Plan and 2024 Moving to Work Supplement
for FFY 2024 Beginning July 1, 2024**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has developed its 2024 Annual Agency Plan for Fiscal Year 2024 in compliance with the Quality Housing & Work Responsibility Act of 1998 and its 5-year plan; and

WHEREAS, the GRHC has developed its 2024 Moving to Work (MTW) Supplement to the Annual Agency Plan in compliance with HUD’s MTW Operational Notice; and

WHEREAS, the GRHC Board of Commissioners, GRHC staff, and the Resident Advisory Board have reviewed the 2024 Annual Agency Plan and the MTW Supplement Form and;

WHEREAS, the Grand Rapids Housing Commission held a public hearing on its 2024 Annual Agency Plan and MTW Supplement on March 11, 2024;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves the 2024 Annual Agency Plan and 2024 Moving to Work Supplement with any subsequent changes due to public comments, and the President of the Housing Commission is hereby authorized and directed to execute said Certification.

That the Executive Director is authorized to execute the 2024 Annual Agency Plan and 2024 Moving to Work Supplement documents for submission to HUD

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving submission of request for congressional funds for Adams Park Demolition.

23-72 The following resolution was introduced and considered:

**Resolution for Approval to Submit Request for Congressional Direct
Spending Funds for the Demolition for Adams Park Apartments for
Redevelopment**

WHEREAS, the Office of United States Senator Gary Peters opened an application process for Congressional Direct Spending Requests for projects in the state of Michigan; and

WHEREAS, the deadline for submitting said application was set for no later than 11:59 p.m. on Tuesday, March 19, 2024; and

WHEREAS, the Grand Rapids Housing Commission (GRHC) has submitted an application requesting the amount of \$1,000,000 for the demolition of Adams Park Apartments to facilitate redevelopment; and

WHEREAS, the GRHC's submission of the application was made in a timely manner to meet the established deadline.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board hereby approves the submission of the application for a Congressional Direct Spending Request in the amount of \$1,000,000 to the Office of U.S. Senator Gary Peters for the purpose of demolishing the Adams Park Apartments.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving lawn care contracts.

23-73 The following resolution was introduced and considered:

**Resolution to Award Contract for
Lawn care Services**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for Lawncare services for nine properties and the main office; and

WHEREAS, bids were received from (6) contractors by the deadline of March 19th, 2024 at 12:00 p.m., and;

WHEREAS, the following is a summary of proposal submissions:

A	B	C	D	E	F	G	H	I	J	K
Contractor	Main Office & Adams Park	Leonard Terrace	Ransom Tower	Mt. Mercy	Hope Community	Sheldon Apts	Campau Commons	CC Empty lot	Creston Plaza	Antoine Court
Natural Landscapes	\$7,840.00	\$6,410.00	\$4,890.00	\$11,430.00	\$4,980.00	\$8,310.00	\$11,310.00	\$980.00	\$23,910.00	\$2,830.00
Tendser Lawncare	NO BID	NO BID	NO BID	43696	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
A&E Lawncare	13,685.00	\$7,685.00	NO BID	\$10,800.00	\$13,015.00	\$12,965.00	\$24,510.00	NO BID	NO BID	\$7,245.00
Lathans Lawncare	NO BID	\$11,200	NO BID	NO BID	NO BID	\$14,200	\$3,800	\$1,600.00	NO BID	\$4,920
Harder and Warner Landscaping	\$28,885	\$12,400	\$11,190	\$28,690	\$16,650	\$15,425	\$37,906	\$1,800	\$17,760	\$14,071
Propel Landscape	11,700	\$6,000	\$7,700.00	\$15,000.00	\$12,500.00	\$14,500.00	\$19,000.00	\$1,500.00	\$27,000.00	\$5,500.00

WHEREAS, the GRHC has evaluated the proposals and is making recommendation for the most responsive and responsible vendors and has considered references and previous work done under GRHC when making recommendations for award; and

WHEREAS, Propel Landscape (highlighted in yellow) is recommended for the Main Office & Adams Park (\$11,700), Leonard Terrace (\$6,000), Hope Community (\$12,500) Campau

Commons (\$19,000). Campau Commons Empty Lot (\$1,500) for a total contract amount of \$50,700; and

WHEREAS, A&E Lawncare (highlighted in Purple) is recommended for Mount Mercy (\$10,800), Sheldon Apartments (\$12,965), Antoine Court (\$7,245) for a total contract amount of \$31,010; and

WHEREAS, Natural Landscapes (Highlighted in Green) is recommended for Ransom Towers (\$4,890) for a total contract amount of \$4,890; and

WHEREAS, Harder and Warner Landscaping (Highlighted in Blue) is recommended for Creston Plaza (\$17,760) for a total contract amount of \$17,760; and

WHEREAS, the contract will include provisions for other lawn related services at agreed upon rates prior to service; and

WHEREAS, the contract will be for a period of one (1) year beginning April 1st, 2024. An option year may be executed with an increase not to exceed CPI if agreed by both parties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to execute a contract for Lawncare services in the amount of \$50,700 to Propel Landscape for the Main Office & Adams Park, Campau Commons, Campau Empty lot, Leonard Terrace, and Hope Community. Execute a contract in the amount of \$31,010 to A&E Lawncare for Mount Mercy, Sheldon Apartments and Antoine Court. Execute a contract in the amount of \$17,760 to Harder and Warner Landscape for Creston Plaza. Execute a contract in the amount of \$4,890 to Natural Landscape for Ransom Towers. Other services may be agreed to at rates provided by bidders in their proposals. Contracts will be executed for one year with an option year at an increase not to exceed CPI.

Commissioner Alexander, supported by Commissioner Bernier, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for February 2024.
2. The Executive Director presented the Board with a copy of the Personnel Report for March 2024.
3. The Executive Director presented the Board with the travel and training schedule for the first half of 2024.
4. The Executive Director updated the Board that the FY 24 HUD budget that took effect last October just came out and looks good. The FY 25 HUD budget should be submitted in March for October of 2024.
5. The Executive Director updated the Board regarding the fundraiser that is being planned for the Jean McKee Scholarship and FSS initiatives. Information will be emailed to Board members and potential sponsors soon.
6. The Executive Director announced that Betty Zylstra has been reappointed for another five years on the Grand Rapids Housing Commission.
7. The Executive Director reported that a neighboring PHA is contemplating relinquishing the voucher program to the Grand Rapids Housing Commission. It is not public

information yet. HUD's practice of only doing these transfers in January or July will affect the possible timeline of incorporating those vouchers.

8. The Executive Director and President Steimle-App reported on their travel with other housing leaders from Kent County who went to Houston to meet with the Houston Housing Authority and other agencies and government officials in Houston that are playing a role in ending homelessness there.

The President declared the meeting adjourned at 6:43 pm.

Lindsey S. Reames

Executive Director