

MINUTES AUGUST 20, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 20, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:06 p.m.

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

Absent: Alexander, Bernier

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Rehabilitation and Maintenance Manager Ufoma Johnson, Finance Manager Kris Endres, Director of Resident Services Felicia Clay, Human Resource Manager Mia Gutridge, Jianna Capeles, Katherine Higgins, and Betty Bridgeforth.

MINUTES:

Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of June 18, 2024.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

Katherine Higgins reported that she is a former resident of Mount Mercy Apartments and continues to be an advocate for its residents. She has had several negative interactions with the current Asset Manager Robin Calkins who recently called the police to have her removed from the property. She would like to continue to help the residents at Mount Mercy and asks that the actions of the manager be reviewed.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending June 30, 2024.

24-20 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 June 30, 2024 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

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 June 30, 2024 are in all respects approved.

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

Ayes: 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 Audited Financial Statements for Antoine Court ending December 31, 2024.

24-21 The following resolution was introduced and considered:

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

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 Antoine Court LDHALP 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 partnership

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Antoine Court LDHALP for the year ended December 31, 2023 is in all respects approved.

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

Ayes: 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 award for financial and banking services.

24-22 The following resolution was introduced and considered:

Resolution to Award Contract for Financial and Banking Services

WHEREAS, the Housing Commission is required to procure financial and banking services for the Grand Rapids Housing Commission and its related entities periodically; and

WHEREAS, the Housing Commission requested proposals from banking and financial firms to provide financial and banking services; and

WHEREAS, GRHC received four (4) responses from:

1. Choice One Bank
2. Fifth Third Bank
3. Huntington Bank
4. Mercantile Bank

WHEREAS, the proposals/responses were reviewed and independently scored by a GRHC evaluation team; and

WHEREAS, the Housing Commission evaluated the proposals, conducted interviews with the top two scoring candidates and has determined that the most responsible and responsive proposal presented by Mercantile Bank is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the contract to provide financial and banking services to the Grand Rapids Housing Commission and its related entities for a period of three years with two, one-year options, is approved.

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

Ayes: 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 award of Project-Based Vouchers.

24-23 The following resolution was introduced and considered:

**Resolution to Award Project-Based Vouchers (PBVs) Following
Request for Proposals (RFP) Process**

WHEREAS, the Grand Rapids Housing Commission ("GRHC") administers the Project-Based Voucher (PBV) program in accordance with regulations issued by the U.S. Department of Housing and Urban Development (HUD) as codified in 24 CFR Part 983, which governs the selection and allocation of PBVs to developments; and

WHEREAS, the GRHC has developed and maintains an HCV Administrative Plan that outlines the policies and procedures for the implementation of the PBV program, including the criteria and process for awarding PBVs, in compliance with HUD regulations; and

WHEREAS, the GRHC recognizes the critical need to project-base vouchers as a strategy to ensure the long-term affordability of units and to expand the inventory of affordable housing in Kent and Ottawa Counties, thereby addressing the ongoing shortage of affordable housing options for low- and moderate-income families in these areas; and

WHEREAS, in accordance with HUD regulations (24 CFR § 983.51) and the GRHC HCV Administrative Plan, the GRHC issued a Request for Proposals (RFP) on May 20th, 2024, inviting qualified housing developers and owners to submit proposals for the award of PBVs; and

WHEREAS, an evaluation committee selected by the GRHC scored and ranked the proposals using a pre-established scoring matrix, which ensured an impartial and fair assessment of all submissions in accordance with HUD requirements and the GRHC's established procedures; and

WHEREAS, based on the evaluation committee's scoring and recommendations, the GRHC has determined that the developments listed in the attached chart--Attachment A, meet the necessary criteria and offer the best value and impact for the community; and

WHEREAS, the GRHC received and reviewed a total of 13 proposals in response to the RFP, all of which were evaluated based on the criteria specified in the RFP and the HCV Administrative Plan, including but not limited to the experience and capacity of the developer, the quality of the proposed development, the provision of supportive services, and the alignment with community needs; and

WHEREAS, the GRHC also recognizes that three (3) of the proposals demonstrated strong potential but require further development and refinement to meet all program requirements and community standards; and

WHEREAS, the GRHC is committed to supporting these three (3) projects by providing conditional awards of PBVs, contingent upon the successful completion of technical assistance provided by GRHC to enhance their capacity and ensure compliance with all regulatory and programmatic requirements;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION THAT the award of Project-Based Vouchers to the developments listed in Attachment A, with the allocation of 86 PBVs to each development as indicated is approved; and

BE IT FURTHER RESOLVED that the GRHC will provide conditional awards of PBVs to the three (3) projects identified in Attachment A, with the stipulation that these awards are contingent upon the projects receiving and successfully incorporating technical assistance as provided by the GRHC; and

BE IT FURTHER RESOLVED that the Executive Director of the GRHC, or their designee, is hereby authorized to take all necessary actions to finalize and execute the necessary agreements with the selected developers, including those receiving conditional awards, and to ensure compliance with HUD regulations and the GRHC Administrative Plan.

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

Ayes: 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 asphalt services at Hope Community and the Main Office.

24-24 The following resolution was introduced and considered:

Resolution to Award Contract for

Asphalt Services at Hope Community & GRHC Main Office

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested quotes for Asphalt repairs at Hope Community & the GRHC Main Office; and

WHEREAS, quotes were received from four (4) contractors by the deadline of August 5th, 2024 at 2:00 p.m.; and

WHEREAS, the following is a summary of quote submissions:

| Asphalt Company | 1420 Fuller Ave GRHC Main Office | 1024 Ionia Ave Hope Community |
|--|--|---|
| Proposal One: Murrays Asphalt | \$3,271.00 (Long drive way entry) \$33,400.00 (Back Parking Lot) Total=\$37,121 | \$18,220.00 |
| Proposal Two: Pro seal Asphalt | \$2,500.00 (Long drive way entry) | N/A |
| Proposal Three: Prime Cote Inc. | \$6,756.00 (Long drive entry) \$43,014.00 (Back Parking Lot) Total=\$49,770 | \$17,040.00 (did not include repair of drainage casting) |
| Proposal Four: Superior Asphalt | \$3,545.00 (Long drive way entry) \$24,825.00 (Back Parking Lot) Total=\$28,370 | \$25,914.00 |

WHEREAS, Superior Asphalt (highlighted in green) is recommended as the most responsible and responsive respondent for the Main Office (\$28,370); and

WHEREAS, Murrays Asphalt (highlighted in blue) is recommended as the most responsible and responsive respondent for Hope Community (\$18,220).

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 the contracts for the proposed asphalt projects in the amount of \$28,370 to Superior Asphalt and \$18,220 to Murrays Asphalt.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving RTU and roof replacement project procurement and selection.

24-25 The following resolution was introduced and considered:

Resolution to Approve Ransom Tower RTU and Roof Replacement

Project Procurement and Selection

WHEREAS, the Grand Rapids Housing Commission (GRHC) had previously retained the services of Integrated Architecture (IA) to provide architectural and engineering services via an Indefinite Delivery Indefinite Quantity (IDIQ) contract; and

WHEREAS, Integrated Architecture (IA) accepted a Task Order issued under the aforementioned IDIQ contract to provide architectural and engineering services for the replacement of the existing roof and the two (2) Roof Top Units (RTU) at the Ransom Tower property located at 50 Ransom Avenue NE, Grand Rapids, MI, 49503; and

WHEREAS, IA has prepared plans and specifications for the “Grand Rapids Housing Commission Ransom Tower RTU and Roof Replacement” project, solicited bids from qualified individuals and businesses, and conducted the required “Sealed Bid” opening on Tuesday, August 6, 2024 at the hour of 11:00 AM; and

WHEREAS, two (2) responsible bids have been received and publicly announced, and IA is preparing a Letter of Recommendation to Award Contract to the ‘lowest responsible bidder’; and

WHEREAS, the funding for this project must be approved by HUD for reimbursement from the reserve for replacement account maintained for the property by Bellwether.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the procurement and selection process

undertaken by Integrated Architecture (IA) for the “Grand Rapids Housing Commission Ransom Tower RTU and Roof Replacement” project, is hereby approved and the Executive Director may enter into a contract when the HUD approval process is complete.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving award of snow removal services contracts.

24-26 The following resolution was introduced and considered:

Resolution to Award Contract for

Snow Removal Services

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

WHEREAS, Proposals were received from three (3) contractors by the deadline of July 30th, 2024 at 2:00 p.m.; and

WHEREAS, the following is a summary of proposal submissions:

| Snow Bids 2024 | Adams Park | GRHC Main Office | Antoine Court | Campau Common | Sheldon Apartments | Hope Community | Mount Mercy | Ransom Tower | Leonard Terrace | Creston Plaza |
|--------------------------------|-------------------|-------------------------|----------------------|----------------------|---------------------------|-----------------------|--------------------|---------------------|------------------------|----------------------|
| Monsma Snow Removal | \$4,800.00 | \$2,500.00 | \$3,600.00 | N/A | \$7,800.00 | \$1,800.00 | N/A | \$7,200.00 | \$6,000.00 | N/A |
| Snow Plowing (Seasonal Rate) | \$180.00 | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | \$180.00 |
| Salting (Hourly Rate) | \$180.00 | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | \$180.00 |
| Front-end-loader (Hourly Rate) | \$180.00 | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | \$180.00 |
| Dump Truck (Hourly Rate) | \$180.00 | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | \$180.00 |
| Special Truck(Hourly Rate) | \$180.00 | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | N/A | \$180.00 | \$180.00 | \$180.00 |
| Natural Landscapes | | | | | | | | | | |
| Snow Plowing (Seasonal Rate) | \$5,600.00 | \$2,210.00 | \$3,750.00 | \$14,320.00 | \$7,600.00 | \$6,310.00 | \$7,910.00 | \$6,950.00 | \$3,490.00 | \$15,910.00 |
| Salting (Hourly Rate) | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 | \$140.00 |
| Front-end-loader (Hourly Rate) | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 |
| Dump Truck (Hourly Rate) | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 |
| Special Truck(Hourly Rate) | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 | \$130.00 |
| A&E Lawn care | | | | | | | | | | |
| Snow Plowing (Seasonal Rate) | \$8,100.00 | \$2,700.00 | \$2,700.00 | N/A | \$8,100.00 | \$2,700 | \$8,100.00 | \$5,400.00 | \$5,400.00 | |
| Salting (Hourly Rate) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Front-end-loader (Hourly Rate) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Dump Truck (Hourly Rate) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Special Truck(Hourly Rate) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

WHEREAS, A&E Lawn care (highlighted in green) is recommended as the most responsible and responsive respondent for the Main Office (\$2,700), Leonard Terrace (\$5,400), Hope Community (\$2,700), Sheldon Apartments (\$8,100), Adams Park (\$8,100), Antoine Court (\$2,700), Mount Mercy (\$8,100), Ransom Towers (\$5,400) for a total contract amount of \$43,200 for seasonal snow plowing; and.

WHEREAS, Natural Landscapes (highlighted in blue) is recommended as the most responsible and responsive respondent for Campau Commons (\$14,800), Creston Plaza (\$15,910) for a total contract amount of \$30,710 for seasonal snow plowing; and

WHEREAS, Monsma Snow Removal was the lowest bidder for some locations, the last two years they have terminated the contract after award just prior to the snow season for lack of staffing, leaving GRHC to scramble to find a replacement service; and

WHEREAS, other services are on an “as authorized” basis and will be paid at the proposal hourly rate amounts; and

WHEREAS, the contract will be for a period of one (1) year beginning November 1, 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 the Executive Director is hereby

authorized to execute a contract for snowplow services in the amount of \$43,200 to A&E lawn care for Adams Park, Ransom Towers, Sheldon Apartments, Leonard Terrace, Main Office, Mount Mercy, Sheldon Apartments and Hope Community and execute a contract in the amount of \$30,710 to Natural Landscapes, LLC for Campau Commons and Creston Plaza. 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 Miles, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving execution of Community Partnership Agreement with Gerald R. Ford Job Corps Center.

24-27 The following resolution was introduced and considered:

**Resolution to Approve Community Partnership Agreement between the Grand Rapids
Housing Commission and Gerald R. Ford Job Corps Center**

WHEREAS, the Michigan Office of the United States Department of Housing and Urban Development (HUD) reached out to the Grand Rapids Housing Commission and Gerald R. Ford Job Corps Center to discuss partnership opportunities for youth between the ages of 16-24, in the City of Grand Rapids; and

WHEREAS, Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower-income families, people with disabilities and senior citizens in a manner that is fiscally sound and in ways that support families, neighborhoods and economic self-sufficiency; and

WHEREAS, Gerald R. Ford Job Corps Center teaches eligible young people the skills they need to become employable and independent and place them in meaningful jobs or further education; and

WHEREAS, this partnership will promote collaborative efforts and outreach for youth to gain the skills and tools needed to be successful and achieve the highest level of self-sufficiency. All parties to this agreement will be committed to supporting comprehensive services for youth and evolving how we work together to create collaborative services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to sign a Community Partnership Agreement with Gerald R. Ford Job Corps Center to engage in creative and innovative strategies which include but not limited to: community outreach, volunteer opportunities, education and financial literacy classes, training programs, housing resources, outreach efforts and referrals to improve the overall quality of life for youth.

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

Ayes: 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 July 2024.

2. The Executive Director presented the Board with a copy of the Personnel Report for August 2024.

3. The Executive Director presented the Board with the upcoming travel and training schedule.

4. The Executive Director updated the Board on the HUD funding shortfall for HCV and shared a letter from the Principal Deputy Assistant Secretary of the Office of Public and Indian Housing Richard Monocchio addressing this nationwide issue. There is currently adequate funding through half of November. New vouchers are not being issued except for veterans, youth, and within our sites.

5. The Executive Director informed the Board about “100 in 100” which is a community-wide effort to address homelessness and aims to house 100 individuals in 100 days, focusing on the chronically homeless. The Grand Rapids Housing Commission is involved in the effort and will be setting aside some funds for this purpose.

6. The Executive Director informed the Board that HUD has approved the disposition of the Scattered Sites LIPH properties. The properties will be sold to other housing agencies for below fair market value or to individuals who are below 80% AMI at fair market value.

7. The Executive Director informed the Board that the Grand Rapids Housing Commission has been selected for NAHRO Awards of Merit. Those awards will be presented at the National NAHRO Conference in September.

The President declared the meeting adjourned at 7:02 pm.

Lindsey S. Reames

Executive Director