

MINUTES APRIL 21, 2026

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 21, 2026, in the Bobbie Butler Community Center at Creston Plaza, 1080 Creston Plaza Drive NE, Grand Rapids, Michigan. The President called the meeting to order at 6:00 p.m.

Roll Call: Present: Alexander, Bernier, Lunger, 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, Human Resource Manager Darius Quinn, Director of Leased Housing Shakerah McRae, Finance Manager Kris Endres, and Rehabilitation and Maintenance Manager Ufoma Johnson.

MINUTES:

Commissioner Bernier, supported by Commissioner Alexander, moved to approve the Minutes of the regular meeting of March 17, 2026.

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

Nays: None

The President declared the motion carried.

ELECTION OF OFFICERS

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Bernier, supported by Commissioner Zylstra, placed the name of Commissioner Steimle-App in nomination for the office of President. Commissioner Steimle-App accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Steimle-App was elected President.

The President resumed her role as Chair.

Commissioner Bernier, supported by Commissioner Alexander, placed the name of Commissioner Zylstra in nomination for the office of Vice President. Commissioner Zylstra accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Zylstra was elected Vice President.

The President welcomed and introduced Josh Lunger as a new commissioner appointed by the City for a four-year term to take over the position vacated by Brooke Oosterman.

PUBLIC COMMENTS:

There were no public comments.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving

the 2025 Ransom audit.

26-01 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Ransom Avenue Development Corporation
for Fiscal Year Ended June 30, 2025**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Doeren Mayhue Assurance to prepare audited financial statements for the year ended June 30, 2025; and
WHEREAS, Doeren Mayhue Assurance has completed their audit and issued statements for the Ransom Avenue Development Corporation for the year ended June 30, 2025; and
WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the Ransom Avenue Development Corporation.
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Ransom Avenue Development Corporation for the year ended June 30, 2025 is in all respects approved.

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

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

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving the partnership audit for Creston Plaza I and II.

26-02 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements for Creston Plaza I and II
for Calendar Year Ended December 31, 2025**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Doeren Mayhue Assurance to prepare audited financial statements for the calendar year ended December 31, 2025; and

WHEREAS, Doeren Mayhue Assurance has completed their audit and issued statements for Creston Plaza Limited Partnership and Creston Plaza Limited Partnership II for the year ended December 31, 2025; 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, 2025 is in all respects approved.

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

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

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving the GRHC 2025 audit.

26-03 The following resolution was introduced and considered:

**Resolution to Approve the GRHC Audited Financial Statements
for Fiscal Year Ended June 30, 2025**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Doeren Mayhue Assurance to prepare audited financial statements for the year ended June 30, 2025; and

WHEREAS, Doeren Mayhue Assurance has completed their audit and issued statements for the Grand Rapids Housing Commission for the year ended June 30, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for the Grand Rapids Housing Commission for the year ended June 30, 2025 is in all respects approved.

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

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

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving MERS signatory authority.

26-04 The following resolution was introduced and considered:

**Resolution to Establish Authorized Signatories for MERS Contracts and Service Credit
Purchase Approvals**

WHEREAS, the Grand Rapids Housing Commission (GRHC) is a participating governmental entity with the Municipal Employees' Retirement System of Michigan (MERS) and has adopted

one or more retirement, insurance, investment or other post-employment benefit products administered by MERS; and

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s); and

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body; and

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein; and

WHEREAS, the holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals: Executive Director, Human Resources Manager and Finance Manager

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the authorized signatories for MERS contracts and service credit purchase approvals are established.

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

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

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving MERS 457 participant agreement.

26-05 The following resolution was introduced and considered:

Resolution to Amend the MERS 457 Participation Agreement

WHEREAS, the Grand Rapids Housing Commission (GRHC) is a participating governmental entity with the Municipal Employees' Retirement System of Michigan (MERS) and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS; and

WHEREAS, during the recent MERS transition to Empower, it was discovered that the GRHC had not been adhering to the current 457plan participation agreement that required an automatic contribution of 2% for any new employee onboarding, unless they opted out; and

WHEREAS, the GRHC staff determined that this lapse in automatic contributions was a result in staff transitions in key positions including Finance Manager, Human Resources Manager and Executive Administrative Assistant beginning in 2016 where training and transfer of information was not adequate to ensure compliance of this agreement component; and

WHEREAS, the recommendation to amend the MERS 457 program participation agreement retroactively was proposed by MERS staff to support current practices and avoid administratively burdensome retroactive implementation; and

WHEREAS, the GRHC staff concur with the MERS recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director (or other

authorized signatory) is authorized to execute the proposed amendment to the MERS 457 Participation Agreement to remove automatic enrollment for an employee 2% contribution to the MERS 457 retirement savings plan. This amendment to the plan will be retroactive to 08/01/2016.

BE IT FURTHER RESOLVED that the GRHC staff are considering additional recommendations for modifications to the MERS retirement plans but will present any additional changes to the Board for approval prior to implementation.

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

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

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving Sheldon boiler contract.

26-06 The following resolution was introduced and considered:

**Resolution to Award Contract for Mechanical System Replacement at
Sheldon Apartments.**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for Mechanical System Replacement and other services at Sheldon Apartments; and

WHEREAS, bids were received from two (2) contractors as follows:

CarbonSix Construction - \$1,185,000.00

Pioneer Construction - \$1,194,730.00

WHEREAS, Pioneer Construction (highlighted) is recommended as the most responsible and responsive respondent for Mechanical Systems Replacement at Sheldon Apartments.

WHEREAS, Pioneer Construction bid was higher, their proposal avoids resident displacement, unlike CarbonSix which would require it.

NOW, THEREFORE, BE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

That the Executive Director is hereby authorized to execute a contract for Mechanical Systems Replacement at Sheldon Apartments with Pioneer Construction in the amount of \$1,194,730.00.

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

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

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving 2017 Eastern PBV non-competitive award.

26-07 The following resolution was introduced and considered:

**Resolution to Award Project-Based Vouchers for
2017 Eastern Apartments with ICCF Community Homes**

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate Project-Based Vouchers (PBV) to stimulate new construction, substantial rehabilitation and, in some cases, long-term conversion of existing housing; and

WHEREAS, the Grand Rapids Housing Commission (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 decent, safe, and affordable housing; and

WHEREAS, the GRHC has the desire and experience to work with local non-profits in their efforts to develop affordable housing; and

WHEREAS, ICCF Community Homes was previously awarded Project-Based Vouchers through a competitive selection process conducted by the GRHC for 2017 Eastern Apartments; however, due to timing constraints associated with securing and aligning other required funding sources for the project, that prior PBV award was rescinded; and

WHEREAS, pursuant to 24 CFR § 983.51, a public housing authority may make a non-competitive award of PBV to a project that has received federal, state, or local government funding through a competitive selection process, provided that the PBV award occurs within three (3) years of the date of such funding award; and

WHEREAS, ICCF Community Homes was selected through competitive processes to receive the Revitalization and Placemaking Grant from the Michigan Economic Development Corporation (MEDC) in August 2024 and the Michigan Neighborhood Grant from the Michigan State Housing Development Authority (MSHDA) in November 2024; and

WHEREAS, the request for Project-Based Vouchers (seven (7) PBVs) for the ICCF Community Homes project is being made within three (3) years of the above-referenced grant awards and therefore qualifies for a non-competitive PBV award under 24 CFR § 983.51.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized

to enter various contract and program documents as required by the PBV program with ICCF Community Homes for 2017 Eastern Apartments for a 20 year term.

Commissioner Zylstra, supported by Commissioner Lunger, moved adoption of the foregoing resolution as amended.

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

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving MOU with Good Samaritan Ministries for eviction prevention.

26-08 The following resolution was introduced and considered:

**RESOLUTION TO APPROVE AND ADOPT THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE GRAND RAPIDS HOUSING COMMISSION AND
GOOD SAMARITAN MINISTRIES FOR THE EVICTION PREVENTION PROGRAM
UTILIZING HOUSING CHOICE VOUCHERS**

WHEREAS, the Grand Rapids Housing Commission (“GRHC”) is committed to advancing housing stability, preventing homelessness, and fostering partnerships that promote the well-being of vulnerable populations; and

WHEREAS, Good Samaritan Ministries, a nonprofit organization serving older adults in Ottawa County, shares the GRHC’s mission of supporting housing stability and preventing displacement; and

WHEREAS, the GRHC and Good Samaritan Ministries have developed a collaborative Eviction Prevention Program, as detailed in the attached Memorandum of Understanding

(“MOU”), under which the GRHC will allocate up to ten (10) Housing Choice Vouchers for eligible households referred by Good Samaritan; and

WHEREAS, the MOU outlines mutual responsibilities, eligibility criteria, data-sharing protocols, and evaluation procedures to ensure the effective administration and oversight of the Eviction Prevention Program; and

WHEREAS, the Board of Commissioners has reviewed the attached MOU and finds that the partnership aligns with the GRHC’s strategic objectives and community impact goals;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Grand Rapids Housing Commission hereby approves and adopts the Memorandum of Understanding between the Grand Rapids Housing Commission and Good Samaritan Ministries, effective May 1, 2026, as presented; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute the MOU on behalf of the GRHC, to take all necessary actions to implement the Eviction Prevention Program, and to make any non-substantive amendments to the MOU as may be necessary to carry out its intent, subject to applicable policies and procedures.

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

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

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving MOU with Good Samaritan Ministries for Mainstream vouchers.

26-09 The following resolution was introduced and considered:

**Resolution to Approve a Memorandum of Understanding between the Grand Rapids
Housing Commission and Good Samaritan Ministries of Ottawa County for the
Mainstream Voucher Program**

WHEREAS, the Grand Rapids Housing Commission (GRHC) administers the Mainstream Voucher Program, which provides rental assistance to non-elderly persons with disabilities;

WHEREAS, the GRHC seeks to enhance access to the Mainstream Voucher Program by partnering with local service providers to increase outreach, and identify eligible applicants;

WHEREAS, Good Samaritan Ministries of Ottawa County is a community-based organization with the capacity and expertise to assist in identifying and referring eligible non-elderly persons with disabilities to GRHC for participation in the Mainstream Voucher Program;

WHEREAS, GRHC seeks to establish a formal partnership with Good Samaritan Ministries of Ottawa County to serve as a referring agent for the new Mainstream Voucher Program waiting list in accordance with program requirements outlined in PIH Notice 2024-30;

WHEREAS, GRHC and Good Samaritan Ministries of Ottawa County have agreed to enter into a Memorandum of Understanding (MOU) outlining the roles and responsibilities of each party in support of the Mainstream Voucher Program, including a quarterly administrative fee of \$250.00 for referral and coordination services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the Memorandum of Understanding between GRHC and Good Samaritan Ministries of Ottawa County is hereby approved and authorizes the Executive Director to execute.

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

Ayes: Alexander, Bernier, Lunger, 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 Personnel Report for April 2026.

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

3. The Executive Director updated the Board on OCAF waivers. The requests were granted and approved for Creston Plaza at the 25% rate. The waiver for Scattered Sites will be approved when a corrected letter is sent. The waiver for Campau Commons was declined because it is not sufficient for its capital needs and will need to be refinanced.

4. The Executive Director informed the Board of new signage that is being placed at the sites to better identify and improve their appearances. Hope and Leonard signs have already been installed and the other sites will be scheduled.

OTHER BUSINESS

1. The Executive Director informed the Board that the dashboard reports are not yet ready but progress is happening and they should be available soon.

2. The Executive Director informed the Board that the Adams Park redevelopment is delayed because of the need for an archeological survey on undisturbed land. There is still a possibility of breaking ground in September for the new office building. That construction will cost 6 to 9 million dollars. Once completed the next project will be determined but may be the town homes and then Adams Park reconstruction.

3. The Executive Director informed the Board that some staff will be participating with partners in the downtown clean-up event on May 1. Plans are being made for more staff to engage in a property clean-up event for this spring or summer.

4. The Executive Director informed the Board that the GRHC is a sponsor of the RPOA Conference and Shakerah McRae will be attending the RPOA Conference this month. Director of Leased Housing Shakerah McRae will be attending this event.

5. The Executive Director reminded the Board about the 60th anniversary dinner on April 23.

6. Commissioner Bernier informed the Board that the upgraded security cameras at Leonard Terrace are working very well and that repairs are needed to bricks that are chipping.

The President declared the meeting adjourned at 6:48 pm.

Lindsey S. Reames

Executive Director