

MINUTES MARCH 16, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 16, 2021 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:10 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Director of Leased Housing Judy Cannon-Groce, Communication and Program Coordinator Joyce Smith, Director of Asset Management Felicia Clay, Housing Choice Voucher Manager Jose Capeles, Real Estate Development Coordinator Michael Weaver, Mario Leon from LINC Up, Teresa Schissler-Boichot, and Thomas Dann of Strawberry Real Estate.

**MINUTES:**

20-114 Commissioner Bunn, supported by Commissioner Miles, moved to approve the Minutes of the special meeting of December 30, 2020.

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

Nays: None

The President declared the motion carried.

20-115 Commissioner Bunn, supported by Commissioner Steimle-App, moved to approve the Minutes of the special meeting of January 22, 2021.

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

Nays: None

The President declared the motion carried.

20-116 Commissioner Steimle-App, supported by Commissioner Miles, moved to approve the Minutes of the special meeting of February 1, 2021.

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

Nays: None

The President declared the motion carried.

20-117 Commissioner Bunn, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of February 16, 2021.

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

Nays: None

The President declared the motion carried.

**PUBLIC COMMENTS:**

Thomas Dann of Strawberry Real Estate reported that he has been owed money from Section 8 since 2018 and has been unable to get this resolved.

Teresa Schissler-Boichot stated that she is an advocate for those looking for housing and has had frequent difficulties with getting responses from messages left for Housing Commission staff.

**RESOLUTIONS & MOTIONS:**

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending, February 28, 2021.

20-118 The following resolution was introduced and considered:

RESOLUTION APPROVING OPERATING  
STATEMENTS OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended February 28, 2021 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 Statements of Income and Expenditures for the period ended February 28, 2021 are in all respects approved.

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

Ayes: Bunn, Butler, 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 the Ransom audit.

20-119 The following resolution was introduced and considered:

RESOLUTION APPROVING AUDITED FINANCIAL STATEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2020

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to conduct a Single Audit for the fiscal year ended June 30, 2020; and

WHEREAS, Plante Moran has completed their audit and issued a report for the Ransom Avenue Development Corporation for the year ended June 30, 2020; and

WHEREAS, the Housing Commission has reviewed the statements and has determined that the statements fairly present the financial conditions of the Ransom Avenue Development Corporation,

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Ransom Avenue Development Corporation for the year ended June 30, 2020 are in all respects approved.

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

Ayes: Bunn, Butler, 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 Partnership audits.

20-120 The following resolution was introduced and considered:

RESOLUTION APPROVING FINANCIAL STATEMENTS FOR  
CALENDAR YEAR ENDED DECEMBER 31, 2020

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, 2020; 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, 2020; 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, 2020 are in all respects approved.

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

Ayes: Bunn, Butler, 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 2021 Agency Plan.

20-121 The following resolution was introduced and considered:

RESOLUTION APPROVING GRAND RAPIDS HOUSING COMMISSION

2021 ANNUAL AGENCY PLAN FOR FISCAL YEAR 2022

BEGINNING JULY 1, 2021

WHEREAS, the Grand Rapids Housing Commission has developed its 2021 Annual Agency Plan for Fiscal Year 2022 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 2021 Annual Agency Plan; and

WHEREAS, THE Grand Rapids Housing Commission held a public hearing on its 2021 Annual Agency Plan on March 16, 2021;

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the 2021 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 2021 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, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving Dominion Due Diligence Group contract for baseline environmental reports for Scattered Sites Homeownership and Adams Park.

20-122 The following resolution was introduced and considered:

RESOLUTION APPROVING AWARD OF CONTRACT TO D3G FOR BASELINE  
ENVIRONMENTAL ASSESSMENTS AT ADAMS PARK AND SCATTERED SITE  
HOMEOWNERSHIP PROPERTIES

WHEREAS, at the December 15, 2020 meeting of the Housing Commission the board members approved the executive director to enter into a contract with Dominion Due Diligence Group (D3G) to complete the “Limited Subsurface Investigation” scope of work necessary to

resolve the identified recognized environmental conditions (RECs) for the subject properties;  
and,

WHEREAS, D3G has completed its Limited Subsurface Investigation and have confirmed that contamination does exist in the groundwater which flows beneath the Adams Park and the Scattered Site Homeownership units located on Oakdale Street SE and that said contamination does not pose any present or future danger to the residents or public at large; and,

WHEREAS, D3G has submitted proposals to prepare and submit Baseline Environmental Assessments to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the subject properties at a cost not-to-exceed Thirty-one Thousand Seven Hundred Dollars and Zero Cents (\$31,700.00).

NOW THEREFORE BE IT RESOLVED, that the Housing Commission approves an award of contract to D3G in the amount not-to-exceed Thirty-one Thousand Seven Hundred Dollars and Zero Cents (\$31,700.00).

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute a contract with D3G in the amount not-to-exceed Thirty-one Thousand Seven Hundred Dollars and Zero Cents (\$31,700.00) to prepare and submit Baseline Environmental Assessments to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the subject properties.

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

Ayes: Bunn, Butler, 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 lawn service contractors.

20-123 The following resolution was introduced and considered:

RESOLUTION APPROVING

LAWN SERVICE CONTRACTS FOR 2021

WHEREAS, the Housing Commission has solicited bids for site lawn care services; and,

WHEREAS, the lowest and most advantageous bids were submitted by Cutting Edge in the amount of \$6,000 for GRHC Main Office and \$3,025 for Hope Community, Lavelle's Lawncare and Snowplowing in the amount of \$2,632.00 for Leonard Terrace and \$12,416 for Mt. Mercy, Monsma Landscape & Maintenance in the amount of \$4,790 for Sheldon Apartments, and Natural Landscapes in the amount of \$4,930 for Ransom Tower, \$10,875 for Campau Commons and \$12,190 Creston Plaza; and,

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to award the lawn care contracts to Cutting Edge for a total contract amount of \$9,025, Lavelle's Lawncare and Snowplowing, \$15,048, Monsma Landscape and Maintenance, \$4,790, Natural Landscapes \$27, 995 and E& E Lawn and Snow Services for a total contract amount of \$875.00.

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

Ayes: Bunn, Butler, 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 Admin Plan update for determining family size.

20-124 The following resolution was introduced and considered:

RESOLUTION ADOPTING  
REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)  
ADMINISTRATIVE PLAN

WHEREAS, the Housing Commission, has identified the necessity for amending it Housing Choice Voucher (HCV) Administrative Plan; and

WHEREAS, the amendment will give single parent(s) and married couple household(s) the choice of bedroom size that would better fit their needs and housing choice(s). It will also increase their opportunity to lease up a home by having a higher payment standard; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the HCV Administrative Plan.

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

Ayes: Bunn, Butler, 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 Moving To Work Cohort #3 work requirements.

20-125 The following resolution was introduced and considered:

RESOLUTION APPROVING SUBMISSION  
FFY 2021 MOVING TO WORK DEMONSTRATION PROGRAM

### COHORT #3 – RENT REFORM

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has published a Request for Applications under the Moving to Work (MTW) Demonstration Program for Fiscal Year 2021; and

WHEREAS, the Grand Rapids Housing Commission meets the requirements for the program; and

WHEREAS, the Grand Rapids Housing Commission approves the PHA's desire to obtain MTW designation under the third cohort of the MTW Expansion; and

WHEREAS, it is the Grand Rapids Housing Commission's intention to comply with the MTW objectives, MTW statutory requirements, and the MTW Operations Notice; and

WHEREAS, the Grand Rapids Housing Commission confirms that the PHA met the public process requirements in Section 5(C)(i)(c) of this Notice (NOTICE PIH 2021-02) and states the commitment to implement the local work requirement policy proposed in the MTW Plan and application package.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit an application package to HUD for the Moving to Work Demonstration Program, Cohort #3 – Work Requirements and; if awarded, enter into a programmatic agreement.

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

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

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving Leonard Terrace Housing Corporation Board appointment.

20-126 The following resolution was introduced 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:

**Leonard Terrace Housing Corporation**

Thomas Appel                      2021-2024

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 Miles, 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. The Executive Director presented the Board with a copy of the Vacancy Report for February 2021.

Campau Commons	1
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>10</b>
Creston Plaza	1
Homeown Rental	0
Hope Community	5
Leonard Terrace	4
Mt. Mercy	11
Ransom Tower	4
Sheldon Apts.	0
<b>Overall Total</b>	<b>35</b>

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for February 2021 which shows a 96.5% utilization rate.

3. The Executive Director presented the Board with a copy of the Personnel Report for March 2021.

**OTHER BUSINESS**

1. The Executive Director reminded the Board that there are open positions on the Housing Corporations that the Board needs to fill.

2. The Executive Director informed the Board that there may be a July Board meeting added to schedule to accommodate the Moving To Work application timeline.

3. The Executive Director reported that she has been meeting with several local government leaders and community partners.

4. Commissioner Miles recommended that the Board do some strategic planning for weaknesses in the financials.

20-127 There being no further business to come before the Commission, it was moved by Commissioner Bunn, supported by Commissioner Steimle-App to adjourn.

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

Nays: None

The President declared the meeting adjourned at 6:45 pm.

Lindsey S. Reames

Executive Director