

MINUTES MARCH 17, 2026

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 17, 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 6:00p.m.

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

Absent: None

The President announced the resignation of Commissioner Brooke Oosterman from the Board of Commissioners. The City of Grand Rapids has accepted her resignation and is working on finding a replacement for that position.

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Leased Housing Shakerah McRae, Director of Resident Services Felicia Clay, Human Resource Manager Darius Quinn, Mike Wolthuis, Tom Tishler of DTE, Sarah Chartier, and Tanda Rogers.

MINUTES:

Commissioner Zylstra, supported by Commissioner Alexander, moved to approve the Minutes of the regular meeting of January 20, 2026.

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

There were no public comments.

RESOLUTIONS & MOTIONS:

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

25-77 The following resolution was introduced and considered:

Resolution to Approve the Grand Rapids Housing Commission Annual Agency Plan and Moving to Work (MTW) Supplement for Fiscal Year 2026 Beginning July 1, 2026

WHEREAS, the Grand Rapids Housing Commission (GRHC) prepares and submits an Annual Agency Plan to the U.S. Department of Housing and Urban Development (HUD) in accordance with the Quality Housing and Work Responsibility Act of 1998 and applicable federal regulations; and

WHEREAS, the GRHC has prepared its Annual Agency Plan for Fiscal Year 2026 covering the period July 1, 2026 through June 30, 2026, outlining the agency's planned activities, policies, and initiatives for the administration of its housing programs; and

WHEREAS, as a participant in HUD's Moving to Work (MTW) Demonstration Program, the GRHC has developed an MTW Supplement to the Annual Agency Plan in accordance with HUD's MTW Operations Notice, describing MTW activities and program flexibilities to be implemented during Fiscal Year 2026; and

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

WHEREAS, the Grand Rapids Housing Commission conducted a public hearing to receive comments on the Fiscal Year 2026 Annual Agency Plan and MTW Supplement prior to submission to HUD, in accordance with federal requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board hereby approves the Fiscal

Year 2026 Annual Agency Plan and the Fiscal Year 2026 Moving to Work (MTW) Supplement, including any revisions resulting from public comments.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute and submit all required certifications and documentation related to the Fiscal Year 2026 Annual Agency Plan and MTW Supplement to the U.S. Department of Housing and Urban Development (HUD).

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving contract for Comprehensive Maintenance Plan.

25-78 The following resolution was introduced and considered:

Resolution to Enter into a Contract with Quadel Consulting for the Development of a Comprehensive Maintenance Plan for GRHC Developments

WHEREAS, the Grand Rapids Housing Commission (GRHC) is responsible for maintaining its housing portfolio in a manner that ensures safe, sanitary, and well-maintained housing for residents while preserving the long-term value and condition of its housing assets; and

WHEREAS, the GRHC seeks to strengthen maintenance operations through the development of a comprehensive maintenance plan for its owned and managed sites to establish clear standards, procedures, and operational expectations for the ongoing care and upkeep of its properties; and

WHEREAS, the proposed maintenance planning effort will include the development of a comprehensive maintenance plan that addresses routine maintenance, preventative maintenance, cyclical maintenance, centralized maintenance coordination, and improved inventory control

procedures to ensure effective tracking and management of maintenance supplies and materials;
and

WHEREAS, this maintenance plan is intended to provide a consistent operational framework across GRHC developments, support staff in the delivery of maintenance services, improve responsiveness to resident needs, and promote long term asset preservation; and

WHEREAS, the GRHC requested quotes from three qualified vendors to provide consulting services for the development of these maintenance plans; and

WHEREAS, the GRHC received one responsive proposal from Quadel Consulting, a nationally recognized leader in public housing consulting and operational support for housing authorities;
and

WHEREAS, staff have reviewed the proposal submitted by Quadel Consulting and determined that the scope of services and expertise provided meet the needs of the GRHC to develop a comprehensive maintenance plan and associated operational procedures; and

WHEREAS, the contract for these services will be awarded at a cost not to exceed Sixty-Eight Thousand Two Hundred Dollars (\$68,200), which includes a ten percent (10%) contingency to address any additional scope needs that may arise during the development of the plans.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF

COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION hereby authorizes the Executive Director to enter into a contract with Quadel Consulting for the development of a comprehensive maintenance plan for GRHC developments, including routine maintenance procedures, preventative maintenance schedules, cyclical maintenance, maintenance coordination practices, and inventory control systems; and

BE IT FURTHER RESOLVED that the contract amount shall not exceed \$68,200, inclusive of contingency; and

BE IT FURTHER RESOLVED that the Executive Director, or their designee, is authorized to execute all documents and take all actions necessary to implement the contract and carry out the intent of this resolution.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President recused herself from the discussion and vote of the following resolution due to conflict of interest and turned the meeting over to the Vice President. The Vice President presented the Commission with a copy of the resolution approving contract for unit turnover services.

25-79 The following resolution was introduced and considered:

Resolution Authorizing Entering into Contracts For Unit Turnover Maintenance Services

WHEREAS, the Grand Rapids Housing Commission (GRHC) is responsible for maintaining its housing portfolio and ensuring that vacant units are prepared for occupancy in a timely manner in order to minimize vacancy loss and maintain housing availability for eligible households; and

WHEREAS, timely unit turnover is essential to maintaining occupancy levels, improving operational efficiency, and ensuring that safe and habitable housing units are made available to residents as quickly as possible; and

WHEREAS, the GRHC has identified the need for additional maintenance capacity to assist with the preparation and turnover of vacant units, including cleaning, repairs, painting, and other work necessary to return units to service; and

WHEREAS, the GRHC approached multiple organizations capable of providing maintenance staffing support on an hourly basis, including a state property management company, a local housing provider, and a local property management company, in order to identify qualified partners capable of providing dedicated staff to assist with unit turnover activities; and

WHEREAS, Rockford Commercial Property Management responded with the ability to provide dedicated maintenance staff at the following hourly billing rates:

- Facility Technician: \$85.00 per hour
- Painting Technician: \$90.00 per hour; and

WHEREAS, Calder Properties, submitted a proposal to provide maintenance labor to assist with unit turns at an hourly labor rate of \$75.00 per maintenance technician, with typical staffing availability of one (1) to two (2) maintenance technicians, depending on project workload; and

WHEREAS, the GRHC will provide all materials and supplies required for the unit turnover work and is contracting solely for hourly labor support to assist with the preparation of vacant units; and

WHEREAS, staff has reviewed the proposals received and determined that the services offered by Rockford Construction and Calder Properties meet the operational needs of the GRHC to support timely unit turnover and reduce vacancy days across its housing portfolio.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Grand Rapids Housing Commission authorizes the Executive Director to enter into contracts with Rockford Construction Property Management Division and Calder Properties for the provision of maintenance labor to assist with unit turnover activities across the GRHC housing portfolio; and

BE IT FURTHER RESOLVED that the contracts shall allow for the provision of maintenance personnel at the following hourly rates:

- Rockford Construction Property Management Division
 - Facility Technician: \$85.00 per hour
 - Painting Technician: \$90.00 per hour
- Calder Properties
 - Maintenance Technician: \$75.00 per hour

BE IT FURTHER RESOLVED that services shall be utilized on an as needed basis to support the preparation and turnover of vacant units in order to improve operational efficiency and reduce vacancy days across GRHC developments; and

BE IT FURTHER RESOLVED that the Executive Director, or their designee, is authorized to negotiate final contract terms and execute all necessary documents required to implement the agreements and carry out the intent of this resolution.

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

Ayes: Alexander, Bernier, Zylstra

Recusals: Steimle-App

Nays: None

The Vice President declared the motion carried.

4. The President resumed leadership of the meeting. The President presented the Commission with a copy of the resolution approving the contract for Fair Market Rent Study.

25-80 The following resolution was introduced and considered:

**Resolution to Enter into a Contract with Econometrica to Complete a Fair Market
Rent Study**

WHEREAS, the Grand Rapids Housing Commission (“GRHC”) administers federally funded housing assistance programs, including the Housing Choice Voucher Program, which rely on

HUD's Fair Market Rents (FMRs) to establish payment standards and determine housing assistance levels for participating households; and

WHEREAS, accurate Fair Market Rents are necessary to ensure voucher holders can successfully lease units within the local housing market and to ensure the GRHC can fully utilize its authorized voucher capacity; and

WHEREAS, the U.S. Department of Housing and Urban Development permits housing authorities to conduct and submit locally derived rent studies to request a reevaluation of published Fair Market Rents when evidence demonstrates the published rents do not reflect current market conditions; and

WHEREAS, the GRHC issued a Request for Quote (RFQ) for a Fair Market Rent Study and distributed the solicitation to ten (10) qualified vendors with experience conducting HUD-compliant rent surveys and housing market analyses; and

WHEREAS, two (2) vendors responded indicating they were unable to perform the study, and one (1) vendor, Econometrica, Inc., submitted a responsive quote to conduct the study; and

WHEREAS, Econometrica, Inc. is a nationally recognized research and consulting firm with extensive experience conducting HUD-compliant Fair Market Rent surveys and supporting successful FMR reevaluation submissions for public housing authorities nationwide, including prior work completed for the Grand Rapids Housing Commission; and

WHEREAS, Econometrica's proposal provides multiple methodological options and survey sizes to conduct the Fair Market Rent Study, including:

- Methodology 1:
 - Paper and Online Hybrid Approach: \$161,373.85
 - Expanded Hybrid Survey Size: \$182,951.86

- Hybrid Approach Without Postcards: \$136,089.00
- Optional Reminder Postcards: approximately \$20,500 additional if utilized
- Methodology 2:
 - Fully Online Survey Approach: \$101,732.01
 - Reduced Sample Online Approach (30,000 sample): \$94,261.19
 - Online Approach with Reminder Postcards: up to \$136,498.97 depending on sample size

WHEREAS, the GRHC desires flexibility to select the appropriate methodology and survey approach to ensure the study achieves sufficient response rates and meets HUD statistical requirements; and

WHEREAS, the GRHC anticipates that a portion of the cost associated with the Fair Market Rent Study may be supported through philanthropic and public funding sources, reducing the direct financial impact on GRHC resources.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Grand Rapids Housing Commission that the Executive Director is authorized to enter into a contract with Econometrica, Inc. for the provision of services necessary to conduct a Fair Market Rent Study for the Grand Rapids Housing Commission. The Executive Director is further authorized to select the most appropriate methodological approach identified in the submitted quote, including the paper and online hybrid survey approach or the fully online survey approach, based on operational considerations and the need to achieve sufficient response rates to meet HUD statistical requirements.

BE IT FURTHER RESOLVED that the total contract amount for the Fair Market Rent Study shall not exceed \$201,247 (based on highest methodology and 10% contingency), inclusive of all labor, materials, survey administration, data collection, analysis, and

reporting necessary to complete the study and prepare the deliverables required for a potential Fair Market Rent reevaluation submission to the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED that the Grand Rapids Housing Commission may utilize philanthropic, grant, or other public funding sources to offset a portion of the cost associated with the Fair Market Rent Study, and the Executive Director is authorized to pursue such funding opportunities where available.

BE IT FINALLY RESOLVED that the Executive Director is authorized to execute all necessary agreements and take any additional administrative actions required to implement this resolution and carry out the intent of the Board.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving modification of procurement authority threshold.

25-81 The following resolution was introduced and considered:

**Resolution Amending the Procurement Authority Threshold Requiring Board Approval
from \$20,000 to \$50,000**

WHEREAS, the Grand Rapids Housing Commission (“GRHC”) is charged with administering public resources efficiently and responsibly in support of its mission to provide quality affordable housing and related services to the community; and

WHEREAS, the Board of Commissioners retains oversight authority for the financial, operational, and strategic direction of the agency, including the establishment of procurement and contracting thresholds that support sound governance and effective administration; and

WHEREAS, GRHC's current procurement threshold requiring Board approval for contracts and purchases exceeding \$20,000 no longer appropriately reflects the present cost of agency operations, the scale of routine business activity, increased federal procurement thresholds or the current market environment in which the agency must procure goods and services; and

WHEREAS, over time, the cost of operations has increased significantly across multiple facets of the agency's work, including but not limited to capital projects, modernization activity, unit turnover work, routine maintenance, preventative maintenance, emergency repairs, inventory and material purchases, professional services, technology systems, software implementation and support, consulting services, training, compliance-related services, grounds and building services, security-related needs, equipment repairs, and other operational expenditures necessary to maintain safe, decent, and sanitary housing and effective program administration; and

WHEREAS, the current \$20,000 Board approval threshold captures a growing number of routine operational procurements that are administrative in nature and necessary for the day-to-day functioning of the agency, rather than extraordinary or policy-level decisions requiring individual Board action; and

WHEREAS, requiring Board approval for a large volume of these routine operational procurements can delay procurement timelines, extend project completion schedules, hinder the timely performance of maintenance and modernization work, reduce the agency's responsiveness to operational needs, and create avoidable administrative burdens for both staff and the Board; and

WHEREAS, increasing the Board approval threshold to \$50,000 would better align GRHC's procurement practices with current market conditions and operational realities, while allowing the Board to remain focused on higher-value contracts, strategic initiatives, major policy decisions, and significant agency investments; and

WHEREAS, this adjustment would promote administrative efficiency, improve responsiveness, support continuity of operations, and allow staff to execute routine and time-sensitive procurements more effectively within the scope of the agency's approved budget, procurement policy, and internal controls; and

WHEREAS, all procurements would remain subject to applicable federal, state, and local procurement requirements, GRHC's Procurement Policy, budgetary limitations, internal approval processes, and any other oversight or reporting requirements established by the Board or required by law; and

WHEREAS, increasing the Board approval threshold does not diminish the Board's governance role, but rather clarifies the distinction between strategic oversight and routine administration by allowing management to carry out day-to-day operational functions more efficiently.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS

OF THE GRAND RAPIDS HOUSING COMMISSION THAT: The procurement threshold requiring prior Board approval is hereby increased from \$20,000 to \$50,000.

Contracts, purchases, and procurement actions at or below \$50,000 may be approved and executed administratively by the Executive Director or their designee in accordance with the GRHC Procurement Policy, approved budgets, and all applicable federal, state, and local requirements.

BE IT FURTHER RESOLVED that this revised threshold is intended to better reflect the

current cost of doing business and the operational realities of managing public housing, Housing Choice Voucher, capital, maintenance, modernization, resident service, administrative, and related agency functions, while improving efficiency in the administration of routine agency operations.

BE IT FURTHER RESOLVED that procurement actions exceeding \$50,000 shall continue to require Board approval unless otherwise authorized by law, regulation, or Board-approved policy.

BE IT FURTHER RESOLVED that staff are directed to update any corresponding procurement procedures, administrative practices, and related policy documents as necessary to implement this revised threshold and ensure continued compliance with applicable requirements.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Executive Director explained to the Board that there are no dashboard reports this month because of the software transition to Yardi. Accurate numbers are not yet available.

2. The Executive Director presented the Board with a copy of the Personnel Report for February and March of 2026.

3. The Executive Director presented the Board with the 2026 travel and training schedule. More detailed information about agendas will be sent regarding commissioner training at upcoming conferences.

4. The Executive Director updated the Board on the OCAF waivers. The request was submitted more than two years ago and all requirements were met. The official response will likely be arriving soon.

5. The Executive Director updated the Board on the software conversion to Yardi. Employees are working through the changes but see that the processes will improve. Overall, the transition is going well.

6. The Executive Director presented the Board with a document highlighting the accomplishments of the IT department during the last year under the leadership of Mike Wolthuis and the Wolthuis Group. Significant improvements were made in security, modernization, and vendor costs. They are currently working on long-term strategies for the IT Department.

7. The Executive Director updated the Board on plans for the new office building. Groundbreaking could be as soon as autumn this year with an opening of summer of 2027. Work is still in progress for financing the project.

8. The Executive Director updated the Board on the 60th Anniversary event that will be held on April 23. There are a significant number of sponsors already. Commissioners are welcome to attend as guests.

OTHER BUSINESS

1. The Executive Director informed the Board that The Grand Rapids Red Project, a local non-profit group, is producing a video highlighting their success in the community for reducing health risks. That video may include coverage of the Naloxone box that is available at Adams Park.

The President declared the meeting adjourned at 6:46 pm.

Lindsey S. Reames

Executive Director