

MINUTES JANUARY 16, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 16, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:04 p.m.

Roll Call: Present: Butler, Miles, Steimle, Zylstra

Absent: Bunn

The President declared a quorum present.

MINUTES:

17-81 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of December 19, 2017.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending December 31, 2017.

17-82 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING OPERATING

STATEMENT OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended December 31, 2017 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 Statement of Income and Expenditures for the period ended December, 2017 are in all respects approved.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the audited financial statements.

17-83 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AUDITED FINANCIAL STATEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2017

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Rehmann Robson to prepare audited financial statements for the fiscal year ended June 30, 2017; and

WHEREAS, Rehmann Robson has completed their audit and issued draft statements for the Grand Rapids Housing Commission for the year ended June 30, 2017; and

WHEREAS, the Housing Commission has reviewed the statements and has determined that the statements fairly present the financial conditions of the Grand Rapid Housing Commission.

NOW, THEREFORE, BE IT RESOLVED, that the audited financial statements for the Grand Rapids Housing Commission for the year ended June 30, 2017 are in all respects approved.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving 2017-2018 utility allowances and fair market rents to include air conditioning.

17-84 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING THE UPDATE OF

2018 UTILITY ALLOWANCES AND FAIR MARKET RENTS SCHEDULE

WHEREAS, the Housing Commission operates Low-Income Public Housing and Section 8 Housing Choice Voucher programs to assist low-income families: and

WHEREAS, the Housing Commission has reviewed the utility usage and rates for the Grand Rapids/Kent Count areas and made revisions to the schedule to include air conditioning rate as is necessary in order to allow families who participate in Low-Income Public Housing and Housing Choice Voucher programs to afford their utility costs.

NOW, THEREFORE, BE IT RESOLVED that the Utility Allowances and Fair Market Rents be adopted according to the attached chart.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the Draft 2018 Agency Plan.

17-85 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION
2018 ANNUAL AGENCY PLAN FOR FFY 2019, AND AUTHORIZATION
TO HOLD A PUBLIC HEARING ON THE PLAN

WHEREAS, the Department of Housing and Urban Development has established and implemented a nationwide process and timeline for developing PHA Annual Agency Plans and submitting these plans for public review; and

WHEREAS the Housing Commission has reviewed the strategies, goals and objectives proposed in the 2018 Annual Agency Plan for FFY 2019,

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves the Annual Agency Plan for the Fiscal Year ended June 30, 2019, and the Director of the Housing Commission is hereby authorized to hold a public hearing regarding the Plan.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving LITHC application for Hope Community.

17-86 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION FOR LOW INCOME HOUSING TAX CREDITS AND OTHER RELATED MATTERS FOR HOPE COMMUNITY DEVELOPMENT (24 UNITS)

WHEREAS, the Grand Rapids Housing Commission (the “Housing Commission”) operates certain real property which consist of 24 units of housing located in seven (7) buildings and presently has its asset management office located at 1024 Ionia Avenue, SE., Grand Rapids, Michigan (the “Hope Community Development”), which the Housing Commission intends to rehabilitate as Rapid Re-housing for homeless women and their minor dependent children; and,

WHEREAS, it is intended that the cost of the rehabilitation of the Hope Community Development be financed, in part, by the sale of Low Income Housing Tax Credits (LIHTC) through a limited partnership to be formed by the Housing Commission; and,

WHEREAS, the Housing Commission desires to utilize the Hope Community Housing Corporation, a Michigan nonprofit corporation which the Internal Revenue Service has determined is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) and of which the Housing Commission is the sole member; and,

WHEREAS, the Housing Commission will form a Limited Partnership, of which Hope Community Housing Corporation will be the sole general partner; and which will offer for sale units of the limited partnership interest to interested equity syndicators; and,

WHEREAS, the Housing Commission desires to serve as Developer and Sponsor for the rehabilitation of the Hope Community Development and to file an application for Low Income Housing Tax Credits with Michigan State Housing and Development Authority (“MSHDA”) in the upcoming April 2, 2018 funding round.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission authorizes and approves the filing of an application for Low Income Housing Tax Credits (the “Application”) for the rehabilitation of the Hope Community Housing Development in the upcoming April 2, 2018 funding round..

BE IT FURTHER RESOLVED that the Executive Director of the Housing Commission, Carlos A. Sanchez, is authorized and directed to execute and deliver the Application on behalf of the Housing Commission, to act as the nominal limited partner in the Limited Partnership and to otherwise execute and deliver all documents, expend such funds as are required for the submission of the Application, and take such other action as is reasonable, necessary and required to affect the filing of the Pre-application and Application, provided that all such documents executed and delivered by him shall have been reviewed and approved by Rhoades McKee, legal counsel for the Housing Commission.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for December 2017

Adams Park	5
Campau Commons	0
Scattered Site I-V	1
Public Hsg. Total	6
Creston Plaza	1
Homeown Rental	0
Hope Community	3
Leonard Terrace	0
Oakdale	0
Mt. Mercy	2
Ransom Tower	2
Sheldon Apts.	0
Overall Total	14

The Director noted that Network 180 is currently facing financial decisions that may impact our current agreements with them regarding Adams Park services.

2. The Director presented the Commission with a copy of the Section 8 Status Report for December 2017 which shows just over a 98% utilization rate. The Housing Commission has started issuing new vouchers to those on the waiting list.

3. The Director presented the Commission with a copy of the Personnel Report for December 2017.

4. The Director informed the Commission that the Grand Rapids Housing Commission was awarded \$159,000 for the 2017 Continuum of Care Homeless Award for Hope Community.

5. The Director informed the Commission that due to Network 180 budget cuts, Adams Park will be losing two of its support staff that were funded through that agency. Official notice of this change will be made on January 18. The Administrative Plan for Adams Park will have to change to discontinue the preference that has been given to applicants who were referred through Network 180.

6. The Director presented the Commission with the Five-Year Plan for 2015-2019. The Director asked the Board members to look at this matrix and come up with goals for the next year. Discussion times will be arranged outside of the Board meetings to discuss these goals.

7. The Director reported that talks with the City of Grand Rapids are going forward regarding the Affordable Housing Fund. The bylaws and management agreement were discussed and the City has requested altering them so that they would choose five of the appointees and the Housing Commission would choose four.

17-87 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Steimle to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 6:56 pm.

Carlos A. Sanchez

Executive Director/Secretary