

MINUTES NOVEMBER 21, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 19, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. Vice President Zylstra called the meeting to order at 6:05 p.m.

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

Absent: Bunn

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Pete Lozicki of Rhoades McKee, and Sara Vander Werff, City Comptroller.

**MINUTES:**

17-60 Commissioner Steimle, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of October 17, 2017.

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice 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 October 31, 2017.

17-61 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 October 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 October 31, 2017 are in all respects approved.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving renewal of Section 8 Mod Rehab Contract for Verne Barry Place.

17-62 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING  
RENEWAL OF THE SECTION 8 MOD REHAB CONTRACT  
FOR VERNE BARRY PLACE

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1997; and

WHEREAS, the Housing Commission has identified the continuing need for low- income housing in the Grand Rapids community; and

WHEREAS, Verne Barry Place provides 86 units of low-income housing.

NOW, THEREFORE BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Verne Barry Place.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving renewal of Section 8 Mod Rehab Contract for Calumet Flats.

17-63 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING  
RENEWAL OF THE SECTION 8 MOD REHAB CONTRACT  
FOR CALUMET FLATS

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Calumet Flats since 1998; and

WHEREAS, the Housing Commission has identified the continuing need for low- income housing in the Grand Rapids community; and

WHEREAS, Calumet Flats provides 16 units of low-income housing.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Calumet Flats.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving the resolution approving submission of FY 2017 PH/HCV family self-sufficiency (FSS) resident opportunities and self-sufficiency (ROSS) Consolidated grant applications.

17-64 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR  
DEMOLITION OF HOUSE AT 1421 BRIDGE

WHEREAS, the house at 1421 Bridge was damaged by fire and the Housing Commission has determined that it would not be cost effective to repair the house; and

WHEREAS, staff has solicited quotes from four contractors for the demolition of the house; and

WHEREAS, the Housing Commission has determined that the quote provided by Walnut Grove Excavating is the most advantageous to the Housing Commission.

NOW, THEREFORE BE IT RESOLVED that staff is hereby authorized to award the contract for the demolition of 1421 Bridge to Walnut Grove Excavating for \$12,550.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving revised lease agreements.

17-65 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED LEASE AGREEMENT

WHEREAS, the Housing Commission has lease agreements in place at its various housing developments; and

WHEREAS, the Housing Commission desires to revise the lease agreement for LOW Income Public Housing, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, and Sheldon Apartments; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached revised lease agreement.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving the resubmission of the Rental Assistance Demonstration program for Adams Park.

17-66 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING RESUBMISSION OF RENTAL ASSISTANCE

DEMONSTRATION PROGRAM APPLICATION FOR ADAMS PARK

WHEREAS, On October 15, 2013, the Housing Commission approved submission of an application for the Rental Assistance Demonstration (RAD) program to convert Adams Park from Public Housing to long-term Section 8 rental assistance.; and,

WHEREAS, attempts to develop a financially viable 4% Low-Income Housing Tax Credit deal through the MSHDA Direct Lending Program by the Grand Rapids Housing Commission have been unsuccessful and because of the expiration of the CHAP awarded to the Grand Rapids Housing Commission from HUD which allows for the conversion to take place; and,

WHEREAS, the Grand Rapids Housing Commission desires to return the previously awarded CHAP for Adams Park, 188 units, MI073000001 to HUD and simultaneously submit a new application to HUD for a new CHAP for Adams Park, 188 units, MI073000001, which utilizes MSHDA's 9% Low-Income Housing Tax Credit program, said Low-Income Housing Tax Credit application will be submitted to MSHDA in the upcoming April 2018 Funding Round.

NOW, THEREFORE BE IT RESOLVED that the Housing Commission authorizes the return of the previously awarded CHAP for Adams Park, 188 units, MI073000001 to HUD and simultaneously submit a new application to HUD for a new CHAP for Adams Park, 188 units, MI073000001 and submission of a Low-Income Housing Tax Credit application in the upcoming April 2018 Funding Round; and,

BE IT FURTHER RESOLVED, that Carlos A. Sanchez, Executive Director is hereby authorized and empowered to undertake all financial and legal actions necessary to fulfill the Rental Assistance Demonstration program application requirements, provided that said actions are reviewed and approved by Rhoades McKee, legal counsel, prior to entering into said required agreements; and,

BE IT FURTHER RESOLVED, that the Board President, Bobbie Butler, is hereby authorized to approve and sign the Rental Assistance Demonstration program applications in accordance with the application requirements.

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried

7. The Director presented the Commission with a copy of the resolution approving administrative plan changes.

17-67 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)

ADMINISTRATIVE PLAN

WHEREAS, the Housing Commission, has identified the necessity for changes in to HCV Administrative Plan; and

WHEREAS, these revisions meet the requirements as defined by the U.S. Department of Housing Development and the needs of the daily operations related to the HCV program.

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

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

Ayes: Miles, Steimle, Zylstra

Nays: None

The Vice President declared the motion carried

8. The Director presented the Commission with a copy of the resolution approving creation of the Affordable Housing Fund.

17-68 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING THE CREATION  
OF THE NON-PROFIT CORPORATION KNOWN AS  
“AFFORDABLE HOUSING COMMUNITY FUND”

WHEREAS, the Grand Rapids Housing Commission (“Housing Commission”) has been approached by the City of Grand Rapids (“City”) to join forces for the purpose of allowing the City and the Housing Commission to jointly support affordable housing initiatives within the City.

WHEREAS, It was determined that the best approach for achieving this initiative is for the Housing Commission to create a Michigan nonprofit corporation to be known as “Affordable Housing Community Fund” which will apply to have tax-exempt status pursuant to Internal Revenue Code Section 501(c)(3).



WHEREAS, in connection with the new Michigan nonprofit corporation, it is intended that the City, the Housing Commission and the new nonprofit corporation will enter into a management agreement in the form attached to this Resolution.

NOW THEREFORE BE IT RESOLVED that the Housing Commission is authorized and directed to create a Michigan nonprofit corporation to be known as “Affordable Housing Community Fund” and it is intended that such corporation will apply for tax exempt status pursuant to Internal Revenue Codes Section 501(c)(3). The Executive Director is authorized and directed to execute any and all documents necessary in connection with the creation of such corporation, as well as recruiting directors to be appointed by the Housing Commission and, to the extent necessary, execute documents necessary for tax exempt status.

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to negotiate and execute any and all documents necessary on behalf of the Housing Commission in order to effect the purpose of this Resolution.

Commissioner Miles moved to table the resolution of the foregoing resolution. There was no second for the motion.

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

Ayes: Butler, Steimle, Zylstra

Nays: Miles

The President declared the motion carried.

The President requested that members of the Board of Commissioners be available to meet with representatives from the city of Grand Rapids. Commissioners Steimle and Zylstra agreed to represent the Commission. Pete Lozicki agreed to arrange the meeting.

## **DIRECTOR'S REPORT**

### 1. Vacancy Report for October 2017

Adams Park	1
Campau Commons	3
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>5</b>
Creston Plaza	0
Homeown Rental	0
Hope Community	2
Leonard Terrace	1
Oakdale	0
Mt. Mercy	3
Ransom Tower	4
Sheldon Apts.	0
<b>Overall Total</b>	<b>15</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for October 2017 which continues to show a 97% 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 October 2017.

4. The Director presented the Commission with the 2018 Agency Plan Timeline.

17-69 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:48 pm.

Carlos A. Sanchez

Executive Director/Secretary