

MINUTES NOVEMBER 16, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on November 16, 2021 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:08 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Asset Management Felicia Clay, Renee Bradley, and Vicky Bykerk. Mario Leon of LINC UP joined virtually.

PUBLIC COMMENTS:

Renee Bradley reported that she received a Housing Choice Voucher letter in April but has not heard anything back since filling out her application. Vicky Bykerk reported that she has a voucher and wants to move but is having trouble getting in touch with coordinators. Mario Leon of LINC UP said that he has received feedback from other people about lack of callbacks.

MINUTES:

21-58 Commissioner Steimle-App, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of October 19, 2021.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending October 31, 2021.

21-59 The following resolution was introduced and considered:

Resolution to Approve Operating Statement of Income and Expenditures

WHEREAS, the Operating Statement of Income and Expenditures for the period ended **OCTOBER 31, 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 BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING that the Operating Statement of Income and Expenditures for the period ended **OCTOBER 31, 2021** are in all respects approved.

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

Ayes: 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 Operating Budget for calendar year 2022.

21-60 The following resolution was introduced and considered:

WHEREAS, an operating budget for the fiscal year ending December 31, 2022 been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed 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 BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the proposed operating budget for the fiscal year end December 31, 2022 are in all respects approved.

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

Ayes: 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 collection losses.

21-61 The following resolution was introduced and considered:

WHEREAS, the Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of GRHC that have past due accounts; and

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted; and

WHEREAS, the Board of Commissioners has reviewed the proposed collection losses for months May through November 2021 in the amount of \$23,038.36.

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is processing these bi-annually.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to remove the past due amounts totaling \$23,038.36 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses.”

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

Ayes: 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 Antoine Court Change Order #8.

21-62 The following resolution was introduced and considered:

Resolution to Approve Change Order #8

For Antoine Court Apartments Project

WHEREAS, On February 20, 2020 the Housing Commission approved a Guaranteed Maximum Price (GMP) price in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541) to be paid to the Construction Manager and General Contractor, Triangle Associates, Inc., for the construction of the Antoine Court Apartments Project, and;

WHEREAS, Triangle Associates, Inc. has since identified construction elements in the project which require revision due to conditions found in the field which are necessary and/or required to deliver the project in accordance with all applicable codes and standards as well as Owner requested additions, and;

WHEREAS, Triangle Associates, Inc. has submitted Antoine Court Apartments Change Order #08 in the amount of Thirty-seven Thousand Eight Hundred Fifty-two dollars and Forty-eight cents (\$37,852.48) for the required revisions, thereby increasing the GMP to Ten Million Three Hundred Thirty-five Thousand Thirty dollars and Fifty-one cents (\$10,335,030.51), and;

WHEREAS, the project architect, Isaac V. Norris and Associates, P.C., has reviewed and approved the elements contained within Change Order #08 for their applicability and price.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that Change Order #08 in the amount of Thirty-seven Thousand Eight Hundred Fifty-two dollars and Forty-eight cents (\$37,852.48) is hereby approved, and the Board of Commissioners acknowledge the increase of the GMP to Ten Million Three Hundred Thirty-five Thousand Thirty dollars and Fifty-one cents (\$10,335,030.51).

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Executive Director to execute Change Order #08 in the amount of Thirty-seven Thousand Eight Hundred Fifty-two dollars and Forty-eight cents (\$37,852.48) for the construction of the Antoine Court Apartments project.

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

Ayes: 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 creation of the GRHC Affordable Housing Corporation.

21-63 The following resolution was introduced and considered:

Resolution to Create a Michigan Non Profit Named GRHC Affordable Housing Corporation

WHEREAS, the Grand Rapids Housing Commission (GRHC) has interest in multiple existing limited partnerships for purposes of acquiring, constructing, rehabilitating, developing, improving, owning, leasing, disposing and operating affordable housing;

WHEREAS, some of the existing limited partnerships interests will be dissolved or assigned or assumed due to the initial 15-year low income housing tax credit affordable period ending;

WHEREAS, specifically, Campau Commons, Mount Mercy II and Sheldon have initial 15-year periods that have or will end this year;

WHEREAS, GRHC must identify an entity to accept the transfer of the limited partnership interests that is not currently a general partner of the existing limited partnership;

WHEREAS, in consultation with GRHC legal counsel it has been determined that the creation of a new Michigan non-profit corporation named GRHC Affordable Housing Corporation is necessary to facilitate the transfer of limited partnerships;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to execute actions necessary to create and establish GRHC Affordable Housing Corporation as a

Michigan non-profit corporation for purposes of acquiring, constructing, rehabilitating, developing, improving, owning, leasing, disposing and operating affordable housing.

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

Ayes: 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 transfer of Limited Partnerships.

21-64 The following resolution was introduced and considered:

Resolution to Authorize the Assignment/Assumption/Transfer of Exiting Limited Partnerships for Campau Commons Limited Partnership, Mount Mercy Limited Partnership II, and Sheldon Avenue Limited Partnership to GRHC Affordable Housing Corporation, the Incoming Limited Partner

WHEREAS, for Campau Commons, the LIHTC credit period ended on December 31, 2017 and the compliance period expires on December 31, 2021 and for Mount Mercy II, the credit period ended on December 31, 2015 and the compliance period ended December 31, 2019 and for Sheldon the credit period ended on December 31, 2015 and the compliance period expired on December 31, 2020;

WHEREAS, for the Campau Commons Limited Partnership, interest held by Great Lakes Capital Fund for Housing Limited Partnership XV and Great Lakes Capital Fund for Housing 5/3 Fund I Limited Partnership and National City Community Development 909, LLC a/k/a National

City Community Development Corporation will be assigned to GRHC Affordable Housing Corporation and;

WHEREAS, for the Mount Mercy Limited Partnership II, interest held by Great Lakes Capital Fund for Housing 5/3 Fund I Limited Partnership and Great Lakes Capital Fund for Housing Huntington Fund I Limited Partnership will be assigned to GRHC Affordable Housing Corporation; and

WHEREAS, for Sheldon Avenue Limited Partnership, interest held by Great Lakes Capital Fund for Housing Limited Partnership XI and Great Lakes Capital Fund for Housing 5/3 Fund I Limited Partnership will be assigned to GRHC Affordable Housing Corporation; and

WHEREAS, the projects are currently eligible for transfer without recapture because the project has completed its compliance period. However, the projects will remain subject to income and rent restrictions pursuant to a Regulatory Agreement/Restrictive Covenant with the Michigan State Housing Development Authority for an additional 15 years beyond the compliance period.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to execute actions necessary to facilitate the assignment, assumption and transfer of the exiting limited partnerships to the incoming limited partner, GRHC Affordable Housing Corporation.

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

Ayes: 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 appointments to the Hope Community Corporation Board.

21-65 The following resolution was introduced and considered:

Resolution to Appoint Hope Community Housing Corporation Board

Members

WHEREAS, Hope Community Housing Corporation has vacant positions on its Board that must be filled to conduct business for the entity;

WHEREAS, Douglas A Dozeman’s term has expired and he must be reappointed for another three-year period for 2020 – 2023;

WHEREAS, GRHC will appoint two of its Board members to the Hope Community Housing Corporation Board to conduct business with a quorum;

WHEREAS, the two GRHC Board members appointed will be Betty Zylstra for a term of 2021- 2024 and Bobbie Butler to fill the remainder of the existing term through 2022; and

WHEREAS, Officers will be as follows:

Douglas Dozeman: President

Betty Zylstra: Treasurer

Bobbie Butler: Secretary

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that these appointments to the Hope Community Housing Corporation are made to facilitate business activities of the Corporation.

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

Ayes: 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 October 2021.

Adams Park	11
Campau Commons	2
Scattered Site I-V	0
Public Hsg. Total	13
Creston Plaza	5
Hope Community	1
Leonard Terrace	5
Mt. Mercy	1
Ransom Tower	11
Sheldon Apts.	0
Overall Total	36

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for October 2021 which shows a 97.5% utilization rate.

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

4. The Executive Director informed the Board that while there have been setbacks with the Antoine Court opening, the first tenants are scheduled to move in during the current week. It will need to be fully occupied by the end of 2021 for tax credits.

5. The Executive Director informed the Board that the current version of the infrastructure bill known as Build Back Better that is being worked on in Congress includes \$150 billion for housing.

6. The Executive Director updated the Board on customer service initiatives. The new phone service is in place but still needs tweaking. NPS scores have not gone up, but it is early in the Franklin Covey process so it is too soon to expect changes. Representatives from Franklin Covey will meet with staff on December 7.

OTHER BUSINESS

1. The Director informed the Board that an applicant for the vacant Resident Commissioner position has been forwarded to the City of Grand Rapids for approval.

21-66 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Steimle-App to adjourn.

Ayes: Butler, Miles, Steimle-App

Nays: None

The President declared the meeting adjourned at 7:20 pm.

Lindsey S. Reames

Executive Director