

MINUTES DECEMBER 16, 2025

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 16, 2025, 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 6:00 p.m.

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

Absent: Oosterman

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Rehabilitation and Maintenance Manager Ufoma Johnson, and Jianna Capeles.

**MINUTES:**

Commissioner Bernier, supported by Commissioner Alexander, moved to approve the Minutes of the regular meeting of November 18, 2025.

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 the financial statements for period ending November 30, 2025.

25-63 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the  
Operating Statement of Income and Expenditures**

**WHEREAS**, the Operating Statement of Income and Expenditures for the period ended November 30, 2025 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

**WHEREAS**, this information has been prepared for the Housing Commission Board in a financial dashboard format and full detail report; and

**WHEREAS**, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for 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 Operating Statement of Income and Expenditures as represented in the dashboards for the period ended November 30, 2025 are in all respects approved.

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 temporary staffing services.

25-64 The following resolution was introduced and considered:

## **Resolution for Temporary Staffing Services**

**WHEREAS**, the Grand Rapids Housing Commission has a need for temporary, and contract staffing services to fill temporary gaps during high volume or recruiting and;

**WHEREAS**, the Grand Rapids Housing Commission issued a request for proposals to providers of temporary staffing and received responses from eleven (11) service providers; and

**WHEREAS**, the Grand Rapids Housing Commission evaluated the proposals and has determined that the responses presented by Cogent InfoTech and Express Employment Professionals are the most responsive, responsible and advantageous to the Housing Commission. The agency also has an existing contingency-based agreement with provider Talent Strategy, specializing in skilled trades staffing, and wishes to continue to continue this format to ensure continuity of services and stability for current temporary staff employed by the provider.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that staff intend to use Cogent InfoTech, Express Employment Professionals, and Talent Strategy for temporary staffing services not to exceed two (2) years.

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 presented the Commission with a copy of the resolution approving 2026 utility allowances.

25-65 The following resolution was introduced and considered:

**Resolution to approve the CY 2026 Utility Allowance Schedule for Kent County and  
Ottawa County**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires that the Grand Rapids Housing Commission (GRHC) maintain and annually review utility allowance schedules for all tenant-paid utilities in accordance with 24 CFR 982.517(a) and (c); and

**WHEREAS**, the GRHC currently maintains separate utility allowance schedules for Kent County and Ottawa County and is required to revise any utility category in which rate changes exceed 10% since the last approved schedule; and

**WHEREAS**, the GRHC has completed its annual review of utility rates for both Kent and Ottawa Counties and identified multiple categories, including space heating, electric resistance heating, water/sewer, air conditioning, other electric, and fuel-based utilities, where changes exceed HUD's 10% revision threshold, thereby necessitating updated utility allowance schedules; and

**WHEREAS**, the 2026 utility analysis demonstrated that prior two-schedule countywide structures were insufficient to accurately capture cost variations across different unit types, resulting in inconsistent allowances and potential over- or under-subsidization for households; and

**WHEREAS**, the GRHC is transitioning from two countywide utility allowance schedules to a five-schedule structure for each county (Large Apartment, Low-rise Apartment, Manufactured, Single Family Attached, and Single Family House) to better reflect actual utility consumption

patterns, reduce variance across similar housing types, and improve alignment with HUD standards; and

**WHEREAS**, adopting five schedules per county strengthens program integrity by:

- More accurately capturing utility consumption differences between multifamily and single-family units;
- Standardizing utility assumptions to improve rent reasonableness and Housing Assistance Payment (HAP) accuracy;
- Minimizing long-term programmatic costs to the Housing Choice Voucher program by reducing unintended subsidy inflation; and
- Ensuring households in both counties receive utility allowances that more closely reflect their expected monthly utility burden; and

**WHEREAS**, the 2026 review identified notable trends that further support schedule restructuring, including:

- Lower utility costs for most multifamily apartment units, where consumption patterns and shared building efficiencies reduce energy needs;
- Higher utility needs for single-family and manufactured housing, reflecting greater heating and electric loads;
- Increases in water and sewer allowances in Ottawa County, consistent with rising municipal charges; and
- Fee adjustments that better account for service costs (e.g., increases to the electric service fee and reductions to natural gas fees in Kent County); and

**WHEREAS**, these findings demonstrate that adopting revised and expanded schedules is necessary to ensure the GRHC remains compliant with HUD regulations while providing equitable and accurate allowances for program participants.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** approves the CY 2026 Utility Allowance Schedules for Kent County and Ottawa County, including the transition from two schedules per county to five schedules per county, effective February 1, 2026.

**BE IT FURTHER RESOLVED** that these schedules shall be implemented for all applicable Housing Choice Voucher and Project-Based Voucher households, and the Executive Director is authorized to execute any actions necessary to implement the updated allowances.

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.

4. The President presented the Commission with a copy of the resolution approving elevator repair contract.

25-66 The following resolution was introduced and considered:

**Resolution to Award Contract for Elevator service Upgrades**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) has received notice that the State of Michigan is requiring elevator upgrades by January 1, 2026, and January 1, 2028 as authorized in the code, provisions of ASME A17.3-2017; and

**WHEREAS**, Notices and Estimates have been received from Elevator Services outlining the required modifications to meet the new code; and

**WHEREAS**, the GRHC has made the required upgrades and repairs for the January 2026 deadline; and

**WHEREAS**, the following is a summary of cost estimates for elevator upgrades remaining to meet the January 2028 deadline:

**Mount Mercy - \$130,500 x 2 elevators**

**Leonard Terrace -\$130,500 + \$40,460**

**Ransom Tower - \$44,460**

**WHEREAS**, Elevator Services has recommended entering into a contract now to purchase materials and supplies prior to costs increasing due to new tariffs and taxes with the intent of making the repairs during the next two years as the property budgets can support this significant cost.

**NOW, THEREFORE, BE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to execute a contract for elevator upgrades and services at Mount Mercy, Leonard Terrace and Ransom Tower in a total the estimated amount of \$480,000.00.

Commissioner Alexander, 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 Sheldon budget Revision.

25-67 The following resolution was introduced and considered:

**Resolution to Approve Revised Sheldon Operating Budget  
for Fiscal Year Ending June 30, 2026**

**WHEREAS**, an operating budget for Sheldon for the fiscal year ending June 30, 2026 has been previously approved by the Grand Rapids Housing Commission; and

**WHEREAS**, the Grand Rapids Housing Commission, in its review, noticed an error in the calculation of revenue resulting in more than 10% change in overall budget; and

**WHEREAS**, the Grand Rapids Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION**, that the proposed revised operating budget for the fiscal year ending June 30, 2026 is in all respects

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.

6. The President presented the Commission with a copy of the resolution approving Heron Court HAP contract.

25-68 The following resolution was introduced and considered:

## **Resolution to Change Ownership of Heron Courtyard and Extend**

### **HAP Contract**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) entered into a Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contract effective October 1, 2024, and expiring on October 31, 2034, for 33 units at Heron Courtyard, operated by Genesis Nonprofit Housing Corporation; and

**WHEREAS**, Genesis Nonprofit Housing Corporation (NPHC) is in the process of resyndication and redevelopment of this property. As part of the Low-Income Housing Tax Credit (LIHTC) closing, the current owner of Heron Courtyard, Heron Courtyard Limited Dividend Housing Association will be transferred to a new entity, which will be Heron Courtyard Redevelopment Limited Dividend Housing Association LLC. Genesis NPHC will continue to serve as the member and manager as it did with the current entity; and

**WHEREAS**, the current HAP Contract between the GRHC and Heron Courtyard is for 10-years, they would like to extend the term an additional 10 years, bringing the total term in line with the affordability requirements set by MSHDA for the 4% resyndication. This will allow Genesis NPHC to maintain this property as quality affordable housing for their residents; and

**WHEREAS**, the GRHC has identified the continuing need for low-income affordable housing in the Grand Rapids community; and

**WHEREAS**, an amendment is required to modify the PBV HAP Contract to incorporate these changes; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:**

1. The Grand Rapids Housing Commission agrees to hereby modify the owner entity to Heron Courtyard Redevelopment Limited Dividend Housing Association LLC, once the change in ownership is complete.
2. The Grand Rapids Housing Commission agrees to hereby modify the term of the HAP Contract for Heron Courtyard from a 10-year contract expiring on October 31, 2034, to a 20-year contract expiring on October 31, 2044.

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.

7. The President presented the Commission with a copy of the resolution approving Kingsbury HAP contract.

25-69 The following resolution was introduced and considered:

#### **Resolution to Change Ownership of Kingsbury Place**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) entered into a Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contract effective March 11, 2025, and expiring on March 31, 2045 for 11 units at Kingsbury Place, operated by Genesis Nonprofit Housing Corporation; and

**WHEREAS**, Genesis Nonprofit Housing Corporation (NPHC) is in the process of resyndication and redevelopment of this property. As part of the Low-Income Housing Tax Credit (LIHTC) closing, the current owner of Kingsbury Place Limited Dividend Housing Association Limited Partnership will be transferred to a new entity, which will be Kingsbury

Place Redevelopment Limited Dividend Housing Association LLC. Genesis NPHC will continue to serve as the member and manager as it did with the current entity; and

**WHEREAS**, the current HAP Contract between GRHC and Kingsbury Place is for 20 years, they will continue as a 20-year contract. The 20-year term is in line with the affordability requirements set by MSHDA for the 4% resyndication. This will allow Genesis NPHC to continue to maintain this property as quality affordable housing for their residents; and

**WHEREAS**, the GRHC has identified the continuing need for low-income affordable housing in the Grand Rapids community; and

**WHEREAS**, an amendment is required to modify the PBV HAP Contract to incorporate the change of ownership; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:**

1. The Grand Rapids Housing Commission agrees to hereby modify the owner entity to Kingsbury Place Redevelopment Limited Dividend Housing Association LLC, once the change in ownership is complete.
2. The Grand Rapids Housing Commission agrees to hereby maintain the term of the HAP Contract for Kingsbury Place for a 20-year contract expiring on March 31, 2045.

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

Ayes: Alexander, Bernier, 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 and Voucher dashboard reports for November 2025. Vacancies are down slightly.
2. The Executive Director presented the Board with a copy of the Personnel Report for December 2025. Someone has accepted the open Human Resource Manager position.
3. The Executive Director presented the Board with the 2025 travel and training schedule. The schedule for 2026 is still being processed and will have limited travel for the first part of the year due to training and transition to Yardi software.
4. The Executive Director presented the Board with the meeting schedule for 2026. The meetings will continue to be held at Creston.
5. The Executive Director updated the Board on HUD funding. The situation with the government budget is unprecedented. Another shutdown is likely, and this one would not come with funding to cover the four million dollars per month in HAP payments that need to be made. EHV will be terminating early with funding through July. If no more funding becomes available then the people on that program will be transitioned to HCV vouchers.
6. The Executive Director reminded the Board that the next meeting for the Adams Park Redevelopment Partner meeting will be held on December 22.
7. The Executive Director updated the Board on efforts on the acquisition of Grant Woods. There is another interested party that is much larger than the GRHC and that will add challenges to the possibility but has not ended the process.
8. The Executive Director informed the Board that the Section 18 process for the demolition of Adams Park is moving forward.

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

Lindsey S. Reames

Executive Director