**Minutes of the Ypsilanti Housing Commission**
**Thursday, November 19, 2015 – 6:00 p.m.**
601 Armstrong Dr., Ypsilanti, MI 48197

**Meeting called to order** at 6:14 P.M. by Commissioner Moore.

**ROLL CALL:**

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| • Chairperson R. Smith | Absent |
| • Vice Chairperson A. Moore | Present |
| • Commissioner T. Boone | Absent |
| • Commissioner V. Brannon | Present |
| • Commissioner C. Hollifield | Present |
| • Executive Director Z. Fosler | Present |

**APPROVAL OF AGENDA:** A. Moore asked if there were any changes to be made to the agenda. Z. Fosler commented that financial reports will not be available for review at this meeting because it is taking place a week early. A. Moore stated that she preferred to table the item at that point in the meeting rather than remove it from the agenda. V. Brannon agreed. V. Brannon moved to approve the agenda, second by C. Hollifield.

**Motion passed 3-0.**

**APPROVAL OF MINUTES**: A. Moore asked if there were any changes to be made to the meeting minutes of October 27, 2015. V. Brannon identified an error in the minutes regarding a discussion of the plan to evaluate the executive director. Z. Fosler acknowledged that this was included by mistake and was from the September minutes. C. Hollifield moved to approve the minutes of October 27, 2015 with the correction as stated, second by V. Brannon.

**Motion passed 3-0.**

**AUDIENCE PARTICIPATION:** Two audience members identified themselves as Andy Vanegmond of Ypsilanti and Serena Ross of Washtenaw County. A. Moore welcomed them and asked if they wished to participate in public comment and both declined.

**CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS:** None present.

**RESIDENT COUNCIL REPORT**: Z. Fosler stated that no further progress has taken place with the resident council. Z. Fosler recounted the discussion at the October board meeting, stating that many of the residents who have been active in the resident council formation are presently in the midst of relocation and need to get settled before continuing the discussion. V. Brannon asked if staff have done any research on exploring options for resident council moving forward. Z. Fosler stated that he has his own thoughts on the matter, but he wanted to allow residents to voice their opinions on the matter first.

**OLD BUSINESS**:

- **Executive Director Performance Bonus:** A. Moore opened the discussion, stating that the board had asked Z. Fosler to help the board identify how a performance bonus could be paid logistically. Z. Fosler explained that a performance bonus could be paid from non-federal funds, and that more than sufficient funds are available. He then requested to discuss the amount of the performance bonus, adding that the board had recommended a bonus of 10% of his salary at the last meeting, but no action had yet been taken.

  After a brief discussion on the matter, A. Moore explained that while a quorum is present, the YHC's chairperson and resident commissioner are not at the meeting and negotiating the bonus amount was not on the agenda, so she is not comfortable negotiating the bonus at this meeting. She asked Z. Fosler if he would like the board to table the matter until the next meeting. Z. Fosler said that would be just fine.

- **YHC Office Building Ownership:** Z. Fosler provided the board with a review of the need to split up the current parcel that contains the YHC office building, Parkridge Homes, and half of Parkridge Park. For years, it was believed that ownership of this single parcel was held by the YHC, but in fact the deed is in the name of the City of Ypsilanti. As a part of the redevelopment of Parkridge Homes, it is required that the residential portion of the parcel be split off to be owned by the newly formed limited partnership. The YHC's board will decide tonight on whether the YHC should request ownership of the YHC office.

Z. Fosler recommended that the City transfer ownership of the YHC office to the YHC. A proposed parcel has been surveyed, which includes the building, the concrete surrounding the building, and the yard around the building, but not the road (Armstrong Court.) leading to the building. The City would be responsible for maintaining Armstrong Court. Z. Fosler explained that it makes sense for the City to maintain this street, given that it is the location of diagonal parking for the Parkridge Community Center, which the City owns.

Z. Fosler stated that the primary reason he is advocating for ownership of the office building is because the building has a large maintenance garage that could be useful for its portfolio of properties, which have limited maintenance space. This could provide an area for vehicle and equipment storage, especially. YHC ownership of the building would ensure that this space is available for this purpose indefinitely.

Z. Fosler continued, stating that he was also reluctant to risk losing the office because it is entirely paid for. A. Moore asked Z. Fosler how capital needs at the office would be paid for—a new roof, for example. Z. Fosler replied that it would be paid for with cash reserves, which are generated from developer fees earned from its various tax credit deals and from cash flow from primarily the Hamilton Crossing property.

V. Brannon asked Z. Fosler what would need to be done to make a portion of the office usable for renting to a nonprofit. Z. Fosler stated that some work and reconfiguration might need to take place, but that it would likely depend on the needs of the organization renting the space.

A. Moore stated that she believed Z. Fosler had done a review of costs associated with renting office space and possible a maintenance garage in the City, and asked what the result was. Z. Fosler stated that he had done an informal review of office space rentals in the area and was surprised by how much space costs to rent. He had reviewed a number of listings in the City, and came to the conclusion that it just did not make sense to rent a space when we already own the office.

V. Brannon asked what would happen if, down the road, it was decided that the YHC no longer wanted or needed the office space. Z. Fosler replied that it was an interesting question, but he did not know whether the City would put any restrictions on the resale of the property. He continued, stating that he felt that the space would be usable for many years to come. V. Brannon stated that she supported YHC ownership of the property and A. Moore and C. Hollifield agreed.

V. Brannon moved to authorize the executive director to pursue YHC ownership of the YHC office building from the City, second by C. Hollifield.

**Motion passed 3-0.**

**NEW BUSINESS:** None.

**MONTHLY REPORTS:**

- **Financial Reports:** Tabled.
- **Regulatory, Oversight, and Legal Actions:** Nothing to report.
- **RAD:** Z. Fosler reported that the Strong Future ribbon cutting event went quite well. The event was well-attended by approximately 70 people. We had investors fly in from a number of states, and representatives from the Kresge Foundation and the Detroit HUD Field Office were also in attendance. Z. Fosler cut the ribbon with Mr. Williams, an excited and appreciative resident moving back into one of the units. Tours were given of units at First and Monroe and on Madison.

  Z. Fosler has received a lot of positive feedback regarding the emotional reactions of the three different residents when seeing their new homes for the first time. The YHC will be getting some coverage in the media of the event. Novogradac Journal of Tax Credits is doing a story on Strong Housing and the Kresge Foundation had their communications director in attendance and will be doing a piece on the event.

More units are coming back online in the project. All six units located on two corners of First and Monroe are finished and occupied. Units on Madison were about to be occupied when a plumbing issue occurred that required kitchen cabinets and flooring to be removed and the floor to be jackhammered to repair a pipe. The unit is being completed as quickly as possible so the resident can be moved in before Thanksgiving.

Z. Fosler wanted to address some concerns raised by Commissioner Boone at the last meeting regarding the relocation process and about communication with residents. He distributed a 30-day notice to residents that was updated based on T. Boone's feedback. He stated that the original form of the letter did state that residents would be contacted to schedule the actual date of their move, but acknowledged that it should have been emphasized more. The new format still complies with a requirement to provide a 30-day notice, but uses large red font to advise residents that they will be contacted to schedule their move date. Z. Fosler also commented that he had spoken to the resident relocation coordinator had been in regular contact with all residents nearing a move date.

Units on 425 S. Washington are finished and occupied. Units on S. Adams are coming along and will be done pretty soon. The project has been delayed, but Rohde believes that they can make up time and finish the project close to schedule. A lengthy discussion took place at the construction draw meeting today where it was determined that the four phases of construction would need to overlap, rather than being four distinct phases as was originally planned.

The Hollow Creek Clubhouse is under construction. The exterior walls are up, but all windows and doors are not in yet. The Paradise Manor Clubhouse has been delayed due to a great deal of rubble being discovered buried approximately twelve feet into the ground, which had to be removed before a foundation can be poured. C. Hollifield remarked that the parcel used to contain a meat packing facility. The building is expected to be done by late February.

Z. Fosler attended the City Planning Commission meeting last night with Vicki Vaughn and representatives from Fusco, Schafer, and Pappas to request site plan approval for the Parkridge project. He said that the planning commission had a very thoughtful discussion regarding the site. They approved the site plan and expressed their pleasure with seeing the project redeveloped and their sense that it would make an enormous impact on the south side of Ypsilanti.

A. Moore asked Z. Fosler if he had given any thought to the naming of the sites being redeveloped. Z. Fosler replied that he had. He pointed out that it was important to recognize that the name "Parkridge Homes" is all but unknown around the City. Unfortunately, most refer to the complex simply as "the projects." He stated that using the name "Parkridge" as a part of a new name might be a good idea because it fits with Parkridge Park and the Parkridge Community Center. Z. Fosler suggested that the board consider adding "village" to the name, as suggested by A. Moore at a previous meeting.

Z. Fosler stated that for the Strong Housing project, he liked the idea of engaging residents in naming the individual properties where they live. A. Moore agreed that this sounded like a good idea. Z. Fosler also added that the new street that will go through the middle of the Parkridge project will also be named and asked the board to give it some thought.

- **Hamilton Crossing:** Tabled.

**DIRECTOR'S REPORT:**

- **Family Empowerment Program Funding:** Z. Fosler reported that he is pleased to announce that the Kresge Foundation has agreed to fund another three years of the Family Empowerment Program at Hamilton Crossing and to expand to Parkridge Homes.
- **Funding for PSH Supportive Services at Parkridge Homes:** Z. Fosler reported that he is also pleased to announce that funding has been secured through the Coordinated Funding Bonus Round for Avalon Housing to provide supportive services to PSH residents at Parkridge Homes for the next two years. He stated that it is a two-year funding cycle and plans to apply for renewal funding every two years moving forward.

**COMMISSIONER COMMENTS:**

- Commissioner Brannon: Congratulations and thanks for bringing in money for the supportive services. I think it's really crucial to what we want to do moving forward and where we want our focus to be—which is on our people. So I think that's really great.
- Commissioner Hollifield: Good, informative meeting. Glad to hear about that money. We always need that money to be able to move on.
- Commissioner Moore: Good meeting.

**ADJOURN**: V. Brannon moved to adjourn, second by C. Hollifield. **Passed 3-0. Meeting adjourned at 6:59 p.m.**

**THEREFORE, BE IT RESOLVED:**

The Ypsilanti Housing Commission and its Board of Commissioners, of the City of Ypsilanti, Michigan, hereby authorize the Executive Director to sign the approved Board of Commissioners minutes of November 19, 2015.

| | YEAS | NAYS | ABSENT |
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| Commissioner Smith | _____ | _____ | _____ |
| Commissioner Moore | _____ | _____ | _____ |
| Commissioner Boone | _____ | _____ | _____ |
| Commissioner Brannon | _____ | _____ | _____ |
| Commissioner Hollifield | _____ | _____ | _____ |

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Zachary D. Fosler, Executive Director