

Minutes of the Ypsilanti Housing Commission

Thursday, November 17th, 2016

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:06pm by Commissioner Smith.

ROLL CALL:

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| • Commissioner Brannon | Present |
| • Commissioner Hollifield | Present |
| • Commissioner Moore | Present |
| • Commissioner Smith | Present |
| • Executive Director Z. Fosler | Present |

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. Z. Fosler proposed changes to agenda to include a resolution regarding staff bonuses and a proclamation to recognize Dr. Russell Olwell. V. Brannon moved to amend the agenda to strike the item under new business and to add discussion of a resolution concerning staff bonuses and a resolution recognizing the service of Dr. Olwell and approve the agenda as amended, second by A. Moore.

Motion passed 4-0.

INTRODUCTION OF PROSPECTIVE COMMISSIONER: Z. Fosler stated that, pending City Council confirmation, Tasha Palmer will be joining the Board as a new commissioner at the December meeting.

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of September 24, 2016. A. Moore stated that the sentence in the RAD section concerning contingency funds needs to be amended. A. Moore moved to approve the minutes and authorize staff to either amend and correct, or eliminate the following sentence: "A. Moore stated that the project is only \$60,000 over contingency funds which is not significant given the scope of the project," second by V. Brannon.

Motion passed 4-0.

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: A. Moore asked if T. Boone will continue to coordinate the resident council after her term has ended. Z. Fosler stated that she will remain involved in some capacity.

OLD BUSINESS:

- **YHC Disposition Policy:** Z. Fosler stated that YHC's accountant reviewed that policy and did not find any issues. V. Brannon asked how Z. Fosler came up with the value of \$10,000 for sections of the policy. Z. Fosler explained that the value was chosen because YHC has vehicles that need to be sold. R. Smith asked if the policy states that for any property over \$10,000, the YHC would have to hold a formal bid and advertise for the sale. Z. Fosler explained that R. Smith was correct. Z. Fosler questioned whether the methods of advertising outlined in the policy would be effective. The Board discussed changing the description of advertising in the policy. V. Brannon moved to amend paragraph 3 of the policy to state that advertising will include "other media accessible to the general public," second by A. Moore.

Motion passed 4-0.

A. Moore moved to approve the updated YHC policy for the Disposition of Personal Property, second by C. Hollifield.

Resolution 16-02 passed 4-0.

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NEW BUSINESS:

- **Proclamation Recognizing the Service of Dr. Russell Olwell:** Z. Fosler announced that Dr. Olwell is leaving his position at EMU and he summarized the services that Dr. Olwell has brought to the residents of Ypsilanti. A. Moore offered the proclamation, second by C. Hollifield.

Proclamation passed 4-0.

Resolution 16-03: Staff One-time Bonuses: A. Moore offered the resolution for discussion, second by C. Hollifield. The Board discussed the amount of the bonus and whether to prorate the amount for staff that has been employed for less than a year. C. Hollifield moved to amend the resolution to change the bonus amount to \$2,000 for the Executive Director and a prorated amount of \$1,000 for the Executive Assistant, second by V. Brannon.

Motion passed 4-0.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** None.
- **RAD:** Z. Fosler gave a construction update. The Strong Future project should be completed by the end of the year. All residents from Parkridge will be transferred over to Strong Future units by the end of the month. The contractors are still waiting to receive the final price for the storm sewer at Towner. A. Moore asked for an update on a plan to rebuild contingency funds. Z. Fosler explained that he spoke to developers and concluded that rebuilding contingency funds is not a priority because, ultimately, the money needs to be spent for tax credit basis and addressing unforeseen items such as underground work is the purpose of maintaining the contingency. A. Moore asked whether there will be options toward the end of the project in case the contingency runs out so that the project doesn't go over budget. R. Smith asked if the developers tend to over-estimate on unexpected costs like the sewer drain. Z. Fosler explained that the quotes are supported by historical data because they come directly from contractors who have completed similar work in the past. V. Brannon asked if there is a concern about obtaining certificates of occupancy because the road is not paved. Z. Fosler explained that the project has been in talks with the City to receive temporary certificates, and the City has agreed. R. Smith asked if the project is still on track to deliver its first units in January. Z. Fosler stated that the project is on track.
- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports. Z. Fosler explained that the YHC will have an audit in December. A. Moore asked about the credit on YHC's balance sheet for the month of September. Z. Fosler agreed to investigate and report back. A. Moore asked how the cash assets can be so large. Z. Fosler explained that these amounts are consolidated and the reserves for all the different properties are counted as cash. A. Moore asked if there is concern about the loss for New Parkridge. Z. Fosler explained that there is no concern because the property isn't generating revenue and reserves will cover the loss. A. Moore stated that the Hamilton LDHA Operating Highlights are difficult to read. Z. Fosler agreed to notify Millennia about the issue. V. Brannon asked how recreation and community expenses \$12,000 unfavorable to budget for Hamilton Crossing. Z. Fosler agreed to follow up about the issue.

DIRECTOR'S REPORT:

- **NAHRO National Conference:** Z. Fosler attended the NAHRO conference along with two Board members and the winners of the NAHRO calendar contest.
- **Minority Contractors City Council Report:** Z. Fosler spoke to City Council about the hiring of minority subcontractors on the Strong Future project. YHC provided a report to City Council documenting the number of

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minority employees on the project. Z. Fosler met with Ricky Jefferson and representatives from minority subcontractors to discuss any existing issues.

- **New Board Chair for the Continuum of Care:** Z. Fosler announced that R. Smith is the new Board Co-Chair for the CoC Board.
- **New Assistant Managers at KMG:** Two new assistant property managers have been hired to work out of the Sauk Trail Pointe and Hollow Creek offices.
- **Bell Street:** Z. Fosler explained the environmental issues occurring on Bell St. He explained that YHC's properties on Bell St. are not contaminated. YHC met with its Bell St. residents before the citywide meeting to make sure that all questions and concerns were addressed.
- **Executive Director Workplan:** Z. Fosler is working on his workplan to present at the next Board meeting.
- **Organization of YHC Entities:** Z. Fosler explained that he has a lawyer working on organizing documents and policies for the different entities.

COMMISSIONER COMMENTS:

- Commissioner Brannon: The RAD update was very exciting. Let Darlene Holliday know that Board members are available to assist with events.
- Commissioner Hollifield: Are we going to discuss a new meeting date? Good Meeting. We know what's going on and that's the most important part.
- Commissioner Moore: Good Meeting. Good progress. Can we do something to recognize Commissioner Boone's service? It would be nice if we all bought her dinner.
- Commissioner Smith: I am Co-Chair of the CoC Board and they are very invested in ending veteran's homelessness. The CoC is applying for a demonstration project to fund a homeless youth aged 18-21 program. City Council is hosting a meeting about building better relationships between the community and law enforcement and it would be great for YHC to make its presence known.

ADJOURN: V. Brannon moved to adjourn, second by C. Hollifield. **Passed 4-0. Meeting adjourned at 7:25pm**

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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 17, 2016.

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

Zachary D. Fosler, Executive Director