

Minutes of the Ypsilanti Housing Commission

Thursday, April 13, 2017 – 6:00 p.m.

928 W. Michigan Ave., Ypsilanti, MI 48197

Meeting called to order at 6:09pm by Commissioner Smith

ROLL CALL:

- | | |
|--------------------------------|---------|
| • Commissioner Brannon | Present |
| • Commissioner Hollifield | Present |
| • Commissioner Moore | Present |
| • Commissioner Palmer | Absent |
| • 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. A. Moore moved to approve the agenda as written, second by C. Hollifield

Motion passed 4-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of March 16, 2017. V. Brannon noted a typo under “Regulatory, Oversight, and Legal Actions.” C. Hollifield moved to approve the minutes as amended, second by V. Brannon.

Motion passed 3-0, Abstention 1 (A. Moore)

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS’ COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: None.

OLD BUSINESS:

- **Change date of June meeting:** The board decided to change the date of the June meeting from June 8 at 6pm to June 7 at 9am.
- **YHC Youth Video Project update:** A. Moore gave an update about the project. A. Moore, Z. Fosler, and Charles Peterson, Project Lead, hosted an event to introduce the project to interested youth from the community. Five youth attended the meeting and expressed interest in applying to participate. A. Moore will work with Z. Fosler to put together a budget to present to the board. A. Moore stated that a community dinner to kick-off the project will take place on Friday, June 2. Invitees will include participating youth, leadership team members, YHC Commissioners, and other notable members of the community. Z. Fosler stated that ASTI Environmental has been working on a historical display and report on Parkridge and will be presenting the finished work at Parkridge Community Center on Friday, May 5.
- **Executive Director workplan:** A. Moore asked if the plan has been approved. A. Moore moved to offer the workplan for discussion, second by C. Hollifield. A. Moore stated that a date is missing on the fourth row down in the priority area labeled “Support Family Empowerment Program & other supportive services for residents” Z. Fosler stated that he will insert the correct date. V. Brannon asked Z. Fosler to clarify the measure: “Achieve 90% of funding for SFF program” under this priority area. Z. Fosler explained that the percentage of funding should be achieved annually and he will amend the plan to state this. V. Brannon asked Z. Fosler to clarify the measure “Establish filter for evaluating development opportunities.” Z. Fosler explained that the YHC aims to establish criteria to determine whether the acquisition of a property will align with YHC’s mission. V. Brannon asked

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whether the “Quality of Service and Housing” evaluation tool will be used internally or available to the public. Z. Fosler explained that the tool will be internal. A. Moore moved to approve the workplan as amended to include the missing date, second by V. Brannon.

Motion passed 4-0.

A. Moore stated that she and Z. Fosler will meet before the next meeting to go over evidence of completion for measures that are due.

- **Executive Director contract renewal:** Z. Fosler informed the board that he was not seeking any changes to his current employment contract this year and asked if there were any questions or concerns about its auto-renewal. There were no questions and no action taken.

NEW BUSINESS:

- **Naming of New Parkridge Community Center:** Z. Fosler stated that there has been interest in the community for naming the community center after Amos Washington, the first Executive Director of the Ypsilanti Housing Commission and first African-American city councilperson. Z. Fosler stated that he will pass along historical documents (newspaper articles, etc.) about Mr. Washington to the board. V. Brannon asked if Mr. Washington will be included in the historical panels that will be displayed inside the finished building. Z. Fosler replied that he will follow up to see if the inclusion is possible.
- **Resolution #17-03 – Authorization to Deliver Development Agreement with Strong Housing:** Z. Fosler stated that this resolution is required to convert the construction loan on the Strong Housing project loan into a permanent loan. V. Brannon moved to approve Resolution #17-03, second by C. Hollifield.
Resolution 17-03 passed 4-0.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** None.
- **RAD Construction Update:** Z. Fosler stated that the six New Parkridge buildings have been completed and occupied. Z. Fosler stated that Towner parking lot drainage work is on-going. A. Moore asked how the parking lot work is being funded. Z. Fosler explained that Strong Housing has a substantial operating reserve to cover costs. V. Brannon asked about the timeline for completion of the parking lot. Z. Fosler stated that the project is in discussions with the City. V. Brannon asked if there are safety concerns about flooding. Z. Fosler stated that safety is more of a concern during the winter months, but whenever the parking lot floods, maintenance is called to pump the water out.

Z. Fosler stated that the taller Sauk Trail Pointe parking lot lights do not work. The lights need to be rewired and retrenched. A. Moore asked if temporary lighting is available. Z. Fosler stated that there are working lights on the ends of the buildings and smaller lights scattered throughout the properties, so the parking lots are not pitch black by any means.

- **Financial Reports:** Z. Fosler and the board reviewed and discussed financial reports. A. Moore asked Z. Fosler to clarify the funding risk for being below 100% occupancy for Strong Housing (94%). Z. Fosler explained that HUD is billed for any vacancies that occur due to abandonment. A. Moore asked why the profit is so large for a non-profit agency and why there is a significant loss under the “Development” section of YHC’s profit/loss statement. Z. Fosler stated that the properties are doing very well because operating costs are lower for new construction. Lower operating costs are attributed to having fewer maintenance issues and having some early

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expenses tied into the development budget. R. Smith asked if the profit has any correlation to rents for specific units being higher. Z. Fosler stated that Deborah Strong Housing is tied to the same level it received as public housing and rents will not correlate to profit until the 9 market-rate units at New Parkridge are completed. R. Smith asked Z. Fosler to explain the construction draw process. Z. Fosler explained that the developer, contractor, architect, and other County officials meet monthly to review and approve construction payments. Z. Fosler stated that developer fees are expected this month for Strong Housing and New Parkridge.

DIRECTOR'S REPORT:

- **Meeting with City Manager:** Z. Fosler reported that he had the pleasure of meeting the new city manager, Darwin McClary. He looks forward to getting to know him.
- **MI NAHRO Senior Vice Presidency:** Z. Fosler stated that he has been nominated for Senior Vice President of Michigan NAHRO. Z. Fosler is attending the NAHRO North Central Regional Council Conference in Detroit next month.
- **Cinnaire Visit:** Representatives from Cinnaire and Michaels Development Company came to Sauk Trail Pointe to tour Deborah Strong Housing properties and to learn more about the Family Empowerment Program and Strong Families Fund.
- **CDT Inspection:** The YHC permanent loan lender, CDT, came to do an inspection of completed work.
- **Making Housing More Affordable Event:** Z. Fosler and Marquan Jackson presented the Family Empowerment Program at an affordable housing event hosted by the U of M School of Social Work. Z. Fosler and M. Jackson had the opportunity to meet the new Dean of SSW, whom expressed an interest in touring the YHC's portfolio and learning more about FEP.

COMMISSIONER COMMENTS:

Commissioner Brannon: "This is my last meeting. I got a job and I am moving to D.C. I have submitted my letter of resignation to the Mayor. Thank you to all of you for the opportunity to be involved. I have really enjoyed the time I've been able to spend with all of you. I feel like we've done really great things and I'm sad to be leaving. Now that we've gotten our properties renovated, we will be able to focus on living the mission that we've been talking about: focusing on people, focusing on services, and focusing on building these communities. Good luck."

Commissioner Hollifield: "Very good meeting."

Commissioner Moore: "You will be most missed. Your value and contributions have been extraordinary. We made such a diverse team. You have kept everything careful and right and have really thought about things in a thoughtful and proactive way. We would not be where we are without you. Otherwise it was a good meeting."

Commissioner Smith: "We're doing an awesome job. Zac is doing a fabulous job. This is a dynamic and diverse team. I hate to see Valerie go. Her attention to detail, her quiet but strong nature. I think the eagle eye that she has, the heart that she has. We're going to miss her, no one will be quite like her. I'm proud of everything that we're doing. We're changing lives. We are going to change the course of many generations of families. I'm proud to be a part of that."

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ADJOURN: A. Moore moved to adjourn, second by R. Smith. **Passed 4-0. Meeting adjourned at 7:20pm**

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 April 13, 2017.

	YEAS	NAYS	ABSENT
Commissioner (vacant)	_____	_____	_____
Commissioner Hollifield	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner Smith	_____	_____	_____

Zachary D. Fosler, Executive Director