

Minutes of the Ypsilanti Housing Commission

Thursday, November 9, 2017 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:12pm by Commissioner Smith

ROLL CALL:

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

Motion passed 3-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of October 12, 2017. A. Moore moved to amend the “Community Engagement-Other Government Entities” section with respect to the board’s expectations of when the executive director needs to provide a report to City Council, second by T. Palmer.

Motion passed 3-0

A. Moore moved to amend the “Safety” section to note her landscaping inquiries and approve the minutes as amended, second by T. Palmer.

Motion passed 3-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS’ COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: T. Palmer stated that she has been meeting with Darlene Holliday concerning resident council. T. Palmer stated that she drafted descriptions of each resident council position, and she plans to distribute a flyer to recruit residents in the near future. Z. Fosler suggested that T. Palmer host a general meeting to gauge interest before flyers are distributed. Z. Fosler also suggested rotating meetings between each YHC site. T. Palmer asked if each site will have its own council or is all YHC sites will be combined within one council. After board discussion, T. Palmer decided that it is best to have one combined council. T. Palmer stated that she plans to meet with Darlene again in the coming weeks.

OLD BUSINESS:

- **Executive Director Workplan Update:**
 - o **Community Engagement-Other Government Entities:** Z. Fosler stated that he plans to attend 2 more City Council meetings before the end of the year. Z. Fosler stated that he is planning to get on the December agenda.
 - o **Development/Acquisition of Additional Affordable Housing:** Z. Fosler stated that he has been contacted by a representative from Aspen Real Estate Financial, a firm that has a strategy for preserving affordable housing without the use of tax credits, concerning the acquisition of Cross Street Village. Z. Fosler stated that Aspen has proposed to secure the loan to purchase the property, and the developer/manager (YHC) would lease and operate the property. Z. Fosler stated that he has stressed the importance of maintaining affordable income limits for current residents of the property, and he has asked for

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information regarding current rent levels on the property. A. Moore asked if Cross Street Village was for sale because she thought that the property was recently sold to a new owner. Z. Fosler stated that Cross Street Village still has the same owner. The current owner has just completed the Qualified Contract Process that allows him to end the affordability period for the property after three years. Z. Fosler stated that he continues to gain information and will update the board with any new developments.

- o **Board Strategic Planning:** A. Moore asked if any plans have been made regarding an offsite strategic planning retreat for the board. Z. Fosler stated that T. Hearn (Executive Asst.) has placed this item on her workplan. R. Smith stated that an evaluation of the board and an update of board bylaws is due. A. Moore stated that she would like to analyze data to determine what type of housing is most needed in Ypsilanti. R. Smith stated that she believes there is a significant need for housing for families/individuals who are slightly above the income limit for affordable housing but not quite middle-income.
- o **Communications:** Z. Fosler stated that the date for the New Parkridge historical exhibit installation has been pushed back until November because the community building is still under construction.
- o **Safety:** Z. Fosler stated that the cameras at Hamilton Crossing have been changed from wireless to hardwired to address connectivity issues.

NEW BUSINESS:

- **Resolution #17-04 to Name New Parkridge Management and Resident Building:** A. Moore offered the resolution for discussion, second by T. Palmer. R. Smith stated that she has spoken with Beverly James, Amos Washington's daughter, and Ms. James has no objection to naming the management building after Amos Washington. R. Smith stated that Ms. James was invited to attend this evening's board meeting, but was unable to attend.

Resolution 17-04 passed 3-0.

Resolution #17-05 Regarding Pay of Employees of the YHC: A. Moore offered the resolution for discussion, second by R. Smith. The Board discussed the amount of the bonus. R. Smith stated that she fully supports the distribution of a bonus because Z. Fosler and T. Hearn have displayed exemplary work and have been very responsive to the needs of the board. A. Moore moved to amend the resolution to change the bonus amount to \$2,000 each for the Executive Director and the Executive Assistant, second by T. Palmer.

Resolution 17-05 passed 3-0.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Z. Fosler distributed a notification with the board stating that the Maus Ave. slip and fall case has been dismissed.
- **RAD Construction Update:** Z. Fosler stated that the New Parkridge project is on schedule to be completed by the end of the year, but there is no longer any cushion in the schedule. Z. Fosler stated that he participates in construction update calls twice a week. Z. Fosler stated that all buildings need to have Certificates of Occupancy by December 1, and the last residents will be moving in during the last weeks of December. Z. Fosler stated that YHC will work with the Family Empowerment Program to ensure that residents moving in receive gift baskets and/or Christmas trees for the inconvenience. R. Smith asked what will happen if the project is not completed by the deadline. Z. Fosler stated that the project tax-credit will receive credit adjusters that will result in less revenue.

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Z. Fosler stated that YHC would have to look at assessing penalty payments against the general contractor in order to recoup the cost. A. Moore asked Z. Fosler to determine the top three trades that need the most workers on the project. R. Smith stated that she has construction contacts in the community that may be able to provide skilled workers if necessary.

- **Safety Update:** A. Moore stated that the street lights along Harriet St. do not seem to be casting enough light into the street. Z. Fosler stated that New Parkridge has a site lighting plan, and more lighting is scheduled to be installed. He encouraged A. Moore to look at the lighting levels on Armstrong Drive, where lighting work is complete. Z. Fosler stated that shots were fired into the vacant vehicle of a resident at Hamilton Crossing. Z. Fosler stated that property management is going forward with the eviction process. It is his understanding that this resident has had multiple lease violations and was already not going to be offered a lease renewal prior to this latest incident. Z. Fosler reported additional instances of car vandalism at the YHC office on October 28. Z. Fosler stated that he analyzed surveillance footage and he is working with property management to identify the culprit, most likely a child or a group of children, and determine the appropriate consequences. R. Smith asked if additional lighting and surveillance equipment needs to be installed at the YHC office. Z. Fosler stated that he has asked a local electrician to install lighting and is waiting for that to happen. A. Moore asked if the cars will be removed from the property by the December board meeting. Z. Fosler stated that the cars will be moved by that time.

A. Moore asked that a plan for the YHC office be placed on the board's strategic planning retreat. A. Moore stated that incidents of vandalism are less likely to occur if community activities are held in the building. The board engaged in a lengthy discussion regarding root causes of safety incidents and how incidents of vandalism by children are handled. No action was taken. A. Moore asked for an update on the YHC entrance ramp repairs. Z. Fosler stated that he will follow up as soon as he has a date set for repairs to take place.

- **Financial Reports:** Z. Fosler and the board reviewed and discussed the financial reports. A. Moore stated her observation that the YHC properties will be profitable at the end of the fiscal year in December. A. Moore asked how YHC profits will be utilized. Z. Fosler stated that profits will be used to further the mission of the YHC, most likely in the form of guarantee funds for future affordable housing development. A. Moore asked Z. Fosler to determine the amount that should be saved for guarantee funds. Z. Fosler will follow up with CCA to determine this amount. A. Moore asked Z. Fosler to point out the budget line showing the reserve for future repairs. A. Moore asked for the target amount of reserve funds. Z. Fosler stated that the target amount is defined by the development agreement. A. Moore asked for a follow up concerning Hamilton Crossing occupancy issues. Z. Fosler stated that he will get an update from the asset manager and report back to the board.

DIRECTOR'S REPORT:

- **NAHRO National Conference:** Z. Fosler stated that he participated in a panel about relocation of residents during RAD redevelopment, and he thinks the presentation went well. Z. Fosler stated that he has been appointed to the professional development committee for National NAHRO and participated in his first meeting at the conference. Z. Fosler stated that as the Senior Vice President for Michigan NAHRO, he also now sits on the Board of the North Central Regional Council (NCRC) of NAHRO, and he will be attending a board training in Chicago in January.
- **Bike Share Program:** Z. Fosler has been working in partnership with EMU Engage to create a subsidized bike share program for YHC residents.

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COMMISSIONER COMMENTS:

Commissioner Moore: She attended the NAHRO conference and enjoyed attending workshops, learning about upcoming events at the National Public Housing Museum, and networking with housing officials from across the county. She suggested that a future executive workplan should include research on best practices for housing commissions located in college towns because academic environments have access to more funding resources. She also stated that she enjoyed attending the Parkridge Community Center Monday meeting this week. She also informed the board that Riverside Arts Center has received funding for refurbishments and encouraged the YHC to support Riverside's goal of creating an Ypsilanti youth center.

Commissioner Palmer: She inquired about the board's strategic planning retreat and she stated that she enjoyed the meeting.

Commissioner Smith: No comments.

ADJOURN: T. Palmer moved to adjourn, second by A. Moore. **Passed 3-0. Meeting adjourned at 7:36pm**

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 9, 2017.

	YEAS	NAYS	ABSENT
Commissioner Frankenhauser	_____	_____	_____
Commissioner Hollifield	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner Smith	_____	_____	_____

Zachary D. Fosler, Executive Director