

Minutes of the Ypsilanti Housing Commission

Tuesday, December 13th, 2022 – 6:00 p.m.

New Parkridge, 831 Hilyard Robinson Way

Meeting called to order at 6:03 pm by Commissioner R. Smith.

ROLL CALL:

- Commissioner Brown Present (Entered at 6:10pm)
- Commissioner Palmer Present
- Commissioner Simmons Present
- Commissioner Smith Present
- Commissioner Williams Present

Others Present

- Zac Fosler, YHC
- Deandre Webster, YHC
- Lisa League, KMG

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. L. Williams moved to amend the agenda, second by T. Palmer, **Motion to amend the agenda Passed 4-0.**

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the Minutes from August 9th, 2022. M. Simmons moved to approve the Minutes second by T. Palmer, **Motion Passed 4-0.**

AUDIENCE PARTICIPATION: None

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None

PROPERTY MANAGEMENT UPDATE:

L. League stated that Strong Future's property management has been making significant progress, as they are down to 5 vacancies and 3 move-ins are expected by the beginning of the year, currently 95% occupied. L. League stated that they are still searching for a leasing agent for Strong Future.

L. League stated that Hamilton Crossing Phase I is currently 91% occupied and has 9 move-in applications pending, and Phase II is currently 94% occupied with 4 vacancies.

L. League stated that NPR is 93% occupied with 6 vacant units and 1 pending move-in. L. League stated that property management is working diligently with maintenance to get the remaining units move-in ready. M. Simmons asked L. League to clarify why there were collectibles written off. L. League stated that the write-offs mainly consist of rent adjustments that stemmed from late recertifications.

NEW BUSINESS:

- **Resolution 22-03: 2023 YHC Regular Meeting Schedule**
 - T. Palmer offered resolution 22-03, seconded by M. Simmons. R. Smith called for a discussion. L. Williams asked if the board was meeting on the second Tuesday of each month in 2023. Z. Fosler stated that the board would continue to meet on the second Tuesday of every month. R. Smith stated that the board will not be meeting in June of 2023. **Resolution 22-03 Passed 5-0**

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- **Resolution 22-04: Staff One-time Bonus**

- L. Williams offered resolution 22-04, second by T. Palmer. R. Smith called for a discussion. R. Smith shared the history of the YHC holiday bonus. R. Smith stated that the board must determine if they would like to increase and approve the one-time bonus or not. T. Palmer stated that the staff bonus has been the same amount for the last few years and has not been increased. R. Smith asked the board what their thoughts are on increasing the bonus. T. Palmer stated that she would support an increase. M. Simmons asked Z. Fosler why he believes the YHC staff deserve a bonus. R. Smith stated that the bonus has been standard since she has served on the board and that the bonus is not tied to performance. Z. Fosler stated that the one-time bonus is a board decision and that the bonus has never been performance-based. L. Williams stated that she would not mind increasing the staff's one-time bonus. L. Brown and L. Williams also stated that the bonus had not been changed in the previous years. M. Simmons asked where the bonus would come from. Z. Fosler stated that the bonus would come from YHC cash reserves from development activity and property cash distributions. M. Simmons stated that he is not comfortable increasing the bonus amount. R. Smith stated that there has historically been a bonus given to show appreciation. R. Smith called for a vote. **Resolution 22:04 Passed 4-1** (M. Simmons voting nay)

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None
- **Development Update:** Z. Fosler stated that he would like to hold off on development updates until next month.
- **Facilities & Security Update:** Z. Fosler stated that there have been large crowds present in parking lots at New Parkridge. Z. Fosler stated that he has been in communication with Property Management and security to address the loitering.
- **Finance Reports:** Z. Fosler stated that the onsite property management team has been working very hard to address lingering issues the built up during the pandemic. Z. Fosler stated that he believes there is still a lot of work to do, but we are trending in the right direction.

DIRECTOR'S REPORT:

- **Elected official Luncheon:** Z. Fosler stated that the YHC is co-hosting an elected official luncheon with Parkridge Community Center to establish relationships and inform elected officials of exactly what the YHC does.

COMMISSIONER COMMENTS:

- **Commissioner Brown:** Wishes everyone a happy holiday.
- **Commissioner Palmer:** Wishes everyone a happy holiday.
- **Commissioner Simmons:** Wishes everyone a happy holiday.
- **Commissioner Smith:** Said that she appreciates everyone and all the hard work and that she is looking forward to 2023.
- **Commissioner Williams:** Wishes everyone a happy holiday and hopes everyone feels better. Said this has been a tremendous year and is thankful for the guidance from the board.

ADJOURN: L. Brown moved to adjourn, second by T. Palmer. **Passed 5-0. Meeting adjourned at 6:41 pm**

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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 **December 13th, 2022.**

| | YEAS | NAYS | ABSENT |
|-----------------------|-------|-------|--------|
| Commissioner Brown | _____ | _____ | _____ |
| Commissioner Palmer | _____ | _____ | _____ |
| Commissioner Smith | _____ | _____ | _____ |
| Commissioner Simmons | _____ | _____ | _____ |
| Commissioner Williams | _____ | _____ | _____ |

Zachary D. Fosler, Executive Director & CEO