

AGENDA

AFFORDABLE HOUSING COMMISSION

May 21, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/88361700304?pwd=tkvLZ2a0yDvEtNT4dBZJNuUe4MLmKE.1>

Meeting ID: 883 6170 0304

Passcode: 852153

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**CITY OF ELLENSBURG
AFFORDABLE HOUSING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, May 21, 2025
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - 3.A Approval of April 30, 2025 special meeting minutes
- 4. New Business**
 - 4.A Consider cold weather shelter lease opportunity
 - 4.B ADU open house event planning
- 5. Unfinished Business**
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
 - 7.A HopeSource application follow up
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Affordable Housing Commission, contact the Community Development office at 509-962-7270.



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Special Meeting

Date of Meeting

April 30, 2025

Time of Meeting

4:30 PM

Place of Meeting

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Commissioner Bedsaul called the meeting to order at 4:30 p.m.

Present: Kim Funston, Courtney Garzone, Delano Palmer, John Perrie, Peter Stone (arrived 4:37 p.m.), Dan Witkowski, Sarah Besaul

Others Present: Dan Carlson-CD Director; Lily Frey-Housing Program Manager; Kathy Boots-Planning Technician; Matt Stalder, Susan Grindle, Bill Hinkle, Kryssi Torgeson

2. Approval of Agenda

Commissioner Garzone motioned to approve the agenda. Motion passed 7-0.

3. Approval of Minutes

3.A Approve April 2, 2025 regular meeting minutes

Commissioner Garzone motioned to approve the April 2, 2025, minutes. Motion passed 7-0.

4. New Business

4.A Consider HopeSource application for sales tax funding

Susan Grindle presented to the Commission a proposal to buy four duplexes currently being constructed by Matt Stalder. HopeSource would contribute an empty lot to the transaction for the duplexes. The duplexes are projected to be used for affordable housing with rent below 60 AMI. Ms. Grindle shared the funding sources, including \$250,000 from Kittitas County. HopeSource was requesting \$1.2 million dollars from the city. Commissioners inquired why the amount requested from the City was higher than the Kittitas County funding amount. Mr. Hinkle stated the County did not have additional funds. The Commissioners expressed an interest in either the AMI being reduced or lowering rent for a specific period of time. Mr. Hinkle will run the numbers and see if that is possible. HopeSource will also evaluate if they can extend the affordability period.

Commissioner Garzone moved to recommend approval of the proposal for the requested funding amount to the City Council with consideration that the

applicant's final proposed rents are set as low as feasible, and the affordability period be extended as long as possible. Motion passed 6-1. Palmer opposed motion.

- 4.B Catherine Property update - consider wetland monitoring contract
Frey stated that the City received a quote for monitoring the wetland over the summer that will include three visits and a report on the Catherine property. Commissioner Garzone motioned to support use of affordable housing funds for professional monitoring of the wetland for the Catherine property to include three field visits in 2025. Motion passed 7-0.

5. Unfinished Business

None.

6. Public Comment

None.

7. Staff Update/Discussion Items

- 7.A Updated area median income (AMI) figures for Kittitas County
Staff updated the Commission on the updated figures from HUD for the median income in Kittitas County. The Commission may consider targeting a lower AMI to account for the AMI figures being tallied for the whole County.
- 7.B Select next meeting date
The next meeting is May 21, 2025.

8. Commission Representative Update

None.

9. Adjournment

The meeting was adjourned at 5:47 p.m.

Operating

Project Name **Addison Place**Address: **211 S. Pearl**

Income:

Rent:	# Units	Monthly Rent	Annual Rent	
Efficiency	6	\$ 886	\$ 63,792	\$970-2025 number
One Bedroom	2	\$ 960	\$ 23,040	\$1051-2025
Two Bedroom	0	\$ -	\$ -	
Three Bedroom	0	\$ -	\$ -	
Total Units	8			
Gross Rent			\$ 86,832	
Less:				
Vacancy	5%	\$ (4,342)		
Bad Debt	2%	\$ (1,737)		
Gross Effective Income:			\$ 80,754	

Expenses:

Administrative		Annual	Average Per Unit
Advertising & Marketing		\$ -	\$ -
Mgmt Fee (% of collections)	10%	\$ 8,075	\$ 1,009
Administrative		\$ -	\$ -
Legal		\$ 2,000	\$ 250
Accounting		\$ -	\$ -
Office Supplies		\$ -	\$ -
Credit Checks		\$ -	\$ -
Leasing Fees		\$ -	\$ -
Other		\$ -	\$ -
Total Administrative:		\$ 10,075	\$ 1,259
Payroll			
Administrative Payroll		\$ 10,400	\$ 1,300
Maintenance Payroll		\$ 2,400	\$ 300
Fringe	20%	\$ 2,560	\$ 320
Payroll Taxes	20%	\$ 2,560	\$ 320
Total Payroll:		\$ 17,920	\$ 2,240
Maintenance			
Decorating (unit make ready)		\$ 1,600	\$ 200
Repairs		\$ 2,000	\$ 250
Security		\$ 1,500	\$ 188
Grounds (landscaping, snow removal)		\$ 6,000	\$ 750
Building supplies		\$ 200	\$ 25
Service contracts (HVAC)		\$ 500	\$ 63
Other		\$ -	\$ -
Total Maintenance:		\$ 11,800	\$ 1,475
Operating:			
Fuel (heating & hot water)		\$ -	\$ -
Electric		\$ 1,200	\$ 150
Water/Sewer		\$ 520	\$ 65

Sample Pro Forma Single Family Rentals

Trash removal	\$	4,500	\$	563
Janitorial	\$	-	\$	-
Exterminating	\$	1,800	\$	225
Telephone	\$	-	\$	-
Other	\$	-	\$	-
Total Operating Costs:	\$	8,020	\$	1,003
Taxes & Insurance:				
Real Estate Taxes	\$	400	\$	50
Insurance	\$	15,000	\$	1,875
Other Taxes, Licenses, Fees	\$	120	\$	15
Total Taxes:	\$	15,520	\$	1,940
Total Annual Operating Expenses:	\$	63,335	\$	7,917
			\$	-
			\$	-
NOI Before Reserves	\$	17,419	\$	2,177
			\$	-
			\$	-
Reserves:				
	Per Unit	Annual		
Replacement Reserve	\$ 500	\$ -	\$	-
Operating Reserve	\$ 100	\$ -	\$	-
Cashflow after reserves		\$ 17,419	\$	2,177