

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 6, 2023 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); City Council Member Bill Ruddock (City of Chelsea); Mayor Pro-Tem Janet Dillon (City of Saline); Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Supervisor Diane O’Connell (Ann Arbor Township); Trustee Linda Adams (Augusta Township); Jessica West (Director of Community Development, Pittsfield Township); Treasurer Lisa Lewis (Superior Township); Trustee Sandie Schulze (Sylvan Township).

Members Absent: Mayor Shawn Keough (City of Dexter); Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Karen Sikkenga (Dexter Township); Supervisor Duane Luick (Lima Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Ken Dignan (Northfield Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor Will Hathaway (Scio Township); Supervisor John Kingsley (Webster Township); Supervisor Chuck Tellas (York Township); Supervisor Brenda Stumbo (Ypsilanti Township).

Facilitator: Commissioner Justin Hodge (arrived around 2:20pm)

OCED Staff Present: Tara Cohen; Jasmyne Townsend

Members of Public Present: Amy Krieg (Habitat for Humanity Huron Valley); Wendy Carty Saxon (Avalon Housing).

I. Welcome & Introductions – Roll Call

Commissioner Hodge was delayed; Cohen called meeting to order at 2:04pm.

Pursuant to [MCL 15.263 Sec.3](#), Ms. Townsend took roll call during which each member stated their name and physical location (I.e. City or Township, Washtenaw County, State of Michigan).

Adams: Participating remotely from Augusta Township, Washtenaw County
Ruddock: Participating remotely from City of Chelsea, Washtenaw County
Dillon: Participating remotely from City of Ann Arbor, Washtenaw County
O’Connell: Participating remotely from Ann Arbor Township, Washtenaw County
Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Schulze: Participating remotely from Sylvan Township, Washtenaw County
Jones: Participating remotely from City of Ypsilanti, Washtenaw County
West: Participating remotely from Pittsfield Township, Washtenaw County
Lewis: Participating remotely from Superior Township, Washtenaw County

II. Public Comment

Cohen opened the meeting for public comment. No public comments.

III. Announcements from Members and/or Staff –

- A.** Member Announcements (All) – Cohen introduced the OCED’s new Director, Toni Kayumi, to the UCEC members. Kayumi thanked everyone for their service.
- B.** Warming Centers – Townsend gave a brief update on daytime warming centers and winter weather havens throughout the county, referring everyone to the flyers in their meeting packet for more details.

IV. Minutes

A. 11-1-2023 Meeting Minutes – Review & Approval (**ACTION**)

Moved by Adams. Supported by Watson.

ROLL CALL:

O'Connell: Yes

Jones: Yes

Watson: Yes

Adams: Yes

West: Yes

Dillon: Yes

Ruddock: Yes

Schulze: Yes

Lewis: Yes

Ayes – 9; Nays – 0; **Motion carried.**

V. General Administration

A. Public Hearing: Needs Assessment for 2024 Fiscal Year Annual Action Plan (Jasmyne Townsend, OCED)

At 2:20pm, following a brief presentation from Townsend (included in the meeting packet), Commissioner Hodge opened the public hearing for input on housing and community development needs to inform the development of the Urban County's 2024 Annual Action Plan.

No comments. Commissioner Hodge closed the public hearing at 2:21pm.

B. Weatherization Program Presentation (Aaron Kraft & Heidi Johnson, OCED)

Washtenaw County's OCED staff, Aaron Kraft and Heidi Johnson, provided a powerpoint presentation on the County's Weatherization program, which provides free services to income-eligible homeowners and renters throughout all of Washtenaw County. Kraft mentioned that more information on the upcoming Roof Replacement Program waitlist would be sent out shortly for UC members to share with constituents.

After the presentation, Dillon asked whether the waitlists roll over from year to year and whether there is a limit on the number of people being placed on the waitlists. Cohen explained that there is a limit based on 1.5 times the number of households the program expects to serve per year. She is fairly certain the waitlists do not automatically roll to the following year, rather they start fresh each year when the waitlist is re-opened. She offered to follow up with the program supervisor and get back with any other relevant information.

C. UCEC 2024 Meeting Calendar (**Discussion and Action**) (Jasmyne Townsend, OCED)

Townsend stated that the calendar being voted on now is a result of the feedback she received from the online poll sent out in November, along with the November discussion in which members were supportive of reducing the meeting frequency as long as key business can still be conducted. She noted the majority vote was for the second Wednesday of the month, from 2:00p.m. to 3:30 p.m.; proposed meeting dates are listed below. She pointed out that there has been a change to the proposed calendar to add an April meeting and to remove the January meeting, to keep to 7 meetings while accommodating the public comment period and hearings for the Draft 2024 Annual Action Plan scheduled for April.

March 13, 2024 (virtual)
April 10, 2024 (in-person)
May 8, 2024 (in-person)
July 10, 2024 (virtual)
September 11, 2024 (in-person)
November 13, 2024 (virtual)
December 11, 2024 (virtual)

*Motion to approve the 2024 meeting calendar: O'Connell; Supported by Dillon.
Commissioner Hodge took a voice vote: **Motion carries (all in favor)***

D. Amend Urban County Executive Bylaws (Action) (Tara Cohen, OCED)

Cohen reminded the group that the UCEC bylaws have not been amended since October 2012. At the April 5, 2023 meeting, OCED staff proposed several changes to the draft UCEC bylaws for review and discussion. As noted at the November meeting, a few additional changes were incorporated into the draft since the initial review in April, specifically:

- V. Meetings and Order of Business: Staff proposes the following changes:

Regular Meetings: Public meetings shall be held 7 times at minimum in a calendar year, and shall generally be on the first Wednesday of the months in which meetings are to be held. For in person meetings, the location of the meetings shall be at the Washtenaw County Learning Resource Center (LRC), 4135 Washtenaw Ave, Ann Arbor, Michigan 48107, unless otherwise noted in public notices. **Meetings and public hearings may also be held virtually, in compliance with the Washtenaw County Board of Commissioners Resolution 22-007, and the Urban County's Citizen Participation Plan.** The Washtenaw County Office of Community and Economic Development staff members will post notice of these meetings, according to the Open Meetings Act, on the Washtenaw County online Calendar of Meetings.

- VII. Allocation of Expenditures/Approval of Projects: At April meeting, members decided to remove the existing language:

Project Approvals: *The Committee shall not approve any new HOME, ESG, or CDBG projects within the boundaries of jurisdiction without the affirmative vote of the Committee member or Designee representing that jurisdiction present at the meeting.*

Staff has replaced with the following proposed language:

Project Approvals: Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two-step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

Since the November UCEC meeting, the following additional changes have been inserted:

- I. Name and Purpose: Under Purpose – to allow for flexibility for this Committee to hold remote meetings, for consistency with the Open Meetings Act, Corporation Counsel has advised that policies being set by this Committee go to the Board of Commissioners for final approval. The following sentence has been added:

Policies set by the Committee shall be brought to the County Board of Commissioners for final approval.

- III. Membership and Term of Appointment: Under Term – where City of Ann Arbor is discussed, “City Council person” was replaced with “City Council Member” per Council Member Watson’s correction at November meeting.
- V. Meetings and Order of Business: Since calendar was not yet finalized, we are removing the reference about generally meeting on first Wednesdays.
- XI. Amendment of Bylaws: Similar to the change to Name and Purpose above, amending the bylaws will require a second step for approval from the Board of Commissioners. The following sentence has been added:

The amended bylaws shall be brought to the County Board of Commissioners for final approval.

Motion to approve the amended UCEC Bylaws as proposed by staff, for final approval by the Board of Commissioners:

Moved by Watson; Supported by Dillon.

Commissioner Hodge took a voice vote: Motion passed (unanimous)

E. 2024 Annual Action Plan Timeline Overview – Discussion only (Jasmyne Townsend, OCED)

Townsend reiterated that December begins the planning process for the Annual Action Plan for Year 2 (Fiscal Year 2024) of the Five-Year Consolidated Plan that covers Fiscal Years 2023 - 2027. As mentioned at the November meeting, members should start thinking about their local CDBG project needs for the 2024 project application. She reviewed the key dates for this action planning cycle as follows:

- Dec. 4, 2023 – Jan. 4, 2024: 30-day public comment period on community needs
- Dec. 6, 2023: Virtual Public hearing for community needs (at UCEC meeting)
- Dec. 12, 2023: Affordable Housing RFP #8559 is released on County Purchasing
- Jan. 11, 2024 (10 a.m.): Virtual RFP #8559 Mandatory Pre-Bid Meeting
- Jan. 29, 2024: 2024 CDBG Project Application Forms available for Urban County member communities
- Feb. 2, 2024: RFP #8559 submission due by 4 p.m.
- March 1, 2024: 2024 CDBG Project Applications Forms due by 4 p.m.
- March 13, 2024: OCED shares RFP #8559 Affordable Housing/HOME funding recommendations
- March 2024: Draft 2024 Action Plan available for review
- April 2024: 30-day public comment period/ Public hearings on Draft Plan
 - April 10, 2024 - Urban County Executive Committee
 - April 11, 2024 - Housing and Human Services Advisory Board
 - April 17, 2024 - Board of Commissioners
- May 2024 (subject to delay based on HUD timing): Approval of Final Plan

F. Updates to Housing Program Guidelines – Discussion only (Tara Cohen, OCED)

Cohen outlined a series of administrative updates now being made to the Washtenaw Urban County's Housing Program Guidelines:

1. Further streamlining of Green Requirements for Affordable Housing projects. Last year you may recall we provided more flexibility for developers to meet green standards for projects that receive HOME or CDBG funding, specifically by expanding from 1 type of allowable green standard (Enterprise Green Communities) to 3 types (Enterprise plus National Green Building Standard and U.S. Green Building Council LEED). With a goal of decreasing administrative burden for both OCED and developers, staff is modifying last year's RFP process for scoring green criteria by replacing a pro-rated point calculation with a simpler all or nothing points based on meeting the threshold set by the specific green standard the applicant selects for their proposed project. For projects selected for funding under the RFP, the project developer/owner will have the option to either:
 - a) obtain 3rd party green certification *or*
 - b) undergo County review and sign off for meeting the green criteria threshold level as committed in the original project proposal.
2. Under Homeowner Rehab Program, we are adding language to create a Waitlist for the Accessibility Ramp Program, which will open each year on the 3rd Tuesday of March. This will codify a process that is consistent with the waitlist process already in place for the Roof Replacement Program and Air Conditioner Assistance Program.
3. Under Homebuyer Programs, we are noting a temporary locally imposed moratorium on the County's Acquisition, Development, and Resale (ADR) Program. This pause is to allow sufficient time for further evaluation and refinement of current policies and procedures for this particular program, to ensure compliance with HUD regulations and best practices.

No one had questions or comments about these changes going into effect.

VI. Public Comment – None

VII. Adjournment

Motion to Adjourn – Moved by Adams. Supported by Dillon.
Adjourned at 2:53 PM

Next Meeting: Wednesday, March 13, 2024, 2:00 – 3:30pm, Location: Remote (Zoom)