

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, June 5, 2024 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); Council Member Bill Ruddock (City of Chelsea); Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Supervisor Ken Schwartz (Superior Township); Mayor Pro-Tem Janet Dillon (City of Saline); Michelle Aniol (Community Development Manager, City of Dexter); Chris Cheng (Township Project Manager, Scio Township); Laurie Lutomski (Community Resource Coordinator, Ypsilanti Township).

Members Absent: 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 John Kingsley (Webster Township); Supervisor Charles Tellas (York Township); Supervisor Diane O'Connell (Ann Arbor Township); Brian Shelby (Augusta Township); Mandy Grewal (Pittsfield Township); Supervisor Kathleen Kennedy (Sylvan Township).

Facilitator: Commissioner Justin Hodge

OCED Staff Present: Jasmyne Townsend, Tara Cohen, Toni Kayumi, and Karen Newman

Guests: Gregory Dill (Administrator, Washtenaw County)

Members of Public Present: Michael Appel (Avalon Housing) and Amy Krieg (Habitat for Humanity)

I. Welcome & Introductions – Roll Call

Commissioner Hodge called meeting to order at 2:05 pm.

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).

Ruddock: Participating remotely from City of Chelsea, Washtenaw County
Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Jones: Participating remotely from City of Ypsilanti, Washtenaw County
Schwartz: Participating remotely from Superior Township, Washtenaw County
Lutomski: Participating remotely from Ypsilanti Township, Washtenaw County
Cheng: Participating remotely from Scio Township, Washtenaw County
Aniol: Participating remotely from City of Dexter, Washtenaw County
Dillon: Participating remotely from City of Saline, Washtenaw County

II. Public Comment

Commissioner Hodge opened the meeting for public comment.

Michael Appel stated his thanks on behalf of Avalon Housing for the Urban County's ongoing support for their affordable housing projects.

III. Announcements from Members and/or Staff –

- A.** Parkridge Summer Festival & Joe Dulin Community Day – The Parkridge Summer Festival Committee hosted their annual Parkridge Summer Festival & Joe Dulin Day on Saturday, August 24, 2024.

- B. The Washtenaw County's Foster Grandparent Program celebrated 56 years! To learn more about this program please contact Sandy Bowers by email at bowersss@washtenaw.org
- C. Member Announcements (All) – None

IV. Minutes

A. 04-10-2024 Meeting Minutes – Review & Approval (ACTION)

Moved by Schwartz. Supported by Dillon.

ROLL CALL:

Lutomski: Yes

Schwartz: Yes

Cheng: Yes

Aniol: Yes

Dillon: yes

Jones: Yes

Watson: Yes

Ruddock: yes

Ayes – 8; Nays – 0; **Motion carried.**

V. General Administration

A. Approval of 2024-25 Annual Action Plan (ACTION) (Jasmyne Townsend, OCED)

Townsend reminded the committee there was a public comment period open from March 29th through May 3rd to solicit input on the draft 2024 Annual Action Plan. During the comment period, three (3) public hearings took place; only two comments were received. A draft of the 2024 Annual Action Plan was made accessible on the Urban County website and social media platforms; periodic updates to the draft were posted during the comment period. The Annual Action Plan identifies the specific projects and programs that the County intends to implement with these funds during the fiscal period (July 1, 2024 – June 30, 2025).

The updated Draft 2024 Annual Action Plan for approval was made available on the website [here](#). The 2024 Planned activities table was made available [here](#).

The remaining steps through to submission of the FY 2024-25 Action Plan was as followed:

- May 2024: Approval of Final Plan
 - June 5, 2024 – Urban County Executive Committee
 - June 5, 2024 – Board of Commissioners, 7pm meeting
 - June 7, 2024: Final Action Plan Submitted to HUD*

*Townsend noted based on HUD guidelines, the actual deadline for submitting the 2024 Action Plan was July 6, 2024; to avoid delays in executing 2024 grant agreements and subsequent 2024 contracts OCED staff intends to submit the Action plan before the June 7th submission date.

Townsend reminded the committee that HUD posted the 2024 allocations on its website the week of May 6th. Updates to the version presented at the April meeting included the following:

- Inclusion of public comments received during the comment period
- City of Ann Arbor CDBG allocation was divided in half between two organizations, Avalon Housing and Michigan Ability Partners (MAP), for affordable housing, more specifically, housing rehab on existing properties
- City of Saline changed their CDBG project to completing accessibility improvements at Tefft Park

The 2024 HUD Funding for Washtenaw County is below. The table outlines a change in funding from the 2023-24 fiscal year to the 2024-25 fiscal year.

	2023-24	2024-25	Change
CDBG	\$2,186,185	\$2,172,792	-0.6%
HOME	\$1,410,907	\$1,186,993	-15.9%
ESG	\$189,627	\$192,143	1.3
Total	\$3,786,719	\$3,551,928	-6.20%

Townsend also gave an in-depth breakdown of the goals tables and the intended plan of action for the CDBG, HOME, and ESG allocation. The information is accessible [here](#) starting on page 7 through page 8.

Draft Motion: The Urban County Executive Committee approves the 2024 Annual Action Plan as presented – with the ability for staff to make final adjustments as needed – and recommends that the Washtenaw County Board of Commissioners follow suit in adopting the Plan at their 7 PM meeting on June 5, 2024.

Moved by Aniol. Supported by Watson.

ROLL CALL:

Lutomski: Yes

Schwartz: Yes

Cheng: Yes

Aniol: Yes

Dillon: yes

Jones: Yes

Watson: Yes

Ruddock: yes

Ayes – 8; Nays – 0; **Motion carried.**

B. Approval of Substantial Amendments to 2018/2019/2020 Action Plans (ACTION) (Tara Cohen, OCED)

Cohen reminded the committee at the April meeting it was discussed that Substantial Amendments were required for the 2018, 2019, 2020 Action Plans. The purpose of the Substantial Amendments was to enable the reallocation of HOME funds totaling \$938,538 to ensure adequate funding for Avalon Housing’s proposals submitted through the Annual Affordable Housing RFP #8559. Cohen noted, if approved, these Amendments would be submitted to HUD concurrently with the 2024 Annual Action so that funds can be allocated accordingly to 2024 affordable housing activities.

Action Plan Being Amended	HOME Funds Being Reallocated	% of HOME Entitlement Funds Being Reallocated
FY 2018	\$300,444	21.6%
FY 2019	\$357,992	28.3%
FY 2020	\$325,102	25.5%

Draft Motion: The Urban County Executive Committee approves the Substantial Amendments to 2018, 2019, and 2020 Annual Action Plans as written, thus reallocating a total of \$938,538 HOME funds from homeowner activities to rehab and new construction of affordable rental housing to be carried out by Avalon Housing for projects approved under the Affordable Housing RFP #8559 – and recommends that the Washtenaw County Board of Commissioners grant final approval at their 7 PM meeting on June 5, 2024.

Moved by Ruddock. Supported by Aniol.

ROLL CALL:

Lutomski: Yes

Schwartz: Yes

Cheng: Yes

Aniol: Yes

Dillon: yes

Jones: Yes

Watson: Yes

Ruddock: yes

Ayes – 8; Nays – 0; **Motion carried.**

C. Designee Forms for Fiscal Year (Jasmyne Townsend, OCED)

Townsend reminded the committee a new fiscal year is approaching. She requested that elected officials either submit an updated designee form for the fiscal year 2024-25 or send an email confirming the current designee/s will stay the same for the new fiscal year. Additionally, she noted she would send a fillable designee form via email. For LUGs affected by the November election, Townsend intends to reach out as needed for any new designee forms.

D. HOME ARP Supportive Services RFP (Tara Cohen, OCED)

Cohen discussed that the CoC staff at OCED published an RFP for \$1,459,914 in HOME ARP funding for provision of Supportive Services. The purpose of this RFP is to solicit proposals for eligible costs if providing supportive services to qualifying populations. More details about the eligible costs and qualifying populations are below:

- **Eligible costs include:**
 - Eviction Prevention and Rental Assistance
 - Rapid Re-Housing
 - Move-in and Utility Costs
 - Income Stabilization Services
 - Street Outreach
 - Transitional Housing
- **Qualifying Populations are individuals or families who are:**
 - Homeless
 - At-risk of homelessness
 - Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
 - In other populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability

- Veterans and families that include a veteran family member that meets one of the preceding criteria

Key dates for RFP:

- June 6, 2024 – RFP open
- June 20, 2024 – RFP mandatory meeting
- July 12, 2024 – Proposals due

***Mayor Pro-Tem Dillon** asked for a point of clarification on if staff is looking for projects to allocate funding towards or if staff have already identified projects and want to gain additional resources to complete those identified projects.*

***Cohen** clarified that staff have not identified projects and that this RFP is based on community need. Staff are looking for organizations to complete the RFP process if they need dollars that will meet the eligibility criteria for these dollars.*

E. CDBG Project Updates (Jasmyne Townsend, OCED)

Townsend provided a brief update on current CDBG projects and their statuses.

Pittsfield Township's Green Corridors Phase I Project – Complete

Pittsfield Township completed construction of Phase I in the fall. Construction consisted of, but not limited to the installations of rain gardens, infiltration gardens/trenches, bioswales in 3 locations along Packard Road. This green infrastructure will help reduce pollutants and improve stormwater runoff and water quality.

City of Ypsilanti's Sidewalk Ramps Project (various locations) – Complete

The City of Ypsilanti constructed and/or reconstructed approximately 24 curb cuts at various locations throughout the city. This project helped the City of Ypsilanti meet American with Disabilities (ADA) and Uniform Federal Accessibility Standards (UFAS) requirements.

City of Ypsilanti's Parkridge Park Improvements Project – Complete

In addition to the Sidewalk Ramp improvements, the City of Ypsilanti also repaired the pavilion slab at Parkridge Park and installed a new accessible path connection on the west side of the park near the Parkridge Community Center. This project improved overall accessibility within Parkridge Park.

Superior Township's MacArthur Pedestrian Pathway Project – In Process

Superior Township is in the beginning stages of constructing a pedestrian infill pathway. This newly constructed pathway will run along the north side of MacArthur Boulevard from Stamford Road to Harris Road near Fireman's Park. This pathway will enhance pedestrian safety and accessibility for the surrounding neighborhood.

Other local CDBG projects starting construction later this year (Design/Engineering underway using CDBG funds)

- City of Ypsilanti Recreation Accessible Pathways Phase I
- Ypsilanti Township Apple Ridge Park renovation and installation of pedestrian path

Pictures of the completed projects can be view [here](#) starting on page 10 through page 11.

VI. General Updates – Member Announcements

Cohen announced that staff did not meet the CDBG timeliness test. Cohen further explained, HUD would like to see that grantees have no more than 1.5 times the annual CDBG allocation in the bank 60 days prior to the start of a new fiscal year; currently Washtenaw County Urban County has closer to 1.7 times the annual CDBG allocation in the bank. At this stage HUD requires grantees to complete a work-out plan which outlines a plan of action on spending down funds to meet the 1.5 or below requirement. If funding is not spent down by the next timeliness test, which is scheduled for May 2025, Washtenaw County Urban County CDBG allocation can be potentially reduced for the next fiscal year. Cohen stated that staff will be communicating to communities regarding their individual allocations and project timeline.

Council member Ruddock asked for a point of clarification if Cohen was only referring to CDBG allocations and no other sources of funding that may contribute to a timeliness test.

Cohen confirmed this timeliness test only applies to the CDBG annual allocation received from HUD.

VII. Public Comment – Commissioner Hodge opened for public comment at 2:27 pm.

Michael Appel (Avalon Housing) – I would like to just reiterate our appreciation here at Avalon your assistance with helping move these projects along.

VIII. Adjournment

Motion to Adjourn – Moved by Aniol. Supported by Dillon.

Adjourned at 2:30 PM

**Next Meeting: Wednesday, September 11, 2024, 2:00 – 3:30pm,
Location: In Person – Learning Resource Center (4135 Washtenaw Ave, Ann Arbor)**