

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 10, 2025 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); Mayor Kate Henson (City of Chelsea); Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Laurie Lutomski (Community Resource Coordinator, Ypsilanti Township); Jessica West (Director of Community Development, Pittsfield Township); Trustee Linda Adams (Augusta Township); Christopher Cheng (Project Manager, Scio Township); Supervisor Diane O’Connell (Ann Arbor Township); Michelle Aniol (Community Development Manager, City of Dexter)

Members Absent: Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Lonnie Scott (Dexter Township); Supervisor Bill VanRiper (Lima Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Larry Roman (Northfield Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor Mike DeAngelo (Webster Township); Supervisor Charles Tellas (York Township); Mayor Janet Dillon (City of Saline); Mayor Ed Kolar (City of Milan); Supervisor Pamela Byrnes (Lyndon Township); Supervisor Emily Dabish-Yahkind (Superior Township); Supervisor Amanda Nimke (Sylvan Township)

Chair: Commissioner Katie Scott

OCED Staff Present: Jasmyne Townsend, Tara Cohen, Aaron Kraft, and Kristin Kunes

Guests: No guest were present.

Members of Public Present: No members of the public were present.

I. Welcome & Introductions – Roll Call

Commissioner Scott called the meeting to order at 2:05pm.

Pursuant to [MCL 15.263 Sec.3](#), Ms. Townsend took roll call during which each member stated their name and their jurisdiction being represented and location from which they are attending remotely (i.e. City or Township, Washtenaw County, State of Michigan).

Kate Henson Participating remotely from City of Chelsea, Washtenaw County
Chris Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Katie Jones: Participating remotely from City of Ypsilanti, Washtenaw County
Laurie Lutomski: Participating remotely from Ypsilanti Township, Washtenaw County
Chris Cheng: Participating remotely from Scio Township, Washtenaw County
Jessica West: Participating remotely from Pittsfield Township, Washtenaw County
Linda Adams: Participating remotely from Augusta Township, Washtenaw County
Michelle Aniol: Participating remotely from City of Dexter, Washtenaw County
Diane O’Connell: Participating remotely from Ann Arbor Township, Washtenaw County

II. Public Comment

Commissioner Scott opened the meeting for public comment at 2:07pm. – There were no public comments received.

III. Announcements from Members and/or Staff –

- A.** Daytime and Overnight Winter Warming Centers – more information is accessible [here](#) and included in meeting packet
 - i.** Daytime warming shelter (Ypsilanti): at Ypsilanti Freighthouse, 100 Market Place, 11/10 -03/31/2026 (Monday – Thursday, 8am - 6pm)

- ii. Daytime warming shelter (Ann Arbor):
 1. Overnight Shelter available every night beginning at 7pm, 11/10, – 04/14/2026 for Individuals at Delonis Center, 312 W Huron, Ann Arbor (Friday – Saturday)
 2. Families can call or go to Alpha House (734-822-0220)
 3. Youth and young adults (under age 25) can call or go to Ozone House (734) 662-2222
 4. Survivors of sexual assault, intimate partner violence, dating violence, and stalking can call SafeHouse Center at 734-995-5444

IV. Minutes

A. 11-12-2025 Meeting Minutes – Review & Approval (ACTION)

Moved by West. Supported by Watson.

ROLL CALL:

Henson

Watson

Jones

Lutonski

Cheng

West

Adams

Aniol

O'Connell

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

V. General Administration

A. Public Hearing: Needs Assessment for 2026 Fiscal Year Annual Action Plan (Jasmyne Townsend, OCED)

At 2:11 pm, following a brief presentation from Townsend (included in meeting packet).

Commissioner Scott opened the public hearing for input on housing and community development needs to inform the development of the Urban County's 2025 Annual Action Plan.

No comments. Commissioner Scott closed the public hearing at 2:13 pm.

B. Home Improvement Programs Overview (Aaron Kraft, OCED)

Washtenaw County's OCED staff, Aaron Kraft, provided a presentation on the County's Home Improvement Programs, which provides services for free or through zero interest, deferred loans to income-eligible homeowners and renters throughout Washtenaw County. The presentation was followed by a Q & A.

Q & A

(Q) - (Commissioner Scott) – How many people, approximately, that apply for these programs, specifically the wheelchair and air conditioner lottery – is there a huge amount of people who don't benefit from these programs?

(A) - (Kraft) – Not really, our Air Conditioner program is pretty popular. We at least account for 10 projects focused on that program. For example, last year we received about 30 applicants and accepted 10 out of the 30 applicants. Our Ramp program isn't as popular. Last year we only received a few applications, so we were able to take in all of those applicants. We are still trying to widen that network of people to encourage more people to apply.

(A) - (Cohen) – One of our outreach strategies is to send it out flyers or notification of the waiting list in advance before the applications are opened. Scio Township does a great job with utilizing and promoting our program – they have promoted our program within their newsletter.

(Q) - (Watson) – Once someone gets accepted, they presumably don't need to come back into the program, is that correct? And is the only the requirement that you live in a LMI area?

(A) - (Kraft) – Yes, these projects are big ticket items. So typically, we have applicants who have lived in their homes for years and plan to continue to live in them. And we can accept anyone who lives within the Washtenaw County under the Weatherization Program. There are some different stipulations for the Single-Family Rehab program, but it is open to everyone within the Urban County. I will let Tara or Jasmyne explain a bit more in-depth the requirements for the Single-Family Rehab Program being that program is funded with CDBG dollars.

(A) - (Cohen) – Weatherization is funded separately, and there are no HUD dollars that have to funnel through the Urban County for those projects. There are income requirements for this program, the applicant must meet the 80% area median income requirement. For the Single-Family Rehab housing rehab projects those are funded by CDBG, and those applicants do need to live within the Urban County jurisdictions.

(C) - (Jones) – I know I've mentioned this before – and I do appreciate all your work on these projects. But I believe the waiting list for these programs should be opened longer to allow for people to apply. Because to have the application opened for only a few hours in the middle of a workday doesn't allow people the full opportunity to apply.

(C) - (Lutomski) – I would like to echo Katie's point. I appreciate all your work, and we've worked together before on other projects. But I do believe one of reasons you all don't get too many people to apply for the Ramps is because most people don't know that they need a ramp until they actually need a ramp. So, I would like to advocate that the application stays open to allow for people to apply when there is a medical emergency instead of doing just the four-hour window.

(A) - (Kraft) – We have had conversation internally about having an open application process for the Ramps. But we don't have the feasibility to keep the waiting list open at this time. But we will continue to talk internally, taking in consideration that we don't receive a lot of applicants for this particular project during that application period. But this is an ongoing conversation, and we are open to making changes.

C. Housing & Homelessness Impact Summary – Washtenaw CoC Presentation (Kristin Kunes, OCED)

Washtenaw County's OCED Housing & Continuum of Care Supervisor Kristin Kunes provided a brief presentation on the Proposed HUD CoC Funding Cuts Impact Summary. This presentation enhanced the committee members understanding of the proposed funding cuts and the projected impact on homelessness in Washtenaw County. The presentation was followed by a Q & A.

No questions or comments were received.

D. Review & Action: Urban County Policy & Procedures Amendments (Tara Cohen & Jasmyne Townsend, OCED)

Staff presented the proposed changes to the Policy and Procedures and opened the floor for the committee discussion.

Discussion

(West) – The silence from us shows that you all have taken your time to incorporate our suggestions and thoughts. I appreciate all your work on these policies and procedures.

(Commissioner Scott) – I would like to echo what Jessica said. You all have done a great job on this, I know it wasn't easy.

Motion: The Urban County Executive Committee moves to approve the proposed amendments to the Community Development Block Grant (CDBG) Policies and Procedures for CDBG Allocations to Local Units (last revised 3/3/2021), as presented by OCED staff, to incorporate any further revisions as agreed upon during today's meeting, to take effect for the FY2026 Action Plan.

Moved by Watson. Supported by West.

Aniol

Jones

Lutomski

O'Connell

Adam

Henson

West

Cheng

Watson

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

E. 2025-26 Roster Updates & Designee Forms (Jasmyne Townsend, OCED)

Townsend stated all newly elected Supervisors or Mayors must submit a new Urban County Designee Form for OCED's files, regardless of whether they are keeping or changing their predecessor's designee. If newly elected officials do **not** wish to have a designee, they are not required to submit a Designee form. Townsend asked that elected officials submit a new designee form by January 3, 2026.

F. 2026 Fiscal Year CDBG Project Applications (Jasmyne Townsend, OCED)

Townsend gave an in-depth overview of the Project Planning for the 2026-27 fiscal year. Discussion items can be found in the December Agenda Packet on pages 7-8. Townsend also noted there will be a brief virtual training offered twice in January and once in February, the schedule is below.

Training Schedule:

- Session 1 – Thursday, January 22, 2026, 10 am – 11:00 am
- Session 2 – Thursday, January 29, 2026, 1:30 pm – 2:30 pm
- Session 3 – Thursday, February 19, 2026, 11 am – 12:00pm

2026 Annual Action Plan Timeline Overview – Discussion only (Jasmyne, Townsend, OCED)

The month of December began the planning process for the Annual Action Plan for Year 4 (Fiscal Year 2026) of the Five-Year Consolidated Plan that covers Fiscal Years 2023 - 2027. Key milestones for plan development are as follows:

- Dec. 1, 2025 – Jan. 2, 2026: 31-day public comment period on community needs
- Dec. 9, 2025: Virtual Affordable Housing RFP #8861 Pre-Bid Meeting*
- Dec. 10, 2025: Virtual Public hearing for community needs (at UCEC meeting)
- Jan. 16, 2026: 2026 CDBG Project Application Forms available for Urban County member communities
- Jan. 23, 2026: RFP #8861 submission due by 4 p.m.
- February 27, 2026: 2026 CDBG Project Applications Forms due by 4 p.m.
- March 11, 2026: OCED shares RFP #8861 Affordable Housing funding recommendations
- March 27, 2026: Draft 2026 Action Plan available for review
- April 2026: 30-day public comment period/ Public hearings on Draft Plan
 - April 8, 2026 - Urban County Executive Committee
 - April 18, 2026 - Board of Commissioners
- May 2026 (subject to delay based on HUD timing): Approval of Final Plan by UCEC and BOC for Submission to HUD

Key milestones for the Affordable Housing RFP process are as follows:

- Dec. 9, 2025: Virtual Affordable Housing RFP #8861 Pre-Bid Meeting
- Jan. 23, 2026: RFP #8861 submission due by 4 p.m.
- March 11, 2026: Staff to share RFP funding recommendations at UCEC meeting
- May 2026: RFP awards approved as part of the overall 2026 Action Plan

*Mandatory for entities submitting bids under RFP #8861

VI. Public Comment – Commissioner Scott opened for public comment at 3:20 pm. There were no comments received.

VII. Adjournment

Motion to Adjourn – Moved by Lutomski. Supported by West.

Adjourned at 3:22 pm

**Next Meeting: Wednesday, March 11, 2026, 2:00 – 3:30pm,
Location: Remote (Zoom)**