

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, February 6, 2019 - 2:00pm - 3:30pm
Washtenaw County Learning Resource Center (LRC), Michigan Room

I. Members in Attendance: Treasurer Brenda McKinney (Superior Township); Supervisor Brenda Stumbo (Ypsilanti Township); Craig Lyon (Pittsfield Township); Councilperson Elizabeth Nelson (City of Ann Arbor); Joe Meyers (City of Ypsilanti); Clerk Karen Lovejoy-Roe (Ypsilanti Township); Supervisor Ken Schwartz (Superior Township); Councilperson Linda TerHaar, (City of Saline); Supervisor Marlene Chockley (Northfield Township); Michelle Aniol (City of Dexter); Supervisor Mike Moran (Ann Arbor Township); Supervisor Ken Schwartz (Superior Township)

Communities Absent: Augusta Township Bridgewater Township; Dexter Township; Lima Township; Manchester Township; Salem Township; Saline Township; Scio Township; Sylvan Township; Webster Township; York Township

Facilitator/Chairperson: Commissioner Jason Morgan (Washtenaw County Board of Commissioners)

OCED Staff Present: Mirada Jenkins, Tara Cohen, Teresa Gillotti

Guests: Alex Thomas (West Willow resident); Chris Brown (Habitat for Humanity Huron Valley); Marta Larson (Whitmore Lake resident);

Meeting called to order: 2:05pm

I. Public Comment – None.

II. Announcements

- Commissioner Jason Morgan introduced himself as newly appointed Chair to the Board of Commissioners, which also makes him Chair of the Urban County Executive Committee.
- Round robin introductions were made.

III. Minutes - Approval of 1-9-19 Meeting Minutes (ACTION)

*Moved by Supervisor Schwartz. Supported by Karen Lovejoy Roe.
Minutes approved unanimously.*

IV. General Administration

A. Update: Needs Assessment for the 2019 Annual Action Plan

Ms. Cohen reminded the group that the deadline for Non-Housing Community Development Needs Form had been extended to Friday, January 11th, adding that she had still only received completed forms from four (4) jurisdictions – Northfield Township, Ypsilanti Township, Superior Township, and City of Saline. She directed other jurisdictions with completed forms to turn them in, otherwise they can provide input to the Action Plan in other ways prior to a final plan being submitted to Department of Housing & Urban Development (HUD).



Ms. Cohen also noted that staff is still planning to provide disaggregated survey data from the online needs assessment survey to Northfield Township, Ypsilanti City, and Ypsilanti Township (the 3 communities where the majority of survey respondents live), but staff need some time to prepare these reports.

B. Priority Project update (**ACTION**)

Ms. Cohen reminded the group that at the January meeting, there was a lengthy discussion about the priority project proposal submitted by Ypsilanti/Superior Townships to replace the flooring of the Ypsilanti Township Community Center, and that members and staff had requested additional information be provided to inform a decision whether to fund the project. She also pointed out that the funding request has decreased by nearly \$20,000 - from \$80,456 to \$61,898 - due to an error in the previous square footage used for calculating the cost of flooring materials (the lobby had been counted twice).

Some members asked for clarification on the motion being recommended by staff. Ms. Cohen explained that she had included two possible motions for members to consider, but that, as always, they could modify them as they see fit, or craft an entirely different motion. She explained that one motion (the first listed in the meeting packet) was two-pronged, in that it would approve the requested funding for the Ypsilanti/Superior Township proposal and subsequent addendum, **and** extend the submission deadline to allow Northfield (or others) the chance to submit their proposal for consideration at the March UCEC meeting. Ms. Cohen went on to explain the alternate (second) motion in the packet would simply extend the submission deadline, which would ultimately allow the committee to consider any and all proposals at the same time before making funding decisions.

Councilperson Elizabeth Nelson asked whether only extending the proposal deadline to February 22nd (as suggested in both motions) would be far enough in the future to create a fair opportunity for other communities to develop and submit proposals. She inquired whether there were regulations about how much public noticing was legally required for this funding opportunity. OCED Director, Ms. Teresa Gillotti, responded by saying that there is not a formal RFP process for priority projects, since it is a process that was created by and for the Urban County, and as such, the UCEC members have control over deadlines and other potential changes to this particular funding initiative.

Ms. Cohen noted that she was aware of Northfield being in the process of developing their proposal with hopes of a chance to still submit, and although she was not aware of any other communities interested in a priority project, she was trying to be more rather than less inclusive in the recommended motion language.

Supervisor Chockley briefly confirmed that Northfield Township is in need of funding for a number of improvements and repairs to their Senior/Community Center, and would like to submit a proposal for priority project funding. She noted that she has to miss the March 6th UCEC meeting, so is wondering if it would be possible to push this item out to the April meeting.

After a bit of discussion on timing, Ms. Cohen clarified that the dates in the motion would be revised to extend the proposal deadline to *March 22nd* and for those proposals to be voted on at the *April 5th* UCEC meeting.

Supervisor Moran stated that he thought there was only supposed to be a single priority project approved, in a given year, if any. Ms. Gillotti stated that in a previous year, two awards had been made to two separate communities – Pittsfield and Ypsilanti Township – although it was for the same initiative



(Reimagine Washtenaw). She went on to say that there is not a written rule that would prohibit the Committee from funding multiple proposals.

Supervisor Moran expressed some frustration, stating that the current process for approving priority projects is terrible and only getting worse, and reiterated that after this year, he will vote to do away with the Priority Project process altogether.

Councilperson Linda Terhaar noted that, after reviewing the previous priority project background and application materials that had been provided, she did not see anywhere that specified a rule against selecting more than one project.

Supervisor Ken Schwartz made a motion that:

The Urban County Executive Committee (1) approves the Ypsilanti/Superior Township Priority Project Proposal, with the inclusion of the Addendum as included in the February 6th meeting packet responding to questions and concerns discussed at the January 8th UCEC meeting, in the amount of \$61,898 for new flooring at the Ypsilanti Township Community Center, AND; (2) extends the Priority Project Proposal submission deadline to March 22nd for any additional proposals to then be presented at and considered for funding at the April 5th meeting.

Joe Meyers **voiced support** for the motion on the floor. Chairperson Morgan asked if anyone had questions or other issues to raise before a vote is taken.

Members engaged in discussion, including many questions asked to the group and directed toward the representatives from Ypsilanti and Superior Townships:

Supervisor Chockley asked for clarification on the revised budget provided in the Addendum materials from Ypsilanti/Superior Townships, specifically whether Ypsilanti Township changed their match portion. Clerk Lovejoy Roe clarified that they did reduce their match amount by \$3500, which is the amount Superior Township has committed to contribute as part of the local match.

Councilperson Terhaar asked for someone to walk through the revised budget line by line. Ms. Cohen noted that the column labeled “CDBG Portion” should show “\$61,987.50” for the Construction line even though it was accidentally left blank. Clerk Lovejoy Roe also clarified that in the column labeled “MATCH Support”, in the “Other” line, was meant to show \$21,800 from Ypsilanti Township and \$3,500 from Superior Township, for a total of \$25,300 for match (plus another \$3,000 from Ypsilanti Township for Professional services.)

Supervisor Moran stated that the set of flooring photos provided in the proposal addendum clarified the original recommendation from staff, as he would describe this project as maintenance, albeit seriously needed. Based on the pictures, he suggested that a sheet vinyl product – with continuous sheeting that has no gaps where water can seep in – should be used so as to avoid a repeat of the current problem. It was clarified that the proposal used the cost of Medintone flooring, which is in fact installed in continuous sheets, so water should not be able to seep in between tiles.

Michelle Aniol asked is Ypsilanti Township had yet determined a project for their 2019 CDBG allocation. Clerk Lovejoy Roe said that they had not made a decision yet on a specific project, noting that they have until February 22nd when the regular CDBG project applications are due. She then asked Ms. Aniol if the City of Dexter had identified a project; Ms. Aniol responded that they plan to build their funds for another year or two before doing a CDBG project in Dexter.



Supervisor Schwartz expressed his disagreement with Supervisor Moran’s earlier comment, in that he sees this project as beyond maintenance and instead falling under category of “replacement and repair.” He stated that maintenance of a tile floor refers to washing and waxing, whereas this is replacing broken damaged tiles.

Councilperson Terhaar responded to say that she is willing to look at the flooring project as a facility improvement, which as a general category was listed in previous materials from staff about possible uses for priority project funding.

Chairperson Morgan reminded the group that a motion had been made and support was given. He noted that he is brand new to this group and the subject of priority projects, but that from his perspective the Community Center flooring project seems like it falls within the bounds of projects that would be eligible for priority funds in that it impacts multiple jurisdictions and represents and would serve as a long-term investment to benefit residents. He added that, in response to an earlier comment from Supervisor Moran, he thinks that the priority project application materials should indicate whether more than one project can be funded in a single year. He then opened the floor for any additional questions from members before calling for a vote.

Supervisor Chockley said she would like to ask that this body is just as generous when deciding on funding for the Northfield proposal that will be considered at the April meeting. She emphasized that their project also focuses on assisting seniors; one piece of work they will include in proposal is to install a sink that would result in their Senior Center becoming certified to host a Meals on Wheels program, and they also have a leaking roof that needs repair. Chockley also shared that the Center is used for many different services, for example, people come to request finding housing, the Health Equity group for Whitmore Lake meets at the building, just to mention a few examples.

Chairperson Morgan asked if Northfield’s project is regional; Chockley answered “yes,” their Center serves areas outside of Northfield Township, for example Hamburg Township.

A voice vote was taken on the following motion put forth by Supervisor Schwartz.

The Urban County Executive Committee (1) approves the Ypsilanti/Superior Township Priority Project Proposal, with the inclusion of the Addendum as included in the February 6th meeting packet responding to questions and concerns discussed at the January 8th UCEC meeting, in the amount of \$61,898 for new flooring at the Ypsilanti Township Community Center, AND;

(2) extends the Priority Project Proposal submission deadline to March 22nd for any additional proposals to then be presented at and considered for funding at the April 5th meeting.

Support: Joe Meyers

Approved unanimously.

C. Project planning for 2019 - Ms. Cohen reminded members of the following deadlines:

- 1) 2019 CDBG Project Applications – due Feb. 22
- 2) Affordable Housing Request for Proposals – Proposals now due Feb. 14th.

Mirada Jenkins noted that due to severe weather and related closures, the RFP deadline was pushed back by one week – to Feb. 14th. She noted that the funding recommendations will still be presented by staff at the March 6th UCEC meeting as originally scheduled.

Action Plan timing overview – Ms. Cohen reviewed key dates for the 2019 Action planning process, as outlined in the meeting packet and previously mentioned. A draft version of the Action Plan will be available as of



March 4th. She noted the caveat that the dates for final Plan approval by UCEC and Board of Commissioners, as well as the submission deadline for the final Plan will likely get pushed back if HUD is late on their allocations (HUD requires the Action Plan to be submitted with final allocations, not estimates).

D. General Updates

- 1) Local Project updates – Ms. Cohen noted the progress on the Southside Clean & Green pilot project in the City of Ypsilanti, as well as some infrastructure and an affordable housing project in the queue to start soon. Refer to the [Feb. 6th agenda summary](#) for more details on other projects underway and upcoming.
- 2) Community Announcements/Updates
 - Treasurer Brenda McKinney asked if our programs were impacted by the recent shutdown. Ms. Jenkins responded that our current projects can continue as they normally would, since they are funded through end of June 2019 (fiscal year cycle). Ms. Gillotti added that an extended shutdown could potentially slow down pending construction projects that require HUD review.
 - Supervisor Schwartz shared that there are a couple of blighted abandoned homes on Harvest Lane in Superior Township where the owners passed away and the adult children have taken over but there is no legal probate in place, which leads to the problem of no one showing up in court to pay fees. He said the Probate Court recently granted the Township’s petition to take ownership of the properties, and the Township is entering into a sales agreement with Habitat for Humanity on one, and possible the second property as well. Ms. Jenkins made a general reminder of the Uniform Relocation Act, which applies to any project that uses HOME funding, to ensure that no one was evicted from a property as part of the acquisition. Supervisor Schwartz confirmed that both properties were condemned and no one was living in them. Chris Brown from Habitat for Humanity joined the conversation to tell the group that Habitat’s process includes collecting documentation of a property being vacant.

V. Adjournment

Supervisor Schwartz moved to adjourn, Supervisor Chockley supported.
Motion to adjourn approved unanimously.

Adjourned: 2:50pm

