

JOINT WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE & HOME CONSORTIUM BOARD MEETING

Tuesday, February 22, 2005

1:00pm- 3:00pm, Washtenaw County Library Learning & Resource Center
(LLRC)

OFFICIAL MINUTES

Attendees: L. Gunn, B. DeGroot, C. Wilson, J. Walter, J. Ringel, R. McGill, S. Brown, S. Stanton, B. McKinney

Absent: M. Moran, T. Kersey, A. Kurtinaitis, B. McFarlane, F. Roperti, M. Gibb, J. Brinker, R. Jamnick, D. Thompson

Staff Members Present: A. Klinke, A. Rook

I. Public Comment

No residents present for comment.

II. Announcements

- A. Pre-bidders' Conferences held on 2/11/05: A. Rook updated group on conferences for three RFPs released on Feb 1, 2005 and shared comments from bidders re: new online application system for human services bid.
- B. Cindy Wilson- Northfield Township Designee: C. Wilson, the Treasurer from Northfield Township will now be representing the Township on the Urban County Executive Committee & submitted a designee form signed by A. Kurtinaitis. C. Wilson requested a meeting with County staff to discuss Northfield's continuing participation in the Urban County for the next qualification period. A. Rook will follow-up with this meeting.

III. Minutes

- A. January 25th, 2005 minutes –discussion and Approval (ACTION)
B. McKinney made a motion to approve the minutes; J. Ringel seconded the motion; and the minutes were approved unanimously by those present.

IV. Administration

- A. 2005 Urban County/ HOME Board Roster (A. Rook)
A. Rook updated the roster with the new Northfield Township designee and distributed.
- B. 2006-09 Urban County Participation
 - 1. York Township (A. Rook)

A. Rook announced that the York Township board passed a resolution at its February 8th meeting to participate in the Urban County for the next qualification round.
 - 2. Targeted outreach by Executive Committee Members: City of Ypsilanti, City of Ann Arbor, Augusta, and Scio Townships (L. Gunn)

L. Gunn & A. Klinke reported they and A. Rook will meet with the Mayor of the City of Ypsilanti on March 3rd to discuss the potential for the City to participate in the Urban County. L. Gunn reports that her discussions with representatives from the City of Ann Arbor have revealed that the City is not ready to consider joining the Urban County at this time. A. Rook will contact

W. Prater to coordinate a meeting with Augusta Township and L. Gunn, M. Ouimet to coordinate a meeting with Chelsea City and Scio Township.

3. Next steps (A. Rook) –meetings in March,; Agreements signed & resolutions passed in April; approved by BOC in May; sent to HUD in June

B. McKinney submitted a copy of the resolution supporting their participation in the Urban County and J. Ringel and B. DeGroot indicated that Bridgewater and Salem Townships were likely to do the same and submit those resolutions by the April deadline. A. Rook requests that each of the jurisdictions notify her if they are interested in presentations to their boards regarding the Urban County and projects completed to date.

4. New Participants- Process for Inclusion & Timing

A brief discussion ensued about the process for inviting new members to join the Committee and provide orientation. The group reached a consensus to invite all new jurisdictions to attend the meetings, with the understanding that they will not be able to vote until a the new voting system is worked out, the bylaws revised, and the new program year starts in 2006.

C. Draft Resolution: Proposed CDBG Cuts

L. Gunn presented a draft resolution that the County Board of Commissioners will revise and pass regarding proposed cuts to the CDBG program in 2006. B. McKinney requested a copy of the revised resolution & A. Rook will send it to the Committee by email.

D. Annual Plan Next Steps

A. Rook reported that the draft annual plan will be ready for the public hearing by 3/31/05. A notice will be placed in the newspaper and send with a draft of the plan to each of the Committee & Board member's offices, in advance of the hearing. The hearing will be held at the Washtenaw County Library Learning Resource Center from 5:30- 7:30pm.

E. HOME Administrative Budget: discussion & approval by HOME Board (ACTION)

Item deferred to next month, due to absence of City of Ypsilanti HOME Board Member.

F. HOME Program Budget: discussion & approval by HOME Board (ACTION)

Item deferred to next month, due to absence of City of Ypsilanti HOME Board Member.

V. Public Improvements

A. McCartney Avenue Bike Path (D. Thompson) –update

Item deferred to next month, due to absence of J. Brinker and D. Thompson.

B. 2005 Salem Sidewalk Update (A. Rook/ B. DeGroot)—update

B. DeGroot presents new budget figures that include approximately \$17,000 in extra costs to provide contingency funding for unforeseen land acquisition or other costs that may affect the final budget of the project. A. Rook and B. DeGroot will meet today to discuss feasibility of new estimated budget, begin to gather information for environmental review requirements, and to develop a timeline for implementation of this project.

C. 2005 Ypsilanti Township Park Improvements (D. Thompson)—update

A. Rook and D. Thompson have scheduled a meeting with J. Brinker and R. Jamnick to finalize the Township's plans to complete three park improvements at the following parks: Sugarbrook, West Willow, and Lakeside, all of which are located in neighborhoods with a concentration of at least 51% lower-income households. The current budget for these improvements is approximately \$181,671.

B. McKinney requested that staff members contact B. McFarlane to discuss a sidewalk project that he would like to accomplish using CDBG funding in Superior Township next year.

VI. Homeownership Assistance

A. Community Housing Alternatives (CHA) –Update on projects

R. McGill and S. Brown provided updates on projects currently in progress. 304 E. Ainsworth will be completed and ready for sale soon; but 945 Madison and 360 Worden have yet to be bid out for construction. R. McGill reported that there are three more households that are ready for Down Payment Assistance and that are in various stages of readiness, two of which have section 8 homeownership vouchers. B. McKinney requested more information from R. McGill about the Section 8 homeownership program. R. McGill urged the Committee to put information about the down payment assistance program in their Township newsletters.

B. Gateway Community & Economic Development Corporation—Update on projects

A. Rook attended pre-bidders conference in January and bid opening for new construction project occurred on 2/18/04.

C. Habitat for Humanity –Update on projects

S. Stanton reported that Habitat will build five houses this spring, with one in the City of Ypsilanti and four in Ypsilanti Township. Habitat is seeking leadership for units to be built in the fall of this year, but they have the funding support for several. They plan to build three or four this fall, but still need to acquire land. Habitat would like to acquire land using the HOME funding awarded last year; and has leads on two lots in Superior Township. They have signed purchase agreements on two, but they are just waiting for final environmental review clearance from the County and to obtain a clear title on one of the properties.

VII. Housing Rehabilitation/Acquisition

A. County ETCS CDBG Owner-occupied rehab update (A. Kraft/ D. Thompson)

Item deferred to next month, due to absence of A. Kraft and D. Thompson.

B. Brookside Sewer/Water hookups (D. Thompson) –update

Item deferred to next month, due to absence D. Thompson.

C. Gateway Apartments Rehab (A. Rook)

A. Rook reported that WAHC has made a bit of progress on the final HQS repairs, but that several remain to be completed. WAHC is still working with the County and LISC on a re-financing request to stabilize the property and repay the LISC balloon that is due.

VIII. Other Community Development Projects

A. CDBG Human Services (A. Rook)—6 month reports

A. Rook distributed the human services demographic report and reviewed numbers served, income levels, demographics, etc. with Committee.

B. Ypsilanti Township Code Enforcement Program Update (A. Rook)

A. Rook reported that she will attend the next Ypsilanti Township Board working session to discuss the code enforcement program. J. Brinker will bring the proposal to the Board at that time for formal approval, so that County staff can proceed to put this project in the annual plan to send to HUD.

Next Meeting- Tuesday, March 22nd, 1:00- 3:00pm, LLRC