

# JOINT WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE & HOME CONSORTIUM BOARD MEETING

Tuesday, January 25, 2005

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

## OFFICIAL MINUTES

Attendees: L. Gunn, B. DeGroot, J. Brinker, J. Walter, J. Ringel, A. Kraft, D. Anderson,  
R. McGill, L. Harrington

Absent: M. Moran, T. Kersey, M. McFarland, B. McKinney, B. McFarlane, F. Roperti, M.  
Gibb

Staff Members Present: A. Klinke, A. Rook, D. Thompson

### I. Public Comment

No public present for comment.

### II. Announcements

#### A. Executive Branch HUD Policy Recommendations

A. Rook updated the group on President Bush's initiative to reallocate HUD's services and funding throughout a variety of government agencies. For instance, in his proposal housing would fall under the Department of Commerce. More information will be provided in the months to follow.

### III. Minutes

#### A. December 21, 2004 minutes- Discussion and Approval (ACTION)

*J. Brinker made a motion to approve the minutes; J. Walter seconded the motion; and the minutes were approved unanimously by those present.*

### IV. Administration

#### A. 2005 Final Urban County/HOME Board Roster

The final 2005 board roster was distributed by A. Rook. All revisions from the Dec 2004 meeting were incorporate into the new document.

#### B. 2006-09 Urban County Participation

A. Rook updated the group on the Urban County participation process. Letters were sent via mail to current and prospective members. Saline Township declined the invitation to join the Urban County. York and Chelsea Townships have expressed interest in joining the Urban County. **Discussion ensued among the group members regarding future outreach.** L. Gunn expressed her desire to target the following jurisdictions: Scio Township, Saline Township, and the City of Ann Arbor. In addition, L. Gunn will speak with Wes Prater regarding York Township and Augusta Township. The committee advised Annette to contact the targeted jurisdictions (Scio, York, Augusta, Saline, and the City of Ann Arbor). A. Rook reviewed the timeline for the remainder of this process. Meeting with township boards and officials will occur in February and March. Agreements signed & board resolutions passed in April; approved by the Board of Commissioners in May. All agreements will be sent to HUD in June.

#### C. FY 2005 CDBG/HOME Request-For-Proposals (RFP)

A. Rook distributed the following RFP's to the group: **2005 HOME Housing, 2005 HOME CHDO, and 2005 CDBG Human Services.** The RFP's will be published on February 1,

2005 by the County's Purchasing Department. The HOME CHDO and CDBG Human Services are joint (City and County) RFP's. In addition, agencies can submit responses to the Human Services RFP through an on-line application process coordinated by the NEW Center. The RFP's are available year-round.

**D. Final 2005-06 HOME & CDBG Project Allocations (ACTION)**

D. Thompson distributed the final 2005-06 HOME & CDBG project allocations to the committee.

***J. Brinker made a motion to approve the 2005-06 project allocations; J. Walter seconded the motion; and the project allocations were approved unanimously by those present.***

**E. Final 2005-06 HOME Administrative Budget (ACTION)**

D. Thompson distributed the final 2005-06 HOME administrative budget to the committee.

***B. DeGroot made a motion to approve the 2005-06 HOME administrative budget; J. Brinker seconded the motion; and the budget was approved unanimously by those present.***

**F. Final 2005-06 CDBG Administrative Budget (ACTION)**

D. Thompson distributed the final 2005-06 CDBG administrative budget to the committee.

***B. DeGroot made a motion to approve the 2005-06 CDBG administrative budget; J. Ringel seconded the motion; and the budget was approved unanimously by those present.***

**G. Quarterly Financial Report**

D. Thompson distributed quarterly financial report (for the period ending December 31, 2004) to the committee.

**V. Public Improvements**

**A. McCartney Avenue Sidewalk/Bike Path - Update**

J. Brinker updated the group on this project. The project is 99% complete, with a scheduled completion date of January 2005 for the remaining punch list items.

**B. 2005 Salem Sidewalk Update – Update**

A. Rook updated the group on this project. The County is currently awaiting HUD approval on the Salem Sidewalk.

**C. 2005 Ypsilanti Township Park Improvements – Update**

D. Thompson reported on the January 24<sup>th</sup> meeting with J. Brinker. The Township would like to target West Willow, Bud & Blossom, and Sugarbrook for CDBG-funded park improvements.

**VI. Homeownership Assistance**

**A. Community Housing Alternatives (CHA) - Update**

R. McGill informed the group that CHA was featured in the 12/2004 edition of the Michigan Chronicle. The Ainsworth property is listed on the MLS and has 2 prospective buyers. The Madison and Worden projects are in progress and should be complete by March/April. Currently, 3 households are applying for DPA. 2 of the households have Section 8 vouchers and 1 household is receiving a USDA loan.

**B. Gateway Community & Economic Development Corporation – Update**

A. Rook informed the committee that the pre-bidders conference will be held on January 25<sup>th</sup> for the Gateway HOME-funded New Construction projects. Construction should begin in February/March.

**C. Habitat for Humanity- Update**

A. Rook informed the committee that Habitat has purchase agreements in place with Superior Township for land. Harvest Lane has been targeted for a 2005 Habitat build.

**D. Homeplace Community Land Trust - Update**

A. Rook and J. Walter updated the group on a potential new construction project in Pittsfield Township. The Land Trust would like to build 10 to 15 units of affordable units (condominium style) on a small parcel owned by Letecia Byrd.

**VII. Housing Rehabilitation/Acquisition**

**A. County ETCS CDBG Rehabilitation Program- Update**

A. Kraft reported that the 4 units remaining on the 2003-04 CDBG contract are in progress and will be complete by March 2005. Currently, 1 unit under the 2004-05 CDBG contract is in progress with another 3 specs complete and ready for bid by Purchasing. ETCS is continuing to target Ann Arbor Township and Bridgewater Township for 2004-05 CDBG units.

**B. Brookside Sewer/Water hookups – Update**

D. Thompson reported that the remaining punch list items, consisting primarily of lawn restoration will be completed during the spring. Lien agreements will be signed in March by each CDBG-assisted homeowner.

**C. Gateway Apartments - Update**

A. Rook reported that the remaining outdoor work will be completed by WAHC during the Spring on the Gateway Apartments. A. Klinke updated the group on the WAHC refinancing request, more information to follow in the upcoming months.

**D. Northfield's Human Services – New Project Idea**

D. Anderson discussed a new project idea in Northfield Township that would result in 4 units of affordable housing. **Discussion ensued among the group.** L. Gunn advised D. Anderson to have the township supervisor attend the Urban County meetings. B. DeGroot questioned the long-term viability of the project. A. Rook expressed to D. Anderson that NHS should collaborate with an existing non-profit on all housing development projects. In addition, J. Walter will speak with the township supervisor, Adam A. Kurtinaitis.

**VIII. Other Community Development Projects**

**A. CDBG Human Services - Update**

A. Rook informed the committee that each CDBG-funded Human Service agency (~7) has submitted a 6 month report.

**B. Ypsilanti Township Code Enforcement Program – Update**

A. Rook and J. Brinker updated the group of this project. The Township is in the progress of revising the budget and project outline. This information should be received by the County in February. In addition, the Township needs the endorsement of their Board on the format of the program.

**Next Meeting- February 22, 2005 from 1:00- 3:00pm, LLRC**