

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF NOVEMBER 6, 2013
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Lopez, Ziemba

MEMBERS ABSENT: Jackson, Krenz

STAFF PRESENT: Rynbrandt, Director of Community Services
Lucar, Administrative Aide
DeLange, Chief Building Official
Carmody, Chief of Police

Call to Order

Chair Hall called the meeting to order at 6:33 p.m. He welcomed new member Tamara Lopez and introductions were made.

Approval of Agenda

The agenda was approved as presented.

Approval of Prior Committee Minutes

Motion by Ziemba, supported by Lopez, to approve the prior meeting minutes of October 2, 2013. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

Presentation of 2014-2015 Grant Management Schedule

Rynbrandt went through the 2014-15 grant management schedule which covers all the deadlines and submittal dates for HUD reporting, notifications and public hearings.

Rehabilitation Manual Changes

Rynbrandt noted the proposed revisions to the Rehabilitation Manual changes were in response to the items identified in the recent HUD monitoring report and other housekeeping items. The proposed revisions follow:

Page 15 - *"Each appointed member shall sign a Conflict of Interest Attestation, stating*

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they will agree and will comply with the Conflict of Interest Clause, Part of 24 CFR 570.611."

Page 21 – "A proper insurance certificate showing minimum coverage of workman's compensation protection of \$500,000 per occurrence, bodily injury of \$1,000,000 per person and per occurrence and property damage of \$1,000,000 per occurrence. An Indemnification Agreement must also be signed."

Page 27 – "Contractor application packets will be sent to the Small Business Administration, the West Michigan Minority Contractors Association and Section 3 Certified Contractors in an effort to take necessary steps to assure that minority firms, women's business enterprise, and labor surplus area firms are used when possible."

Page 28 – "Contractor and Subcontractor Verification . . . prior to contract award."

Page 28 – "Permits and Final Permit Inspections: The Building Rehabilitation Specialist shall confirm that the contractor has obtained all required permits prior to commencement of the project."

Page 29 – "Lead-Based Paint Poisoning Prevention in Certain Residential Structures: The Building Rehabilitation Specialist shall perform lead risk assessments and clearances and regularly test to make sure contractors use lead-safe work practices and that occupancy protection are properly carried out."

Motion by Ziemba, supported by Lopez, to approve the revisions to the Wyoming Rehabilitation Manual. Motion carried unanimously.

Letters of Intent

Identification of Applications Received – Rynbrandt mentioned the 2014-15 Letters of Intent applications were sent out to numerous organizations, and ten were received. Staff has done an initial vetting of the applications, checking whether they meet the HUD national objectives and regulations. The Committee would review staff's recommendations following the Code Enforcement and Police Department presentations.

Code Enforcement Presentation – James DeLange, Chief Building Official, gave a presentation on how CDBG monies are used for Code Enforcement activities through the Inspections Department. The City is seeking funding for its Code Enforcement Program to maintain a code compliant community within qualified low-moderate income target areas. This will be accomplished through pro-active code enforcement and response to citizen complaints within these areas. The need for the program is demonstrated by the number of property maintenance related complaints the City receives annually. In 2012 the City received 2,917 complaints, 38 % (1,100) of which

were in CDBG areas. CDBG funding will help the Inspections Department resolve many of those complaints in lower income qualified areas. The City will use other funding sources to achieve code compliance within the community as a whole. The request is for \$55,000.

Wyoming Police Department Presentation – Chief Carmody said it is their goal to continue to partner with the neighborhood groups, schools and businesses within the identified CDBG target areas. They currently assist about 19,800 people living within these areas. The Community Services Officer is involved with the five neighborhood watch groups within the target areas and their meetings, business group meetings, monthly crime analysis, school involvement, the crime free multiple housing program, the crime prevention through environmental design program, foot patrols and the Wyoming/Godfrey Lee schools truancy programs. The request is for continued funding of \$55,000 to cover half the cost of a full time equivalent Community Services Officer.

Determine invitees for additional Presentation, Consideration – Rynbrandt went through a spreadsheet summarizing each request. The Committee was in favor of funding, with amounts to be determined later, of the following applicants: Home Repair Services (minor home repair and access modification only), Heart of West Michigan United Way (HUD Continuum of Care & HMIS System Administration), Fair Housing Center of West Michigan, Wyoming Department of Public Safety (Community Services Officer), Wyoming Building Inspections Department (Code Enforcement), and the Wyoming CDBG Rehabilitation Loan Program. The Committee asked the following applicants be brought in at the December meeting to give presentations: Habitat for Humanity (home repair only), Fair Housing Center of West Michigan, The DOCK Ministries (After School Program only) and Compassion This Way (Taft Adopt-a-Block). The other applicants will be notified of denial.

2013-2014 Action Plan/Grant Update

Pinery Park Restroom/Concession Project Update – Rynbrandt noted this project is about 90% complete.

Wyoming Senior Center Project Update – Rynbrandt informed there were eight bids received for this project, with the low bid from VanderKodde Construction of \$181,952.00, which will be presented to the City Council at their next work session. The costs will be paid with \$100,000 in CDBG funds, and the remainder to come out of the Parks and Recreation fund. In addition, the Wyoming Senior Fellowship Club is contributing \$60,000 to the overall project to purchase new tables, chairs and bingo machine.

Community Development Review Focus Group Update

Rynbrandt noted this process is ongoing and in its final stages.

Committee Member Concerns and Suggestions

There were no concerns.

Public Comment in General

There was no public present.

Adjournment

Motion by Ziemba, supported by Lopez, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 8:48 p.m.

(The next meeting is scheduled for December 4, 2013.)



Rebecca L. Rynbrandt
Director of Community Services