

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

MEMBERS PRESENT: Krenz, Reeder, Sturim, Turner, Ziemba  
MEMBERS ABSENT: None  
STAFF PRESENT: Rynbrandt, Director of Community Services  
Lucar, Planning and Development Dept.  
OTHERS PRESENT: Tyler Jackson

Call to Order

Chairman Reeder called the meeting to order at 6:35 p.m.

Rynbrandt introduced Tyler Jackson, who is requesting to be appointed to the Committee in the near future.

Approval of Agenda

Motion by Sturim, supported by Ziemba, to approve the agenda as presented. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Sturim, supported by Krenz, to approve the prior meeting minutes of January 2, 2013. Motion carried unanimously.

Public Hearing on the Proposed Community Development 2013-2014 Action Plan

Rynbrandt noted there were no comments or suggestions received regarding possible activities to be funded for 2013-2014.

Chairman Reeder opened the public hearing on the Community Development 2013-2014 Action Plan at 6:40 p.m. There was no public comment. The public hearing was closed at 6:40 p.m.

Public Comment on Other Agenda Items

There was no public comment.

Kent County EVIP Grant and Wyoming, Grand Rapids, Kent County Study Group (Re: Efficiencies, Service Sharing, Consolidation Study) Update

Rynbrandt noted the Request for Proposals was finalized and sent out to prospective consultants for this study. Over ten consultants registered for the pre-bid meeting and were given two weeks to submit their proposals. City Manager Curtis Holt, Grand Rapids City Manager Greg Sundstrom and Kent County Administrator Daryl Delabbio will select the consultant. After consultant selection, a steering committee will be formed that has one citizen representative. Sturim, Ziembra and Krenz had expressed interest in serving on the steering committee depending on the day and time of the meetings.

Analysis of Impediments and Housing Needs Study Update

Rynbrandt indicated three proposals were received for consultant services to perform this work. McKenna and Associates was the low bidder, at \$29,000. The City Council awarded the contract at their February 4, 2013 meeting. McKenna has strong references, and recently completed this study for Kent County. The kick-off meeting with the consultants is scheduled for February 13<sup>th</sup>. This study is mandatory by HUD, and is overdue for an update. It will provide a better tool to the City of Wyoming and area developers relative to affordable housing planning.

Grantee Mid-Year Reports

Compassion This Way (Taft Adopt-A-Block) – Rynbrandt noted Director Brian Patterson had given a detailed report last month of their efforts. Some of the highlights of the mid-year report are that they have helped 255 families and employed 18 youth with summer jobs.

Sturim commended this organization's efforts in the Taft area, and thought a program like this should be implemented in other areas, such as the South Godwin area, specifically the Madison Avenue apartments. Rynbrandt indicated she did pass along subrecipient information to a church in the area, but they did not respond. She will make sure they are contacted next year.

Fair Housing Center of West Michigan – Chairman Reeder asked Rynbrandt to explain the test log and complaint log results from the mid-year report. Rynbrandt explained the surveys and complaints were based on discrimination because of familial status.

Budget Review

Income Guideline Changes – Rynbrandt noted the HUD income limits have changed for 2013 for qualification for housing rehabilitation deferred loans and loans. They went

down somewhat to reflect an increase in lower income individuals.

FY 2012-2013 Year End Estimates – Rynbrandt first explained the time tracking system for staff being paid with CDBG funds. With this system, staff is paid for actual time worked in community development and other areas. This is an excellent tool in budgeting staff time for next year.

FY 2013-2014 Year Proposal – Rynbrandt went through each line item of the proposed budget related to income, program administration costs, rehabilitation, code enforcement, clearance, public facilities improvements and public services. The grant amount is based on last year's allocation because HUD has not released the new grant amounts. When the new grant amounts are received, the budget will need to be adjusted. She highlighted some of the recommended changes from last year's budget, including a \$2,000 reduction in Fair Housing Center funds, a \$31,700 reduction in rehabilitation deferred loans/loans, a \$5,000 increase in Home Repair Services funds, and a \$2,000 reduction in clearance/demolition funds. These recommendations were based upon Committee discussions after the subrecipient presentations.

(Turner left at 7:30 p.m)

Sturim thought they may want to keep the Fair Housing Center's funding the same, considering the amount of discrimination evidenced in their report. Rynbrandt pointed out Wyoming is funding a large percentage of administrative costs, even higher than Grand Rapids. In the Letter of Intent for next year, subrecipients will be required to give a more detailed cost breakdown for services.

Chairman Reeder asked why The Salvation Army was listed under administrative costs instead of public services. Rynbrandt explained the funding covers HUD Continuum of Care administration. As a CDBG entitlement community, Wyoming is required to support homelessness initiatives.

Sturim asked if the City had received new low/moderate income area data based on the 2010 Census. Lucar said she recently contacted our HUD representative in this regard, but has not received a reply.

Chairman Reeder was still concerned about the funding of a restroom/concession stand at Pinery Park. He thought, since the little league will benefit the most, they could help with funding. Rynbrandt said the City does not want to enter into a loan agreement with private organizations like in years past. A lease agreement could be written to require a certain amount of concession stand revenues go back into the CDBG fund. Ziemba asked what would happen if they built the restroom/concession stand and the little league refused to sign the lease. Rynbrandt replied most likely the City would send out requests for proposals to concession vendors and enter into a contract with them. Because of the soils at Pinery Park and the water/sanitary sewer lines already in place,

this is the only viable location in the park for this facility. The City Manager and the City Council are interested in this project. She would continue to share with them the Committee's concerns. Chairman Reeder asked how many months the concession stand is open during the year. Rynbrandt replied late April through August. Chairman Reeder thought the concession stand should be open more if a public entity is supporting it. Sturim pointed out, if it was open all year round, it would have to be heated and there would be utility costs.

Ziemba questioned the need for new equipment for the Pinery Park fitness trail. Hillcroft Park could use more money, especially for playground equipment. Rynbrandt would review this suggestion with the City Manager and refer to the Parks and Recreation Master Plan in this regard.

Motion by Sturim, supported by Krenz, to approve the Community Development One-Year Action Plan, with reference to comments expressed in the meeting minutes.  
Motion carried 4 – 0.

Rynbrandt would forward to the Committee the final recommendation to City Council.

#### Committee Member Recruitment

Rynbrandt asked the Committee, if they know of anyone interested in serving on the Committee, please have them fill out an application in the City Clerk's Office.

#### Committee Member Concerns and Suggestions

There were no concerns.

#### Public Comment in General

There was no public comment.

#### Adjournment

Motion by Sturim, supported by Ziemba, to adjourn the meeting. Motion carried 4 – 0.

The meeting was adjourned at 8:05 p.m.

(There will be no meeting on March 6, 2013)