

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF AUGUST 6, 2014
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Balk, Blok, DeJager, Hall, Krenz, Lopez, Ziemba

MEMBERS ABSENT: None

STAFF PRESENT: Rynbrandt, Director of Community Services
Lucar, Administrative Aide

Call to Order

Chairman Hall called the meeting to order at 6:27 p.m. He welcomed new Community Development Committee members Erin Balk and Jill DeJager and introductions were made.

Approval of Agenda

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

Approval of Prior Committee Minutes

Motion by Krenz, supported by Lopez, to approve the prior meeting minutes of May 14, 2014. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

2013-2014 Action Plan/Grant Update

Wyoming Senior Center Project Update – Rynbrandt noted that the portion of CDBG funds budgeted for this project have been completely spent down. The final details regarding the quality of the flooring are still being resolved with both the architect and the flooring manufacturer. VanderKodde Construction performed well as the general contractor for the project.

Housing Rehabilitation Loan Program – Rynbrandt mentioned there is still a high demand for this program, with 58 people currently on the waiting list. The waiting list has been closed, but will be reopened soon. Advertising for the program is done through social media and flyers included in the City water bills.

Sub-recipient Final Reports – These reports were included in the agenda packet. The Committee members had no concerns.

CAPER Reporting Process – Lucar explained the performance reporting process. The draft of the performance report for 2013-2014 will be included in the September 3, 2014 agenda packet, and a public hearing for the CAPER will be held at that meeting.

2014-2015 Grant/Action Plan Update

Status of Grant Authorization of Funds – Rynbrandt noted the funding award letter from HUD was received, with a total of \$479,632 in grant funding. This is a 9.5% reduction from last year's allocation. Last year the City received an increase. The amount of HOME dollars has been increased for 2014-2015, which is administered by Kent County. The total projected CDBG revenue for 2014-2015 is \$558,852. The Action Plan has been approved by HUD. The 2015-2016 budget will be based on the \$479,632 grant amount.

2015-2016 Grant Application

Letter of Intent Process – Rynbrandt explained the information in the CAPER and the Sub-recipient final reports help in developing the framework for the upcoming Letter of Intent Process. She noted the Letter of Intent applications will be sent out to a list of area non-profits and organizations in October, with Committee review of the applications in November and interviews held in December. In January the funding decisions should be made and budgeted. She asked for their input and ideas regarding future needs and projects.

Commissioner Suggested Initiatives for Evaluation – Chair Hall inquired about targeting neighborhood associations. Rynbrandt replied the neighborhood associations would have to be chartered as 501(c)(3) non-profit organizations. She was not aware of any neighborhood associations in Wyoming that have obtained this status. As an alternative, the neighborhood associations can apply for funding through the Wyoming Community Resource Alliance. CDBG funds are used for community policing in low/moderate-income areas. It would be ideal if a non-profit group similar to

Compassion This Way could replicate the Taft Adopt-a-Block program in another low-income, multi-family community within the city.

Committee Member Comments

Committee Recruitment – Rynbrandt noted there are two vacant positions on the Committee. In recruiting new members, diversity is important and representation from all areas of the city.

Public Comment

There was no public present.

Adjournment

Motion by Ziembra, supported by DeJager, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:22 p.m.

The Committee will meet again on **September 3, 2014 at 6:30 p.m.**

Kimberly S. Lucar, Administrative Aide