COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF SEPTEMBER 2, 2015
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Dunklee, Krenz, Lopez, Ziemba

MEMBERS ABSENT: Hall

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services
Kimberly Lucar, Community Development Dept.

OTHERS PRESENT:

Call to Order

Chair Ziemba called the meeting to order at 6:30 p.m.

Approval of Agenda

Rynbrandt requested the agenda be revised to add the following item: G(2) HUD Mandated Spend Down.

Motion by DeJager, supported by Lopez, to approve the agenda as revised. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Lopez, supported by DeJager, to approve the prior meeting minutes of August 5, 2015. Motion carried unanimously.

FY 2014-2015 CAPER Review (Year End Reporting to HUD)

Lucar presented the Fifth Program Year Consolidated Annual Performance & Evaluation Report (CAPER). She highlighted the amount budgeted versus the amount spent for each activity and the accompanying performance data.

Public Hearing on CAPER

Chair Ziemba opened the public hearing. There was no public so the public hearing was closed.

Public Comment on Agenda Items

There was no public.

Regional Consolidated Plan Update

- August 20th Wyoming Forum – There were over 60 people in attendance at this forum. A diverse group of key stakeholders attended and addressed topics such

as Neighborhood Revitalization, Homelessness, Human Services, Economic Development, Transportation/Infrastructure and Housing. Activities identified as priorities in the priority needs exercise were: 1) Development of Units for Low Income Renters, 2) Homeless Prevention, 3) Health Care, 4) Job Creation & Retention through Grants or Loans, 5) Community & Neighborhood Centers, 6) Job Training/Employment Programs.

- Citizen Survey – The deadline for the citizen survey is September 4th. So far the number of surveys received is Wyoming – 555, Grand Rapids – 612 and Kent County – 429. With the large number of surveys received, there should be a robust data set for the consultants to work with.
- Tentative Timeline – Rynbrandt referred to the consultant's schedule in completing the Regional Consolidated Plan and Action Plans for each entity. The process should be completed by December 15th. She also referred to the schedule developed by staff which shows how the City's public hearing/public notification/ adoption process will coincide with the consultant's schedule. The upcoming Letter of Intent process will be consistent with the priority needs identified in the Regional Consolidated Plan.

HUD Mandated Spend Down

Rynbrandt explained that HUD has made changes to its grant making, reporting, and spend-down regulations and processes. Staff only recently learned that these changes are now in effect for grant funds remaining from federal fiscal year 2014 (July 1, 2014-June 30, 2015). She explained the budget amendment she had drafted for their recommendation to the City Council. In summary, the annual grant awards must remain within the HUD system tied (and reported) to the specific year of the award regardless of when the service or project occurred.

At the conclusion of FFY 2014, the City had a fund balance of $236,099.00 in our Federal CDBG account. Staff anticipated programming these funds in FFY 2016 for one-time capital projects. On August 26th, Rynbrandt, Lucar, Deputy Finance Director Rosa Ooms and Accountant Kate Balfoort attended a conference call with HUD Financial Analyst Cynthia Vails and HUD Representative Steven Spencer. During this call we learned that the City needed to budget for these funds in FFY 2015.

Per HUD regulations and restrictions of our approved Citizen Participation Plan, amendments to any line item for a particular year are limited to 15% of that year's grant award. To this end, for FFY 2014, any line item may only be amended by a maximum of $70,000. The following HUD allocation changes were recommended, which will spend down the federal fiscal year 2014 balance of $236,099.00:

	2014 Grant	2015 Grant	Total
Administration-Rehabilitation	$ 2,000.00	$ 69,544.00	$ 71,544.00
Other Services Rehab Loan Program	$ 48,750.00	$192,808.00	$241,558.00
Home Repair Services Access Modification	$ 20,000.00	$ 10,000.00	$ 30,000.00
Home Repair Services Minor Home Repair	$ 50,000.00	$ 10,000.00	$ 60,000.00
Code Enforcement	$ 32,000.00	$ 55,000.00	$ 87,000.00
Clearance-Demo of Deteriorated Structures	$ 13,349.00	$ -	$ 13,349.00
Pinery Park Fitness Trail	$ 61,500.00	$ -	$ 61,500.00
Pinery Park-Veterans Memorial Arches	$ 8,500.00	$ -	$ 8,500.00
Salvation Army Social Services	$ -	$ 36,000.00	$ 36,000.00
	$236,099.00		

DeJager expressed concern about the increased amount for Code Enforcement. Rynbrandt explained the need to expedite spending down these excess 2014 funds, and the limited number of allowable activities where the money can be spent. The Committee members also hoped that the increase in Demolition funds could be spent. Rynbrandt noted a flyer has been developed to inform people about the Demolition program, and the Inspectors are handing them out if they see a need. Lucar noted there is one demolition case that has been bid out that will most likely total $5,000.00-$6,000.00.

Motion by DeJager, supported by Lopez, to approve staff's recommendation in expending the $236,099.00 balance of the 2014/2015 HUD grant award. Motion carried unanimously.

HUD Environmental Audit

The HUD Environmental Auditor from the Detroit Field Office was in the office today to review our Environmental Review Records for the current year and past six years and supporting documentation. We will receive the results of the audit by letter in the near future. Staff does not foresee any problems.

Other Updates & Informational Materials

- Sub-recipient Year-End Report – United Way-HUD Continuum of Care – Rynbrandt referred to this report in the agenda packet.

- Letter of Intent Update – The FY 2016/2017 Letter of Intent Process will begin this fall. The process will be consistent with the priority needs identified in the Regional Consolidated Plan.

- Sonya McGlaun, who attended the Wyoming Community Needs Focus Group and works with Connections at Grace Reformed Church, has applied to be a member of the Community Development Committee.

Committee Member Concerns and Suggestions

There were no concerns. Rynbrandt gave a brief update on developments throughout the city.

Public Comment in General

There was no public.

Adjournment

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

The meeting was adjourned at 7:45 p.m.

The Committee will meet again on **October 7, 2015 at 6:30 p.m.**

Kimberly S. Lucar
Planning & Community Development Dept.