

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF OCTOBER 2, 2013
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Jackson, Krenz, Wright, Ziemba

MEMBERS ABSENT: None

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

Call to Order

Vice-Chair Krenz called the meeting to order at 6:33 p.m.

Approval of Agenda

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

Approval of Prior Committee Minutes

Motion by Hall, supported by Ziemba, to approve the prior meeting minutes of September 4, 2013. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

Conflict of Interest

Rynbrandt noted at one of the HUD regulation training sessions they stressed the importance of implementing conflict of interest language in CDBG documents, such as contracts, contractor applications and housing rehabilitation applications. There is also a need for committee members to sign a conflict of interest attestation. She asked committee members to sign the attestation either declaring they do not have a conflict of interest in serving on the committee, or declaring a conflict of interest in writing on the attestation. She gave several examples of possible conflict of interest scenarios.

HUD Monitoring Report

Rynbrandt referenced the HUD monitoring report included in the Commissioner's

packets. The HUD monitoring by HUD Financial Analyst Cindy Vails went well. She was impressed with our overall program, especially our time tracking system. She also provided some technical assistance during her visit. Her HUD monitoring report has been received, and it contained one concern and two findings:

Concern – *“The CDBG housing rehabilitation program could improve in the areas of ensuring lead-safe work practices and occupancy protections are carried out by the contractors and that the proper permits are processed when required.”* HUD’s recommendation is that we monitor our rehab contractors on a random basis while performing lead abatement work. This will be done by Rehab Inspector Ken Dalga. Also the Rehabilitation Manual will be amended to address compliance with 24 CFR Parts 35.1350 regarding lead-safe work practices and Part 35.1345 regarding occupancy protections.

Finding #1 – *“There were insufficient controls in place to ensure compliance with CDBG code enforcement eligible activity regulations.”* The City can no longer classify the CDBG portion of its code enforcement program to correct code violations as a CDBG code enforcement activity. As a result, program income derived from remediation activities, such as lawn mowing, can no longer go back into the CDBG portion of the code enforcement program as of July, 2013. Rynbrandt explained the budget amendments that will be made to reflect this change. Program income designated for code enforcement will be deleted, and the expense reduced to \$55,000 for code enforcement. Demolition funds have also be reduced from \$10,000 to \$5,000, as applicants will need to be low/moderate income qualified now to receive a demolition grant, and this is anticipated to reduce the number of applicants. This leaves \$50,504 of entitlement funds in reserve, depending upon how much program income is received through the housing rehabilitation program.

One of the other corrective actions concerning this finding was CDBG-eligible code enforcement activities must also take place in designated deteriorating or deteriorated areas. Rynbrandt noted the State’s definition of blight will be inserted into the Housing Code to address this concern.

Finding #2 – *“There were inadequate controls for managing procurement related to clearing subcontractors through the HUD listing for debarred and suspended participants, and having procedures in place for reaching out to minority and women contractors.”* Rynbrandt noted it has been the procedure to check general contractors for debarment, but now the subcontractors will be checked also.

We will also be making more of a robust effort in reaching out to minority/women/ Section 3 certified contractors. Meetings with Purchasing have already occurred to implement new strategies.

Rynbrandt will submit a response to HUD within 30 days of the report regarding the concern and findings.

Consolidated Plan Review with Kent County Outcome

Rynbrandt recently met with Kent County Community Development staff members to explore continued opportunities for collaboration. The next Analysis of Impediments to Fair Housing will most likely be done in cooperation with Kent County. It was originally thought that the Five-Year Consolidated Plan could possibly be done with Kent County and Grand Rapids. However, HUD State Director Keith Hernandez confirmed that a joint Con Plan can only be done if a regional consortium is formed, which would receive a single grant allocation.

Letters of Intent, Presentations Requested/Invited

Rynbrandt mentioned the 2014-15 Letters of Intent applications have been sent out to numerous organizations. The deadline for submission is October 24th. Staff will do the initial vetting of the applications, checking whether they meet the HUD national objectives and regulations. The Committee will be reviewing the applications at their November 6th meeting and deciding who they will interview. The interviews will take place at their December meeting. She thought the code enforcement and community policing presentations could possibly be made at the November 6th meeting.

2013-2014 Action Plan/Grant Update

Pinery Park Restroom/Concession Project Update – The new restroom/concession building is about 80% complete. It should be done by the end of October.

Wyoming Senior Center Project Update – This multi-purpose room renovation project has been bid out and bid proposals are due by November 5, 2013. There will be a pre-bid meeting held on October 21st. Construction will begin in January 2014. CDBG funds of \$100,000 will be spent on this project, with additional funding provided through the Parks and Recreation millage (\$100,000) and Wyoming Senior Fellowship Club (\$60,000), the Center's non-profit organization.

Community Development Review Focus Group Update

Rynbrandt noted she had submitted information regarding CDBG staff administrative time to the consultants. She and Krenz will attend the next focus group meeting on October 17th.

Committee Member Concerns and Suggestions

Wright announced he will be moving to East Grand Rapids, so unfortunately he will

Page 4

have to resign from the committee because he will no longer meet the residency requirement. The committee members thanked him for his service.

Election of Officers

Rynbrandt opened the nominations for the position of Chair. Motion by Wright, supported by Krenz, to nominate Hall for the position of Chair. Hall accepted the nomination. Motion carried unanimously.

Chairman Hall opened the nominations for the position of Vice-Chair. Motion by Wright, supported by Ziemba, to nominate Krenz for the position of Vice-Chair. Krenz accepted the nomination. Motion carried unanimously.

Public Comment in General

There was no public present.

Adjournment

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

The meeting was adjourned at 7:25 p.m.

(The next meeting is scheduled for November 6, 2013.)

Rebecca L. Rynbrandt
Director of Community Services