

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
Minutes
December 8, 2005
DRAFT

The Development Center
445 W. Michigan Ave., Suite 101
Conference Room #1

Members Present: Pegg Osowski, Acting Chair; Shirley Coleman; Doris Jackson;
Dave Kinsey; Susan Oakes; Mildred Smith; Kathryn Steppenwolf

Members Excused: Mark Fricke, Chair; Charley Coss, Vice Chair

City Staff: David C. Thomas, Neighborhood Development Specialist; Amy
Thomas, Recording Secretary

Guests: Duane Coleman

CALL TO ORDER

Ms. Osowski called the meeting to order at 6:30 p.m.

APPROVAL OF AGENDA (December 8, 2005)

There were no changes to the agenda.

Ms. Oakes, supported by Mr. Kinsey, moved approval of the December 8, 2005 CDAAC agenda. With a voice vote, the motion carried unanimously.

APPROVAL OF MINUTES (November 10, 2005)

There were no changes to the minutes.

Ms. Coleman, supported by Mr. Kinsey, moved approval of the November 10, 2005 CDAAC minutes. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

COMMUNICATIONS/MEMBERS REPORTS

None

OLD BUSINESS

Letters of Appreciation

Ms. Osowski noted that city staff, as requested by CDAAC, sent letters of appreciation to MonaLisa James and former City Commissioner David Juarez to thank them for the assistance they provided to CDAAC.

Nominating Committee Update

Mr. Kinsey advised that the CDAAC nominating committee is considering 2 candidates for the CDAAC board: Danielle Hunt and Kathryn Steppenwolf. There was a discussion at the last CDAAC meeting regarding the potential conflict of interest of Ms. Steppenwolf's appointment to CDAAC. The nominating committee decided that since Ms. Steppenwolf is not being paid by the neighborhood and the group who is paying her doesn't receive CDBG funds, there is no conflict of interest. Accordingly, the nominating committee is recommending that Ms. Steppenwolf be appointed to CDAAC. Mr. Kinsey stated that the nominating committee has received another application from someone interesting in being on CDAAC and the application will be reviewed shortly.

Mr. Kinsey, supported by Ms. Jackson, moved to recommend to the City Commission that Kathryn Steppenwolf and Danielle Hunt be appointed to CDAAC. With a voice vote, the motion carried unanimously.

Ms. Steppenwolf inquired if she would be required to attend the City Commission meeting, and Mr. Thomas advised that it was not necessary for her to attend the meeting.

NEW BUSINESS

Preparation for PY2006 CDBG Applications

Mr. Thomas stated that the deadline for applications is 5:00 p.m., December 12, 2005. The program year runs from June 1, 2006 through May 31, 2007. Mr. Thomas advised that he has already received two applications requesting CDBG funds.

Discussion followed with regard to assigning CDAAC members to the housing and public services sub-committees.

(6:45 – Mildred Smith arrived.)

The CDAAC members who were present volunteered for the sub-committees as follows: Housing - Dave Kinsey, Shirley Coleman; Public Services - Susan Oakes, Doris Jackson, Pegg Osowski.

Mr. Thomas advised that by Tuesday morning (12-13-05) he would have the applications ready for the sub-committee members to pick up at the Development Center. CDAAC members who were not present at the December meeting will be contacted regarding their sub-committee assignments.

Ms. Osowski suggested having an orientation for new CDAAC members with regard to the scoring system used for the CDBG applications. Ms. Oakes requested that the orientation be provided to all of the CDAAC members.

Mr. Thomas stated that the five-year work plan as approved by HUD was included in the December CDAAC packets. He advised that the last 2 pages show the 5 priorities that need to be supported with CDBG funds. The sub-committee members need to keep these priorities in mind when reviewing the CDBG applications. Mr. Thomas commented that 2005 was the first year of the 5-year Consolidated Plan. Mr. Thomas gave the following funding example: If HUD requires the city to have 50 rehabilitated housing units and there are already 10, CDAAC can try to find 10 more this year. In this way, the need for 50 units would be met over the course of the 5-year plan. He stated another example as follows: If there is a requirement to have 150,000 youth benefit from CDBG funds, this number should be met by the end of the 5-year plan (2009).

Mr. Thomas stated that city staff anticipated a 10% cut from HUD. He advised that he went to a HUD meeting in Lansing yesterday and was advised that there will be a 5% cut in HOME Investment Partnership funds. There will be a total cut of 9.1% for CDBG funds. There is also a 2% recession/cut for defense, which could bring the total cut to 11.1%.

CITIZEN COMMENTS

Ms. Osowski suggested that the CDAAC members give a 30-second business update on what they have been involved with recently.

Mr. Kinsey advised that the Edison Neighborhood is working on buying a house for the Edison Neighborhood Association. It has been a challenge getting the financing in order. There are two new AmeriCorp people working in the neighborhood office and this has been working out well.

Ms. Oakes stated that My Own Home is in the process of breaking away from Hope Network and becoming an independent group.

Ms. Jackson advised that she has been helping to develop a strategic planning session for Kalamazoo Neighborhood Housing Services (KNHS). Several local people are being consulted for advice on how best to proceed with this project.

Ms. Steppenwolf advised that the Eastside Neighborhood is looking for a building to use as a youth center. The Eastside Neighborhood Association will have a strategic planning session Saturday, at which time this issue will be discussed.

Ms. Smith stated that the Northside Association for Community Development (NACD) is having a meeting with members of the poverty initiative and Consumers Energy to provide Northside residents with an opportunity to voice their concerns. There will be a daycare center opening shortly in the Northside Neighborhood and they are looking for a director. The Northside Neighborhood has been working in collaboration with the County of Kalamazoo and Michigan Works on a training program. There will be 4 women graduating from the program on December 20th.

Ms. Coleman advised that the Stuart Area Restoration Association (SARA) reviewed their strategic plan. An ordinance change has been requested to coincide with the strategic plan. SARA has two new board members; one has a background in grant writing and the other has a background in marketing. The treasurer retired and the CPA will take his place.

Ms. Osowski stated that the Vine Neighborhood is almost finished with the Poinsettia sale fundraiser.

Mr. Thomas advised that he went to a MCDDA conference yesterday. Claudette Cobbs and Gracia Mason from the Community Planning and Development Department attended the HOME training sessions at the conference. The sessions on foreclosures and subordination were both beneficial.

Mr. Thomas stated that he inquired of the HUD officials who attended the conference as to the status of the City of Kalamazoo's monitoring. He reminded CDAAC members that on June 22, 23 & 24 the HUD representatives visited the Community Planning and Development Department to monitor the City's use of CDBG funds. A report was due back to the City of Kalamazoo within 30 days (July 24, 2005) with the results of the monitoring. The HUD representatives advised that the report was mailed to the City of Kalamazoo on Monday, December 5, 2005. There was one finding regarding CDBG funds: department staff filled out the timesheets incompletely. City staff has additional documentation to provide regarding HOME funds but everything was in order regarding the CDBG funds.

ADJOURNMENT

Mr. Kinsey, supported by Ms. Oakes, moved to adjourn the December 8, 2005 CDAAC meeting. The motion carried unanimously.

The meeting adjourned at 7:15 p.m.

Prepared by: _____

Dated: _____

Reviewed by: _____

Dated: _____

Approved by: _____

Dated: _____