

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
Minutes  
April 13, 2006  
*DRAFT***

City of Kalamazoo  
Development Center  
445 W. Michigan Ave., Suite 101  
Kalamazoo MI, 49007

Members Present: Charley Coss, Chair; Dave Kinsey, Vice Chair; Mark Fricke; Doris Jackson; Susan Oakes; Pegg Osowski; Mildred Smith; Kathy Steppenwolf

Members Excused: Shirley Coleman, Jennifer Mills

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

**CALL TO ORDER**

Mr. Coss called the meeting to order at 6:30 p.m.

**ROLL CALL**

The recording secretary completed roll call and it was determined that the aforementioned members were present.

**AGENDA (April 13, 2006)**

There were no changes to the agenda.

**Mr. Fricke, supported by Ms. Osowski, moved approval of the April 13, 2006 CDAAC agenda as presented. With a voice vote, the motion carried unanimously.**

**MINUTES (March 9, 2006)**

There were no changes to the minutes.

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**Mr. Fricke, supported by Ms. Oakes, moved approval of the March 9, 2006 CDAAC minutes as presented. With a voice vote, the motion carried unanimously.**

### **CITIZENS' COMMENTS ON NON-AGENDA ITEMS**

None

Mr. Coss suggested that the members provide a brief update regarding their neighborhoods.

Ms. Osowski advised that the annual Vine board meeting will be held on April 26<sup>th</sup> at 6:00 p.m. in rooms 214 & 216 at the Community Education Center/Old Central High School on Westnedge. There will be an election at this meeting. There are more flowers than ever in the Vine Neighborhood this year and free perennials will be available through the "Vine in Bloom" program.

(6:35 p.m. - Ms. Steppenwolf arrived.)

Mr. Kinsey advised that the Edison Neighborhood is partnering with the CLOCK program and they have teamed up with the prosecutor's office and public safety. They will be working on issues regarding curfew and truancy and trying to maintain funding for programs.

Ms. Steppenwolf mentioned that there is a gentleman at the Eastside Neighborhood office who is assisting with questions pertaining to Medicare Part B. He realized that the computers at the office weren't functioning; so far he has fixed three of them. The gentleman is also teaching a computer class for seniors once a week from 1:00 to 2:00 p.m. Ms. Jackson advised that the Eastside board elections will take place in June and the nominations are taking place now. The nominating committee will be convening shortly to work on the ballot. The neighborhood watch will be handing out a pamphlet in the neighborhood. The Building Blocks program is gearing up for summer. Frank Barrett has expressed an interest in running for President of the Eastside Neighborhood Association. Ms. Jackson advised that she is not currently on the Eastside Neighborhood Board and it is not likely that she will be a candidate for the Board this year.

### **NOMINATING COMMITTEE**

Mr. Kinsey advised that there is a question regarding the eligibility of the Fairmont representative who has been nominated to serve on CDAAC. The nominee resides outside of city limits but has a business in the city. City staff is waiting for a determination from the Clerk's office to find out if the nominee is still eligible to serve on CDAAC.

Mr. Kinsey mentioned that he has a possible candidate from the Stuart Neighborhood for CDAAC. Mr. Coss suggested putting a notice on the city's website regarding openings on boards and commissions. Mr. Fricke stated that he had mentioned to the City Commission that the city should take a more pro-active role in recruiting board members; people might volunteer if they were asked. He suggested identifying people who might be interested in serving on boards and commissions and approaching them about filling out an application. Mr. Kinsey commented that there were announcements at the last City Commission meeting indicated that there are at least 6 boards/commissions with vacancies.

Mr. Fricke advised that Fairmont neighborhood board members are not required to be residents of the city. Mr. Kinsey added that there is no requirement for Edison Neighborhood board members to live in the city. Marjorie Hammond, the prospective Fairmont representative to CDAAC, lives on H Avenue (township), but she owns property in the city.

(6:40 p.m. – Mildred Smith arrived.)

Mr. Thomas advised of the need to have this matter clarified by the City Clerk's office. He further commented that Ms. Coleman and Mr. Coss were approved by the City Commission for a second term on CDAAC, and Jennifer Mills was approved for a first term on CDAAC. Mr. Thomas stated that he would provide Ms. Mills with an orientation session to familiarize her with CDAAC on April 28.

Mr. Fricke inquired as to what would happen if the Clerk's office made a ruling that residence in the neighborhood is necessary in order to represent the neighborhood. He commented that CDAAC isn't as concerned about a person's residence as they are about neighborhood representation, and whether the neighborhood organization feels the person is qualified to represent the neighborhood. He suggested the possibility of approaching the city commission about making a charter revision in order to provide neighborhood representation under such circumstances. Mr. Thomas gave recognition to the fact that Ms. Hammond has an interest because she owns a business in the city, but a determination will need to be made as to whether the business interest overrides the residency issue.

Ms. Smith advised that the Northside Association for Community Development (NACD) is trying to get a dialysis center in their neighborhood association building, but doctors in the community are fighting it. The NACD will be finishing its strategic plan in a couple of weeks and they also hope to be through with their land use plan in a couple of weeks.

## **OLD BUSINESS**

### **Fair Housing Center Annual Conference – April, 11 2006**

Mr. Thomas advised that he attended the Third Annual Fair Housing Conference in Benton Harbor earlier in the week. Dr. John Powell was the keynote speaker. The conference was well attended, and representatives from the governor's office, NAACP, HUD and MSHDA were all present. Dr. Powell is an eloquent and powerful speaker. One break out session was aimed at real estate agents and pertained to what can and can't be done with regard to fair housing.

### **PY2006 Annual Action Plan**

Mr. Thomas stated that city staff finalized the 85-page Annual Action Plan, and it was mailed to HUD today. He then provided copies of the revised Plan and gave the following review of the changes that were made after the public hearing and included in the final version of the Plan:

Page 1: Standard Form 424, second program year. There are additional state funds of \$320,620 from MSHDA to Kalamazoo through the Continuum of Care. There is anticipated program income of \$622,000. Approximately \$409,000 of the program income is attributable to KNHS from the sale of houses and through paybacks from the revolving loan fund. The city expects to generate \$32,000 in program income from its own small business revolving loan fund. Six houses were purchased through the city's anti-blight program from the State of Michigan. The city hopes to rehab the houses and sell them to low-income homeowners. It is anticipated that this will generate approximately \$100,000 of program income.

Ms. Steppenwolf inquired as to how people are chosen for these houses. Mr. Thomas advised that the city has a procurement process which works on a rotating basis through several real estate agents. People must qualify financially before they can be considered as buyers for the homes.

Mr. Thomas stated that there are \$689,483 in federal HOME funds for PY2006. At this time, there is no guarantee that other funds will be available so nothing else is listed in the Plan. Kalamazoo does not qualify to receive funds regarding Housing Opportunities for People with AIDS (HOPWA) and the city no longer qualifies for Emergency Shelter Grant (ESG) funds.

Mr. Fricke inquired how often the qualifications are reviewed. Ms. Jackson commented that she thought the qualifications were reviewed when the census is updated. Mr. Fricke inquired how much funding Kalamazoo has lost because of the population shift. As of the last census, the population in Kalamazoo had decreased by only 3%. Mr. Thomas advised that he would try to find an answer to that question. Mr. Fricke commented that

maybe the “Kalamazoo Promise” would help increase the population and provide an opportunity for Kalamazoo to receive additional CDBG funding.

Mr. Thomas advised that there is no new activity to be reported in the Annual Action Plan, just changes in how it is presented. The Plan contains one page per activity. Mr. Kinsey inquired if the \$600,000 would be allocated at the end of this year. Mr. Thomas advised that \$409,000 is money that KNHS has reinvested. It’s for the current year. The program income is the money earned from CDBG and HOME funds previously invested in projects. HUD requires that program income be tracked. Therefore, including both new CDBG and Program Income, KNHS has over \$800,000 of CDBG funds to expend over the next year.

Mr. Coss inquired if there is a rule about providing matching funds for what’s being regenerated. Mr. Thomas advised that there is no such rule about matching funds. The income generated pertains to funds loaned by KNHS for projects and foreclosures on CDBG-related properties. When there is more loan activity there is a possibility for an increase in program income. Also, there is a difference between grant funds and a loan. After a certain amount of time, grant funds may not need to be paid back. However, the same is not true of a loan, which must be repaid.

Ms. Smith inquired about the \$320,000 in additional state funds. Mr. Thomas advised that those funds won’t be handled by city staff, but will be disbursed through the Continuum of Care for programs in Kalamazoo. The money will be expended for activities similar to those funded by the Emergency Shelter Grants, including HRI’s family shelter, the County’s emergency shelter, the YWCA and the Open Door/Next Door programs.

Mr. Thomas stated that there are 256 additional Section 8 housing vouchers coming to Kalamazoo this year. Information regarding the dollar amount is not available at this time, so it was reported in the Plan as “256 new housing vouchers.” There is a press conference scheduled on May 17<sup>th</sup> to announce the release of these vouchers by the State.

## **NEW BUSINESS**

### **National Community Development Week – April 17 –23, 2006**

Mr. Thomas announced that the City Commission will have a proclamation on Monday night regarding National Community Development Week. The City Commission has asked for updated numbers on how much funding the city has received over the last 5 years regarding CDBG funds, and how much funding has been lost due to the shift in population, etc. There is an advocacy effort under way to help prevent CDBG funds from being cut any further.

### **Sub-Recipient Training**

Mr. Thomas announced that on Wednesday, May 3<sup>rd</sup> from 1:00 to 3:00 p.m. city staff will hold a training session for sub-recipients of CDBG/HOME funds. The meeting will be held in the community room at city hall. There are a few changes regarding performance measurements for HUD, which will be covered at the training session so as to help everyone transition smoothly into the new program year beginning June 1, 2006.

Jennette Tarver from the Eastside Neighborhood and Executive Director of the Ecumenical Senior Center is on a statewide board for the Neighborhood Associations of Michigan. Ms. Tarver is serving to organize the 20<sup>th</sup> annual NAM (Neighborhood Associations of Michigan) conference, which is scheduled in Kalamazoo on September 22<sup>nd</sup> and 23<sup>rd</sup>. Mr. Thomas advised that he, Ms. Tarver, Ms. Steppenwolf and Ms. Jackson recently attended a NAM steering committee meeting. The local neighborhood associations don't seem to have much familiarity with this statewide association. He sent a survey to the 28 local neighborhood associations to get some feedback with regard to possible subjects to be discussed at the conference. Ten of the surveys were returned to city staff and the results of the survey were provided in a handout for the CDAAC members to review. The survey showed that the #1 topic of interest was the "Kalamazoo Promise," followed closely by small business. Other topics were also suggested and Mr. Thomas provided a brief review of the survey. He inquired as to locations for the bus tour group to visit, and Ms. Osowski advised that she had some ideas in that regard.

Ms. Steppenwolf advised that she attended her first meeting of NAM last year in Lansing and that she learned a lot. She expressed her hope that the neighborhood organizations would send representatives to the next NAM meeting. The cost of attending is about \$75 per person. In response to Ms. Osowski's request, Ms. Steppenwolf stated that she would bring the NAM literature to the next CDAAC meeting. She mentioned that Ms. Jackson was a guest speaker at the last NAM meeting.

Ms. Jackson mentioned that much focus is given to CDBG eligible neighborhoods, but NAM pertains to all neighborhoods. She also spoke highly of the conference and the information that was provided. Ms. Jackson was asked to help with the 2006 NAM conference and has agreed to do so. She mentioned that it was impressive to have staff from the City of Kalamazoo attend the meeting.

Mr. Thomas expressed concern that he and four members of the Eastside Neighborhood were the only people who attended that last meeting. Mr. Fricke mentioned that of all the neighborhood organizations in the city, only 6 are CDBG-eligible. There are 28 defined neighborhood areas but many have no organized neighborhood representation. Ms. Jackson suggested that residents of the unrepresented areas may feel that everything is fine in their neighborhoods so they don't feel the need to be involved with a neighborhood organization. The CDBG eligible neighborhoods are involved with the city because of the funds that are available to them.

Ms. Oswoski questioned what the CDGB eligible neighborhoods would do to raise funds if their block grant funds were no longer available. She commented that it is difficult to raise money to pay salaries and that the Vine Neighborhood Association might not be able to afford to send someone to the conference. Ms. Jackson stated that there will be a discussion on that subject, and endowments are being discussed as a means of keeping the neighborhood organizations running. Mr. Coss mentioned the need to make sure representatives from each neighborhood attend the conference. Ms. Jackson advised that there are focus groups in Lansing and Ann Arbor to find out what people are interesting in. She suggested having a focus group in Kalamazoo. Mr. Coss suggested having a fair in the park for neighborhood associations. Ms. Osowski mentioned that Kalamazoo has many festivals during the summer, but it is difficult to find volunteers. However, she added that people will sometimes participate if they are asked.

Mr. Coss inquired if there is a Kalamazoo neighborhood association, and Ms. Jackson advised that there is a neighborhood coalition, which is open to all neighborhood association members, not just directors. Mr. Coss inquired if there is a single 501(c)(3) organization to represent neighborhoods in Kalamazoo so there is a concentration of skills and efforts. He suggested that it might be easier to collect and distribute money at that level.

Ms. Steppenwolf inquired as to what stops the NAM bus tour would make. Ms. Jackson stated that Mayors' Riverfront Park and the historic Stuart area were being considered as stops on the tour and there are many other locations under consideration. It was suggested that the public safety system and the "Kalamazoo Promise" would be good topics to discuss at the NAM conference.

### **CITIZENS' COMMENTS**

Ms. Oakes inquired as to the whereabouts of the City Commission liaison to CDAAC. Mr. Thomas advised that Commission Cooney is the liaison and that he has been invited to attend the CDAAC meetings.

Ms. Osowski requested an updated contact list with current information on CDAAC members. Mr. Thomas advised that the Clerk's office should be updating the list shortly and city staff would make the list available to CDAAC as soon as possible.

### **ADJOURNMENT**

**Mr. Kinsey, supported by Ms. Steppenwolf, moved to adjourn the April 13, 2006 CDAAC meeting. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 7:30 p.m.

Prepared by: \_\_\_\_\_  
(Recording Secretary)

Dated: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
(Staff Liaison)

Dated: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(CDAAC Chair)

Dated: \_\_\_\_\_