

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
Minutes  
October 11, 2007  
*DRAFT***

Development Center  
Conference Rm. #1  
445 W. Michigan Ave.  
Kalamazoo, MI 49007

Members Present: David Kinsey, Chair; Shirley Coleman, Vice Chair; Charley Coss; Doris Jackson; Sue Oakes; Pegg Osowski; Mildred Smith; Kathy Steppenwolf

Members Excused: Mark Fricke; Jennifer Mills

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

Guests: Mike Bracy; Kris Kronlein

**CALL TO ORDER**

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

**AGENDA (October 11, 2007)**

There were no changes to the agenda.

**Ms. Steppenwolf, supported by Ms. Coleman, moved approval of the October 11, 2007 CDAAC agenda. With a voice vote, the motion carried unanimously.**

**MINUTES (September 13, 2007)**

There were no changes to the minutes.

**Ms. Osowski, supported by Mr. Coss, moved approval of the September 13, 2007 CDAAC minutes. With a voice vote, the motion carried unanimously.**

**CITIZEN COMMENTS ON NON-AGENDA ITEMS**

None

## **COMMUNICATIONS/MEMBERS' REPORTS**

None

## **OLD BUSINESS**

### **General Funds for Summer Programming Review Process**

Mr. Thomas provided some background information for the new members. The applications for these funds are due on October 15<sup>th</sup>. Mr. Thomas and staff from the City Manager's Office will review the applications and provide them to CDAAC prior to the November meeting. The General Fund budget for this activity was not available at this point, but that information should be available for the November CDAAC meeting.

Mr. Coss inquired if numbers would be assigned to applicants according to priority. Mr. Thomas stated that applications would be dealt with on a status quo basis; staff will provide numbers for CDAAC to work with.

### **Citizen Participation Plan Update**

Mr. Thomas provided the CDAAC members with an updated draft of the Citizen Participation Plan and the HUD checklist for monitoring. The plan was last updated in 1998. The first revisions were presented at the July CDAAC meeting. The second set of revisions was based on questions from the checklist, which is used by HUD to evaluate Citizen Participation Plans. The purpose of the citizen participation plan is to inform the public about funds that are available and to encourage their input into the process.

HUD requires three tiers of documentation. First is the overall 5-year Consolidated Plan. The current plan runs from 2005-2009, and was a year-long project to compile. City staff are already making preparations for the next 5-year Plan, 2010 – 2014... The Annual Action Plan provides information on how the city plans to use its HUD money for the following program year as one of the five years of the Consolidated Plan. The Consolidated Annual Performance and Evaluation Report (CAPER) is the end-of-year report detailing how the funds were actually used for the program year.

Mr. Thomas provided a point-by-point review of the City of Kalamazoo's Citizen Participation Plan using the HUD checklist as a means of evaluation. Nearly all of the required conditions and verbiage are now included. Those that were questionable, needed updating, or created other discussion follow:

1. Was the Plan adopted by the local government? TBD (to be determined) Resolution/City Commission Agenda Report TBD.
2. Does the Citizen Participation Plan encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of

predominantly low- and moderate-income neighborhoods? Yes, page 1 of the Introduction - General.

A brief discussion followed with regard to the HUD definition of low/moderate income. Of the 13 member CDAAC board, 6 members represent low/moderate income (CDBG eligible) neighborhoods in the City of Kalamazoo. In order to qualify as a low/moderate income neighborhood, 51% or more of the households in that neighborhood must have household incomes at or below 80% of the area median income. Currently, the area median income for a family of four is \$58,900. Currently, the CDBG eligible neighborhoods represented on CDAAC are as follows: Eastside, Edison, Fairmont, Northside, Stuart and Vine. The other 7 members are designated as "at-large" members.

3. Does the Plan include a definition of residents of "predominately low- and moderate-income neighborhoods? Yes, page 1 of the Introduction – General.

Mr. Thomas advised that he added the necessary information in the section marked "General." Mr. Coss suggested adding verbiage to state, "inclusive of target areas."

4. Are more specific, appropriate actions described to encourage participation by minorities, non-English speaking persons, and persons with disabilities? Yes, page 3 under Public Hearings.

Discussion followed with regard to the lack of attendance at CDAAC meetings by minority groups. It was suggested that a notice of the CDAAC meetings be printed in the local Spanish newspaper. There is a large population of Hispanics in the Edison Neighborhood and the Milwood/Cork Street area. Meeting notices could also be provided for those areas and to area schools. Bilingual interpretation could be provided if requested. It was also suggested that a notice could be printed in a publication called "City Life", which is free. The City of Kalamazoo website qualifies as notification, and Mr. Coss mentioned that people can access the website for free at the local library.

5. Does the Plan encourage participation by residents of public and assisted housing and by other low-income residents or targeted revitalization areas in which public and assisted housing is located in developing and implementing the Consolidated Plan? No – not applicable.

Mr. Coss inquired if the public housing developments would qualify to receive funds from the housing trust fund. Mr. Thomas advised that projects were just getting underway in that regard; 319Elm will be the first of those projects.

6. Does the local government publish sufficient information about the subject of the hearing to permit informed comment? (Note: Publishing small print notices in the newspaper a few days before the hearing does not constitute adequate notice.

Although HUD does not specify the length of notice required, two weeks is considered adequate.) ? Length of notice o.k.

Mr. Coss suggested that the meeting notices could be posted on the City of Kalamazoo website. Mr. Thomas stated that there will be a website meeting on October 24<sup>th</sup> and he would inquire as to that possibility.

(7:15 – Mildred Smith arrived.)

7. Does the Citizen Participation Plan require the local government to provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the local government's Consolidated Plan and the local government's use of assistance under the programs covered in the Consolidated Plan during the preceding five years? Yes, page 2 under Public Information.

Ms. Jackson referred to question #38 and suggested submitting each of the annual reports from the prior 5-years of the Consolidated Plan to satisfy the HUD requirement for data that has been requested. Mr. Thomas stated that he would check with HUD to see if that would be an acceptable solution.

Mr. Kinsey requested that the CDAAC members review the Citizen Participation Plan and, hopefully, a recommendation can be made next month to send the Plan to the City Commission for approval.

### **Nominating Committee Recommendations for City Commission Approvals**

Mr. Thomas stated that Kris Kronlein, Mike Bracy, and Wade Allen were all nominated for seats on the CDAAC board. Those nominations are scheduled for the October 29<sup>th</sup> City Commission agenda for approvals. Mr. Thomas will provide an orientation for the new members.

Ms. Osowski extended her congratulations to City Manager, Kenneth P. Collard., regarding the letter from HUD Field Office Director, Louis M. Berra. The letter pertains to the PY2006 CAPER and the determination from HUD that the City of Kalamazoo has successfully administered the CDBG and HOME programs and, therefore, has the continuing capacity to administer these programs.

### **NEW BUSINESS**

#### **CDBG Presubmission Workshops (October 10<sup>th</sup> and 11<sup>th</sup>)**

Mr. Thomas conducted two presubmission workshops and provided a handout to the CDAAC members showing the list of organizations who attended the workshops.

Applications will be mailed/e-mailed to those organizations and to those who have applied for funding in the past two years as a follow-up.

Ms. Jackson requested information about the organization called Fair Food Matters. Mr. Kinsey advised that this organization is a commercial, licensed kitchen that is available to rent.

**NEW BUSINESS**

None

**CITIZEN COMMENTS**

None

**ADJOURNMENT**

**Mr. Coss, supported by Ms. Steppenwolf, moved to adjourn the October 11, 2007 CDAAC meeting. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 7:30 p.m.

Submitted by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Recording Secretary)

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

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