

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
March 12, 2015
Draft Minutes

**City Hall, Community Room
241 W. South Street
Kalamazoo, MI 49007**

Members Present: Beverly McCall; Amina Shakir; Dana Underwood; Matt Milcarek;
Kris Mbah; Jennette Tarver; Erica Patton, *Vice Chair*

Members Absent: Bill Wells, *Chair*

City Staff: Dorla Bonner, Community Development Manager; Venessa
Collins-Smith, Compliance Specialist II; Amanda Harpe,
Recording Secretary

Guests: Tammy Taylor (Edison Neighborhood Association); Eric
Cunningham (Kalamazoo City Commissioner); Todd Ide; Matthew
M.

CALL TO ORDER

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

ROLL CALL

Ms. Harpe conducted roll call of CDAAC members and determined quorum existed.

APPROVAL OF AGENDA

Mr. Milcarek would like to move the College Town Properties agenda item to immediately after the approval of minutes, as he has to leave early but would like to hear the discussion for this agenda item.

Mr. Milcarek, supported by Ms. Underwood, moved approval of the March 12, 2015 CDAAC agenda with the changes above. With a voice vote, the motion carried unanimously.

APPROVAL OF MINUTES

Ms. Underwood had a question regarding the verbiage within the minutes. Under the Targeted Neighborhood section she would like “what was asked”, to be changed to “what was anticipated”.

Mr. Milcarek, supported by Ms. McCall, moved approval of the February 12, 2015 CDAAC minutes with the changes above. With a voice vote, the motion carried unanimously.

NEW BUSINESS

College Town Properties Recommendation

Ms. Patton spoke in regards to the College Town Properties application, and stated that the College Town Properties application requested funding was less than the \$100,000 minimum as stated in the application. The applicant asked for \$78,745.

Ms. Bonner said that the funding amount was noticed once the applications were already with committee members. At the first meeting Ms. Bonner shared the finding with the committee and they decided to proceed. Ms. Bonner took ownership of the oversight, she saw \$105,000 which is the match amount with the requested funding, and thought the applicant met the criteria. Ms. Bonner said the integrity of the process should be upheld.

Ms. Underwood spoke about why the committee went ahead and recommended funding to the applicant. They chose to recommend funding because the application met two HUD objectives for HOME funding, as well as the 2014-2018 Consolidated Plan. The application also addressed a growing need within Kalamazoo, which is providing affordable rental housing to citizens, which the other applications did not provide. Finally, the application was very lean, it did not ask for administrative or salary costs.

Ms. Bonner agreed with everything Ms. Underwood said, but she is required to look at the process and not the program. In hindsight, Ms. Bonner would have taken the application out during the first subcommittee meeting. HUD expects the City to follow their own rules, and this application did not meet those rules. The application states very specifically that the minimum grant amount for both CDBG & HOME funding is \$100,000.

Ms. Patton asked what HUD would do if College Town Properties was awarded. Ms. Bonner said it could result in a finding or concern from HUD, which is not advisable because any findings could potentially impact future funding. Ms. Bonner stated that the 30 day comment period is the time to make changes to the recommendations. Ms. Bonner spoke to College Town Properties and informed them the application should not have been forwarded to the subcommittee. She also advised College Town that changes to the draft funding recommendations could be made within the 30 day Public Comment period. She informed the board that the City is recommending that the application be pulled from PY2015 funding, to keep the integrity of the process. The City also recommends that the funding from College Town be used to make Kalamazoo Neighborhood Housing Services (KNHS) whole, and the balance be given to the Kalamazoo County Land Bank. The other HOME applicant Housing Resources Inc., funding level will remain to be consistent with their CDBD recommended funding.

Mr. Mbah stated he has been thinking about funding applicants who scores were under 70. Mr. Mbah would like to have this discussion to review the recommendations that were sent to City Commission this year. Mr. Mbah would like to see consistency with the process. He was hoping to have a conversation regarding this.

(Matt Milcarek left 6:50pm)

Ms. Bonner shared that there is no written policy regarding scores and funding which accounts for the lack of consistency. Mr. Mbah is concerned that there are no policies in place.

Ms. Underwood, supported by Mr. Mbah, moved to suspend discussion about College Town Properties. With a voice vote, the motion carried unanimously.

Ms. Underwood moved to have the discussion of funding applicants with a score lower than 70.

Ms. Patton is concerned about what happens to the funding if no Targeted Neighborhood projects are funded. Ms. Bonner also reminded the board of the deadlines the City is up against to get the Action Plan to HUD. Discussion ensued about why Targeted Neighborhood funding would not be eligible to fund HOME projects, and the Targeted Neighborhood application process. Ms. Underwood wanted it noted the distinguishing factor of pulling College Town Properties application would be due to them not following the written directions in the application, and the possibility of not funding applicants who score under 70 are two different issues, due to there being no written policy that applicants under 70 will not be funded. There is a written policy that the applications must ask for a minimum of \$100,000. The Targeted Neighborhood applications scored below 70, but not because they did not follow directions, but because the application and what the City wanted did not match.

There was discussion concerning if the board wanted to roll the future unallocated funding to the next program year. Ms. Bonner asked the board if they would always be willing to roll funds that were not awarded over to the next year, or would they consider on a case by case basis? Ms. Underwood thinks money should be held for the next year. Ms. Patton asked if holding funds would be an issue for the city, from a HUD standpoint. Ms. Bonner responded that the City would have to justify to HUD why the money is not being allocated. Ms. Bonner stated she will review the HUD regulations regarding “unallocated funds” for a future meeting.

Ms. Underwood moved to readdress the previous motion which was on the floor.

Ms. Underwood, supported by Mr. Mbah, moved the allocated funds that were previously recommended to College Town Properties to KNHS to make them whole, with the remaining going to the Kalamazoo County Land Bank, as was recommended by the City. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

OLD BUSINESS

Nominating Committee Update

Mr. Mbah spoke on behalf of the nominating committee regarding the interview they had before the meeting with Mr. Todd Ide. The committee was very impressed with his background. The committee unanimously voted to recommend him to the board. Ms. Underwood wanted to share with the whole board that Mr. Ide shared with them he was a recipient of a homeownership loan from KNHS, which is funded with HUD dollars, the board liked that Mr. Ide brought a different perspective because he was assisted by a program CDAAC recommends funding for.

Mr. Mbah, supported by Ms. Underwood moved that Mr. Todd Ide be recommended for an At-Large position on the CDAAC board. With a voice vote, the motion carried unanimously.

CDAAC Bylaws

Ms. Bonner informed the board the bylaws were never adopted. The last revision, done in August, was never voted on. The changes to the bylaws were that neighborhood needed to have 501c3 status if they held a seat on the board, and the removal of the language regarding conflict of interest for potential CDAAC members. There was discussion if the Oakwood Neighborhood would have a seat on the CDAAC board since they are now a CDBG eligible neighborhood. This will be decided at a future meeting once the bylaws are approved.

Ms. Underwood, supported by Mr. Mbah moved to approve the amendments to the Community Development Act Advisory Committee bylaws, stating the requirement for a neighborhood to hold 501c3 status to have a seat on the board, and removing specific language regarding conflict of interest. With a voice vote, the motion carried unanimously.

PY2014 Debriefing

Ms. Bonner asked the board how they would like to reflect on PY2014 in preparation for PY2015. It was decided that the board as a whole should review the application and application process before the next program year. Ms. Bonner suggested a CDAAC retreat where application issues are discussed, as well as any other issues the board would like to address. The board agreed this is the best option, and agreed on a tentative date of May 2 from 10-2pm at the Stockbridge facility.

NEW BUSINESS

CDAAC Member Term Renewals

Ms. Underwood and Ms. Tarver terms are up for renewal. They have agreed to serve for another term.

Mr. Mbah, supported by Ms. Shakir motioned to move to recommend to the City Commission reappointment of the following board members to another term on the CDAAC board; Dana Underwood and Jennette Tarver. With a voice vote, the motion carried unanimously.

Impact Committee Discussion

Mr. Mbah gave a brief presentation regarding the benefits of an impact committee. It was decided there would be more discussion regarding this at the retreat.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

Ms. Bonner informed the board that the City Commission opened the 30 day public comment period. She also told the board about the Imagine Kalamazoo website and Priority Based Budgeting.

Ms. Underwood shared that Deputy City Manager Patsy Moore would be speaking at the Stuart Area Restoration Association (SARA) Annual Meeting regarding Priority Based Budgeting. This meeting will be on April 14, at 8pm at the Woodward School.

CITIZEN COMMENTS

None

ADJOURNMENT

Mr. Mbah, supported by Ms. McCall, moved to adjourn the March 12, 2015 CDAAC meeting. With a voice vote, the motion carried unanimously.

Ms. Patton adjourned the meeting at 7:45 p.m.

Submitted by: _____ Dated: _____
(Recording Secretary)

Reviewed by: _____ Dated: _____
(Staff Liaison)

Approved by: _____ Dated: _____
(CDAAC Chair/Vice Chair)