



PLEASE NOTE:

THE COMMUNITY DEVELOPMENT ACT
ADVISORY COMMITTEE (CDAAC)

WILL HOLD A **REGULAR MEETING** on:

THURSDAY, JANUARY 12, 2017 at 6:30 PM
COMMUNITY ROOM, CITY HALL
241 W. SOUTH STREET

FOR MORE INFORMATION, PLEASE CONTACT
THE COMMUNITY PLANNING AND DEVELOPMENT
DEPARTMENT AT (269) 337-8044

This meeting is free and open to the public.

CITY OF KALAMAZOO
Regular Meeting
COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
6:30 p.m. – January 12, 2017
Community Room
City Hall

TENTATIVE AGENDA

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. APPROVAL OF MINUTES
 - **November 10, 2016**
- D. CITIZEN COMMENTS ON NON-AGENDA ITEMS
 - **Community Homeworks Presentation**
- E. OLD BUSINESS
 - **Status of Nominations**
 - **Bylaw Update**
- F. NEW BUSINESS
 - **Retreat Topic Ideas**
- G. COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES
- H. CITIZEN COMMENTS
- I. ADJOURNMENT

FOR INFORMATIONAL PURPOSES:

Questions regarding agenda items may be answered prior to the meeting by contacting the Community Planning and Development Department at 337-8044.

Persons with disabilities who need accommodations to effectively participate in meetings should contact the Community Planning and Development Department at 337-8044 in advance to request mobility, visual, hearing, or other assistance.

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
November 11, 2016
Draft Minutes

**City Hall, Third Floor Conference Room
241 W. South Street
Kalamazoo, MI 49007**

Members Present: Amina Shakir, Bill Wells, Dana Underwood, Kris Mbah, Jennette Tarver, Adam Roth, Erica Patton; Sasha Acker

Members Absent: None

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

Guests: Tami Cox, Margaret Wilson, Annie Sprague

CALL TO ORDER

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

ROLL CALL

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

APPROVAL OF AGENDA

Mr. Wells supported by Ms. Acker, moved approval of the November 10, 2016 CDAAC agenda. With a voice vote, the motion carried.

APPROVAL OF MINUTES

**** 6:35pm- Jennette Tarver & Kris Mbah arrive.*

Mr. Wells, supported by Ms. Acker, moved approval of the October 13, 2016 CDAAC minutes. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

OLD BUSINESS

Nominating Committee Recommendations

Ms. Acker spoke on behalf of the Nominating Committee. She informed the committee that three candidates were interviewed; all three candidates were present at this meeting. She recommended that the committee move to accept the recommendation of the Nominating Committee for Annie Sprague, Margaret Wilson, and Tami Cox to the CDAAC committee, and to submit the recommendations to the City Commission for approval.

Ms. Underwood wanted to know more about the candidates. Mr. Mbah and Ms. Shakir shared that these candidates work within the community, whether that be in a volunteer capacity or as their profession. Ms. Cox works with low income individuals located on the Northside. Ms. Sprague has experience with federal funding, fair housing, and community development and currently is a Program Assistant at the Fair Housing Center of Southwest Michigan. Ms. Wilson has lived in a HUD subsidized townhouse for over 10 years.

Mr. Roth would like to speak about the issues that the Nominating Committee had regarding this decision. Ms. Collins-Smith and Ms. Acker suggested this topic be held over for a future meeting to ensure the conversation received the time and attention needed. The topic will be added to a future CDAAC agenda.

Mr. Wells, supported by Ms. Underwood, moved to accept the recommendation of the Nominating Committee for Annie Sprague, Margaret Wilson, and Tami Cox to the CDAAC committee. With a voice vote, the motion carried unanimously.

NEW BUSINESS

CAPER Pamphlet

Staff showed the committee a pamphlet used to highlight selected activities from a prior CAPER. Ms. Collins-Smith is putting together a pamphlet to highlight the outcomes of the 2015 program year CAPER.

Consolidated Plan- Goals and Outcomes

Ms. Collins-Smith sent a chart to the committee reviewing where the City was in regards to their Consolidated Plan Goals and Outcomes. She opened the floor to questions from the committee.

Ms. Patton asked why the Youth Development numbers were so low. It was explained that the Youth Development activity is managed by Parks and Recreation and they eliminated their summer program in 2015. This decreased the amount of youth served. Parks and Recreation did not give a reason as to why they eliminated this program.

Ms. Patton asked why there were zeros in certain project categories. Ms. Collins-Smith shared this indicates the project has not been completed. The City did not spend CDBG dollars on demolition for 2015, because other demolition grants were received.

Ms. Bonner shared to the committee that many of the categories with unmet goals are due to a lack of program offerings. She stated this is why a targeted application should be considered by the committee.

Discussion occurred as to why the goals are not being reached.

PY2016

HUD has released the funds for PY2016. Programming will start once agreements are executed.

PY2017 Unallocated HOME Funds

In regards to the PY2017 CHDO application, KNHS, and Kalamazoo Valley Habitat for Humanity applied. Habitat for Humanity withdrew their application due to their committee not being in compliance. The person applying for Habitat for Humanity was unaware of the changes to the committee when she applied, she found out after the application was submitted that they were no longer eligible to receive funding from us because they do not qualify to become a CHDO.

Ms. Patton asked if KNHS would automatically be awarded the money since they were the only applicant. Ms. Collins-Smith told the committee that yes they would be awarded the PY2016 & PY2017 CHDO funds that were previously set aside due to not having a CHDO last year.

Ms. Collins-Smith shared with the committee that there were two PY2016 awardees that did not request continued Affordable Housing funding. The awardees are College Town Properties and Kalamazoo Collective Housing. CDAAC must determine how to handle the funds allocated to those agencies.

The options are:

- Roll the funding over to PY2018. This will increase funding by \$171,000. This could give the committee and staff time to solicit potential applicants that could fulfill the needs of our Consolidated Plan.
- Authorize staff put release a RFP within the next month, soliciting potential agencies able to fulfill the needs of the Consolidated Plan. This RFP could focus on Homebuyer Down payment Assistance and Acquisition and Rehabilitation of Rental Properties. There will not be time for staff to market this, so CDAAC may be reviewing applications by the same entities who apply annually.

The committee held a discussion about what has been done in the past. Mr. Wells feels more comfortable rolling the funding over to PY2018 so CDAAC and City Staff do not have to make a rushed decision.

Ms. Shakir asked if rolling the funding over is to allow more agencies to apply, or to allow for the City to complete more projects. Ms. Bonner answered that the funding does not have specific projects assigned to it at this time. It could be used for city projects if there are not enough applicants in the next application cycle.

Mr. Wells, supported by Mr. Mbah, moved to roll the \$171,000 of PY2017 Unallocated HOME funds into PY2018. With a voice vote, the motion carried unanimously.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

Ms. Bonner shared with the committee the following updates:

- College Town Properties are selling all of their properties within Kalamazoo.
- There will be a celebration on Friday, November 18th from 5-7pm for the reopening of the Station #5 Firehouse located at 619 Douglas Ave.

Ms. Underwood shared the following updates with the committee:

- People are purchasing the large homes within the Stuart Neighborhood and turning them into short term rentals.
- The SARA Holiday Party will be on Sunday, December 18th at 5pm. This year’s location is the Festive West Bed and Breakfast located at 435 Stuart Avenue. More details are on the neighborhood’s Facebook page.

A conversation occurred about the possibility of offer loans in the future to for-profit entities looking to receive HUD funding.

CITIZEN COMMENTS

Tami Cox, Annie Sprague and Margaret Wilson introduced themselves to the committee.

ADJOURNMENT

Mr. Wells, supported by Mr. Roth, moved to adjourn the November 11, 2016 CDAAC meeting. With a voice vote, the motion carried unanimously.

Ms. Patton adjourned the meeting at 7:50 p.m.

Submitted by: _____ Dated: _____
(Recording Secretary)

Reviewed by: _____ Dated: _____
(Staff Liaison)

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