

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
September 14, 2017  
*Draft Minutes*

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

Members Present: Jennette Tarver; Amina Shakir; Bill Wells; Margaret Wilson; Annie Sprague; Sasha Acker, Chair; Erica Patton

Members Absent: Dana Underwood, Adam Roth, Tami Cox

City Staff: Dorla Bonner, Community Development Manager; Venessa Collins-Smith, Compliance Specialist; Amanda Coeur, Community Development Secretary; Elizabeth Cheeseman, Code Admin/Clerk Cashier

**CALL TO ORDER**

Ms. Acker called the meeting to order at approximately 6:31 p.m.

**ROLL CALL**

Ms. Cheeseman conducted roll call of CDAAC members and determined quorum existed. Mr. Mbah was not listed during roll call. He was told prior to the meeting he was no longer an eligible member of CDAAC due to residency requirements. Ms. Bonner explained this to the committee during roll call. Ms. Bonner also explained that Mr. Mbah would not be able to vote on any action items during the meeting, Chair Acker confirmed this.

**APPROVAL OF AGENDA**

Mr. Mbah moved approval of the agenda; Ms. Bonner informed the board his motions were not allowed as he is no longer an eligible member of CDAAC. **Mr. Wells supported by Ms. Patton, moved approval of the September 14, 2017 CDAAC agenda. With a voice vote, the motion carried.**

**APPROVAL OF MINUTES**

Mr. Mbah supported the approval of the minutes of July 13, 2017, Ms. Bonner informed the board his motions and supports were not allowed as he is no longer an eligible member of CDAAC. **Ms. Wilson supported by Mr. Wells, moved approval of the July 13, 2017 CDAAC minutes. With a voice vote, the motion carried.**

**PUBLIC HEARING**

Ms. Collins-Smith gave a presentation regarding the Consolidated Annual Performance and Evaluation Report (CAPER) that will need to be sent to HUD. The committee had questions regarding the Code

Enforcement numbers that were presented. In the future they would like to see what neighborhoods these violations are happening in and what the violations are for.

**Ms. Patton, supported by Ms. Tarver moved approval of the CAPER and to send to HUD for their approval. With a voice vote, the motion carried.**

### **CITIZEN COMMENTS ON NON-AGENDA ITEMS**

None

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **PY2018 Application Review**

The committee reviewed the PY2018 application and made some edits, which include:

- Removing the question on the staff checklist that asks if the application is a continuation of the applicant's 2016 agreement.
- Adding nine additional points if applicants are providing down payment assistance or rental housing.

There was discussion about removing the scale under the Project Financing portion of the scoring sheet. Some committee members were uncomfortable asking applicants what other investments they were receiving. Some members were apprehensive to allow the applicants with the most money to receive the most points. It was suggested that the question be removed from the application. There was also a suggestion to remove the sentence "Projects with the highest amount of funding in the project leveraged from other sources will score highest in this category. The scale for scoring the percentage of dollars leveraged will be as follows," and keep the scale that talks about private and public investments. Ms. Wilson would like it emphasized that the match amount is a percentage and not a dollar amount. **Mr. Wells, supported by Ms. Wilson, moved to remove sentence stated above and keep the scale in the application. With a voice vote the motion carried.**

Mr. Mbah suggested that applicants be rewarded for working with Minority and Women Owned Businesses, by adding a question on the application. It was suggested that the question be stated as "Is the applicant a Small, Women, and/or Minority Owned Business, or will they utilize these businesses for their project?" Ms. Bonner likes the concept but asked how we would provide proof of this businesses status. Mr. Wells does not think that this question should be added to the application this year. Ms. Collins-Smith stated without proof it should not be in the application. Ms. Bonner feels nothing should go in the application that CDAAC and/or the City cannot substantiate; if we are challenged by an applicant and there isn't a documented way to prove it. Ms. Wilson suggested the question be stated "Is the applicant, certified with the City of Kalamazoo as a Women and/or Minority Owned Business?", even if no one is applicable the question is on the application and there is an additional 5 points awarded. **Pending City Attorney approval CDAAC voted to include the following question in the**

**PY2018 Application, “Is the applicant, certified with the City of Kalamazoo as a Woman and/or Minority Owned Business?” With a voice vote, the vote passes, Ms. Patton abstained. Ms. Acker, Ms. Wilson, and Ms. Sprague voted aye. Mr. Wells and Ms. Tarver voted no.**

Ms. Collins-Smith, will send an updated version of the application to CDAAC members.

### **New Member Introduction**

This item was tabled due to the new members not attending the meeting.

### **COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES**

Ms. Bonner wanted to thank Erica Patton for her service on CDAAC and inform the committee member this would be her last night as a committee member.

Ms. Patton stated she was grateful for her time being on CDAAC and she is looking forward to the new challenges being on the Public Safety Review Committee will bring.

Ms. Tarver thanked the board for being so understanding during her leave of absence, her son’s health has improved and she is looking forward to being back on the committee.

### **CITIZEN COMMENTS**

None

### **ADJOURNMENT**

**Ms. Tarver, supported by Ms. Patton, moved to adjourn the September 13, 2017 CDAAC meeting. With a voice vote, the motion carried unanimously.**

Ms. Acker adjourned the meeting at 8:07 p.m.

Submitted by: Elizabeth Cheeseman Dated: 5/10/18  
(Recording Secretary)

Reviewed by: Dave Dated: 5/10/18  
(Staff Liaison)

Approved by: Maureen Ray Dated: 5/10/18  
(CDAAC Chair/Vice Chair)

