

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF FEBRUARY 3, 2016  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Dunklee, Hall, Krenz, Lopez, Ziemba

MEMBERS ABSENT: McGlaun

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services  
Kimberly Lucar, Community Development Dept.

OTHERS PRESENT:

Call to Order

Chair Ziemba called the meeting to order at 6:30 p.m.

Approval of Agenda

Motion by Hall, supported by Lopez, to approve the agenda. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by DeJager, supported by Hall, to approve the prior meeting minutes of January 6, 2016. Motion carried unanimously.

Public Hearing – City of Wyoming Consolidated Housing & Community Development One Year Action Plan, July 1, 2016 – June 30, 2017

Chair Ziemba opened the public hearing at 6:31 p.m. There was no public. Chair Ziemba closed the public hearing at 6:31 p.m.

Public Comment on Agenda Items

There was no public.

2016-2020 Regional Consolidated Plan Update

Rynbrandt noted the Wyoming and Grand Rapids City Councils have approved the 2016-2020 Regional Consolidated Plan. Kent County is still in the approval process. The consultants are making final edits and uploading it into the HUD IDIS software system. Lucar has begun the draft for the One Year Action Plan. Since the first year Action Plan is considered part of the Regional Consolidated Plan, it will not be as detailed as prior Action Plans. Next year it will be a stand-alone plan and more individualized to Wyoming. By HUD regulation, the Regional Consolidated Plan and Action Plan cannot be submitted until the final grant award amount for 2016-2017 is included in these plans. The grant award amounts should be released by the end of

February. Lucar is also working on the 2016-2017 Environmental Review, which is being completed in HUD's new HEROS software system.

### 2016-2017 Grant, Action Plan and Budget Process Update

Rynbrandt explained the updated 2016-2017 CDBG budget detail sheet, which is based on the Committee's budget discussions at the last meeting. The budget amounts are tied to the proposed projects to be funded in the Action Plan. The total revenue amount is expected to be \$617,869, but will change based on the final grant award amount. Administrative costs are projected at \$118,530, with the cap at \$119,832. Because of the cap, the maximum grant award to the Fair Housing Center cannot be over \$10,000. The public services cap is at \$92,894.

Chair Ziemba asked if the Fair Housing Center has been made aware of the \$10,000 limitation. Rynbrandt replied the numbers were just recently calculated, but she would inform them of this. Hall asked if this is the maximum we can award the Fair Housing Center. Rynbrandt affirmed this is the case due to the HUD regulation limiting administrative costs to 20% of current grant award and current year program income. Fair Housing is a component of our Administrative expense.

Motion by DeJager, supported by Hall, to recommend to City Council approval of the City of Wyoming Consolidated Housing & Community Development One Year Action Plan, July 1, 2016 – June 30, 2017. Motion carried unanimously.

Rynbrandt noted the City Council public hearing on the 2016-2017 Action Plan will be set for April 4th.

### Informational Materials

HUD Continuum of Care Report – Rynbrandt referred to the mid-year report submitted by the Heart of West Michigan United Way. Other sub-recipient mid-year reports are due and will be forwarded to the Committee (Fair Housing Center, Code Enforcement and Compassion This Way).

### Committee Member Concerns and Suggestions

The Committee decided to not meet in March or April unless a meeting is called by the Chair. Rynbrandt would forward any relevant information to the Committee during that time.

Hall announced that the Wyoming Community Foundation is looking for board members. He encouraged Committee members to attend their next meeting and see what the organization is all about.

### Public Comment in General

There was no public.

Adjournment

Motion by Hall, supported by Lopez, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 6:52 p.m.

The next meeting of the Committee is May 4, 2016.

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Kimberly S. Lucar  
Planning & Community Development Dept.