

**COMMUNITY DEVELOPMENT PROGRAM
ALLOCATION COMMITTEE MEETING
December 21, 2017 11:00 a.m.**

MINUTES

The Allocation Committee met at 11:00 a.m. on Thursday, December 21, 2017, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

I. CALL TO ORDER

 Sheila Taylor called the meeting to order at 11:00 a.m.

II. ROLL CALL

 **Present:** Brad Dick, David Martin, Jeff Lutze, Karen Miller, Paula Zelenko, Sheila Taylor, and Stephen Fuhr.

Absent: Christine Durgan, Ellen Ellenburg, Kim Courts, and Mark Emmendorfer.

Others Present: David Yeoman and Nichole Odette.

III. MINUTES OF THE OCTOBER 26, 2017 MEETING

 **Motion: Action:** Approve, **Moved by** Karen Miller, **Seconded by** Stephen Fuhr, to approve the minutes of the October 26, 2017 meeting as presented.
Motion passed unanimously.

IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMITTEE

 No one spoke at this time.

V. TRANSFER OF COMMUNITY DEVELOPMENT PROGRAM FUNDS

 David Yeoman reviewed the transfers of Community Development Program funds. Sheila Taylor stated that in order to meet HUD spending deadlines, a memo was sent to all participating local units regarding the availability of additional funding for projects currently under contract. The County cannot have more than 1.5 times its annual allocation unspent as of March 1st and \$155,000 still needs to be spent. Seven local units submitted proposals. Two of the proposals met all requirements and will help in meeting the deadline. Staff would like to utilize \$85,000 of available funding and \$18,834 of HIP funds, for a total of \$104,519, to be distributed between the City of Burton's Infrastructure Improvements project and Theftord Township's Blight Removal project. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Karen Miller, **Seconded by** Stephen Fuhr, to approve the Transfer of Community Development Program Funds as presented.
Zelenko - abstain
Motion passed.

VI. 2018 ALLOCATION MEETING DATES

 Sheila Taylor stated the 2018 Allocation meetings are scheduled for the fourth Thursday of the month at 11:00 a.m., except for November and December, which are moved to the third Thursday due to the holidays.

 **Motion: Action:** Approve, **Moved by** Paula Zelenko, **Seconded by** Brad Dick, to approve the 2018 Allocation Meeting Dates.
Motion passed unanimously.

VII. HUD UPDATE

 Sheila Taylor stated that staff hopes to finalize some HIP projects in January, which will also help in spending \$155,000 by the March 1st deadline. Staff is reviewing the 2018 applications and gathering additional information from the local units. The environmental review process should start in January. Staff will then begin putting together the 2018 Action Plan, which is due to HUD in mid-March. However, staff cannot submit the Action Plan until HUD provides the actual allocation amounts. Last year, staff was unable to submit the Action Plan until June.

Commissioner David Martin stated that he has not received a response back from HUD's Intergovernmental Agency contact person about the delay in receiving our funding allocation, but he will follow up with him after the holidays. Ms. Taylor stated that she did contact the Detroit HUD office about the possibility of extending the spending deadlines and was told that extensions were not being offered.

VIII. CDBG PROGRAM REVIEW

 David Yeoman gave an overview of the purpose and the process for evaluating the CDBG Program. Mr. Yeoman reviewed the responses received from a ten question survey sent to the participating local units of government. Next, staff will consult with twelve other communities that receive comparable funding allocations and review how their programs are administered. Staff will also review a series of HUD webinars titled 'Explore CDBG', which may offer insights to better structure the program. Once possible changes are identified, staff will present them to the local units for feedback. Proposed Program design changes will be presented at the February Allocation meeting.

IX. OTHER BUSINESS

 There was no Other Business.

X. ADJOURNMENT

 Ms. Taylor adjourned the meeting at 11:31 a.m.

 **Motion: Action:** Adjourn, **Moved by** Paula Zelenko, **Seconded by** Karen Miller, to adjourn the meeting.

Motion passed unanimously.

Respectfully submitted,
Nichole Odette, Secretary
Genesee County Metropolitan Planning Commission