

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING NOTES OF MARCH 26, 2026  
CITY OF WYOMING, MI

MEMBERS PRESENT: Cauchi, Hills, McElveen, Perez, Rosario

MEMBERS ABSENT: Chambliss, Quanstrom, VanDuren

STAFF PRESENT:

Joel Klaassen, Acting Director of Community & Economic  
Development  
Kimberly Winfrey, Community Development Coordinator

SPECIAL GUEST: Chad Coffman, Community Development  
Program Manager, Kent County Community Action Department

A. Call to Order

Cauchi called the meeting to order at 1:05 p.m.

B. Approval of the Agenda

Cauchi requested a motion for approval of the agenda. Rosario motioned, and Hills supported. The motion carried unanimously.

C. Approval of the Minutes of the February 26, 2026, Meeting

Cauchi requested a motion for approval of the February 26, 2026, minutes. McElveen motioned, and Rosario supported. The motion carried unanimously.

D. Discussion and vote on the 2026-2027 AAP

Winfrey reminded the Committee that Washington, DC HUD denied our original request to join Kent County in a Cooperative Agreement for the 2026 program year. However, they did approve an extension of our 2021-2025 Consolidated Plan for one year. This will allow us to prepare a 2026 Annual Action Plan naming Kent County as our sole subrecipient. Kent County will administer the program for the 2026 program year, and the City can join Kent County in a Cooperative Agreement for the 2027 program year. Submitting a 2026 AAP will allow our residents and subrecipient non-profits to receive funds in the new program year. Without the AAP, the program will be placed on hold until July 1, 2027.

Winfrey said the AAP will closely mirror the 2025 program year AAP with the following recommended projects:

- Housing Rehabilitation (includes rehab loans and Home Repair Services). Budget \$327,892
- Capital Outlay and Public Infrastructure (parks, WSC). Budget \$ 50,000
- Public Services 15% CAP (Legal Aid, Family Promise, etc.) Budget \$85,000
- Planning and Administration 20% CAP (includes the Continuum of Care and Fair Housing). Budget \$115,000

As Kent County will be administering the CDBG program beginning July 1, 2026, Chad Coffman, Community Development Program Manager with the Kent County Community Action Department was present to answer questions from the Community Development Committee.

Hills asked how the Community Development Committee will have a say in the CDBG program going forward. Coffman said Kent County will follow the 2026 AAP approved by the CD Committee. Beginning in 2027, they will create an AAP that includes the City of Wyoming and the other 33 municipalities with whom they currently have a cooperative agreement. All members of the public are welcome to provide input on the AAP.

For Capital Improvement/Infrastructure projects, each municipality also has an opportunity to submit proposals for 2 projects in every program year. The County typically has between \$700,000 and \$800,000 set aside each year, and the submitted proposals must be between \$50,000 and \$300,000. Each proposal received is scored.

Perez asked which scoring variables are used for project selection. Coffman said they try to rotate the funds, so if it has been 2-4 years since a municipality has received funding, that proposal will receive a higher score. In addition to the rotation system, each proposal is reviewed to see how closely it meets the goals set forth in the County's Consolidated Plan. The County's current top 2 goals are housing and assistance to seniors. Proposals that include additional funding contributed by the municipality are also viewed favorably.

Rosario asked if Kent County has a CD Committee. Coffman said they have an advisory board. The Kent County Community Action Advisory Governing Board is a tripartite board with equal public, private, and consumer representation. Most importantly, the advisory board provides oversight and advocacy for programs that serve low-to moderate income residents of Kent County. Members serve two-year terms. Coffman said advisory board positions are posted whenever they become available.

McElveen asked if Wyoming residents will see a reduction in services after the 2026 program year ends.

Coffman explained that Kent County funds most of the same non-profit subrecipients as the City of Wyoming, so those services will continue. The County also offers home repair assistance, weatherization, and lead reduction programs for qualifying residents.

Rosario suggested we consider a campaign to inform Wyoming residents of the upcoming changes to the CDBG program. Winfrey agreed and said we can investigate having the information included on the City's website and Facebook page, and/or included with their water bill.

Hills asked if Kent County has seen a reduction in its CDBG funding. Coffman said their annual award fluctuates between \$1.4 and \$1.8 million dollars each year. However, while all costs have increased, CDBG funding has remained the same.

Cauchi requested a motion for approval of the 2026-2027 Annual Action Plan. Rosario motioned, and Perez supported. The motion carried unanimously.

#### E. Discussion and vote on WSC Dumpster Enclosure Project

Winfrey presented a new proposed Capital Outlay project for the Wyoming Senior Center. The current dumpster enclosure is in disrepair and needs to be replaced. To minimize future necessary repairs the City asked Dura-Crete to quote the work as a sole source supplier. Dura-Crete has proven to be a low maintenance option in municipalities for durable structures without the cost to construct on site. Maintenance is lower than the traditional wood enclosures with a lifespan that outlasts wood structures. The cost for the new enclosure will be \$15,754. If approved by the CD Committee, the project will go to City Council on April 6, 2026.

Cauchi requested a motion for approval of the WSC dumpster enclosure. McElveen motioned, and Hills supported. The motion carried unanimously.

#### F. Program Update

Winfrey reported the WSC kitchen project has been completed, and the south bathroom upgrades are in process.

Klaassen provided an update on the 1038-1042 Burton Street project. He said the project will now consist of 4 single family homes with 3-4 bedrooms and a 2-stall garage. While we had hoped to have 4 townhomes facing Burton Street, the administrative costs of the HOA were too expensive to be incurred by just 4 households. Two of the homes will face Burton and two will face Denwood.

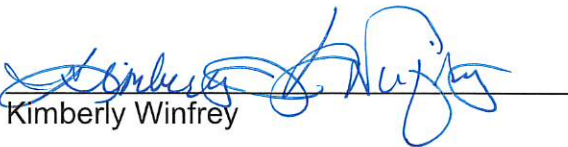
Coffman added that each home is expected to cost \$330,000. Kent County will be providing \$150,000 per property in HOME funds. The remaining \$180,000 per property will be paid with a construction loan and paid off with the sale of each property.

Rosario asked if the City had considered an ADU instead of a garage for the properties for generational living. Klaassen said the City does allow ADUs with certain restrictions, but they must be attached. He also said they are cost prohibitive for this project.

Cauchi asked if there was a plan for any of the properties to be accessible. Coffman said Kent County requires at least 25% of the properties to be accessible.

G. Motion to Adjourn Community Development Committee Meeting

Cauchi requested a motion to adjourn the meeting at 1:58 p.m. Perez motioned, and Hills supported. The motion carried unanimously.

  
Kimberly Winfrey

Community Development Coordinator