




Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Community Development Committee Meeting Summary

Tuesday, October 25, 2022, 5:30 p.m.

1. Call to Order and Roll Call

Chair Pat Sterner called the meeting to order at 5:33 pm

Attending: Pat Sterner (Chair), Steven Wick (Vice Chair), David Lewis, Jen Harris, Theresa O'Halloran-Johnson

Absent: Patrice Critchley-Menor, Mary Garness,

Staff Present: Suzanne Kelley, Phillis Webb, Tom Church

2. Approval of All Sets of Minutes

September 27, **MOTION/Second: Wick/Lewis_Vote (4-0)** (O'Halloran-Johnson had not yet arrived)

October 11, **MOTION/Second: Wick/Harris_Vote (4-0)** O'Halloran-Johnson had not yet arrived)

3. Application Scoring Overview and Funding Recommendations

Staff member Suzanne Kelley overviewed the scoring process for FY2023 and stated that the goal at the end of this meeting was for the Committee to produce a preliminary funding recommendation for public comment. Kelley summarized the three funding sources, CDBG, HOME, and ESG, then went into further detail on each sub category per funding source. Chair Sterner then asked for recommendation and comments by the committee members.

-comments/discussion items:

-Staff member Kelley explained the new portion of the contingency plan and with rounding the funding's to the nearest dollar amount.

-The committee agreed on increasing the contingency plan percentage to the following: 1% to 2% motion for increasing percentage: **MOTION/Second: O'Halloran-Johnson /Lewis_Vote (4-0).**

-Committee member O'Halloran-Johnson asked about Annie's House, and if the amount requested was for staffing, and if they had long term plans to own the house. Staff member Kelley said that this was correct.

-The committee agreed on the recommendation of giving Eco3 time to spend down previous funding contracts from past years

-Chair Sterner was concerned with how to not discourage new applicants, and how some will assistance for leverage. For example, the Ujamaa program is allocated with \$20,000 for the program. The committee recognizes that new applicants have been majority of representation of BIPOC, and do not want to discourage. Staff member Kelly stated that funding could be slotted specifically for new applicants or for high priority programs. This could be developed when working on the application criteria for next year.

-The committee agreed on increasing the contingency plan percentage to the following: 1% to 2% **motion for increasing percentage: MOTION/Second: O'Halloran-Johnson /Lewis Vote (4-0)**

4. Prepare Preliminary Funding Recommendations for FY 2023 Annual Action Plan and set Public Comment Period and Public Hearing

Staff member Kelly stated the 30-day public comment period for the funding recommendations and for the draft Annual Action Plan would begin in October 29, 2022 and end on December 6, 2022.

MOTION/Second: O'Halloran-Johnson/Sterner moved to approve the Public Comment Period and Public Hearing notice. **Vote (5-0)**

5. Adjourn

Motion to adjourn at 6:26pm: O'Halloran-Johnson / Seconded by Lewis. VOTE: 4-0, motion passes.