



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
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Community Development Committee Meeting Summary

Tuesday, May 16, 2023, 5:30 p.m.

1. Call to Order and Roll Call

Chair Steve Wick called the meeting to order at 5:35 pm

Attending: Pat Sterner, Steve Wick, David Lewis, Jennifer Harris, Patrice Critchley-Menor,

Absent: Mary Garness, AC Kirk, Jasmine Clark

Staff Present: Suzanne Kelley, Phillis Webb, Tom Church

2. Approval of Meeting Summaries

a. Commissioner Harris stated for an adjustment of having a previous commissioner taken off the April minutes.

Motion to Approve April 18 minutes **MOTION/Second: Sterner/ Lewis Vote (5-0) APPROVED**

3. HRA presentation- HRA rehab, TBRA, Coordinated Entry, and ESG Flex Funds

- Jill Keppers and Jacob Morgan from Housing and Redevelopment Authority presented a power point explaining the programs that the HRA provides to the city. This includes section 8, PBV, TBRA, revolving loan fund, among others. They assist "very low-income". They also talked about what certain loans are tied to, how they use the money per fund, and some of the developers that help. The money that they receive from CDBG provides a significant impact to people in the community.

4. 2023 Housing Indicator Report

- Staff member Tom Church presented the annual housing indicator report. This annual report provides an overview of housing and rental costs and needs in Duluth. All the information given is volunteer data through surveys staff sends out. Copies of the report were provided to members and it is available on the website.

5. Action Plan and Monitoring Updates

Staff member Suzanne Kelley stated that staff is currently conducting on site monitoring visits for all agencies. Also, that it is imperative that there is attendance at the next couple of meetings because the agencies will be presenting their accomplishments.

6. 2023 Application Review Process Update

Staff member Webb went over the revisions that the commission made to the CDBG/HOME/ESG

application. She stated that there was a revised application in their packet that members can review and adjust. She asked for these revisions to be submitted at the June 20<sup>th</sup> meeting.

7. Community Needs Assessment Update

For the 2024 program year, City Staff will be compiling the results of recent surveys completed by agencies and other City Departments. City Staff will also be conducting one-on-one interviews with agencies during the monitoring period. All of this information will be presented at the July 18, 2023 meeting.

8. Adjourn (Next meeting, May 16, 2023)

**MOTION/Second: Lewis / Critchley-Menor Vote (5-0) APPROVED**