

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC) MEETING  
WEDNESDAY, October 22, 2014 – 5:30 P.M.  
ROOM 303 - THIRD FLOOR- CITY HALL**

**Present:** Randy Brody, Barbara Carr, Kristi Gordon, Hamilton Smith, Deb Branley, Harrison Dudley

**Absent:** Reyna Crow, Justin Perpich, Jeffery Rosenthal

**Staff:** Keith Hamre, Karen Olesen, Ben VanTassel

1. Roll Call

Carr called the meeting to order at 5:35 PM. A Quorum was present.

2. Approval of Meeting Summaries

Randy Brody moved, Harrison Dudley seconded motion to approve the meeting summaries from September 23<sup>rd</sup> and 25<sup>th</sup>. Motion approved unanimously.

3. Review of Applicant Question Responses

Ben VanTassel gave a brief overview on the responses received to questions the CD Committee had on applications from the Bethel (15-PF-02), Central Hillside building (15-PF-04), Duluth at Work agencies (15-ED-01, 15-ED-02, 15-ED-04, 15-ED-05), the Hunger Project (15-PS-01), Housing Access Center (15-PS-05), and JET Food Program (15-PS-03). There was some discussion on the responses. Committee members related if information provided afterwards had been included in the applications to begin with, it would have been easier to score the projects.

4. Review of DRAFT Funding Recommendations

Keith Hamre distributed his recommendations to the Committee. He emphasized this was a DRAFT document, which could well be revised by next week's meeting. As such, he requested the document be returned at the end of the meeting, to avoid confusion.

Hamre noted that the homeless service and housing providers are still meeting, and so those requests are not "filled in" yet, along with the Emergency Solutions Grant requests. Also, he related that Minnesota Housing funding for a number of the housing development projects in Duluth are not being selected for funding. This directly impacts the CDBG and HOME requests for Lutheran Social Service's Center for Changing Lives, and the Multi-Family Development by One Roof. Staff will be meeting with these developers to find out their plans going forward. Hamre proceeded to walk through his recommendations for each category of funding, and provided his rationale for amounts indicated.

There were comments that some applications were not as clear as others; that there are applicants that seem to assume Committee members have detailed knowledge of their

projects when that isn't necessarily true; that it might be helpful if the application asked how projects differed from one another; and a questions was asked whether there should an additional page in the application that would provide basic information on the applicant and their program(s).

#### 5. Next Meeting

The meeting next Tuesday will be held in the City Council Chambers. Keith Hamre encouraged Committee members to ask questions and express their views, as the applicants will be attendance and it is helpful for them. He will review his recommendations and rationale for funding amounts. The Committee can then agree or disagree, and give their reasoning. In addition, the draft 5 Year Consolidated Plan will be available for review. Both the Plan and funding recommendations will be out for public comment during November. The Committee will be approving them at the December 2<sup>nd</sup> Public Hearing. The meeting with the City Council is scheduled for December 15<sup>th</sup>.

Keith will also provide the Committee with a one page explanation of the administrative funding at next week's meeting, October 28, 2014 at 5:30 pm.

#### 6. Adjournment

Motion by Deb Branley, seconded by Kristi Gordon, to adjourn. Meeting was adjourned at 6:30 P.M.