

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CD Committee)  
TUESDAY, MARCH 30, 2010 – 6:00 P.M.  
ROOM 402 – CITY HALL**

**Present:** Scott Wallschlaeger, Theresa Bobula, Jim Gaylord, Jennifer Baumann, Daryl Yankee, Patricia Tyler, DeAnne Westermann, Debra Branley, Bill Kimbler, and Michael Ramsey

**Absent:** Ron Boshey

**Staff:** Keith Hamre, Karen Olesen, Chuck Froseth, Char McLennan, Kathie Severson, Ben VanTassel, and Steven Robertson

**Roll Call:** 10 present, 1 absent

**1. Introductions**

Community Development Manager Hamre invited Committee and City Staff members to introduce themselves and help themselves to the potluck dinner.

Committee Chairperson Wallschlaeger called the meeting to order at 6:50 pm. He welcomed the committee members attending the meeting.

**2. Minutes**

**Motion by Scott Wallschlaeger, seconded by DeAnne Westermann, to approve the minutes of the December 15, 2009, meeting. Motion unanimously approved.**

**3. Overview of Basic Community Development Committee Information**

Hamre handed out several sheets of information to the committee members. He reminded the committee members that the office Administrative Assistant, Joyce Ellingsen, will e-mail agendas the Friday before the meeting, and call to remind members the day before.

The first piece of information handed out was a contact list; Hamre stated that only committee members' names are considered public information, not their personal contact information.

Hamre discussed the second handout, which was a review of projects approved for funding. He noted that April 1<sup>st</sup> marks the start of the new project year.

Hamre then reviewed the funding sources and their goals. Community Development Block Grant (CDBG) works to ensure decent affordable housing, provide public services, and create jobs through the expansion and retention of businesses. The purpose of the HOME program is to increase the supply of safe, decent, sanitary, and affordable housing for low and very-low-income households. Finally, The Emergency

Shelter Grant (ESG) program provides homeless persons with basic shelter and essential supportive services. The City is slated to receive \$3,066,000 in CDBG, \$820,000 in HOME, and \$125,000 in ESG, for a total of \$4,006,000.

The City priority funding goals (High, Medium, or Low) are based on input from the Citizen Participation Plan. The City tries to fund projects in five neighborhoods: Morgan Park, West Duluth, Lincoln Park, Central Hillside, and East Hillside.

Hamre discussed the funding process in more detail. He stated that the 11 member committee, after reviewing information and citizen comment, makes funding recommendations to the City Council. The City Council approves funding recommendations to the Mayor. The Mayor, being the official applicant to HUD, has the authority to approve the recommendations, or make changes.

Hamre reviewed performance profiles (analysis of funding decisions for 07 and 08). He added that our CDBG amounts have been slowly growing, but they are still down from 2003 levels. He noted that our "public service" category of CDBG funding is very competitive, as the City is restricted to funding only 15% of total CDBG funds in that area.

Staff persons Robertson and VanTassel gave a short update on the CDBG week event being planned for next week. The Community Development Open House will be on April 8th, at 1 pm at the Central Hillside Community Center (12 East Fourth Street). This event will be held to celebrate what Community Development Block Grant (CDBG) dollars have accomplished in Duluth over the last five years.

Hamre stated that Housing Access is shutting down on April 30<sup>th</sup>, which means that about \$34,000 in public service CDBG funds will need to be re-purposed. This will be discussed at a later meeting. Hamre also stated that WCDO will be closing their doors tomorrow, March 31<sup>st</sup>. The majority of the units, 88, will be transferred to Center City and will continue to be affordable.

#### **4. Community Development Committee Timeline and Calendar**

Hamre reviewed the proposed timeline and calendar for future meetings during the 2011 funding cycle. He noted the Community Forums on May 12 (City Center West) and May 18 (Grant Recreation Center), the July 29<sup>th</sup> Technical Assistance Session (new this year), and the pre-application deadline of August 13<sup>th</sup>.

Commissioner Yankee asked if the Prosperity Agenda Indicators blend well with the high/medium/low funding indicators. Staff person Olesen stated that there is some connection/overlap, as the weatherization program helps influence "housing cost burden" levels, and assistance with new construction and/or home ownership helps the

“single family ownership” levels. Hamre added other programs that we fund influence the “business growth” and “income” indicators. He concluded by stating that we can discuss the aspects of the Prosperity Agenda further at the June meeting.

**Motion by Bill Kimbler, seconded by Jennifer Baumann, to approve the Community Development Commission timeline. Motion unanimously approved.**

**5. Conflict of Interest Policy**

Hamre handed out the “Conflict of Interest” policy. He asked committee members to carefully read the policy, write down any potential conflicts of interest, and then sign the forms and return them. Hamre then asked the members to take the policies home with them, and if they have any questions on this issue now or in the future, to contact him.

**6. Next Meeting**

Wallschlaeger informed the committee that we would have election of officers (President, Vice President, and Second Vice President), at the next meeting on April 27<sup>th</sup> at 6:00 pm. Hamre added that staff persons Van Tassel and Robertson would give an overview of the 2010 Housing Indicator Report.

**7. Adjournment**

**Motion by Scott Wallschleager, seconded by Daryl Yankee, to adjourn.**

Meeting was adjourned at 7:32 pm.