

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC)  
TUESDAY, DECEMBER 10, 2013 – 6:00 P.M.  
CITY COUNCIL CHAMBERS- CITY HALL**

**Present:** Debra Branley, Reyna Crow, Harrison Dudley, John Evans, Kristi Gordon, Justin Perpich

**Absent:** Barbara Carr, Ashley Laurion, Dan Nyquist, Randy Brody

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

**Roll Call:** 6 present and 4 absent (Quorum Present)

Acting as Chair, Mr. Perpich called the meeting to order at 6:06 PM.

**1. Introductions and Hearing Notice**

- a. Perpich reviewed the hearing notice for the Public Hearing on the Annual Action Plan and Funding Recommendations. Hamre (Staff) gave an overview of the purpose of the Public Hearing.

**2. Overview of Public Comments**

- a. Olesen reviewed the list of public comments that were received during the 30-day comment period.
  - i. Email from Lee Stuart, Chum
  - ii. Letter from Chris Francis/Tracie Clanaugh, Duluth Area Family YMCA
  - iii. Letter from Lacy Habdas, Duluth Area Family YMCA
  - iv. Letter from Rachel Thapa, Myers-Wilkins Community School Collaborative
  - v. Correspondence from 18 SOAR Participants.
  - vi. Letter from Kathleen Vitalis and Steve Saari, Minnesota Assistance Council for Veterans
  - vii. Letter from Pam Benson, Housing and Redevelopment Authority
  - viii. Letter from Susan Utech, Safe Haven Shelter
  - ix. Letter from Lee Stuart, CHUM
  - x. Letter from Lee Stuart, CHUM
  - xi. Email from Susie Green, Community Action Duluth
  - xii. Letter from Pam Kramer, Duluth Local Initiatives Support Corporation

**3. Opportunity for People to Comment on the 2014 Annual Action Plan**

- a. Lee Stuart: On behalf of CHUM, thanked committee for the support in Hunger Project and D@W Projects and for their service to the committee. Stuart reiterated that they would like to separate the collaborative

application with Safe Haven, and is requesting \$30,000 for CDBG for their shelter application.

- b. Brittany Robb: On behalf of Safe Haven, stated that Safe Haven would also like to separate the proposal from CHUM, and is requesting for \$19,500 for CDBG and \$18,500 for ESG. She reiterated that longer shelter stays at Safe Haven often result in more positive outcomes for the battered women they serve.
- c. Cathy Bergh: On behalf of Lutheran Social Services, thanked the committee for their support on the Center for Changing Lives proposal and said that the pre-commitment suggested in the draft recommendations for \$200,000 will help greatly with their fund-raising for the project.
- d. Laurie Berner: On behalf of Udac, thanked the committee for supporting their project to make accessibility improvements which will help the majority of the participants that they serve.
- e. Lacy Habdas: On behalf of the Duluth Y and Feeding Kids Through Youth Programs thanked the committee for their support in the initial funding recommendations. With reduced funding the agencies rely on this funding for continuing to serve this food to the youth. Having food available at programming helps with the success of youth socially and educationally.
- f. Kate Wigren: On behalf of the Community Action Duluth Employment program, thanked the committee for their work. Asked the committee to reconsider funding the Circles At Work Program for single mothers. The support and assistance truly provides a difference in the lives of their participants. Getting a job in the first year is difficult for these single mothers, yet eventually the program is having success placing participants in jobs. Please reconsider continuing to fund this program.
- g. Rachel Forsyth: On behalf of the Community Action Duluth FAIM Program asked the committee to reinstate funding in their final funding recommendations. This program matches federal funds and participant contributions. A \$15,000 investment in this program eventually results in a \$41,000 investment in the community. Please reconsider funding this program.
- h. Steve Saari: On behalf of Minnesota Assistance Council for Veterans, asked the committee to reconsider the funding amount. While the recommended reduction to CDBG is only \$2,000, there is a need for additional funding due to the added collaboration with CHUM. Regarding the ESG Application, they stated they do have a need for more than \$4,000. If they were to get fully funded, they would not utilize the funds dedicated to Prevention and Rapid Rehousing and would leave that for the other homeless agencies to access.
- i. Maude Dornfeld: On behalf of the Life House Employment Program, thanked the committee for support on the Duluth At Work application and pointed out they have had increase in the number of youth that have requested these employment services. Regarding their Public Services application, they would not necessarily be accessing the funds for

Homeless stabilization because their application was to support the youth center operations.

- j. Ashlee Gulley: A participant of the Community Action Duluth Circles At Work program, stated how the program has helped her to make positive transitions in her life. She worked at Seeds for Success and had used the experience gained there to find other part time work and has also been able to start her second year of school.
- k. Pam Benson: Spoke on behalf of HRA Tenant Based Rental Assistance Program spoke in support of the application and gave an example of a success story of how the program has helped the person get into a more stabilized place. She also stated the importance of the administration dollars for this program.
- l. Sarah Priest: On behalf of Community Action Duluth spoke about the importance of the FAIM IDA Matched Savings Program. This program has made a lot of difference of serving hundreds of families.

With no more speakers, Chair Perpich closed the Public Hearing at 6:51.

#### **4. Public Hearing on the Citizen Participation Plan**

- a. VanTassel gave an overview of the Citizen Participation Plan changes; including changing the Community Development Committee from 11 to 9 members and holding one housing and community needs hearing instead of the neighborhood forums.
- b. Opportunity for the Public to Comment on the Citizen Participation Plan
  - i. Sarah Priest: On behalf of the Community Action Duluth and the Affordable Housing Coalition asked that the Committee extend the public comment period to give the community and agencies a longer opportunity to respond and make the plan a citizen driven plan.
- c. Maxamillian Peterson: Had difficulties acquiring a copy of the Citizen Participation Plan and accessing it at the library. Also noted that the online application process to be on a committee was not functioning.

#### **5. Finalize FY 2014 Action Plan and Funding Recommendations for Transmittal to the City Council**

- a. Mr. Hamre gave an update of the Funding on the federal level and stated that we are unsure at this time what our entitlement amount will be. He suggested that the committee hold off on a funding reduction scenario until after a reduction is made.
- b. Affordable Housing Proposals
  - i. Evans motioned to leave the draft recommendations as proposed. The motion was not seconded. Motion withdrawn.

- ii. Gordon motioned the committee to discuss moving funding to support the CAD FAIM application. Branley noted that keeping funds in the Housing Resource Connection is important and helps people to get housed. Perpich agreed that the HRC connects a lot of people to housing that otherwise are struggling. Gordon withdrew her motion.
  - iii. *Gordon motioned, Evans seconded to leave the Affordable Housing category as recommended, funding the Housing Resource Connection for \$917,800. Motion passed, 4-2.*
- c. Economic Development Proposals
- i. *Crow/Gordon motioned to suspend the rules of the meeting and invite a Community Action Duluth representative to address the committee. Motion passed, unanimously.*
  - ii. Branley proposed the following question to Community Action Duluth's Kate Wigren; does the program give support to single fathers as well as mothers? Wigren's response was that Community Action Duluth currently focuses on single mothers, possibly in the future they will extend their program to single fathers as well.
  - iii. *Crow, Gordon motion to have a discussion relooking at funding priorities and overall programs, before looking at application funding amounts individually. Motion passed, unanimously.*
  - iv. Olesen reiterated what collaboration meant in terms of sharing resources, staff, and office space. Applications that met these were recommended to receive additional collaboration points during the application scoring process.
  - v. Motion by Dudley to approved the Economic Development funding amounts as previously recommended, SOAR Duluth At Work \$128,000, CHUM Support Services for Employment \$72,000, Entrepreneur Fund Growing Neighborhood Businesses \$64,000, Life House Duluth at Work for Homeless Youth \$40,000.
  - vi. Gordon added that the committee scored these and used them to evaluate the programs, so we shouldn't disregard the scores.
  - vii. Perpich noted that the MACV-CHUM application scored high, but received a low amount.

- viii. *Crow motioned, seconded by Evans to suspend the rules to allow Lee Stuart (CHUM) to address the Committee. Motion approved, unanimously.*
  - ix. Lee Stuart mentioned that there is no recommendation on how the funds are to be divided between the two agencies in the joint application and asked the committee to consider recommending a funding split.
  - x. *Motion by Dudley, seconded by Gordon to take a five minute recess. Motion approved, unanimously.*
  - xi. *Motion by Gordon, seconded by Crow to resume the meeting. Motion approved, unanimously.*
  - xii. *Motion by Dudley, seconded by Evans to approve the previous recommendation of the economic development category; SOAR Duluth At Work \$128,000, CHUM Support Services for Employment \$72,000, Entrepreneur Fund Growing Neighborhood Businesses \$64,000, Life House Duluth at Work for Homeless Youth \$40,000. Motion passed, unanimously.*
- d. Public Facilities Proposals
- i. *Motion by Crow, seconded by Gordon to approve the previous recommendation of the public facility improvement category, funding UDAC Building Reformation for \$250,000 and a pre-commitment for the LSS-Center for Changing Lives for 2015. Motion passed, unanimously.*
- e. Public Services Proposals
- i. Hamre reviewed the FY 2013 recommendations to give the committee a place to begin their discussion.
  - ii. Perpich suggested the committee should increase the recommendation amount for MACV and CHUM for 2014 so that it is consistent with the previous year's funding amount.
  - iii. *Crow motioned, seconded by Dudley to increase the Duluth Shelter Project application by CHUM and Safe Haven to \$45,000. Motion passed, unanimously.*
  - iv. *Gordon motioned seconded by Evans to finalize the public services category at; CHUM-Duluth Hunger Project for \$72,000, Lake Superior Community Health Center- Primary Health Care Services for \$61,685, YMCA-Feeding Kids through Youth Programs for \$30,000, Life House- Basic Needs Center for Homeless Youth for*

*\$20,000, CHUM/Safe Haven Shelter for \$45,000, American Indian Community Housing Organization for \$3,000, MACV/CHUM Homeless and At Risk Vets Stabilization and Outreach for \$15,000, Salvation Army- Family Transitional Housing for \$12,000, Center City Housing Corporation- Supportive Housing Programs for \$26,000, and Housing and Stabilization Services Fund for \$54,000. Motion passed, unanimously.*

- f. HOME Investment Partnership Proposals
  - i. *Crow motioned, Branley seconded to approve the HOME proposals as previously recommended, HRA-Homeless Rental Assistance Program for \$123,000, Housing Resource Connection for \$312,243, and One Roof Community Housing-CHDO Operating for \$20,000. Motion passed, unanimously.*
  
- g. Emergency Solutions Grant Proposals
  - i. Hamre reviewed the 2013 ESG awards and how they differed from the 2014 draft recommendations.
  
  - ii. Gordon mentioned the value of the Prevention and Rapid Rehousing funds and that it shouldn't be reduced.
  
  - iii. Hamre recommended that the committee add \$11,000 to ES-03 (MACV), for a total of \$15,000, to add a budget line item of maintenance position and take that \$11,000 out of the Prevention & Rapid Rehousing fund.
  
  - iv. *Motion by Gordon, seconded by Crow to suspend the rules to allow Brittany Robb to address flex funding amount. Motion passed, unanimously.*
  
  - v. Robb, representing Safe Haven, stated that the flex funds in the Prevention and Rapid Rehousing fund are not as easy to administer, than if a program is directly funded because of the benchmark system.
  
  - vi. Steve Saari, representing MACV, stated that MACV has access to other flex funds, and if the maintenance budget increase recommended by Mr. Hamre is approved, the agency would not need to access the flex funds.
  
  - vii. *Motion by Gordon/Crow to return to the rules of the committee. Motion passed, unanimously.*
  
  - viii. *Gordon/Crow to approve the Emergency Solutions Grant proposals with the funding amounts of CHUM/Safe Haven-Duluth Shelter*

*Project for \$37,640, Center City Housing Corporation- Supportive Housing Program for \$28,000, MACV-Transitional Housing for Veterans for \$15,000, Salvation Army-Family Transitional Housing Operations for \$16,710, American Indian Community Housing Organization-Shelter and Transitional Housing Operations for \$7,200, Prevention and Rapid Rehousing Fund for \$35,747, and HMIS data entry for \$4,000. Motion passed, unanimously.*

**h. Administration Proposals**

- i.** Crow motioned, seconded by Gordon to approve the administration proposal as previously recommended.
- ii.** Hamre suggested that \$5,000 be added to the HRA-Home TBRA Administration proposal for a total of \$7,000, and removing the funds from the CD Division Home Program Administration amount resulting in \$43,583, as requested by Pam Benson (HRA) during the Public Hearing.
- iii.** *Crow amended her motion, seconded by Dudley to adjust the amounts and fund HOME Program Administration for \$43,583 and HRA-HOME TBRA Administration for \$7,000. Amendment passed, unanimously.*
- iv.** *The Committee then approved the Planning and Administration Category as previously motioned by Crow and then amended including; Program Administration for \$432,621, Neighborhood Revitalization Planning for \$20,000, HOME Program Administration for \$43,583, Emergency Solutions Grant Program Administration for \$11,699, and HRA-HOME TBRA Administration for \$7,000. Motion passed, unanimously.*

**6. Finalize FY 2014 Action Plan and Funding Recommendations for Transmittal to City Council**

- a.** *Motion by Gordon, seconded by Evans to submit the FY 2014 Annual Action Plan and Funding Recommendations to the City Council for approval. Motion passed, unanimously.*

**7. Approval of Meeting Summary for October 29, 2013**

- a.** *Motion by Gordon, seconded by Crow to approve the Meeting Summary for October 29, 2013. Motion passed, unanimously.*

**8. Recommend Approval of the Citizen Participation Plan**

- a. Perpich stated that he supported the idea of changing the CD Committee from 11 members to nine members.
- b. Crow stated that going from neighborhood forums to one public hearing made sense given the declining attendance and the opportunities to engage the public through online and social media.
- c. Hamre noted that the Affordable Housing Coalition would be consulted and asked for ideas on how to make the public input more effective and to gain public insight through the process.
- d. *Motion by Dudley, seconded by Gordon to recommend approval of the Citizen Participation Plan to the City Council. Motion passed, unanimously.*

*Motion by Branley, seconded by Crow to adjourn the meeting at 8:50 pm. Motion passed, unanimously.*

Recorded by: Ben VanTassel

Public Attending:

Lee Stuart, CHUM  
Jodi Slick, Ecolibrium3  
Sara Romagnoli, SOAR  
Brittany Robb, Safe Haven  
Jason Beckman, SOAR  
Cathy Bergh, LSS  
Emily Edison, SOAR  
Anna Phillips  
Maxamillian Peterson, Project My House  
Laurie Berner, Udac  
Cynthia Finley, MACV  
Shawn Wellnitz, Entrepreneur Fund  
Lacy Habdas, Duluth Y  
Kate Wigren, Community Action Duluth  
Rachel Forsyth, Community Action Duluth  
Steve Saari, MACV  
Maude Dornfeld, Life House  
Ashlee Gulley, Community Action Duluth  
Jayme Pfeiffer, Community Action Duluth  
Kelly Looby, CCHC  
Lynne Snyder, HRA  
Mary Pelofske, HRA  
Pam Benson, HRA  
Jessica Schiff, Woodland Hills  
Sara Priest, CAD  
Dan Moore, Salvation Army  
Jeff Woolverton, Life House