Community Development Committee Meeting Summary

Tuesday, February 22, 2022, 5:30 p.m.
Virtual Meeting - Web EX

1. **Call to Order and Roll Call**
   Chair Pat Sterner calls meeting to order at 5:42pm

   Attending: Hamilton Smith, Theresa O’Halloran-Johnson, Steve Wick, Pat Sterner

   Absent: Mark Osthus

   Staff Present: Suzanne Kelley, Tom Church


2. **Approval of Meeting Summaries**
   a. Attachment: December 7, 2021
   b. Attachment: January 10, 2022

   MOTION/Second: Wick/Smith moved to approve the meeting summaries. **Vote (3-0) motion passes**

3. **Election of Officers**
   Motion/second (Smith/Wick) to table election until the March meeting. **Vote (3-0) motion passes**

4. **Review and Finalize 2022 Meeting Calendar**
   No action needed, just reviewing calendar
   Suzanne Kelley highlights agenda items coming up in March (LIHTC, Community Needs Assessment, Elections)
   Pre-commitments and scoring: discussed having a scoring method that provides the CDC to review applications in a more deliberate way
   April: New Member Orientation

5. **New Member Recruitment Discussion**
   Suzanne Kelley updates group on City of Duluth’s outreach effort to get greater participation from the community on all city commissions.
Steve Wick has been reaching out to his contacts
Pat Smith has a potential recruit with a network she may be able to tap as well
Hamilton Smith notes that CDC has always struggled to seat a full committee

6. **2021, 2020, and 2019 Substantial Amendment Discussion**
Suzanne reviews substantial amendments related to projects where funding didn’t move forward and decision to reallocate dollars to blight removal projects.
Because there are three different amendments to three different project years there will be three different public hearings.
Hamilton asks if any outreach is being done to see if other parties want funding for blight removal projects.

7. **American Recovery Plan (ARP)-HOME Funding Update**
Tom Church reviewed HOME-ARP. City staff will distribute power point

8. **2022 Application Review Process**
Seeking feedback on process for reviewing project applications.
Steve Wick: process went surprisingly well given COVID circumstances, appreciates getting a physical copy of applications; notes that simplifying application process for applicants will help the review process
Hamilton Smith: notes that some changes were made several years ago to allow more time for review, previously noted scoring process for pre-application process, found the ranking system helpful in addition to scoring systems
Pat Sterner: especially as we work to add new members, consider taking the committee through what the application actually looks like and what we’re looking for in an application—create some new member training for the application process to make it less overwhelming before they get the big folder

9. **Chair Sterner opens the floor for questions for UMD students:**
Q1 (Avery) How was it joining as a newer member? How has it been meeting and working with new and changing members? (Steve Wick, Pat Sterner offered responses)

10. **Adjourn**
**MOTION/Second**: Smith/Wick to adjourn the meeting at 6:30 pm. **Vote (3-0) motion passes**