



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

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Community Development Committee Meeting Summary

Tuesday, January 26, 2021, 5:30 p.m.  
Virtual Meeting- Web- EX

1. Call to Order and Roll Call

Chair Hamilton Smith called the meeting to order at 5:35 pm

Attending: Hamilton Smith, Valerie Joeckel, Theresa O'Halloran-Johnson, Steve Wick, Mike Mayou, Pat Sterner

Absent: Breanna Ellison, Mark Osthus, Anthony Reed-Fuglestad

Staff Present: Ben VanTassel, Suzanne Kelley

2. Approval of January 5, 2021 Meeting Summary

*Attachment: January 5, 2021 Meeting Summary*

MOTION/Second: Sterner/ Joeckel moved to approve the meeting summaries. Vote (6-0)

3. Summary of 30-Day Public Comment Period

Attachment: Public Comment Summary & Comments Received

Manager Ben VanTassel summarized the comments that had been emailed prior to the meeting. There were no questions on any public comments received.

4. Finalize Committee Recommendation: FY2021 Annual Action Plan

*To insure the Committee had a chance to review the different funding categories and topics presented in the FY 2021 Action Plan, the vote was divided into the funding categories.*

*CDBG-Affordable Housing*

**MOTION/Second:** O'Halloran-Johnson/Wick moved to approve the funding recommendations for the CDBG Affordable Housing category with no changes. **Vote (6-0)**

*CDBG – Public Facilities*

**MOTION/Second:** Sterner/Joeckel moved to approve the funding recommendations for the CDBG Public Facilities category with no changes. **Vote (6-0)**

*CDBG – Economic Development*

**MOTION/Second:** O’Halloran-Johnson/Mayou moved to approve the funding recommendations for the CDBG Economic Development category with no changes. **Vote (6-0)**

*CDBG – Public Services*

**MOTION/Second:** Sterner/Joeckel moved to approve the funding recommendations for the CDBG Public Services category with no changes. **Vote (5-0) Abstain (1: O’Halloran-Johnson)**

*HOME Investment Partnership*

**MOTION/SECOND:** Sterner/Mayou to move \$50,000 from One Roof New Construction program to One Roof Acquisition Rehabilitation Program; therefore, One Roof New Construction Program would be funded at \$50,000 and One Roof Acquisition Rehab Program would be funded at \$353,476. **Vote (6-0)**

**MOTION/Second:** Wick/Sterner moved to approve the funding recommendations for the HOME Investment Partnership category with the above reference change. **Vote (6-0)**

*Emergency Solutions Grant*

**MOTION/Second:** Joeckel/Wick moved to approve the funding recommendations for the Emergency Solutions Grant category with no changes. **Vote (6-0)**

*Planning and Administration*

**MOTION/Second:** Sterner/Mayou moved to approve the funding recommendations for the Planning and Administration category with no changes. **Vote (6-0)**

*Contingency Plan*

After finalizing the funding recommendations for the FY2021 Annual Action Plan, Chair Smith opened up the discussion to establish a contingency plan addressing any changes between actual funding amounts from HUD and the estimated budget.

**After discussion, the following Contingency Plan was developed:** BE IT FURTHER RESOLVED, that the Community Development Committee approved a contingency plan on January 26, 2021 stating that if there should there be a higher level of (*CATEGORY WILL BE IDENTIFIED IN RESOLUTION*) funding allocated to the city for FY 2021 than estimated, such funding shall be distributed proportionally to previously recommended projects that were not recommended to receive full funding, up to 1% of the final allocation, and if less funding is allocated, all projects shall be reduced proportionally up to 1% of the final allocation. If the final allocated amount varies by more than 1% of the estimated amount then the community development committee shall reconvene and revise the funding recommendation and submit it to the City Council.

**MOTION/Second:** Sterner/O’Halloran-Johnson moved to approve the Contingency Plan proposed above. **Vote (6-0)**

7. Committee of the Whole with City Council- Date and Process:

The Committee of Whole with City Council will be on February 8, via Web-Ex.

Chairperson Smith explained the presentation process. The Committee agreed upon the following preliminary assignments:

Smith- Brief overview of all categories (CDBG, ESG, HOME), ESG, and Planning Administration  
O'Halloran-Johnson- CDBG-Affordable Housing  
Wick - CDBG Public Facilities  
Mayou-CDBG- Economic Development  
Sternner- CDBG- Public Service  
HOME Investment Partnership- Joeckel

8. Draft 2021 Meeting Schedule:  
VanTassel overviewed the draft 2021 meeting schedule emphasizing that the meetings will be held via Web-Ex due to the pandemic. It is unsure when in person meetings will resume. **MOTION/Second:** Sternner/ O'Halloran-Johnson **Vote (6-0)**
  
9. Adjourn (Next meeting, February 8, 2021, with City Council)  
**MOTION/Second:** O'Halloran-Johnson /Sternner to adjourn the meeting at 6:39 pm. **Vote (6-0)**