



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

218-730-5580

planning@duluthmn.gov

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

Non-voting attendees: 17 UMD students (Carter Duff, Tori Novitzki, Siiri Truckey, Jack Denne, Evelyn Watson, Colton Malecha, Zach Lanners, Avery Wendinger, Emmy Mueller, Jack Grzybowski, Nick Parent, Brynn Vollom, Ti Gorski, Emily Kutzler, Amber Schultz, Tori Blair, Mitchell Eide)

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**