

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CD Committee)**

**TUESDAY, SEPTEMBER 29, 2009 – 6:00 P.M.  
ROOM 402 – 4<sup>TH</sup> FLOOR – CITY HALL**

**Present:** Jennifer Baumann, Theresa Bobula, Ron Boshey, Sr., Bill Kimbler, Patricia Tyler, and Scott Wallschlaeger (Chair)

**Absent:** DeAnne Westerman

**Staff:** Keith Hamre, Charles Froseth, Ben Van Tassel, and Char McLennan

**Roll Call:** 6 present and 1 excused.

**Meeting Called to Order**

Chair Wallschlaeger, following role call, noted a quorum was present and called the meeting to order at 6:00 pm. Hamre reviewed the procedures for the application review session and explained the scoring process. A total of 50 points is possible; 20 points are the technical score from staff with up to 30 points awarded by the Committee. The Committee is to use evaluation forms and these are to be completed at the end of each staff report/presentation. The Committee's scores are averaged, and the tally is included in the spreadsheet. This meeting is an opportunity for the Committee to discuss individual applications. Staff will take minutes with the comments that can be used by the Committee in determining funding recommendations.

Hamre introduced staff and talked briefly about the concurrence of the Manager with the Committee's recommendations. This is part of the "checks and balances" of the process, and is intended to ensure funding recommendations are in line with the Consolidated Plan priorities.

**Application Review Session #1 - Review Staff Reports and Technical Scores**

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The Committee had the following questions for the applicants:

**10-ED-04 Growing Neighborhood Businesses; Northeast Entrepreneur Fund**

1. Why is there a difference in year one, two, and three for administration costs?
2. The application notes contract for specialized services. What is the justification for contracting for specialized services / contracted services?

**10-ED-05 LPBG Business Loan Fund; Lincoln Park Business Group**

1. How will the LPBG create partnerships, who are the partners, and what is their role as a partner in the Loan Program?
2. Specify the loan selection process?
3. Prepare a strategy which outlines how loan failures will be prevented that includes follow-up with the applicant to prevent loan failure.

**10-PS-05 Lifeline Expressway of Youth Services; Life House Inc.**

1. What are the outcome objectives for each service (e.g. basic needs?)
2. How will each service ensure a participant's progress towards ending homelessness and are no longer in need of your services?

**10-AD-09 Center for Social Justice; Center for Social Justice, Inc.**

1. The application notes 15 organizations. The Committee needs a better understanding of these 15 organizations such as who are these organizations and services they provide.
2. Has a site been selected for the Center? If so what is the proposed location?
3. What is the financial feasibility of the proposed Center?
4. How many citizens will make use of the Center and for what purposes?

**10-PS-10 Jump Start Vehicle Loan Program; Community Action Duluth**

1. Will Community Action guarantee the loans for vehicles with the Credit Union?
2. How will you monitor whether the borrower has adequate insurance at time of purchase and keeps insurance on the vehicle?
3. How do you propose to meet the objectives of fuel efficiency of 32 mpg and low mileage given changes in the used car market and the cost of used vehicles? Is there enough of a supply of vehicles?
4. Can a low income borrower afford a car loan? If they have a low income will purchasing a car, along with upkeep and maintenance, be affordable to them?

**Complete Evaluation Forms**

The next meeting of the CD Committee will be Tuesday, October 6, 2009, at 6:00 p.m. in Room 402 of Duluth City Hall. The Committee will review and score the remaining applications.

Meeting adjourned at 8:00 p.m.