

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC) MEETING  
TUESDAY, January 28, 2014 – 6:00 P.M.  
CONFERENCE ROOM 303-THIRD FLOOR- CITY HALL**

**Present:** Barbara Carr, Justin Perpich, Reyna Crowe, Randy Brody

**Absent:** John Evans, Harrison Dudley, Ashley Laurion, Debra Branley, Daniel Nyquist, Kristi Gordon

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

A quorum was not present. Hamre explained that the new Citizen's Participation Plan calls for nine members, with the new quorum to be five members present. Lacking a quorum, minutes will be approved at the next meeting. There was a general review of basic Roberts Rules, including the process of making motions, seconds, and discussion. Changes, called "friendly amendments", have to be accepted by the person making the motion. The chair calls the motion, and members then vote.

Hamre spoke on the importance of consistent attendance at CD Committee meetings. It will be critical for the coming year, with the Consolidated Plan process in addition to the normal funding application round. If members have to be absent, they are encouraged to contact staff and be brought "up to speed" on issues. Hamre asked if members thought staff had provided the right information, what would be helpful for the Committee deliberations.

One thought was to have clear priorities and strategies. There are too many "Highs", so nearly everything is a priority. What are the impacts we are trying to achieve? That would give a better guide to funding decisions. It was suggested that there be benchmarks or milestones, with a check on outcomes mid-year. Another approach would be to understand services from the customer's perspective, perhaps soliciting feedback from targeted populations. The Committee has to look at the "big picture", not the day-to-day needs. Assessment is a challenge. If there is one entry point, there should be an appeal process. The First Witness program, where all of interested parties are available at the same time, could be a model for homeless service provision.

**Review of City Council Actions – FY 2014 Funding Recommendations:**

Hamre reported the City Council deleted \$32,000 from the Housing Resource Connection and awarded those funds to Community Action's Circles at Work project. The Action Plan deadline for submission to HUD is February 14. However, we have to wait until HUD provides the City's final allocation amounts before we can send it in.

Van Tassel provided a handout showing where CDBG funds have been invested between 2009-2014. He pointed out the significant decrease in funds over those years. Housing has consistently been about 40% of the total, and most categories and grantees have remained the same for years. Is it time for significant changes?

There is going to be a Housing Summit on February 13<sup>th</sup>, to be held at the DECC from 9 am to 3 pm. Hamre talked about the issues related to all types of housing, such as the

cost of new construction exceeds potential rent income, the lack of ability to “move up” the housing ladder, and the continuing need to demolish units that are no longer habitable. Finds of the new Housing Indicator Report will be discussed in February.

**Review of 2014 Calendar and Consolidated Plan Process:**

Hamre walked through the draft timeline. During the first quarter, the Consolidated Plan requires a housing market analysis. The Housing Indicator Report addresses this need. There will be various methods for community input, such as surveys, review of other plans (Parks, Street Improvement, etc.), and talking with other funders about their priorities. With the homeless Continuum of Care funding cycle being so far off timing from our schedule, it might make sense to have the Leadership Council act as a “sub-committee” and make recommendations for homeless awards.

In April and May, the focus will be on determining priorities. The most basic of these is the High, Medium, Low chart. Changing needs should dictate changes in the Committee’s approach to funding. June will be the time to gain a “shared vision” with the City Council, Administration, potential applicants, and community as a whole. Priorities have to compliment other funders, avoiding duplication. An assessment public hearing will be held.

Application process for FY 2015 occurs in July through September. Last year, pre-applications provided interesting information, but were time consuming. There was a question on housing production. Hamre explained on the homeowner side, it is an effort to keep people in their homes; for rental, increasing units. Another issue was new student housing freeing up single family homes. They may require significant rehab to convert back to homeownership, and some may be beyond saving.

The idea of having applicants submit “Letters of Intent” was discussed. Agencies would then be invited to submit applications if the proposed projects met new goals and priorities. Another suggestion was to have the CD Committee select a high priority project and solicit agencies willing to implement it. The Committee may want to look at increasing the minimum award to \$25,000. Another approach might be to pay only on “benchmarks”, similar to Duluth at Work. Could new and innovative projects be encouraged? Perhaps funding pilot projects. Alternatively, funding could be focused on one neighborhood each year. If the allocations were to increase, new dollars could be targeted to innovative projects.

The CD Committee schedule was discussed. The second and third Tuesdays are difficult for some to attend, so first and last Tuesdays are preferred. It was agreed to start meetings earlier, at 5:30 pm. There was discussion on the “mid-year review” idea, and Hamre suggested that could happen during the Consolidated Annual Performance and Evaluation Report (CAPER) public hearing. Past performance of the grantees could be scored then. It would make this public hearing more meaningful for grantees, and would help to streamline evaluation of applications in the Fall.

**Next Meeting:** The next CD Committee meeting will be **February 25<sup>th</sup>, 2014, at 5:30 pm**. A finalized calendar will included with the meeting notice. Also, staff will email summaries of the At Home in Duluth Neighborhood Plans to members in advance of this meeting.