



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

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Community Development Committee Meeting Summary

**Tuesday, May 5, 2020, 5:30 p.m.**

Special Virtual Meeting –Web-Ex

1. Call to Order and Roll Call

Chair Hamilton Smith called the meeting to order at 5:41 pm

Roll Call

Attending- Hamilton Smith, Patricia Sterner, Valerie Joeckel, and Breanna Ellison

Absent- Mark Osthus

Staff Present: Ben VanTassel, Suzanne Kelley, Mollie Hinderaker

2. Review of Virtual Meeting Protocol and Process

Manager Ben VanTassel provided an overview of the virtual meeting process; he explained that the meeting was available for people to attend virtually and individuals would have the option to provide comments during the public hearings either through the Web-Ex system or by email that was actively being monitored during the meeting. Manager VanTassel stated that a virtual public input session was held on April 30, 2020, which was attended by 45 individuals. Comments from this session and emails from the public that were received by City Staff relating to the public hearings on this agenda were sent to Committee members earlier.

3. Public Hearing on Proposed Revisions of the Citizen Participation Plan

Manager VanTassel explained that HUD was allowing communities to revise their Citizen Participation Plan to incorporate a process relating to Infectious Disease Response that would permit virtual meetings and reduce the public comment period to 5 days.

Chair Smith opened the public hearing for comments.

With no speakers signed up or members of the audience wanting to make a public comment, no additional comments were provided.

Chair Smith closed the public hearing.

**MOTION/Second:** Sterner/Joeckel moved to approve the revisions to the Citizen Participation Plan with no changes. **Vote (4-0)**

4. Public Hearing on FY2019 Annual Action Plan: Priorities for CDBG-CV and ESG-CV funding from HUD to be used to prevent, prepare for, and respond to COVID19

Manager VanTassel explained that as part of the March 27, 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Duluth would be receiving an additional \$1,427,448 in CDBG funds and \$719,669 in ESG funds to be used for the prevention, preparation, and response to COVID-19 pandemic. City staff has been working with HUD to expedite the process so that these dollars would be available faster than the traditional five-month process. HUD recommended that the City amend the 2019 Action Plan and provide a general description of how the funds would be used in the HUD specified Goals. City Staff recommended funding the following the goals: Public Facility, Public Service, Job Training, Business Assistance, Rapid Rehousing/Tenant Based Rental Assistance, Homeless Prevention, Emergency Shelter and Outreach, and Staff Administration.

Chair Smith opened the public hearing for comments.

- Katie Danielson, the Homeless Liaison for the ISD 709 School District described the need and importance of providing childcare.
- Pam Kramer, the Executive Director for LISC, stated that it was important to address diversity and insure people of color, indigenous people, single parents, and very low-income people were included in the process.
- Jodi Slick, CEO of ECO3, explained food insecurity, mental health, and improved access to technology including data plans and devices needed to be addressed. She also explained how businesses in Lincoln Park and other areas would need assistance.

With no other speakers signed up or members of the audience wanting to make additional public comments, Chair Smith closed the public hearing. Committee members discussed the proposed goals. Specific comments included:

- What agencies would be able to apply for funds? Manager VanTassel stated that staff expected agencies currently receiving HUD funds would be applying, as well as agencies that normally do not receive funds. He explained that City Staff would be increasing outreach efforts to increase participation in utilizing these funds.
- Members discussed the importance of technology and the widening gap occurring in the underrepresented population. Technology is becoming more essential with jobs, education, and doctor appointments.

**MOTION/Second:** Sterner/Joeckel moved to approve the 2019 Action Plan amendment with an emphasis being provided on technology and childcare. **Vote (4-0)**

4. Public Hearing on the FY2020 Action Plan Final Funding Amounts:

Manager VanTassel informed the Committee that HUD was providing additional funding for the 2020 program year. The specific increases and recommended projects for the increase included:

Total Community Development Block Grant (CDBG) Program: \$2,426,497  
Housing Decker Dwellings- One Roof Community Housing \$316,035 (increased \$41,035)  
Program Administration CDBG Program Administration- City of Duluth \$485,299  
(increased \$10,258)

Total HOME Investment Partnerships Program: \$549,739  
Homeless Rental Assistance (TBRA)- Duluth HRA \$94,766 (increased \$7,771)  
HOME Program Administration- City of Duluth \$47,473 (increased \$862)

Total Emergency Solutions Grants Program: \$208,704  
Rapid Rehousing & Prevention – City of Duluth \$77,052 (increased \$7,456)  
ESG Program Administration- City of Duluth \$15,652 (increased \$604)

Chairperson Smith opened the public hearing for comments.

- Jeff Corey, Executive Director for One Roof explain the additional funds were needed for the Decker Dwellings project to address a \$280,000 construction gap that was due to increase in construction costs.
- Chair Smith asked about the affordability of the units.
- Mr. Corey responded that there would be nine Section 8 units, approximately half of the units in the development would be 50% AMI, some units would be for up to 80% AMI, the average of all the units would be 60% AMI.

With no other speakers signed up or members of the audience wanting to make additional public comments, Chair Smith closed the public hearing.

**MOTION/Second:** Joeckel/Sterner moved to approve the 2020 Action Plan Final Funding Amounts Recommendations. **Vote (4-0)**

5. Public Hearing on Substantial Amendment to FY 2015 Annual Action Plan:

Manager VanTassel informed the Committee that the CHUM Employment Services project described in the 2015 Action would not be going forward, therefore that project would have to be canceled in the 2015 Action Plan and the committed funds would need to be directed to another project. City Staff recommended the \$64,000 committed to the project be allocated to the Decker Dwelling Project.

Chair Smith opened the public hearing for comments.

With no speakers signed up or members of the audience wanting to make a public comment, no additional comments were provided.

Chair Smith closed the public hearing.

**MOTION/Second:** Sterner/Ellison moved to approve the Substantial Amendment to the FY 2015 Annual Action Plan. **Vote (4-0)**

6. Overview of FY 2021 Funding Process and upcoming business

Manager VanTassel informed the Committee that City Staff was developing a schedule for the 2021 Funding process and that more information would be provided later.

9. Adjourn

**MOTION/Second:** Sterner/Ellison to adjourn the meeting at 6:45 pm. **Vote (4-0)**