

Community Development Council Meeting Minutes

February 9, 2011

Great Falls Civic Center, Rainbow Room

Chris Imhoff called the meeting to order at 5:30 p.m. and took roll call.

Roll Call	
Community Development Council Members:	
<input checked="" type="checkbox"/>	Tina Cubbage
<input checked="" type="checkbox"/>	Darren Fike
<input checked="" type="checkbox"/>	Shannon Hoiland
<input checked="" type="checkbox"/>	Steve Hurin
<input type="checkbox"/>	Carrie Koppy
<input checked="" type="checkbox"/>	Aaron Kueffler
<input type="checkbox"/>	Susan McCord
<input checked="" type="checkbox"/>	Robert Rudeseal
<input type="checkbox"/>	Maria Valandra
<input checked="" type="checkbox"/>	Sandie Wright

Others Present:

Chris Imhoff, City of Great Falls (City) Planning & Community Development Department, CDBG/HOME grant administrator

Wendy Thomas, City Planning & Community Development Department, deputy director

A. Future Meeting Logistics

Meeting dates, times, location: The meeting nights chosen for applicant presentations were Tuesday, February 22, 2011, and Wednesday, February 23, 2011. The allocation recommendation meeting night selected was Monday, March 7, 2011. The Council Development Council (CDC) had a difficult time finding nights that would not exclude some members from attending. Wendy Thomas suggested recording the presentation meetings for the use of those members who miss all or part of a meeting. The CDC agreed presentation meetings should be recorded, with the caveat that presenters be informed they are being recorded. The presentation meetings will begin at 5:30 p.m. and last until 9:00 p.m., at the latest. There will be 30 minutes for CDC member discussion at the end of both presentation meetings. The allocation recommendation meeting will begin at 6:00 p.m. Chris Imhoff noted the Rainbow Room or Gibson Room of the Civic Center would likely be the location of the meetings, depending on room availability.

Public meeting laws: CDC meetings will follow open meeting laws, therefore, the Chair will call the meeting to order and take roll call. Previous meeting minutes will be

approved prior to beginning the presentations at 5:45 p.m. Time will be allowed for public comment immediately after the last presentation is concluded each night.

Presentation schedule: There are 12 Public Service applicants, two Affordable Housing applicants and one Economic Development applicant that will be making presentations before the CDC. Eight public service organizations will present the first night and the remaining applicants will present the second night. The CDC decided time should be called after 10 minutes of the applicant's presentation so the CDC has five minutes to ask questions of the applicant.

B. Community Development Block Grant (CDBG) Program

Chris Imhoff presented basic CDBG program requirements, including meeting national objectives, meeting eligibility requirements and meeting CDBG low/moderate income benefit criteria. The CDC was informed the City will probably not be receiving the \$1,007,000 previously projected in the funding priorities because of the new climate in Congress. The Upper & Lower River Road Water & Sewer District project will be allocated \$332,000 no matter how much money is received. Additionally, the rehabilitation specialist's salary and benefits will be paid. In accordance with the CDBG funding priorities adopted by the City Commission on January 4, 2011, 15% of whatever amount is received will be used to fund Public Services. The CDC will decide at the allocation recommendation meeting whether to recommend funding Public Service projects in order of CDC scored ranking until the money runs out or to recommend funding a pro rata portion of the amount funded to the applicants dependent upon the amount the City actually receives.

C. CDC Role

Chris Imhoff explained that the CDC will be asked to read the applications, visit applicant sites if possible, listen to applicant presentations asking questions to clarify issues and score projects using a detailed matrix which walks the CDC member through the required information that should be provided in an application. The description of project ranking criteria under Tab 7 in the CDBG application booklet provides some guidance as to items the application should address. The cumulative score for each project should be transferred to an electronic matrix which will be provided to the CDC. CDC members will be asked to email the completed matrix to Chris Imhoff by no later than February 28 for averaging. The projects will be ranked by score and that information will be given to the CDC at the allocation recommendation meeting as guidance for funding recommendations. The Chair and/or one or two other members will make a funding recommendation presentation to the City Commission at the March 15, 2011, City Commission work session or City Commission meeting.

To avoid any conflict of interest—perceived or real—CDC members who work for or sit on the board of directors of an agency applying for a grant or potentially have some other perceived conflict of interest, shall: 1) not score that agency's application on the

matrix (an average of the other CDC scores will be inserted for the that score); 2) leave the room during that applicant's oral presentation; and 3) if asked by the Chair, leave the room during that part of the allocation recommendation meeting when deliberation of funding recommendations for that agency are being discussed. The Chair will ask a member to leave if another member tells the Chair he or she will be uncomfortable having that member present during discussion of the funding for the agency.

D. Designation of Chair and Timekeeper

CDC members selected Maria Valandra as the Chair, noting they thought she did a very good job in that role last year. Susan McCord was selected as the time keeper again this year and Robert Rudeseal was selected as the assistant time keeper. The CDC decided time should be called after 10 minutes of the applicant's presentation so the CDC has a full five minutes to ask questions of the applicant.

E. Public Comment

No members of the public were present.

F. Adjourn

The meeting was adjourned at 6:45 p.m.

G. Next CDC Meeting

The next CDC meeting will be held February 22, 2011, at 5:30 p.m. The location will be determined.

Minutes Approved: February 22, 2011