



Community Development Council Meeting Minutes

January 31, 2014

Great Falls Civic Center, Rainbow Room

Jolene Wetterau called the meeting to order at 2:09 p.m. and took roll call.

Roll Call	
Community Development Council Members:	
_____	Scott Pretat
_____	Jolene Bach
_____	Max Bailey
_____	Keith Cron
<u> X </u>	Dave Fink
<u> X </u>	Anita Fisher
_____	Carrie Koppy
<u> X </u>	Susan McCord
<u> X </u>	Dave Sutinen
_____	Sandie Wright

Others Present:

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

Gregg Benson, City Planning & Community Development Department, city planner

A. Future Meeting Logistics

Scheduling poll will be sent out to all members to determine meeting dates for presentation as well as final allocation meeting. Members will be contract via email regarding meeting dates and times as best fits everyone schedule.

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 applicant presentations. Time will be allowed for public comment immediately after the last presentation is concluded each night.

Presentation schedule: There are 12 Public Service, 8 Public Facilities, and 5 Affordable Housing applications that will be making presentations before the CDC. Eight of the public service organizations will present the first night and four will present the second night. The CDC time keeper will call time after 10 minutes of the applicant's presentation allowing the CDC five minutes to ask questions of the applicant.

B. Community Development Block Grant (CDBG) Program

Jolene presented a brief overview of the CDBG program including the allocation schedule, the Commission priorities and the HUD Consolidated Plan goals. Basic CDBG program requirements, including meeting national objectives, meeting eligibility requirements and meeting CDBG low/moderate income benefit criteria were outlined. In accordance with the CDBG funding priorities adopted by the City Commission on January 7, 2014, 15% of 2014/2015 CDBG funds received will be used to fund public service applications, 20% of current FY 2014 funds will be allocated for administration, 30% of funds will be used for affordable housing and 35% will be used for public facilities.

C. CDC Role

Jolene Wetterau explained the CDC will be asked to read the applications, visit applicant sites if feasible, 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 application booklet provided to the CDC 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 Jolene Wetterau soon after the final presentation meeting 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 18, 2014, City Commission work session and/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 not score that agency's application on the matrix (an average of the other CDC scores will be inserted for the that score) and will recuse themselves from any discussion about the application's merit.

D. Election of Chair, Vice-Chair and Timekeeper

Due to the low number of members that turned out for the meeting the election of the CDC chair, vice-chair, and timekeeper will be postponed until the next meeting. This will be the first order of business for the next meeting.

First order of next meeting will be to elect council chair and vice-chair.

E. Public Comment

None made.

F. Adjourn

The meeting was adjourned at 3:00 p.m.

G. Next CDC Meeting

Next meeting TBD.

Minutes Approved: February 11, 2014