



Community Development Council Meeting Minutes

February 4, 2015

Great Falls Civic Center, Rainbow Room

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

Roll Call	
Community Development Council Members:	
<input checked="" type="checkbox"/>	Steve Pretat
<input checked="" type="checkbox"/>	Jolene Bach
<input type="checkbox"/>	Max Bailey
<input checked="" type="checkbox"/>	Keith Cron
<input checked="" type="checkbox"/>	Dave Fink
<input checked="" type="checkbox"/>	Harmony Wolfe
<input checked="" type="checkbox"/>	Neil Fortier
<input checked="" type="checkbox"/>	Susan McCord
<input checked="" type="checkbox"/>	Dave Sutinen
<input checked="" type="checkbox"/>	William Raaen

Others Present:

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

Gregory Gordos, City Planning & Community Development Department, City Planner

A. Future Meeting Logistics

Determined meeting dates for presentation as well as final allocation meeting. Future meeting dates will be Wednesday, February 11, 2015 at 5:15pm; Thursday, February 12, 2015 at 5:15pm; Tuesday, February 17, 2015 at 5:15pm; and Tuesday, March 3, 2015 at 5:30pm.

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 20, 2015, 10% of 2015/2016 CDBG funds received will be used to fund public service applications, 10% of funds will be used for economic development, 30% of funds will be used for affordable housing, 30% will be used for public facilities, and 20% of current FY 2015 funds will be allocated for administration.

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

With unanimous approval from all attending members, Dave Sutinen was elected CDC chair, Dave Fink was elected vice-chair and timekeeper.

E. Public Comment

None made.

F. Adjourn

The meeting was adjourned at 6:28 p.m.

G. Next CDC Meeting

Next meeting will be February 11, 2015, 5:15 pm

Minutes Approved: Minutes were approved at the February 11, 2014 Meeting