



## Community Development Council Meeting Minutes

February 1, 2016

Great Falls Civic Center, Rainbow Room

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Jolene Wetterau 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 Schalper
<input checked="" type="checkbox"/>	Jennifer Fines
<input checked="" type="checkbox"/>	Tyler Hentzen
<input checked="" type="checkbox"/>	Dave Fink
<input type="checkbox"/>	Harmony Wolfe
<input checked="" type="checkbox"/>	Neil Fortier
<input checked="" type="checkbox"/>	Beth Schmidt
<input checked="" type="checkbox"/>	Dave Sutinen
<input type="checkbox"/>	William Raaen

### Others Present:

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

Craig Raymond, City Planning and Community Development Department, Director

### Member Introductions

All members stated their name and objectives of the council. Jennifer Fines, Beth Schmidt, and Tyler Hentzen introduced as new members. Future meeting are to be held in the Rainbow Room or alternatively the Administrative Conference Room. Access to the building can be found on the northeast side doors. Contact information for all members/staff found in the first tab of the application booklet.

### A. Future Meeting Logistics

Jolene Wetterau provided the option to choose three or four dates for presentations. There are twenty five applicants. Six members must be present for a quorum. Determined meeting dates for presentation as well as final allocation meeting. Future meeting dates will be Tuesday, February 9, 2016 at 5:15pm; Wednesday, February 10, 2016; Wednesday, February 17, 2016; and Tuesday, February 23, 2016. Option provided to take a five minute break in addition to a dinner break. Council decided to remain at status quo of breaking only for dinner. There will be approximately eight presentations per night plus allocation night.

On March 1<sup>st</sup>, 5:30pm the Chair or co-Chair will present the funding allocations during the City Commission work session.

## **B. Community Development Block Grant (CDBG) Program**

Jolene Wetterau presented a brief overview of the CDBG program including the allocation schedule, the Commission priorities and the HUD Consolidated Plan goals. Funding levels are estimated to be at similar levels as last year, roughly \$715,000. Breakdowns of applicants, amounts requests, and percentages allocated by the commission can be found in the Council binder. 20% of current FY 2016 funds will be allocated for administration. 12.5% of 2015/2016 CDBG funds received will be used to fund public service applications, 7.5% of funds will be used for economic development. Basic CDBG program requirements, including meeting national objectives, meeting eligibility requirements and meeting CDBG low/moderate income benefit criteria were outlined. Typically all allocations have gone to LMI activities. Slum/blight projects are a rarity.

Conflict of interest guidelines and bylaws may be found within the application booklet.

## **C. CDC Role**

Jolene Wetterau explained the CDC will be asked to read the applications, 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. Jolene Wetterau requested that reviewers participate in site visits; Jolene will make requests to applicants if necessary.

The CDC time keeper (Chair or appointed) will call time after 10 minutes of the applicant's presentation allowing the CDC five minutes to ask questions of the applicant.

The description of project ranking criteria under 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 a matrix which will be provided to the CDC. CDC members will be asked to email the completed matrix to Jolene Wetterau, who will create a spreadsheet to be discussed on the final allocation night. All scoring materials will be placed on a flash drive for electronic access available the day after this meeting. 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.

HUD guidance regarding conflict of interest was discussed. 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. Conflicts should be announced to the group prior to any discussion of the application, where the greater board may discuss if the CDC member should recues themselves.

Recommendations of the CDC are presented to the City Commission, who may choose to accept or modify the recommended amounts.

Items that cannot be funded through CDBG were announced.

**D. Election of Chair, Vice-Chair and Timekeeper**

With unanimous approval from all attending members, Jolene Schalper was elected CDC chair, Dave Fink was (re)elected vice-chair. No timekeeper was designated.

**E. Public Comment**

Opportunity was given for public comment. None was given.

**F. Adjourn**

The meeting was adjourned at 6:08 p.m.

**G. Next CDC Meeting**

Next meeting will be February 9, 2016, 5:15 pm

Minutes Approved: Motion to approve minutes as they are was made and seconded on February 9, 2016.