



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

April 3, 2018

**Board Members Present:** Becky Bey, Laura Gittings-Carlson, Jim Corson, Rebecca Noell, Joe Stockburger, Patt Leikam, Bret Rutherford, Katrina Kruger

**Board Members Excused:** Kathleen Candelaria, Bret Rutherford

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Sandra Lopez, Wyeth Friday

**Guests:** Councilmember Denise Joy, VISTA Leader Sara Channell

**Welcome / Introductions / Announcements:** The Community Development Board met in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Board Chair Becky Bey, called the meeting to order at 3:00pm. Beckett noted Sandra Lopez will be leaving the Division the week of May 14, 2018 for another opportunity. She also announced that HUD had released the CDBG and HOME allocations at 2:00pm today (see attached).

**Public Comment:** Staff mentioned that the Billings Metro VISTA Project had gone in front of the City Council to introduce themselves and their projects.

**Meeting Minutes:** Board member Patt Leikam moved to approve the March meeting minutes and Laura Gittings-Carlson seconded the motion. A vote was taken and the minutes were approved unanimously.

#### Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** Staff reported that the 244 Terry property closed March 8<sup>th</sup>. Construction on the Plainview property is underway. Staff purchased another foreclosed property at 215 19<sup>th</sup> Street West and a preliminary work list is being prepared. One loan closed in February and three applications were received in March. Construction has begun on two homes and funding is available to assist three homeowners. One new Manufactured Home Repair application was received in March and funding remains to assist up to two homeowners. One new contractor has become eligible to work on rehabilitation projects with the City.
- **VISTA:** Staff reported that a new VISTA recruitment season would be beginning and that projects were being developed. The Summer Associate program is also currently in the recruitment stage. VISTA Leader Sara mentioned an Earth Day activity that the VISTA members would be partaking in.
- **First Time Home Buyer Program:** Staff reported six houses would close in April. Funds have been remains to assist approximately eleven households.

**Consolidated Plan – Draft Annual Action Plan:** Staff presented the Board with a drafted Annual Action Plan during February's meeting. Board member Katrina Kruger made a motion to approve the drafted plan as presented and Jim Corson seconded the motion. A voice vote was taken and the Annual Action Plan was approved unanimously.

**Recommendations: Code of Ethics / Conduct & Recusals:** Staff reviewed the Code of Ethics / Conduct standards and CD Board members signed a disclosure form. (See attached)

**Budget Recommendations Session:** Staff reviewed the latest estimated revenues for Community Development Programs. (See attached)

**Neighborhood Concerns and Happenings:** Becky Bey invited the CD Board to a Workforce Development and Placemaking Conference called "Better Off in Billings" that is happening on April 20 from 7:30am-2:00pm. Katrina Kruger announced the need that CASA has for new volunteers for the organization.

**Next Meeting:** Becky Bey adjourned the meeting and set the next for May 1<sup>st</sup>, 2018.

**COMMUNITY DEVELOPMENT DIVISION**

**Final Revenue FY 2018-2019**

	CDBG	HOME	Totals
HUD Entitlement Grant	\$663,860	\$378,067	\$1,041,927
% Cap on CDBG / 10% on HOME Administration (Maximum)	\$132,772	\$37,807	\$170,579
15% CDBG Public Service Cap (Maximum)	\$99,579	-	\$99,579
15% HOME CHDO Allocation (Minimum)	-	\$56,710	\$56,710
CDBG Available for Home Repair & Buyer	\$431,509	-	\$431,509
HOME Available for Home Buyer	-	\$283,550	\$283,550

*Community Development Board & Staff Recommendations*

Budget Estimates	CDBG	HOME	New \$ Totals
CDBG Administration	\$132,772	-	\$132,772
VISTA Administration (Public Service)	\$75,000	-	\$75,000
HOME Administration	-	\$37,807	\$37,807
Set-Aside for CHDOs	-	\$56,710	\$56,710
Affordable Housing Development	\$0	\$0	\$0
First Time Home Buyer Program	\$106,088	\$283,550	\$389,638
Housing Rehabilitation Loan Program	\$100,000	-	\$100,000
Manufactured Home Repair	\$0	-	\$0
Foreclosure Acquisition Rehab	\$250,000	-	\$250,000
Total Allocated	\$663,860	\$378,067	
Estimated \$ Available	\$663,860	\$378,067	
Difference	\$0	\$0	

*Budget Recommendations\*:*

- CDBG and HOME Administration to highest levels allowed by cap
- Minimum HOME Community Housing Development Organization set-aside
- \$75,000 or 15% CDBG to the Billings Metro VISTA Project, whichever is less
- Housing Rehabilitation \$100,000 CDBG
- Foreclosure \$250,000 CDBG
- Remaining CDBG to First Time Home Buyer
- Remaining HOME funds allocated to First Time Home Buyer

*\*Continue close- and shovel-ready allocation process to ensure efficient use of available funding*