



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

2825 3<sup>rd</sup> Avenue North, Billings, MT 59101 Phone: 406.657.8281 Fax: 406.294.7595 Relay: 711 [www.ci.billings.mt.us/ComDev](http://www.ci.billings.mt.us/ComDev)

#### Regular Meeting of the Community Development Board

April 2, 2019

**Board Members Present:** Rebecca Noell, Joe Stockburger, Jim Corson, Jessica Schmidt, Laura Gittings-Carlson, Katrina Kruger

**Board Members Excused:** Bret Rutherford

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Christina Escamilla, Wyeth Friday

**Welcome / Introductions / Announcements:** The Community Development (CD) Board met in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Board member Rebecca Noell, called the meeting to order at 3:05pm.

**Public Comment:** No public comment.

**Meeting Minutes:** Board member Jim Corson moved to approve the March meeting minutes and Katrina Kruger seconded the motion. A vote was taken and the minutes were approved unanimously.

#### Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** The Plainview Project is available for sale to an approved First Time Home Buyer (FTHB) applicant. The construction at 215 19<sup>th</sup> Street West is complete and the Intent to Sell public notices have been scheduled. The post-rehab home inspection was started last week and staff is awaiting the report to determine if any other work is necessary. The post-rehab appraisal was also done last week. Upon receipt of the appraisal, the sales price will be determined and the property will be marketed for sale to approved FTHB applicants.

For 930 Steffanich Drive project, the City closed on the purchase March 25<sup>th</sup>. A series of professional inspections are being scheduled. The results will be used to develop the preliminary work list and Invitation for Bid document, which will then be advertised.

Construction continues at four homeowner-occupied Housing Rehabilitation Program homes. Two projects were closed out and no new applications were submitted in March. Four homeowners are seeking bids for their projects. Two projects are awaiting home inspection results. Funding is available to assist one or two homeowners using last year's allocations. There is one new application for the Manufactured Home Repair Program and one application was withdrawn. Two homeowners are seeking bids for their projects. Funding is available to assist one or two homeowners using last year's allocations.

The CD Board Members toured the 215 19<sup>th</sup> Street West and 930 Steffanich properties following the meeting.

- **Affordable Housing Development:** The Riverfront Pointe Project is almost finished. There have been applicants from FTHB participants. The Board has requested a tour of Riverfront Pointe Project once complete.
- **First Time Home Buyer Program:** The program is currently receiving a high number of applicants. There is funding available for two to three households. There are 11 homes closing next month. There is a potential FTHB buyer for the Plainview property.

**Billings-Metro VISTA Project:** There are 15 positions available for the Summer Associates program and 18 for July Full-Time members. Brenda Beckett introduced the possibility of an 18-month grant cycle to allow optimal time for recruitment.

**Consolidated Plan / Annual Action Plan Review:** An opportunity for the Board to provide feedback on the Consolidated Plan / Annual Action Plan. The public comment period is from March 23-April 22. The Annual Action Plan addresses priority needs and outlines the use of the City's CDBG and HOME funding for activities to be carried out from July 1, 2019 to June 30, 2020. A vote will be taken during the May 2019 meeting to approve the final draft of the Plan prior to HUD submittal prior to May 15.

**Recommendations: Code of Ethics / Conduct & Recusals:** CD Board members reviewed and signed a disclosure form. The form allows the members to recuse themselves from recommending funding awards to an organization, project, or program where the members is a relative or partner if a conflict of interest exists.

**Staff Recommendations Review:** Brenda Beckett explained current revenue estimates and program recommendations. HUD will be release the final allocation amounts in early April. Jim Corson made a motion to approve the 2019-2020 budget and Katrina Kruger seconded the motion. A vote was taken and the budget was approved unanimously. Please see the attached budget.

**Neighborhood Concerns and Happenings:**

- Denise Joy: Announced that the City Council is interested in receiving feedback from various Council Members who sit on different boards and may be something in the future that they will report on. She asked the Board Members for their feedback.
  - Katrina Kruger would like Council Member, Denise Joy, to highlight the long-term benefits the Community Development programs provide for Billings.
  - Brenda Beckett recommended calling attention to how tremendous the CD Board is and the varied skills that each member offers.
  - Jim Corson recommended highlighting the CD staff members.

**Next Meeting:** Rebecca Noell adjourned the meeting. The next meeting will be held on May 7, 2019.

**COMMUNITY DEVELOPMENT DIVISION**  
PRELIMINARY & ESTIMATED Revenue FY 2019-2020

	CDBG	HOME	Totals
HUD Entitlement Grant	\$650,000	\$345,000	\$995,000
20% Cap on CDBG / 10% on HOME Admin	\$130,000	\$34,500	\$164,500
15% CDBG Public Service Cap	\$97,500	-	\$97,500
15% HOME CHDO Allocation Minimum	-	\$51,750	\$51,750
CDBG Available for Home Repair & Buyer	\$422,500	-	\$422,500
HOME Available for Home Buyer	-	\$258,750	\$258,750

*Q2 Balances as of December 31, 2018*

Accounts	New Revenue	Balance	Notes
FY18-19 Housing Rehabilitation	\$0	\$23,123	
FY17-18 Foreclosure (19th St & Plainview)	\$0	\$75,666	19th St Change Order Pending
FY18-19 Foreclosure	\$0	\$193,444	Seeking new property
FY18-19 CDBG First Time Home Buyer	\$124,000	\$71,644	10k committed - 1 household
FY18-19 HOME First Time Home Buyer	\$171,500	\$126,870	\$45k committed - 3 households
Council Revolving Home Loans	\$15,000	\$27,484	
FY18-19 CDBG VISTA	\$0	\$38,000	Paying \$18,500 / quarter

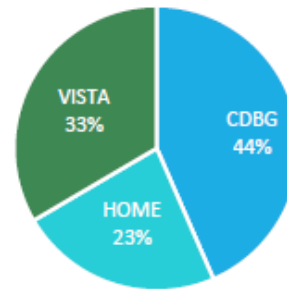
*Staff Recommendations as of February 22, 2019*

Budget Estimates	CDBG	HOME	New \$ Totals
CDBG Administration	\$130,000	-	\$130,000
VISTA Administration (Public Service)	\$75,000	-	\$75,000
HOME Administration	-	\$34,500	\$34,500
Set-Aside for CHDOs	-	\$51,750	\$51,750
Affordable Housing Development	\$0	\$0	\$0
First Time Home Buyer Program	\$145,000	\$258,750	\$403,750
Housing Rehabilitation Loan Program	\$100,000	-	\$100,000
Manufactured Home Repair	\$0	-	\$0
Foreclosure Acquisition Rehab	\$200,000	-	\$200,000

Total Allocated	\$650,000	\$345,000
Estimated \$ Available	\$650,000	\$345,000
Difference	\$0	\$0

Direct VISTA Grant	\$325,000
CNCS Member Support	\$175,000
Total CNCS \$	\$500,000

CDBG	\$650,000	43.48%
HOME	\$345,000	23.08%
VISTA	\$500,000	33.44%
Total Budget	\$1,495,000	100.00%



*Budget Recommendations\*:*

Administration	- CDBG and HOME Administration to highest levels allowed by cap - Minimum HOME Community Housing Development Organization set-aside
CDBG	- \$75,000 or 15% CDBG to the Billings Metro VISTA Project, whichever is less - Housing Rehabilitation \$100,000 CDBG - Foreclosure \$200,000 CDBG - Remaining CDBG to First Time Home Buyer
HOME	- Remaining HOME funds allocated to First Time Home Buyer

*\*Continue close- and shovel-ready allocation process*