

Regular Meeting of the Community Development Board
November 1, 2011

Board Members Present: Kamber Kelly, Kathleen Candelaria, Thomas Grimm, Emily Shaffer, Patt Leikam

Board Members Excused: Jim Hartung, Thomas Mahlen, David Goodridge

Staff Present: Brenda Beckett, Casey Brown, Lynda Woods, Denise Bohlman, Candi Beaudry

Welcome / Introduction: The Community Development Board met at its regular monthly meeting located in the 4th Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Vice Chairperson Kamber Kelly called the meeting to order at 3:00 p.m.

Public Comment: None.

Meeting Minutes: *Thomas Grimm, moved that the revised minutes of the September 6, 2011 meeting and the minutes of the October 4, 2011 meeting be approved as written. Kathleen Candelaria seconded the motion and it passed unanimously.*

Staff Reports: **First Time Home Buyers** - Brenda Beckett discussed Federal mandates for ensuring that recipients of First Time Home Buyers loans remain in compliance, i.e., primary residence. Brenda stated a newsletter is mailed once a year and if it is returned to Community Development an investigation into the homeowners whereabouts is conducted. Tam Rodier was successful in recapturing \$5,000 from a noncompliant individual.

Kings Green Phase IV. Tam is also working on this project. The utilities, curb-cuts for entry ways to properties and engineering will likely be completed this fall.

Brenda stated that a revision in the timeline for Homeword's CHDO project was made to aid with accuracy. There may need to be an amendment to the development agreement changing a couple of the dates. This will help accommodate the CHDO's project and still be compliant with HUD.

VISTA – Recruitment has started. Two positions are for the Housing Authority of Billings. One will be focusing on the *project site development for the community garden* located at Whitetail Run. The second person will be working on a *feasibility study* for over 400 units for potential networking and community gardening. One position is for *Tumbleweed, it is a mentoring position*, which was not filled in July. There are three positions for the City. One is a *social enterprise education expansion*. One is *illuminate poverty and homelessness*. That position will help with the upcoming June housing conference in Billings. Another Billings Addendum will be done. This was a key piece of data gathering which revealed the percentage of citizens that are employed homeless. Another position is the *VISTA leader*. The VISTA leader is a position that would assist in project management.

Fair Housing – Brenda provided the materials recently purchased for checkout, handout at Self Help Law Center for viewing by the Board.

Housing Rehabilitation Program – Lynda Woods reported the funds are 34% committed and two loans closed in October. Five projects are in construction and one reconveyance was received and processed. Lynda is expecting more reconveyances in the future due to the low interest rates.

Housing Rehabilitation Program – Interest Subsidy – This is a portion of the Housing Rehab program. In recent years it has not been an active part of the Housing Rehab Loan Program. Interest subsidy is for those homeowners between 60% and 80% of AMI. Lynda has been working with First Interstate Bank to revitalize that portion of the program. First Interstate Bank is very interested in providing community development services and it will be a good partnership. Community Development will collaborate with First Interstate Bank, wherein Community Development will buy down a bit of the mortgage of a loan and subsidize the interest. In this case, Community Development would not have to carry down the loan and this money is considered a grant, rather than a loan product. The City Attorney is reviewing the Operating Agreement.

Minor Home Repair Program – Lynda Woods stated 60% of the funding is committed and 4 grants were awarded in October. Increased activity in this program was due to VISTA member, Casey Brown's, work and advertising in Casa Village. Seven projects are under construction and others are seeking bids.

Neighborhood Stabilization Program – Lynda Woods stated that all three houses are completed. The first home sold needs to be matched with a qualified buyer whose income is 50% AMI. Three buyers have been identified. The first potential buyers were shown all three homes and did not feel that any of the homes met their needs. Contact with the 2nd potential home buyer was attempted, but no response has been received. Contact with the 3rd potential home buyer has been made and they are working toward obtaining a mortgage approval letter.

City Council also approved the resolution granting authority for the City Administrator to sell the properties by signature authority to expedite the sales process. It would eliminate having to take each sale of these properties to City Council.

Mayor's Committee on Homelessness – Lynda reported she has been working a great deal with the Mayor's Committee, Montana Coalition for the Homeless, and Continuum Of Care. The Mayor's Committee has finished up the first 2-year action plan for the 10-year plan. VISTA Casey has been working on the results and Lynda has been working on the next 2-year action plan with the Mayor's Committee.

CDBG & HOME Application Guidelines: Brenda Beckett explained the application and its guidelines and provided a presentation. A discussion ensued about potential future funding reductions and adding a disclaimer to the application about declining funding sources which may reduce or eliminate future public service funding. The application and its guidelines will need to be finalized at the next CD Board meeting, December 6th so it can be released on the Friday after the CD Board meeting.

Per the City Council's policy recommendation to move from one-year funding every year to a set of three-year grants and this will be the first year that those applicants that were funded three years ago would be eligible to apply again. So once they are funded, they have to build their own capacity. Board member Patt Leikam requested that the Board review its mission statement. Brenda Beckett stated that the priorities have already been established for the 5-year action plan and strategies have been done with community support and input.

The priorities are:

- Promoting the preserve of the existing supply of affordable housing.
- Promoting new affordable housing opportunities.
- Support citizen's economic interests, particularly the homeless and special needs populations.
- Promoting and preserving revitalization to communities' older neighborhoods.
- Working as an active partner with non-profits, neighborhoods, etc.
- Providing assistance to agencies serving low income populations.

Neighborhood Concerns: None.

Tentative Schedule: Next Board meeting is scheduled for Tuesday, December 6th, 2011 at 3:00 p.m.

Meeting adjourned at 3:48 p.m.