

Regular Meeting of the Community Development Board  
April 3, 2012

**Board Members Present:** Kamber Kelly, Emily Shaffer, Patt Leikam, Kathleen Candelaria, Trent Currie, Cindy Sanders, Martha Sanford, Fred Button

**Board Members Excused:** None

**Staff Present:** Brenda Beckett, Dina Billington-Harmon, Lynda Woods, Denise Bohlman

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 4<sup>th</sup> Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Chair Kamber Kelly, called the meeting to order at 9:05 a.m.

Cindy Rehling was introduced for the Neighborhood Stabilization, Reasonable Accommodation Request.

**Public Comment:** None.

**Meeting Minutes:** *Patt Leikam moved that the minutes of the March 6, 2012 meeting be approved as written. Kathleen Candelaria seconded. Motion carried.*

**Neighborhood Stabilization, Request for Reasonable Accommodation, Sale of Custer Property:** Dina Billington-Harmon stated there were two NSP homes remaining for sale. One home has 2 bedrooms and the other has 3 bedrooms. An approved, eligible applicant has a letter from her lender that she is pre-qualified to obtain a first mortgage. The applicant is eligible for the 2 bedroom home, but her child has special needs that in the future will require more equipment and the very real possibility of a live-in aid. The applicant provided documentation from her child's pediatrician and case worker. Therefore, the applicant is requesting that the Board approve the acquisition of the 3 bedroom home for family. *Cindy Sanders made a motion that the Board accept the request for reasonable accommodation for the sale of the 3 bedroom home on Custer Avenue. Martha Sanford seconded the motion. Motion carried.*

**Staff Reports:**

**Billings Metro VISTA Project** -- Brenda Beckett gave an update on the project. Application has been submitted. Four new VISTA members will be added this upcoming year and six positions are being advertised to ensure the four positions are filled. For Summer Associates, five agencies are seeking VISTA members and approval has been received for 10 positions.

**Housing Rehabilitation Program** – Lynda Woods reported the funds are 90% committed. Seven projects are under construction. There is space for one more project. One deferred loan closed in March.

**Minor Home Repair Program** – Lynda stated the funds are 100% committed. One project is in construction. Five homeowners are on the waiting list for funding.

**Tree Trimming & Removal** – Lynda reported four homeowners are on the waiting list for funding.

**Exterior Paint Program** – Lynda stated four homeowners are on the waiting list for funding.

**First Time Home Buyer** – Dina Billington-Harmon reported that all available funds have been expended for fiscal year 2011-2012. A total of 21 households were served in this program and 78 households are on the waiting list to purchase their first home.

**HOME / CDBG Monitoring** – Dina reported that on-site inspections were conducted at Homeword's Project, Southern Lights and Volunteers of America's Project, Magic City Terrace. Desk reviews have been completed for this year.

***Billings Partners for American Indian Homeownership / Affordable Housing Task Force:***

Dina reported that the Billings Partners for American Indian Homeownership have held homebuyer education during the lunch hour at the Bureau of Indian Affairs on March 28<sup>th</sup>. Additional meetings will be held April 4th and April 11th. Regular meeting is scheduled for April 17<sup>th</sup>.

The Affordable Housing Task Force meets quarterly. The next regular meeting is scheduled for April 26th.

***Mayor's Committee on Homelessness:***

Lynda reported that the Mayor's Committee met March 8, 2012 to review the 2012 Point-in-Time survey results and to review a single, comprehensive gateway for the City's response to homelessness. VISTA Andrew Proctor has done an amazing job of data analysis and may report to the Board his findings at the next regularly scheduled Board meeting.

***Analysis of Impediments to Fair Housing Choice:*** Brenda Beckett reported she raised \$18,000 to add to the budgeted \$15,000 for this study. Donations received are as follows: \$1,000 from the Billings Association of Realtors; \$1,000 from the Montana Association of Realtors; \$10,000 from the Housing Authority of Billings; \$5,000 from HRDC; and \$1,000 from First Interstate Bank Foundation. The Request for Proposals has been submitted and responses are expected by April 15<sup>th</sup>. Two "Intent to Respond" forms have been received. There have been concerns raised that the timeline to complete this study may be too short, so a request for an extension may need to be done. The City's Fair Housing webpage has been updated.

***Affordable Housing Development Program:***

**Kings Green Subdivision, 3<sup>rd</sup> Filing, Phase IV – Site Improvements:** Dina reported that The Kings Green, Phase IV, Affordable Housing RFP document was advertised March 1 and 8, 2012, seeking a developer to design, build and sell the 10 homes slated for the final phase. Three eligible proposals were received. A 4-member RFP Review Committee reviewed the proposals. Dina presented the RFP Decision Matrix with the Board. **Real Estate Dynamics** scored the highest in the Review Committee's ranking. Staff recommended accepting the proposal from **Real Estate Dynamics**.

*Trent Currie made a motion to accept the staff's recommendation of **Real Estate Dynamics** the Builder/Seller agent for the Kings Green Phase IV, but under a dual agent transaction, the realtor would pay 5%. Cindy Sanders seconded the motion. Motion carried.*

**Consolidated Plan Review:** Brenda Beckett reviewed the additions and/or changes to the drafted Consolidated Plan, which included enhanced language on resale and recapture requirements. Language has been enhanced for the rehabilitation standards. No public comment has been received at this time.

*Patt Leikam made a motion to accept the drafted Consolidated Plan for FY 2012-2013 with changes as outlined. Trent Currie seconded the motion. Motion carried.*

**YWCA Gateway House Monitoring:** Brenda advised that the Gateway House has their regular monitoring in September and the Board will address any concerns with the site at that time.

**Budget Review and Recommendations:** Brenda reported to the Board that the funding for Community Development Division has declined 38% since 2001. Next year the budget will decrease by another 9% or 10%. Staff does not expect this trend to change. There is a movement for entitlement communities to access funding through competitive HUD grants. Due to the extreme budget cuts, Staff recommends the Board consider funding only programs that will offer loan products to recapture funds for future use and not award grants where the funds would not be returned to the City. Community Development would restructure all of its programs to loan products. In reviewing the Task Forces priorities, home repair programs and first time home buyer programs are supported.

Brenda discussed with the Board the use of Community Housing Development Organization (CHDO) money. It is set aside for a CHDO or else it must be returned to HUD. The Homeword project, Southern Lights, is currently the only local CHDO. The money has not been allocated and staff may recommend the money be reserved for Homeword should they need it for their project. The City has two years to commit the money with a contract and three years to expend it.

The Board proceeded with their priority ranking decisions and narrowed their options for allocation of FY 2012-2013 funds.

*Martha Sanford made a motion that the Board fund Rebuilding Together by taking \$10,000 from the Minor Home Repair Budget. Fred Button seconded the Motion. **Motion failed.***

*Trent Currie made a motion that the Board approve the Staff recommendations for funding first time home buyer, housing rehabilitation and minor home repair programs as loan programs within Community Development Division and no other grants will be funded outside the Division. Patt Leikam seconded the motion. Motion carried.*

The Board reviewed the restructuring of those programs and how they will look as loan products. The Housing Rehabilitation program will be for stick-built homes only. No emergency funds will be derived for stick-built homes from the newly named, Manufactured Home Repair program. The forgiveness

feature will also be eliminated from the Housing Rehabilitation program. The Minor Home Repair program will be renamed to Manufactured Home Repair program and its funds will be used for manufactured homes only.

**Neighborhood Concerns and Happenings:**

No concerns were discussed.

**Tentative Schedule:** Next Board meeting is scheduled for Tuesday, May 1st, 2012, at 3:00 p.m.

Meeting adjourned at 1:30 p.m.