



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

2825 3rd Avenue North, Billings, MT 59101 Phone: 406.657.8281 Fax: 406.294.7595 Relay: 711 www.ci.billings.mt.us/ComDev

Regular Meeting of the Community Development Board

January 3, 2017

Board Members Present: Patt Leikam, Jim Corson, Becky Bey, Katrina Kruger, Rebecca Noell, Joe Stockburger, Bret Rutherford

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

Board Members Excused: Kathleen Candelaria, Laura Gittings-Carlson

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Chair, Patt Leikam, called the meeting to order at 3:00pm. Introductions were made around the table.

Public Comment: No public comment was made.

Meeting Minutes: Board member Becky Bey moved to approve the December meeting minutes and Katrina Kruger seconded the motion. A vote was taken and the minutes were approved unanimously.

Election of Officers: Jim Corson nominated Becky Bey to Chair of the Community Development Board and Katrina Kruger seconded the motion. Becky Bey accepted the nomination and after a voice vote, was appointed the new Chair of the Board. Katrina Kruger nominated Jim Corson to Vice Chair of the Community Development Board, which was seconded. After a voice vote, Jim Corson was appointed to Vice Chair of the Board.

Staff Reports:

- **Foreclosure Acquisition / Housing Rehab Program:** Staff reported that a project from a September applicant was preliminarily approved and is moving forward. Three new applications were denied in December based on age of the property (not at least 25 years old), property value (value of the property was over 95% of the median purchase price for the area), and one had late mortgage payments within the last 12 months (to be reviewed again summer 2017). Two applications were preliminarily approved and are moving forward. No new applications were received for the Manufactured Home Repair Program. One existing project has stalled due to homeowner having trouble getting bids.
- Marketing for the Housing Rehabilitation program and potential contractors has continued with ads in **Tidbits**. Staff also developed insert ads that will go in City utility bills for the First Time Home Buyer Program, Housing Rehabilitation, and contractor recruitment. One potential new foreclosure property has yet to be listed, but has been determined to be viable for bids.
- **First Time Home Buyer Program:** Staff reported funding is available for an estimated two more households using HOME funds, 13 households using CDBG funds, and 14 households using Council funds. There are four pending closings for January. There is also a buy/sell agreement that is expected to close on one of the NeighborWorks Montana project properties by the end of the month. Staff mentioned a potential site visit at the end of the CD Board Meeting in February.
- **VISTA:** The VISTA class will be attending a close of service event for the members that will be departing in January. They will be having a final training on using their year of service in the work force and continue to a dinner, where their supervisors have been invited to attend.

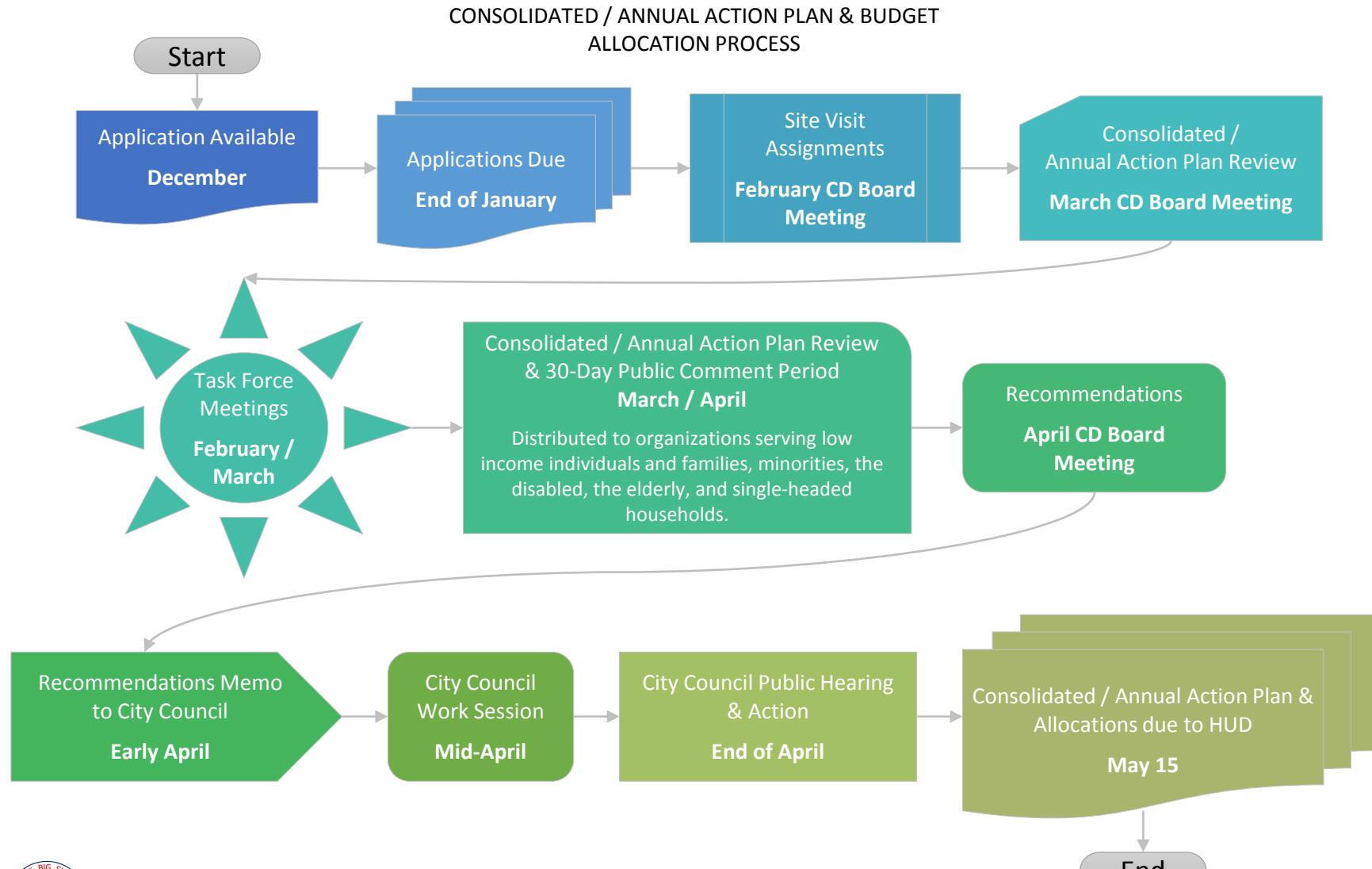
Allocation Process & Estimated Revenue - Review: Staff presented the board with an allocation process flowchart (*see attachment*) and a preliminary look at the potential estimated revenue based on the previous year's revenue (*see attachment*).

2017 Meeting Schedule: Staff handed out the 2017 meeting schedule for the board to review (*See attachment*).

Program Outreach: Board members discussed potential areas to conduct further Community Development program outreach aside from current efforts. Sites included the Bureau of Indian Affairs, the Health Board of Billings and other various Boards, and Title VII schools. In addition to the assignment of Task Force Meeting presentations, program outreach was tabled for the upcoming February meeting.

Neighborhood Concerns and Happenings: No new concerns or happenings were shared.

Next Meeting: Becky Bey adjourned the meeting and set the next for February 7th, 2017.



Community
Development

November 2016

COMMUNITY DEVELOPMENT DIVISION

ESTIMATED Revenue FY 2017-2018

CDBG REVENUE

New Funding Sources - Eligible for use in Admin Cap

HUD CDBG Grant \$581,942 HUD Allocation Estimate

Reallocated Funding Sources - Not Eligible for use in Admin Cap

None to date...

Total Reallocated Funding: \$0

CDBG Revenue Total: \$581,942

20% CDBG Administration Cap: \$116,388 Budget 20% HUD Allocation Only

Public Service Cap Calculation

15% of Prior Year Program Income \$0

15% of New CDBG Allocation \$87,291

15% Public Services Cap: \$87,291

Housing Rehabilitation Revolving Loan Fund - Minimum Allocation Calculation

FY2016-2017 New CDBG Allocation \$581,942

Considered 'Prior Year' for FY17-18 Planning

1/12 of Prior Year's New CDBG Allocation Calculation

Maximum Program Income Allowed

New Program Income on FY2015-2016 (last completed) CAPER: \$253,315

\$ Over Maximum can be Re-Allocated to Housing Rehab: \$204,820

Program income over 1/12 of last year's new CDBG allocation allowed for reallocation if part of revolving loan fund.

HOME REVENUE

New Funding Sources - Eligible for use in Admin Cap

HUD HOME Grant \$295,785 HUD Allocation Estimate

10% Cap on HOME Administration: \$29,579

15% CHDO Allocation Minimum: \$44,368

Reallocated Funding Sources - Not Eligible for use in Admin Cap

No projects identified

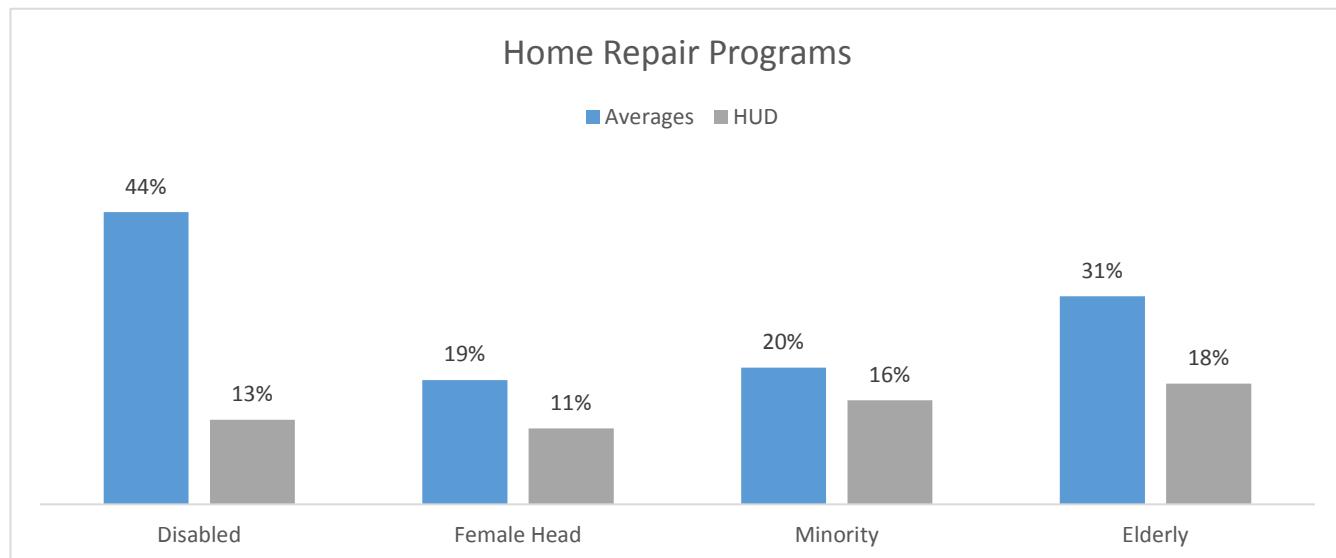
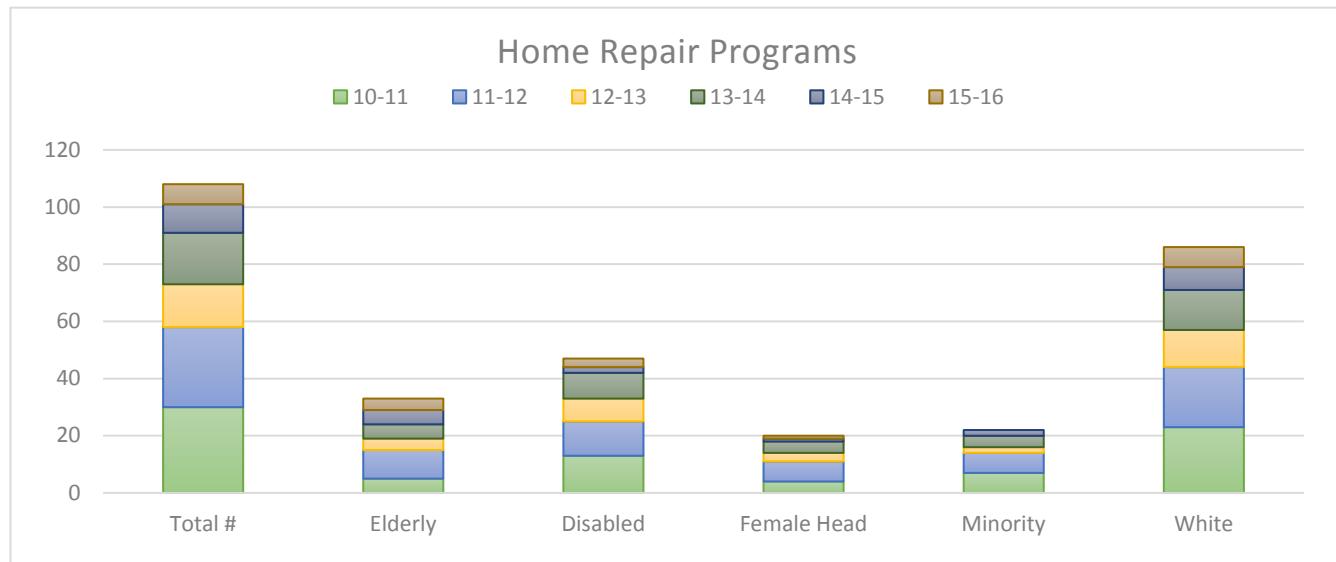
Total Reallocated Funding: \$0

HOME Revenue Total: \$295,785

Total Available in CDBG & HOME: \$877,727

Home Repair Programs

| | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | Average | | HUD |
|-------------|-------|-------|-------|-------|-------|-------|-------------|----|-----|
| Total # | 30 | 28 | 15 | 18 | 10 | 7 | Total # | 18 | |
| Elderly | 5 | 10 | 4 | 5 | 5 | 4 | Elderly | 6 | 31% |
| Disabled | 13 | 12 | 8 | 9 | 2 | 3 | Disabled | 8 | 44% |
| Female Head | 4 | 7 | 3 | 4 | 1 | 1 | Female Head | 3 | 19% |
| Minority | 7 | 7 | 2 | 4 | 2 | 0 | Minority | 4 | 20% |
| White | 23 | 21 | 13 | 14 | 8 | 7 | White | 14 | 80% |

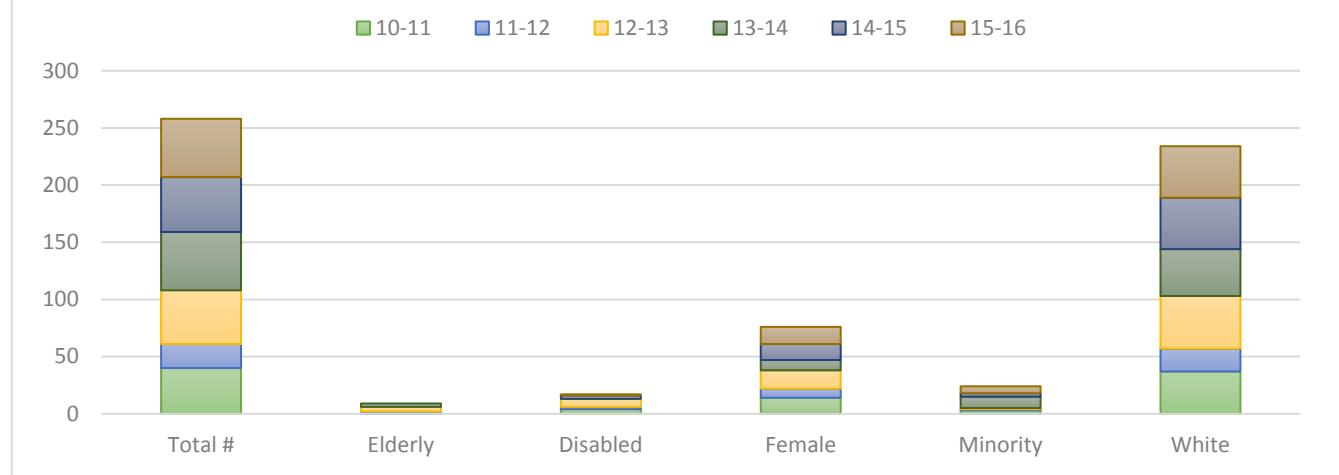


Minority includes 10.3% Racial Minorities and 5.2% Hispanic of any Race

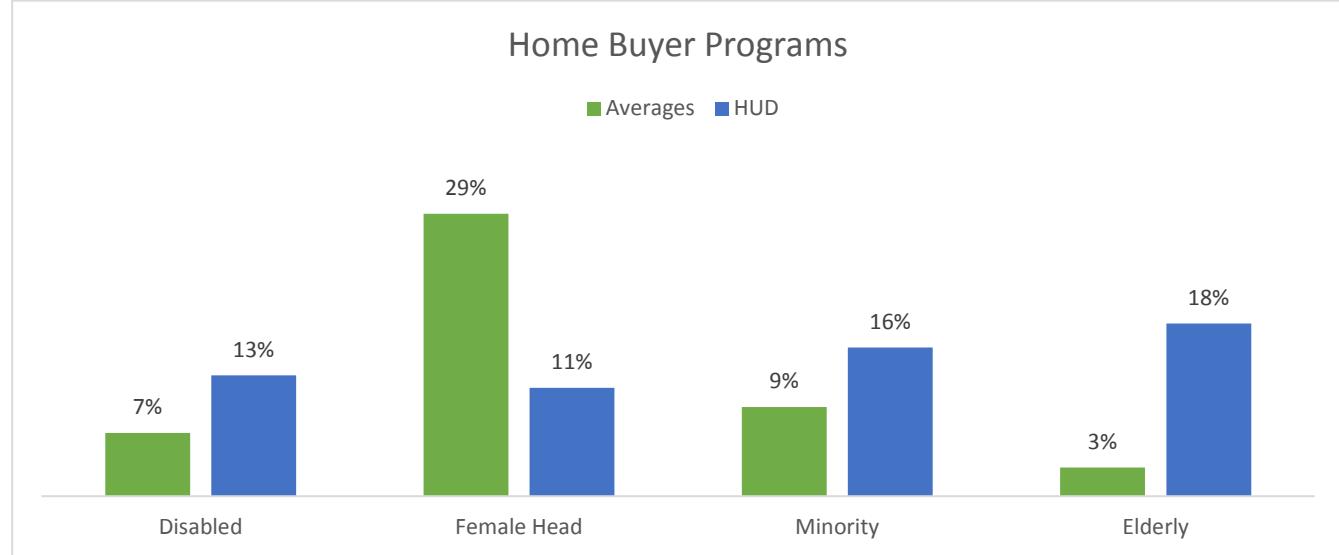
Home Buyer Programs

| | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | Average | | HUD |
|----------|-------|-------|-------|-------|-------|-------|-------------|----|-----|
| Total # | 40 | 21 | 47 | 51 | 48 | 51 | Total # | 43 | - |
| Elderly | 0 | 2 | 4 | 3 | 0 | 0 | Elderly | 2 | 3% |
| Disabled | 4 | 2 | 7 | 0 | 3 | 1 | Disabled | 3 | 7% |
| Female | 14 | 8 | 16 | 9 | 14 | 15 | Female Head | 13 | 29% |
| Minority | 3 | 1 | 1 | 10 | 3 | 6 | Minority | 4 | 9% |
| White | 37 | 20 | 46 | 41 | 45 | 45 | White | 39 | 91% |

First Time Home Buyer



Home Buyer Programs



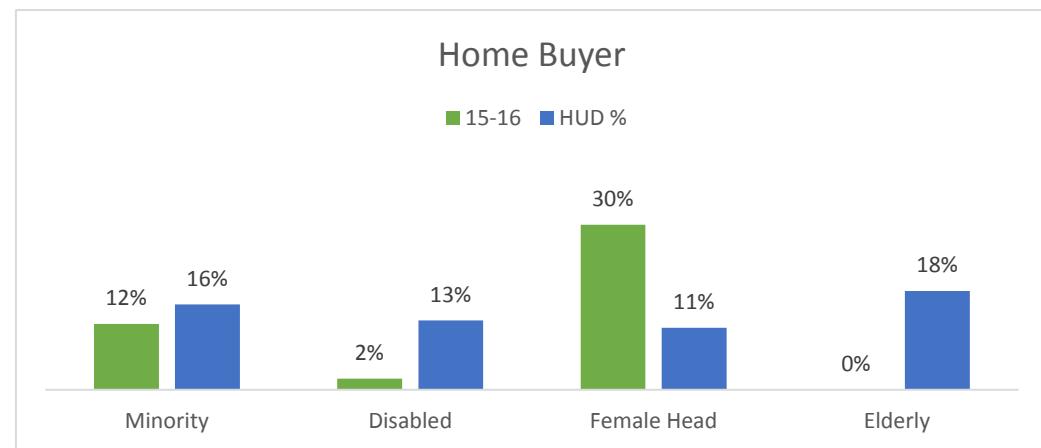
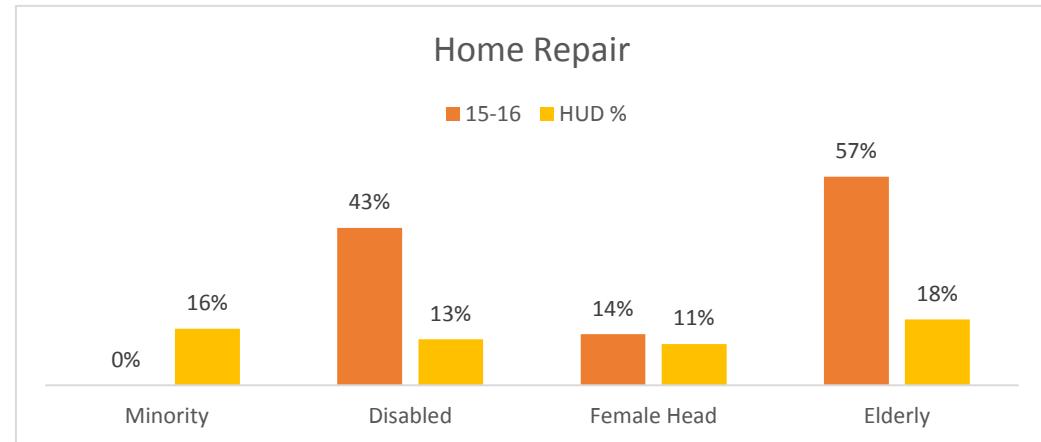
Minority includes 10.3% Racial Minorities and 5.2% Hispanic of any Race

| Repair | 15-16 | 15-16 | HUD % |
|-------------|-------|-------|-------|
| Minority | 0 | 0% | 16% |
| Disabled | 3 | 43% | 13% |
| Female Head | 1 | 14% | 11% |
| Elderly | 4 | 57% | 18% |

| | | | |
|-------------|---|-----|---|
| Non-Elderly | 3 | 43% | - |
|-------------|---|-----|---|

| Buyer | 15-16 | 15-16 | HUD % |
|-------------|-------|-------|-------|
| Minority | 6 | 12% | 16% |
| Disabled | 1 | 2% | 13% |
| Female Head | 15 | 30% | 11% |
| Elderly | 0 | 0% | 18% |

| | | | |
|-------------|----|------|---|
| Non-Elderly | 51 | 100% | - |
|-------------|----|------|---|



COMMUNITY DEVELOPMENT BOARD
2017 MEMBER LIST

| Name & Address | Positions & Committees | Home / Cell Phone | Office Phone | Area Represented & Date of Term Expiration |
|---|------------------------|--|--------------|--|
| Becky Bey 775 Coliseum Drive Billings, MT beckyjibey@gmail.com | Chair | 652-0455 Home 670-2312 Cell | 247-2907 | Low / Mod Area 1 st Term Expires 12-31-2019 |
| Rebecca Noell 1109 Lewis Avenue Billings, MT 59102 rebex.n@gmail.com | | 207-5889 Cell | | At Large 1 st Term Expires 12-31-2020 |
| Kathleen Candelaria 210 South 32 nd Street Billings, MT 59101 Kathleen.Candelaria@Century21.com | | 697-5580 | 294-2167 | Low / Mod Area South Side 1 st Term Expires 12-31-2018 |
| James Corson 410 15 th Street West, #8 Billings, MT 59102 jimcorson@yahoo.com | Vice Chair | 252-0290 | | At Large 1 st Term Expires 12-31-2019 |
| Laura Gittings-Carlson 125 White Circle Billings, MT 59105 LGC0503@gmail.com | | 526-7262 | 896-5882 | At Large Unexpired Term of Nate Fawcett Expires 12-31-2018 |
| Katrina Kruger 923 Avenue D Billings, MT 59102 Katrina@firstmontanatitle.com | | 855-1103 Cell | 869-9672 | Low / Mod Area Adjacent North Elevation 1 st Term Expires Expires 12-31-2018 |
| Patt Leikam 4449 Ryan Avenue Billings, MT 59101 pleikam@mt.gov | | 259-4976 855-2616 Cell | 869-3531 | Low / Mod Area Central-Terry 2 nd Term Expires 12-31-2018* |
| Bret Rutherford 4518 Lux Avenue Billings, MT 59101 brutherford@co.yellowstone.mt.gov | | 860-4809 Cell | 256-2740 | Low / Mod Area Southwest Corridor 1 st Term Expires 12-31-2018 |
| Joe Stockburger 414 South 33 rd Street Billings, MT 59101 joestocky7@hotmail.com | | 861-0572 | | Low / Mod Area South Side Unexpired term of Michelle Zahn Expires 12-31-2017 |
| Community Development Staff | | | | |
| Brenda Beckett, Manager Dina Harmon, Coordinator Tam Rodier, Grants Technician Sandra Lopez, Grants Technician | | 657-8286 657-3045 247-8601 247-8675 | | beckettb@ci.billings.mt.us harmond@ci.billings.mt.us rodiert@ci.billings.mt.us lopez@ci.billings.mt.us |

Term Limits: Board members can serve up to two terms of four years each.
 Board members finishing another member's term are eligible to serve two terms following their initial appointment.
 *Cannot be re-appointed after term expires.

COMMUNITY DEVELOPMENT BOARD
2017 MEETING SCHEDULE

| MEETING DATE | TIME | PURPOSE / KEY TOPICS |
|---|-----------------|---|
| Funding Applications Available Friday, December 9, 2016 | | |
| January 3, 2017 | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - Election of Officers - Allocation Process Review - Tentative Year Schedule |
| January 25, 2017 - Wednesday 5:00pm deadline Applications are Due | | |
| <i>Beginning first week of February through first week of March, staff attends Task Force meetings to obtain rankings</i> | | |
| February 7, 2017 | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - Distribute budget books, review applications - CD Board Member Site Visit Assignments - Project Activity Summary, Preliminary Revenues |
| March 7, 2017 | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - Consolidated Plan: Action Plan Review - Review Applications / Discussion - Staff Recommendations for Funding Allocation |
| April 3, 2017 - Monday | 6:30pm | <ul style="list-style-type: none"> - National Service Recognition Day Proclamation at City Council Meeting, VISTA members to make introductions during Courtesy |
| April 4, 2017 <i>CD Week: 2nd Week in April</i> <i>Fair Housing Month</i> | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - Consolidated Plan: Draft Action Plan as an Action Item - Staff Recommendations Review - Account balances as of March 31? - Budget Recommendation Session |
| <i>April 6, 2017 - Friday Packet Materials due for City Council</i> | | |
| April 17, 2017 - Monday | 5:30pm | Council Work Session – CDBG / HOME Recommendations Review |
| April 24, 2017 - Monday | 6:30pm | Public Hearing and Action at City Council Meeting |
| May 2, 2017 | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - Review Allocation Process - Review June / July meetings, cancel? |
| June 6, 2017 - Cancelled? | 3:00pm – 5:00pm | - Cancelled? |
| July 4, 2017 - Cancelled? | 3:00pm – 5:00pm | - Cancelled? |
| August 1, 2017 | 3:00pm – 5:00pm | - Review September meeting, cancel? |
| September 5, 2017 - Cancelled? | 3:00pm – 5:00pm | - Cancelled? |
| October 3, 2017 | 3:00pm – 5:00pm | - Final CAPER Report Distribution & Presentation |
| November 7, 2017 | 3:00pm – 5:00pm | - Application & Allocation Process Review |
| December 5, 2017 | 3:00pm – 5:00pm | <ul style="list-style-type: none"> - CD Board Recognition for Outgoing Members - Application Approval - VISTA Application Review / Recommendation |

Blue shaded events are Community Development Board attendance events.