



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

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Regular Meeting of the Community Development Board

March 12, 2019

Board Members Present: Rebecca Noell, Joe Stockburger, Bret Rutherford, Jim Corson, Jessica Schmidt

Board Members Excused: Laura Gittings-Carlson, Katrina Kruger

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

Welcome / Introductions / Announcements: The Community Development (CD) Board met in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Board member Rebecca Noell, called the meeting to order at 3:00pm.

Public Comment: Brenda Beckett announced a new health white board addition in the Community Development office managed by Dina Harmon. Dina has provided a visual to remind all to check the labels for the grams of sugar in various drinks ranging from pop to alleged healthy beverage options. She included a list of runs / walks that will take place around Montana.

Meeting Minutes: Board member Bret Rutherford moved to approve the February meeting minutes and Joe Stockburger 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 19th Street West is complete and the punch list has nearly been completed. The next step will be to commission the after-rehabilitation home inspection and appraisal, publish the legal notices, and market the property for sale to approved FTHB. For the new Steffanich project, the Ratified Sales Contract and the closing is scheduled for March 22nd. The home inspection, structural engineering report, and appraisal have been ordered. The Board has requested a tour of 215 19th Street once construction is complete and a tour prior to construction on the Steffanich property. Construction continues at four homeowner-occupied Housing Rehabilitation homes. One project was closed out and no new applications were submitted in February. Four homeowners are seeking bids for their projects. Funding is available to assist one or two homeowners using last year's allocations. There were no new applications for the Manufactured Home Repair Program. Funding is available to assist one or two homeowners.
- **Affordable Housing Development:** The Riverfront Pointe Project is almost finished. There have not been any applicants so far 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. The HOME funds have been currently depleted. There is funding available for eight CDBG homes.
- **Billings-Metro VISTA Project:** Recruitment for Summer Associates will focus on summer learning loss prevention, provide meals to hungry children, and youth substance abuse prevention in low-income areas. There are 15 positions available. The terms are for 10 weeks with a potential start date of May 21 / June 3. The Corporation for National and Community Service (CNCS) released new performance measures. The new performance measures will be incorporated into the upcoming grant application that is due in April 2019 to maintain compliance.

Consolidated Plan / Annual Action Plan Review: An opportunity for the Board to review the first eight pages of the drafted 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.

Application, Annual Action Plan, and Staff Allocation Recommendations: Beckett explained current revenue estimates and program recommendations. Based on Board feedback received, Brenda increased the FTHB budget and reduced the Foreclosure / Housing Rehabilitation budget. HUD is expected to release final allocation amounts by the end of March or early April. A vote on final recommendations will be facilitated during the April board meeting. Please see the attached revenue and allocation estimates for further detail.

Neighborhood Concerns and Happenings:

- Wyeth Friday: On March 18, 2019, AmeriCorps VISTA members - Nick and Amy, are presenting their findings on Opioids and Methamphetamine in Billings, MT to the City Council. The Planning and Community Services Departments will be meeting with the Finance Department to discuss the initial budget review on Monday, March 18, 2019. The City Council approved their 2019 priorities March 11, 2019. Two of the topics prioritized are improving public safety and housing affordability. He announced that there was an inquiry from a Councilman about FTHB payments.
- Rebecca Noell: The Bison are out at the zoo in their enclosure!
- Bret Rutherford: Discussed Montana 211, created by United Way. Its purpose is to help connect Montanans with community resources and assistance needed.
- Jim Corson: There was an achievement mention in the Billings Gazette on former VISTA, Jacob Cote, to announce his employment with [High Plains Architects](#).

Next Meeting: Rebecca Noell adjourned the meeting. The next meeting will be held on April 2, 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

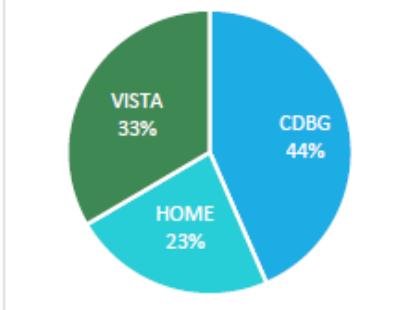
Staff Recommendations as of February 22, 2019

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	<ul style="list-style-type: none"> - CDBG and HOME Administration to highest levels allowed by cap - Minimum HOME Community Housing Development Organization set-aside
CDBG	<ul style="list-style-type: none"> - \$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*