



Community Development Council (CDC) Meeting Minutes

March 6, 2012

Great Falls Civic Center, Rainbow Room

Shannon Hoiland called the meeting to order at 6:05 p.m. and took roll call.

Roll Call	
Community Development Council Members:	
<input checked="" type="checkbox"/>	Scott Anderson
<input checked="" type="checkbox"/>	Jolene Bach
<input checked="" type="checkbox"/>	Joshua Campbell
<input checked="" type="checkbox"/>	Tina Cubbage
<input checked="" type="checkbox"/>	Dave Fink
<input checked="" type="checkbox"/>	Anita Fisher
<input checked="" type="checkbox"/>	Shannon Hoiland, chair
<input checked="" type="checkbox"/>	Carrie Koppy
<input checked="" type="checkbox"/>	Susan McCord
<input checked="" type="checkbox"/>	Sandie Wright

Others Present:

Chris Imhoff, City of Great Falls (City) Planning & Community Development Department, CDBG/HOME grant administrator

Melanie Lattin, City Planning & Community Development Department, grants assistant

Wendy Thomas, City Planning & Community Development Department, deputy director

A. Approval of Previous Meeting Minutes

A motion was made to approve the minutes from the February 29, 2012, CDC meeting. The motion was seconded and the minutes were unanimously approved as written.

B. Public Comment (agenda items)

No members of the public were present.

C. CDC Discussion

Shannon Hoiland explained the scoring matrix spreadsheet, including the 70% LMI (low moderate income) requirement being cumulative for all four categories of public service, public facility improvement, affordable housing and economic development. Chris Imhoff noted that although some of the public facility improvement projects are less than 70%, the percentage can be averaged over three years of the current Consolidated Plan.

The projects are ranked on the spreadsheet from the highest score down to the lowest score within each category.

Shannon Hoiland reminded the group that if any individual CDC member is an employee or on the board of an agency which applied for funds, that person would need to leave the room during the discussion of that application.

The methodology that would be used to determine recommendations was discussed and it was determined each application would be considered, starting with the highest ranking and working down to the lowest ranking. The group chose to start with the public service category.

Public Service

Children's Museum of Montana: Unanimous agreement was reached to fund at the full amount. \$6,000

Young Parents Education Center: Unanimous agreement was reached to fund at the full amount. \$20,000

Area VIII Agency on Aging: Unanimous agreement was reached to fund at the full amount. \$25,000

Boys & Girls Club of Cascade County: A suggestion was made to fund the scholarship portion but not the transportation portion. Unanimous agreement was reached to fund partially. \$30,000

Rural Dynamics, Inc.: Some members questioned whether the application was for scholarships versus paying for staff salaries which is not allowed by the City Commission policies. It was noted Rural Dynamics had provided additional information after the presentation that clarified the intended use of CDBG funds. Observation was made no other agencies in the community provide the type of services Rural Dynamics does. The group reached consensus to initially fund the Prosperity Club membership portion of the application but to return to consideration of it once they had discussed the other public service applications. \$18,000

CASA-CAN: The amount of funds the agency has available was discussed. The presenter noted they must retain a certain minimum amount based on the number of children they are currently serving. Consensus was reached to fund training materials and binders and to give \$1,600 to be used for conference expenses at whichever conference the agency prioritizes. \$2,300

GF City Park & Recreation Department-Community Recreation Center: Unanimous agreement was reached to fund afterschool and summer program scholarships at the full amount. \$7,200

St. Vincent De Paul: The presenter said the shelving is not available locally. It was questioned whether options of obtaining shelving locally could be pursued. Some members believed the agency does not need CDBG funding as they are generating income from the thrift store. The consensus was to not designate any amount at that point and to return to it later.

At this point there was general discussion regarding the methodology the CDC uses to arrive at recommendations. Comments were made regarding the value of adhering closely to the scoring matrix versus discussing the merits of each individual application and agency regardless of how well the application is written or how articulate the presenter might be.

Family Connections: Consensus was reached to partially fund providing scholarships for approximately half the number of people requested. \$7,500

Farm in the Dell: Consensus was reached to fund the two top priorities which included purchase of the garden tractor (\$5,775) and tiller (\$1,142). \$6,917

Quality Life Concepts: At the presentation the agency indicated it was not critical they get a used pick-up. Consensus was reached to fund the top three priorities which include a computer work station, snow thrower and two push mowers. \$4,158

Big Brothers and Big Sisters: Unanimous agreement was reached to fund at the full amount. \$5,005

Cascade County Law Clinic: It was discussed this non-profit agency could qualify for discounted computer equipment through the Tech Soup website and should be so advised. Consensus was to fund purchase of the computer work station. \$2,100

Great Falls Senior Citizens Center: Some concern was expressed that people of all income levels can eat at the facility and the agency does not track the income of those they serve. It was again noted people pay for their meals and this money goes back to the agency's operational budget to buy more food and to keep the Senior Center open. Consensus was to fund partially. \$3,000

GF Job Service: The question of whether funding would go for scholarships or salaries was raised. Currently the program is offered for two weeks and that would continue without CDBG funding. Unanimous agreement was reached to not fund. \$0

Paris Gibson Square: Concern was raised about non-disabled people using adaptive equipment. Consensus was to fund purchase of handicap accessible art supplies as these will directly benefit disabled people. \$3,000

GF City Park & Recreation Department-Eagle Falls: Unanimous agreement was reached to not fund. \$0

Discussion returned to the St. Vincent De Paul and Rural Dynamics applications. The general question of whether certain applications were for scholarships versus paying salaries was again discussed at length.

A vote was held and seven of the nine members (one abstaining) voted to partially fund Rural Dynamics at \$18,000 for Prosperity Club memberships.

Consensus was reached to give the balance of the remaining public service funding, \$5,154, to St. Vincent De Paul.

A question was raised regarding whether the CDC can recommend using funding from one category in a different category. Chris Imhoff stated this is possible; however, no more than 15% of the funding can be used in the public service category.

Economic Development

Great Falls Development Authority (GFDA): It was questioned whether the funds would go toward scholarships or toward salaries. There was conflicting interpretation about what the agency said at the presentation regarding this question. Whether technical assistance should be provided separately from loan funds or whether the funding the agency receives from a different source for microenterprise loans already includes technical assistance was posed. GFDA noted it receives more than 400 requests for technical assistance that they cannot respond to at this point. Consensus was reached to move on and return to this application later.

Affordable Housing

Initially, it was proposed to weigh the three applications the CDC ranked according to the points they received and split the funding between the three. Chris Imhoff provided further information about the Montana HomeOwnership Network application and how it fits within the existing use of CDBG funds for affordable housing projects.

Consensus was reached to fully fund Montana Homeownership Network and to use a weighted average to split the remaining funds between Neighborhood Housing Services and the GF City Planning & Community Development Department Rental Improvement Loan applications based on their point ranking.

Montana Homeownership Network - \$25,000

Neighborhood Housing Services - \$60,289

GF City Planning & Community Development Department-Rental Improvement Loan - \$67,473

Public Facility Improvement

YWCA: The immediacy of the need for repairing the parking lot and concrete ramp was discussed. Unanimous agreement was reached to partially fund the proposal, providing for the purchase and installation of two chair lifts. \$10,000

Habitat for Humanity: Unanimous agreement was reached to fund site and infrastructure improvements for three Habitat house at the full amount. \$19,900

Children's Museum of Montana: Unanimous agreement was reached to fund the top priorities of upstairs heating units and upstairs air conditioning. \$30,170

Center for Mental Health: The agency stated they need \$10,000 to replace temporary electrical service to Wing A. Based on the application, the agency would need to raise \$248,000 before Wing B would be able to be occupied. The importance of funding this application was noted as it is the only one which addresses the goal in the Consolidated Plan of developing transitional housing. A large amount of CDBG funds have already been invested in the facility and it was seen as desirable to be able to finish Wing B so additional units of transitional housing could be provided. After a lengthy decision, it was decided to move forward with considering the other public facility applications and return to this one after those considerations. It was later noted the presenter said they could not do the project unless it were fully funded. However, consensus was eventually reached to fund at a slightly reduced level. \$25,000

Ursuline Centre Historical Foundation: Unanimous agreement was reached to fund at the full amount. However, the funding amount was later decreased as it was noted the agency got a different contractor bid from that in the original application and it was for a lower amount. Consensus was reached to partially fund at \$22,450.

Boys & Girls Club of Cascade County: The agency provided a lower contractor bid for \$13,000 to the CDC, with \$1,000 of that amount for the back door. Unanimous agreement was reached to fund the front entryway doors and windows. \$12,000

Montana Institute of Family Living: The presenter said if the parking lot replacement was partially funded they could fund the rest of the cost, if necessary. The need for replacing the parking lot at this time was discussed and it was noted only 15 residents currently use the parking lot. Unanimous agreement was reached to fund the carpet replacement. \$7,900

GF City Public Works Department-Sidewalk Replacement: Initially the consensus was to fund at the full fund requested; however, this amount was later reduced to \$30,000 based on the balance of the amount of funds available.

GF City Public Works Department-9th Street: It was seen it would be important to fund this project so the City could undertake it at the same time the State of Montana is doing their part of the project. [If for some reason the Public Works Department is unable to do the project with partial funding, the money should be returned to unprogrammed CDBG funds.] \$75,500

GF City Park & Recreation Department-Morony Natatorium: Consensus was reached to fund the boiler. \$91,464

At this point it was decided to look at the lowest ranking application and work upward from there.

Trigg-C.M. Russell Foundation: Unanimous agreement was reached to not fund. \$0

Cascade County Historical Society: Unanimous agreement was reached to not fund. \$0

City of GF Park & Recreation Department-Community Recreation Center: Unanimous agreement was reached to not fund. \$0

Paris Gibson Square: Consensus was reached to fund the boiler with the balance of the remaining public facility funds. \$20,342

GF City Park & Recreation Department-Pinski Park and Verde Park: Based on the presenter prioritizing Pinski Park over Verde Park, consensus was reached to fund Pinski Park at a slightly reduced level (\$34,499) and to not fund Verde Park (\$0).

The group returned to discussing the GFDA application. Some members indicated they believed providing support for economic development in Great Falls is important. The question of whether the GFDA has already hired a person to do technical assistance was raised. Being able to create a partnership of providing technical assistance to go along with the microenterprise loan program was seen as important. After much discussion, a motion to not fund at any level was made. The motion was amended to allocate \$5,000. The vote was three in favor and five opposed. A motion was made for funding at \$10,000. The vote was three in favor and five opposed. A final vote was taken for funding at the \$0 level and the outcome of the vote was four in favor, three opposed and one abstaining.

The CDC requested that if the City Commission should choose to fund the GFDA application, that \$25,000 of the funding currently allocated to the Pinski Park project be used to fund the GFDA application with the \$9,499 balance remaining in the Pinski Park project to go to the Morony Natatorium.

Sandie Wright and Scott Anderson will coordinate with Wendy Thomas to present the CDC recommendations at the City Commission work session meeting on March 20, 2012. All CDC members were encouraged to attend the meeting.

Susan McCord, Tina Cabbage, Joshua Campbell and Scott Anderson will meet in the future to discuss reviewing and possibly changing the scoring matrix.

The possibility of the CDC taking on the role of reviewing the City's housing rehabilitation program loans was briefly discussed. The possibility of the CDC taking on the role of more closely investigating economic development issues, as was recommended by Brett Doney at a previous meeting, was also briefly discussed. The CDC felt a separate committee should be created with the mission of addressing

economic development issues. The task of reviewing the City's housing rehabilitation program loans will need to be discussed in more depth with the CDC.

D. Public Comment (any public matter not on agenda but within agency jurisdiction)

No members of the public were present.

E. Adjournment

The meeting was adjourned at 10:15 p.m.

On March 8, 2012, the draft minutes were distributed to the Community Development Council (CDC) members via electronic mail. On March 15, 2012, a quorum appeared telephonically. Anita Fisher moved, seconded by Sandie Wright, that the CDC approve the March 6, 2012, minutes. Motion carried 6-0.