

WHITEFISH COMMUNITY HOUSING COMMITTEE AGENDA



Tuesday, March 21, 2023, at 4:00 p.m.
City Hall – City Council Conference Room

1. Call to Order
2. Communications from the Public
3. Approval of Minutes from February 27, 2023, Meeting
4. Community Housing Development and Financing Plan
 - a. Update – Request for Qualifications Issued (attached)
 - b. Committee Member Ideas and Good Examples to Include
5. Determine Next Priority Project for Committee
6. Montana Legislative Update Related to Housing
7. Next Committee Meeting
 - a. Determine Regular Meeting Schedule – Tentatively 3rd Tuesday (4-6pm)
8. Adjourn

Committee Documents:

Click [here](#) to access the Whitefish Community Housing Roadmap

Click [here](#) to access the 2022 Whitefish Area Community Housing Needs Assessment

Click [here](#) to access the Workforce Housing Needs Assessment

Click [here](#) to access the 2017 Whitefish Strategic Housing Plan

WHITEFISH COMMUNITY HOUSING COMMITTEE

MINUTES

February 27, 2023 at 4:00 p.m.

1. Call to order:

The meeting was called to order at 4:04 p.m. by Dana Smith

Present: Cameron Blake, Ben Davis, Rhonda Fitzgerald, Leanette Galaz, Roxann Gallagher, Carolyn Pitman, Daniel Sidder

Absent: Dwarne Hawkins, Jeff Raper

Staff: Dana Smith, City Manager; Wendy Compton-Ring, Senior Planner; Luke Sponable, Housing Coordinator/Long-Range Planner

Others: One (1) person from the public was in attendance (Councilor Rebecca Norton)

2. Introductions: Each Committee member introduced themselves.

3. Appointment of Officers: Dana described the different roles for the Committee and how they will run the meetings and coordinate with staff.

a. Chair

Rhonda – moved to appoint Ben Davis as chair.

Leanette – 2nd

The Committee unanimously voted in favor of the motion.

b. Vice Chair

Ben – moved to appoint Roxann Gallagher as vice chair.

Daniel – 2nd

The Committee unanimously voted in favor of the motion.

c. Secretary

Carolyn – moved to appoint Cameron Blake as secretary.

Ben – 2nd

The Committee unanimously voted in favor of the motion.

4. Communications from the Public: None at this time.

Ben noted in the past, the Committee has been fairly flexible receiving public comments during the meeting, when possible.

5. Committee Purpose and Whitefish Community Housing Roadmap Review:

Dana – provided an overview of the 2022 Community Housing Roadmap adopted by the Council last year, the partnership group, and a summary of the role of this group (City items/projects). Dana would like to see individual committee members work with staff to help move items forward and those items where the City is not the lead we will check in with others and support where we can.

Ben – provided context for the Committee and how the discussion around housing has evolved over time, it can be very complicated; as a community, we need to pick up the pace of progress; the work has been done by volunteers in the past and we haven't really had a staff person devoted to housing but now we have staff plus a new Committee; we owe the community more and it is now a collaborative effort with other entities.

Leanne – let's not forget the human element of housing.

Rhonda – there needs to be some sort of coordinating between all the various elements.

Cameron – asked for clarification about who is taking the lead on these items.

Daniel – asked about the level of detail of the Housing Development Plan, as Housing WF is also developing a strategic plan.

Ben – very little philanthropic dollars or tax dollars have gone to housing; it is hard to ask for donations or taxes to go to housing if there is no plan.

Roxann – asked and Dana explained the City's financial role in different housing projects and budgeting for current year.

Daniel – this seems like the plan is a good tool; it needs to be coordinated.

Leanne – good to see the success for housing.

Rhonda – Trailview is a good example of ownership housing.

Daniel – let's be careful about the language of who is living here and needs housing; not a protectionist approach to who gets to live here.

Leanne – very important to also keep in mind those that have had to leave the community and should be part of the community.

The Committee discussed many ideas on the role of the city, public-private partnerships.

Carolyn – there is confusion about the various terms in housing; we need a better term so everyone understands and is on-board; Coordinate/combine the Growth Policy and the Housing outreach.

6. Proposal for Use of Affordable Housing Funds to Contract for Assistance to Produce Community Housing Development and Financing Plan:

Dana – recommends to the Committee to contract for the creation of the Plan (development & financing) and use the property tax revenue from the affordable housing mills levied in the current budget year; while the resort tax uses in the ballot question will be broad, the Plans will be helpful to demonstrate the planned specific uses of funds and help generate support for a reallocation.

Rhonda – could we see examples from other communities?

Dana – We can look for something. Development plan will be 5-10 years; the resort tax is for 20 years – the ballot language can be broad but the plan should be specific; it will be an important part of the community outreach.

Daniel – Housing WF will be doing a Housing Campaign in May with other organizations.

Rhonda – good to coordinate these campaigns.

MOTION:

Rhonda – motion to recommend to the Council to go for an RFQ to develop a both a development and financing plan according to the 2022 Housing Roadmap.

Roxann – 2nd

DISCUSSION:

Ben – is there time to get this done before the vote?

Dana – it will be a tight timeframe, but we'll put this in the RFQ.

VOTE:

Unanimous

NEXT STEPS:

Next meeting brainstorm ideas and good examples for the Plans.

7. Montana Legislative Update Related to Housing:

Talked about previously.

8. Next Committee Meeting – Determine Regular Meeting Schedule:

3rd Tuesday; 4-6PM – March 21st and then determine the schedule

9. Adjourn: The meeting adjourned at 6:00 PM

**REQUEST FOR QUALIFICATIONS
FOR THE COMMUNITY HOUSING DEVELOPMENT AND FINANCING PLAN
FOR THE CITY OF WHITEFISH, MONTANA**

Notice is hereby given by the City of Whitefish, Montana, that it is soliciting written statements of qualifications to complete the Community Housing Development Plan and the Community Housing Financing Plan identified in the City's recently adopted Community Housing Roadmap. Qualified consultants will be experienced in housing, planning, community engagement, and consensus building. Further, they should have experience in the development of practical, effective, and implementable financing of housing programs that are consistent with the unique challenges of small mountain and resort communities. Their experience should reflect knowledge of housing policy, finance, and entitlements.

Project Description: The City of Whitefish (City) adopted the Whitefish Community Housing Roadmap (Roadmap) that provides a range of strategies and actions to address the community housing needs in the Whitefish Area over the next five years. Community housing is defined as housing not being provided by the existing market at prices attainable for community members that live and work in the Whitefish Area. Two priority actions items of the Roadmap include: (1) the creation of a community housing development plan that outlines the development of prioritized public, institutional, nonprofit, and other lands specifying the type, scale, timing, resources, partners, and financing, and (2) the creation of a community housing financing plan that considers the financing of all prioritized strategies in the Roadmap including public/private developments (as defined in the community housing development plan), identifies the specific source of funds (federal, state, and local), fund uses, estimated amounts, timing, partners/staff/contractors, and the steps needed to acquire such funding. The City is seeking services to complete both action items. The creation of these plans shall cover a five-to-ten-year period and will require transparency, clarity, and community input. City staff, the Whitefish Community Housing Committee, the Whitefish Housing Authority, Housing Whitefish, and other possible community partners, will need to play a significant role in the development of both plans.

The Whitefish Community Housing Roadmap that details the recommended steps for these action items is available on the City's website at <https://www.cityofwhitefish.org/579/Whitefish-Housing-Refresh-2022>.

Information to be submitted by prospective firms or individuals in their statements of qualifications should include:

1. Firm Qualifications: This section shall provide information establishing the firm as an organization which is experienced and competent in housing development, planning, community engagement, finance, grants, and consensus building. This section should include a list of similar plans completed by the firm.
2. Key Personnel: This section shall include a list of the key personnel in the firm who would be assigned to the proposed project. Please include their backgrounds and their location. Also

include a statement regarding any intention to sub-contract any portion of this study out to other firms.

3. Proposed Plan of Study: Please submit a general outline of the proposed plan of study, including information concerning the firm's ability to meet the City's proposed deadline of July 5, 2023. The expedited schedule is necessary to allow time for the City Council to consider proceeding with a possible ballot question to re-allocate a portion of the City's 3% resort tax to community housing efforts this fall. This section shall also include information on the firm's proposed methods to accomplish the required work including involvement of City staff and the Whitefish Community Housing Committee.
4. Additional Information: Any additional information that is relevant for City officials to consider in reviewing and comparing the firm's statements of qualifications.

The submitted documents shall be limited to ten pages or less, excluding resumes.

Closing Date and Address: Four hard copies and one digital copy of written statements of qualifications clearly identified as "Community Housing Development Plan and Financing Plan" shall be submitted to the City Clerk, City of Whitefish, 418 E. 2nd Street, Whitefish, Montana 59937 on or before 4:00 PM local time on the 6th day of April 2023.

Selection Process and Contract Negotiations: All qualification statements submitted will be evaluated by a Consultant Selection Committee determined by the City Council. Up to five qualified candidates will be interviewed by the Committee at which time additional information may be requested. Interviews will be scheduled the week of April 10th. The scope of services and proposed costs will be discussed in more detail during the interview phase. The City's goal is to have a firm selected and a contract negotiated by April 25, 2023, so the City Council can consider awarding the contract to the firm at the May 1, 2023, City Council meeting. The project is expected begin immediately upon award of the contract.

The City of Whitefish reserves the right to select the firm and accept the proposal which the City Council deems is in the best interest of the City and to reject any proposals that the Council deems not to be in the best interest of the City for any reasons. City Manager, Dana Smith, can be reached at (406) 863-2406 or dsmith@cityofwhitefish.org regarding questions.

Dated: March 15, 2023