



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

January 5, 2016

**Board Members Present:** Patt Leikam, Michele Zahn, Fred Button, Katrina Kruger, Bret Rutherford, Becky Bey, James Corson

**Staff Present:** Candi Millar, Brenda Beckett, Dina Harmon, Sandra Lopez, VISTA Leader Ari Denson

**Board Members Unexcused:** Kathleen Candelaria, Nate Fawcett

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Chair, Patt Leikam, called the meeting to order at 3:00pm. All board members introduced themselves as did new board member James Corson, and new VISTA Leader, Ari Denson.

**Public Comment:** No public comments.

**Meeting Minutes:** One correction to the December meeting minutes was suggested prior to the start of the meeting. No other corrections were suggested. A motion to approve the amended minutes was seconded and carried.

**Election of Officers:** Nominations were made and Patt Leikam was nominated to continue as chair and was elected for another year. Fred Button was nominated to continue as Vice Chair for a second year, and after a voice vote, was elected to a second term.

#### Staff Reports:

- **Foreclosure Acquisition / Housing Rehab Program:** Staff reported that six housing rehabilitation projects were currently taking place and one manufactured home was currently being worked on. A few projects have been placed on hold until the demand there for home repair programs can be assessed and evaluated on whether or not to keep the programs open. The Chamberlain property is currently being reviewed for sale for prospective first time home buyers. The Custer property was stated as in construction, after smoke damage last month. Staff then explained the various forms of outreach done to promote both the First Time Home Buyer Program as well as other housing rehab programs. With some of the programs operating on a “loan” basis as opposed to a “grants” basis, staff explained that a liens process is used to ensure equity in the properties and why some programs are more successful in garnering applicants than others.
- **First Time Home Buyer Program:** Staff reported that both HOME funds and CDBG funds have been committed. Additionally, City Council funds have been received and will be available to assist about 15 households. Staff also reported that when payments arrive, money is recommitted to the programs that are in higher demand. The allocation of City Council funds to the Community Development Division was explained to be a rare occurrence.
- **VISTA:** Staff reported on the upcoming VISTA orientation for members starting at the end of January.

**Allocations Process & Estimated Revenue:** Staff presented a flowchart of the allocations process. Staff requested feedback from the Board. A member suggested reviewing the process with Neighborhood Task Force Chairs at the beginning of April, which was agreed would encourage collaboration and understanding. The board was reminded that there is to be an Adjacent Neighborhood Meeting the following week.

**CD Board Yearly Timeline:** The CD Board was presented with an updated member list, complete with contact information and a tentative yearly timeline.

**Neighborhood Concerns and Happenings:** Fred Button announced that Habitat for Humanity is working on their 73<sup>rd</sup> house and have planned a dedication Thursday, January 21<sup>st</sup>. Ari Denson announced that the VISTA members will be doing a day of service for MLK day at ReStore and there remained three slots available for those interested in volunteering. Becky Bey announced that the Center for Children and Families is re-opening second-chance homes, which is for transitional housing. There is a comedy fundraiser for the organization that will be occurring in the spring.

**January Meeting:** Patt Leikam adjourned the meeting and reminded the room that next meeting is set for February 2<sup>nd</sup>.