



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

August 2, 2016

**Board Members Present:** Patt Leikam, Michele Zahn, Fred Button, James Corson, Laura Gittings-Carlson, Bret Rutherford, Kathleen Candelaria

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

**Staff Members Excused:** Becky Bey, Katrina Kruger

**Guests:** Volunteers in Service to America (VISTA) member Ari Denson, City Council Representative Larry Brewster

**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 3:03pm. Tam Rodier was introduced as the new Community Development Housing Rehabilitation Coordinator.

**Public Comment:** No public comment was offered.

**Meeting Minutes:** Board member Jim Corson moved to approve the May meeting minutes and Fred Button seconded the motion. A vote was taken and the minutes were approved unanimously.

#### Staff Reports:

- **VISTA:** Staff reported the arrival of the July VISTA class and the on-site orientation changes that staff needed to adjust to. Ari Denson reported that for the September 11<sup>th</sup> service day, the Billings based VISTAs would be attending and assisting with the Phillips 66 "Meet in the Park" event, taking place on September 8<sup>th</sup>. The VISTAs were offered a table in order to do some community outreach in addition to participating in service.
- **First Time Home Buyer Program:** Staff reported receiving many applications for the program, with six projects ready to close in the coming months. The Custer property [619 Custer] was reported as having a buy/sell agreement in place and will be closing at the end of August. A prospective buyer has viewed and expressed interest in the Chamberlain home [3921 Chamberlain].
- **Foreclosure Acquisition / Housing Rehab Program:** Three projects that were started in 2015 were reported as under construction. Four projects are currently in the process of being closed out, including a manufactured home project. 16 applications have been received and are in various stages of information gathering. The Board mentioned the importance of continued monitoring of approved applications to assess the demand for the program going forward.

**Comprehensive Annual Performance Evaluation Report (CAPER):** Staff reported work beginning on the CAPER that would be presented by October.

**September Meetings:** Patt Leikam announced that in the past the September meeting had been cancelled to allow staff adequate time to complete the CAPER that would be presented in October. Brett Rutherford made a motion to cancel the September meeting and Jim Corson seconded. After taking a voice vote, the motion carried.

**Neighborhood Concerns and Happenings:** Michelle Zahn announced cleanup and yard sale efforts for the Montana Rescue Mission after a basement flooding. She also reminded the Board that the Conoco Phillips Meet in the Park is happening Thursday, September 8<sup>th</sup> from 5-7pm. Fred Button asked about any interest in tiny houses and offered to relay a presentation on them to the Board. The rest of the Board agreed to add the presentation to October's meeting. Finally, members of the Board questioned the schedule of Task Force presentations and staff discussed introducing new methods of outreach. Board members discussed bringing forward ideas for community outreach in October and will be on the agenda.

**Next Meeting:** Patt Leikam adjourned the meeting and set the next for October 4<sup>th</sup>.