



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board December 6, 2016

**Board Members Present:** Patt Leikam, Fred Button, Laura Gittings-Carlson, Jim Corson, Becky Bey

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

**Board Members Excused:** Kathleen Candelaria, Bret Rutherford

**Board Members Not Present:** Katrina Kruger

**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 3:05pm.

**Public Comment:** Patt Leikam congratulated Wyeth Friday on his new position as the Planning Director. The Board also expressed thanks to outgoing member, Fred Button. VISTA leader Ari Denson was announced to have left the program, after completing his service year term.

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

#### Staff Reports:

- **First Time Home Buyer Program:** Staff reported funding is available for an estimated 5 more households using HOME funds, 16 households using CDBG funds, and 13 household using Council funds. The program is still moving along. One of the NeighborWorks Montana project properties was reported as getting a potential offer, so it may be soon under contract. Staff has completed the environmental review for the second NeighborWorks Montana project property.
- **Foreclosure Acquisition / Housing Rehab Program:** Two new applications were received by staff in the first week of December. Marketing for the Housing Rehabilitation program has included ads in the *City Link*, *Senior News*, four consecutive weekly ads in *Tidbits*, and delivered brochures to the Home Center. Marketing for the Manufactured Home Repair program has included letters with applications to all mobile/manufactured home parks in November, as well as offers to do a presentation and delivered brochures to the Home Center. All current contractors have been notified that their System for Award Management (SAM; federal government system where contractors must be registered in order to be paid with federal funds), needs to be updated and up to date to remain qualified to work with the city. Staff reported they will be attempting to recruit more contractors in the coming months. A potential new foreclosure property was viewed and will be assessed for viability in the Foreclosure Acquisition program.
- **VISTA:** Two VISTA members were reassigned to the Community Development office. A close of service event is being planned for the members that will be departing in January, and those members were invited to the final portion of the next CD Board meeting for a social meeting.

**CDBG & HOME Application & Allocation Process Approval:** Staff requested suggestions and feedback for the application. Fred Button motioned to approve the 2017-2018 CDBG & HOME Application and Allocation Process and Becky Bird seconded the motion. A vote was taken and the 2017-2018 CDBG & HOME Application and Allocation Process was approved.

**VISTA Application Recommendation:** Staff explained VISTA grant timelines and compared them to the City's timelines, as well as differences in recruitment for January and July members. Jim Corson moved to approve the submission of the VISTA application for 2017-2018 and Fred Button seconded the motion. After a vote, the application was approved and Patt Leikam signed the approval.

**Neighborhood Concerns and Happenings:** Fred Button mentioned that Habitat for Humanity is looking for more housing sites for projects – they are looking for 16 lots or areas. Patt Leikam reminded the Board that officer elections are scheduled for January's agenda and to consider the positions of Chair and Vice Chair.

**Next Meeting:** Patt Leikam adjourned the meeting and set the next for January 3<sup>rd</sup>, 2017.