



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

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Regular Meeting of the Community Development Board

December 5, 2017

Board Members Present: Becky Bey, Jim Corson, Rebecca Noell, Joe Stockburger, Patt Leikam, Laura Gittings-Carlson, Katrina Kruger

Board Members Excused: Bret Rutherford, Kathleen Candelaria

Staff Present: Dina Harmon, Sandra Lopez, Wyeth Friday

Guests: Council member & Deputy Mayor Larry Brewster, Carl Higbie, Rhonda Taylor, Jackie Girard

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Board Chair, Becky Bey, called the meeting to order at 3:05pm. Corporation for National and Community Service visitors introduced themselves to the CD Board and thanked them for their support of the VISTA program. Introductions were made around the table. Staff also recognized Joe Stockburger for signing on to another term on the CD Board.

Public Comment: No public comment was offered.

Meeting Minutes: Board member Laura Gittings-Carlson moved to approve the November meeting minutes and Rebecca Noell seconded the motion. A vote was taken and the minutes were approved unanimously.

Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** Staff reported that one new contractor has completed their eligibility paperwork and is working on becoming lead certified. Construction on 244 Terry is progressing according to schedule and a time was established by the Board to visit the home after the January Board meeting. The 30 South Plainview property is currently having a preliminary work list developed. Funding remains available to assist up to two homeowners in the Manufactured Home Repair Program. One loan closed for a Housing Rehabilitation applicant in November and funding remains to assist four more home owners. No new applications were received in November.
- **VISTA:** Recruitment for full year members beginning their service in January is nearly complete. Staff mentioned the film crew that was working in the Community Development office will be forwarding the marketing commercial when it is completed in February. Billings will still be the host site for the January VISTA Pre-Service Orientation and swearing-in for all onboarding Montana and Wyoming VISTA members.
- **First Time Home Buyer Program:** Staff reported six houses would close in November. Home funds have been expended, but CDBG and City Council funding remains to assist approximately 20 households. NeighborWorks has put out a bid for contractors for the second Riverfront Point home.

CDBG & HOME Application & Allocation Process Approval: Staff mentioned tabling the approval for a later date, or for a vote to be taken via email.

VISTA Application Memorandum & Recommendation: Staff presented the Board with a Memorandum to bring the VISTA Application to City Council for approval. Jim Corson moved to recommend the application and Joe Stockburger seconded the motion. A vote was taken and the application was approved unanimously.

Neighborhood Concerns and Happenings: Wyeth Friday mentioned the Downtown tax increment finance district and the East Billings Renewal District will partner to contract a workforce housing survey that will be shared soon.

Next Meeting: Becky Bey adjourned the meeting and set the next for January 2nd, 2018.