



## COMMUNITY DEVELOPMENT DIVISION Community Development Board - Meeting Minutes

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### Regular Meeting of the Community Development Board November 2, 2021

**Board Members Present:** Rebecca Noell, Joe Stockburger, Katrina Kruger, Jim Corson, Shane Noble

**Board Members Excused:** Bret Rutherford, Laura Gittings-Carlson, Jessica Schmidt, Hannah Olson

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Carly Collins, Wyeth Friday

**Welcome / Introductions / Announcements:** The Community Development (CD) Board met in the 6<sup>th</sup> Floor Conference Room of the Miller Building. Board Chair, Rebecca Noell, called the meeting to order at 3:00pm.

**Public Comment:** No public comment.

**Meeting Minutes:** Board member, Jim Corson, moved to approve the Regular Meeting minutes from October. Board member, Katrina Kruger, seconded the motion. A vote was taken, and the minutes were approved unanimously.

Board member, Shane Noble, moved to approve October's Special Meeting minutes. Board member, Joe Stockburger, seconded the motion. A vote was taken, and the minutes were approved unanimously.

#### Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** No proposals have been submitted for development of the 930 Steffanich property. Staff will continue to advertise for proposals.
- **Housing Rehabilitation:** The program is still on hold while staff works through processes for additional funding allocated to the City. One application was received in October and the applicant was informed they have been placed on the waiting list.
- **First Time Home Buyer Program (FTHB):** There are five pending closings scheduled for the next several weeks. Funding is available to assist several more households.
- **Affordable Housing Development:** The infrastructure work at the C&C Resident Owned Community (ROC) is nearly complete.

The Environmental Review Record was finished for the Off The Streets program. Following authorization from City Administration and HUD and a public comment period, funding will be allocated and expended.

- **Billings-Metro VISTA Project (B-MVP):** Recruitment of January / February members has been somewhat slow. Staff will send out available position listings to the Board for them to share.

**AmeriCorps VISTA Grant Application:** Staff presented the memo on the AmeriCorps VISTA program for the Board to review and discuss. Staff recommendation is to submit an AmeriCorps VISTA Application in the spring. Jim Corson moved to authorize submission of an AmeriCorps VISTA application for the next grant cycle. Joe Stockburger seconded the motion. A vote was taken, and the recommendation was approved unanimously.

**Comprehensive Annual Performance Evaluation Report (CAPER):** Brenda Beckett reported on the CAPER for FY2020-2021. Staff sought out community needs via public notice prior to submission, and it was presented to City Council in late September. Project developments at C & C were discussed. Progress, updates, and accomplishments for CD programs were reviewed. There was also a review of a HUD Audit completed earlier this year.

**CDBG-CV / Noncompetitive Public Service Activities Concept:** Staff discussed that the significant increase of federal awards, program income / repayments, and imminent expenditure deadlines encouraged staff to consider alternative allocation processes. Staff discussed and proposed a concept for allocating additional CDBG-CV funds specifically for public service activities in the future. Staff presented details of the updated process including that organizations interested in applying for CDBG-CV public service activity funding could do so through a fast-tracked process if approved by the CD Board. Eligible organizations would be provided with specific forms up front in order to track and collect data as well as follow a method that aligns with HUD's activities. Staff will need the CD Board's approval on the concept process, which could also include stipulations including funding limits per organization, renewable applications / amendments, etc.

If approved by the CD Board, staff would present the Board's prioritized public service activities to City Council. They would be asked to approve the new process and the prioritized activities in order to allocate funds in a more streamlined process. If approved, the City Administrator would sign off on any future funding distributions. The CD Board would be provided with updates on remaining funding, submitted applications and their status, as well as be involved in the monitoring process going forward. The Board will vote on the public service activities concept including any additional provisions at the December Meeting.

Additional updates on CDBG / CV funding included: The grant agreement for the Salvation Army's CDBG-CV funding has been completed and signed. Staff will finalize the reporting training and Salvation Army staff will attend training prior to project implementation.

The Historic Review and the Environmental Review for the DBA's downtown bathroom and handwashing station and have been completed and signed. Public Notices will be released soon.

**CDBG-CV / Prioritizing Park Improvements:** Parks & Recreation representative, Paul Reinhardt, along with CD staff discussed potential park improvement projects within low-income parks in Billings. The Board worked together to arrange various parks improvements and funding amounts for consideration going forward. The Board will vote on final allocation recommendations at the December Meeting.

**CDBG and HOME Application Guidance:** The CD Board was asked to inform staff if they have any suggestions for improvements to the rollout of the application process. Staff will provide any additional information as requested by the Board.

**American Rescue Plan / HOME-ARP Funding:** Staff continues to attend HUD webinars and review guidance while planning for an upcoming application and allocation process.

**Neighborhood Concerns & Happenings:** None.

**Next Meeting:** Board Chair Rebecca Noell adjourned the meeting at approximately 4:55pm. The next regular meeting will be held on December 7, 2021.