



COMMUNITY DEVELOPMENT DIVISION  
**Community Development Board - Meeting Minutes**

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**Regular Meeting of the Community Development Board**  
December 7, 2021

**Board Members Present:** Rebecca Noell, Katrina Kruger, Jim Corson, Bret Rutherford, Jessica Schmidt, Hannah Olson

**Board Members Excused:** Laura Gittings-Carlson, Shane Noble, Joe Stockburger

**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:** Council Member Mike Yakawich attended the meeting and provided public comment. Council Member Yakawich expressed thanks for the CD Board for volunteering their time and recognized staff for their efforts.

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

**Staff Reports:**

- **First Time Home Buyer Program (FTHB):** There are five pending closings scheduled. Several applications are still being submitted. Staff is also receiving three to four repayments every week.
- **Affordable Housing Development:** The final payment request for infrastructure work at the C&C Resident Owned Community (ROC) has been received and processed so the project can be finalized.

The final signatures and documents from HomeFront regarding the Off the Streets project were returned today. They will be routed through City Administration for signature. Following approval from HUD and a public comment period, funding will be allocated and expended.

- **Housing Rehabilitation:** The program is still on hold while staff works through processes for additional funding allocated to the City. No new applications were received in November.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** No proposals have been submitted for development of the Steffanich property to date. Staff discussed proposing a new RFP option regarding affordable modular home development. Staff asked the CD Board for feedback on the proposal. The RFP will be released later this month via public notice and contact with modular home companies.

There may be an opportunity to purchase a foreclosed property within the next month. Staff will update the CD Board with additional updates at the next meeting.

- **CDBG-CV:** Staff completed a substantial amendment to the Annual Action Plan which was accepted by HUD. The amendment includes the ability to allocate CDBG funding to CDBG-CV projects, which will include the Parks Improvements projects.

The downtown bathroom and handwashing station project is progressing. Staff is waiting for HUD to accept the project proposal so funds may be committed and expended. The DBA will need to implement a competitive bidding process prior to construction and installation.

- **HOME-ARP:** Staff continues to work through guidance, attend HUD webinars as they are released, and plan for an upcoming application and allocation process.

- **Billings-Metro VISTA Project (B-MVP):** Recruitment of January / February members continues to be slow. Staff sent out available position listings to the Board and discussed other recruitment and marketing techniques in use.

**Board Meeting Attendance Options – Zoom & Streaming Options:** Wyeth Friday discussed the logistics of remote participation in public meetings. City Administration determined that meetings must be streamed to the public if Zoom or any other virtual platform is used. Staff will research video / audio options for the conference room, as everyone would need to be seen and heard on the streaming platform. Meeting notices will be updated once video capabilities are in place.

**CDBG-CV / Noncompetitive Public Service Activities Concept:** The Board reviewed and discussed the proposed concept, and it was reiterated that activities must be new or expanded services to prevent, prepare for, or respond to the coronavirus within agencies already serving eligible populations. Jim Corson moved to approve the noncompetitive public service activities process. Hannah Olson seconded the motion. A vote was taken, and the concept was approved unanimously. Staff will present the Board's prioritized public service activities concept to City Council on December 20<sup>th</sup>. If approved, 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.

**CDBG-CV / Prioritizing Park Improvements:** Staff reported that they met with the Parks & Recreation Board earlier this month. Their Board voted unanimously to present the CD Board's prioritized list and funding recommendations to City Council on December 20<sup>th</sup>. Katrina Kruger moved to approve the prioritized list and act on funding amounts determined at the November meeting. Hannah Olson seconded the motion. A vote was taken on allocation recommendations, and the funding priorities were approved unanimously. Going forward, Parks must provide a timeline on the implementation of activities in order to ensure expenditure deadlines are met.

**CDBG, HOME, CDBG-CV Applications:** There were few changes to applications this year. Staff proposed opening the regular CDBG-CV application process at the same time as CDBG and HOME. Katrina Kruger moved to approve the allocation process and applications as drafted. Hannah Olson seconded the motion. A vote was taken, and the allocation process and applications were approved unanimously as recommended and drafted.

**Neighborhood Concerns & Happenings:** The Board discussed affordable housing issues in the community including how to prioritize purchasing foreclosed homes so that they can be resold to community members through the City's FTHB program.

**Next Meeting:** Board Chair Rebecca Noell adjourned the meeting at approximately 4:30pm. The next regular meeting will be held on January 4, 2022.