



COMMUNITY DEVELOPMENT DIVISION Community Development Board - Meeting Minutes

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Regular Meeting of the Community Development Board October 4, 2022

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

Board Members Excused: Jessica Schmidt, Hannah Olson

Absent: Bret Rutherford

City Council Representative: Denise Joy

Staff Present: Dina Harmon, Tam Rodier, Carly Collins, Wyeth Friday (via phone)

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

Public Comment: None.

Announcements: Katrina Kruger shared that the Billings Association of Realtors does Quality of Life Fundraisers a couple of times a year for area nonprofits. She provided printed copies of the application that may be forwarded to nonprofits who may wish to benefit from such an event.

Meeting Minutes: Board member Jim Corson moved to approve September minutes as written and distributed. Board member Kathleen Candelaria seconded the motion. A vote was taken and the motion unanimously approved.

Staff Reports:

- **First Time Home Buyer Program (FTHB):** Dina Harmon reported that First Time Home Buyer (FTHB) applications are picking up; received three yesterday and two today. The continuing rise of the interest rate still appears to be an obstacle, although the interest rate really is not that high compared to several years ago.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** Staff met with local modular home dealers and 3D home printing contractor to solicit bids for the Steffanich project. One bid received to date; deadline to submit bids is October 7. Bid review committee will be convened to review bids and select.
- **CDBG-CV:** Tam Rodier gave the following project updates:
 - *Downtown Public Restroom & Handwashing Station:* General Contractor is under contract, but no schedule has yet been set. Completion by year end anticipated, but will likely need to be winterized until Spring.
 - *Salvation Army:* With the reimbursement request expected this week, grant funding will be fully expended. Increased food costs and supply chain challenges resulted higher expenditures than anticipated. Asking City to consider reimbursing an additional \$4,409.
 - *Boys & Girls Club Entryway Expansion:* Work completed; requested reimbursement of full \$140,000.
 - *Washington Elementary School HVAC:* Project design documents being developed; bidding and contract execution to follow; installation summer 2023.
 - *Comanche Park:* Design contract signed for the play pod and ADA route; equipment on order.
 - *North Park:*

- Adult exercise area and shade structure – Design contract executed; adjacent to the exiting playground and splash pad; equipment will be ordered when design complete.
- Restroom – Geotechnical / soils report ordered; engineering for utility connections and pad is underway; staff working with manufacturer to coordinate ordering and delivery; staff also working on demolition plans for the existing facility.
- Recreation Center HVAC – Staff still trying to get bids; one bid received so far.
- *Pioneer Park:*
 - Heritage Trail replacement – Contractor began work yesterday; 2-3 weeks to complete.
 - Restroom – Only one bid received; currently negotiating contract.
- *Fast-Track Public Service projects:*
 - Alternatives – Project complete and fully reimbursed.
 - Chinook Horses – Project complete and fully reimbursed.
 - Education Foundation – Gave out 119 Backpack meals, 110 books at South Park Reading Rocks, provided 24 hours of volunteer reading support to children attending Reading Rocks, and gave 729 books to Washington Elementary students.
 - Family Promise – Served 364 families this quarter, including 917 children.
 - Gratitude in Action – Provided Wi-Fi service at 6 locations; conducted Life Skills classes on Tuesdays where they covered how to log in and use Wi-Fi. Worked with Billings Job Service to provide job search and resume building on Monday and Friday.
 - Headstart – 161 tablets checked out to teachers for their students; 134 students benefited from the tablets this quarter.
- **Billings-Metro VISTA Project (B-MVP):** Carly Collins stated:
 - Three VISTAs are currently placed. They participated in a 9/11 service day at Family Promise.
 - Host site monitoring starting next month.
 - January/February positions are posted. She has interviewed a few great candidates so far and has two candidates she is hopeful to place. She is scheduling college recruiting visits.
 - Fiscal year-end report is due next month.
- **HOME-ARP:** The online survey was reviewed and discussed. Board members suggested edits that will be incorporated this week. Plan is to mail the paper survey with a cover letter from the Mayor to all local service providers (70±) by October 10, 2022. Service providers will have the choice to submit their responses online or return the completed paper survey via mail. Deadline to submit responses will be November 14, 2022. Staff will draft an assessment report that will be brought to the CD Board at a future meeting.

Neighborhood Concerns & Happenings:

Wyeth Friday said the City Council adopted a “housing strategy initiative” last fall and HomeFront has been tasked with leading the effort. They applied to Housing Solutions Workshop, a program sponsored by the NYU Furman Center’s Housing Solutions Lab, Abt Associates, and the Lincoln Institute of Land Policy. The City was recently selected to participate along with the cities of Lancaster, PA; Arvada, CO; New Haven, CT; and Gresham, OR. The first session was held yesterday. [More information](#)

Next Meeting: Board Chair Rebecca Noell adjourned the meeting at approximately 4:05pm. The next regular meeting will be held on November 1, 2022.