



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

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**Regular Meeting of the Community Development Board**  
November 1, 2022

**Board Members Present:** Rebecca Noell, Jim Corson, Kathleen Candelaria, Bret Rutherford, Joe Stockburger, Shane Noble

**Board Members Excused:** Jessica Schmidt, Hannah Olson, Katrina Kruger

**Absent:** None

**City Council Representative:** Denise Joy

**Staff Present:** Dina Harmon, Tam Rodier, 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:** None.

**Announcements:** None.

**Meeting Minutes:** Board member Jim Corson moved to approve October minutes as written and distributed. Board member Shane Noble seconded the motion. The motion was unanimously approved.

**Staff Reports:**

- **First Time Home Buyer Program (FTHB):** Dina Harmon reported a family will be closing on their home this week. Applications are still coming in and being processed. She said she recently attended a presentation during which it was noted there were only 10 properties listed in Billings that are under HUD's current purchase price limit of \$262,000.

The current Interest rate is 7.08%. The group discussed that home prices are being reduced, likely as a result of higher interest rates. Lenders are also getting creative (e.g., 2-year interest buy down, etc.)

Dina said she also learned a "Community Land Trust" was in the works in the Heights (Trust owns the land; homeowners own the housing units). Under this model, the units may not be sold to real estate investors.

- **Affordable Housing Development Program:** Dina said Off the Streets is asking a lot of questions about how to fill out the application, but they are not yet ready to apply. No other applications have been received.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** Tam reported two proposals were received for the Steffanich project. The proposal review committee selected the proposal for the placement of one modular home on the site. The Re-Construction Agreement and Final Work List have been negotiated and the City Council will take action on November 14. If approved, the project will be completed by June 30, 2023.
- **CDBG-CV:** Tam Rodier gave the following project updates:
  - *Downtown Public Restroom & Handwashing Station:* General Contractor is under contract.
  - *Salvation Army:* Project is complete and the full \$55,000 has been reimbursed. Their request for additional \$4,409 spent is pending.
  - *Boys & Girls Club Entryway Expansion:* Project is complete and the full \$140,000 reimbursed.
  - *Washington Elementary School HVAC:* Pending; installation anticipated summer 2023.

- *Parks Projects*: Heritage Trail replacement in Pioneer Park is complete. No other park updates.
- *Fast-Track Public Service projects*: All October quarterly progress reports and reimbursements have been processed.
- **Billings Metro VISTA Project (BMVP):**
  - Carly submitted the fiscal year-end performance report to the Corporation for National & Community Service.
  - The AmeriCorps VISTA Grant Application process memo was reviewed. Board member Jim Corson moved to authorize submission of the 2023/2024 application for AmeriCorps VISTA and authorize City staff to negotiate and finalize the project, if awarded. Board member Shane Noble seconded the motion. The motion was unanimously approved.
- **HOME-ARP:** Tam reported the survey was released October 10, 2022. It was mailed to local service providers (70±) with a cover letter from the Mayor, emailed to service providers, and a link posted on the City [website](#). Service providers may choose to submit their responses online or return the completed paper survey via mail. Deadline to submit responses is November 14, 2022. Three (3) complete and eight (8) incomplete online surveys have been received to date. After the survey closes, staff will draft an assessment report and bring it to the CD Board at a future meeting.
- **CDBG and HOME Application Process:** Board members received and reviewed last year's application and guidebook. Staff recommend opening CDBG and HOME applications on December 12, 2022. No changes were suggested. Changes may be emailed to Brenda Beckett until the next Board meeting.

#### **Neighborhood Concerns & Happenings:**

Wyeth Friday noted:

- The former Off The Streets Shelter (Western Motel) has been sold to a private owner and it is being turned into a sober living facility. The sewer issues have been fixed. There are currently about 37 sober living facilities in Billings.
- The City's Capital Improvement Plan (CIP) is out. He will send a link to Board members so they may see the draft document and peruse the map. A presentation to the City Council is scheduled for December 7. Action will be taken at a later date.
- The City Council is discussing how to fund parks in light of the looming termination of Park District 1 assessment in 2024. One option being discussed is a bond issue that would require a vote by residents.
- Staff will provide the City Council an update on how Public Safety activities are being implemented on December 7, 2022.
- Brenda is still on her trek through Spain, but will be back in a few weeks.

Denise Joy mentioned:

- The City Council recently made awards to:
  - Montana Rescue Mission to implement the Homeless Management Information System (HMIS) that will allow HUD data to be collected, and
  - Continuum of Care for a low barrier shelter.
- Governor's Housing Task Force released their [Recommendations and Strategies to Increase the Supply of Affordable, Attainable Workforce Housing](#) October 15, 2022. She is concerned they are moving in a direction to take away local control (zone changes, etc.) and reduce the public input processes.

Jim Corson mentioned the City Council continues to discuss building a Recreation Center at Amend Park.

**Next Meeting:** Board Chair Rebecca Noell adjourned the meeting at approximately 4:05pm. The next regular in-person meeting will be held at 3:00 p.m. on December 6, 2022.