

Regular Meeting of the Community Development Board  
May 1, 2012

**Board Members Present:** Kamber Kelly, Emily Shaffer, Patt Leikam, Kathleen Candelaria, Cindy Sanders, Martha Sanford, Fred Button

**Board Members Excused:** None

**Board Members Unexcused:** Trent Currie

**Staff Present:** Brenda Beckett, Dina Billington-Harmon, Lynda Woods, Denise Bohlman, Andrew Proctor

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 4<sup>th</sup> Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Co-Chair Patt Leikam, called the meeting to order at 3:05 p.m. Chair Kamber Kelly proceeded with the meeting upon her arrival.

**Public Comment:** None.

**Meeting Minutes:** *Cindy Sanders moved that the minutes of the March 15, 2012 meeting be approved as written. Emily Shaffer seconded. Motion carried. Fred Button moved that the minutes of the April 3<sup>rd</sup> meeting be approved as written. Emily Shaffer seconded. Motion carried.*

**Staff Reports:** Brenda Beckett gave a quick update of VISTA Summer Associate and July VISTA interviews and placements. Brenda stated that MSU-B has offered to rent dorm rooms to the Summer Associates.

**First Time Home Buyer** – Dina Billington-Harmon reported that staff has fully committed and expended all available funds for fiscal year 2011-2012. A total of 21 households were served in this program and 89 households are on the waiting list to purchase their first home. The earliest the new funding may be available for distribution is August 1<sup>st</sup> and the latest is August 15<sup>th</sup>.

**Neighborhood Stabilization Program** – Dina stated the Custer property's closing date is set for May 10<sup>th</sup>. A "Welcome Home" celebration is being planned for the new homeowner immediately after the closing.

**Housing Rehabilitation Program** – Lynda Woods reported the funds are 90% committed. Five projects are in construction.

**Minor Home Repair Program** – Lynda stated the funds are 100% committed. One project is in construction. Six homeowners are on the waiting list for funding.

**Tree Trimming & Removal** – Lynda informed the Board that four homeowners are on the waiting list for funding.

**Paint Program** – Lynda stated that four homeowners are on the waiting list for funding.

**Mayor's Committee on Homelessness:** Lynda advised the Board that there will be a 3-day housing conference held at the Crowne Plaza in Billings on June 26<sup>th</sup> through June 28<sup>th</sup>. The Mayor's Committee on Homelessness will be presenting at the conference and sharing how the 10-year plan was written, the outcomes from the first two years and the next two-year action plan.

**Annual Action Plan Review:** Brenda discussed that the City Council approved the budget as proposed. *Patt Leikam made a motion that the Board accept and approve the annual action plan as written. Martha Sanford seconded. Motion carried.*

**Manufactured Home Repair Loan Program:** Lynda Woods presented data based on the manufactured/mobile home repair assistance granted during FY 2011-2012. She reviewed the guidelines, criteria and functions of last year's grant program and what changes might be considered as the program is restructured as a loan program.

The Board considered new guidelines for the new program based the age of the manufactured/mobile homes and the amount of assistance that would be applied based on the taxable market value. The maximum loan amount will be \$10,000. The loans will be deferred, with no interest, for low-income homeowners. The loans will be secured as a lien on the property and are paid when the homeowner moves from or sells the property. Homeowner's must have owned and occupied the property for at least one year. This first year will be a pilot program year and based upon the data from this year's applications, the program will be re-evaluated for future years' changes.

*Patt Leikam moved that the procedures the Board recommended for the Manufactured Home Repair Loan Program be viewed as a pilot project and its progress be re-evaluated in January of 2013. Martha Sanford seconded. Motion carried.*

#### **Neighborhood Concerns and Happenings:**

No other concerns were discussed.

**Tentative Schedule:** Next Board meeting is scheduled for Tuesday, June 5, 2012, at 3:00 p.m.

Meeting adjourned at 4:10 p.m.