

Regular Meeting of the Community Development Board
November 5, 2013

Board Members Present: Trent Currie, Martha Sanford, Fred Button, Patt Leikam, Katrina Kruger, Emily Shaffer

Excused Board Members: Kamber Kelly, Kathleen Candelaria

Staff Present: Brenda Beckett, Lynda Woods, Dina Harmon, Gina Simonetti, VISTA Leader Aundi Hunter, Candi Millar

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Ave North, Billings, Montana. Co-chair Patt Leikam called the meeting to order at 3:00 p.m.

Public Comment: None.

Meeting Minutes: *Katrina Kruger moved that the minutes of the October 1, 2013 meeting be approved as written. Fred Button seconded. Motion carried.*

Staff Reports: Reports were sent out from August which everyone received. Staff reviewed and there were no questions from the Board.

- **Billings Metro VISTA Project:** Aundi Hunter designed a new BMVP logo. Seven positions have been filled for the upcoming recruitment season.
- **First Time Homebuyer:** There is enough money for to complete about eight more households.
- **Kings Green:** Last house has been closed and the project is totally complete, pending drawdown close out this quarter.
- **Home Repair Programs:** Funds are 20% committed. In October, two additional loans have been closed. The offer was accepted on a home located at 2191 10th Ave N and a list is being created on work that needs to be completed.
- **Neighborhood Stabilization Program:** A buy-sell agreement is about to be signed for Conway House.

Substantial Amendment for FY12-13 & 13-14 Annual Action Plans: Currently, over \$200,000 remains in allocation and staff estimates needing only \$40,000 until June 30th. HUD's timeliness deadline is May 1, 2014. Overall, newer properties are not eligible for loans due to less deferred maintenance, holds City's investment well, and could meet Housing Quality Standards with investment, if eligible. Older properties are typically eligible for small loans due to extensive deferred maintenance, does not hold City's investment well, and there are problems meeting housing quality standards. The recommendation is to transfer \$175,000 in CDBG funding to the First Time Homebuyer Program.

Fred Button moved that the Substantial Amendment be passed. Martha Sanford seconded. Motion carried.

CDBG & Home Application Guidelines & Application: Brenda Beckett presented a new simplified form for the application process for FY2014-2015. The standard application will still be available online. The Board will review the application and guidelines during December's meeting for approval.

Neighborhood Concerns and Happenings: None.

Patt Leikam adjourned meeting and the next meeting is set for December 3rd.