

Regular Meeting of the Community Development Board  
December 9, 2014

**Board Members Present:** Kamber Kelly, Trent Currie, Michele Zahn, Fred Button, Neil Kiner, Patt Leikam, Kathleen Candelaria

**Excused Board Members:** Katrina Kruger

**Unexcused Board Members:** Martha Sanford

**Staff Present:** Brenda Beckett, Gina Simonetti, Lynda Woods, Dina Harmon, Candi Millar

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Ave North, Billings, Montana. Chair Kamber Kelly called the meeting to order at 3:00 p.m.

**Public Comment:** None.

**Meeting Minutes:** *Fred Button moved that the minutes of the November meeting be approved as written. Trent Currie seconded. Motion carried.*

**Staff Reports:** The monthly reports were sent out from October which everyone received. Staff reviewed and there were no questions from the Board.

- **First Time Homebuyer:** There is enough funding to assist 19 more households through the program.
- **Foreclosure Acquisition / Rehab Program:** Funding is 30% committed for the Manufactured Home Repair program with five homeowners seeking bids and 20% committed for the Housing Rehab Program with six homeowners seeking bids. Staff will begin looking for a vacant, foreclosed home to acquire and rehab.
- **Billings Metro VISTA Project:** 11 members have been recruited to begin service in January! BMVP can hold up to 15 members for this recruitment cycle.

**Substantial Amendment:** The City is in receipt of \$130,436 in HOME funds which was to be repaid to the U.S. Department of Housing and Urban Development (HUD) due to an unsuccessful affordable housing project. HUD representatives have indicated approval of the City's request to deposit these funds in the City's line of credit to be utilized for eligible HOME activities. HUD has recently reviewed the City's FY2013-2014 Comprehensive Annual Performance Evaluation Report and has requested immediate use of program income in both the CDBG and HOME programs. Therefore, staff is proposing amending the FY2014-2015 Annual Action Plan to include the use of any and all revenue received from July 1, 2014 to June 30, 2015 for eligible activities, estimates are as follows:

- \$250,000 in HOME program income received to support administration, First Time Homebuyer and Affordable Housing Development programs.
- \$150,000 in CDBG program income received to support administration, Housing Rehabilitation, Manufactured Home Repair, First Time Homebuyer, Affordable Housing Development and the Billings Metro VISTA Project.

Staff recommends that the Community Development Board approve the proposed Substantial Amendment to the FY2014-2015 Annual Action Plan to allocate CDBG and HOME revenue to eligible projects as described.

*Trent Currie moved to approve the proposed Substantial Amendment to the FY2014-2015 Annual Action Plan. Neil Kiner seconded. Motion carried.*

**CDBG & HOME Application Guidelines & Application:** Brenda Beckett reviewed the updated application and guidelines. The applications will be released on December 12, 2014.

*Fred Button moved that the application guidelines and application be approved. Trent Currie seconded. Motion carried.*

**Neighborhood Concerns and Happenings:** None.

Kamber Kelly adjourned the meeting and the next meeting is set for January 6th.