



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

2825 3rd Avenue North, Billings, MT 59101 Phone: 406.657.8281 Fax: 406.294.7595 Relay: 711 www.ci.billings.mt.us/ComDev

Regular Meeting of the Community Development Board

December 1, 2015

Board Members Present:

Patt Leikam, Michele Zahn, Fred Button, Katrina Kruger, Kathleen Candelaria, Bret Rutherford, Becky Bey

Staff Present:

Candi Millar, Brenda Beckett, Lynda Woods, Sandra Lopez

Excused Staff:

Dina Harmon

City Council Members Present:

Mike Yakawich

Welcome / Introductions / Announcements:

The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Chair Patt Leikam called the meeting to order at 3:00pm.

Public Comment:

Mike Yakawich thanked the organizer and participants of the Task Force Leadership meeting that took place in November, which Patt Leikam also agreed served a great benefit.

Meeting Minutes:

No additions or corrections were suggested on the part of the Board for the minutes from November's meeting. Patt Leikam approved.

Staff Reports:

- **Foreclosure Acquisition / Rehab Program:** Lynda Woods announced her resignation party taking place in the 6th Floor Community Development Conference Room on Wednesday December 9th, 2015. Funds for the program are currently at 75% committed and staff expects to have all funds fully committed by Lynda's departure date. Tam Rodier, a part-time staff, is expected to complete the rest of the contracts. Staff also announced an optional trip to a nearly completed foreclosure acquisition located at 3921 **Chamberlain**. Staff then announced a fire at recently acquired foreclosure that sustained moderate damage, primarily smoke, and that everyone was okay.
- **First Time Home Buyer Program:** Brenda Beckett informed those present that one staff member was excused and updated that the department is waiting on a deposit for the closing on a property located on South 27th Street. Patt Leikam asked about any concerns the new purchaser may have had on the environmental issues. Staff explained that typically along major streets such as South 27th, there may be cause for environmental impact concerns because of underground storage tanks gas stations may have used that cause issues when demolition begins. So the city provided full disclosure and the property revealed to only have been residential prior to demolition.

- **Community Development Program Application and Allocation Process Approval:** CD Board has had one month to review the Community Development Block Grant Application and offer feedback. Staff asked for recommendations before releasing the application to the public in the following weeks. HOME funds remain at a conservative estimate, reflecting the reduction of funds approved at the federal level. Katrina Kruger motioned to approve the application and allocation process and was seconded by Fred Button. Patt Leikam took a voice vote and the motion carried.
- **Neighborhood Task Force:** Katrina Kruger updated the board on the final Neighborhood Task Force meeting presentation, which took place at Pioneer Park. Neighbors in that area expressed their interest in the rehabilitation program as well as the foreclosure acquisition program, which was reinforced by a subsequent presenter. General feedback on the Task Force Meetings were that people appreciated the presentations, which offered them a chance to understand what the Community Development division does and how the programs improve communities. The intended goal of achieving awareness was effective and February/March 2016, there will be a follow-up in many of the Neighborhood Task Forces.
- **VISTA Application Review/Recommendation:** Staff explained that every year, the Community Development division asks for permission from both the CD Board and City Council to pursue a VISTA Application. The application in question references the FY 2016-2017. The request for proposal is released around the same time CDBG and HOME proposals are released. New performance measurements, reporting requirements and quarterly reporting systems have been redeveloped to apply for the program again. Specific positions are already slated for the upcoming July VISTA recruitment cycle with those host sites that did not receive recruits in January. This is in order to maximize the potential for various organizations with VISTAs for each grant cycle. Community Development asked for permission to continue the program. Fred Button moved that the CD Board authorize submission of an application for AmeriCorps VISTA and authorize City Staff to negotiate and finalize the project, if awarded. Katrina Kruger seconded the motion and Patt Leikam took a voice vote. The motion then carried.

Neighborhood Concerns and Happenings:

Fred Button announced that Habitat for Humanity has dedicated their 72nd house on November 19th. They are working on their 73rd house and plan to dedicate it in January.

January Meeting:

Patt Leikam adjourned the meeting and reminded the room that next meeting is set for January 5th, 2016.