



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

May 3, 2016

**Board Members Present:** Patt Leikam, Michele Zahn, Fred Button, Becky Bey, James Corson, Laura Gittings-Carlson, Bret Rutherford, Kathleen Candelaria, Katrina Kruger

**Staff Present:** Brenda Beckett, Dina Harmon, Sandra Lopez

**Staff Members Excused:** Candi Millar

**Guests:** Volunteers in Service to America (VISTA) members Ari Denson and Erin Schock

**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> Avenue North, Billings, Montana. Chair, Patt Leikam, called the meeting to order at 3:00pm. VISTA member, Erin Schock, introduced herself. CD Staff announced an upcoming Mayor's Committee on Homelessness meeting at Riverstone Health on May 12<sup>th</sup>.

**Public Comment:** No public comment was offered.

**Meeting Minutes:** Board member Jim Corson moved to approve the April meeting minutes and Fred Button seconded the motion. Patt Leikam took a voice vote and the Board approved the minutes.

#### Staff Reports:

- **VISTA:** The VISTA leader notified the Board that Give Local, where various non-profits in the community hold a 24-hour fundraiser at various locations around town, was going on that day and included many host sites where VISTA members were placed.
- **First Time Home Buyer Program:** Staff reported that compliance worksheets for the NeighborWorks Project are currently being completed. CD Staff is still marketing the Chamberlain [3921 Chamberlain] and Custer [619 Custer] properties.
- **Foreclosure Acquisition / Housing Rehab Program:** CD Staff is still marketing the Chamberlain [3921 Chamberlain] and Custer [619 Custer] properties.

**Consolidated Plan: Annual Action Plan Final Review:** Staff gave a presentation on the Consolidated Plan presentation that was given at City Council. See attached. Discussion ensued about how engaged City Council was in reaction to the presentation. Fred Button motioned to approve the Annual Action Plan, which Bret Rutherford seconded. Patt Leikam took a voice vote and the motion carried.

**Allocation Process Review:** Patt Leikam opened the floor for suggestions on any further community involvement the Board or CD Staff should take in the following year. Discussion ensued revolving around suggestions such as Hello Montana, Newsletters, Postcards, etc.

**June/July Meetings:** CD Staff mentioned a home buyer that requested a subordination, yet was not prepared to present it to the Board by May's meeting. In the instance that the home buyer gathered their necessary

paperwork and wanted to go through the subordination process, the Board would need to meet in June. Fred Button made a motion to cancel the July meeting and schedule a provisional June meeting, with the knowledge that it would be cancelled if the home buyer did not contact CD Staff by May 17<sup>th</sup>. Katrina Kruger seconded and after taking a voice vote, the motion carried.

**Neighborhood Concerns and Happenings:** Bret Rutherford announced it was Election Day and to vote by 8pm.

**Next Meeting:** Patt Leikam adjourned the meeting and tentatively set the next for June 3<sup>rd</sup>.