



## COMMUNITY DEVELOPMENT DIVISION Community Development Board - Meeting Minutes

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### Regular Meeting of the Community Development Board January 7, 2020

**Board Members Present:** Rebecca Noell, Joe Stockburger, Katrina Kruger, Bret Rutherford, Jim Corson, Council Member Denise Joy

**Board Members Excused:** Laura Gittings-Carlson, Jessica Schmidt

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Carly Collins, Wyeth Friday

**Welcome / Introductions / Announcements:** The Community Development (CD) Board met in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Board Chair, Rebecca Noell, called the meeting to order at approximately 3:00pm. There are still two CD Board positions available. Brenda reported that Administration requested confirmation checks of low-income area designation for three addresses.

**Public Comment:** No additional public comment.

**Meeting Minutes:** Board member, Jim Corson moved to approve the December meeting minutes and the motion was seconded by Board member Katrina Kruger. A vote was taken and the minutes were approved unanimously.

**Request for Proposals for Affordable Housing at Steffanich - Review:** Tam reported that she has not received any intent to respond or completed RFP documents at this time. It was discussed that it will be advertised and released again through February if no proposals are received by the deadline of January 10<sup>th</sup>, 2020.

**Tentative Meeting Schedule:** The CD Board was provided with copies and reviewed the proposed schedule. Board Member, Bret Rutherford, noted that November 3<sup>rd</sup> is a state holiday, so this meeting will need to be rescheduled. The Board agreed to set a rescheduled meeting at a future Board Meeting.

**Election of Officers:** Board member, Jim Corson, moved to nominate current Board Chair, Rebecca Noell, as Chair of the CD Board for another term. Board member, Bret Rutherford, seconded the motion. Rebecca accepted the nomination. A vote was taken and Rebecca Noell was unanimously elected as CD Board Chair; Board member, Jim Corson moved to nominate Board member, Joe Stockburger, for another term as CD Board Co-Chair. Board Chair, Rebecca Noell, seconded the motion. Joe accepted the nomination. A vote was taken and Joe Stockburger was unanimously elected as CD Board Co-Chair.

#### Staff Reports:

- **Billings-Metro VISTA Project:** Staff continues to actively recruit for Host Sites as well as VISTA members to begin full-year service terms in February and March of 2020. The full-year recruitment will continue into the July/August season as well. The Board reviewed that Host Site recruitment is necessary in order for non-profits to build capacity and assume responsibility for initiatives at their agencies. It was discussed that a request for grant extension can be made if more recruitment is necessary to meet guidelines.
- **First Time Home Buyer Program:** Several new applications and buy/sell agreements for the program have been submitted in the past month. Funds have been committed to several applicants. Funding is still available for the remainder of the fiscal year.
- **Affordable Housing Development:** Dina has received a buy/sell agreement for a unit at Riverfront Pointe. An additional showing has been scheduled as well; NeighborWorks has submitted an application for CDBG funds to support an infrastructure improvement project at the C & C Mobile Home Park. Brenda reported that more accurate funding information will be available to present to the Board in February. Board Co-Chair, Joe Stockburger, requested copies of the request for funding to review. It was discussed that Dina

will prepare a staff memo, NeighborWorks staff will attend a CD Board Meeting, and a walk through of the property will be scheduled for CD Board members. City Council is required to review the proposal and vote on the allocation at the first Council meeting in April.

- **Housing Rehabilitation:** One new application was received in December. Tam plans to run the advertisement previously placed in Tidbits again to encourage more households to apply.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** The contract for asbestos abatement at 930 Steffanich is in routing for signatures, so it is expected that abatement will begin soon. Staff has released and advertised the Request for Proposals (RFP) for Affordable Housing development for this property. Proposals are due by Friday, January 10<sup>th</sup>.

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

- Wyeth reported that several individuals as well as Work Groups have contributed to furthering the implementation of Project Re:Code, which continues to be scheduled for a rollout in the spring. It was discussed that a presentation covering overall objectives and several key topics was shared at the recent City Council Work Session. Another presentation to review additional topics is scheduled for January 21<sup>st</sup>. Further action will be scheduled following that date. Wyeth reminded the Board that the Project Re:Code website is kept updated, including updates to the zoning map. Brenda suggested possible edits to accommodate individuals with colorblindness.
- The Board was reminded that the City is hosting two Public Safety Community Forums at the Library on January 9<sup>th</sup> and January 16<sup>th</sup> to share information and garner public feedback.
- Council member, Denise Joy, expressed that she continues to encourage her fellow Council members to attend meetings related to Project Re:Code. She informed the CD Board that she may not continue to serve as the liaison due to the changes and incoming City Council members, and thanked the Board for continued support while she served.
- Board member, Bret Rutherford, expressed that Disaster and Emergency Services reported that there is a blood shortage in the County. Bret informed the Board that there will be a blood drive on January 15<sup>th</sup> at St. Vincent Healthcare.

**Next Meeting:** Rebecca Noell adjourned the meeting at approximately 4:00pm. The next meeting will be held on February 4, 2020.