



COMMUNITY DEVELOPMENT DIVISION  
Community Development Board - Meeting Minutes

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**Regular Meeting of the Community Development Board**  
January 4, 2022

**Board Members Present:** Rebecca Noell, Katrina Kruger, Jim Corson, Jessica Schmidt, Hannah Olson, Shane Noble, Joe Stockburger, Councilwoman Denise Joy

**Board Members Excused:** Bret Rutherford

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

**Welcome / Introductions / Announcements:** The Community Development (CD) Board met in the 6<sup>th</sup> Floor Conference Room of the Miller Building. Board Chair, Rebecca Noell, called the meeting to order at 3:00pm.

Board member, Joe Stockburger, was reappointed for a second term last month. Board member, Laura Gittings-Carlson, has resigned from her position. Due to Board member, Jessica Schmidt's move, she will take over this At Large designation. This means a Low / Moderate Income Area designation is open. The Board was encouraged to discuss the available position with community members, neighbors, etc.

**Public Comment:** None.

**Meeting Minutes:** Board member, Jim Corson, moved to approve the minutes from December. Board member, Hannah Olson, seconded the motion. A vote was taken, and the minutes were approved unanimously.

**Staff Reports:**

- **First Time Home Buyer Program (FTHB):** Staff continues to receive several repayments each week from home refinances and sales. Staff also received several applications last week.
- **Affordable Housing Development:** Staff is finalizing the lead-based paint risk assessment report for the Off the Streets project. No significant issues were identified. Board members inquired about the shelter experiencing some additional infrastructure issues. Staff discussed with the Board that it is still considered an affordable housing project. Staff also reported that funding for Off The Streets is provided via reimbursement basis and is still to be allocated for the original needs as recommended by the Board and approved by City Council.
- **Housing Rehabilitation:** The program remains on hold while staff works through processes for additional funding allocated to the City. Two new applications were received in December. Applicants were notified that they will be placed on the waiting list. Staff will send information about the program stats in order to discuss the future of the program. Staff may consider Annual Action Plan updates regarding the program in March.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** The modular RFP option is advertised and posted. Staff received two meeting requests to discuss the RFP which is due January 28<sup>th</sup>. One new foreclosure property may be available for purchase soon.
- **CDBG-CV:** Project activities at the Salvation Army have commenced. Their first quarterly report information and reimbursement request has been sent and will be due later this month. The agency must show quantifiable increase in number of people served.

The environmental review for the DBA-BID handwashing station and bathroom has been completed. HUD authorized release of funds, and the project is moving forward.

- **HOME-ARP:** Staff continues to work through guidance and regulations. One HUD webinar was scheduled and then canceled. Staff continue to plan for an upcoming application and allocation process.
- **Billings-Metro VISTA Project (B-MVP):** Staff discussed the status of recruitment and the current nationwide challenges. No new AmeriCorps VISTA members will be starting service in January. Recruitment for Summer Associates and full-year members starting service terms in July / August will begin soon. Staff is working on the VISTA application, and Host Site Proposals are due January 28<sup>th</sup>. Staff reported on current member updates and significant project progress.

**AmeriCorps VISTA Update – Expanding Online Art Education:** AmeriCorps VISTA, Claire Bonesteel, presented information on her individual VISTA project at the Yellowstone Art Museum (YAM). Highlights included: Claire’s service work developing a method for editing educational videos; the consolidation / organization of data and video files; distribution of a virtual Crow Creation Story to elementary school teachers and the Montana Women’s Prison; expansion of the “I Refuse to be Invisible” series featuring local indigenous artists; compilation of the Virtual YAG Exhibition, a free, virtual / online gallery space; the creation of an educational brochure / pamphlet featuring department offerings; building the foundation for an Online Art Suitcase for future implementation; the development and management of a grant tracker and spreadsheet; and the creation of a new logo for YAM’s Education Department. Claire agreed to send the brochure and a link to the virtual exhibition she developed to the Board following the meeting.

**Tentative Year Schedule:** The Board reviewed the schedule for 2022 calendar year. No updates / changes were needed.

**Election of Officers:** Jim Corson moved to nominate Rebecca Noell as Board Chair for the next year. Katrina Kruger seconded the recommendation. Rebecca Noell accepted the nomination. A vote was taken, and the recommendation was approved unanimously. Jim Corson moved to nominate Jessica Schmidt as the Board Vice Chair. Shane Noble seconded the recommendation. Jessica Schmidt accepted the nomination. A vote was taken, and the recommendation was approved unanimously.

**CDBG-CV / Noncompetitive Public Service Activities Concept:** The Board’s prioritized public service activities concept was presented to City Council on December 20<sup>th</sup>. The concept was approved for a total of \$150,000, with a limit of \$15,000 per organization. The funding application and instructions are live on the City website and over 170 individuals and service providers were emailed the information as well. Staff has received one application from a nonprofit agency so far. The Board will be provided with updates on remaining funding, submitted applications and their status, as well as be involved in the monitoring process going forward.

**CDBG-CV / Prioritizing Park Improvements:** The CD Board’s prioritized list and funding recommendations were approved by City Council on December 20<sup>th</sup>. Staff is determining what reviews are needed for each park’s specific improvements. The RFP for Parks wi-fi has been advertised and published, and staff has received one intent to apply so far. Proposals are due January 28<sup>th</sup>. Going forward, the Parks department must provide a timeline on the implementation of activities in order to ensure expenditure deadlines are met.

**Neighborhood Concerns & Happenings:** Council Member Denise Joy thanked the CD Board for broadening her understanding of federal funding, housing needs, and community processes so that she may better represent her constituents. The Board recognized Council Member Joy’s attendance and engagement in CD Board Meetings as well.

**Next Meeting:** Board Chair Rebecca Noell adjourned the meeting at approximately 4:05pm. The next regular meeting will be held on February 1, 2022.