



# COMMUNITY DEVELOPMENT DIVISION

510 NORTH BROADWAY, 4<sup>TH</sup> FLOOR, PO BOX 1178  
BILLINGS, MONTANA 59103



## MEMORANDUM

**TO:** Community Development Board  
**FROM:** Brenda Beckett, Community Development Manager  
**DATE:** January 29, 2008  
**SUBJECT:** Upcoming Community Development Board Meeting

Presented below is the **CORRECTED** agenda for the upcoming Community Development Board Meeting. Please call me at 657-8286 if you have any additional items to add to the agenda, if you have questions, or if you are unable to attend the meeting.

### COMMUNITY DEVELOPMENT BOARD AGENDA - *Corrected*

**3:00pm – 5:00pm, Tuesday, February 5, 2008**

4<sup>th</sup> Floor, Parmly Library Building

Order	Agenda Items	Person(s) Responsible	Process
I.	<b>Welcome and Introduction</b> ~ <b>Decision on the April 1<sup>st</sup> CD Board recommendations meeting, move to Monday, March 31?</b>	Duane Loken	-
II.	<b>Public Comment Period – As Required</b> <i>3 Minute Maximum per Person</i>	Duane Loken	-
III.	<b>Meeting Minutes</b>	Duane Loken	Action
IV.	<b>Housing Authority</b>	Gilbert Glasson	Presentation
	<i>The Housing Authority is requesting funding for site development for a proposed housing development in the Heights area. A presentation will be made and the application will be reviewed in order to prepare for a CD Board recommendation during the March meeting.</i>		
V.	<b>Southern Lights – Request for Increased Funding</b>	homeWORD	Presentation Action
	<i>homeWORD is requesting an additional \$200,000 to complete the Southern Lights project. homeWORD staff will be attending the meeting to answer questions regarding the proposed increase in funding.</i>		
VI.	<b>Kings Green – Request for Proposals</b>	Brenda Beckett	Action
	<i>The Request for Proposals for Kings Green Phase III is an action item today. Staff would like to send out the RFP as soon as possible to facilitate a full construction season. Infrastructure should be completed by April. The deadline for RFP responses is set for March 15, 2008.</i>		
VII.	<b>Preliminary Budget Review</b>	Brenda Beckett	Presentation & Discussion
	<i>The preliminary budget for CDBG and HOME will be presented to the Board along with recommendations for re-allocating funding from previous years. A status report of all currently open activities will be reviewed.</i>		
VIII.	<b>CD Board Application – Site Visit Assignments</b>	Duane Loken	Discussion
	<i>An opportunity for the CD Board to choose applicants for site visits. <b>Visits need to be scheduled and completed by March 4<sup>th</sup></b>, which is the date the CD Board is scheduled to develop questions for the applicants.</i>		
IX.	<b>Staff Updates</b>	CD Staff	Report
	<i>An opportunity for staff to share happenings in their programs and initiatives. Changes in the CDBG / HOME Applications prepared by Community Development staff will be reviewed.</i>		
X.	<b>Neighborhood Concerns &amp; Happenings</b>	CD Board	Updates
	<i>Opportunity for board members to share information or concerns.</i>		
XI.	<b>Set Next Meeting Agenda Adjournment</b>		

