



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board - Meeting Minutes

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#### Regular Meeting of the Community Development Board

October 7, 2025

**Board Members Present:** Erica Doornek, Donny White, Jim Corson, Kathleen Candelaria, Hans Abbey, Rebecca Noell, Joe Stockburger

**Board Members Excused:** Ali Pistora

**Board Members Absent:** None

**City Council Representative:** None

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

**Guests:** Mike Konings (Community Member)

**Welcome / Introductions:** The Community Development (CD) Board met in the 1<sup>st</sup> floor Yellowstone Conference Room of City Hall, 316 N. 26<sup>th</sup> Street. Board Chair Joe Stockburger called the meeting to order at 3:00 p.m. Introductions were made as there was a guest present and a new Board Member, Rebecca Noell.

**Announcements:** Tam Rodier announced that she will be retiring and leaving the CD Division at the end of the month. The CD Board congratulated Tam and wished her well.

**Public Comment:** Mike Konings shared that he is opening a church and community outreach program. He reported that he was attending to gain a better understanding of the programs offered through the CD office as well as learn about current community needs.

**Meeting Minutes:** Board member Erica Doornek made a motion to approve the September 2, 2025, minutes as written and distributed. Board member Kathleen Candelaria seconded the motion. There was no additional discussion. A vote was taken, and the minutes were unanimously approved.

#### Staff Reports:

- **First Time Home Buyer Program (FTHB):** Carly shared Jordan's report that a total of nineteen (19) applications have been received so far, this fiscal year. Six (6) applications are pending more information from the applicants; twelve (12) applications have been preliminarily approved; and two (2) applicants closed on the purchase of their homes.
- **Affordable Housing Development (AHD):**
  - **LB Lofts:** Jordan will present the LB Lofts project for approval at the October 13, 2025, City Council meeting. Construction is scheduled to start in April 2026, which means Homewood would likely begin requesting reimbursement draws in the summer of 2026. This delayed construction schedule presents expenditure timeliness issues for staff, so we are looking into other ways to spend funding, if needed. Beckett reported that she will verify deadlines for how long a developer has until they break ground once legal agreements are signed.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** Tam shared the following updates:
  - **1709 St. Johns Avenue:** The property was posted on Zillow after the last CD Board Meeting. There have been 399 views and 19 saves in the last 30 days. A few calls about the property have been received, mostly from realtors wanting to list the property. Information about the program was shared and

realtors were encouraged to share the flyer with their first-time home buyers. As CD Board requested, the price was reduced to \$349,000.

- **1302 Parkhill Drive:** Construction on the property continues to move forward. Historical exterior doors and kitchen cabinets were installed, existing oak hardwood floors were refinished, and fence posts are being set. The house and garage roof replacements are the next steps for the crew.
- **Foreclosure Program – Vacant Lots / Modular Homes:** Tam reported the property on South 32<sup>nd</sup> Street would not qualify as a “reconstruction project” per the Department of Housing and Urban Development (HUD), therefore it could not be funded with CDBG funds. At this point, HOME funds are scarcer than CDBG due to the pending commitment to LB Lofts. Staff will begin reviewing the property dimensions for Viceroy to determine if this is a feasible option in the future.
- **Lead Water Line Replacement Assistance Program:** The informational postcard was printed and delivered to the Public Works Department (PWD). It includes a QR code for the survey to garner community interest in the program. The online survey is open. Staff is developing policies and procedures (PWD is currently reviewing), a Request for Qualifications for contractors, and a loan application. Staff established a new account with ARCANet to pull mortgage-only credit reports to verify no late mortgage payments within the last 12 months, as this will be a program requirement.
- **Billings Metro VISTA Project (BMVP):** New AmeriCorps VISTA Members are settling into their Host Sites and doing well so far. The VISTA Leader has been meeting with them regularly to ensure they are adjusting and feel supported. VISTAs will travel to Bozeman on Thursday, October 16 for In-Service Training with Shannon Stober of Jumpstart Training & Development. Due to the government shutdown, VISTA Members must continue to serve and may not receive their living allowance. They are supposed to receive back pay once the shutdown is over. Staff is working to determine a loan process for VISTAs in need of financial assistance in case of a continued shutdown. Host Site Proposals for agencies interested in hosting a VISTA starting in February 2026 are due by 5:00 p.m. on Friday, October 10.
- **HOME-ARP Projects Status:** Quarterly reports for all subrecipients are due on Friday, October 10. Alternatives signed an extension agreement and received an additional \$100,000 allocation on September 11 to continue operating their supportive service programming. Staff completed its first monitoring session with Native American Development Corporation (NADC) on September 26. NADC has not spent their initial \$100,000 allocation. The agency must respond to City staff with corrections and verification of compliance to extend their agreement and continue expending funds. Their current written agreement expires today, October 7, 2025.

**Consolidated Annual Performance Evaluation Report (CAPER):** Beckett reviewed the presentation given to City Council on September 22. Accomplishments from last year and the past five years were reviewed, as it was the last year of the previous Consolidated Plan. Beckett reported that there were no public comments received during the City Council public hearing and there were no questions or comments from any Council Members at the meeting.

**Neighborhood Concerns & Happenings:** Staff and CD Board Members discussed that the building at 802 Yellowstone was demolished. Tam shared the results of the neighborhood survey to gain insight into the preferred use of the property. Staff recommendations will be presented to City Council within the next few months. CDBG funds could be used for potential improvements including the development of a park, community garden, or open space. HOME funds could be used to construct new single-family housing.

**Next Meeting:** Board Chair Joe Stockburger adjourned the meeting at approximately 4:00 p.m. The next regular in-person meeting will be held at 3:00 p.m. on November 4, 2025, in the 5<sup>th</sup> floor Beartooth Meeting Room in City Hall, 316 N 26<sup>th</sup> Street.