



COMMUNITY DEVELOPMENT DIVISION

Community Development Board - Meeting Minutes

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Regular Meeting of the Community Development Board

November 4, 2025

Board Members Present: Donny White, Jim Corson, Kathleen Candelaria, Rebecca Noell

Board Members Excused: Erica Doornek, Ali Pistoria

Board Members Absent: Hans Abbey, Joe Stockburger

City Council Representative: Kendra Shaw

Staff Present: Brenda Beckett, Carly Collins

Guests: N/A

Welcome / Introductions: The Community Development (CD) Board met in the 5th floor Beartooth Conference Room of City Hall, 316 N. 26th Street. Board Member Rebecca Noell called the meeting to order at 3:10 p.m.

Announcements: Beckett shared information on the ROAD to Housing Act, a new piece of bipartisan housing legislation that will likely be voted upon at the federal level later this year. This will have an impact on several operational aspects of the CD division and its programs. Some of these include increasing the administrative cap on HOME funding from 10% to 15%, permanently eliminating the 24-month commitment deadline for HOME funds, suspending foreclosure actions for military members, and changing rules on financing manufactured and modular homes without foundations. Beckett forwarded a response to the City Administration and local housing partners with an initial review of the proposed legislation. Beckett will forward this to the Board after the meeting.

Public Comment: None.

Meeting Minutes: Due to Board attendance, a quorum was not achieved. Board member Rebecca Noell clarified that a vote would need to be taken at the December meeting.

Staff Reports:

- **First Time Home Buyer Program (FTHB):** Jordan developed an online application using SurveyMonkey and the online application has been live since October 21, 2025. Since the online application went live, four (4) completed applications have been received. A total of 27 applications have been received to date:
 - Eight (8) are pending information from the applicants
 - 13 have been preliminarily approved
 - Three (3) have closed on the purchase of their homes
 - Three (3) have been declined for income higher than program income limits
- **Affordable Housing Development (AHD):**
 - **LB Lofts:** Jordan presented the LB Lofts project for approval at City Council on October 13, 2025. The Council voted unanimously to fund the project. Jordan sent the legal agreement drafts to Homeword and HomeFront for a final check of the legal entities included in the agreements. The agreements will be routed for signatures after the legal entities are confirmed. Board member Jim Corson asked if all of the project funding has been secured, and Beckett stated that they had reported so, and that construction is expected to begin in Spring 2026.

- **Mitchell Court:** Construction is nearing completion. Jordan received an email from the company that will be managing and renting the units. They expect to be able to rent units within the next month. The CD Board requested a tour of the property after next month's meeting. They also would like to be provided with the name of the property management company.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** Jordan shared the following updates:
 - **1709 St. Johns Avenue:** The property's Zillow listing has been updated to include Jordan's contact information. In the last 30 days, the listing has been viewed 420 times and saved 20 times. Jordan received three calls from people interested in the home. She also received an email from a loan officer with a client that is potentially eligible to purchase the home. The Board discussed the current purchase price and their eagerness to house a family here. They inquired about whether or not staff has provided tours for potential buyers. Staff reported that tours are scheduled for preliminarily approved first time home buyers with an approval letter from a lender. Board member Kathleen Candelaria shared that she would review some comparable properties and follow up with staff with a potential suggestion for a price reduction after the meeting.
 - **1302 Parkhill Drive:** Photos of construction progress were shared. Construction was completed last week. Inspections of the exterior, electrical, plumbing and fence are pending completion. Jordan has contact information for a neighbor that has a friend interested in applying for the property when the property is ready for sale. The Board requested a tour of the renovated property after next month's meeting.
- **Foreclosure Program – Vacant Lots / Modular Homes:** Jordan shared that staff continues to review the property located on Viceroy to determine if this is a feasible project site for future use.
- **Lead Water Line Replacement Assistance Program:** Last week, an annual notification letter and informational postcard about the loan program were sent to homeowners who have lead, galvanized or unknown service lines. No responses to the survey included on the postcard have been received to date. Staff will use any future survey responses to gauge interest in the program and determine how to move forward. City Council Representative Kendra Shaw reported that Council just approved a \$50,000 allocation for the South Side Billings Urban Renewal District (SSBURD) to improve water lines. Beckett will check in with Department Director, Wyeth Friday, about whether there could be potential overlap with this allocation and a potential CDBG investment with the program designed by CD staff.
- **Billings Metro VISTA Project (BMVP):** Carly reported that she received seven Host Site Proposals for VISTA projects that will begin in February 2026. She is finalizing the position listings and VISTA Assignment Descriptions (VADs) in preparation for advertisement. The City has been able to provide short-term loans to VISTA members in need of assistance due to the government shutdown. One VISTA made the decision to leave service early and one has been reassigned to a new project. Last month, VISTA Supervisors attended a quarterly training in Billings and VISTA Members attended a professional development training with JumpStart Training and Development in Bozeman. Carly is currently working on an annual report for VISTA that covers the federal fiscal year.
- **HOME-ARP Projects Status:** Carly shared that fourth quarter reports were reviewed and reimbursements have been processed. A total of 142 households were served from July 1 through September 30. According to subrecipient reports, all Qualifying Populations are being served, which is a requirement of the funding. As of September 30, subrecipients have expended the following: HRDC - \$150,763; NADC - \$44,120; and Alternatives - \$189,981. NADC has not signed a contract to extend their original agreement that ended on 10/7/25. Staff will follow up again to determine next steps.

AmeriCorps VISTA Grant Application: Board member Rebecca Noell clarified that the discussion and vote would need to happen at the December meeting because a quorum was not achieved at today's meeting.

CDBG and HOME Application and Guidebook Review: Beckett reviewed the guidebook and timeline for the application process. It will include a public hearing near the date at which City Council will vote on funding recommendations for the division. Beckett reported that staff will likely give a presentation during a Work Session to inform newly elected

Council Members of CD division processes. The guidebook will also reflect updated Council priorities. The Board will have the opportunity to review the guidebook and application process in full prior to the December meeting when they will need to vote on its approval.

Council FY26 \$5,000 Budget for Boards and Commissions: Beckett asked the Board for suggestions regarding the use of the funds. The Board did not have recommendations regarding Board outreach and did not provide specific examples of what funding could be used for outside of routine office costs that are already funded.

Neighborhood Concerns & Happenings: Beckett reported that staff from multiple City departments will be meeting next week to discuss next steps on the 802 Yellowstone property. Staff will present its recommendations for redevelopment of the property including findings from the neighborhood survey at the City Council Work Session on December 1.

Next Meeting: Board Member Rebecca Noell adjourned the meeting at approximately 4:30p.m. The next regular in-person meeting will be held at 3:00 p.m. on December 2, 2025, in the 5th floor Beartooth Meeting Room in City Hall, 316 N 26th Street.