



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board - Meeting Minutes

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#### Regular Meeting of the Community Development Board

December 2, 2025

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

**Board Members Excused:** None

**Board Members Absent:** Hans Abbey

**City Council Representative:** Kendra Shaw

**Staff Present:** Brenda Beckett, Carly Collins, Jordan Langton, Wyeth Friday

**Guests:** None

**Welcome / Introductions:** The Community Development (CD) Board met in the 5<sup>th</sup> floor Beartooth Conference Room of City Hall, 316 N. 26<sup>th</sup> Street. Board chair Joe Stockburger called the meeting to order at 3 p.m.

**Announcements:** Board chair Joe Stockburger's term has ended, and this was his final meeting. A new board chair will be voted on during our next meeting. Wyeth shared that Community Development staff will attend orientation sessions for new City Council members in January or February to share details of our programs and projects.

**Public Comment:** No public comments were heard.

**Meeting Minutes:** Board member Erica Doornek made a motion to approve the October 7, 2025 minutes and November 4, 2025 minutes as written and distributed. Board member Rebecca Noell 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):** Jordan reported that a total of 29 complete applications have been received to date:
  - Eight (8) are pending information from the applicants
  - 15 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):** Jordan reported the following:
  - **LB Lofts:** Legal agreements for the project have been forwarded to Homeword for review by their attorneys. The agreements will be routed for signatures after their review is complete. Construction is expected to begin in Spring 2026.
  - **Mitchell Court:** Construction is nearing completion and renting is expected to begin in January 2026. The company that will be managing the property and rental process is Infinity Management & Investments, LLC. According to the company's website, they are based in Idaho with experience managing property across Idaho, Montana and California. The company has experience with affordable housing developments with income and rent rate restrictions. Jordan contacted the company to inquire

about a board visit and was asked to postpone a tour until our February board meeting to ensure a completed, empty unit is available to tour.

- **802 Yellowstone:** The building has been demolished. Staff attended a City Council meeting on Monday to discuss plans for the land and City Council directed staff to sell the land. Wyeth is coordinating to add the property to the City's disposition list. Board member Jim Corson asked about placing development stipulations on the land. Brenda explained that stipulations of that nature require staff monitoring and have historically put the City in precarious situations. Brenda shared challenges experienced in the past when a local nonprofit organization purchased a land parcel that was not developed as stipulated in their development agreement. Brenda also shared challenges that arose during development of the King's Green project. Councilmember Shaw encouraged board members to engage in Council meetings to discuss the City's larger plan for dispositioning vacant City land parcels. Brenda reminded board members that they can make policy recommendations to City Council and suggested crafting a policy recommendation during our next board meeting.

- **Foreclosure Acquisition / Housing Rehabilitation Program:** Jordan shared the following updates:

- **1709 St. Johns Avenue:** The purchase price of the property was lowered to \$340,000, with the board's approval. Following the price reduction, a Buy-Sell Agreement for the property was received. A family of six (6) will purchase the home utilizing a maximum City subsidy and they intend to close in late December, ideally before the holidays.
- **1302 Parkhill Drive:** Construction is complete. Jordan scheduled post-rehab inspections, appraisals and clearance testing to occur this week. An Intent to Sell public notice will be published and marketing will begin when all appraisals and inspections are completed. Board member Kathleen Candelaria provided comparable properties in the area to consider when determining the purchase price of the property.

- **Lead Water Line Replacement Assistance Program:** Since the annual notification letter and informational postcard about the loan program were sent to impacted homeowners, staff has only received one (1) survey response. The respondent was ineligible for the City's assistance loan, based on their self-reported annual income.

- **Billings Metro VISTA Project (BMVP):** Carly reported that she completed host site monitoring at Alternatives. She has also submitted the Supplemental Report, which reported VISTA accomplishments for the last federal fiscal year including:

- 84 volunteers recruited
- 377 volunteer hours
- \$321,469 raised

Carly indicated that loans provided to VISTAs during the government shutdown are being repaid. She reports that the VISTA Grant Amendment submitted for new host sites was approved. She confirmed that new VISTA orientation dates are still pending and she will begin advertising for seven (7) positions when the orientation dates have been determined.

- **HOME-ARP Projects Status:** Carly shared that Native American Development Corporation (NADC) signed a one-year extension agreement to expend the remaining \$56,000 allocated to them.

**AmeriCorps VISTA Leader – Service Year in Review:** VISTA leader Matt presented his accomplishments during his service year from February 2025 to February 2026. During his service year, he recruited five (5) VISTA members, developed written protocols for performance and infractions, updated 24 community impact stories, carefully crafted materials to meet current federal guidelines and priorities, and developed an improved timesheet protocol focused on accuracy and efficiency. He researched the states, programs and professions that have expressed the most interest in the BMVP program and developed outreach strategies for direct contact with universities in the surrounding states. Matt is developing a guide for his marketing and outreach strategy to ensure future success. Board member Jim Corson suggested contacting Community 7 Channel to discuss possible advertising opportunities. Board member Ali Pistoria commended all of Matt's effort and hard work.

**AmeriCorps VISTA Grant Application:** Carly reviewed the memo regarding submission of an application for an AmeriCorps VISTA support grant. She highlighted the financial impacts and amounts awarded in 2025. Board member Ali Pistoria made a motion to authorize submission of an application for AmeriCorps VISTA for FY26-27 and authorize staff to negotiate and finalize the project, if awarded. Board member Erica Doornek seconded the motion. There was no additional discussion. A vote was taken, and the motion passed unanimously. City Council will make the final decision on submission of the support grant application.

**CDBG and HOME Application and Guidebook Review:** Brenda reported that the only update she made to the guidebook was around timing of City Council sessions and public hearings. She confirmed that the guidebook stipulates that projects must occur in the Billings city limits and if the project is serving low-income households, documentation is required. Board member Jim Corson asked if we are offering loans rather than grants. Brenda verified that we are offering loans. Board member Rebecca Noell made a motion to approve the CDBG and HOME online application and associated guidebook for FY26-27 and authorize staff to implement and widely distribute. Board member Ali Pistoria seconded the motion. There was no additional discussion. A vote was taken, and the motion passed unanimously.

**Neighborhood Concerns & Happenings:** No neighborhood concerns or happenings were heard.

**Next Meeting:** Board chair Joe Stockburger adjourned the meeting at approximately 3:50 p.m. The next regular in-person meeting will be held at 3:00 p.m. on January 6, 2026, in the 5<sup>th</sup> floor Beartooth Meeting Room in City Hall, 316 N 26<sup>th</sup> Street.

**Post Meeting Optional Tour:** Jordan invited board members for an optional tour of the completed 1302 Parkhill project.