



Steering Committee Meeting Agenda

Wednesday, August 27, 2025 | 4:00 pm - 5:30 pm
HRDC, District IX Livingston Office, 121 S 2nd Second Street

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| 4:00 - 4:05 p.m. | Welcome back |
| 4:05 - 4:20 p.m. | Review of July meeting & follow-up items |
| 4:20 - 5:00 p.m. | Feedback: Draft voluntary fee engagement plan |
| 5:00 - 5:20 p.m. | Steering Committee renewals |
| 5:20 - 5:30 p.m. | Closing and next steps |

Ground Rules

Respect Each Other

Listening is important
One person speaks at a time (no interrupting)

Respect the Group

Make your points succinctly
Everyone has a right to talk

It's OK to Disagree – Agreeably

Challenge ideas, not people
No “zingers” or cheap shots
Disagreement is an opportunity to learn

Keep the Conversation Constructive

Speak from your experience
Explain your reasoning
Keep an open mind

Wednesday, August 27, 2025

Park County Housing Coalition Steering Committee

4:00 pm - 5:30 pm | HRDC, District IX Livingston Office, 121 S 2nd Street

MEETING MINUTES

In-Person: Katherine Daly (staff), Jamie Isaly, Samantha Ricketts

Virtual: Lila Fleishman (staff), Carrie Holder, Hannah Wologo, Jennifer Severson

Regrets: Kris Smith, Becky Miller, Geoff Anderson, Tawnya Rupe-Mraz

- **Call to Order - 4:01 p.m.**
- **Public Comment - 4:01 p.m.**
 - Katherine called for public comments, and there were none.
- **Welcome Back**
 - Absences:
 - Kris and David had their baby yesterday!
 - Becky had a lot of end-of-month closings
 - Geoff is on a flight
- **Review of the July meeting - 4:04 p.m.**
 - **Updates since the July meeting**
 - **Housing Creation/Development up and down the ladder**
 1. **Livingston LIHTC aka Sheep Mountain Residences**
 - a. Planned Unit Development approved by City Commission. Very nice article in the Livingston Enterprise.
 - b. Montana Board of Housing will announce LIHTC awards the week of October 20th
 2. **40 Jardine Road**
 - a. Initiating the entitlement process.
 - b. No success this round with NPF grant, but they viewed our application very favorably, gave us concrete feedback on how to better position ourselves, and have encouraged us to stay in touch and apply during their next grant cycle in early 2026.
 - c. Lila provided some additional updates on funding and will potentially provide a more complete project update this fall
 3. **Transitional Housing**
 - a. Local faith-based org. I've been working with since April will be approaching their congregation with the idea to rent some of their extra space as offices and some as transitional housing apartments. Hope to have an update at the next SC meeting.
 - **Coordinated Entry System Expansion**
 1. Presentation to LFRC's board on Wednesday, August 13th was very positively received.
 2. Presentation to LHC leadership on September 9th
 - **CDBG HSP**
 1. All closing docs completed and approved by Commerce.
 2. The reimbursement process is defined and approved by Commerce.
 3. Draft application process will be done this week.
 - **Outreach**
 1. Gave a very well-received presentation on the Coalition's work to the Park County Planning Board last week.

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2. Will give a presentation on the Coalition's work to the Livingston Land Use Board on Wednesday, September 17th. Thank you for giving us the opportunity to share information, Jennifer!
- **City of Livingston Zoning Updates**
 1. Jennifer is finalizing zoning draft updates and anticipates the following schedule for public review/comment:
 - a. Sept. 17th - Presentation of draft updates to Livingston Land Use Board
 - b. Sept. 29th - Public comments on draft due. Providing comments by this date will allow Jennifer to incorporate them/address them in the draft presented to the City Commission.
 - c. Oct. 7th - City Commission first reading
- **Updates re: Montana Growth & Opportunity Trust, aka HB 924**
 1. Great overview of the entire GO Trust, not just the housing trust, from the Montana Budget and Policy Center, here:
https://mbadmin.jaunt.cloud/wp-content/uploads/2025/08/GO-Trust-Overview_August2025.pdf
 2. Current administrative rules for existing programs, to be updated:
<https://rules.mt.gov/browse/collections/aec52c46-128e-4279-9068-8af5d5432d74/sections/e7ba1ec2-85a0-4647-a850-16c9d03fa4c2>
 3. Timeline for adoption of update ARM rules:
 - a. Draft changes submitted to the Governor's office on August 19th
 - b. Updated ARM filed September 2nd
 - c. Public hearing in early October
 - d. Rules adopted as early as October 12th
 - e. By May 1 2026, there will be \$22M of transfers into the multifamily fund and \$24M into the veterans fund.
 - f. First open application round in spring 2026.
 4. Commerce is exploring whether to provide shorter-term revolving bridge financing.
- **Purpose of today's meeting**
 - Solicit feedback on the voluntary fee community engagement plan and determine next steps/steering committee involvement
 - Discuss steering committee member renewals
- **Voluntary Fee Community Engagement Plan - 4:34 p.m.**
 - Initial outreach to:
 - Livingston Chamber Director - positive response, invite to share idea with board
 - Gardiner Chamber - positive response, invite to share idea with board
 - Explore Livingston/LBID/TBID - positive response, invite to share idea with boards
 - Emailed, with no response yet:
 1. Downtown Livingston Building Owners and Business Association. Yellowstone Gateway Business Coalition.
 2. Sydney Wiley, Mayor of Clyde Park
 - PCCF:
 1. Support the idea of a 1%, combined with philanthropy. Shared my initial fundraising projections with them.
 2. Cannot make grants to individuals, so if we want to use some of the funds we raise to give money to individuals/entities that aren't non-profits

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(e.g., rental assistance, down payment assistance, grants for ADUs or home repair), they can't do that.

3. They did say they would be willing to fiscally sponsor a new organization and said they would get me some updated materials on that possibility.

- Establish Campaign Committee

- 3-4 people on a "campaign committee" who represent the campaign to the community:

1. Philanthropy
2. Business
3. Investor/lending and banking
4. Community "at large"

- Example 4 Ranges Campaign Committee (scroll down):

<https://www.4ranges.org/about>

- As many people as possible in the "campaign partners" role, who can actively connect with folks who might contribute to the fund. You can play this role and be on the steering committee, but you also can play this role if you're not on the steering committee.

- Katherine walked the steering committee through the proposed engagement plan.

- They provided clear feedback re:

1. 15-minute initial presentations in September, with an informational flyer, including to the Gardiner Chamber board (if possible)
2. Only survey folks who have seen a presentation
3. PCHC has very limited resources, so creating a video and doing a media campaign before we're sure the community would support a voluntary fee program isn't possible for us.
4. October is the right time for longer workshops on voluntary fees with business owners, if the feedback on the idea is positive
 - a. Sage could host a gathering for Paradise Valley and Livingston businesses.
 - b. Separate meetings for the Greater Gardiner area and the Shields Valley.
 - c. A morning meeting where breakfast is served is a good option.
 - d. One longer meeting, rather than multiple.
 - e. Make sure to emphasize the human impact of these plans.
5. Next steps are TBD, dependent entirely on feedback from businesses

- **Steering Committee Member Renewals - 5:25 p.m.**

- We are going to be focusing heavily on the fund and the future of the Coalition in the next year, in a pretty public-facing capacity.
- If you would still like to serve but this doesn't sound like the right fit/might be more time than you can commit, HRDC's Park County Advisory Committee has a few openings. You would be so well-prepared to serve!
- Please let Katherine know within a week if you would like to serve another year.

- City of Livingston Policy Analyst Greg Anthony

- **Closing and Next Steps - 5:30 p.m.**

- Next meeting is scheduled for Wednesday, September 24th, 2025
 - Samantha and Jennifer will be out

- **Meeting adjourned at 5:31 p.m**

Draft PCHC Voluntary Fee Engagement Plan

Park County Housing Fund

August 2025

AUGUST 2025

- ☐ Initial outreach to leaders of local business organizations re: voluntary fees and outreach plan
 - ☒ Gardiner Chamber - Green light from Therese P.
 - ☒ Livingston Chamber - Green light from Leslie F.
 - ☒ TBID/LBID/DMO - Green light from Kris K.
 - ☐ Yellowstone Gateway Business Coalition - emailed
 - ☐ Livingston Downtown Building Owners and Business Association - emailed
 - ☐ Wilsall Foundation - waiting on contact; will email before end of August
- ☐ Establish a campaign committee with individuals representing the following interests:
 - ☐ local business
 - ☐ philanthropy
 - ☐ lending/banking
 - ☐ community "at large"
- ☐ Establish preliminary fundraising goals. Potentially:
 - ☐ Minimum to start: \$150,000 annually
 - ☐ Preferred initial goal: \$300,000 annually
 - ☐ Reach goal: \$500,000 annually
- ☐ Clarify PCCF's role/s w/r/t holding and soliciting voluntary fees - meeting 8/21

SEPTEMBER 2025

- Update website with:
 - 5-min video on
 - Flyer
 - Short survey, offered online (and potentially via a post card):
 - Based on the information in the video and/or flyer:
 - What benefits do you see to having a voluntary fee program?
 - What concerns would you have about a voluntary fee program?
 - What questions do you have about voluntary fee programs?
 - If we established a voluntary fee program for housing in Park County, how would you like the funds to be used?
 - Would you like to learn more about voluntary fee programs?
- Digital/Print outreach for rural areas (suggestion from Therese P.), advertised via PCHC website, email list, and Facebook pages; PCHC campaign committee; Livingston Enterprise, Park County Community Journal, Park County Dugout; Chambers of Commerce, partner organizations.
- Initial presentations to business organizations:
 - **Sept. 16, 11 a.m.: Tourism Business Improvement District**
 - Angelica Amant (Country Motor Inn)
 - Kathleen Kaul (Murray Hotel)
 - Deb Kowalkzek (Home2 Suites)
 - Zoe Randall (Murray Hotel)
 - Alex Reichert (Fairfield Inn & Suites)
 - Melinda Zoeckler (Fairfield Inn & Suites)
 - **Sept. 18, noon: Livingston Chamber of Commerce**
 - Bobbie Jo Boeh (Opportunity Bank)

Draft PCHC Voluntary Fee Engagement Plan

Park County Housing Fund

August 2025

- Lisa Sholey (Livingston Barber & Beauty)
- July Hardesty (Edward Jones Investments)
- Chuck Tanner (Emigrant Outpost)
- **Sept. 23, 1:45 p.m.: Livingston Destination Management Org.**
 - Lauren Silano (Neptune's Taphouse & Eatery)
 - Megan Eubank (Eubank Creative)
 - Susan Byerly (Yellowstone Hat Co.)
 - Kathleen Kaul (Murray Hotel)
 - Sarah Lester (Murray Bar, Gil's Goods, High Trash Boutique) *YGBC
 - Alex Pinson (Fireflies Pottery, Coffee, & Ice Cream)
 - Dale Sexton (Dan Bailey's Outdoor Co.) *YGBC
- **Sept. 23rd @ 2:00 p.m.: Livingston Business Improvement District**
 - Lauren Silano (Neptune's Taphouse & Eatery)
 - Megan Eubank (Eubank Creative)
 - Dale Hopkins (The Kitchen Shop)
 - Jeff Galli (Campione) *YGBC
 - James Langteaux (Tru North Cafe)
 - Alex Pinson (Fireflies Pottery, Coffee, & Ice Cream)
 - Dale Sexton (Dan Bailey's Outdoor Co.) *YGBC

OCTOBER & NOVEMBER 2025

- Regional feedback sessions/workshops with interested business owners (and community members?), including:
 - Greater Gardiner Area, with Gardiner Chamber Board + members:
 - Debbie Mackey (Best Western)
 - Sarah Ondrus (Paradise Adventure Co. & Yellowstone Rafting Co.)
 - Amanda Hagerty (Yellowstone Forever)
 - Karrie Kahle (PCEC)
 - Maria Sascha Khan (Bespoke Ballet and Yellowstone International Arts Festival)
 - Billie Taylor (Yellowstone Roughriders)
 - Paradise Valley, with Yellowstone Gateway Business Coalition + members:
 - Colin Davis (Formerly of Chico)
 - Taylor & Rebecca Henson (Follow Yer' Nose BBQ & Wildflower Bakery)
 - Dale Sexton (Dan Bailey's Outdoor Co.)
 - Jeff Galli (Campione)
 - Brant Oswald (Brant Oswald Fly Fishing Services)
 - Susan Thomas (Montana Farrier Supply)
 - Stacy Joy (Wonderland Cafe & Lodge)
 - Kristine Fitzgerald (Woods Rose Market)
 - Chris Brunkhorst and Sarah Lester (Murray Bar and Gil's Goods)
 - Shields Valley, with Wilsall Foundation + Clyde Park
 - Livingston area, with invitations from Livingston Chamber and Explore Livingston
- Three-hour workshop can cover:
 - Why a fund is needed
 - Proposed architecture of fund:
 - Philanthropic gifts & grants
 - Voluntary fees
 - Impact Investing??

Draft PCHC Voluntary Fee Engagement Plan

Park County Housing Fund

August 2025

- The role a voluntary fee program would play in a fund
 - Fundraising potential, including three goals
 - Potential uses of grant funds
- Architecture of a voluntary fee program (e.g., type of fee, options for opting in/out, length of business commitment, frequency of remittances, method for remittances, late fees, branding and marketing, public education, reimbursements for participating businesses, etc.)
 - Small group discussion by participants
- Uses of voluntary fee program funding
 - Small group discussion by participants to:
 - generate ideas
 - determine the share of collected funding to go to housing
- Anonymous survey at conclusion:
 - How likely would you be to sign your business up?
 - How soon would your business be able to sign up?
 - What remaining questions do you have?
 - How and when would you like to hear follow up?

DECEMBER 2025

- Follow up in accordance with business owner recommendations from October/November workshops, with summary of feedback.
- If feedback suggests the community supports the idea: Create subcommittee that includes more business owners (?) to evaluate input and finalize a draft of the program:
 - voluntary fee program structure
 - anticipated business participation
 - updated fundraising goals

JANUARY 2026

- If applicable: Respond to feedback and finalize program.
- If applicable: Develop mechanisms/materials (including branding and educational materials) necessary to create the program.

FEBRUARY 2026

- If applicable: Develop education and outreach campaign
- If applicable: Launch campaign