

MINUTES OF MEETING
OF
THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

The regular meeting of the Board of Commissioners of the Metropolitan Development and Housing Agency was held on Tuesday, November 11, 2015, at 11:30 a.m. in the Community Room at Levy Place, 303 Foster Street, Nashville, Tennessee.

PRESENT: Melvin Black, Vice Chair
Jimmy Granbery, Vice Chair
Anna Page
Gif Thornton
Miniimah Basheer
Antoinette Batts

ABSENT: Ralph Mosley

ALSO PRESENT: James Harbison, Executive Director
James Thiltgen, Deputy Executive Director
Ben Bentley, COO
Margaret Behm, Legal Counsel
Tremecca Doss, General Counsel
Melinda Hatfield, Director of Finance
Martha Gregory, Director of Administration
Joe Cain, Director of Development
Will Biggs, Director of Affordable Housing
Angie Hubbard, Director of Community Development
Ed Shewmaker, Director of Construction
Norman Deep, Director of Rental Assistance
Connie Martin, Assistant Director for Affordable Housing
Steve Rutland, Senior Project Manager
Jamie Berry, Director of Communications
Juanita Traugher, Assistant Director for Communications
Jean Merkle, Administrative Assistant to the Board of Commissioners
Katie Yancey, Social Services Coordinator
Cameron Walls
Gail Taylor, Manager, Levy Place
LaWayn Granbery, President, Levy Place Resident Association
Steve Reiter

Vice Chair Black called the meeting to order and said today is Veteran's Day and thanked all those who have served their country in the armed forces. He then requested approval of the Minutes of the Meeting of October 10, 2015. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 68-15

"RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves the Minutes of the Meeting of October 10, 2015, as submitted."

The motion was seconded by Commissioner Thornton, and upon vote all voted "aye". None voted "no".

Vice Chair Black introduced LaWayn Granbery, President, Levy Place Resident Association, and Gail Taylor, Manager, Levy Place, who would be called on later in the meeting for comments. Introduced next was Cameron Walls, Andrew Jackson resident, who would be receiving his Bachelor of Arts Degree in Mass Communication on December 12. Mr. Walls was the recipient of the Tennessee Association of Housing and Redevelopment Authorities (TAHRA) Scholarship from 2013-15. Mr. Walls spoke of his goals and plans for the future. Mr. Walls was accompanied by Katie Yancey, Social Services Coordinator.

Vice Chair Black recognized Steve Reiter who requested to make public comments. Mr. Reiter commented on the recent termination of an employee and the use of marijuana by the employee should not have reached the level of termination. He also said there is a need for affordable housing for downtown workers and requested reconsideration of property adjacent to the Korean Veterans Bridge for such housing.

Vice Chair Black reported on the Finance & Audit Committee's meeting held on November 4, 2015. He stated Ms. Hatfield, Director of Finance, presented a draft of the September 30, 2015 Financial Statements. She stated the \$3.5 million purchase of the CWA Apartments, construction of the parking garage in the amount of \$13 million and capital fund additions in the amount of \$3.9 million, primarily for modernization of Neighborhood Housing duplexes, increased fixed assets from the prior year.

Vice Chair Black stated Ms. Hatfield also presented an analysis of agency reserves. She reviewed budget comparison reports for the Asset Management Properties and the Central Office Cost Center. Vice Chair Black said he asked about the status of the pending agreement with Lifeway to purchase MDHA property and Mr. Harbison recapped a recent meeting with Lifeway representatives and the decision deadline.

Commissioner Granbery reported on the November 4, 2015 Development Committee meeting. He stated Mr. Harbison gave an update on the parking garage construction and the proposed building that will be adjacent to the garage. Joe Cain, Director of Development, discussed two new proposed residential townhome projects, one on Jefferson Street and the other on Dickerson Road. Both developers are

requesting tax increment assistance. Commissioner Granbery stated that Mr. Harbison discussed the award of HOME funds to nonprofits for affordable housing projects as part of the agency's collaboration with the Barnes Funds. Angie Hubbard, Director of Community Development, reported the agency will be applying for over \$2 million in Continuum of Care grants.

Mr. Thiltgen presented the first item of business requesting Board approval of the Section 8 Management Assessment Program certification stating that a 96.6% score is expected and the agency will remain a High Performer as it has been since inception of the program. Norman Deep, Director of Rental Assistance, was recognized for this accomplishment by the Rental Assistance Staff. Commissioner Basheer moved adoption of the following resolution:

Resolution No. 69-15

“RESOLVED, That the Board of Commissioners of the Metropolitan Development and Housing Agency hereby approves the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648, for the year ending September 30, 2015, and authorizes execution by the Board Chair and Executive Director for submission to the Department of Housing and Urban Development.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Angie Hubbard, Director of Community Development, requested Board approval to submit applications to the Department of Housing and Urban Development for 2015 Continuum of Care funding. After review, Commissioner Thornton moved adoption of the following resolution:

Resolution No. 70-15

“Whereas, the U.S. Department of Housing and Urban Development (HUD) provides funding through a competitive process for Continuums of Care (CoCs) to assist local efforts to end homelessness; and

Whereas, the current CoC funding opportunity provides for new projects and the renewal existing projects by application; and

Whereas, the Metropolitan Development and Housing Agency (MDHA) administers the Homeless Management Information System (HMIS) for the CoC and three Shelter Plus Care (SPC) programs that provide housing for homeless persons with disabilities; and

Whereas, MDHA seeks to renew funding from HUD for the HMIS Administration Grant in the amount of \$53,500, with the required 25% match provided by the Metropolitan Government, and for the three SPC programs in amounts of \$1,825,417, \$27,158, and \$41,290, with the

required 25% match provided by local agencies that serve the participants;
and

Whereas, MDHA seeks to apply for new grants to support CoC planning efforts in the amount of \$104,700, with the required match provided by Community Development Block Grant funds, and to integrate other data systems with the HMIS in the amount of \$29,000, with the required match met through Emergency Solution Grant funds; and

BE IT RESOLVED that the Board of Commissioners of the Metropolitan Development and Housing Agency hereby authorizes submission of the applications for the grants listed below by the November 20, 2015, deadline and to authorize the Executive Director to execute any necessary agreements should funding be awarded.”

The motion was seconded by Commissioner Page, and upon vote all voted “aye”. None voted “no”.

Ms. Hubbard next requested Board approval to award HOME funds and certain properties for the development of affordable housing. After discussion of two scenarios, Commissioner Batts moved adoption of the following resolution:

Resolution No. 71-15

“WHEREAS, the Metropolitan Development and Housing Agency is responsible for administering the U.S. Department of Housing and Urban Development’s HOME Investment Partnerships Program (HOME) for the Metropolitan Government of Nashville and Davidson County; and

WHEREAS, the 2014 and 2015 Action Plans for Housing and Community allocated HOME funds for the development of affordable housing and included budgets for the creation and/or preservation of rental and homeownership housing; and

WHEREAS, MDHA made HOME funds and property available to nonprofit developers for affordable housing development in collaboration with the Metropolitan Trust Fund Commission (Barnes Fund); and

WHEREAS, MDHA received applications from nonprofit developers, and the Review Committee reviewed all applications that met minimum threshold requirements in accordance with the criteria set forth in the Request for Applications; and

WHEREAS, upon receiving the recommendations of the Review Committee, MDHA staff reconciled the amounts requested to the budgets in the 2014 and 2015 Action Plans and propose two scenarios (Scenario A and Scenario B), as described below, for the award of HOME funds; and

WHEREAS, Scenario A requires no additional action by the Barnes Fund, but Scenario B requires the Barnes Fund to reallocate its award of funding; and

WHEREAS, the Review Committee recommended the award of property to two nonprofit developers as described below; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency that HOME funds be awarded in accordance with Scenario A or Scenario B if additional action is taken by the Barnes Fund, and that the property listed below be awarded to Woodbine Community Organization and New Level Community Development Corporation; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute written agreements with the nonprofit developers to ensure that HOME funds and property are used in accordance with all program requirements.

HOME Funds: Scenario A					
Developer	Project Type	# Units Proposed	Barnes Request	HOME Request	Total Request
Woodbine Community Organization (WCO)*	Rental	42	\$ 375,576.00	\$ 938,940.00	\$1,314,516.00
New Level CDC*	Homebuyer	5	\$ 100,000.00	\$ 348,363.00	\$ 448,363.00
TOTAL		47	\$ 475,576.00	\$1,287,303.00	\$1,762,879.00

*Qualify for CHDO set-aside.

HOME Funds: Scenario B					
Developer	Project Type	# Units Funded	Barnes	HOME	Total
WCO*	Rental	42	\$ 105,000.00	\$1,209,516.00	\$1,314,516.00
New Level CDC*	Homebuyer	5	\$ 335,000.00	\$ 113,363.00	\$ 448,363.00
Habitat**	Homebuyer	8	\$ 0.00	\$ 215,724.00	\$ 215,724.00
		55	\$ 440,000.00	\$1,538,603.00	\$1,978,603.00

*Qualify for CHDO set-aside.

**Qualify for Nonprofit set-aside.

Property Awards	
Developer	MDHA-Owned Property
WCO	730 27 th Ave. N 710 26 th Ave. N 2006 14 th Ave. N
New Level CDC	1800 Heiman

“

The motion was seconded by Commissioner Basheer, and upon vote all voted “aye”. None voted “no”.

Joe Cain, Director of Urban Development, requested Board approval to enter into a Development Agreement with Titus Young Real Estate, LLC who is requesting tax increment financing assistance in the amount of \$145, 000 for the proposed development of 15 townhomes at 2407-2413 Jefferson Street. After discussion, Commissioner Basheer moved adoption of the following resolution:

Resolution No. 72-15

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves entering into a Development Agreement with Titus Young Real Estate, LLC substantially in the form presented, to provide assistance in the form of up to \$145,000 in a tax increment loan for the development of 15 townhomes to be located at 2407-2413 Jefferson Street in the Jefferson Street Redevelopment District; and

BE IT FURTHER RESOLVED, That the Executive Director is authorized to execute the Development Agreement and any other such documents as may be required to implement the Development Agreement and the tax increment loan.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Ed Shewmaker, Director of Construction, requested Board approval to award a contract to Electronic Metrology Laboratory, LLC for the renovation of 26 Neighborhood Housing Units – Package L. The Bid Review Committee met prior to the meeting and recommended the award. Commissioner Basheer moved adoption of the following resolution:

Resolution No. 73-15

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby awards a contract to Electronic Metrology Laboratory, LLC in the amount of \$3,400,000 for the renovation of 26 Neighborhood Housing Units, Package L.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Will Biggs, Director of Affordable Housing, requested Board authorization for the Executive Director to execute any and all documents required by the U S Department of Housing and Urban Development for the Phase I Rental Assistance Demonstration (RAD) transactions. After explanation of the request, Commissioner Granbery moved adoption of the following resolution:

Resolution No. 74-15

RESOLUTION OF THE METROPOLITAN DEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS

WHEREAS, the Board of Commissioner of said Agency has deemed it to be in the best interest of the Agency to accept Commitments to enter into Housing Assistance Payment (CHAPs); and

WHEREAS, each of the seven (7) Commissioner's is required to sign each HUD document related to closing all RAD phase 1 properties (Andrew Jackson Courts, Cheatham Place, Cumberland View Apts., Edgefield Manor, Gernert Studio Aps, J. Henry Hale, Levy Place, Madison Towers, Napier, Parkway Terrace, Sudekum, Vine Hill Apts); and

WHEREAS, HUD procedures allows the Board of Commissioners the option to grant one individual the authority to sign documents for a particular purpose on behalf of all Commissioners. This alternative procedure is authorized to promote efficiency and expediency of completing transactions, and to avoid acquiring the signature of each Commissioner on each document that requires execution at closing:

RESOLVED, that the Board of Commissioners agrees and acknowledges that the Executive Director, James Harbison, is hereby expressly authorized to execute any and all documents related to the phase 1 RAD conversions including by not limited to: notes, deeds of trusts, contracts, land use agreements, management documents, depository agreement, or any related HUD document.”

The motion was seconded by Commissioner Thornton, and upon vote all voted “aye”. None voted “no”.

The Vice Chair called on Ms. Granbery who thanked the Board for the opportunity to attend the meeting. Ms. Granbery had several questions and comments on housing policies and procedures. Staff will be meeting with Ms. Granbery to provide additional information regarding her questions.

There being no further business to come before the Board, the Vice Chair declared the meeting adjourned.

Secretary

APPROVED:

This _____ day of _____, 2015.

Chair