

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTOR'S MEETING

Friday, December 4, 2015  
10:00 a.m.

**MINUTES**

Board Members Present:

Angela Connolly, Beverly Evans, Debbie Fisher, Kathy Gray (via phone),  
Lance Henning, Christine Hensley, Steve Patterson, Sean Pelletier,  
Elizabeth Presutti, Steve Van Oort, Linda Westergaard

Board Members Absent:

Creighton Cox, Joe Gonzalez, Izaah Knox, Troy Thompson

Guests:

Russ Frazier, Anawim Housing; Jamie McDonald, Zimmerman Properties;  
Diana Deibler, Deibler & Company

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Tracy Levine, Claire Richmond,  
Carol Duncan

Business Meeting

Call to Order

Chair Debbie Fisher called the Business Meeting to order at 10:04 a.m.

Approve Agenda

Angela Connolly moved to approve the Agenda; seconded by Christine Hensley.  
Motion Carried Unanimously.

Approve August, September and October 2015 Minutes

Steve Patterson moved to approve August, September and October 2015 Minutes;  
seconded by Steve Van Oort.

Debbie Fisher said in reading over the minutes she noticed an amount was missing  
from Item 4.4, second paragraph of the September Minutes. The September  
Minutes will be amended with the missing amount to read:

. . . making the total dollars available in this fiscal year **\$170,870.00**;  
seconded by Creighton Cox. Carried unanimously.

Christine Hensley moved to approve the Minutes as Amended. Motion Carried  
Unanimously.

### Report of the Advancement Committee

Tracy Levine, PCHTF Director of Advancement reported on behalf of the Committee. Sign-up sheets were passed around for the board to sign for the 2016 campaign.

Three sheets were included:

1. One last contact before removing (last ditch effort)
2. New contact (new prospect)
3. Sign up for 2016 Campaign

Sean Pelletier continued with the Report of the Advancement Committee. To recap last year there were a total of 35 donors; 10 were lapsed donors (had not given the previous year); 7 were new prospects; 7 were consistent donors and 11 were through grants. There were 23 visits made; 18 contributed for an 80% success rate.

The 2016 "Combined Campaign for Housing" goal is \$325,000. The plan is to get 8 new donors, retain 70% of existing donors and secure 5 donors to increase their donations.

The Advancement Committee is asking all board members to make 5 to 7 calls.

### Timeline

February 5	Annual Meeting -- will train for in person visits and handout board packets.
Week of February 15	Drop letters and deliver corporate packets to assigned board members
February 22	Begin follow-up calls to make appointments
May 2	Campaign Closes

Chris Hensley commented that there are so many projects going on in the city and when approached she has made it clear to developers they need to give back to the city. As an example Roers Investment and Blackbird Investments/Modus Engineering. Chris and Angela are willing to make a call on these companies. Also mentioned were Opus and Ryan Companies. Debbie remarked that the fall bus trip was impactful and very beneficial. Angela encouraged the board members to look at the call list and make calls.

### Report of the Development Committee

Eric presented the Development Committee report in the absence of Joe Gonzalez. The Development Committee has received 4 rental development applications totaling over \$1 million.

#### 3.1 Recommend New Rental Development allocation to Meadow Springs (family)

Meadow Springs is a proposed 54 unit family LIHTC development on South Ankeny Blvd. in Ankeny. It is the recommendation of the Development Committee to loan \$199,000 from New Rental Development category; subject to receipt of LIHTC award from Iowa Finance Authority.

### 3.2 Recommend New Rental Development allocation to Villas at Meadow Springs (senior)

Villas at Meadow Springs is a proposed 48 unit senior LIHTC development on South Ankeny Blvd. in Ankeny. It is the recommendation of the Development Committee to loan \$390,000 from the New Rental Development category; subject to receipt of LIHTC award from Iowa Finance Authority.

Russ Frazier, Anawim Housing and Jamie McDonald, Zimmerman Properties both spoke on behalf of these proposed projects. The developer had asked for \$400,000 from the City of Ankeny for the projects but the Ankeny City Council voted not to recommend. Russ explained that this is an opportunity for affordable housing outside the City of Des Moines and is a huge win for Polk County. Chris said it is wonderful project for the Trust Fund and Angela indicated a need for affordable housing in Polk County not just in Des Moines.

Christine Hensley moved to approve the Development Committee recommendations to allocate \$199,000 to Meadow Springs and \$390,000 to the Villas at Meadow Springs; seconded by Steve Patterson. Steve Van Oort voted No. Motion Carried.

### 3.3 Recommend New Rental Development allocation to Sixth Avenue Brickstones (senior)

Sixth Avenue Brickstones is a proposed 30 unit senior LIHTC development on Sixth Avenue in Des Moines. It is the recommendation of the Development Committee to loan \$130,000 from the New Rental Development category; subject to award of LIHTC from the Iowa Finance Authority.

Christine Hensley moved to approve the Development Committee recommendation to allocate \$130,000 to Sixth Avenue Brickstones; seconded by Angela Connolly. Motion Carried Unanimously.

### 3.4 Recommend new Rental Development allocation to Bondurant Senior (Debbie Fisher recused herself and left the room in accordance with the Conflict of Interest Policy.)

Bondurant Senior Housing is a proposed 44 unit senior LIHTC development in Bondurant. The Development Committee recommends a loan of \$286,000 from the New Rental Development category; subject to receipt of LIHTC award from the Iowa Finance Authority.

Angela Connolly moved to approve the Development Committee recommendation to allocate \$286,000 to Bondurant Senior Housing; seconded by Lance Henning. Motion Carried Unanimously.

Debbie returned to meeting.

Report of the Finance Committee

4.1 Recommend Approval of July, August, September and October 2015 financial statements.

Eric reported on behalf of the Finance Committee in the absence of Troy Thompson. He apologized for looking at four months of financials but that revenue collection and expenses are on track with the budget.

Christine Hensley moved to approve the Financial Statements for July, August, September and October; seconded by Steve Patterson. Motion Carried Unanimously.

Eric also mentioned that PCHTF has received first half of County commitment.

Report of the Governance Committee

The Strategic Plan is in the process of being finalized and will be ready by the January 8 Board Meeting. Board member recruitment is an upcoming issue. There will be a need to put together a nominating committee. Eric asked if there was any board member interest in being a member of the Executive Committee. He would like to recruit a person that has some affordable housing knowledge and it was also mentioned perhaps an individual that has lived the need. Two names were mentioned Althea Holcomb and Rick Messerschmidt. Angela will talk with Rick Messerschmidt. Angela also said that she thinks a school board member would be a good addition, but not a representative of the school district; Connie Boesen? Eric has had several people approach him about being a board member. Creighton ages out and IFA prohibits the board being made up of 49% elected officials. Linda indicated that Tom Hockensmith will be replacing her on the Board, as she is a newly elected City Councilperson, and is his appointment.

Chris commented on the story on Mercy Park, and was pleased to learn what they are doing to help the residents find places to live. She said Mercy Park is not low income, that the majority of the residents are elderly and are concerned about moving.

With no further business the meeting adjourned at 11:08 a.m.

The next meeting of the Polk County Housing Trust Fund is at 10:00 a.m. on **Friday, January 8, 2016.**

Respectfully submitted,  
Carol Duncan  
Polk County Housing Trust Fund  
Administrative Coordinator