

MINUTES
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS' MEETING
SDHDA CONFERENCE ROOM
Telephonic
September 17, 2013

Board Members Present: Lloyd Schipper, Chairman (via telephone)
David Pummel, Vice-Chair (via telephone)
Brent Dykstra, Treasurer (via telephone)
Linda Barker, Commissioner (via telephone)
Steve Kolbeck, Commissioner (via telephone)
Mark Puetz, Commissioner (via telephone)

Board Members Absent: Bill Hansen

Staff Present: Mark Lauseng, Executive Director
Todd Hight, Director of Finance & Administration
Lorraine Polak, Director of Rental Housing Development
Vona Johnson, Director of Rental Housing Management
Amanda Weisgram, Director of Marketing and Research
Sheila Ricketts, Marketing/Executive Assistant
Peggy Severson, Housing Development Officer

Guests Present: Dixie Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to SDHDA (via telephone)

I. CALL TO ORDER

The meeting was called to order at 11:05 A.M. and roll was called.

II. APPROVAL OF AGENDA

It was moved by Commissioner Pummel and seconded by Commissioner Dykstra that the Agenda be adopted with the addition of the consideration to approve the HOME program waiver request for Mitchell Townhomes and the consideration to commit additional HOME program funds for Sioux Falls Ministry Housing, but reserving the right to make changes during the meeting.

III. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lauseng welcomed our newest Board Member, Steve Kolbeck. He also mentioned that the Housing Opportunity Fund applications are due October 1, 2013 with \$1.9 million in funds available to award. Executive Director Lauseng mentioned that some staff and board members will be attending the NCSHA's Annual Conference October 19-22 in New Orleans.

IV. OLD BUSINESS

A. Resolution No. 13-09-67: Resolution to Approve Release of the 2014 Annual Action Plan for Public Comment

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Barker that the above Resolution be adopted as follows:

WHEREAS, the 2013-2017 Five-Year Consolidated Plan (Consolidated Plan) has previously been approved by the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, annually HUD requires an action plan with respect to the Consolidated Housing and Community Development Plan to enable the State to access the HOME, Emergency Solutions Grants, and Community Development Block Grant Program funds; and

WHEREAS, the required public hearing has been held and public comments have been considered in formulating the draft 2014 Annual Action Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced draft 2014 Annual Action Plan dated September 17, 2013, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notices for a final 30-day comment period.

Via roll call vote, the motion carried unanimously.

B. Resolution No. 13-08-58: Resolution to Approve Release of the Amended 2013-2014 Draft HOME Program Allocation Plan for Public Comment

After review and discussion, it was moved by Commissioner Barker and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, Title 24, Code of Federal Regulations, Part 92, requires that a HOME Program Allocation Plan (HOME Plan) be adopted;

WHEREAS, the Board adopted the 2013-2014 HOME Plan per Resolution No. 12-11-107;

WHEREAS, the U.S. Department of Housing and Urban Development released on July 24, 2013, the Final Rule amending the HOME Program;

WHEREAS, amendments to the 2013-2014 HOME Plan are required in order to comply with the Final Rule; and

WHEREAS, the required public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft Amended 2013-2014 HOME Program Allocation Plan dated September 17, 2013, is hereby approved for public distribution and the Executive Director is authorized to give the required public notices for a final 30-day comment period.

Via roll call vote, the motion carried unanimously.

C. Resolution No. 13-09-69: Resolution to Approve Release of the Amended 2013-2014 Draft Tax Credit Qualified Allocation Plan (QAP) for Public Comment

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, Section 42 of the Internal Revenue Code requires that a Housing Tax Credit Qualified Allocation Plan (Tax Credit Plan) be adopted;

WHEREAS, the Board adopted the 2013-2014 Tax Credit Plan per resolution No. 12-11-108;

WHEREAS, the U.S. Department of Housing and Urban Development released on July 24, 2013, the Final Rule amending the HOME Program;

WHEREAS, amendments to the 2013-2014 HOME Program Allocation Plan (HOME Plan) were required in order to comply with the Final Rule;

WHEREAS, some of the changes to the HOME Plan must also be made to the 2013-2014 Tax Credit Plan; and

WHEREAS, the required public hearings have been held and public comments have been considered in formulating the Tax Credit Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft Amended 2013-2014 Housing Tax Credit Qualified Allocation Plan dated September 17, 2013, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notices for a final 30-day comment period.

Via roll call vote, the motion carried unanimously.

D. Resolution No. 13-09-70: Resolution to Commit HOME Program Funds for Highland Five Homes

After review and discussion, it was moved by Commissioner Kolbeck and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, per Resolution 13-04-23, a Reservation in the amount of \$171,162 was previously awarded to the following HOME Applicant;

WHEREAS, the Applicant has agreed to comply with all HOME requirements; and

WHEREAS, the environmental review has been initiated and most of the required documentation has been received;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a Commitment of HOME Funds, conditioned upon receipt of all the required documentation, for the following:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>GENERAL POOL HOME AMOUNT</u>
Sioux Falls Housing Corporation	Highland Five Homes Sioux Falls, SD	\$171,162

Via roll call vote, the motion carried unanimously.

E. Resolution No. 13-09-71: Resolution to Approve HOME Program Waiver Request for Mitchell Townhomes

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, per Resolution 13-04-26, a Reservation in the amount of \$610,000 was previously awarded to the Mitchell Townhomes, LLC (HOME Applicant);

WHEREAS, the Applicant has requested a waiver of the 2013-2014 HOME Program Allocation Plan in regards to certain underwriting standards relating to the repayment of the HOME funds;

NOW, THEREFORE, BE IT RESOLVED that the waiver is hereby approved for Mitchell Townhomes.

Via roll call vote, the motion carried unanimously.

F. Resolution No. 13-09-72: Resolution to Commit HOME Program Funds for Mitchell Townhomes

After review and discussion, it was moved by Commissioner Barker and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, per Resolution 13-04-26, a Reservation in the amount of \$610,000 was previously awarded to the following HOME Applicant;

WHEREAS, the Applicant has agreed to comply with all HOME requirements; and

WHEREAS, the environmental review has been initiated and most of the required documentation has been received;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a Commitment of HOME Funds, conditioned upon receipt of all the required documentation, for the following:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>GENERAL POOL HOME AMOUNT</u>
Mitchell Townhomes, LLC	Mitchell Townhomes Mitchell, SD	\$610,000

Via roll call vote, the motion carried unanimously.

G. Resolution No. 13-09-73: Resolution to Commit HOME Program Funds for Sioux Falls YMCA Housing Initiative

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Barker that the above Resolution be adopted as follows:

WHEREAS, per Resolution 13-04-34, a Reservation in the amount of \$668,780 was previously awarded to the following HOME Applicant;

WHEREAS, the Applicant has agreed to comply with all HOME requirements; and

WHEREAS, the environmental review has been initiated and most of the required documentation has been received;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a Commitment of HOME Funds, conditioned upon receipt of all the required documentation, for the following:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>GENERAL POOL HOME AMOUNT</u>
Sioux Falls YMCA Housing Initiative Limited Partnership	Sioux Falls YMCA Housing Initiative Sioux Falls, SD	\$668,780

Via roll call vote, the motion carried unanimously with Commissioner Kolbeck abstaining.

H. Resolution No. 13-09-74: Resolution to Authorize Additional Funding for the Housing Needs Study Program

After review and discussion, it was moved by Commissioner Kolbeck and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the Housing Needs Study Program was approved and received initial funding per Resolution No. 12-02-05; and

WHEREAS, there is a continued need to assist rural communities in determining the types of housing that are most needed;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves additional funding in the amount of \$60,000 from the South Dakota Housing Development Authority's Special Program Fund for the Housing Needs Study Program, pursuant to which any South Dakota community with a population of ten thousand or less may receive a matching grant of up to \$5,000 to help fund the cost of a housing needs study for such community;

BE IT FURTHER RESOLVED that \$20,000 of these funds be set-aside to assist with housing needs studies to be completed on Indian Reservations.

Via roll call vote, the motion carried unanimously.

I. Resolution No. 13-09-75: Resolution to Commit Additional HOME Program Funds for Sioux Falls Ministry Housing

After review and discussion, it was moved by Commissioner Pummel and seconded by Commissioner Barker that the above Resolution be adopted as follows:

WHEREAS, per Resolution 13-04-31, a Reservation in the amount of \$195,412 was previously awarded to the following HOME Applicant;

WHEREAS, per Resolution 13-08-1, a Commitment in the amount of \$195,412 was approved;

WHEREAS, the Applicant previously agreed to funding under the Neighborhood Stabilization Program 3 (NSP 3), which requires compliance with Energy Star requirements;

WHEREAS, the additional cost to comply with the Energy Star requirements is \$198,310, however there are no additional NSP 3 funds to allocate to the Applicant;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to revise the Commitment of HOME Funds and to commit additional HOME Funds as follows, for a total commitment of \$393,722:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>ADDITIONAL GENERAL POOL HOME AMOUNT</u>
Sioux Falls Ministry Housing Limited Partnership	Sioux Falls Ministry Housing Sioux Falls, SD	\$198,310

Via roll call vote, the motion carried unanimously.

V. NEW BUSINESS

A. Resolution No. 13-09-76: Resolution to Commit HOME Funds under the Homeowner Rehabilitation Program for Inter-Lakes Community Action, Inc.

After review and discussion, it was moved by Commissioner Barker and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received in accordance with the set-aside for Homeowner Rehabilitation and has been reviewed and evaluated; and

WHEREAS, the required documentation has been reviewed, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a commitment of HOME funds from the Homeowner Rehabilitation Program for the following:

<u>APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>HOMEOWNER REHABILITATION PROGRAM AMOUNT</u>
Inter-Lakes Community Action, Inc.	Homeowner Rehabilitation Madison, SD	\$200,000

Via roll call vote, the motion carried unanimously.

B. Resolution No. 13-09-77: Resolution to Commit HOME Funds under the Homeowner Rehabilitation Program for Neighborhood Housing Services of the Black Hills, Inc

After review and discussion, it was moved by Commissioner Pummel and seconded by Commissioner Barker that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received in accordance with the set-aside for Homeowner Rehabilitation and has been reviewed and evaluated; and

WHEREAS, the required documentation has been reviewed, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a commitment of HOME funds from the Homeowner Rehabilitation Program for the following:

<u>APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>HOMEOWNER REHABILITATION PROGRAM AMOUNT</u>
Neighborhood Housing Services of the Black Hills, Inc.	Homeowner Rehabilitation Deadwood, SD	\$200,000

Via roll call vote, the motion carried unanimously.

C. Resolution No. 13-09-78: Resolution to Approve and Obtain a Plaque to Commemorate and Thank Kurt Pfeifle

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, Kurt Pfeifle has completed his service as a member of the South Dakota Housing Development Authority Board of Commissioners; and

WHEREAS, the Board wishes to acknowledge Kurt's contributions to the South Dakota Housing Development Authority;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is to obtain a plaque to commemorate and thank:

KURT PFEIFLE

COMMISSIONER

SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY

2009 – 2013

-FOR HIS-
YEARS OF CONCERNED, DEDICATED AND FAITHFUL
SERVICE IN THE DEVELOPMENT OF AUTHORITY PROGRAMS
PRESENTED WITH GRATITUDE BY THE STAFF AND COMMISSIONERS
OF THE SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
SEPTEMBER 2013

Via roll call vote, the motion carried unanimously.

D. Resolution No. 13-09-79: Resolution to Approve and Obtain a Plaque to Commemorate and Thank Paul Symens

After review and discussion, it was moved by Commissioner Barker and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, Paul Symens has completed his service as a member of the South Dakota Housing Development Authority Board of Commissioners; and

WHEREAS, the Board wishes to acknowledge Paul's contributions to the South Dakota Housing Development Authority;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is to obtain a plaque to commemorate and thank:

PAUL SYMENS
COMMISSIONER
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
2010 – 2013

-FOR HIS-
YEARS OF CONCERNED, DEDICATED AND FAITHFUL
SERVICE IN THE DEVELOPMENT OF AUTHORITY PROGRAMS
PRESENTED WITH GRATITUDE BY THE STAFF AND COMMISSIONERS
OF THE SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
SEPTEMBER 2013

Via roll call vote, the motion carried unanimously.

VII. DATE OF NEXT MEETING AND ADJOURNMENT

The next Board of Commissioners' Meeting has not been scheduled. It was moved by Commissioner Dykstra and seconded by Commissioner Pummel that the meeting be adjourned. The meeting was adjourned at 12:21 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Lauseng". The signature is written in a cursive, flowing style.

Mark Lauseng
Secretary