



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

February 24, 2025

2:00 pm – 4:00 pm

Sonny West Conference Center

Members Present: P. Westerholm; L. Goddard; A. Christianson-Galina; J. Thomas; CM B. Allen; C. Dunning

Members Absent:

Staff Present: A. Hubbard (Housing Director); J. Dean (Planning Dept – Housing Division); C. Middlebrooks (Planning Dept – Housing Division); T. Alsbrooks (Planning Dept – Housing Division);

D. Hill (Planning Dept – Housing Division); E. Jeter (Planning Department); M. Amos (Metro Legal), K.

Woodard (Metro Legal)

1) Welcome

Chair Westerholm called the meeting to order at 2:00 p.m.

The Chair reminded attendees that anyone wishing to provide public comment should sign the speaker sign-up sheet and the attendance sheet.

Pursuant to Section 2.68.030 of the Metropolitan Code of Laws, the Chair stated that decisions of the Metropolitan Housing Trust Fund Commission may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty (60) days after entry of a final decision by the Commission.

2) Resignation of Commissioner Debra Moore

The Commission acknowledged the resignation of Commissioner Debra Moore. Chair Westerholm expressed appreciation for Commissioner Moore's service and contributions to the Commission.

3) Welcome New Commissioner: Calvin Dunning

Chair Westerholm welcomed Calvin Dunning as a new Commissioner. Commissioner Dunning introduced himself, noting that he has lived in Nashville for approximately thirteen years and works in banking with experience in capital markets, compliance, and business development. He expressed appreciation for the opportunity to serve and stated he looks forward to supporting the Commission's work related to housing stability in Nashville.

4) Approval of the Minutes

Chair Westerholm called for approval of the December 9th meeting minutes.

Vote: Goddard motioned to approve. Christianson-Galina seconded. Passed unanimously.

5) Public Comment (those wishing to speak must sign in at the beginning of the meeting)

Thirteen individuals addressed the Commission during the public comment period.

A significant portion of the public comment focused on the Drake's Creek Cooperative housing project, which is proposed to become the first limited-equity housing cooperative in Nashville and Tennessee. Speakers included residents of the Drake's Creek community, nonprofit partners involved in the project, and housing advocates. Many speakers expressed strong support for the cooperative model and described the sense of community, stability, and safety residents have experienced living at Drake's Creek. Several residents shared personal stories describing how the cooperative model offers an opportunity for long-term affordability and community ownership.

Many speakers requested that the Commission consider allowing existing residents whose incomes exceed the 50 percent Area Median Income eligibility threshold to be grandfathered into the cooperative, noting that some residents earn only slightly above the threshold but still face housing insecurity. Residents emphasized that displacement could disrupt established community relationships and create hardship for families who have lived in the community for multiple years. Speakers also emphasized that the cooperative has helped create a supportive environment where neighbors assist one another and share responsibility for maintaining the community.

Representatives from organizations working on the project described the cooperative as an innovative housing model that could serve as a future example for other affordable housing initiatives in Nashville. These speakers asked the Commission to consider solutions that would preserve community stability while maintaining compliance with funding requirements.

Additional public comments addressed elements of the Barnes Housing Trust Fund grant policies and procedures. One speaker representing a nonprofit rehabilitation organization expressed appreciation for the new grant manual and emphasized the importance of continued staff guidance for grantees during project implementation. Another speaker recommended clarifying language related to building code compliance in the owner-occupied rehabilitation program. A speaker representing a development organization suggested revisions to the scoring matrix related to subsidy per unit to ensure that projects using lower levels of public subsidy receive additional consideration.

A final public comment encouraged the Commission to consider supporting increased Barnes funding in the upcoming budget cycle in order to align with the City's Unified Housing Strategy goals.

Chair Westerholm thanked all individuals who provided comments and moved on to the next agenda item.

6) Financial Update

a) Financial Update

(1) December 2025, January 2026 Budget-to-Actuals

Director Hubbard presented the December 2025 and January 2026 Budget to Actuals financial report.

Hubbard explained that the negative balance shown in December reflects a reconciliation related to a payment request that had previously been entered into the Metro financial system but was halted due to insufficient documentation. A check was never issued, and the entry was later corrected during Metro Finance's year-end reconciliation process. Staff confirmed that no funds were disbursed to the grantee.

The remainder of the financial report reflects expenditures made throughout the fiscal year.

With no further questions or comments from the Commission, Chair Westerholm proceeded to the next agenda item.

7) Items for Vote

a) Housing Trust Fund Commission Election of Officers

(1) Election of Chair

Thomas nominated and set a motion in place to elect Pete Westerholm for Chair. This motion was seconded by Christianson-Galina.

The motion passed unanimously and Pete Westerholm was reappointed as Chair.

(2) Election of Vice Chair

Thomas nominated Anton Christianson-Galina for Vice Chair.

A motion was made by Goddard and seconded by Thomas to approve the nomination. The motion passed unanimously.

b) Grant Contract Amendment

(1) Urban Housing Solutions, Round 9, Revised Draw Schedule (Previously approved 12/9/2025)

Christianson-Galina motioned to approve. Goddard seconded. Passed unanimously.

(2) Inspiritus, Round 9, Contract Extension

Thomas motioned to approve. Goddard seconded. Passed unanimously.

(3) William Franklin Buchanan, CDC, Round 12, Contract Extension, Milestone Extension

Christianson-Galina motioned to approve. Thomas seconded. Passed unanimously.

c) Approval of the Grant Application Policies and Procedures Manual

Christianson-Galina motioned to approve. Dunning seconded. Passed unanimously.

d) Approval of Round 16 Grant Policies and Scoring Matrices

1) Rental & Co-operative Projects

Thomas motioned to approve. Christianson-Galina seconded. Passed unanimously.

2) Homeownership Projects

Thomas motioned to approve. Dunning seconded. Passed unanimously.

3) Owner-Occupied Rehab Projects

Thomas motioned to approve. Goddard seconded. Passed unanimously.

e) Approval of Revised Round 16 Timeline

Passed unanimously.

8) Items for Discussion

a) Annual Report

Director Hubbard informed the Commission that the Barnes Fund annual report will transition from a calendar-year schedule to a fiscal-year reporting cycle in order to align with reporting requirements for the Unified Housing Strategy. The next report will therefore be presented following the start of the next fiscal year and will include cumulative data since the previous report.

A commissioner also requested that a discussion regarding a potential public statement supporting \$30 million in Barnes Fund funding in the upcoming budget cycle be placed on a future agenda. Legal counsel advised that the topic could be scheduled for discussion at a future meeting.

9) Announcements

a) Next Meeting: The next meeting of the Housing Trust Fund Commission is March 24th at 2 PM at the Sonny West Conference Center

(1) CHIP Presentation: Travis Miller with the Metro Housing Division will present at the March Housing Trust Fund Commission meeting on the Connecting Housing to Infrastructure Program (CHIP).

(2) Quarterly Progress Report Presentation

10) Adjourn

The next meeting of the Housing Trust Fund Commission will be held on March 24 at 2:00 PM at the Sonny West Conference Center.

The March meeting will include a presentation from the Metro Housing Division regarding the Connecting Housing to Infrastructure Program (CHIP) as well as the Commission's Quarterly Progress Report.

With no further questions or comments from the Commission, the meeting was adjourned at 3:38 p.m.

YouTube: [02/24/26 Metropolitan Housing Trust Fund Commission](#)