

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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BOARD OF COMMISSIONERS

MINUTES

REGULAR MEETING AND PUBLIC HEARING

October 11, 2011

(1) CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order October 11, 2011, at 4:03 p.m., at the CDA Office and led the recitation of the Pledge.

(2) ROLL CALL

Commissioners present:	District I	DeAnn Croatt
	District II	Ben Zweber
	District IV	Patti Sotis
	District V	Jane Victorey

Commissioners absent:	District III	Debra Amundson
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Staff present:	Bill Jaffa	Executive Director
	Julie Siegert	Housing Director
	Melissa Hansen	Homeownership Coordinator

Recording Secretary:	Linda Janovsky
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(3) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting – September 13, 2011

Commissioner Zweber made a motion to approve the Minutes of September 13, 2011. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

No agenda modifications were requested.

4.2) Consent Agenda

5.2, 5.3, 6.11, 6.12, 6.13, 6.21, 6.31, 6.53

Commissioner Victorey made a motion to approve the Consent Agenda.

Commissioner Zweber seconded the motion. Unanimous voice vote followed.

Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Zweber made a motion to approve the check registers in the amount of \$221,018.76. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.2)* **Procurement Summary**
[Consent item; no discussion]

5.3)* **Cash Flow Projection Worksheet**
[Consent item; no discussion]

5.4) **Agency Plan FY2012**

5.41) **Resident Advisory Board (RAB) Review of Policy Changes**
Executive Director Jaffa briefed the Board on the RAB meeting that was held September 26. Housing Director Siegert explained the changes that were made to the Section 8 Administrative Plan and the Public Housing ACOP.

5.42) **PUBLIC HEARING – 2012 Agency Plan**

5.42.1) **Open Public Hearing**

Commissioner Zweber made a motion to open the public hearing. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.42.2) **Public Hearing**

No one from the public was in attendance.

5.42.3) **Close Public Hearing**

Commissioner Victorey made a motion to close the public hearing. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.43) **RESOLUTION NO. 38-11: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY'S ANNUAL PLAN AND/OR PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS**

Commissioner Zweber made a motion to approve Resolution No. 38-11. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) **OLD BUSINESS**

6.1) **Affordable Housing Programs**

6.11)* **Belle Haven Apartments**
[Consent item; no discussion]

6.12)* **Britland Apartments**
[Consent item; no discussion]

6.13)* **Workforce Housing - Occupancy Report**
[Consent item; no discussion]

6.2) **Public Housing**

6.21)* **Affordable Housing Occupancy Report**
[Consent item; no discussion]

- 6.22) **RESOLUTION NO. 39-11: ADOPTING REASONABLE CHILDCARE ALLOWANCES FOR SCOTT COUNTY SECTION 8 AND PUBLIC HOUSING PROGRAMS EFFECTIVE NOVEMBER 1, 2011.**
Commissioner Sotis made a motion to approve Resolution No. 39-11. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) **Housing Choice Voucher Program**

- 6.31)* **Utilization Report**
[Consent item; no discussion]

- 6.32) **RESOLUTION NO.: 40-11: AUTHORIZATION TO LIFT FREEZE ON NEW VOUCHERS ISSUED FOR FAMILY UNIFICATION PROGRAM REFERRALS EFFECTIVE IMMEDIATELY**

Housing Director Siegert reported that updated regulations came out regarding the FUP program, prompting lifting the freeze on issuing FUP vouchers. Commissioner Sotis made a motion to approve Resolution No. 40-11. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) **Home Ownership Programs**

- 6.41) **RESOLUTION NO. 41-11: AUTHORIZING APPROVAL TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR HOME OWNERSHIP EDUCATION, COUNSELING, AND TRAINING FUND AND EXECUTION OF AGREEMENT AND ASSOCIATED DOCUMENTS**

Homeownership Coordinator, Melissa Hansen, was in attendance and gave a report on the HECAT grant that was received, and answered Commissioners' questions. She also handed out a report delineating the number of clients served for the Homebuyers Club and the Foreclosure Prevention Program, which will be included in the monthly board packets. Commissioner Victorey made a motion to approve Resolution No. 41-11. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.5) **SC-CDA Development Activities**

- 6.51) **Market Village Status Report**

Commissioner Zweber gave a report on construction progress. The construction schedule has been running smoothly due to the good weather.

- 6.52) **Jordan Mixed-Use**

Executive Director Jaffa indicated that regular planning meetings have begun with Dunbar Development, the architect, the representative from St. Francis and their architect. At this point, there has not been any word from the pharmacist out of LeSuer if he is interested in being a tenant in the clinic.

- 6.53)* **Savage Tax Credit Development (Village Commons)**

[Consent item; no discussion]

6.54) St. Mary's Site, 5th and Lewis, Shakopee

A meeting with City Staff will be held later this week to discuss the preliminary project so that the City is well informed on what the project entails. Steve Hofer, Parish Administrator, did inform the CDA that it has been communicated to the Parish that this project is potentially slated for 2013.

6.6) FISH Update

The Executive Director gave an update on FISH activities. Springsted Inc. has been hired to do the Executive Director Search and that process is currently underway.

(7) NEW BUSINESS

7.1) Liaison Report – Scott County Commissioner

Commissioner Ulrich was not in attendance; no report.

7.2) Executive Session – Closed to Discuss Personnel Matter

Commissioner Sotis made a motion to open the Executive Session. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried. A personnel matter was discussed. Commissioner Sotis made a motion to close the Executive Session. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting November 8, 2011, Scott County CDA

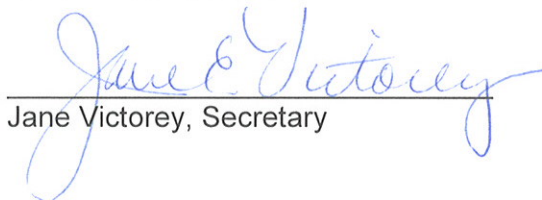
8.2) SPECIAL Meeting: to be scheduled as needed

(9) ADJOURN


Commissioner Sotis made a motion to adjourn the Regular Meeting of the Scott County CDA Board of Commissioners at 5:02 p.m. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.



DeAnn Croatt, Chair



Jane Victorey, Secretary

 11/8/11

Recording Secretary Date