BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
June 14, 2016

(1) CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency
Board of Commissioners to order June 14, 2016, at 4:00 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL
Commissioners present: District I, DeAnn Croatt
District II, Ben Zweber
District III, Kent Robbins
District IV, Patti Sotis
District V, Jane Victorey

Staff present: Bill Jaffa, Executive Director
Terri Gulstad, Finance Director
Melissa Jensen, Assistant Housing Director
Linda Janovsky, Recording Secretary

Others Present Andrew Berg, Abdo Eick & Meyers
Bethany Tjornhom, FISH Executive Director

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – May 10, 2016
Commissioner Robbins made a motion to approve the Regular Minutes of May 10, 2016.
Commissioner Victorey seconded the motion. Unanimous roll call vote followed.
Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
7.1) Scott County CDA Retirement Plan, was added as an agenda item. Commissioner Robbins made a motion to approve this agenda modification. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda
5.2, 6.11, 6.12, 6.4
Commissioner Zweber made a motion to approve the Consent Agenda. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Victorey made a motion to approve the Check Registers in the amount of $618,916.41. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Agency Financial Audit
Andrew Berg, Abdo Eick & Meyers, was in attendance to go over the Agency Financial Audit. He first stated that there were no audit findings, and the staff is always very cooperative with the auditors when they are here. He went over the Management Letter detailing each program area and answering Commissioners’ questions as they arose. Finance Director Gulstad also answered Commissioner questions. Commissioners congratulated the Finance Director for her good work on the Agency financials. Commissioner Robbins made a motion to accept the Audit Report. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

5.4) RESOLUTION NO. 12-16: APPROVING AUDIT ENGAGEMENT WITH ABDO, EICK AND MEYERS, LLP
Finance Director Gulstad explained the cost method that was used to determine if Abdo, Eick and Meyers audit fees were reasonable. Commissioner Robbins made a motion to approve Resolution No. 12-16. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

OLD BUSINESS

6.1) Affordable Housing Programs

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

6.12)* Housing Choice Voucher Utilization Report
[Consent item; no discussion]

6.13) SEMAP Scoring
Executive Director Jaffa indicated the SEMAP score of High Performer helps the Agency maintain a good reputation for managing funding.

6.14) RESOLUTION NO. 13-16: AUTHORIZING APPROVAL TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY (MHFA) FOR BRIDGES RENTAL ASSISTANCE PROGRAM (REGIONAL TREATMENT CENTER) AND EXECUTION OF ASSOCIATED DOCUMENTS
Commissioner Sotis made a motion to approve Resolution No. 13-16. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.
6.2) Home Ownership Programs

6.21)* Homeownership Programs Report
[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner
Not present; no report.

6.4)* First Stop Shop (FSS)
[Consent item; no discussion]

6.5) SC-CDA Development Activities

6.51) The Henderson
Executive Director Jaffa indicated that construction was continuing to go well. During Great Lakes marketing event on June 8, 27 reservations for apartments were secured.

6.52) The Hamilton Water Intrusion
The Executive Director stated this problem is now fixed by replacing bad windows and repairing the stucco.

6.53) Shepherd’s Path Lifecycle Housing Campus
Executive Director Jaffa noted that the appraisals are complete and he has reviewed the reports and proposed values from Dan Wilson, Wilson Development Services. Mr. Wilson had sent a draft Letter of Intent to the Pastor at Shepherd of the Lake. The Pastor responded that a Committee will be reviewing this, but he did feel that having a dual track for the parcels of land may be more acceptable to the Church.

6.6) Families and Individuals Sharing Hope (FISH)
Executive Director Bethany Tjornhom was at the meeting and updated the Board on all the exciting things happening with FISH. She expressed that she is so happy to be the Executive Director of this great organization. She stated she is in process of coordinating a meeting of other non-profits so that they can all work together and complement each other’s services. She also stated that FISH is also trying to connect more with the business community and to this end may try an event like a Job Fair to get involved.

6.7) First-time Homebuyer New Construction – Pilot
Assistant to the Executive Director Janovsky stated the cost that Johnson-Reiland came back with for home construction was over the cost guidelines for a first time home buyer. Because of that, Assistant to the Executive Director Janovsky sought proposals from two local builders in New Prague. One responded and provided drawings for a split level home that would be in the cost range for a first time home buyer. (The MHFA and the Scott County CDA Homebuyers Club stipulate that a buyer using these programs cannot purchase a home over $250,000).

6.8) City of Shakopee Meeting
Executive Director Jaffa briefed the Board on his meeting with Bill Mars, the Mayor of Shakopee. The Director will present to the City Council on July 5, 2016, to re-introduce them to the CDA and what it does.
(7) NEW BUSINESS

Item 7.1) Retirement Plan, was added to the agenda. It was discussed when further discussion of the CDA retirement plan could take place. It was decided the entire board could review the plan at the next meeting on July 12.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting  
TIME CHANGE: 3:30 p.m., July 12, 2016

8.2) Finance Committee Meeting  
July 26 at 3:30 p.m.

8.3) August Regular Meeting  
DATE CHANGE: August 23 at 4:00 p.m.

8.4) SPECIAL Meeting: 
as needed

(9) ADJOURN

Commissioner Robbins made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:41 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

[Signatures]

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary  Date