BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
March 8, 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 March 8, 2016, at 4:03 p.m. and led the Pledge of Allegiance.

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

Commissioners absent: District IV, Patti Sotis

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Terri Gulstad, Finance Director
Linda Janovsky, Recording Secretary

Others Present Bethany Tjornhom, FISH Executive Director

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – February 9, 2016
Commissioner Robbins made a motion to approve the Regular Minutes of February 9, 2016. Commissioner Croatt seconded that motion. Voice vote followed. Commissioner Victorey abstained. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

Added: Item 7.1) RESOLUTION NO. 10-16: AUTHORIZING THE SALE OF A VACANT LOT IN NEW PRAGUE, MN. Commissioner Robbins motioned to approve the agenda modification. Commissioner Croatt seconded. Voice vote followed. Motion carried.

4.2) Consent Agenda
5.2, 6.11, 6.12, 6.21, 6.52
Commissioner Robbins made a motion to accept the Consent Agenda. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.
5.1) Payment of Bills
Commissioner Zweber made a motion to approve the check registers in the amount of $209,953.17. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Agency 4th Qtr Financials
Finance Director Gulstad went through her report highlighting areas of interest and stated it was overall a good year. Finance Director Gulstad answered Commissioners’ questions about the Transfer In/Out for 55+ properties, reserve balances, etc. She also stated that Agency’s financials will be audited the week of March 14. Commissioners commended her on the clarity of the reports. Commissioner Robbins made a motion to accept the report. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

5.4) RESOLUTION NO. 08-16: APPROVING PERMANENT TRANSFERS
Finance Director Gulstad stated Permanent transfers were in the amount of $577,500 for 2015, vs. $310,550 for 2016. Commissioner Robbins made a motion to approve Resolution No. 08-16. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.5) RESOLUTION NO. 09-16: DESIGNATING NET ASSETS
Commissioner Victorey made a motion to approve Resolution No. 09-16. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

6) 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]

6.2) Home Ownership Programs

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

6.3) Liaison Report – Scott County Commissioner
Not present at this meeting.

6.4) First Stop Shop (FSS)
The Finance Committee (Commissioners Victorey and Robbins) summarized the projects that were put forth this year stating they were very creative with a wide breadth projects that will create an economic development ripple effect for years to come. They were very pleased that there was enough grant funding available to award all projects.
It was stated the grant program will most likely have a different timing cycle next year to allow the cities more time to prepare and ensure matching funds are budgeted.

6.5) SC-CDA Development Activities

6.51) The Henderson
The Executive Director reported that the project is on time and budget. The general contractor is almost completed with first floor framing. It is hoped the marketing materials will be complete by the next board meeting.

6.52)* The Hamilton Water Intrusion
[Consent item; no discussion]

6.53) Prior Lake Campus Development Concept
Executive Director Jaffa reported that there will be a meeting with the architect, UrbanWorks, and Steve Dunbar, Ivy Properties, to start working on concepts. The parcels are large and may include tax credit developments, 55+ apartment building, so development would be a process. Commissioner Sotis stated her support for the Prior Lake activity.

6.6) Families and Individuals Sharing Hope (FISH)
FISH Executive Director Bethany Tjornhom was in attendance to introduce herself. She commented that she had previously worked with the Salvation Army and People Reaching Out to People (PROP), and is in her third term as a Chanhassen City Council Member. She is very impressed with the FISH organization and excited to be a part of it and to work with the FISH Board of Directors to do great things.

(7) NEW BUSINESS

7.1) RESOLUTION NO. 10-16: AUTHORIZING THE SALE OF A VACANT LOT IN NEW PRAGUE, MN
The Scott County CDA was approached by a realtor stating that a family, consisting of a Navy Veteran, a mom retraining for a new career, and three children were interested in building a house on this lot. Although the builder is actually purchasing the property, it does meet the CDA mission of creating affordable/moderate priced housing opportunities. The Executive Director stated that this may be an opening to create a first-time homebuyer opportunity on the lot the CDA owns across the street using the same builder, and maybe even create opportunities elsewhere in the County. This potential will be researched. Commissioner Robbins made a motion to approve Resolution No. 10-16. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

(9) ADJOURN
Commissioner Robbins made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:19 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Patti Sotis, Vice Chair

Recording Secretary

Date