BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
July 10, 2018

(1) CALL TO ORDER AND PLEDGE
Vice Chair Sotis called the meeting to order at 2:00 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

Commissioners present: District II, Ben Zweber
District III, Kent Robbins
District IV, Patti Sotis
District V, Barry Stock

Commissioners absent: District I, DeAnn Croatt

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director-FSS
Adam Johnson, Finance Director
Zach Mitchell, CDA Intern
Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Commissioner

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – June 12, 2018
Commissioner Robbins made a motion to approve the Minutes of June 12, 2018. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
An agenda modification was requested to add item to 6.53) RESOLUTION NO. 15-18: Acquisition of Real Property with a Street Address of 12390 Ottawa Avenue, Savage, MN, for the Purpose of Constructing an Intensive Residential Treatment Services Facility. Commissioner Stock made a motion to approve the Agenda Modification. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.51, 6.6)
Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.
5.1) Payment of Bills
Commissioner Robbins made a motion to approve the check registers in the amount of $457,942.34. Commissioner Zweben seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Agency Budget/Levy Preparation
Executive Director Jaffa stated that the Finance Committee will be meeting later in the month to go over the 2019 Agency Budget.

5.4) RESOLUTION NO. 14-18: EMPLOYEE HEALTH CARE PACKAGE
Commissioner Robbins made a motion to approve Resolution No. 14-18. Commissioner Stock 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
Commissioner Ulrich shared that the County Administrator, Gary Shelton, is retiring after 40 years of service with the County. He also provided an update on FISH activities.

6.4) First Stop Shop (FSS)
Business Development Director Crakes asked the summer Intern, Zach Mitchell, to introduce himself. Commissioners welcomed him. Business Development Director Crakes then updated on program activities such as the Economic Gardening program and recruitment for business participation, FSS/Technology Village Fast-Track competition being held October 25, New Prague business retention and expansion efforts, getting more interest from businesses to participate in this year’s Employer of Excellence event, and the InFocus ad/article. Business Development Director Crakes also summarized the reasoning behind discontinuing the FSS Advisory Committee, which Commissioners were in agreement with, as well as the timeline for the Economic Development Incentive (EDI) grants this year.
6.5) SC-CDA Development Activities

6.51)* Louisiana Lofts, Savage—MWF Properties
[Consent item; no discussion]

6.52) Concept Planning — 55+ Independent Living Building next to Brentwood Court
     Campus, Jordan, MN
     Executive Director Jaffa indicated that the City has approved the rezoning for
     the four lots next to Brentwood Court. There is a purchase agreement for the
     land in the works with contingencies, which will be brought before the next
     meeting. It would be the goal to have site testing and close on the property
     before the end of the year.

6.53) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN
     Executive Director Jaffa provided an update on the recent meetings regarding
     the facility, including with the County Administrator. The County Administrator
     indicated that project costs that will not be covered by the $1.9 State bonding
     could be financed and the County would cover debt service; however, more
     discussion with stakeholders needs to take place to get all the agreements in
     place that are required by the State, including showing that financing is in place
     and there is a service provider. The CDA development team continues to work
     with Guild to understand program costs and space allocation needs.

     An agenda modification was approved to add RESOLUTION NO. 15-18:
     ACQUISITION OF REAL PROPERTY WITH A STREET ADDRESS OF 12390 OTTAWA
     AVENUE, SAVAGE, MN, FOR THE PURPOSE OF CONSTRUCTING AN INTENSIVE
     RESIDENTIAL TREATMENT SERVICES FACILITY. Commissioner Stock made a
     motion to approve Resolution No. 15-18. Commissioner Robbins seconded the
     motion. Unanimous roll call vote followed. Motion carried.

6.6)* Families and Individuals Sharing Hope (FISH)
[Consent item; no discussion]

6.7) River City Centre Master Lease Tenant (MLT)
     The Executive Director indicated that he will be meeting with Steve Dombrowski, MLT,
     and Michael Pagh, Great Lakes Management, in the next week to talk about this
     agreement.

(7) NEW BUSINESS

7.1) 2018 NALHFA Conference Summary
     Commissioner Robbins shared information about the NALHFA conference and provided
     the NALHFA 2018 Policy Agenda and other presentations of interest.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting August 14, 2018, 2:00 p.m.

8.2) Finance Committee - Preliminary Budget July 31, 2018, 10:30 a.m.
8.3) Finance Committee -  
AH Loan Policy  
TBD  

8.4) SPECIAL Meeting:  
as needed  

(9) ADJOURN  
Commissioner Robbins made a motion to adjourn the meeting at 3:34 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

Patti Sotis, Vice-Chair  
Ben Zweber, Secretary  

Recording Secretary  
Date  
8/15/18