SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
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BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING AND PUBLIC HEARING
November 10, 2015

(1) CALL TO ORDER
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency
Board of Commissioners to order November 10, 2015, 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 V, Jane Victorey
Commissioners absent: District II, Ben Zweber
District IV, Patti Sotis
Staff present: Bill Jaffa, Executive Director
Terri Gulstad, Finance Director
Julie Siegert, Housing Director
Linda Janovsky, Recording Secretary
Others present: Lorien Mueller, Great Lakes Management
Camille Ritter, Great Lakes Management
Brad Davis, Scott County
Lisa Freese, Scott County
Barb Dahl, Scott County

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – October 13, 2015
Commissioner Robbins made a motion to approve the Regular Minutes of October 13, 2015. 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 (*)
Commissioner Victorey made a motion to approve the Consent Agenda. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.
(5)  FINANCIAL REPORT

5.1)  Payment of Bills
Commissioner Victorey made a motion to accept the check registers in the amount of $413,184.80. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3)  Development Budget Reports – 3rd Quarter 2015
Lorien Mueller and Camille Ritter were present from Great Lakes Management. Ms. Mueller indicated that all buildings are 100% leased, except for Glendale Place which is 98%. All buildings have waiting lists out to approximately one year (not including applicants that may not quite be ready to move). A safety meeting was conducted at all buildings for the residents, and in 2016 Great Lakes plans to hold quarterly meetings at all buildings to foster open communication with residents. Ms. Mueller and Ms. Ritter answered Commissioners’ questions. Commissioner Robbins made a motion to accept the 3rd quarter reports. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

5.4)  FY2015 – 3rd Quarter Agency Budget Summary
Finance Director Gulstاد indicated that there were no big surprises this quarter. The Project based voucher program continues to have a good fund balance, and the goal is to get to the baseline number of vouchers before year end. Finance Director Gulstاد answered Commissioners’ questions. Commissioner Robbins made a motion to accept the 3rd Quarter budget summary. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

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

(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]

6.13)  Flat Rents for Public Housing Units
Housing Director Siegert explained the flat rent yearly requirements. There are no residents paying flat rent. Commissioner Victory made a motion to accept the flat rent schedule submitted in the board packet. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.
6.14) RESOLUTION NO. 34-15: ADOPTING REVISED UTILITY ALLOWANCES FOR SCOTT COUNTY SECTION 8 PROGRAM EFFECTIVE JANUARY 1, 2016
Commissioner Robbins made a motion to approve Resolution No. 34-15. Commissioner Victorey 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) SC-CDA Development Activities

6.31) The Henderson
The Executive Director was happy to report that construction has begun and bond closing occurred on November 5.

6.32) River City Centre Master Lease Tenant (MLT)
Executive Director Jaffa stated that he was in the process of touching base with Steve Dombrowski, Sunside, before the meeting on November 17 with County tax and attorney personnel. A briefing of that meeting will be provided at the December meeting.

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

6.5) Families and Individuals Sharing Hope (FISH)
Executive Director Jaffa indicated that resumes for the Executive Director position will be reviewed yet this month with interviews starting in December. An update will be provided at the next meeting.

6.6) SCALE Housing Initiative
Housing Director Siegert introduced the Collective Impact initiative and introduced the team members who were present, Brad Davis, Planning Manager - Scott County, Barb Dahl, Human Services Director - Scott County, and Lisa Freese, Transportation Director - Scott County, also acknowledging team members not present: Jake Grussing, Library Director - Scott County, and Stacy Crakes, FSS – Scott County CDA. Team members went through the presentation “50 by 30” Housing, Workforce Development & Transportation in the 21st Century. Team members discussed current efforts to identify members for the steering committee and work groups. Team members answered Commissioners’ questions and thanked the Board for their support.

6.7) Tax Credit Development - Pike Lake Marsh
Executive Director Jaffa stated that Ron Clark’s group plans on re-submitting the tax credit application to the MHFA for the next round of financing, in June of 2016.

(7) NEW BUSINESS

7.1) Liaison Report — Scott County Commissioner
Commissioner Ulrich was not present.
(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 10:00, Monday, December 7

8.2) SPECIAL Meeting: as needed

(9) ADJOURN
Commissioner Robbins made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:25 p.m. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary Date

12/7/15