SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
323 South Naumkeag Street, Shakopee, MN 55379
Phone: (952) 402-9022 / Fax: (952) 496-2852

BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
September 13, 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 September 13, 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

Commissioners absent: District V, Jane Victorey

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

Others present: Bethany Tjornhom, FISH Executive Director

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – July 12, 2016
Commissioner Robbins made a motion to approve the Regular Meeting Minutes of July 12, 2016. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
None requested.

4.2) Consent Agenda (5.2, 5.6, 6.11, 6.12, 6.4, 6.53, 6.6)
Commissioner Robbins made a motion to remove 6.6) FISH off the consent agenda, seeing Executive Director Tjornhom present. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Zweber made a motion to approve check registers in the amount of $82,573.88. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Budget Levy Presentation to County Board
Executive Director Jaffa stated that it was a long wait to present as the Jordan Aggregate item was before the CDA presentation on September 6. Executive Director Jaffa stated that it went very well with the following staff presenting: Julie Siegert, Housing Director, Jessica Erickson, Homeownership Specialist, and Stacy Crakes, FSS Business Development Director, with Finance Director Gulstad present for questions. The County Board was very complementary of the CDA’s work. The vote was 5-0.

5.4) RESOLUTION NO. 28-16: ADOPTING 2016 OPERATING BUDGET FOR THE HENDERSON
Recording Secretary Janovsky noted there was a wording change on the official resolution from “November and December of 2016” to “the balance of 2016” (2nd ¶). Commissioner Sotis made a motion to approve Resolution No. 28-16. Commissioner Robbins 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]

6.2) Home Ownership Programs

6.21) Homeownership Programs Report
Housing Director Siegert requested that the board consider additional funding of $16,000 to be used for homebuyer grants for the remainder of 2016. Housing Director Siegert shared a story (that was also presented to the County Board) of a single mom of three, who was receiving rental assistance and worked very hard to increase her income. She then took the Homebuyers Club, and with that education, one-on-one counseling, and down payment assistance, she was able to buy her first home. Commissioner Sotis made a motion to provide $16,000 in additional funding for Homebuyer Club grants. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) Liaison Report — Scott County Commissioner
Not present.
6.4)* First Stop Shop (FSS)
[Consent item; no discussion]

6.5) SC-CDA Development Activities

6.51) The Henderson
Executive Director Jaffa stated that there are now only 5 apartments available. Recording Secretary Janovsky stated that Marge Henderson’s family members are planning to attend the Grand Opening.

6.52)* First-Time Homebuyer New Construction – Pilot
[Consent item; no discussion]

6.6) Families and Individuals Sharing Hope (FISH) (removed from Consent)
FISH Executive Director Bethany Tjornhom was in attendance to provide an update on FISH activities. She stated the annual meeting will be on October 13, 2016, where Joe Schmit, KSTP Sports Broadcaster and author of Silent Impact, will be the keynote speaker. Updates were also provided on fundraising efforts, second Thursday meeting topics, etc.

6.7) Maxfield Housing Study and Commercial/Industrial Studies
The Executive Director asked the Recording Secretary to provide this update. Business Development Director Crakes has been interfacing with the Cities on this project. Each City is reviewing the data for their city and providing feedback to Maxfield. Although the studies are taking longer than expected, all parties are in agreement that a good final product is the result wanted.

(7) NEW BUSINESS
(none at this time)

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., October 11, 2016

8.2) SPECIAL Meeting: as needed

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

DeAnn Croatt, Chair
Patti Sotis, Vice Chair

Recording Secretary
Date