CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order at 4:00 p.m. on June 13, 2017, and led the Pledge of Allegiance.

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 Julie Siegert, Housing Director Linda Janovsky, Recording Secretary

Others present: Lorien Mueller, Great Lakes Management Andrew Berg, Abdo Eick & Meyers

MINUTES SUBMITTED FOR APPROVAL
3.1) Regular Meeting Minutes – May 9, 2017
Commissioner Robbins made a motion to approve the Meeting Minutes of May 9. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

AGENDA ACTION(S)
4.1) Agenda Modifications
None requested.

4.2) Consent Agenda
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 Robbins made a motion to approve the Check Registers in the amount of $591,458.75. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.
5.2) Procurement Summary

5.2.1) RESOLUTION NO. 15-17: AUTHORIZING AWARD OF BID FOR SCATTERED SITES HVAC REPLACEMENT
Housing Director Siegert answered questions from Commissioners about the bids received. Commissioner Sotis made a motion to approve Resolution No. 15-17. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.3) RESOLUTION NO. 16-17: AUTHORIZING EXECUTION OF AMENDMENTS TO PROPERTY MANAGEMENT AGREEMENTS WITH GREAT LAKES MANAGEMENT COMPANY FOR 55+ INDEPENDENT LIVING APARTMENT BUILDINGS
Lorien Mueller from Great Lakes Management was in attendance to speak about the Amendment to the Management Agreements. She explained that more so than increasing cost to the CDA, these amendments standardize the monthly fee and the percentage of net revenue paid. Executive Director Jaffa, Finance Director Gulstad, and Ms. Mueller answered Commissioners questions. Ms. Mueller thanked the Board for the opportunity to continue to work with the CDA. Commissioner Robbins made a motion to approve Resolution No. 16-17. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) Agency Financial Audit
Andrew Berg, Abdo Eick & Meyers, was in attendance to go over the Agency Financial Audit. He went over the Management Letter detailing each program area and answering Commissioners’ questions as they arose. Finance Director Gulstad also answered Commissioners’ questions. Commissioners congratulated the Finance Director for her good work on the Agency financials. Commissioner Victorey asked if any of the GO Bonds for the 55+ buildings could be refunded. Finance Director Gulstad stated she will check. Commissioner Robbins asked for a modification of the description of the Agency’s work. Commissioner Robbins made a motion to accept the Audit Report. Commissioner Victorey seconded the motion. Unanimous voice 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]

6.13) RESOLUTION NO. 17-15: AUTHORIZING APPROVAL TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE AND EXECUTION OF AGREEMENTS AND ASSOCIATED DOCUMENTS
Commissioner Sotis made a motion to approve Resolution No. 17-15. Commissioner Robbins 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) Maxfield Research Studies
[Consent item; no discussion]

6.6) SC-CDA Development Activities

6.61) The Henderson
[Consent item; no discussion]

6.62) Pike Lake Marsh (Prior Lake) Tax Credit Development (Ron Clark)
[Consent item; no discussion]

6.63) Louisiana Lofts (Savage) Tax Credit Development (MWF Properties)
[Consent item; no discussion]

6.64) Vista Apartments (Jordan) Tax Credit Development (Sand Companies/St. Michael Development Group)
[Consent item; no discussion]

6.65) Central Business District Development Concept - Belle Plaine
Executive Director Jaffa briefed the board more fully on the meeting he and Project Coordinator, Steve Dunbar, had with the City of Belle Plaine. The City is very enthusiastic about not only re/developing the initial downtown site, but looking at the big picture and doing some comprehensive planning for the entire Central Business District. Communication with the City will continue.

6.66) Levee Drive Site – Shakopee
Executive Director Jaffa indicated that the concept plan utilizing the City-owned lot and the residence next to it would be most feasible for developing a 55+ independent living apartment building. Executive Director Jaffa stated that he will be meeting with the City to get their feedback.

6.67) Concept Planning – New Prague
Executive Director Jaffa indicated that the City is interested in a new 55+ independent living development and has inquired what the steps are for this process. In addition, they are assessing their needs for new City Hall space, and that could potentially be a partnership in the project. The New Prague EDA will be meeting to discuss this further.
6.7)* Families and Individuals Sharing Hope (FISH)  
[Consent item; no discussion]

6.8) River City Centre Master Lease Tenant  
Executive Director Jaffa stated that a special meeting would be beneficial to discuss this topic in greater detail. Commissioners checked their schedules and indicated that June 27th was the preferred date, with June 26th an alternate.

6.9)* Life Cycle Housing Educational Presentation to Cities  
[Consent item; no discussion]

(7) NEW BUSINESS

None at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting  
July 11, 2017

8.2) SPECIAL Meeting:  
as needed

A Finance Committee Meeting will take place in July to review the annual Agency budget.

(9) ADJOURN

Commissioner Zweber made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:18 p.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair
Jane Victorey, Secretary

Recording Secretary  
Date  
7/12/17