BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
August 11, 2015

(1) CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order August 11, 2015, at 4:03 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
                        District V, Jane Victorey
                        (Commissioner Victorey left at 5:18)

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

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – July 14, 2015
    Commissioner Zweber made a motion to approve the Minutes of July 14. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
    One agenda modification was presented; adding an exhibit to Item 6.41.1, Resolution No. 25-15. Commissioner Robbins made a motion to accept that modification. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda (5.2, 5.6, 6.11, 6.12, 6.21, 6.6)
    Commissioner Victorey made a motion to accept the Consent Agenda. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
5.1) Payment of Bills
Commissioner Victorey made a motion to approve the Check Registers in the amount of $511,409.22. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Development Budget Reports – 2nd Quarter 2015
Lorien Mueller and Camille Ritter, Great Lakes Management, were in attendance to go over the 2nd quarter reports. Ms. Mueller highlighted the following:

- All are 100% leased
- All have great waiting lists
- The annual resident satisfaction survey is going out
- All buildings (except Glendale Place) will be going smoke free (ending the “grandfather” clause)
- New resident handbooks were distributed

Ms. Mueller answered Commissioner questions and explained the unit transfer process. Acceptance of the budget reports was made with one motion by Commissioner Robbins. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.4) Development Budget Reports – FY2016 Operating Budgets
Lorien Mueller presented the budget reports and had the following general comments as she went through the budget information for each building:

The reports reflect a 2% increase in rent for renewing renters, and a 3% increase for new residents, except for Philipp Square, which will have an all-around increase of 3% due to the drastic increase in water/sewer charge. Underground parking will now be $40/month at all buildings for consistency. Great Lakes has added a second roving maintenance person to their staff. Because of the age of some of the buildings, the Magic Paks either need cleaning or replacement. The potential reserve requests for the buildings were discussed briefly. Ms. Mueller and Finance Director Gulstad answered Commissioners’ questions. Commissioner Victorey did have a question about the CDA’s annual contribution for Brentwood Court covering debt service which will be researched and brought to the next meeting. With that, Commissioner Sotis made a motion to approve Resolution No.s: 16-15, 17-15, 18-15, 19-15, 20-15, 21-15, 22-15, and 23-15 (as listed below) with one motion. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

5.41) RESOLUTION NO. 16-15: ADOPTING FY2016 OPERATING BUDGET FOR RIVER CITY CENTRE
5.42) RESOLUTION NO. 17-15: ADOPTING FY2016 OPERATING BUDGET FOR THE HAMILTON
5.43) RESOLUTION NO. 18-15: ADOPTING FY2016 OPERATING BUDGET FOR PHILIPP SQUARE
5.44) RESOLUTION NO. 19-15: ADOPTING FY2016 OPERATING BUDGET FOR NORTHRIDGE COURT
5.45) RESOLUTION NO. 20-15: ADOPTING FY2016 OPERATING BUDGET FOR GLENDALE PLACE
5.46) RESOLUTION NO. 21-15: ADOPTING FY2016 OPERATING BUDGET FOR MARKET VILLAGE
5.47) RESOLUTION NO. 22-15: ADOPTING FY2016 OPERATING BUDGET FOR BRENTWOOD COURT
5.48) RESOLUTION NO. 23-15: ADOPTING FY2016 OPERATING BUDGET FOR JORDAN CLINIC AND PHARMACY

5.49) Potential Reserve Requests
This was included in the budget discussion (above).

5.5) FY2015 – 2nd Quarter Agency Budget Summary
Finance Director Gulstad presented this item and answered Commissioners Questions and explained that the CDA is operating off a Continuing Resolution for HUD funds. Commissioner Robbins made a motion to accept the 2nd Qtr Agency Report. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

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

5.7) RESOLUTION NO. 24-15: AUTHORIZING 2016 GENERAL ADMINISTRATIVE OPERATING BUDGET AND 2016 (PAYABLE) SPECIAL BENEFITS TAX LEVY OF SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY AND CERTIFYING LEVY TO SCOTT COUNTY BOARD
Finance Director Gulstad went over the narrative report. Executive Director Jaffa explained various aspects of the budget for 2016. Commissioners’ questions were answered. The County Board presentation will occur at their September 1 meeting. Commissioner Robbins made a motion to approve Resolution No. 24-15. Commissioner Victorey 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) **Agency Annual Plan – Public Notice Period and Hearing**
Commissioner Robbins made a motion to set the Public Hearing for October 13, 2015, at or after 4:00 p.m. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) **SC-CDA Development Activities**

6.41) **The Henderson**  
Executive Director Jaffa explained the status of the construction bidding and also the timeline for bonds and tentative construction start dates. It was discussed that the CDA is trying to hit the market when costs will be most favorable.

6.41.1) **Public Hearing** (Resolution No. 25-15 added as agenda modification)  
Resolution No. 25-15: ESTABLISHING THE DATE FOR A PUBLIC HEARING REGARDING THE ADOPTION OF A HOUSING FINANCE PROGRAM FOR THE HENDERSON AND THE PLEDGE OF THE FULL FAITH AND CREDIT OF SCOTT COUNTY TO BONDS ISSUED TO FINANCE SUCH PROJECT  
Commissioner Robbins made a motion to approve Resolution No. 25-15. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

6.42) **River City Centre Master Lease Tenant (MLT)**  
Executive Director Jaffa reported that there has been no further follow-up from Mr. Dombrovski at this time on the request to reduce lease cost.

6.5) **First Stop Shop (FSS)**  
The Executive Director stated that it was determined that the First Stop Shop would continue to work out of the Government Center.

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

6.7) **SCALE Housing Initiative**  
Executive Director Jaffa briefed the Board on the SCALE Exec meeting on August 7. The action from that meeting was to begin developing information for City Councils to discuss how this initiative would help with their 2040 Comprehensive Planning.

### (7) NEW BUSINESS

7.1) **Liaison Report – Scott County Commissioner**  
Not present; no report.

### (8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) **Regular Meeting**  
4:00 p.m., September 8, 2015

8.2) **SPECIAL Meeting:**  
as needed
Commissioner Sotis made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:37 p.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.