BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
March 24, 2015

(1) CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order March 24, 2015, at 4:04 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL:

Commissioners present: District I, DeAnn Croatt
District II, Ben Zweben
District IV, Patti Sotis
District V, Jane Victorey

(District III, Vacant)

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

Others present: Teresa Crespo, Social Entrepreneur

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – March 24, 2015
Commissioner Sotis made a motion to approve the Regular Minutes of March 24. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
Modifications were presented at the table indicating a visitor would be present—Teresa Crespo, to give a presentation, and also that Item 6.5) FSS will be taken off Consent.

4.2) Consent Agenda
5.2, 5.3, 6.11, 6.12, 6.21
Commissioner Victorey had a question about Item 6.21 which staff will followup. Commissioner Sotis made a motion to approve the Consent Agenda with that note. Commissioner Zweben seconded the motion. Unanimous voice vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Zweben made a motion to approve the Check Registers in the amount of $389,949.57. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.
5.2)* **Procurement Summary**  
[Consent item; no discussion]

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

5.4) **Designated for Capital Expenditures**  
Finance Director Gulstad presented this item and went through the status of capital expenditures and also answered Commissioner questions. Commissioner Victorey made a motion to approve this report. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.5) **Agency 4th Qtr Financials**  
Finance Director Gulstad went over highlights of the report and answered Commissioner questions. Commissioner Victorey made a motion to approve the 4th Quarter Financials. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.6) **RESOLUTION NO. 07-15: APPROVING REVISED POST ISSUANCE POLICY FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS AND CONTINUING DISCLOSURE**  
Finance Director Gulstad indicated there was a revision in the policy to strengthen language for post issuance activities. Commissioner Zweber made a motion to approve Resolution No. 07-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.7) **RESOLUTION NO. 09-15 APPROVING AGREEMENT FOR MUNICIPAL ADVISORY SERVICES WITH SPRINGSTED INC.**  
Finance Director Gulstad indicated that this agreement goes in conjunction with the Post Issuance policy with regulations becoming stricter. Although Springsted has always performed these services for the CDA, their role now needs to be delineated in the form of a written agreement. Commissioner Victorey made a motion to approve Resolution No. 09-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.8) **Agency Financial Audit**  
It was provided for Commissioners’ information that the audit will occur the week of April 6.

(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) SC-CDA Development Activities

6.31) Mixed Use Concept – “The Henderson”
Executive Director Jaffa indicated that he has a meeting scheduled with Steve Dunbar, Dunbar Development/Ivy Properties, to discuss cost savings to revert the design back to all 55+ independent living.

6.32) River City Centre Master Lease Tenant (MLT)
As indicated on the Agenda Modification, Teresa Crespo gave a presentation on the bar/restaurant “River City Tavern” she would like to open in two of the retail spaces. She provided a handout. Ms. Crespo did not state an amount, but is requesting assistance with costs. After she was excused, it was determined that the Finance Committee would reconvene at a later date to discuss.

6.33) Kestrel Village
Executive Director Jaffa indicated that the property looked good; however, there is no interest by the CDA to purchase such a property at this time.

6.4) Families and Individuals Sharing Hope (FISH)
The Executive Director provided a brief update on FISH activities.

6.5) First Stop Shop (FSS)
This item was removed from the Agenda. Executive Director Jaffa indicated that the 2015 Economic Development Incentive Grant applications will be due April 10th, and suggested that Business Development Manager Crakes attend the next meeting to update the Board.

6.6) Commissioner District III Update
Executive Director Jaffa stated that he is waiting for feedback from Mike Beard on Commissioner possibilities, and called Jerry Hennen (former Scott County Commissioner) to ascertain his interest.

(7) NEW BUSINESS

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

7.2) RESOLUTION NO. 08-15 AUTHORIZING CONTRACT WITH SPRINGSTED INCORPORATED FOR POSITION CLASSIFICATION AND COMPENSATION UPDATE
Commissioner Sotis made a motion to approve Resolution No. 08-15. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., April 14

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 4:31 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary        4/15/15
Date