BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
June 9, 2015

(1) CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order June 9, 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 IV, Patti Sotis
District V, Jane Victorrey

Commissioner absent: District II, Ben Zweber

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

Others present: Andrew Berg, Abdo, Eick & Meyers
Steve Dunbar, Dunbar Dev/Ivy Properties

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – May 12, 2015
Commissioner Robbins made a motion to approve the minutes from the Regular meeting of May 12, 2015. Commissioner Sotis 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, 6.11, 6.12, 6.21, 6.32, 6.4, 6.6
Commissioner Robbins made a motion to approve the consent agenda.
Commissioner Sotis seconded the motion. Unanimous voice vote followed.
Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Victorrey made a motion to approve the check registers in the amount of $310,676.36. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.
5.2)* Procurement Summary  
[Consent item; no discussion]

5.3) Financial Audit Summary  
Mr. Andrew Berg, ABDO, EICK & MEYERS, LLP, started his presentation by stating that it was a completely clean audit. Mr. Berg went over each program area and gave a summary of the financial report for each. Mr. Berg and Finance Director Gulstad answered Commissioners’ questions. Commissioner Victorey made a motion to accept the Audit Report. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

5.4) RESOLUTION NO. 12-15: ADOPTING SCOTT COUNTY EMPLOYEE HEALTH CARE PACKAGE AND INCREASE OF MAXIMUM CONTRIBUTION TO FLEXIBLE SPENDING ACCOUNTS  
Finance Director Gulstad explained that the CDA participates in the employer/employee funded health care package available through Scott County; however, this has never formally been memorialized. In addition, the Scott County CDA’s flexible spending account maximum has increased. Commissioner Robbins made a motion to approve Resolution No. 12-15. Commissioner Sotis 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]

6.13) RESOLUTION NO. 13:15: AUTHORIZING APPROVAL TO ENTER INTO GRANT AGREEMENTS WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE AND EXECUTION OF AGREEMENTS AND ASSOCIATED DOCUMENTS  
Housing Director Siegert summarized the program and stated that there was an increase in funding for this biennium. Commissioner Robbins made a motion to approve Resolution No. 13-15. 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  
Steve Dunbar, Dunbar Development/Ivy Properties gave a report on the current configuration of the building, the work that is being done by the architect to prepare bid documents, and also informed the Board of the expected timeline. The bid set of drawings will be available to contractors on July 15, with a four week bidding timeframe. Executive Director Jaffa briefed the Board on the Dominion Group’s potential 55+ development in
Prior Lake called “The Grainwood”. Per the updated study by Maxfield Research, there will be market absorption for both this development and The Henderson.

6.32)* River City Centre Master Lease Tenant (MLT)  
[Consent item; no discussion]

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

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

6.6)* Senior Housing Tax Credit Legislative Request  
[Consent item; no discussion]

(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., July 14, 2015.

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 5:15 p.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary