CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order July 14, 2015, at 4:00 p.m. and led the Pledge of Allegiance.

ROLL CALL:

2.1) Housing Director Siegert introduced Susie Opperman, who started in June as a Housing Specialist. Susie shared with the Board some of her past work experience and her pleasure to be at the CDA. Welcome Susie!

Commissioners present: District I, DeAnn Croatt
District II, Ben Zweber
District III, Kent Robbins
District V, Jane Victorey
(Commissioner Victorey needed to leave at 5:15)

Commissioner absent: District IV, Patti Sotis

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Linda Janovsky, Recording Secretary
Susie Opperman, Housing Specialist
Nicole Randall, Section 8 Program Admin
Melissa Jensen, Homeownership Coordinator
Jessica Erickson, Homeownership Specialist

Others present: Jon Ulrich, Scott County Commissioner

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 Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

AGENDA ACTION(S)

4.1) Agenda Modifications
No agenda modifications were requested.

4.2) Consent Agenda
Commissioner Robbins made a motion to accept the Consent Agenda. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.
FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Victorey made a motion to approve the check registers in the amount of $590,582.08. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Procurement Summary

5.21) RESOLUTION NO. 14-15: AUTHORIZING AWARD OF BID FOR ATTIC INSULATION IN RENTAL ASSISTANCE DEMONSTRATION (RAD) HOUSING UNITS
Housing Director Siegert was in attendance to present this item. Commissioners’ questions were answered. Commissioner Robbins made a motion to approve Resolution No. 14-15. Commissioner Zweben seconded the motion. Unanimous roll call vote followed. Motion carried.

5.3) Budget/Levy Preparation Discussion
Executive Director Jaffa indicated that the maximum payable levy for the Scott County CDA is a 9.13% increase, which equates to an additional $230,000. The County has requested that the First Stop Shop be brought under the CDA budget, as SCALE anticipates bringing forth a housing initiative in which the CDA would receive funds in support of that project. The Executive Director asked Housing Director Siegert to brief the Board on the housing initiative. It was stated that this initiative would use “Collective Impact” for the framework and would be a big picture, asset based approach, whereby players from all sectors—housing, business, workforce, economic development, education/literacy, and transportation/mobility would be brought together. This initiative will be presented to the SCALE Executive Committee in August.

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) Family Self-Sufficiency
Nicole Randall, Section 8 Program Administrator, shared a great success story where a participant in the Family Self Sufficiency program, a single mom who is a voucher holder, was able to successfully utilize the self-sufficiency program. This mom was able to get an Associate degree and a good job where she received promotions. She graduated from the FSS program with almost $10,000 in her account. She is currently working to obtain homeownership through Habitat for Humanity, and studying to obtain her Bachelor’s degree.

6.2) Home Ownership Programs

6.21) Homeownership Programs Report
Melissa Jensen, Homeownership Coordinator, was in attendance and gave an update on program activities as well as explained the high
demand for Homebuyer Club grants this year; requesting an additional five grants, totaling $15,000. Commissioner Robbins made a motion to approve the additional funds. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

Jessica Erickson, Homeownership Specialist, shared a foreclosure prevention success story. A married couple had a very successful business and a nice home, with a large mortgage payment. As the recession dragged on, their business declined and they were down to very little income. They had missed a couple mortgage payments before contacting the CDA. Homeownership Specialist Erickson was able to counsel this couple, encouraging them to save money while their mortgage was in the process of being modified through a trial program with the lender. Homeownership Specialist Erickson stated this was a great experience, not only because the mortgage company did the modification quickly but also because the couple’s mortgage payment was cut in half, their business income has picked up, and they are able to stay in the home they have owned for 16 years.

6.3) Affirmatively Furthering Fair Housing
Housing Director Siegert explained HUD’s new ruling on this subject and the regional effort to analyze impediments to fair housing.

6.31) RESOLUTION NO. 15-15: AUTHORIZING ENTERING INTO A COOPERATIVE FUNDING AGREEMENT WITH THE FAIR HOUSING IMPLEMENTATION COUNCIL FOR A FIVE YEAR TERM
Commissioner Robbins made a motion to approve Resolution No. 15-15. Commissioner Zweben seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) SC-CDA Development Activities

6.41) The Henderson
Executive Director Jaffa stated that the bids would be available for contractors on July 15th and contractors have a 4 week bid timeframe.

6.42) River City Centre Master Lease Tenant (MLT)
Executive Director Jaffa stated that Steve Dombrovski, Master Lease Tenant, has again requested that the CDA lower the per square foot lease rate. The Executive Director suggested that a third party, such as an audit firm, assess the profit/loss margin for the master lease space. After Commissioners’ discussion, Commissioner Robbins made a motion to approve engaging an auditing firm for this purpose. Commissioner Zweben seconded the motion. Unanimous roll call vote followed. Motion carried.

Executive Director Jaffa also briefed the Board on the possibility of the First Stop Shop using office space at River City Centre. If this would occur, the Open to Business program could office there as well, with the opportunity for a small business entrepreneur to use “incubator” space.

6.5) First Stop Shop (FSS)
An “Open to Business” update was handed out at the meeting along with an explanation of the information provided by Business Development Manager Crakes.
6.6)* Families and Individuals Sharing Hope (FISH)
[Consent item; no discussion]

(7) NEW BUSINESS

7.1) Liaison Report – Scott County Commissioner
Scott County Commissioner Ulrich was in attendance and explained that an effort
to bring representational equality to the Met Council continues. In addition,
planning is underway to identify road projects that could be funded with the half
cent sales tax. Commissioner Ulrich also commented that FISH activities are
going well, and the 2nd Thursday meetings are well attended.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., July 14, 2015
8.2) Finance Committee TBD - 7/27 or 7/28?
8.3) SPECIAL Meeting: as needed

(9) ADJOURN
Commissioner Robbins made a motion to adjourn the Meeting of the Scott County CDA
Board of Commissioners at 5:30 p.m. Commissioner Zweber seconded the motion.
Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary  Date