BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
May 10, 2016

(1) CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order May 10, 2016, at 4:10 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

Staff present: Bill Jaffa, Executive Director
Terri Gulstad, Finance Director
Jessica Erickson, Homeownership Specialist
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 – April 12, 2016
Commissioner Robbins made a motion to approve the Regular Minutes of April 12, 2016. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)
4.1) Agenda Modifications
No agenda modifications were requested.

4.2) Consent Agenda
5.2, 6.11, 6.12, 6.4, 6.52, 5.5, 6.6
Commissioner Zweber 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 Victorey made a motion to approve the Check Registers in the amount of $259,500.65. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.
5.2)* Procurement Summary
   [Consent item; no discussion]

5.3) Development Reports – FY2016 – Qtr 1
Lorien Mueller, Regional Property Manager, Great Lakes Management, provided the following summary on the 55+ properties and answered Commissioners questions.

- All buildings are 100% leased, and 97-100% occupied.
- All buildings are meeting operating goals, except for River City Centre because of a TIF payment.
- The smoke-free policy in all buildings is going well.
- The yearly resident satisfaction survey will be distributed to residents soon.
- Great Lakes is still working on the cabinet delamination issue at Brentwood Court.
- Great Lakes is setting up the stucco repair work for The Hamilton.
- Northridge Court will undergo some outdoor work including remediating several bird nests on deck ledges.
- Philipp Square has had Magic Pak inspections and several are in need of replacement.
- The Henderson has 136 people on the interest list and 30 people have returned questionnaires stating that they would like to move in as soon as the building is completed. A reservation event will occur on June 8th for those that returned their questionnaire so they can look at the floor plans and choose their preferred unit.

Commissioner Robbins made a motion to approve the 1st Qtr 2016 budget reports as presented. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

5.4) 2016 First Quarter Agency Financials
Finance Director Gulstad presented the 1st Quarter Agency financial report stating that there were no big bumps and everything went as expected. Finance Director Gulstad answered Commissioner questions. Commissioner Victorey made a motion to accept the 1st Quarter 2016 report. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

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

(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
Jessica Erickson, Homeownership Specialist with the Scott County CDA, provided the Scott County CDA Board an update on the number of home foreclosures at the meeting on May 10. Homeownership Specialist Erickson stated that according to an April 2016 Star Tribune article, foreclosures have decreased by approximately 14% across the metro since the last count in 2015. While this decrease is encouraging, Homeownership Specialist Erickson indicated that the CDA foreclosure counselors continue robust outreach efforts to connect with as many homeowners as possible who are facing foreclosure. This outreach consists of mailings, personal phone calls, holding monthly Foreclosure Prevention Workshops, and being available for drop-in clients or one-on-one appointments. The Scott County CDA has an excellent success rate in assisting homeowners avoid foreclosure. Homeownership Specialist Erickson communicated how rewarding it is to help a distressed homeowner.

6.22) Excellence in Service Award
Executive Director Jaffa asked Assistant Housing Director Jensen to stop in to the meeting so that receipt of the Excellence in Service Award from the Homeownership Center could be acknowledged by the Board. The Commissioners congratulated her on this achievement.

6.3) Liaison Report – Scott County Commissioner
Scott County Commissioner Jon Ulrich stated that the SCALE 50x30 retreat was very well attended. Work continues to get better representation for Scott County on the Met Council Board. Lastly, Commissioner Ulrich indicated that FISH has two exciting initiatives it will be undertaking—a prayer breakfast with community Churches hosting on a rotating basis and also sponsoring a job fair.

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

6.5) SC-CDA Development Activities

6.51) The Henderson
The Henderson was discussed in the Great Lakes Report given in Item 5.

6.52)* The Hamilton Water Intrusion
[Consent item; no discussion]

6.53) Shepherd’s Path Lifecycle Housing Campus
Executive Director Jaffa indicated that the CDA is still waiting for some information from Shepherd’s Path which is needed for the completion of the appraisals. He stated that a meeting with Ron Clark will take place to ascertain their interest in potentially looking at part of Parcel A for a tax credit development.

6.6)* Families and Individuals Sharing Hope (FISH)
[Consent item; no discussion]
6.7) First-time Homebuyer New Construction – Pilot
No further information was available at the time of the meeting.

6.8) NALHFA
Commissioner Robbins briefed the Board on the NALHFA conference. The session he moderated was very well attended. The Commissioner provided a handout on a session he thought provided excellent information on the big picture housing market. He also stated he was thanked personally and in writing from NALHFA for the success of the session and the CDA’s participation.

(7) NEW BUSINESS

7.1) Legislative Bonding Request
Executive Director Jaffa indicated that he had reached out to Senators and House Representations requesting their support for this funding to maintain and increase affordable housing in the State.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., June 14, 2016

8.2) SPECIAL Meeting: as needed

8.3) Commissioners checked their calendars and it was determined the following meetings will be rescheduled:

- The August 9 meeting (primary elections) has been rescheduled to August 10.
- The November 8 meeting (general election) has been rescheduled to November 15.

(9) ADJOURN
Commissioner Croatt made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:25 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Zwebber, Secretary

Recording Secretary  Date