SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
323 South Naumkeag Street, Shakopee, MN 55379
Phone: (952) 402-9022 / Fax: (952) 496-2852

BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
April 12, 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 April 12, 2016, at 4:00 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

Commissioners absent: District II, Ben Zweber
District V, Jane Victorey (could not attend due to work)

Staff present: Bill Jaffa, Executive Director
Terri Gulstad, Finance Director
Stacy Crakes, Business Development Director
Linda Janovsky, Recording Secretary

Others Present Bruce Loney, Shakopee Public Works Director
Samantha DiMaggio, Shakopee Community Development Coordinator

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – March 8, 2016
Commissioner Robbins made a motion to approve the Regular Minutes of March 8, 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, 6.21, 6.52
Commissioner Sotis made a motion to approve the Consent Agenda. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.
FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Robbins made a motion to approve the check registers in the amount of $387,943.03. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) Agency Financial Audit Update
Finance Director Gulstad proclaimed “best audit ever!” It was stated that Andrew Berg from Abdo Eick Meyer will be at the June board meeting to summarize the audit. (The Board gave Finance Director Gulstad a round of applause for her good work.)

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]

Commissioner Robbins made a motion to approve Resolution No. 11-16. Commissioner Sotis seconded that motion. Unanimous roll call vote followed. Motion carried.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report
[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner
Not present at this meeting.

6.4) First Stop Shop (FSS)
[this item was taken before item 5.1 to accommodate guests]
Bruce Loney, Shakopee Public Works, and Samantha DiMaggio, Economic Development Coordinator, were in attendance to present the CR 83 (169 & Canterbury Road) study in the City of Shakopee which was funded by the 2014 Corridor Readiness Grant. They stated the study was not only an excellent tool to assess future road configurations in this very congested part of Shakopee, but also brought together businesses in the area to communicate on this subject and others. Canterbury, which may be most affected by any road modifications has been very open and amenable to the process.
Business Development Director Crakes provided an update on the Open to Business program and its success over the last several months. Christine Pigsley, who worked with clients in Scott County, has taken a professorship position. She will be missed but Business Development Director Crakes stated a good replacement has been found, and hopefully Ms. Pigsley will continue in a knowledge-transfer role for a little while.

Business Development Director Crakes updated on other activities the FSS has been involved in, including the 50x30 SCALE initiative.

6.5) SC-CDA Development Activities

6.51) The Henderson
Executive Director Jaffa indicated that construction is on/or ahead of schedule and the interest list is up to 115 people. The Executive Director explained the “pet friendly” policy that Great Lakes is proposing and there was a consensus among Commissioners that it is a good idea.

6.52)* The Hamilton Water Intrusion
Nothing new to report at this time.

6.53) Shepherd’s Path Lifecycle Housing Campus
Executive Director Jaffa summarized the meeting that was held with the Shephard’s Path staff and committee on April 1. He felt it was a successful meeting and Pastor Dan has expressed his excitement with the concept. Commissioner Sotis stated that the Executive Director gave an excellent presentation on what the CDA does. It is both the Executive Director and Commissioner Sotis’ understanding that the Pastor was going to have a committee meeting later in April and would respond with the next steps at that time. The appraisals for the property should be done within the next few weeks.

6.6) Families and Individuals Sharing Hope (FISH)
Executive Director Jaffa stated that the new Executive Director is settling into her role.

6.7) First-time Homebuyers Opportunities
Commissioner Croatt made a motion to continue the development of a program to construct a house on a single family lot the Agency owns in New Prague for a first time homebuyer pilot project. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

6.8) NALHFA Presentation
Commissioner Robbins handed out the presentation he will give at the NALHFA Conference and briefly stated who attends the conferences and the opportunity to expose the CDA/Henderson to a national audience.

(7) NEW BUSINESS

(none at this time)
(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., May 10, 2016

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 5:37 p.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Patti Sotis, Vice Chair

Recording Secretary 5/10/16 Date