SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
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BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
March 14, 2017

(1) CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order at 4:01 p.m. on March 14, 2017, and led the Pledge of Allegiance.

Executive Director Jaffa called Pam Hinze and Andrea Ulstrom, Administrative Services, in to the meeting to share information on a poster contest held at the Agency for entry in to the “What Housing Means to Me” National contest.

(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
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director
Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Commissioner – Liaison
Craig Jenson, Scott County Transportation Department
Mary Bujold, President, Maxfield Research

(1) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting Minutes – February 14, 2017
Commissioner Robbins made a motion to approve the Minutes of February 14, 2017. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

(2) AGENDA ACTION(S)

4.1) Agenda Modifications
Chair Croatt noted that items will be moved around to accommodate guests.

4.2) Consent Agenda
Commissioner Zweber made a motion to accept the Consent Agenda. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
5.1) Payment of Bills
Commissioner Robbins made a motion to approve the check registers in the amount of $324,678.18. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) RESOLUTION NO. 07-17: AUTHORIZING REVISED 2017 BUDGET BELLE HAVEN/BRITLAND APARTMENTS
Finance Director Gulstad summarized the ongoing issues with Rural Development in consolidating the budgets—policy allows this but Rural Development’s computer system does not. Commissioner Robbins made a motion to approve Resolution No. 07-17. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) RESOLUTION NO. 08-17: APPROVING PERMANENT TRANSFERS
Finance Director Gulstad answered Commissioners questions. Commissioner Robbins made a motion to approve Resolution No. 08-17. Commissioner Victorey 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]

6.2) Home Ownership Programs

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

6.3) Liaison Report – Scott County Commissioner
Commissioner Ulrich updated the Board on upcoming road projects in the County, the FISH Annual Retreat, and the 50x30 Retreat.

6.4) First Stop Shop (FSS)
Stacy Crakes, Business Development Director, introduced the following presenters: Craig Jenson, Scott County Transportation Planner, and Mary Bujold, President, Maxfield Research.

6.4.1) Highway 169 Frontage Road Study – 2015 EDI Grant Completion Report
Craig Jenson presented the Preliminary Concept for US 169/TH 41/CSAH 78 Interchange and planned frontage road access. Mr. Jenson answered Commissioners’ questions and thanked the Board for the grant which allowed this study to take place.
6.5) Maxfield Research Studies
Mary Bujold was in attendance to present the findings of the Commercial/Industrial Demand Analysis that was completed in February 2017. Ms. Bujold went over current and projected demographics, occupations and mobility, consumer expenditures/retail supply & demand, commercial/industrial demand and key takeaways. Ms. Bujold indicated she would be presenting to the SCALE Tech Team the next day and to SCALE in May. Ms. Bujold answered Commissioners’ questions. The entire study and presentation materials can be found here: http://www.scottcda.org/page.php?id=5

6.5) SC-CDA Development Activities

6.51) The Henderson
Executive Director Jaffa indicated there was nothing new to report.

6.52) First-Time Homebuyer New Construction – Pilot
Assistant to ED Janovsky indicated that a purchase offer was received from a first time homebuyer couple. They are using Rural Development financing which gives them a low interest rate and requires 0% down payment. Tentative closing date is set for April 26.

6.53) Pike Lake Marsh (Prior Lake) Tax Credit Development (Ron Clark)
Executive Director Jaffa indicated that a public hearing will take place on March 27, 2017, for the Council to take comments and vote on the tax increment financing for this development, which had preliminary approval in 2015.

Excerpt from City of Prior Lake Council Agenda:
The Pike Lake Marsh project received approval of a Conditional Use Permit for a Multiple Family Dwelling on May 4, 2015. On May 11, 2015, the Prior Lake City Council provided a nonbinding preliminary approval for the creation of a Housing TIF District in support of the proposed multifamily housing project for $600,000 and a maximum 15-year term (Res. 15-083). On this basis, the developer sought and was approved for housing tax credits. On May 26, 2015, the City Council approved the Pike Lake Preliminary Plat and City Council considered the Final Plat and wetland replacement plan earlier on this meeting as part of the consent agenda.

Housing Director Siegert briefed the Board on the state of Low Income Housing Tax Credits (LIHTC) which has historically had a good return for investors, but unfortunately, this has changed.

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

6.7) River City Centre Master Lease Tenant (MLT)
Executive Director Jaffa summarized the communication with Barbara Portwood, Bond Counsel, indicating expense and difficulty prohibits the Agency from conveying the retail space to the MLT, either by creating a Common Interest Community or conveying fee title. Executive Director Jaffa would like to meet with the City, and the Board agreed, to ensure they are in the loop before providing information to the MLT.

6.8) National Association of Local Housing Finance Agencies (NALHFA)
[Consent item; no discussion]
NEW BUSINESS

7.1) Louisiana Lofts (Savage) Tax Credit Development (MWF Properties)
Housing Director Siegert indicated that MWF will be at the April meeting to present
their development for which they plan to submit a Low Income Housing Tax Credit
application to Minnesota Housing Finance by the due date in June.

7.2) Life Cycle Housing Educational Presentation to Cities
Business Development Director Crakes indicated that these presentations will be
individualized per City and interactive to help the cities tie jobs and housing together in
their planning. (The city presentation schedule was provided to Commissioners via
email after the meeting). Commissioner Sotis indicated that she attended the 50x30
Retreat and thought the Committee did a great job.

SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting April 11, 2017

8.2) SPECIAL Meeting: as needed

ADJOURN
Commissioner Sotis made a motion to adjourn the Meeting of the Scott County CDA Board of
Commissioners at 5:48 p.m. Commissioner Zweber seconded the motion. Unanimous voice
vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary 4/12/17

Date