CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order December 12, 2016, at 10:32 a.m. and led the Pledge of Allegiance.

ROLL CALL
Commissioners present: District I, DeAnn Croatt
                       District III, Kent Robbins
                       District IV, Patti Sotis
                       District V, Jane Victorey

Commissioners absent: District II, Ben Zweber

Staff present: Bill Jaffa, Executive Director
              Terri Gulstad, Finance Director
              Julie Siegert, Housing Director
              Stacy Crakes, Business Development Director
              Jo Foust, Business Development Specialist
              Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Commissioner

2.1) Business Development Director Crakes introduced new employee, Jo Foust. Ms. Foust provided the Board with some information on her background including her work as a consultant with several cities, including some in Scott County. The Commissioners introduced themselves and welcomed Jo on-board.

MINUTES SUBMITTED FOR APPROVAL
3.1) CDA Regular Meeting – November 15, 2016
Commissioner Robbins made a motion to approve the Minutes of November 15, 2016. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

AGENDA ACTION(S)
4.1) Agenda Modifications
Executive Director Jaffa requested 7.2) River City Centre Master Lease Tenant be added to the agenda. Commissioner Victorey made a motion to approve the agenda modification. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
4.2) **Consent Agenda**
5.2, 6.11, 6.12, 6.13, 6.14, 6.21, 6.52, 6.6
Commissioner Robbins made a motion to approve the consent agenda. Commissioner Victorey 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 $96,484.54. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

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

5.3) **RESOLUTION NO. 35-16: AUTHORIZING FY 2016 WRITE OFF OF UNCOLLECTED TENANT ACCOUNTS RECEIVABLE**
Housing Director Siegert answered Commissioners questions about this item. Commissioner Robbins made a motion to approve Resolution No. 35-16. 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) **Public Housing Utility Allowances**
[Consent item; no discussion]

6.14) **Public Housing Flat Rents**
[Consent item; no discussion]

6.2) **Home Ownership Programs**

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

6.22) **RESOLUTION NO. 34-16: Authorizing Participation in the Minnesota Cities Participation Program (MCPP) for 2017, Managed by Minnesota Housing**
Commissioner Sotis made a motion to approve Resolution No. 34-16. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.
6.3) **Liaison Report – Scott County Commissioner**

Commissioner Ulrich updated the Board on a new bus route—495, which will provide roundtrips to Shakopee from the Mall of America (and other stops in between) to bring employees to Amazon and other large employers in Shakopee. Commissioner Ulrich also discussed a new governance model for the Met Council which will be one of the County’s legislative priorities in 2017.

6.4) **First Stop Shop (FSS)**

Business Development Director Crakes indicated that the Finance Committee—Commissioners Victorey and Robbins, met to review the Economic Development Incentive (EDI) grant applications. Five Corridor Readiness grant applications and no technical assistance grant applications were received (some cities were not eligible to submit technical assistance applications this year). The Committee approved all five Corridor Readiness projects for grant funding. Business Development Director Crakes indicated that these projects will move more land closer to shovel-ready status. Commissioner Victorey commented that the matching funds that the cities provide amplify the impact of the project activity. Commissioner Robbins indicated that all the projects will benefit the communities.

Business Development Director Crakes also updated the Board on the business accelerator brainstorming session that will occur with interested cities, and that the FSS will be moving to unused office space in Technology Village in Prior Lake City Hall.

6.5) **SC-CDA Development Activities**

6.51) **The Henderson**

   Executive Director Jaffa indicated that things continue to go well at the new building.

6.52)* **First-Time Homebuyer New Construction – Pilot**

   [Consent item; no discussion]

6.6)* **Families and Individuals Sharing Hope (FISH)**

   [Consent item; no discussion]

6.7) **Maxfield Housing Study and Commercial Industrial Studies**

   Executive Director Jaffa indicated that Mary Bujold of Maxfield presented the Housing Study at the SCALE meeting on December 9, 2016. The Commercial/Industrial study is currently under review by the SCALE Tech Team/city staff.

(7) **NEW BUSINESS**

7.1) **2016 Year in Review & 2016 Management Indicators & Fiscal Year 2017 Agency Goals**

   Executive Director Jaffa indicated that this was provided for the Commissioners’ review.

7.2) **River City Centre Master Lease Tenant**

   This item was added to the agenda. Executive Director Jaffa indicated that he received a request from the Master Lease Tenant to purchase River City Centre in whole or in part (commercial space). Commissioners Robbins and Sotis indicated that they were not supportive of a request to sell the residential portion of the building. Commissioner
Croatt and Victorey did not feel a sale of the property would benefit the CDA. Executive Director Jaffa indicated that he would contact Barbara Portwood, Bond Counsel with Stinson Leonard to see if it was possible to sell the property with the outstanding bonds and/or what type of arrangement may work for the commercial property.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular & ANNUAL January 10, 2017
8.2) Personnel Committee December 13, 2016
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 11:57 a.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

Chair

Vice Chair

Recording Secretary  Date