BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
December 7, 2015

(1) CALL TO ORDER
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order December 7, 2015, at 10:03 a.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
Julie Siegert, Housing Director
Linda Janovsky, Recording Secretary

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – November 10, 2015
Commissioner Robbins made a motion to approve the Minutes of November 10. Commissioner Zweber 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, 6.13, 6.21)
Commissioner Robbins 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 $220,154.25. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary
[Consent item; no discussion]
5.2) **RESOLUTION NO. 35-15: ADOPTING REVISED PROCUREMENT POLICY**
Executive Assistant Janovsky indicated that a change in federal regulations made revision necessary, with HUD requiring submittal of an updated policy by December 31, 2015. Commissioner Robbins made a motion to approve Resolution No. 35-15. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) **RESOLUTION NO. 37-15: AUTHORIZING FY 2015 WRITE OFF OF UNCOLLECTED TENANT ACCOUNTS RECEIVABLE**
Per request by Chair Croatt, Housing Director Siegert gave a brief history of uncollected tenant accounts receivables for the last several years, and indicated that although these rents are being written off the books, a process to collect from tenants through Revenue Recapture (income tax refunds) or through a collection agency (workforce rentals) is performed, and has a good success rate. Commissioner Victorey made a motion to approve Resolution No. 37-15. Commissioner Zweber 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 Resident-Purchased Utilities**
[Consent item; no discussion]

6.2) **Home Ownership Programs**

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

6.22) **RESOLUTION NO. 36-15: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2016**
Executive Assistant Janovsky indicated that this is the yearly program offered by the MHFA to provide low interest first time homebuyer loans to residents of Scott County through participating lenders. Counties that participate are allocated funds on a per capita basis. This program is marketed through the agency’s home buyer programs. Commissioner Robbins made a motion to approve Resolution No. 36-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) **SC-CDA Development Activities**

6.31) **The Henderson**
Executive Director Jaffa stated that the groundbreaking had an excellent turn out and that construction is on-track. Commissioners’ questions were answered regarding the interest list for The Henderson and rental marketing.
6.32) River City Centre Master Lease Tenant (MLT)
Executive Director Jaffa explained that an update was received from the County, which was handed out at the meeting. Terrance Chaka, Assessment Appeals Coordinator, provided the estimated payable tax for 2017 and also noted that Suntide’s tax appeals for previous years have been settled with Scott County Taxation. Commissioner Robbins made a motion to affirm the agreement with Suntide that going forward the split between the land valuation and the commercial space will be 30% land and 70% commercial. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

SCOTT COUNTY CDA - ESTIMATED PAYABLE 2017 TAX BILL
P: 270010340

| Land       | $855,000 |
| Building   | $0       |
| Total Market Value: | $855,000 |
| Times: Effective Tax Rate: | 3.84% |
| Estimated Real Estate Tax Bill | $32,841 |

6.4) First Stop Shop (FSS)
Executive Director Jaffa referred to the Jordan Downtown project as a very successful example of the TAP/Corridor Readiness grants

6.5) Families and Individuals Sharing Hope (FISH)
Executive Director Jaffa indicated that Scott County Employee Relations had recommended a pool of nine candidates and after a full day of interviewing, one conditional candidate was selected.

(7) NEW BUSINESS

7.1) Liaison Report
Scott County Commissioner Ulrich was not present.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Annual Meeting                                    January 12, 2016, 4:00 p.m.
8.2) Greentree Development Corporation – Annual Meeting     January 12, 2016, at or after 4:00 p.m.
8.3) Regular Meeting                                         January 12, 2016, at or after 4:00 p.m.
8.4) Personnel/Admin Committee                            December 17, time changed to 2:00.
8.5) SPECIAL Meeting                                        as needed

(9) ADJOURN
Commissioner Croatt made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 11:14 a.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.