BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING AND PUBLIC HEARING
September 8, 2015

(1) CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order September 8, 2015, at 4:04 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 Victor

Staff present: Bill Jaffa, Executive Director
Terri Gulstad, Finance Director
Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Board Liaison
Kathy Aho, Springsted Inc.
Tom Terry, Elko New Market City Administrator

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – August 11, 2015
Commissioner Robbins made a motion to accept the Minutes of the August 11, 2015 meeting. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
A request to modify the agenda to add items 6.13 and 6.5.1 was on the table.
Commissioner Zweber made a motion to accept the agenda with those modifications. Commissioner Victor made the second motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda
6.11, 6.12, 6.21, 6.42
Commissioner Robbins made a motion to approve the consent agenda. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.
FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Victorey made a motion to accept the check registers in the amount of $301,513.64. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Procurement Summary

5.2.1) RESOLUTION NO. 26-15: AUTHORIZING AWARD OF BID FOR BRITLAND APARTMENTS SIDING REPLACEMENT
There were errors in the listing of bids received in the Resolution provided in the board packet. The Resolution was corrected before the meeting. The corrected copy was acted on and will be in the official record. Commissioner Robbins made a motion to approve Resolution No. 26-15. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

5.3) Summary of County Board Presentation Levy/Budget
Executive Director Jaffa gave a brief update, stating that the presentation went very well and favorable comments about the CDA were made by County Board members.

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) Item added to agenda: Resolution No. 30-15: AMENDING RESOLUTION NO. 13-15 AUTHORIZING APPROVAL TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE AND EXECUTION OF AGREEMENTS AND ASSOCIATED DOCUMENTS
Commissioner Robbins made a motion to approve Resolution No. 30-15. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Home Ownership Programs

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

6.4) SC-CDA Development Activities

6.41) The Henderson

6.42.1) OPEN PUBLIC HEARING - HOUSING FINANCE PROGRAM FOR THE SHAKOPEE SENIOR HOUSING DEVELOPMENT PROJECT
Commissioner Robbins made a motion to open the Public Hearing at 4:12 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

6.52.2) PUBLIC HEARING
No one from the public was present.

6.52.3) CLOSE PUBLIC HEARING
Commissioner Robbins made a motion to close the public hearing at 4:15. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

Kathy Aho from Springsted presented a handout and went through the details of the finance program and bond issuance. The handout is attached to these minutes.

6.52.4) RESOLUTION NO. 29-15: ADOPTING A HOUSING FINANCE PROGRAM FOR THE SHAKOPEE SENIOR HOUSING DEVELOPMENT PROJECT
Commissioner Sotis made a motion to approve Resolution No. 29-15. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

6.52.5) RESOLUTION NO. 28-15: AUTHORIZING THE ISSUANCE AND SALE OF GOVERNMENTAL HOUSING DEVELOPMENT BONDS (SCOTT COUNTY, MINNESOTA UNLIMITED TAX GENERAL OBLIGATION), SERIES 2015, AND APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS IN CONNECTION THEREWITH
Commissioner Robbins made a motion to approve Resolution No. 28-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.52.6) RESOLUTION NO. 27-15: APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF A CONSTRUCTION CONTRACT FOR THE HENDERSON SENIOR HOUSING DEVELOPMENT PROJECT
Commissioner Robbins made a motion to approve Resolution No. 27-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.42)* River City Centre Master Lease Tenant (MLT)
[Consent Item; no discussion]

6.5) First Stop Shop (FSS)

6.5.1) This item was added to the agenda: Tom Terry, City Administrator, City of Elko New Market, was in attendance to update on the outcome of the 2014 project that received an Economic Development Assistance (Corridor Readiness) grant--I-35/CSAH 2 SE Quadrant Environmental Study (a handout was provided). Mr. Terry thanked the CDA for providing this grant opportunity and stated that it helped the City, with leveraged funds from the City itself and Ryan Companies, to be prepared with pad ready commercial sites.
6.6) Families and Individuals Sharing Hope (FISH)
Scott County Commissioner Ulrich explained that former Executive Director Loechler resigned due to a once in a lifetime scholarship opportunity for a Master’s program at Rutgers University. Commissioner Ulrich and Executive Director Jaffa briefed the Board on the search that will be underway to select a new Executive Director.

6.7) Brentwood Court Debt Service
This information was provided in response to Commissioner’s question at the previous meeting.

(7) NEW BUSINESS

7.1) Liaison Report – Scott County Commissioner
Scott County Commissioner Ulrich provided the Board an update on road projects that might be accomplished with the transportation sales tax, and that the Southwest Reconnection Project (Hwy 101 River Bridge) should be complete in November. Additionally, the Commissioner stated that there have been some improvements to Clearly Lake and Cedar Lake parks.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting & Public Hearing
4:00 p.m., October 13, 2015

8.2) The Henderson Groundbreaking
10:30 a.m., Wednesday, October 21

8.2) SPECIAL Meeting:
as needed

(9) ADJOURN
Commissioner Robbins made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:55 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary