BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
April 14, 2015

(1) CALL TO ORDER

Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order April 14, 2015, at 4:02 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL:

Commissioners present: District I, DeAnn Croatt
                        District II, Ben Zweber
                        District IV, Patti Sotis
                        District V, Jane Victorey

(District III, Vacant)

Staff present: Bill Jaffa, Executive Director
               Stacy Crakes, FSS Business Dev Manager
               Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County CDA Liaison

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – April 14, 2015
Commissioner Zweber made a motion to approve the minutes from the Regular meeting of April 14, 2015. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
No agenda modifications requested.

4.2) Consent Agenda
Commissioner Victorey 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 $281,103.12 as presented. 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**

Executive Director Jaffa indicated that the audit went well with no findings. Andrew Berg from Ebdo Eick & Meyers will attend the June Board Meeting to provide a report.

(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) **RESOLUTION NO. 10-15: ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER AND PUBLIC HOUSING PROGRAMS EFFECTIVE MARCH 6, 2015.**

Commissioner Sotis made a motion to approve Resolution No. 10-15. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried. [Resolution provided in packet had wrong Resolution Number. This was corrected.]

6.2) **Home Ownership Programs**

6.21)* **Homeownership Programs Report**

[Consent item; no discussion]

6.3) **SC-CDA Development Activities**

6.31) **The Henderson**

The Executive Director has authorized the project coordinator to work with UrbanWorks Architecture to develop construction drawings.

6.32) **River City Centre Master Lease Tenant (MLT)**

Executive Director Jaffa indicated that because of the adverse effects a bar/restaurant will have on the safety of the tenants as well as quiet enjoyment of the residential space, he has instructed attorney, Barbara Portwood, to draft a letter to formally notify the Retail Master Lease Tenant that this use would not be acceptable.

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

[Consent item; no discussion]

6.5) **First Stop Shop (FSS)**

Stacy Crakes, First Stop Shop Business Development Manager, presented a summary of the projects that were submitted for funding in the 2015 Economic Development Incentive (EDI) program, both for the corridor readiness category and the technical assistance category. Manager Crakes indicated that it will be a competitive process as the amount requested exceeds the money available. The evaluation by the Grant Committee will be fast-tracked due to grant applicants requesting notification of funding (or non-funding) as soon as possible so they can plan their project accordingly. Commissioner Sotis made a motion to authorize the Grant Committee to proceed with the rating process and for Manager Crakes to provide notification of funding awards following the Committee’s meeting on Friday. Commissioner Victorey seconded this motion.
Unanimous voice vote followed. Motion carried. Manager Crakes also answered Commissioners' questions regarding the status of 2014 grants.

6.6) **Commissioner District III Update**
The Executive Director indicated that he, Commissioner Croatt, and former Commissioner Amundson had lunch with Kent Robbins to introduce themselves and discuss CDA activities/programs. Commissioner Croatt stated that Mr. Robbins will bring a lot of knowledge on affordable housing to the CDA Board.

(7) **NEW BUSINESS**

7.1) **Liaison Report – Scott County Commissioner**
Commissioner Ulrich was in attendance and reported that he was nominated as the SCALE Chair this year. He is posing the question to members: “what should we work on?” The Commissioner also indicated that a County Board vote on the ½ cent sales tax for transportation will happen soon. He explained that projects have to be identified that will be specifically funded by the tax as well as length of time it will take this tax to pay for them (i.e. after a certain number of years, the tax will expire).

7.2) **Prior Lake Tax Credit Development – Ron Clark Construction**
Executive Director Jaffa explained that consultant and staff from Ron Clark Construction met with him and CDA staff to ascertain if the CDA would be supportive of a tax credit development (68 units) in Prior Lake (Pike Lake Marsh). Ron Clark staff indicated that they were well along in the planning process, and the housing tax credit application is due to Minnesota Housing in June. To score maximum points, Ron Clark Construction needs local support. To this end, they are working with the City to obtain TIF assistance, and are also asking the CDA to provide a deferred loan to make their application as strong as possible. Ron Clark Construction will give a presentation on the project at the May meeting.

(8) **SET NEXT MEETING DATE, TIME AND PLACE**

8.1) **Regular Meeting** 4:00 p.m., May 12

8.2) **SPECIAL Meeting:** as needed

(9) **ADJOURN**
Commissioner Victorey made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:35 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Jane Victorey, Secretary

Recording Secretary  Date