BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING AND PUBLIC HEARING
October 13, 2015

(1) CALL TO ORDER
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order October 13, 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 III, Kent Robbins
District IV, Patti Sotis
District V, Jane Victorey

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Renee Christianson, FSS Business Dev Analyst
Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Board Liaison
Andrew Barbey, Planner-City of Jordan
Michael Johnson, Administrator-City of New Prague
Ken Ondich, Planner-City of New Prague
Holly Kretz, Administrator-City of Belle Plaine
Cynthia Smith Strack, Community Dev-City of Belle Plaine
Dan Rognes, Community Dev-City of Prior Lake

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – September 8, 2015
Commissioner Robbins made a motion to approve the minutes of September 8, 2015. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
No modifications were requested.

4.2) Consent Agenda
5.2, 6.11, 6.12, 6.21, 6.6
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 Zweben made a motion to approve the check registers in the amount of $144,567.24. Commissioner Victorey seconded the motion. Unanimous roll call vote followed. Motion carried.

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

(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. 31-15: ADOPTING REASONABLE CHILDRENS ALLOWANCES FOR SCOTT COUNTY SECTION 8 AND PUBLIC HOUSING PROGRAMS EFFECTIVE NOVEMBER 1, 2015.
Commissioner Sotis made a motion to approve Resolution No. 31-15. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) RESOLUTION NO. 32-15: ADOPTING NEW PAYMENT STANDARDS FOR SECTION 8 PURSUANT TO HUD’S FAIR MARKET RENT LIMITS
Commissioner Robbins made a motion to approve Resolution No. 32-15. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Home Ownership Programs

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

6.3) SC-CDA Development Activities

6.31) The Henderson
The Executive Director stated that he and Finance Director Gulstad were involved in Standard & Poor’s visit to the County, which resulted in the County’s bond rating being raised to AAA. Executive Director Jaffa stated this had a tremendous effect on financing costs, lowering the annual contribution from an anticipated amount of $150,000 to an actual amount of $105,000. It was noted that the groundbreaking had been rescheduled to October 28, 2015.
6.32) **River City Centre Master Lease Tenant (MLT)**
Executive Director Jaffa informed the Board that he and staff had a meeting with the County taxation/appeals/attorneys as the MLT has petitioned the Court for the last 6 years (2009-2014) regarding the amount of tax they pay. The County personnel explained it was a two-fold problem: 1) the valuation of the building itself (county); and 2) the percentage that is allocated to the retail space versus the residential (PILOT) and land (CDA). After much discussion, it was the Executive Director’s recommendation to lower the building value to the MLT’s request of $1.75 Million. This would shift the taxes to the CDA’s land portion by an additional $31,433/year (using payable 2015). It would be expected with this decrease, the MLT will no longer have an issue with the valuation (county) since the CDA will be paying the taxes for any valuation greater than this. The issue of six years of filed tax petitions will still need to be resolved. Commissioner Robbins made a motion to authorize the Executive Director to adjust the allocation to the land for any value of the retail portion of the building over $1.75 million. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

6.4) **First Stop Shop (FSS)**
Personnel from the below cities provided an update on the projects completed with funds from the 2014 Economic Development Incentive (EDI) Corridor Readiness and/or Technical Assistance Grants. Business Development Analyst Christianson summarized the good work that was being done with the grant funds.

- **Jordan: Downtown Master Plan Vision Implementation**
  Andy Barbes, Planner, was in attendance and went over the results of the study and the new businesses the revitalization has helped to attract and retain. This grant continued the work of the 2013 grant where a citizen “Downtown Advisory Committee” was formed.

- **New Prague: Industrial Park Phase II: Traffic Impact Study, Wetland Delineation, ESA 1, and Annexation Survey**
  Michael Johnson, Administrator, and Ken Ondich, Planner/Economic Development were in attendance. Mr. Ondich gave a very comprehensive overview of how previous years grants and this one progressed one major project—expansion of a business park with pad-ready sites and “Minnesota Shovel Ready” certification.

- **Belle Plaine: Business Retention and Expansion Strategies**
  Holly Kreft, Administrator, and the new Economic Development Director, Cynthia Smith Strack, were in attendance. Ms. Kreft explained how the grant of 2013 set the stage for this project. The City was able to work with the University of Minnesota to develop a Business Retention and Expansion Strategies program, which has been a very interactive process with local businesses.

- **Prior Lake: Downtown Parking Analysis**
  Dan Rognness, Economic Development, presented the Prior Lake Parking Study. The parking study identified several strategies that can be put in place until the need for more extensive/ramp parking is needed such as—signage for the lots, time limits on some of the parking areas, having a dialogue with downtown business on parking for employees versus customers, and resurfacing some lots.
6.5)* Families and Individuals Sharing Hope (FISH)

6.6) Agency Plan FY2016

6.6.1) Resident Advisory Board (RAB) Review of Policy Changes
The RAB met on October 5, 2015, to review and comment on changes to the Admin Plan, ACOP, and Capital Fund items.

6.6.2) PUBLIC HEARING – 2016 Agency Plan

6.6.2.1) Open Public Hearing
At 5:45 p.m. Commissioner Zweber made a motion to open the public hearing. Commissioner Victorey seconded the motion. Unanimous voice vote followed. Motion carried.

6.6.2.2) Public Hearing
No one from the public was in attendance.

6.6.2.3) Close Public Hearing
At 5:45 p.m. Commissioner Robbins made a motion to close the public hearing. Commissioner Croatt seconded the motion. Unanimous voice vote followed. Motion carried.

6.6.3) RESOLUTION NO. 33-15: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY’S ANNUAL PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS
Commissioner Robbins made a motion to approve Resolution No. 33-15. Commissioner Victorey seconded that motion. Unanimous roll call vote followed. Motion carried.

(7) NEW BUSINESS

7.1) Liaison Report – Scott County Commissioner
Commissioner Ulrich was in attendance and updated the Board on the timetable to hire a new FISH Executive Director, and that the FISH Annual meeting was very well attended.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting 4:00 p.m., November 10, 2015

8.2) The Henderson Groundbreaking 10:30 a.m., October 21, 2015 [rescheduled]

8.3) SPECIAL Meeting: as needed
(9) **ADJOURN**

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

DeAnn Croatt, Chair

Jané Victorey, Secretary

Recording Secretary 11/12/15 Date