

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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BOARD OF COMMISSIONERS

MINUTES - REGULAR MEETING

January 9, 2018

(1) CALL TO ORDER

Chair Croatt called the meeting to order at 4:12 p.m. following the CDA and Greentree Development Corporation Annual Meetings.

(2) ROLL CALL

Chair Croatt continued the roll call from the Annual Meetings:

Commissioners present: District I, DeAnn Croatt
 District II, Ben Zweber
 District III, Kent Robbins
 District IV, Patti Sotis

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

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – December 12, 2017

Commissioner Zweber made a motion to approve the Minutes of December 12, 2017. Commissioner Sotis 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, 6.6, 6.7, 6.8)

Commissioner Sotis made a motion to approve the Consent Agenda as presented. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Zweber made a motion to approve the check registers in the amount of \$311,921.13. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent item; no discussion]

5.2.1) RESOLUTION NO. 02-18: AUTHORIZING BID AWARD FOR PAINTING CONTRACT TO ELLIOT'S PAINTING AND DECORATING

Commissioner Robbins made a motion to approve Resolution No. 02-18. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried. (Chair Croatt asked for clarification on why the lowest bidder was not awarded. Information was subsequently provided that this was an RFP process and Elliott's had the highest point ranking).

5.3) RESOLUTION NO. 03-18: ADOPTING INTERNAL REVENUE SERVICE (IRS) STANDARD MILEAGE RATE FOR COMMISSIONER AND STAFF TRAVEL

Commissioner Sotis made a motion to approve Resolution No. 03-18. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) Agency Financial Audit

Will be the week of February 26.

5.5) NAHRO Tax Reform Summary

Executive Director Jaffa updated the Board on legislation passed.

(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]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent item; no discussion]

6.22) RESOLUTION NO. 04-18: Authorizing Participation in the Minnesota Cities Participation Program (MCP) for 2018, Managed by Minnesota Housing

Commissioner Robbins made a motion to approve Resolution No. 04-18. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) Liaison Report – Scott County Commissioner

Not present; no report.

6.4) First Stop Shop (FSS)

Business Development Director Crakes provided a summary of recent activities and Open to Business statistics, and also indicated she was in the process of putting together an "FSS by the Numbers" infographic. 40.6% of residents are now living and working in Scott County! Business Development Director Crakes indicated there was a public records request regarding the Scott County Amazon proposals, in which our attorney

gave an opinion that the data should be provided upon formal request. An update on incubator expansion and Economic Development Association of MN (EDAM) award for the Fast-Track Business Challenge program provided (more info to come after award is received). FSS will also be working on a case study on valuation of lake vs. non-lake residential properties in Prior Lake and how potential business/commercial development could offset increases in property tax. Chair Croatt asked for a general update on 50x30 Live~Learn~Earn and Business Development Director Crakes explained the community engagement activities that will be occurring soon. Commissioner Robbins asked if the economic benefits of business development “wins” or Open to Business activities could be calculated; and it was explained that yes, to some extent; however, it is more difficult with the varying degree FSS may have.

6.5) SC-CDA Development Activities

6.51) Louisiana Lofts, Savage–MWF Properties

Executive Director Jaffa indicated there were no further updates at the time of the meeting.

6.52) Sarazin Flats, Shakopee–MWF Properties

Executive Director Jaffa reported that MWF Properties did not receive enough tax credits to finance the project completely, and is requesting a deferred loan from the Scott County CDA, in which he is recommending a \$300,000 deferred loan at 2% interest for a term of 17.5 years; however, a representative from MWF Properties will be at the February meeting to make a formal request. Commissioner Robbins asked that MWF provide information on the project, tax credit rents and income limits.

6.6)* Families and Individuals Sharing Hope (FISH)

[Consent item; no discussion]

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

[Consent item; no discussion]

6.8)* Residential Chemical Dependency-Mental Health Treatment Center – Shakopee

[Consent item; no discussion]

(7) NEW BUSINESS

7.1) Resilient Communities Program, University of Minnesota

Assistant to the Executive Director explained the Community Land Trust and summarized the CDA projects that are tentatively part of the application process for the Resilient Communities Program application that the County will submit to the University in February.

7.2) Establishing the Governor’s Task Force on Housing

Executive Director Jaffa briefed the Board on the entities that are part of the task force and how the CDA may be asked to participate.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting February 13, 2017, 4:00 p.m.

8.2) SPECIAL Meeting: as needed

Chair Croatt requested Board feedback on changing the time of the meeting to earlier in the day. It was determined that a poll should be taken to see what time other housing authorities convene their meetings and this information was subsequently provided to the Board via email.

(9) ADJOURN

Commissioner Robbins made a motion to adjourn at 5:38 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Ben Zweber, Secretary


Recording Secretary

2/16/18
Date