

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
January 14, 2020**

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 1:58 p.m.

(2) ROLL CALL

The roll call was held over from the CDA and Greentree Development Corporation Annual meetings. Additional attendees for the Regular Meeting were:

Jonathan Loose, Wold Architects/Engineers
Nathan CruzRak, Wold Architects/Engineers

Chair Croatt left at 4:00 p.m.

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting – December 17, 2019

Commissioner Sotis made a motion to approve the Minutes of December 17. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

None requested.

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.5, 6.63)

Commissioner Stock 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 Gulstad made a motion to approve the check registers in the amount of \$769,837.95. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent; no discussion]

5.3) RESOLUTION NO. 02-20: ADOPTING REVISED PROCUREMENT POLICY

Commissioner Stock made a motion to approve Resolution No. 02-20. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) RESOLUTION NO. 03-20: ADOPTING INTERNAL REVENUE SERVICE (IRS) STANDARD MILEAGE RATE FOR COMMISSIONER AND STAFF TRAVEL

Commissioner Stock noted that the third WHEREAS should have decreased instead of increased, and with that change Commissioner Stock made a motion to approve Resolution No. 03-20. Commissioner Sotis 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; no discussion]

6.12)* Housing Choice Voucher Utilization Report

[Consent; no discussion]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich gave a brief update on the Prior Lake/SCALE partnership for hiring a lobbyist to address city impact fees.

6.4) First Stop Shop (FSS)

Business Development Director Crakes provided an update on last year “by the numbers”. She highlighted key items from her report and explained how the lead process works. She also went over other programs, explaining as an overview for the new Commissioner what each was. She also handed out the Open to Business annual report.

Elko/New Market sewer/water infrastructure assistance discussion ensued. Commissioner Stock indicated that Elko New Market approached the CDA for ways to put in that infrastructure. He stated that the CDA has provided several EDI grants to the City to get them where they are and the probability of expansion in proximity to the I35/County 2 interchange. Business Development Director Crakes indicated Elko New Market has been successful

in bringing in private funding. Commissioner Stock gave examples of the limited number of pad ready sites left for businesses throughout the County. He indicated the first option would be to sell a \$3M bond, and the meeting with the County/City is to talk about options. The idea is that the CDA would be repaid over time. The cost would not be more than \$300,000/year. Commissioner Gulstad questioned the feasibility of development before there is capacity for more traffic on the 35/2 interchange as it is currently only a two lane highway. The unknown is when the property would develop.

Executive Director Jaffa indicated that Elko New Market has been a good partner and that we will keep an open mind as we talk with all entities. He stated that with selling a small bond, evaluation is needed if the cost of issuance would make sense.

6.5)* FISH

[Consent; no discussion]

6.6) SC-CDA Development Activities

6.61) Brentwood Terrace, Jordan, MN

This project is going well and Commissioner Croatt noted the 45 names on the interest list.

**6.62) Intensive Residential Treatment Services (IRTS) Facility, Savage
RESOLUTION NO. 04-20: APPROVING THE EXECUTION OF
DOCUMENTS REGARDING A RESIDENTIAL MENTAL HEALTH
TREATMENT FACILITY IN THE CITY OF SAVAGE AND TAKING OTHER
ACTIONS IN CONNECTION THEREWITH**

Commissioner Stock had questions about the lease and thought there is some wording that could cause confusion in the future. He mentioned Section 3: "Annual Base Rent ("Base Rent") of \$5,000. [This was an error, and the attorney revised to read "Monthly Base Rent"]. Commissioner Stock also indicated that Sections 6 and 7 seemed to conflict with each other. Commissioner discussion ensued. It was noted that the lease was setup so that Guild pays the County for a number of years after their payment to the CDA ends. Assistant to the Executive Director indicated that a clause was added to the signature page of the lease stating that the County was responsible for any costs that Guild did not cover. Commissioner Gulstad asked if there were any changes to the lease that the Commissioners receive that information [an email was subsequently sent showing that the attorney had revised Section 3 and added a clarifying sentence to Section 6 and also included a loan agreement between the County and Guild showing the payment structure].

Commissioner Stock made a motion to approve Resolution No. 04-20. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.63)* Scott County Community Land Trust

[Consent; no discussion]

6.64) River City Centre – Master Lease Tenant

Executive Director Jaffa provided a brief update and indicated there will be an upcoming meeting with the Master Lease Tenant.

(7) NEW BUSINESS

7.1) Facility Space Needs Assessment

Jonathan Loose and Nathan CruzRak, Wold Architects/Engineers, were in attendance to give a presentation on the Facility Space Needs Assessment that recently concluded. Mr. Loose went through the iterations the Facility Planning Committee, made up of staff from each functional area, looked at including a renovation, renovation/addition, new building on current site, and new building on a combined site with the parcel next door.

Commissioners had a question about the capital costs for the current building that were detailed in the full report and this report was emailed to them after the meeting. In addition, Commissioner Stock questioned the viability of River City Centre retail space becoming the CDA office.

Commissioner Sotis stated this will be a good topic to discuss more at the workshop that is being planned for April. Executive Director Jaffa indicated the importance of keeping the maintenance facility operations at the same location as the office. He stated that it is possible a special benefit bond could be used to finance construction of a new building, and that possibly debt service paid to the CDA for the IRTS could be used to pay down any financing.

(8) SET NEXT MEETING DATE, TIME AND PLACE

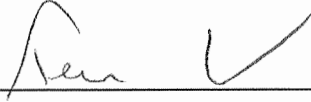
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|------|---|------------------------------------|
| 8.1) | Regular Meeting | February 11, 2020, 2:00 p.m. |
| 8.2) | Joint Workshop
CDA/County Boards
City of Elko New Market City Council | January 27, 6:00 p.m., Govt Center |
| 8.3) | SPECIAL Meeting | as needed |

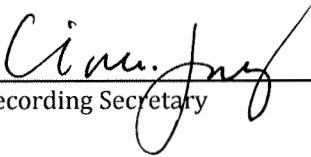
(9) ADJOURN

Commissioner Gulstad made a motion to adjourn at 4:54 p.m. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.


Chair




Secretary


Recording Secretary

02/11/2020
Date