Joint Development Authority
Monday, February 1, 2016
Arden Hills City Council Chambers
Minutes
5:30 pm

Present:
Joint Development Authority: Chair David Sand, Commissioner Blake Huffman, Commissioner Brenda Holden, Commissioner David Grant, Commissioner Rafael Ortega

Also present: Jill Hutmacher, (Arden Hills); Heather Worthington, (Ramsey County); Mike Norton, JDA Attorney

Roll call taken.

Approval of agenda.

Motion by Commissioner Huffman seconded by Commissioner Ortega to approve the agenda as presented. Motion carried.

Approval of January 4, 2016 minutes.

Commissioner Grant requested staff review the audio file and amend his comments regarding the AUAR on page 7 of the minutes. He explained the 1,500-unit Zoning Scenario was the lead scenario approved by the City and the 2,500-unit scenario was the backup. He indicated the 1,500-unit Zoning Scenario included 500,000 square feet of retail and 1,700,000 square feet of non-retail commercial. He commented the second scenario was the Maximum Development Scenario and included 550,000 square feet of retail and 1,950,000 square feet of non-retail commercial.

Commissioner Grant recalled that he also made a comment under Commissioner Comments regarding additional monies owed by the County for the purchase of the TCAAP property. He requested staff review the audio file and that this comment be added to the minutes.

Administrative Director Worthington indicated she could clarify this for the JDA and would have staff review the tape. She explained how the TCAAP purchase was structured with the Federal Government and noted the County took possession of 399 acres that were considered clean to commercial/industrial standards at the time of closing. The County completed a first closing on these 399 acres. A second and third closing has also been held. A payment was made in between the 31-month period when the property was being cleaned. She reported a final closing would be held on 30 acres that was not cleaned to commercial/industrial standards when they were transferred to the County. These 30 acres were structured as a lease to the County while the remediation work was being completed. At the end of that period of time and before the County closes, the County has to receive a Certification of Completion from the

MPCA. At that time, a final closing will occur and a final payment will be made to the Federal Government for the property. The final payment includes costs that would be counted against the Federal Government for undisclosed pollution in two locations on TCAAP. Those dollars will be backed off the final closing amount. She did not have the final closing dollar figure, but anticipated it would be under $2 million.

Motion by Commissioner Holden seconded by Commissioner Huffman to approve the minutes as amended. Motion carried.

Public Inquiries/Informational
None

Consent Agenda
None

Old Business

Appointment of the Solicitation Review Committee

Administrative Director Worthington provided a staff report and requested the JDA appoint members to the Solicitation Review Committee.

Chair Sand reviewed the list of proposed Solicitation Review Committee members.

Motion by Commissioner Holden seconded by Commissioner Grant to appoint Jill Hutmacher, Heather Worthington, Josh Olson, Ryan Streff, Beth Engum, John Anderson, Matthew Bachler, Stacie Kvilvang, Mark Ruff, and Sue Iverson to the Solicitation Review Committee.

DISCUSSION

Commissioner Ortega recommended Matt Kramer, Kevin McKinnon and Cecile Bedor be added to the Solicitation Review Committee.

Commissioner Huffman stated it would appear the motion includes only County and City staff.

Commissioner Holden indicated this was the case. She feared that adding too many outside people would compound complex interests and bias. She questioned how the people outside of the City and County would be able to properly evaluate potential Master Developers.

Commissioner Huffman believed that Matt Kramer, Kevin McKinnon and Cecile Bedor would be helpful in this process and were experts in their field.

Commissioner Holden agreed they were experts in their field, but did not know if these individuals were qualified to review a Master Developer. She wanted to see City and County

staff who have been invested in this process from the beginning complete the Master Developer selection process.

Commissioner Huffman believed the solicitation review committee would be greatly benefited by having individuals from the Minnesota Department of Employment and Economic Development, the St. Paul Area Chamber of Commerce and Greater MSP.

Commissioner Holden expressed concern with the selection criteria process and how bias would be removed and/or eliminated.

Commissioner Grant understood some individuals could have biases, and he reflected how this could impact the selection process.

Commissioner Holden believed the City and County staff had a greater understanding of the vision and planning process for this site given the fact they have been dealing with it day in and day out for the past four years.

Commissioner Ortega commented the Chamber has participated in the process. He did not see any harm in including them in the Solicitation Review Committee.

Commissioner Huffman noted the ERAB members have also been involved since the beginning of the planning phases.

Commissioner Holden did not believe the ERAB liaison would be able to determine the methodology for what fit on TCAAP. Unless the committee had set criteria and everyone was evaluating the master developers the same, it would be difficult to determine the best master developer candidate. She feared a training program may have to be offered on how to evaluate the master developers in order for a proper recommendation to be made.

Chair Sand expressed concern with the size of the committee and its ability to function. He agreed that if all of the people listed were in the group, it may be difficult to operate and get things done. On the other hand, having only staff without new blood no new insight may be offered. He feared that by having all the same staff members would bring in no fresh ideas.

Commissioner Grant believed that the new ideas would be within the proposals from the Master Developers and not from the committee members.

Commissioner Holden questioned how fresh ideas would be offered into the solicitation review process.

Chair Sand believed there may be things that existing staff may overlook whereas outside people may offer new insights.

Commissioner Holden was of the opinion that the City has evaluated and written into the TRC what it wants from a master developer.

Commissioner Grant stated again that he believed any new or great ideas should be provided by the developers and would be written into their proposals.

Chair Sand questioned how many meetings the Solicitation Review Committee would be holding. Administrative Director Worthington stated this number has not been finalized. She indicated this would be determined by the volume of responses that are received. She anticipated the group would meet no less than three times.

Commissioner Ortega requested Lee Mehrkens be added to the Solicitation Review Committee.

Commissioner Holden supported this recommendation.

FRIENDLY AMENDMENT: Commissioner Holden and Commissioner Grant recommended Lee Mehrkens be appointed to the Solicitation Review Committee.

Commissioner Ortega did not understand why Kevin McKinnon could not serve on the committee, or a representative from the Chamber of Commerce or Greater MSP.

Commissioner Huffman agreed. He believed these individuals would bring expertise and life experiences that may benefit the committee.

Commissioner Holden stated she has listed her reasons already. She indicated she could possibly support one additional member, but not all three. She questioned what added value the committee would have from these individuals.

Commissioner Ortega did not know at this time, but believed these individuals would add value to the review process and would be helpful in the long run.

Commissioner Holden commented she could support the addition of Kevin McKinnon to the Solicitation Review Committee.

FRIENDLY AMENDMENT: Commissioner Holden and Commissioner Grant recommended Kevin McKinnon be appointed to the Solicitation Review Committee.

Friendly Amendment Motion carried 4-1 (Huffman opposed).

Master Development Selection Process Outline

Administrative Director Worthington reviewed the Master Development Selection Process Outline in detail with the JDA.

Commissioner Holden asked if four weeks would be enough time for developers to prepare their solicitation documents. Administrative Director Worthington stated that after reviewing this further the solicitation time period would be five weeks, according to the revised schedule, and this would be an adequate amount of time for developers.

Commissioner Grant discussed an email he received regarding the solicitation process. Administrative Director Worthington explained the email sent was to JDA members. Development Director Hutmacher commented she would verify that the County has correct email addresses.

Chair Sand requested the JDA receive weekly updates on the Master Developer Process. Administrative Director Worthington stated she would be more than happy to provide updates to the JDA. She noted 18 plan holders have accessed the site to date. Seven of these candidates were developers and 11 were engineering/construction firms.

Public Hearing

None

New Business

Policies and Procedures

Commissioner Holden requested the JDA discuss policies and procedures. She expressed concern with the fact that the City was not able to add its goals onto the solicitation documentation. She thought that after the January meeting, based on the conversation held, the City's goals would be added to the document. However, this was not done. She suggested that at the end of each meeting staff and the JDA clarify what is coming up and what will be done.

Chair Sand stated after the discussion at the last meeting, he understood the City would be drafting its own goals and metrics to be included.

Administrative Director Worthington confirmed that the City's approved goals were attached to the Solicitation document.

Commissioner Holden commented each member was allowed an alternate and asked if this had to be done prior to a meeting, or how this should be handled. She requested the JDA make a decision on this process.

Commissioner Ortega suggested an alternate be appointed prior to the next meeting, if a standing member is unable to attend.

Commissioner Grant asked if a JDA meeting could be canceled if a member could not attend.

Chair Sand did not believe this to be the case. He was fine with the City have an alternate.

Commissioner Holden asked if the JDA was following more of the City guidelines or the County guidelines, as both groups had their own way of doing things. She requested clarification on this.

Chair Sand stated a recording secretary has not been hired for the JDA and believed this was for monetary reasons. He was concerned if the recorder was picking up the discussions properly. He believed a professional secretary would alleviate some of these concerns.

Development Director Hutmacher reported the City uses TimeSaver for all of its minutes and generally speaking, the level of detail provided was as requested by staff. She explained she would look into why Commissioner Grant's comment was missing but noted this would be corrected. She believed that TimeSaver would be the least expensive and most thorough way of having the group's minutes covered on a monthly basis. She indicated the County previously had someone attend the meetings, but this individual could not continue.

Commissioner Holden questioned the cost of having a staff member present. Development Director Hutmacher was uncertain of an exact cost but noted it would be more costly than what was being paid to TimeSaver when one also considers the time it takes to listen to the recording and draft the minutes afterward.

Chair Sand commented a better recorder should also be considered. Development Director Hutmacher believed the recorder was not an issue, but having JDA Attorney Norton calling in via cell phone was providing some feedback.

Chair Sand inquired who transcribed the audio files. Development Director Hutmacher stated an employee of TimeSaver transcribed the tapes. She believed the minutes that were provided by the County staff member were less detailed than what is required. She explained that the City does not have a person on staff to complete minutes. For this reason, staff records the meetings and has the work completed by TimeSaver.

Chair Sand asked who covered the expense of the minutes. Development Director Hutmacher reported this was a JDA cost that was charged to the County.

Commissioner Grant believed the minutes were thorough despite the fact the secretary missed one of his comments.

Commissioner Holden agreed that staff should investigate the use of a better recorder. Development Director Hutmacher stated she could look into using the microphones for the meeting.

Commissioner Holden asked how the agendas for the JDA meetings were finalized. Chair Sand discussed the process that was followed by him and staff. He commented the packet was late

this week due to a staff member being absent from work. He stated he would try to do better in the future.

Development Director's Report

Development Director Hutmacher reviewed her report and noted the City Council approved its goals and metrics on January 25, 2016.

Administrative Director's Report

Administrative Director Worthington had no report.

Commissioner Updates

Commissioner Grant asked if the County Board took any action on the Master Developer Solicitation. Administrative Director Worthington reported the County Board was not required to take any action on this item.

Commissioner Grant reviewed the minutes from January regarding the Master Developer Solicitation.

Commissioner Huffman commented the County Board had approved the Master Plan in January.

Commissioner Grant questioned if the County Board would be taking any action on the Solicitation Review Committee recommendation. Administrative Director Worthington stated the County Board would take no action on this item.

Future Meeting Schedule

The next meeting will be Monday, March 7, 2016, at Arden Hills City Hall.

Meeting adjourned at 6:35 pm.

Approved David B. Sand
David B. Sand, Chair

3-7-16
Date