

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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BOARD OF COMMISSIONERS

MINUTES – REGULAR MEETING

March 12, 2019

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called to order the Regular Meeting of the Scott County CDA at 1:59 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

Commissioners present:

District I, DeAnn Croatt
District II, Terri Gulstad
District III, Kent Robbins
District IV, Patti Sotis
District V, Barry Stock

Staff present:

Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director, FSS
Adam Johnson, Finance Director
Pam Hinze, Administrative Services
Linda Janovsky, Recording Secretary

Others Present:

Jon Ulrich, Scott County Commissioner
Zeb Carlson, Carlson Consulting
Bethany Tjornhom, FISH
Eric Gentry, CAP Agency
Michelle Franke, CAP Agency

(1) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting – February 19, 2019

Commissioner Robbins made a motion to approve the Minutes of February 19.

Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

(2) AGENDA ACTION(S)

4.1) Agenda Modifications

Commissioner Robbins approved adding Item 5.7) RESOLUTION 11-19: APPROVING CHANGE OF NAME FROM SPRINGSTED INC TO BAKER TILLY MUNICIPAL ADVISORS, LLPT, FOR AGREEMENT FOR MUNICIPAL ADVISOR SERVICES. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.4, 6.72, 6.77, 6.8)

Commissioner Gulstad made a motion to approve the Consent Agenda. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(3) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Robbins made a motion to approve the check registers in the amount of \$362,000.65. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent item; no discussion]

5.3) Agency 4th Qtr Financials

Finance Director Johnson went over the budget results for each program and answered Commissioners questions. Net results for 2018 were \$421,000 behind budget; with income \$161,000 over budget and expenses \$582,000 over budget. Finance Director Johnson handed out a proposal for establishment of a senior housing capital fund. There was discussion amongst the Board on how this would work. It is the intention to bring the Board a Resolution for establishing such a fund.

5.4) RESOLUTION NO. RESOLUTION NO. 08-19: APPROVING PERMANENT TRANSFERS

Commissioner Robbins made a motion to approve Resolution No. 08-19. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.5) RESOLUTION NO. 10-19: DESIGNATING NET ASSETS

Commissioner Robbins made a motion to approve Resolution No. 10-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

5.6)* Cash Flow Projection Worksheet

[Consent item; no discussion]

5.7) RESOLUTION 11-19: APPROVING CHANGE OF NAME FROM SPRINGSTED INC TO BAKER TILLY MUNICIPAL ADVISORS, LLPT, FOR AGREEMENT FOR MUNICIPAL ADVISOR SERVICES.

This item was added to the Agenda. Commissioner Robbins made a motion to approve Resolution No. 11-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

(4) 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]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich provided information on the latest transportation updates—new SCALE transit plan, update on Dan Patch Corridor study, as well as spring flooding information, and the SCALE reboot/refining currently underway.

6.4)* First Stop Shop (FSS)

[Consent item; no discussion]

6.5) Families and Individuals Sharing HOPE (FISH)

Bethany Tjornhom, Executive Director, stated that even with the bad weather during the Empty Bowls Fundraiser, it was still a great event. Ms. Tjornhom shared that so far in 2019, there have been 87 needs posted, with 75 of them filled, for a value of \$28,954. Ms. Tjornhom updated on fundraising efforts and shared a FISH story about a Veteran and her dog, and being able to connect this Veteran to needed services through the FISH Network.

6.6) Marketing Initiative

Consultant, Zeb Carlson, was in attendance and provided a hand out on Vision statements. He provided for Commissioners response a few draft statements, with preference for:

“Nourish a strong Scott County by uncovering opportunities for economic growth, developing pathways for residents to have homes they can afford, and co-operating with communities to invent achievable goals that support all people’s lives” and

“Support a flourishing Scott County with a vibrant economy achieved through uncovering opportunities for economic growth, ensuring citizens have access to a home they can afford, and collaborating with communities to achieve our shared goals”.

These statements will continue to be refined. Mr. Carlson also presented work thus far on a new logo. Work will continue on this.

6.7) SC-CDA Development Activities

6.71) Louisiana Lofts, Savage—MWF Properties

Executive Director Jaffa indicated that all are invited and County Administration, County Commissioners and Met Council representatives are planning to attend.

6.72)* Sarazin Flats, Shakopee—MWF Properties

[Consent item; no discussion]

6.73) Concept Planning – 55+ Independent Living Building next to Brentwood Court Campus, Jordan, MN

Executive Director Jaffa indicated that a new site plan/rendering will soon be available. Discussions will proceed with the County CFO, Danny Lenz, to ensure that County backed GO bonds will be available for financing.

6.74) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN

Executive Director Jaffa offered congratulations for County Human Services in being awarded an additional \$2,266,000 grant for the development/construction of this project. With the money received from the State and current donations, there is an approximate \$800,000 gap in funding. Executive Director Jaffa stated there may be other entities that would contribute to the

project now that other funds are definite. In addition, the Executive Director posed the possibility of doing some kind of inter-fund loan if gap financing is needed.

6.75) Community Land Trust

Assistant to Executive Director Janovsky explained the progression of the project and that it is expected the program criteria for Board approval will be available by late summer. A [short video on Community Land Trusts](#) was shown.

**6.76) Transitional Duplex, 1285-87 Shakopee Avenue East
RESOLUTION NO. 09-19: AUTHORIZING FACILITY LEASE AGREEMENT FOR
PUBLICALLY OWNED HOUSING LOCATED AT 1285-1287 SHAKOPEE AVENUE
EAST, SHAKOPEE, MN**

Eric Gentry and Michelle Franke from the CAP Agency were in attendance to provide information on CAP's services and the families they will serve in the duplex. Commissioner Stock made a motion to approve Resolution No. 09-19. Commissioner Sotis seconded the motion. Unanimous roll call vote. Motion carried.

6.77)* CommonBond's Shakopee's Tax Credit Development, The Willows
[Consent item; no discussion]

6.78) INVEST Program

Housing Director Siegert gave a general overview of the INVEST program for deferred loans. Specific application criteria can be modified as changes to the market occur. Some developers that may be interested in applying for the program in 2019 are Sand Company (project in Shakopee) and Project for Pride in Living (project in Savage). Commissioner Robbins made a motion to approve the program. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

6.8)* River City Centre Master Lease Tenant (MLT)
[Consent item; no discussion]

(7) NEW BUSINESS

None at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

- | | |
|-----------------------------|---------------------------------|
| 8.1) Regular Meeting | April 9, 2019, 2:00 p.m. |
| 8.2) SPECIAL Meeting | as needed |

(9) ADJOURN

Commissioner Robbins made a motion to adjourn the meeting at 4:14 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

Chair Croatt
Chair Croatt



Secretary Gulstad
Secretary Gulstad

Lin. jmf
Recording Secretary

4/9/19
Date