

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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BOARD OF COMMISSIONERS

MINUTES – REGULAR MEETING

April 9, 2019

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 2:00 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
Jessica Erickson, Homeownership Specialist
Pam Hinze, Administrative Services
Linda Janovsky, Recording Secretary

Others present:

Zeb Carlson, Carlson Consulting

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting – March 12, 2019

Commissioner Stock made a motion to approve the Minutes of March 2019.

Commissioner Robbins 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, 6.5, 6.72, 6.8)

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 Robbins made a motion to approve the check registers in the amount of \$233,077.00. Commissioner Gulstad 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]

6.2) Home Ownership Programs

6.21) Homeownership Programs Report

Homeownership Specialist Erickson reported that in the foreclosure prevention program, there were 36 new households and 37 resolved cases in 2018.

Homeownership Specialist Erickson shared a story of a family where a head of household was a National Guard Member and did not receive a salary for a period of time. This made the family default on their mortgage.

Homeownership Specialist Erickson worked with this family on budgeting and was able to work with the lender on a workout package. During this time, the family worked hard on their budget and were able to save money, and had a significant amount of money saved when they began making mortgage payments again. Homeownership Specialist Erickson and Housing Director Siegert answered questions. Homeownership Specialist Erickson stated that families have more options the earlier they start working with a homeownership counselor. Once they are 3-months behind in payments, their options are limited. Housing Director Siegert stated that this program receives grant funds from HUD and from the State through the Homeownership Education Counseling and Training (HECAT) program.

- 6.3) **Liaison Report – Scott County Commissioner**
Not present.

6.4) First Stop Shop (FSS)

Business Development Director Crakes provided an update on the County-wide Incubator Program-Innovation Center Study, with the City of Shakopee receiving seven proposals to study the need and make recommendations for an innovation center. It will be narrowed to three firms which will be interviewed in April. Once the interviews are complete, the recommendation will go to the Shakopee EDA by end of May and the firms should be able to complete the study by December 2019. There have been Business Education Sessions on QuickBooks held at FSS/Technology Village, which have been very well received. There were 54 new leads created in 2019. 44 of those are still active as of 4/1/2019. Business Development Director Crakes provided an update on the Economic Gardening Program and Fast Track Challenge, which will be held October 24th.

6.5)* Families and Individuals Sharing HOPE (FISH)

[Consent item; no discussion]

6.6) Marketing Initiative

RESOLUTION NO. 12-19: ADOPTING SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY MISSION AND VISION STATEMENTS was presented at the table.

Zeb Carlson, Consultant, updated the Board on the Mission and Vision statements. After discussion of the Board, the Vision statement is "Support a strong Scott County by pursuing opportunities for economic growth, developing pathways for residents to have homes they can afford, and co-operating with communities to design achievable goals that support all people's lives". Consultant Carlson also discussed how strategic planning efforts will enable the CDA to advance its Mission. The goal is to build a collective understanding of how to activate ideas into action, providing leadership and support for the future of everyone in Scott County. Consultant Carlson will continue to work on the CDA logo, website and marketing materials. Commissioner Stock made a motion to approve Resolution No. 12-19, as amended by changing the word uncovered to pursuing. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.7) SC-CDA Development Activities

6.71) Louisiana Lofts, Savage—MWF Properties

Executive Director Jaffa reported all 54 units are leased and tenants are moving in. The Open House on March 19 was well attended and the CDA's contribution to the project was acknowledged.

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 updated the board stating the County AAA rating is confirmed, which included the future CDA revenue bonds with G.O. backing. The CDA will close on the land in June and a draft development budget is under review at Springsted. The City entitlement process is underway. The possible use of SAC credits from the City/County will be discussed. It will take approximately 90 days to get to working drawings.

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

A well attended neighborhood meeting was held at Savage City Hall. Guild answered questions from neighbors and the public. Commissioner Stock attended the Planning Commission where there was a unanimous vote to approve the project. The project will go before the City Council next Monday evening.

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

[Consent item; no discussion]

(7) NEW BUSINESS

None at this time.

Executive Director Jaffa asked Pam Hinze, Administrative Services, to fill in the board on the educational scholarship opportunities for CDA program participants. Administrative Services Hinze stated that this year, a high school senior living in a CDA unit in Savage submitted scholarship applications to Minnesota NAHRO and the national competition of the Public Housing Agency Director Association (PHADA). This student, Osman, won both of the competitions! He will be receiving \$1,000 from MN NAHRO, and \$7,000 from the Bollinger Scholarship from PHADA. Osman and a family member will receive flight and accommodations to attend the PHADA award ceremony in June in Florida. Osman will also be eligible for the NARHO regional scholarship and the CDA's own scholarship program. Assistant to the Executive Director Janovsky added that since Administrative Services has been doing more outreach and connecting with families about the scholarship opportunities, we have had a winning student every year. Administrative Services Hinze did an excellent job of working with Osman and his family, and this is the first ever national scholarship awarded to a CDA applicant.

(8) SET NEXT MEETING DATE, TIME AND PLACE

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|-------------|----------------------------------|--------------------------------|
| 8.1) | Regular Meeting | May 14, 2019, 2:00 p.m. |
| 8.2) | Finance Committee Meeting | May 6, 2019, 1:30 p.m. |
| 8.2) | SPECIAL Meeting | as needed |

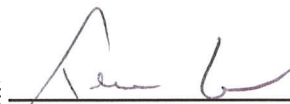
(9) ADJOURN

Commissioner Robbins made a motion to adjourn at 3:40 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.



Chair Croatt





Secretary Gulstad


Recording Secretary


Date