

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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BOARD OF COMMISSIONERS

MINUTES - REGULAR MEETING

March 13, 2018

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 3:55 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

2.1) Oath of Office to new Scott County Commissioner Barry Stock

Chair Croatt swore in Commissioner Barry Stock, District V, and welcomed him to the Board.

Commissioners present:

District I, DeAnn Croatt
District II, Ben Zweber
District III, Kent Robbins
District IV, Patti Sotis
District V, Barry Stock

Staff present:

Bill Jaffa, Executive Director
Linda Janovsky, Recording Secretary

Others present:

Jon Ulrich, Scott County Commissioner
Bethany Tjornhom, FISH Executive Director

Chair Croatt provided some general information about meetings for the new Commissioner. If there are any questions about items on the agenda, please contact the Executive Director ahead of time. Whenever possible, guests are moved ahead in the agenda. It is customary for a Commissioner to make a motion for an item in his or her district. Lastly, Chair Croatt asked Commissioner Stock if he'd like to serve on the Finance Committee as she was temporarily assigned to that Committee until a new Commissioner was on board. Commissioner Stock agreed to participate in that Committee.

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – February 13, 2018

Commissioner Robbins made a motion to approve the Minutes of February 13.

Commissioner Zweber 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, 6.21, 6.4, 6.7)

Commissioner Sotis made a motion to approve the Consent Agenda. Commissioner Stock 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 \$339,258.27. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent item; no discussion]

5.3 Results of Agency Financial Audit

Executive Director Jaffa said the audit went well. The auditors commented that there were good checks and balances in place. Andrew Berg, Abdo, Eick & Meyers will be in attendance at the June meeting to give a full report. Executive Director Jaffa asked Assistant to ED about the open Finance Director position. Assistant to ED Janovsky stated that the second round of applications will close on March 19 and interviews are expected to begin in April.

(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

[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich stated that a number of lawsuits have been settled, that there has been activity in securing new medical examiner/morgue services for the County. He also provided the status of the Live Learn Earn Initiative and the County 2040 Comp plan, and also indicated that LifeBuilders has secured a property in the County to serve homeless women.

6.4)* First Stop Shop (FSS)

[Consent item; no discussion]

6.5) SC-CDA Development Activities

6.51)* Louisiana Lofts, Savage–MWF Properties

[Consent item; no discussion]

6.52) Sarazin Flats, Shakopee–MWF Properties

RESOLUTONO NO. 10-18: AUTHORIZATION TO PROVIDE DEFERRED LOAN TO MWF FOR SECTION 42 TAX CREDIT DEVELOPMENT, SARAZIN FLATS, LOCATED IN SHAKOPEE, MN

Housing Director Siegert explained some of the new tax credit criteria for the 2018 tax credit round. Commissioner Robbins made a motion to approve Resolution No. 10-18. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.6) Families and Individuals Sharing Hope (FISH)

Bethany Tjornhom, FISH Executive Director, reported that FISH is doing well. There are currently 560 FISH Partners. This year, there have already been 43 needs met. The new website will be up and running soon which will add some great functionality for users. There will be a fundraiser at the end of April at Mystic Lake.

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

[Consent item; no discussion]

**6.8) Residential Chemical Dependency-Mental Health Treatment Center – Shakopee
RESOLUTION NO: 09-18: AUTHORIZATION TO ENTER A LOAN AGREEMENT AND
SUPPORTING DOCUMENTS WITH TOPAZ INVESTMENTS TO ASSIST A RESIDENTIAL
TREATMENT CENTER IN SHAKOPEE, MN**

Assistant to ED Janovsky stated that there was an error on the Resolution that was in the packet, but the signature copy is correct, listing the note payment as 10 years, instead of 5. Commissioner Robbins made a motion to approve Resolution No. 09-18. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.9) CommonBond Tax Credit Development, Shakopee, MN

Executive Director Jaffa asked Housing Director Siegert to explain the VASH (Veteran's Administration Supportive Housing) vouchers that CommonBond may be seeking for their potential affordable housing development in Shakopee.

(7) NEW BUSINESS

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

Executive Director Jaffa stated that Steve Dunbar (project coordinator) and UrbanWorks (architect) are in the process of putting together a site plan for a 55+ building which would add to the campus of Brentwood Court.

In addition, Executive Director Jaffa stated that CDA Staff met with County personnel and Guild Incorporated to discuss the ownership and construction of an Intensive Residential Treatment Services (IRTS) facility which serves people experiencing a mental health crisis. A bonding bill is being supported in the house for \$1.4M. The County originally contacted the CDA to assist with additional bonding, for a Total Development Cost estimate of \$2.4-3M. In the meeting, it became clear that the CDA would be the lead on the project and would be in the ownership position, with Guild Incorporated leasing space for residential mental health services. Executive Director Jaffa stated that a meeting will take place soon with the CDA development team to start working on a site plan and rendering, both for utilizing in committee meetings for the bonding bill, but also to start the planning process.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting April 10, 2018, 2:00 p.m.

8.2) SPECIAL Meeting: as needed

(7) ADJOURN


Commissioner Robbins made a motion to adjourn at 4:45 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Ben Zweber, Secretary


Recording Secretary


Date