

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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BOARD OF COMMISSIONERS

MINUTES - REGULAR MEETING

April 10, 2018

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 1:58 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

2.1) Introduction of New Employees – Molly Link, Assistant Housing Director and Karmen Black, Housing Specialist – Rental Assistance

Molly and Karmen were at the meeting and briefly shared their work backgrounds with the Board. The Board welcomed them on-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
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director FSS
Molly Link, Assistant Housing Director
Karmen Black, Housing Specialist – Rental Assistance
Linda Janovsky, Recording Secretary

Others present:

Jon Ulrich, Scott County Commissioner
Bryan Tucker, City of Savage Planner

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – March 13, 2018

Commissioner Robbins made a motion to approve the Meeting Minutes from March 13. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

No modifications were requested.

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.51, 6.52, 6.6, 6.7, 6.8)

Commissioner Robbins made a motion to remove Item 6.51) from the Consent Agenda. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Zweber made a motion to approve the check registers in the amount of \$207,161.81. Commissioner Sotis 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

[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich provided an update on FISH activities, including the new website launch. This upcoming Friday will be Future Leaders Day, where students participate in a mock board meeting. Commissioner Ulrich also updated on some transit projects.

6.4) First Stop Shop (FSS)

Business Development Director Crakes provided an update on recent activities including lead responses, the Fast-Track Challenge for 2018, the Live~Learn~Earn initiative, including the employer survey that went out and the joint Workforce/Housing/Transportation group meeting, the efforts to roll out an incubator program in communities, the internship for summer of 2018, and the Open to Business program. Business Development Director Crakes answered Commissioners' questions.

6.5) SC-CDA Development Activities

6.51) Louisiana Lofts, Savage–MWF Properties

This item was removed from the Consent Agenda. Bryan Tucker, Planner, City of Savage, stated that MWF has their building permit and plat filed and is expecting to break ground in the next couple weeks. This is a 54 unit tax credit development for which the CDA is providing a deferred loan.

6.52)* CommonBond Tax Credit Development, Shakopee, MN

[Consent item; no discussion]

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

Executive Director Jaffa and Dan Wilson, Wilson Development, met with City Administrator Tom Nikunen to discuss the potential of this development. Mr. Nikunen stated that these parcels were zoned C-3 which means that 40% or more of the ground level needs to contain retail/business. Mr. Nikunen was asked if the Brentwood Court Campus could be included in the PUD as a whole, thereby reducing that threshold due to the inclusion of the pharmacy/clinic space. Mr. Nikunen will talk to City staff about this and get back to the CDA.

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

Executive Director Jaffa started by briefly stating what an Intensive Residential Treatment Services (IRTS) facility is. Commissioner Stock explained the reason clients may utilize these services. Mr. Tucker, City of Savage Planner, stated that the parcels of interest are City Owned, which were purchased for \$130,000 for one parcel, and \$75,000 for the smaller parcel. The zoning would not need to be changed for the IRTS use. There is currently a bonding bill sponsored in the House by Drew Christiansen for \$1.4M. The session ends on May 21st so it is likely we will not know if that was funded until then. The Executive Director discussed steps to move ahead with the project despite this bill because of the dire need in the County. The development team—Steve Dunbar, Project Coordinator, Urbanworks Architecture, Dan Wilson, Wilson Development, has been assembled and will meet with the City to further the project. Development meetings will continue as needed, as well as meetings with Guild, the potential lease holder and service provider, to better understand their revenue sources and what the lease structure may look like. Executive Director Jaffa answered Commissioners' questions.

6.6)* Families and Individuals Sharing Hope (FISH)

[Consent item; no discussion]

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

[Consent item; no discussion]

6.8)* Residential Chemical Dependency-Mental Health Treatment Center – Shakopee

[Consent item; no discussion]

(7) NEW BUSINESS

None discussed.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting **May 8, 2018, 2:00 p.m.**

8.2) SPECIAL Meeting: **as needed**

(7) ADJOURN

Commissioner Robbins made a motion to adjourn at 3:27 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt
DeAnn Croatt, Chair



Ben Zweber
Ben Zweber, Secretary

Chae Janoy 5/8/18
Recording Secretary Date