

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS**

**MINUTES - REGULAR MEETING**

**July 10, 2018**

**(1) CALL TO ORDER AND PLEDGE**

Vice Chair Sotis called the meeting to order at 2:00 p.m. and led the Pledge of Allegiance.

**(2) ROLL CALL**

Commissioners present:                      District II, Ben Zweber  
   District III, Kent Robbins  
   District IV, Patti Sotis  
   District V, Barry Stock

Commissioners absent:                      District I, DeAnn Croatt

Staff present:                                      Bill Jaffa, Executive Director  
   Julie Siegert, Housing Director  
   Stacy Crakes, Business Development Director-FSS  
   Adam Johnson, Finance Director  
   Zach Mitchell, CDA Intern  
   Linda Janovsky, Recording Secretary

Others present:                                      Jon Ulrich, Scott County Commissioner

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) CDA Regular Meeting – June 12, 2018**

Commissioner Robbins made a motion to approve the Minutes of June 12, 2018.  
Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

**(4) AGENDA ACTION(S)**

**4.1) Agenda Modifications**

An agenda modification was requested to add item to 6.53) **RESOLUTION NO. 15-18: Acquisition of Real Property with a Street Address of 12390 Ottawa Avenue, Savage, MN, for the Purpose of Constructing an Intensive Residential Treatment Services Facility.** Commissioner Stock made a motion to approve the Agenda Modification. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

**4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.51, 6.6)**

Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Robbins 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 \$457,942.34. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.2)\* Procurement Summary**

[Consent item; no discussion]

**5.3) Agency Budget/Levy Preparation**

Executive Director Jaffa stated that the Finance Committee will be meeting later in the month to go over the 2019 Agency Budget.

**5.4) RESOLUTION NO. 14-18: EMPLOYEE HEALTH CARE PACKAGE**

Commissioner Robbins made a motion to approve Resolution No. 14-18. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**(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 shared that the County Administrator, Gary Shelton, is retiring after 40 years of service with the County. He also provided an update on FISH activities.

**6.4) First Stop Shop (FSS)**

Business Development Director Crakes asked the summer Intern, Zach Mitchell, to introduce himself. Commissioners welcomed him. Business Development Director Crakes then updated on program activities such as the Economic Gardening program and recruitment for business participation, FSS/Technology Village Fast-Track competition being held October 25, New Prague business retention and expansion efforts, getting more interest from businesses to participate in this year's Employer of Excellence event, and the InFocus ad/article. Business Development Director Crakes also summarized the reasoning behind discontinuing the FSS Advisory Committee, which Commissioners were in agreement with, as well as the timeline for the Economic Development Incentive (EDI) grants this year.

**6.5) SC-CDA Development Activities**

**6.51)\* Louisiana Lofts, Savage–MWF Properties**

[Consent item; no discussion]

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

Executive Director Jaffa indicated that the City has approved the rezoning for the four lots next to Brentwood Court. There is a purchase agreement for the land in the works with contingencies, which will be brought before the next meeting. It would be the goal to have site testing and close on the property before the end of the year.

**6.53) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN**

Executive Director Jaffa provided an update on the recent meetings regarding the facility, including with the County Administrator. The County Administrator indicated that project costs that will not be covered by the \$1.9 State bonding could be financed and the County would cover debt service; however, more discussion with stakeholders needs to take place to get all the agreements in place that are required by the State, including showing that financing is in place and there is a service provider. The CDA development team continues to work with Guild to understand program costs and space allocation needs.

An agenda modification was approved to add **RESOLUTION NO. 15-18: ACQUISITION OF REAL PROPERTY WITH A STREET ADDRESS OF 12390 OTTAWA AVENUE, SAVAGE, MN, FOR THE PURPOSE OF CONSTRUCTING AN INTENSIVE RESIDENTIAL TREATMENT SERVICES FACILITY**. Commissioner Stock made a motion to approve Resolution No. 15-18. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.6)\* Families and Individuals Sharing Hope (FISH)**

[Consent item; no discussion]

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

The Executive Director indicated that he will be meeting with Steve Dombrovski, MLT, and Michael Pagh, Great Lakes Management, in the next week to talk about this agreement.

**(7) NEW BUSINESS**

**7.1) 2018 NALHFA Conference Summary**

Commissioner Robbins shared information about the NALHFA conference and provided the NALHFA 2018 Policy Agenda and other presentations of interest.

**(8) SET NEXT MEETING DATE, TIME AND PLACE**


**8.1) Regular Meeting August 14, 2018, 2:00 p.m.**

**8.2) Finance Committee - Preliminary Budget July 31, 2018, 10:30 a.m.**

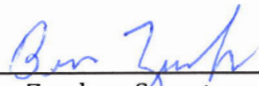
- 8.3) Finance Committee - TBD  
AH Loan Policy
- 8.4) SPECIAL Meeting: as needed

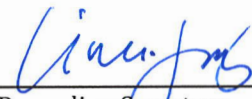
(9) ADJOURN


Commissioner Robbins made a motion to adjourn the meeting at 3:34 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

  
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Patti Sotis, Vice-Chair



  
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Ben Zweber, Secretary

  
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Recording Secretary

  
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Date