

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

Phone: (952) 402-9022 / Fax: (952) 496-2852

**BOARD OF COMMISSIONERS
MINUTES – REGULAR & PUBLIC HEARING
October 9, 2018**

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 1:57 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

2.1) Introduction of New Employees – Ken Dahl, Housing Rehab Coordinator

Not present; wasn't able to get back from the field in time for meeting.

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 Molly Link, Assistant Housing Director Cindy Royle, Homeownership Specialist Pam Hinze, Administrative Services Linda Janovsky, Recording Secretary
---------------	--

Others Present	Jon Ulrich, Scott County Commissioner
----------------	---------------------------------------

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – September 11, 2018

Commissioner Robbins made a motion to approve the Minutes of September 11, 2018. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

No modifications requested.

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.4, 6.51)

Commissioner Zweber 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 accept the check registers in the amount of \$260,848.35. 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]

6.13) Housing Choice Voucher Utility Allowances

Housing Director Siegert stated this is a yearly item and this is similar to the past couple years where the Met Council provided this service. There was a 10% increase in fuel costs.

6.2) Home Ownership Programs

6.21) Homeownership Programs Report

Assistant Housing Director Molly Link and Homeownership Specialist Cindy Royle were present. Homeownership Specialist Royle shared a success story of a client who first contacted the Scott County CDA in October of 2016. This client is the sole breadwinner in the family, with children ages 9, 8, 5, and 2. Homeownership Specialist Royle was able to help this client develop a long range plan, and she and the client talked every month about goals and progress. Although this client was initially planning to live closer to work, she was able to do some research on New Prague and the school district there, and was able to find an affordable new construction home big enough for her family. She was able to use the Rural Development loan product, which provided a great interest rate and affordable payment, assisted by the down payment grant obtained from the Scott County CDA through the Homebuyer's Club. This new homeowner was grateful to the CDA. Homeownership Specialist Royle thanked the Board for their support.

6.3) Liaison Report – Scott County Commissioner

County Commissioner Ulrich provided an update on the selection of Leslie Vermillion as the new County Administrator as of January 1, 2019. Commissioner Ulrich also provided an update on FISH activities including the upcoming Bridges out of Poverty event, as well as the new functionality of the FISH website/database.

6.4) First Stop Shop (FSS)

Business Development Director Crakes provided an update on the recruitment for the Economic Gardening program, The Fast-Track Challenge that will occur on October 25,

which is a “shark-tank” like program, where entrepreneurs will compete to receive a prize package, as well as the recent Employer of Excellence program, and the potential of a county wide incubator program through a SCALE initiative. Business Development Director Crakes also provided an update on past EDI grant awards, progress to submit final close outs and project reports. Elko New Market will provide an update to the Board about a project completed with an EDI grant at the November meeting, if possible. Ideas for future EDI grant criteria were discussed including allowing for regional highway/corridor readiness projects. The Finance Committee (Commissioners Robbins and Stock) will meet with the Business Development Director and Executive Director to evaluate grant requests for 2019 and recommend awards.

6.5) SC-CDA Development Activities

6.51)* Louisiana Lofts, Savage—MWF Properties

[Consent item; no discussion]

6.52)* Sarazin Flats, Shakopee—MWF Properties

[Consent item; no discussion]

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

Executive Director Jaffa stated that the report speaks for itself. The architect, UrbanWorks, will be looking at repositioning the building on the site for optimal circulation and better fit with the hill.

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

Executive Director Jaffa stated the County/CDA/development team have continued to meet regularly and the Joint Powers Agreement and predesign package are being finalized.

6.55)* New Prague 55+ Independent Living Apartments

[Consent item; no discussion]

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

[Consent item; no discussion]

6.7) Agency Plan FY2019

6.7.1) Resident Advisory Board (RAB) Review of Policy Changes

Executive Director Jaffa and Housing Director Siegert met with the RAB on October 1, 2018. A good discussion was held, but there were no comments that needed to be incorporated into the Annual Plan components.

6.7.2) PUBLIC HEARING – 2019 Agency Plan

6.7.2.1)Open Public Hearing

Commissioner Robbins made a motion to open the public hearing at 2:58. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

6.7.2.2)Public Hearing

No one from the public was in attendance.

6.7.2.3) Close Public Hearing

Commissioner Robbins made a motion to close the public hearing at 3:00. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

6.7.3) RESOLUTION NO. 30-18: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY'S ANNUAL PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS

Housing Director Siegert explained that the changes made to the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy (ACOP) are from recommendations from a third party service called Nan McKay as well as from staff input. Major changes were for criminal background checks and lead paint guidance.

Commissioner Stock made a motion to approve Resolution No. 30-18. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

(7) NEW BUSINESS

Executive Director Jaffa mentioned that Housing Director Siegert went to talk with the Belle Plaine EDA about potential affordable housing development.

Housing Director Siegert also indicated that on October 31st, at the SCALE Tech Team, Melodie Bridgeman, tax credit consultant, will be present to talk with the Cities about parcels throughout the County that may be a good fit for a tax credit development.

(8) SET NEXT MEETING DATE, TIME AND PLACE

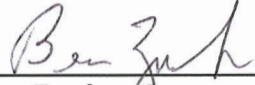
- | | | |
|------|---|------------------------------|
| 8.1) | Regular Meeting | November 13, 2018, 2:00 p.m. |
| 8.2) | Finance Committee -
EDI Grants
AH Loan Policy | November 8 |
| 8.3) | SPECIAL Meeting: | as needed |

(9) ADJOURN

Commissioner Robbins made a motion to adjourn the meeting at 3:08 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Ben Zweber, Secretary


Recording Secretary


Date