

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
July 14, 2020**

(1) CALL TO ORDER

This meeting was held via Zoom videoconferencing. Chair Croatt called the meeting to order at 2:00 pm.

(2) ROLL CALL

Commissioners present: District I, DeAnn Croatt
 District II, Terri Gulstad
 District III, Jeff Delbow
 District V, Barry Stock

Commissioners absent: District IV, Patti Sotis

Staff present: Bill Jaffa, Executive Director
 Julie Siegert, Housing Director
 Stacy Crakes, Business Development Director
 Adam Johnson, Finance Director
 Linda Janovsky, Recording Secretary
 Pam Hinze, Administrative Services

Others present: Bonnie Schweiger, Abdo, Eick and Meyers

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – June 9, 2020

Commissioner Gulstad made a motion to approve the Minutes of June 9, 2020. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

An agenda modification was requested to add Resolutions 6.64.1) 19-20 Revising Authorization to provide INVEST Program deferred loan to MWF Properties for Section 42 Tax Credit Development, Vierling Flats, located in Shakopee, Minnesota, and 6.64.2) 20-20: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO BEACON INTERFAITH HOUSING

COLLABORATIVE, FOR SECTION 42 TAX CREDIT DEVELOPMENT, PRAIRIE POINT, LOCATED IN SHAKOPEE, MN

In addition, 7) CARES Funding Allotment from County was added with 7.1) Business Assistance and 7.2) Mortgage Assistance. Commissioner Stock made a motion to approve the Agenda Modifications. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda (6.11, 6.12, 6.21,6.6)

Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Gulstad seconded the motion. Unanimous roll vote followed. Motion carried.

FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve the check registers for \$1,012,148.37. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Agency Financial Audit FY2020

Bonnie Schweiger from Abdo, Eick and Meyers attended to go over the Agency Financial Audit. Ms. Schweiger stated there were no significant changes or problems. She went over the Management Letter detailing each program area and answering Commissioners' questions as they arose. Finance Director Johnson also answered Commissioners' questions. Ms. Schweiger stated there were no issues with the audit.

5.3) RESOLUTION NO. 16-20: APPROVING ELECTRONIC FUNDS TRANSFER POLICY

Finance Director Johnson stated based on state guidelines, the CDA has put a policy in place for how we issue payments and identify payments. Commissioner Gulstad made a motion to approve Resolution No. 16-20. Commissioner Stock seconded the motion. Unanimous roll call vote followed.

5.4) RESOLUTION NO. 17:20: APPROVING PURCHASING CARD POLICY

Finance Director Johnson reported that the CDA changed the CDA credit cards to tie them to our bank, Old National. There are policies and controls in place as well as credit card limits and who is issued cards. Commissioner Delbow made a motion to approve Resolution No. 17:20. Commissioner Stock seconded the motion. Unanimous roll call voice followed.

5.5) Procurement Summary

Housing Director Siegert reported there will be a Procurement Summary twice a year with pictures and details regarding completed projects.

6.0) 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 was not present.

6.4) First Stop Shop (FSS)

Business Development Director Crakes reported that on June 30 the contract with Open To Business loan program ended. Business Development Director Crakes looked into similar programs with enhanced services and paired up with NextStage for Entrepreneurs. The Small Business Recovery Loan Program Application period launched last week and we currently have 61 applications. The applications are taken until Friday, July 17 at noon.

6.41)* Elko New Market Sewer/Water Infrastructure Assistance

6.5) COVID-19 Updates

Recording Secretary Janovsky reported on the office stating the CDA is following the school updates and how they will be handling COVID. Staff that can, continue to work at home with flexible schedules.

6.6)* Visioning Session

6.7) SC-CDA Development Activities

6.71) Brentwood Terrace, Jordan, MN

Recording Secretary Janovsky reported that the project is moving along very well with 32% of the units being reserved along with 18 garages. November 1st is the projected opening.

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

Executive Director Jaffa reported the project is moving along, and should open the last week of August. Scott County and Guild

ownership structure will be the county and Guild. The CDA will deed the property to the County per requirements of State grant funding.

6.73) Scott County Community Land Trust

Recording Secretary Janovsky reported that Scott County homes that are on the market are moving quickly. There is a current PBV (Project Based Voucher) tenant that is interested in the CLT program. She has taken Homebuyer's club twice and has been pre-qualified for a loan. Recording Secretary Janovsky answered commissioner's questions and will continue to monitor the market to purchase a home.

6.74) INVEST PROGRAM

(This item was added)

6.74.1) RESOLUTION NO. 19-20: REVISING AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO MWF PROPERTIES, FOR SECTION 42 TAX CREDIT DEVELOPMENT, VIERLING FLATS, LOCATED IN SHAKOPEE, MINNESOTA

This development will have 66 units instead of 60. Commissioner Gulstad made a motion to approve Resolution No. 19-20. Commissioner Stock seconded the motion. Unanimous roll call vote followed.

6.74.2) Prairie Point, Shakopee

RESOLUTION NO. 20-20: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO BEACON INTERFAITH HOUSING COLLABORATIVE, FOR SECTION 42 TAX CREDIT DEVELOPMENT, PRAIRIE POINT, LOCATED IN SHAKOPEE, MN

The application was reviewed and did receive land use approval funding for Project Based Vouchers. The Board allocated \$300,000 for Invest Funds this year. Commissioner Gulstad made a motion to approve the Invest Funds. Commissioner Stock seconded the motion. Unanimous voice roll call vote followed.

*Commissioner Gulstad, at the meeting of 8/18/20 asked to clarify this to communicate that a 15 year deferred loan was awarded upon their ability to receive tax credit and other financing.

(7) CARES Funding Allotment from County

(These items were added)

7.1) Business Assistance

Business Development Director Crakes reported on the CARES Funding. Scott County was allocated 17 million for the CARES Act. The county wants to put about 5 million in the community for small businesses, targeting agriculture and daycares in Scott County. The money needs to be designated by November 2020.

7.2) Mortgage Assistance

Housing Director Siegert reported on the CARES funding for mortgage assistance. The County is designating \$2M to rent assistance, homeless assistance through motel vouchers and mortgage assistance. The CDA will administer the mortgage assistance piece. There will be about four months to get money out the door (through the end of November).

(8) SET NEXT MEETING DATE, TIME, PLACE

8.1) Regular Meeting August 18, 2:00 p.m.

The meeting has been changed to August 18 due to the primary election being held on August 11.

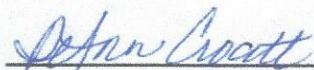
8.2) Visioning Meeting TBD

A zoom meeting will be held for general discussion and brainstorming.

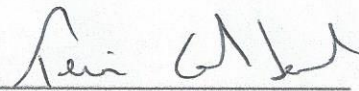
8.3) SPECIAL Meeting as needed

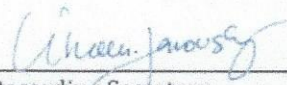
(9) ADJOURN

Commissioner Gulstad made a motion to adjourn the meeting at 3:26 p.m. Commissioner Stock seconded the motion. Unanimous roll call vote followed, Motion carried.


Chair DeAnn Croatt




Secretary Terri Gulstad


Recording Secretary

August 18, 2020
Date