

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 MEETING
April 13, 2021**

(1) CALL TO ORDER

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

(2) ROLL CALL

Commissioners present: District I, DeAnn Croatt
District II, Terri Gulstad
District IV, Patti Sotis
District V, Barry Stock

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

Others present: Jon Ulrich, Scott County Commissioner

2.1) Commissioner District III

Executive Director Jaffa indicated that Commissioner Delbow resigned from the Board effectively immediately due conflicts with his new job. He and the Board Chair conferred on this and accepted his resignation. We will now be looking for a replacement.

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – March 13, 2021

Chair Sotis made a motion to approve the Meeting Minutes of March 13. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

AGENDA ACTION(S)

4.1) Agenda Modifications

None requested.

4.2) Consent Agenda (6.11, 6.12, 6.21, 6.5, 6.51, 6.9, 6.10.1)

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

(4) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve the check registers in the amount of \$189,761.70. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

OLD BUSINESS

6.1) Affordable Housing Programs

6.11)* Affordable Housing Occupancy Report

[Consent; no discussion]

6.12)* Housing Choice Voucher Utilization Report

[Consent; no discussion]

6.13) RESOLUTION NO. 12-21: ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER AND PUBLIC HOUSING PROGRAMS EFFECTIVE APRIL 1, 2021

Commissioner Sotis made a motion to approve Resolution No. 12-21. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) Housing Choice Voucher Waiting List Opening

Housing Director Siegert indicated that there was a good response for the waiting list and staff did a great job. 800 applicants applied. 500 were put on the waiting list. The majority of the applicants put on the waiting list have a connection to Scott County—working or living here. A new electronic method was used, and it is a software that many agencies use, so it has a better user experience for the applicant and they are able to sign in to their account and see which waiting list(s) they are on. There are still 50 names on the waiting list from when it was open in 2007 and staff will continue to work through those remaining applicants.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich reported that the County is slated to get ARP federal money in the amount of \$29M. He is not yet sure of the rules on how to spend the money but he would be looking for legacy/strategic investments such as broadband, infrastructure, workforce housing. The County will be looking for input on best ways to utilize this money. Commissioner Stock brought up the rural outside storage concept and homelessness.

Commissioner Ulrich also stated that at the next SCALE Executive team meeting they will be discussing funding for an updated housing demand/Commercial/Industrial studies.

6.5) First Stop Shop (FSS)

Business Development Director Crakes answered Commissioners questions from the reports that were included with the packet.

Business Development Director Crakes also noted that NextStage who is the consultant for helping start-up businesses has waived their second half fee of \$35,000 due to most of their time was spent was administering CARES business loans.

6.51) Business Accelerator Program

Business Development Director Crakes stated that the LOI with SW Metro was in the packet, and that is now signed by SW Metro. It is for approximately 2,100 square feet of space surrounded by secondary education classrooms. There was a question why the space wasn't congruent—the Accelerator space has stars on them and Business Development Director Crakes indicated that it wasn't an issue for the existing business and connections really happen purposely through programming and networking events. In addition, the spaces are available immediately and there would be no cost for build-out. Approximately 750 feet of space has been "pre-reserved" by existing TV businesses. Tenants will move in in June/July. It is expected the lease will be brought to the Board at the May meeting. It will be a 3 year lease, with a 3 year option. Commissioner Gulstad has volunteered to be on the Technology Village/Business Accelerator Board.

6.6) Elko New Market Infrastructure Project

Finance Director Johnson indicated that after Elko New Market worked out a couple kinks with one of the developers, agreements have been executed and recorded.

6.7) River City Centre Retail Master Lease

Executive Director Jaffa stated that this project has brought challenges and is working on what the agenda will be for the CDA/County/City meeting on April 21. Michael Pagh, Great Lakes Management, has been providing assistance to the CDA in assessing the existing MLT viability. The Executive Director asked Commissioner Gulstad if she could attend the meeting in place of Jeff Delbow. She said she would.

Commissioner Stock stated that the Finance Committee met and discussed that this is a great opportunity to have a conversation with the City. The City wants more lease up but we also don't want uses that would negatively impact residents. There is money in the reserve accounts if the MLT should not make their payment. Executive Director Jaffa confirmed that there are three bond issues remaining—TIF, special benefits tax; and public space. Finance Director Johnson gave the status of the TIF bond. Commissioner Gulstad confirmed agreement to Commissioner Stock's statements and asked what the process is if the MLT defaults, would they have a certain to cure? The MLT could collect the rents but not pay the CDA. It was felt that legal assistance should be sought immediately so we know what steps to take if the MLT defaults. Executive Director Jaffa indicated that if the Board decides to reject the request this information will be conveyed immediately to the MLT.

Commissioner Stock made a motion to reject the request from Shakopee River City Centre Associates LLC for one year of rent relief. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.8) COVID-19 Updates

There was nothing new to report.

6.9)* Workshop

[Consent; no discussion]

6.10) SC-CDA Development Activities

6.10.1)*Brentwood Terrace, Jordan, MN

[Consent; no discussion]

6.10.2)Intensive Residential Treatment Services (IRTS) Facility, Savage

Executive Director Jaffa indicated that this has been submitted.

6.10.3)Scott County Community Land Trust

Assistant to the Executive Director Janovsky went over the architect's timetable for construction of the New Prague single family homes. The site survey is being done and then the architectural drawings will be complete. Bidding is expected to happen in July, with a recommendation to the Board in August. There are reports that material costs have went up considerably in a very short time so that will effect construction costs.

6.10.4)Core Crossings, Tax Credit Development, Shakopee

RESOLUTION NO: 13-21: AMENDING RESOLUTION NO. 18-19: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO SHAKOPEE HOUSING GROUP, LLC, FOR SECTION 42 TAX CREDIT DEVELOPMENT, CORE CROSSINGS, LOCATED IN SHAKOPEE, MINNESOTA

Housing Director Siegert summarized the work that Sand Company has been doing for this development. They previously had a property in Southbridge near Home Depot. Because of the zoning, Home Depot was able to refuse the land use for workforce housing. Sand Company was able to address Home Depot's concerns satisfactorily. After that, Marcus Theaters voiced their concerns about the site use; however, Sand Company was not able to resolve their concerns. Sand Company was able to find an equal or better site nearby and Minnesota Housing let them change their tax credit application to reflect that. This new site will allow them to get an additional two units in the development. Commissioner Sotis made a motion to approve Resolution No. 13-21. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed Motion carried.

Executive Director Jaffa asked Housing Director Siegert to update on Beacon Interfaith application. Housing Director Siegert said they were not awarded tax credits last year, and had a commitment of vouchers from Metro HRA. It is expected that they will apply for the CDA's INVEST Deferred Loan program this year, and the capital commitment from the County should help their application.

(7) NEW BUSINESS

None at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

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|------|-------------------------|---------------------------|
| 8.1) | Regular Meeting | May 11, 2021, 2:00 p.m. |
| 8.2) | SPECIAL Meeting | as needed |
| 8.3) | Workshop | April 20, 2021, 2:00 p.m. |
| 8.4) | RCC Master Lease Tenant | April 21, 4:30 |
| 8.5) | SCALE meeting host | April 9, 2021, 7:30 a.m. |

(9) ADJOURN

Commissioner Sotis made a motion to adjourn the Regular Meeting at 3:18 p.m.
Commissioner Stock seconded the motion. Unanimous roll call vote followed.
Motion carried.

Chair DeAnn Croatt

Secretary Terri Gulstad

Recording Secretary

Date