CALL TO ORDER AND PLEDGE
Chair Croatt called to order the Regular Meeting of the Scott County CDA at 2:09 p.m.

ROLL CALL
Roll call continued from the Annual Meetings, adding Brenda Hergott, Housing Specialist, and Dan Herrmann, Housing Maintenance Technician.

MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – December 11, 2018
Commissioner Robbins made a motion to approve the December minutes. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

AGENDA ACTION(S)

4.1) Agenda Modifications
Commissioner Robbins made a motion to approve adding Item 6.7) Marketing Initiative by Zeb Carlson, Carlson Consulting. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Consent Agenda (5.2, 5.4, 6.11, 6.12, 6.21, 6.51, 6.52, 6.6)
Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.

FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Robbins made a motion to approve the Check Registers in the amount of $346,134.86. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Procurement Summary
[Consent item; no discussion]

5.2.1) RESOLUTION NO. 03-19: AUTHORIZING AWARD FOR FLOOR COVERING
Housing Director Siegert explained that the overall cost is based on historical information, but the CDA is charged on an as needed basis for replacement flooring. Commissioner Sotis made a motion to approve Resolution No. 03-19. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.
5.3) **RESOLUTION NO. 04-19: ADOPTING INTERNAL REVENUE SERVICE (IRS) STANDARD MILEAGE RATE FOR COMMISSIONER AND STAFF TRAVEL**
Commissioner Robbins made a motion to approve Resolution No. 04-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4)* **Agency Audit for FY2018**
[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) **Belle Haven Resident Story**
Housing Specialist Brenda Hergott was in attendance along with Housing Maintenance Technician, Dan Herrmann. Housing Specialist Hergott indicated that a previously homeless person was able to move into a unit but had very few possessions. However, another tenant who had to move because of medical reasons gave all of her furniture, household items, and even clothes to this resident. The resident was extremely grateful.

6.2) **Home Ownership Programs**

6.21)* **Homeownership Programs Report**
[Consent item; no discussion]

6.22) **RESOLUTION NO. 05-19: Authorizing Participation in the Minnesota Cities Participation Program (MCPP) for 2019, Managed by Minnesota Housing**
Housing Director Siegert shared statistics for this program on a hand-out provided at the meeting. Commissioner Robbins made a motion to approve Resolution No. 05-19. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) **Liaison Report – Scott County Commissioner**
Commissioner Ulrich was in attendance and reported on Gary Shelton’s retirement party (it was fun)! The Commissioner also provided information regarding a SCALE transportation plan and a SCALE reboot/refining. Commissioner Ulrich also stated interest in a tour of CDA properties in the upcoming year.

6.4) **First Stop Shop (FSS)**
Stacy Crakes, Business Development Director, was in attendance and provided information regarding end of year statistics for each city, including Open to Business, business filings and business retention and expansion visits. Summary information was also provided on EDI projects and the success of the Fast Track event.
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
RESOLUTION NO. 06-19: AMENDING RESOLUTION NO. 26-18: ACQUISITION OF REAL PROPERTY WITH A STREET ADDRESS OF 351, 401, 451, and 501 SEVILLE DRIVE, JORDAN, MN, FOR THE PRIMARY PURPOSE OF CONSTRUCTING A 55+ INDEPENDENT LIVING APARTMENT BUILDING
Executive Director Jaffa explained that there are new terms and conditions for the acquisition of this property, and since the market demand is so high in Jordan, the architect will be adding units for the concept design. Bonding is a question as the County is doing their bonding this year for the renovation/addition of the Government Center, but the prep work for this project would need to happen whether this project goes in 2019 or 2020. Commissioner Robbins made a motion to approve Resolution No. 06-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.53.1) Market Feasibility Study for Active Adult Housing in Jordan, MN
Market demand was discussed in Item 6.53).

6.54) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN
Executive Director Jaffa indicated a rough draft sketch of the landscaping was on the table for review. The grant agreement has been submitted to the State for the $1.9 appropriation and the CDA/County and legal counsel will answer any questions that arise. The workgroup continues to meet every couple weeks to continue the progress of the project.

6.6)* River City Centre Master Lease Tenant (MLT)
Nothing at this time.

6.7) Marketing Initiative
This item was added to the Agenda. Zeb Carlson, Carlson Consulting, gave an overview of the marketing initiative the CDA is embarking upon. There will be an update to Mission/Vision/Values, an update and consolidation of the CDA/FSS websites, and a marketing approach/editorial calendar will be developed. Mr. Carlson will attend the next few Board Meetings to provide a quick 10 minute update on progress.
(7) NEW BUSINESS

None at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting  February 12, 2019, 2:00 p.m.
8.2) SPECIAL Meeting  as needed

(9) ADJOURN

Commissioner Robbins made a motion to adjourn the meeting at 3:31 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

Chair Croatt

Secretary Gulstad

Recording Secretary  2/19/19