

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

December 11, 2018

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 9:59 a.m. and led the Pledge of Allegiance.

(2) ROLL CALL

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
Adam Johnson, Finance Director
Stacy Crakes, Business Development Director
Scott County CDA Staff
Linda Janovsky, Recording Secretary

Others Present Jon Ulrich, Scott County Commissioner
Bethany Tjornhom, ED FISH

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – November 13, 2018

There was a correction needed to add Finance Director Johnson to the list of attendees. This was handwritten on the Minutes. With this change, Commissioner Robbins made a motion to approve the Minutes of November 13, 2018. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications – add Item 6.7) FISH

4.2) Consent Agenda (5.2, 6.11, 6.12, 6.13, 6.14, 6.21, 6.4, 6.51, 6.52, 6.55, 6.6)

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

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Zweber made a motion to approve the check registers in the amount of \$841,936.52. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

- 5.2)* **Procurement Summary**
[Consent item; no discussion]

- 5.3) **RESOLUTION NO. 33-18: AUTHORIZING FY 2018 WRITE OFF OF UNCOLLECTED TENANT ACCOUNTS RECEIVABLE**
Housing Director Siegert gave a brief history on revenue recapture. Commissioner Robbins made a motion to approve Resolution No. 33-18. 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]
- 6.13)* **Public Housing Utility Allowances**
[Consent item; no discussion]
- 6.14)* **Public Housing Flat Rents**
[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 provided an update on the board structure for 2019--- Commissioner Weckman Brekke will be the Chair and Commissioner Beer the Vice-Chair. Commissioner Ulrich also updated on a SCALE transit study that will be taking place.

- 6.4)* **First Stop Shop (FSS)**
[Consent item; no discussion]

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 reported that staff are working with bond counsel to determine if a bond backing request to the County would be feasible.

6.54) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN
Executive Director Jaffa indicated that the working group continues to meet and the grant application for the \$1.9M appropriation will be submitted by Julie Eddington, Kennedy & Graven, on December 13. In addition, the County is requesting an additional \$3.5M through a competitive grant application process which they will submit by December 14, 2018. Urbanworks Architects will be working with Guild Incorporated to finalize space needs and then develop schematic drawings.

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) FISH
This item was added to the Agenda. Bethany Tjornhom, Executive Director of FISH was in attendance to give her thanks for the Scott County CDA's participation in FISH. She stated that in 2018, FISH has 557 partners with \$79,217 of needs filled. She also provided information on the FISH "transportation program" where there is a group of mechanics that are willing to repair cars so that their owners can get to school and work, or medical appointments, etc.

(7) NEW BUSINESS

7.1) 2019 Agency Budget Amendment
The Executive Director indicated that this was a report item and will be discussed in greater detail in the New Year.

7.2) Marketing Initiative
Assistant to ED Janovsky provided information on the marketing initiative that is being undertaken in 2019. This will freshen up the CDA logo, incorporate FSS under the CDA identity, review the CDA's Mission/Vision/Values, create an editorial calendar, and develop marketing material templates.

7.3) Office Facility Space Needs Assessment
Executive Director Jaffa stated that the CDA will be looking at office space and what needs are in the short term, out to 15-20 years down the road. Wold Architects and Engineers was selected to assist in this process.

7.4) Salary Ranges for 2019
The Personnel Committee (Commissioners Sotis and Zweber) met to discuss the salary ranges. Commissioner Sotis recommended increasing the ranges by 2.8% as a Cost of Living Adjustment (COLA) effective January 1, 2019. Commissioner Robbins made a motion to approve this increase. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

7.5) Closed Session
Commissioner Robbins made a motion to close the session for Executive Director's performance evaluation. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

Commissioner Robbins made a motion to approve Personnel Committee salary recommendation for the Executive Director for a 3% lump sum payment, along with the COLA increase of 2.8%. Unanimous voice vote followed. Motion carried.

Commissioner Robbins made a motion to move back into regular session. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

Upon entering regular session, Scott County CDA staff entered the Boardroom for Chair Croatt's presentation of a clock to Commissioner Zweber for his 15 years of service on the CDA Board. The Executive Director and Board Chair thanked Commissioner Zweber. Commissioner Zweber stated that he is grateful and has enjoyed his time on the Board. A round of applause commenced.


(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular & Annual Meeting January 11, 2019, 2:00 p.m.


8.2) SPECIAL Meeting as needed

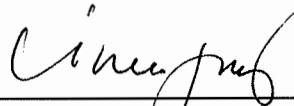
(9) ADJOURN

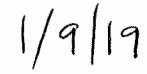
Commissioner Zweber made a motion to adjourn the meeting at 11:43 a.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.


Chair DeAnn Croatt




Secretary Terri Gulstad


Recording Secretary


Date