

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
December 17, 2019**

**(1) CALL TO ORDER AND PLEDGE**

Chair Croatt called the meeting to order at 9:29 a.m. and led the Pledge of Allegiance.

**(2) ROLL CALL**

Commissioners present:

- District I, DeAnn Croatt
- District II, Terri Gulstad
- 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
- Adam Johnson, Finance Director
- Evie DeGravelles, Housing Specialist
- Linda Janovsky, Recording Secretary

Others present:

- Bethany Tjornhom, FISH
- Kathy Aho, Baker Tilly
- Paul Steinman, Baker Tilly

Kathy Aho, and Paul Steinman, Baker Tilly, presented the plaque indicating that the Scott County CDA has a Triple-A rating from Standard & Poor which saved approximately 10-20 basis points for the Brentwood II Project bond transaction.

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) Regular Meeting – November 12, 2019**

Commissioner Robbins made a motion to approve the Minutes from November 12. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

**(4) AGENDA ACTION(S)**

**4.1) Agenda Modifications**

Commissioner Robbins made a motion for an agenda modification to add the revised Emergency Closing policy to 7.1. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

**4.2) Consent Agenda (5.2, 6.11, 6.12, 6.13, 6.21, 6.4, 6.65, 6.66)**

Commissioner Gulstad 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 Gulstad made a motion to approve the check registers in the amount of \$822,816.35. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.2)\* Procurement Summary**

[Consent; no discussion]

**5.3) RESOLUTION NO. ~~47-19~~: AUTHORIZING FY2019 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE**

Housing Director Siegert indicated that security deposit amounts were increased in the CDA-owned program and explained how the Revenue Recapture system works. Commissioner Robbins made a motion to approve Resolution No. 47-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed.

**5.4) CASH FLOW PROJECTION**

Finance Director Johnson went through the cash flow statement and answered Commissioners questions. Executive Director Jaffa indicated that approval from the State to get construction draw reimbursements is still underway.

**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)\* Ali Supreme Court Case Update**

[Consent; no discussion]

**6.2) Home Ownership Programs**

**6.21)\* Homeownership Programs Report**

[Consent; no discussion]

**6.22) RESOLUTION NO. 48-19: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2020, MANAGED BY MINNESOTA HOUSING**

Commissioner Robbins made a motion to approve Resolution No. 48-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.3) Liaison Report – Scott County Commissioner**

Not present.

**6.4)\* First Stop Shop (FSS)**

[Consent; no discussion]

**6.5) FISH**

Bethany Tjornhom, Executive Director was in attendance. She gave the floor to Housing Specialist DeGravelles stating that it has been a pleasure working with Ms. DeGravelles and that she is always kind and caring in working with her clients. Housing Specialist DeGravelles shared a story of a family who was on the waiting list for a unit, and they finally came to the top of the list and were able to move in! The family was grateful for this and in talking to the family, Housing Specialist DeGravelles realized that the family had few belongings as they had been homeless, and had no beds. Housing Specialist DeGravelles put out the need on the FISH Network for bedding and the need was filled within a few days. It was a heartwarming story with Board members thanking Housing Specialist DeGravelles for her work.

Ms. Tjornhom added that some employers are making it easy for employees to help a need, for example by taking \$1 from each paycheck or taking on a need, such as a water heater. Ms. Tjornhom stated that this year 272 needs have been posted. 152 needs have been met for a total of \$80,395.

**6.6) SC-CDA Development Activities**

**6.61) Brentwood Terrace, Jordan, MN**

**RESOLUTION NO. 49-19: RATIFYING THE EXECUTION AND DELIVERY OF A CONSTRUCTION CONTRACT AND AN ARCHITECT'S CONTRACT FOR THE BRENTWOOD COURT II PROJECT**

Commissioner Robbins made a motion to approve Resolution No. 49-19. Commissioner Stock seconded the motion. Unanimous roll call vote followed.

**6.62) Intensive Residential Treatment Services (IRTS) Facility, Savage**

Executive Director Jaffa stated that construction is going well but draw reimbursement approval has not yet been received from the State.

**6.63) Scott County Community Land Trust**

**RESOLUTION NO. 50-19: AUTHORIZING THE CREATION OF THE SCOTT COUNTY COMMUNITY LAND TRUST PROGRAM**

Assistant to the Executive Director Janovsky indicated that a Resolution needs to be passed for the creation of the land trust program and answered Commissioner Questions about the program. Commissioner Robbins made a motion to approve Resolution No. 50-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.64) River City Centre – Master Lease Tenant**

Executive Director Jaffa indicated that he has been contacted by Steve Dombrovski (Suntide) indicating that The Haven wants to reduce their space from 4,000 square feet to 2,000, and is asking for assistance with tenant improvement costs. The MLT first half payment is due in January. The Executive Director will continue to have discussions with Suntide, Mike Pagh, Great Lakes Management, and the City of Shakopee, as needed.

**6.65)\* CommonBond – The Willows, Shakopee**

[Consent; no discussion]

**6.66)\* Belle Court – Belle Plaine, MN (Schrom Construction)**

[Consent; no discussion]

**(7) NEW BUSINESS**

**7.1) RESOLUTION NO. 51-19: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES**

Agenda modification added a revised Emergency Closing policy. Commissioner Sotis summarized revisions to the Personnel Policies and indicated Personnel Committee's (Commissioners Sotis and Gulstad) recommendation of the changes. Commissioner Sotis made a motion to approve Resolution No. 51-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

### 7.2) Salary Ranges for 2020

The Personnel Committee indicated their recommendation to approve due to market conditions. Commissioner Stock made a motion to approve the salary range increase of 2.5% for 2020. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

### 7.3) Closed Session

Commissioner Robbins made a motion to close the session for Executive Director's performance evaluation. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried. The Personnel Committee had met with Executive Director Jaffa before today's meeting. 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 2.5%. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

## (8) SET NEXT MEETING DATE, TIME AND PLACE


- 8.1) Annual Meetings – CDA & GTDC      January 14, 2020, 2:00 p.m.
- 8.2) Regular Meeting      January 14, 2020, 2:00 p.m.
- 8.3) Joint Workshop      January 27, 6:00 p.m. – Govt Center  
CDA Board/County Board/  
Elko New Market City Council
- 8.4) SPECIAL Meeting      as needed

## (9) ADJOURN

Commissioner Gulstad made a motion to adjourn at 11:45 a.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

  
Chair



  
Secretary

  
Recording Secretary

1/15/20  
Date