

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS**

**MINUTES – REGULAR MEETING**

**March 10, 2020**

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

Chair Croatt called to order the Regular Meeting of the Scott County CDA at 1:57 p.m. and led the Pledge of Allegiance.

**(2) ROLL CALL**

Commissioners present:                District I, DeAnn Croatt  
   District II, Terri Gulstad  
   District III, Jeff Delbow  
   District IV, Patti Sotis

Commissioner absent:                District V, Barry Stock

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

Others Present:                        Bethany Tjornhom, FISH

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) Regular Meeting – February 11, 2020**

Commissioner Gulstad made a motion to approve the Minutes of February 11, 2020. Commissioner Sotis seconded the motion. Unanimous voice vote followed with Chair Croatt abstaining. Motion carried.

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

**4.1) Agenda Modifications**

There were no agenda modifications.

**4.2) Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.4, 6.72, 6.77, 6.8)**

Commissioner Sotis made a motion to approve the Consent Agenda. Commissioner Gulstad 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 \$973,018.38. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.2)\* Procurement Summary**

[Consent item; no discussion]

**5.3) RESOLUTION NO. 06-20: APPROVING PERMANENT TRANSFERS**

Finance Director Johnson and Housing Director Siegert answered commissioner's questions regarding the permanent transfers. Commissioner Sotis made a motion to approve Resolution No. 06-20. Commissioner Gulstad 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) Ali Supreme Court Case**

Housing Director Siegert spoke about the case stating that the CDA did indeed calculate the household income correctly by including funds received by a parent in the CDCB grant to care for their child. Housing Director Siegert provided NAHRO and other CDA's this information and encouraged them to share this information broadly.

**6.2) Home Ownership Programs**

**6.21)\* Homeownership Programs Report**

[Consent item; no discussion]

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

[Consent item; no discussion]

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

**6.41) Elko New Market Sewer/Water Infrastructure Assistance**

Executive Director Jaffa said the first workgroup meeting went very well. Finance Director Johnson explained the financing options for the city issuing bonds. Further discussion of the options will continue at the next work group meeting.

**6.5) Families and Individuals Sharing HOPE (FISH)**

Bethany Tjornhom, Executive Director reported there have been 60 FISH requests in 2020 thus far. 39 of those needs have been met for a value of \$8,196.00. There are 177 total partners and 601 total affiliates. Executive Director Tjornhom responded to the question of what is the reason most needs are not met. Ms. Tjornhom stated that the requests that are larger sums of money (example deposit for a rental unit). Ms. Tjornhom is working on ways to break down the request so the financial amount doesn't seem unreachable.

Executive Director Tjornhom stated Empty Bowls, which is a fundraiser for FISH, is scheduled for April 30<sup>th</sup> at Shepherd of the Lakes Church.

**6.6) SC-CDA Development Activities**

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

Construction is underway and on track in Jordan. The warmer weather has allowed construction to move forward and is on target.

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

The IRTS Facility is coming along well. We are waiting for the State to sign off to be able to receive reimbursement for draws.

**6.63) Scott County Community Land Trust**

Recording Secretary Janovsky has continued working on the people and property processes for the Community Land Trust. Ms. Janovsky has contacted residents in Work Force and Rural Development properties. An orientation will be held on March 13<sup>th</sup> for interest client(s). It is a very tight housing market. Very few homes are listed for sale and those that are listed, are sold very quickly.

**6.64) River City Centre**

Great Lakes Management did a super job coordinating residents during the replacement of the elevator. Each afternoon the elevator was in use for residents for about an hour. The elevator replacement is complete and operational.

**(7) NEW BUSINESS**

### **Visioning Session**

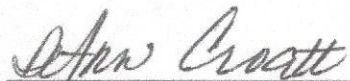
The Visioning Session is scheduled for June 2, 2020. There will be more discussion at the April Board Meeting to better understand what general topics the Board is seeking.


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


- |      |                   |                           |
|------|-------------------|---------------------------|
| 8.1) | Regular Meeting   | April 14, 2020, 2:00 p.m. |
| 8.2) | Visioning Meeting | June 2, 2020, 3:00 p.m.   |
| 8.3) | SPECIAL Meeting   | as needed                 |

#### **(9) ADJOURN**

Commissioner Gulstad made a motion to adjourn the meeting at 2:50 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

  
Chair Croatt

  
Secretary Gulstad

  
Recording Secretary

04/15/2020  
Date