

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS**

**MINUTES – REGULAR MEETING**

**April 14, 2020**

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

This meeting was held telephonically. Chair Croatt called to order the Regular Meeting of the Scott County CDA at 2:01 p.m.

**(2) ROLL CALL**

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

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

Others Present: Jon Ulrich, Scott County Commissioner  
Steven Dunbar, Ivy Properties

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) Regular Meeting – March 10, 2020**

Commissioner Stock made a motion to approve the Minutes of March 10, 2020. Commissioner Gulstad 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, 6.63, 6.64)**

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

### **(3) FINANCIAL REPORT**

#### **5.1) Payment of Bills**

Commissioner Sotis made a motion to approve the check registers in the amount of \$976,894.43. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

#### **5.2) FY2019 Agency Financial Audit**

Finance Director Johnson said he is awaiting response from Abdo Eick to see if the week of May 4 will work or if the audit will need to be done remotely.

### **(4) 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) Award of Rental Rehabilitation Deferred Loan (RRDL) Pilot Program - Rural Development**

Housing Director Siegert gave an overview of this funding source and said that there will be a meeting in a week or two with MN Housing to discuss next steps. These funds will be used to do rehab at Belle Haven and Britland such as a new roof, new tub surrounds, new sidewalks/parking lots, new common area carpet, etc.

##### **6.14) RESOLUTION NO. 07-20: ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER AND PUBLIC HOUSING PROGRAMS EFFECTIVE APRIL 1, 2020**

Commissioner Sotis made a motion to approve Resolution No. 07-10. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

##### **6.15) RESOLUTION NO. 08-20: ADOPTING AMENDMENT TO SECTION 8 ADMINISTRATIVE PLAN, HOUSING QUALITY STANDARDS**

Housing Director Siegert stated that the current regulation allows for Housing Qualify Standard (HQS) inspections every two years. Commissioner Sotis made a motion to approve Resolution No. 08-10. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

## **6.2) Home Ownership Programs**

### **6.21)\* Homeownership Programs Report**

[Consent; no discussion]

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

Commissioner Ulrich reported on COVID-19 issues and that the County is trying provide as many services as possible online. The libraries are delivering to the curb. The County is putting some projects on pause due to uncertainty of funding. DEED is providing resources for businesses. Greater MSP has developed a business/investment task force to retain businesses in the region.

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

Business Development Director Crakes summarized items from board report: continue to reply to business leads; received internship grant, but not sure what that will look like now with COVID-19; Open to Business – there have been some staffing changes and the Scott County rep has been swamped; Incubator/Innovation Center report has been received in draft form.

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

Business Development Director Crakes stated that a TAC (Technical Assistance Committee) was created consisting of the CDA/City/County and they have met a couple times to discuss a partnership. Conversation has shifted to agreement that the City would take lead on issuing bonds and managing the project. The CDA would be asked to provide financial guarantee if the City cannot pay the bond. The amount would vary from year to year, and the annual payment would be capped at an amount of the city's bond payment less the annual landowner. The City Council will meet to discuss waiving the balance of the SAC/WAC fees incurred in the construction of Market Village. Commissioner Ulrich stated that the County is only allowing essential expenditures during this time—everything else is on pause. Commissioner Stock noted that with selling bonds, payment on the debt wouldn't occur until late 2021/2022.

## **6.5) Visioning Session**

Executive Director Jaffa suggested and Commissioners were in agreement that this item be rescheduled for a time when an in-person meeting can occur.

## **6.6) SC-CDA Development Activities**

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

Steve Dunbar, Ivy Properties, indicated that things are moving forward. Framing is under way with the roof trusses on site. Trade

groups are heeding social distancing requirements, and this has not impacted the schedule to date. The Certificate of Occupancy (COO) is expected in October. Marketing efforts will begin in May. There are 61 names on the interest list.

Executive Director Jaffa indicated that the CDA was notified by Allina the clinic will be closed for two months.

- 6.62) Intensive Residential Treatment Services (IRTS) Facility, Savage**  
Steve Dunbar, Ivy Properties, stated that things continue to go well. The contractors are also heeding social distancing, but it is a little more challenging in this building because of the space. Construction continues to be on time, and there is some time built into the schedule in case multiple trades cannot be working in the space at the same time. The Certificate of Occupancy is expected in July with turnover to Guild in mid-August.

Executive Director Jaffa indicated that \$1.5M has been paid out so far and as of this month, the County has picked up paying the draws.

- 6.63)\* Scott County Community Land Trust**  
[Consent; no discussion]

- 6.64)\* River City Centre Retail**  
[Consent; no discussion]

## **(7) NEW BUSINESS**

### **COVID-19 Update**

- 7.1) Meetings will be held telephonically or by other electronic means.**  
Meetings will be held telephonically as needed.
- 7.2) Agency Plan for Continuation of Operation**  
As the CDA is an essential sector per the State of Minnesota an operational plan was developed to outline essential services and how those services can be provided in a safe manner for staff, the clients, and the public. This plan also outlines which staff can work at home and/or have an alternative/flexible schedule. Staff summarized information. Executive Director Jaffa extended kudos to staff for their ongoing work in this stressful time.
- 7.3) Building Closure**  
Commissioner Sotis made a motion to approve the building closure through May 18 (date updated from Governors Stay-at-Home extended on 4/30/19) with reopening subject to administrative review. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

**7.4) Family First Coronavirus Response Act**

Assistant to the Executive Director Janovsky explained components of this Act (E-FMLA and Emergency Paid Sick Leave).

**7.5) COVID-19 Legislation**

Housing Director Siegert explained legislation as it relates to housing, including how the moratorium on evictions may give tenants the impression that they do not need to pay rent. Tenants can be evicted for any other non-rent related lease violation during this time.

**7.6) Signatory Authority**

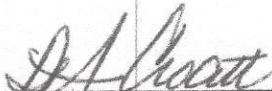
Commissioner stock made a motion that Julie Siegert, Housing Director, be assigned signature authority for CDA business should the Executive Director be unable to perform his duties because of COVID-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

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


- |      |                   |                         |
|------|-------------------|-------------------------|
| 8.1) | Regular Meeting   | May 12, 2020, 2:00 p.m. |
| 8.2) | Visioning Meeting | postponed               |
| 8.3) | SPECIAL Meeting   | as needed               |

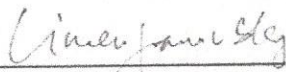
**(9) ADJOURN**

Commissioner Sotis made a motion to adjourn the meeting at 3:27 p.m. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

  
Chair Croatt



  
Secretary Gulstad

 5/13/2020  
Recording Secretary Date