

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
December 8, 2020**

(1) CALL TO ORDER

This meeting was held via Zoom videoconferencing. Chair Croatt called the meeting to order at 2:00 pm.

(2) ROLL CALL

Commissioners present: District I, DeAnn Croatt
District II, Terri Gulstad
District III, Jeff Delbow (left meeting at 4:30)
District IV, Patti Sotis (left meeting at 4:20)
District V, Barry Stock

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director
Adam Johnson, Finance Director
Molly Link, Assistant Housing Director
Linda Janovsky, Recording Secretary

Others present: Jon Ulrich, Scott County Commissioner
Lorenzo Fabbri, U of M RCP Project
Sarah Tschida, U of M RCP Project

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – November 10, 2020

Commissioner Stock made a motion to approve the Minutes of November 10, 2020. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

None requested.

4.2) Consent Agenda (6.11, 6.12, 6.21, 6.82, 6.83)

Commissioner Sotis made a motion to approve the Consent Agenda as presented. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve check registers for \$743,873.12. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) RESOLUTION NO. 40-20: AUTHORIZING FY2020 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE

Commissioner Sotis made a motion to approve Resolution No. 40-20. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

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) Scott County CDA Impact through Film

Housing Director Siegert summarized the U of M Resilient Communities Project that the CDA collaborated with for the 2018/19 school year. An innovative partnership was created with the Community Media Activism class to tell the stories of CDA housing participants.

Housing Director Siegert recognized Assistant Housing Director Link for her creativity and project coordination, working with Professor Fabbri and his students to get the films just right. Ms. Tschida from the RCP spoke of the unique collaboration with the film class, stemming from work with a housing policy class. Professor Fabbri thanked Scott County and indicated that it was a pleasure to work with participants and CDA staff. Assistant Housing Director Link thanked Professor Fabbri, Ms. Tschida, and all the staff who participated not only in the videos, but also in making clients comfortable with telling their stories. Three short films were shown:

At Home in Scott County: "Jason", "Osman" and "Jessica". These films will be used for advocacy and stakeholder involvement in the future. Assistant Housing Director Link answered Commissioner Questions.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich reported CARES funding distribution: \$3.7M to businesses, \$2M to small businesses, \$900,000 to Ag businesses, as well as workforce training, LLE Jobs website, mortgage and rental assistance, rural broadband, CAP, election costs, Chambers, and IT infrastructure. Some money is being held for new business programs going in to the New Year. Commissioner Ulrich also reported that as part of its Capital Improvement Plan (CIP) the County would provide funds for construction of Beacon Interfaith housing for homeless/near homeless. Any ongoing operating expense support from the County he would like to see tied into serving residents from Scott County. The plan is also to repay the CDA for the IRTS in 2021. Lastly, Commissioner Ulrich indicated that the County has purchased two homes and will work with a non-profit to create sober/re-entry housing. Commissioner Stock commended the County Board and Staff for getting the money out so quickly with a wide range of support to businesses.

6.4) First Stop Shop (FSS)

Business Development Director Crakes indicated that Commissioner Ulrich provided a great update on business support. The latest round of funds are being processed by NexStage and will have a report soon. The latest executive order will provide some assistance to bars/restaurants, but details are being worked out for that program. The Live~Learn~Earn jobs website, Great Scott, has had a soft launch.

6.5) Mortgage Assistance Program/Landlord Assistance - CARES

Housing Director Siegert indicated we were able to help homeowners for \$14,000. Some of the applicants were not eligible for the Scott County money so were referred to the State program. The property owner assistance program has been very successful, with the CDA helping with program design and outreach with CAP distributing funds.

6.6) COVID-19 Updates

No additional updates were provided at the meeting.

6.7) FISH

Bethany Tjornhom, Executive Director, thanked the Board for their support. Ms. Tjornhom indicated that in 2020 so far, there have been 317 needs posted, for an amount of \$86,751. There was a record amount of needs posted in November, equivalent to an amount of \$21,146. In December so far \$13,869 worth of needs have been fulfilled. FISH was appropriated \$10,000 of CARES funds and have been disbursing those funds for COVID-related needs.

6.8) SC-CDA Development Activities

6.81) Brentwood Terrace, Jordan, MN

Executive Director Jaffa stated that households are moving in as we speak. Commissioner Sotis gave kudos to the Executive Director for the successful completion of this project.

[Because the Ribbon Cutting was cancelled due to tightened COVID restrictions, a short video was emailed to Commissioners on 12/16/20 and can be found here: <https://youtu.be/Als6cP0TApg>]

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

[Consent; no discussion]

6.83)* Scott County Community Land Trust

[Consent; no discussion]

6.84) Core Crossings, Tax Credit Development, Shakopee

Housing Director Siegert summarized the communication with Sand Company and Home Depot regarding this development. Home Depot asked for slight modifications in design, and Sand Company is able to accommodate them. However, Marcus Theaters, another neighbor of this development, now has some concerns as well and letters of support are being sent to provide context of why this development is important—how it fits the overall needs of the community and the benefits it will provide to Marcus to bring in more consumers and employees.

(7) NEW BUSINESS

7.1) RESOLUTION NO. 41-20: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES

The Personnel Committee met and approved the personnel policy changes. However, there were two modifications provided to Commissioners Sotis and Delbow after that meeting and discussed by the Board.

The first of these was to adjust Call Out pay to Housing Maintenance Technicians. It was discussed that the new policy seems to pay them twice. Housing Director Siegert explained that other entities have been surveyed and we are changing the policy to be competitive. She indicated that the stipend is for time that they are available—they need to respond to calls within 15 minutes so this limits their personal activities. The minimum time paid compensates them for servicing a call.

The new wording of the policy was read into the record by Assistant to the Executive Director Janovsky: *"Non-exempt employees shall be paid a weekly stipend AND a two hour minimum per call out"*.

Assistant to the Executive Director Janovsky also indicated that the holiday pay policy would change the eligibility of the floating holiday to be available after a new employee successfully completes their orientation period.

Commissioner Sotis made a motion to approve Resolution No. 41-20. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

7.2) Salary Ranges for 2021

The Personnel Committee met and approved the Salary Ranges for 2021, which remain the same as 2020. Commissioners discussed the need for Cost of Living Adjustments (COLA) or market adjustments. Assistant to the Executive Director Janovsky cited that COLA adjustments were in the pay plan approved by the Board in 2016. General discussion was held on merit pay increases. Commissioner Sotis made a motion to approve the Salary Ranges for 2021. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

7.3) Closed Session

Commissioner Sotis made a motion to close the session (Minn. Stat. §13D.05, subd. 3) for Executive Director's performance evaluation. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried. The Personnel Committee had met with Executive Director Jaffa before today's meeting. Commissioner Stock made a motion to approve Personnel Committee salary recommendation for the Executive Director for a 3% lump sum payment. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried. A motion was made to close the Executive Session by Commissioner Delbow. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

(8) SET NEXT MEETING DATE, TIME AND PLACE

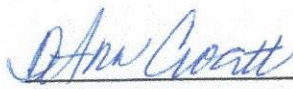
- 8.1) Annual Meetings CDA & GTDC January 12, 2:00 p.m.
8.2) Regular Meeting January 12, 2:00 p.m.
8.3) SPECIAL Meeting as needed

(9) Adjourn

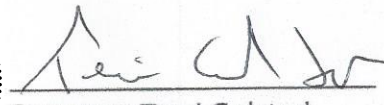
Commissioner Gulstad made a motion to adjourn the Regular Meeting at 4:43 p.m.
Commissioner Stock seconded the motion. Unanimous roll call vote followed.
Motion carried.

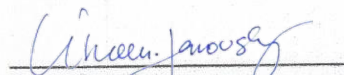
WORKSHOP

Postponed.


Chair DeAnn Croatt




Secretary Terri Gulstad


Recording Secretary

01/13/2021
Date