

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
January 12, 2021**

(1) CALL TO ORDER

This meeting was held via Zoom videoconferencing. Chair Croatt called the meeting to order at 2:09 pm.

(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
- Stacy Crakes, Business Development Director
- Adam Johnson, Finance Director
- Linda Janovsky, Recording Secretary

Others present:

- Jon Ulrich, Scott County Commissioner
- Kim Meierbachtol, Rental Assistance Manager
- Courtney Zimprich, Housing Specialist – RA
- Andy Harrell, Administrative Services Specialist

2.1) Introduction of New Employees

Courtney Zimprich – Housing Specialist Rental Assistance
Kim Merichbatol, Rental Assistance Housing Manager, introduced Courtney.
Commissioners welcomed Courtney on-board.

Andrea (Andy) Harrell – Administrative Services Specialist
Linda Janovsky, Assistant to Executive Director, introduced Andy.
Commissioners welcomed Andy on-board.

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – December 8, 2020

Commissioner Sotis made a motion to approve the Minutes of December 8, 2020. Commissioner Delbow 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, 6.81, 6.82, 6.84)

Commissioner Gulstad requested that Item 6.21 be removed from the Consent Agenda. Commissioner Stock made a motion to approve the Consent Agenda with Item 6.21 removed. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Delbow made a motion to approve the Check Registers in the amount of \$901,322.20. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Procurement Summary

Housing Director Siegert stated that this was a summary for the last half of the year and commented on the great work of the contracting and maintenance technician staff.

5.3) RESOLUTION NO. 02-21: ADOPTING INTERNAL REVENUE SERVICE (IRS) STANDARD MILEAGE RATE FOR COMMISSIONER AND STAFF TRAVEL

Commissioners requested this item be a consent item next year. Commissioner Gulstad made a motion to approve Resolution No. 02-21. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) Audit Dates

Finance Director Johnson stated the financial audit will most likely be remote on April 26-30, 2021.

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) Family Self Sufficiency Program Grant

Chair Croatt gave kudos to the grant award for this program.

6.14) Prior Manor Conversion to Project Based

RESOLUTION 03-21: AMEND 2021 PHA PLAN ANNUAL SUBMISSION

Housing Director Siegert explained that the Agency Annual Plan that was approved by the Board in October for 2021 needs to be amended to show that a Streamlined Voluntary Conversation is an approved activity for this year. Housing Director Siegert has been working with HUD and it was determined that the property can be retained by the CDA, with the Agency's non-profit affiliate, Greentree, administering the vouchers that will be assigned to this property. This language needed to be added to the approved plan. Housing Director Siegert will meet with residents tomorrow and then it is anticipated the application for conversion will be requested from the Board next month.

Commissioner Sotis made a motion to approve Resolution No. 03-21. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Home Ownership Programs

6.21) Homeownership Programs Report

Commissioner Gulstad requested that this item be removed from the Consent Agenda and asked how classes were being held. Housing Director Siegert indicated that no in person classes have been held since COVID-19; however, staff have solicited feedback from homebuyer club presenters and community partners to develop a plan for delivering the program in 2021 in a small class size, social distance setting.

The online version of this class called Framework has been available to first time homebuyers throughout the pandemic. Completing this course does make a participant eligible for a down payment assistance grant from the CDA.

6.22) RESOLUTION NO. 04-21: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2021, MANAGED BY MINNESOTA HOUSING

Housing Director Siegert gave a summary of this annual program with some statistics from the last year—homebuyers in every city except Elko New Market have utilized these funds. The average income of a homebuyer is \$55,650, with the mortgage funded through this program just under \$200,000. Executive Director added this is a well-utilized program with no cost to the Agency.

Commissioner Stock made a motion to approve Resolution No. 04-21. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich provided insight into the vaccination distribution and also provided an update on Bluff Drive overpass and the SW Metro School District's purchase of an office building that will free up space in the Workforce Development Center, which will allow that property to be sold.

6.4) First Stop Shop (FSS)

Business Development Director Crakes indicated that her regular report would occur next month in anticipation of more information regarding the Business Accelerator program. She commented that Business Development Specialist Foust has been working on this a great deal over the last year to find space to accommodate a growing, hopefully countywide program. In addition, the City has notified all the current tenants that space in City Hall will no longer be available starting July. There is space available in the former "Q-Logiic" building located in Shakopee that the SW Metro Intermediate School District has purchased. Business Development Director Crakes requests a Finance Committee meeting to discuss the expansion of this program.

The business grant program that was created in response to Executive Order 20-99 just opened with \$2.5M being appropriated for the County for this program.

Business Development Director Crakes also indicated that the Elko New Market infrastructure project has also been under discussion with a draft agreement being reviewed by staff and attorneys. The City is getting agreements in place with the landowners. It is hoped to have a Finance

Committee meeting to discuss terms and conditions of the agreement that the CDA would execute.

6.5) Landlord Assistance - CARES

Housing Director Siegert indicated that the CDA has assisted the County with outreach and marketing of this program. HousingLink is taking the applications and CAP Agency is disbursing the funds. \$350,000 was appropriated from the County for this assistance and applications far exceeded the requests only two days after the program opened. Applicants that did not receive funding will be placed on a waiting list.

6.6) COVID-19 Updates

There was no update at the time of the meeting.

6.8) SC-CDA Development Activities

6.81) Brentwood Terrace, Jordan, MN

Executive Director Jaffa indicated that the building is 66% occupied and 86% leased. There are eight move ins are occurring in January. There was a water leak coming from one apartment due to a screw lodging in a waterline. Quick response by Great Lakes Management staff and Greystone construction helped with quick mitigation. There was some wet drywall that needed air out and small replacements, but luckily most of the units were not occupied yet.

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

[Consent; no discussion]

6.83) Scott County Community Land Trust

Assistant to the Executive Director Janovsky indicated that the Land Trust was awarded four \$9,000 down payment assistance grants for buyers of these units. Chair Croatt inquired about builder interest in the area and there are indications there is interest but building costs have increased since the application for these funds were made.

6.84)* Core Crossings, Tax Credit Development, Shakopee

[Consent; no discussion]

(7) NEW BUSINESS

7.1) Per Diem Policy

Executive Director Jaffa gave some historical information on the setting of the Per Diem Policy. Commissioner Gulstad indicated that there were approvals by the Board for some Commissioner travel/meetings that is not

addressed or is out of date. It was Commissioner consensus that this policy be updated and a redlined copy brought back to the Board for approval.

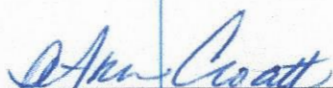
(8) SET NEXT MEETING DATE, TIME AND PLACE

- 8.1) Regular Meeting February 9, 2021
- 8.2) SPECIAL Meeting as needed

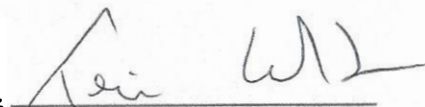
(9) ADJOURN

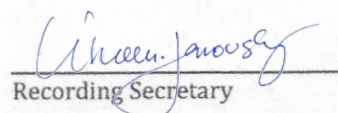
WORKSHOP

Executive Director Jaffa indicated that it is expected a workshop will be held in April for goal setting, strategic and succession planning. Commissioners Gulstad and Sotis stated their preference for such a meeting to happen in person with COVID protocols.


Chair DeAnn Croatt




Secretary Terri Gulstad


Recording Secretary

02/12/2021
Date