

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
February 9, 2021**

**(1) CALL TO ORDER**

This meeting was held via Zoom videoconferencing. Chair Croatt called the meeting to order 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  
Stacy Crakes, Business Development Director  
Adam Johnson, Finance Director  
Jo Foust, Business Development Specialist  
Linda Janovsky, Recording Secretary

Others present: Julie Eddington, Kennedy & Graven

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) CDA Annual Meeting – January 12, 2021**

**3.2) Greentree Development Corporation – Annual Meeting – January 12, 2021**

**3.3) CDA Regular Meeting – January 12, 2021**

Commissioner Sotis made a motion to approve all Minutes from the CDA & Greentree Annual Meetings and the CDA Regular meeting that were held on January 12, 2021. Commissioner Stock 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, 6.5, 6.81, 6.82, 6.83, 6.84)**

Commissioner Stock made a motion to approve the Consent Agenda.  
Commissioner Sotis 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 the check registers for \$481,100.72. Commissioner Sotis 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) Prior Manor Conversion to Project Based**

**RESOLUTION NO. 05-21: AUTHORIZE STREAMLINED VOLUNTARY CONVERSION AND PROPERTY RETENTION APPLICATION FOR LAST FORTY PUBLIC HOUSING UNITS**

Housing Director Siegert indicated that this application is the next step in converting the Prior Manor units to Project Based. She stated that this conversion will increase funding from approximately \$600/unit to \$900/unit. This will help run the project in the black which hasn't occurred for some time and will stabilize and preserve the units long term. In addition, this will reduce the administrative burden of running this program as it will have the same rules as the voucher program. Housing Director Siegert indicated that tenants will have an opportunity to either take a tenant based voucher and move elsewhere or will be able to stay at Prior Manor if they choose to. Housing Director Siegert briefly mentioned the previous Project-based and RAD conversion of public housing units and answered Commissioner questions.

Commissioner Sotis made a motion to approve Resolution No. 05-21. Commissioner Delbow 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**

Not present; no report.

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

Business Development Director Crakes indicated that updates were in the board packet including year-end updates, win-list for businesses opening in Scott County, and answered Commissioner questions. Commissioner Sotis gave kudos to Business Development Director Crakes and Business Development Specialist Foust for all the work they do as a two-person team.

### **6.41) Elko New Market Infrastructure**

#### **RESOLUTION NO. 06-21: APPROVING THE EXECUTION OF DOCUMENTS WITH THE CITY OF ELKO NEW MARKET**

The Finance Committee (Commissioners Gulstad and Stock) emailed on this topic and Commissioner Stock met as the Finance Committee with Staff and Julie Eddington, bond attorney, Kennedy & Graven. Finance Director Johnson went over the terms and conditions of the Guaranty Agreement. It is a 15-year loan term, for a maximum of \$3M, so if the city's growth does not cover debt service, the CDA would loan them \$200,000-\$220,000 annually. This agreement is pending the City getting agreements in place with two of the landowners to contribute \$50,000 each per year. Finance Director Johnson answered Commissioner Delbow's question about projected growth, which the city is estimating at low. Commissioner Stock stated his support for this project and that it will be a good model for the business revolving loan fund program. Commissioner Stock made a motion to approve Resolution No. 06-21. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

### **6.42) Business Accelerator Program**

#### **RESOLUTION NO. 07-21: ADOPTING RESOLUTION OF SUPPORT FOR ADMINISTRATION OF A COUNTY-WIDE BUSINESS ACCELERATOR PROGRAM**

The Finance Committee (Commissioners Gulstad and Stock) met with Staff on February 2, 2021, during which time they viewed the PowerPoint presentation and reviewed next steps. Business Development Specialist Foust went through the PowerPoint providing some historical data for studies and needs for a Business Accelerator program in Scott County. She also provided current Technology

Village tenant space needs and when they will have to vacate Prior Lake City Hall. The presentation also included what areas of the building could be available for the Business Accelerator program. Lease fees are an estimate at this point as SW Intermediate School District has not finalized that yet, but \$13/square foot was used for illustrative purposes. Business Development Specialist Foust indicated that this could be a complement to the Innovation Center that Shakopee is hoping to receive funds for in the next few years. In addition, the space is great for vocational type training as well as a satellite site for secondary education providers. Business Development Director Crakes indicated that they are waiting for confirmation from SW Intermediate that the bonds they issued will allow the Business Accelerator program to sub-lease to private businesses.

Executive Director Jaffa indicated that this is an extraordinary opportunity and while details need to be worked out this will be a win for all. Commissioner discussion ensued and questions arose about the governance structure, the commitment term for the space, and how to fund program costs not covered by lease fees. Commissioner Gulstad indicated that she and Commissioner Stock toured the building and it is a great space that comes furnished and has common areas for businesses such as meeting, break and copy rooms. Commissioner Stock indicated that this is a good replacement for the Economic Development Incentive (EDI) grants which were a great tool for the cities but now have run its course. The cost is a phenomenal deal and it will be easier to market and fill the space once it is under lease.

The Board agreed to next steps via Resolution No. 07-21 with removing the last paragraph on page 1, which read "WHEREAS, funding for the program would be provided through existing funds, without the need to ask for an increase in the CDA levy to support the program". Commissioner Gulstad made a motion to approve Resolution No. 07-21 with change as indicated above. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.5)\* Landlord Assistance - CARES**

[Consent; no discussion]

**6.6) COVID-19 Updates**

Housing Director Siegert indicated that the CDA's 55+ buildings are on the county public health department's list for vaccinations. The elderly residents at Prior Manor were vaccinated last week.

**6.7) RESOLUTION NO. 08-21: ADOPTING REVISED PER DIEM POLICY**

There was Commissioner discussion on the policy and recommended changes. Commissioner Sotis made a motion to approve Resolution No. 08-21 with the additional changes as attached to these minutes. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.8) SC-CDA Development Activities**

**6.81)\* Brentwood Terrace, Jordan, MN**

[Consent; no discussion]

**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**

[Consent; no discussion]

**(7) NEW BUSINESS**

**7.1) RESOLUTION NO. 09-21: AUTHORIZING PAY EQUITY REPORT TO THE**

Commissioner Stock made a motion to approve Resolution No. 09-21. Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

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

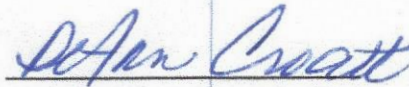
8.1) Regular Meeting March 9, 2021

8.2) SPECIAL Meeting as needed

8.3) Workshop – there was discussion on when this could occur so it can get on Commissioner calendars. Commissioners are available to meet on April 20<sup>th</sup> at 2:00, to be determined if it is in person or Zoom. It was requested an outline be provided at the March meeting to determine process and steps going forward, in preparation of the April 20 meeting.

**(9) ADJOURN**

Commissioner Sotis made a motion to adjourn the Regular Meeting at 3:36 p.m.  
Commissioner Delbow seconded the motion. Unanimous roll call vote followed. Motion carried.

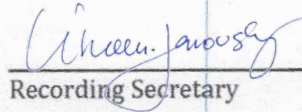


Chair DeAnn Croatt





Secretary Terri Gulstad

  
Recording Secretary

03/10/2021

Date

## **INTRODUCTION:**

The Per Diem and Travel Policy was last adopted by the Board of Commissioners of the Community Development Agency of Scott County, Minnesota, on August 8, 2000. Its purpose is to comply with Minnesota Statute 469.011.

## **APPLICATION AND ADMINISTRATION:**

This Per Diem Policy shall apply to all Board members of the Scott County Community Development Agency. Should there be any conflict between this policy and any State or Federal, the latter shall control. This policy shall be interpreted by the Board of Commissioners of the Scott County Community Development Agency and administered by the Executive Director.

## **REGULAR AND SPECIAL MEETINGS:**

Each Commissioner shall be paid a per diem of \$75 for each Regular and Special meeting attended.

Traveling expenses to and from regular and special meetings of the Board of Commissioners of the Scott County Community Development Agency shall be reimbursed at the Federal standard mileage rate in effect for that current calendar year.

## **OTHER MEETINGS:**

### **1. Required.**

- a. Commissioners attending Regular, Special or Required Committee meetings of the Agency shall be paid a per diem and travel expenses. If meetings fall on the same day, one per diem shall be paid.
- b. Commissioners attending meetings on Agency business ~~within their respective districts~~ at the request of the Executive Director shall be considered a Committee Meeting of Agency business.

### **2. Not Required.**

- a. Commissioners shall be entitled, with prior Board approval, to attend one (1) State conference/seminar/training per year. Commissioners shall also be entitled to attend one National conference/seminar/training during his/her term of appointment. They shall be entitled to receive travel and other related expense reimbursement such as for meals, per diem per day, parking, mileage, hotel, etc., for attending said functions.

- b. Commissioners shall be entitled to receive per diem, travel and other related expense reimbursement for attending meetings which are not required, ~~but within their district~~ or any event such as ribbon cutting, grand opening, tour, or other function related to any Agency project or business.

#### **MEETING AND EXPENSE CLAIMS:**

An expense claim form for all meetings, including all necessary costs, shall be presented to the fiscal manager monthly. All meetings and expenses claimed must be authorized by the Chair of the Board of Commissioners and approved by the Executive Director. All available bills and receipts shall be attached to the expense claim form.