



SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
AGENDA REPORT

REGULAR MEETING
July 13, 2021

Held at Business Accelerator Space, 4601 Dean Lakes Blvd, Shakopee

Attention Commissioners: You are encouraged to contact the Executive Director for additional information or clarification on any item, in advance of the Board Meeting. Thank you.

(1) CALL TO ORDER

(2) ROLL CALL

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – June 8, 2021

[See Exhibit 3.1: Minutes]

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

4.2) Consent Agenda (5.3, 6.11, 6.12, 6.21, 6.7, 6.91)

All items listed with an asterisk (*) are considered by the Executive Director to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Scott County CDA Commissioner so requests, in which case the item will be removed from the Consent Agenda and placed in its normal sequence.

(5) FINANCIAL REPORT

5.1) Payment of Bills

06/01/2021	A/P (Hand) Check Register (1 page)	\$ 1,013.00
06/09/2021	A/P Check Register (12 pages)	100,017.12
06/23/2021	A/P Check Register (8 pages)	77,069.15
		\$178,099.27

5.2) Agency Financial Audit 2020

Bonnie Schwieger, Audit Manager with Abdo Eick & Meyers will be in attendance to provide information on the report.

[See Exhibit 5.2: Audit Report]

5.3)* Procurement Summary

[See Exhibit 5.3: Procurement Summary January-June]

OLD BUSINESS

6.1) Affordable Housing Programs

6.11)* Affordable Housing Occupancy Report

[See Exhibit 6.11: Occupancy Report]

6.12)* Housing Choice Voucher Utilization Report

[See Exhibit 6.12: Utilization Report]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[See Exhibit 6.21: Homeownership Programs Report]

6.3) Liaison Report – Scott County Commissioner

6.4) First Stop Shop (FSS)

Business Development Director Crakes will be present to give an update and provide a tour of the Accelerator space after the meeting.

[See Exhibit 6.4: Program Updates]

6.5) FISH Update

Bethany Tjornhom will be in attendance to provide an update.

6.6) River City Centre Retail Master Lease

Michael Pagh, Great Lakes Management, and an attorney from Kennedy & Graven will be in attendance to discuss status and next steps.

[See Exhibit 6.6: Emails on RCC Retail Master Lease]

6.7)* COVID-19 Updates

Updated operational information is attached. Many staff will still have a remote work option available to them to some degree. 96% of staff are fully vaccinated.

[See Exhibit 6.7: Post-Covid Operational Information]

6.8) Workshop

A strategic planning consultant has been selected— Janet Poole, JHPool Consulting. The project kick off will be at the July staff meeting. It is expected the Consultant will meet with the Board in September in a workshop to review information gathered and have a strategy session with the goal of having the plan drafted in November for adoption.

[See Exhibit 6.8: Project Objectives/Goals]

6.9) SC-CDA Development Activities

6.91)* Scott County Community Land Trust

If there is new information, it will be shared at the meeting.

(7) NEW BUSINESS

Nothing at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting August 10, 2021, 2:00 p.m.

8.2) Finance Committee Meeting TBD
for annual budget development

8.3) Strategic Planning Workshop September TBD

8.4) SPECIAL Meeting as needed

(9) ADJOURN