

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING & PUBLIC HEARING  
October 12, 2021**

**(1) CALL TO ORDER**

This meeting was held via Zoom videoconferencing due to the substantial transmission of the COVID delta variant in Scott County. Chair Croatt called the meeting to order at 2:00 p.m.

**(2) ROLL CALL**

Commissioners present:                      District I, DeAnn Croatt  
    District II, Terri Gulstad  
    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:                                   Jody Brennan, Shakopee Council  
    Paul Steinman, Baker Tilly  
    Julie Eddington, Kennedy & Graven

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) CDA Regular Meeting – September 10, 2021**

Commissioner Sotis made a motion to approve the Minutes of September 10. Commissioner Gulstad 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, 6.15, 6.21, 6.5, 6.6, 6.71)**

Commissioner Stock made a motion to accept the Consent Agenda. Commissioner Sotis seconded that 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 in the amount of \$232,515.38. Commissioner Stock seconded that motion. Unanimous roll call vote followed. Motion carried.

**5.2) RESOLUTION NO. 35-21: APPROVING AUDIT ENGAGEMENT WITH ABDO, EICK AND MEYERS, LLP**

Finance Director Johnson gave an overview of the procurement process. The Finance Committee reviewed and recommended that a RFQ occur after the initial 3-year contract term. Commissioner Sotis made a motion to approve Resolution No. 35-21. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.3) Government Developmental Bond Refundings  
Pre-Sale Summary for Issuance of Bonds**

Paul Steinman, Baker Tilly, and Julie Eddington, Kennedy & Graven, were available to provide information. Mr. Steinman stated that the Resolutions set parameters for the sale. For the 2021A, the par is \$5.1M with Total Interest Cost (TIC) of 2.5%. For the 2021B, the par is 2M with a TIC of 1.75%. The sale will occur next week with the pricing committee (Board Chair and Executive Director) meeting that same day. The estimated savings for the 2021A Brentwood is \$1.1M and for the 2021B Hamilton \$253K.

**5.3.1) RESOLUTION NO. 36-21: PROVIDING FOR THE SALE OF GOVERNMENTAL DEVELOPMENT REFUNDING BONDS (CITY OF SAVAGE, MINNESOTA GENERAL OBLIGATION - HAMILTON APARTMENTS PROJECT), SERIES 2021B; APPROVING THE EXECUTION OF DOCUMENTS IN CONNECTION THEREWITH; AND PROVIDING FOR THE REDEMPTION OF BONDS REFUNDED THEREBY**

Commissioner Stock made a motion to approve Resolution No. 36-21. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.3.2) RESOLUTION NO. 37-21: PROVIDING FOR THE SALE OF GOVERNMENTAL DEVELOPMENT REFUNDING BONDS (SCOTT COUNTY, MINNESOTA UNLIMITED TAX GENERAL OBLIGATION – BRENTWOOD PROJECT), SERIES 2021A; APPROVING THE EXECUTION OF DOCUMENTS IN CONNECTION THEREWITH; AND PROVIDING FOR THE REDEMPTION OF BONDS REFUNDED THEREBY**

Commissioner Croatt made a motion to approve Resolution No. 37-21. 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**

Housing Director Siegert indicated that there is a little bump in the road with HUD approving the ownership structure of Greentree Development Corporation, which is the structure used for the RAD conversion. It is expected Resolutions for Board approval will be at the next meeting.

**6.14) HUD WAIVERS**

Housing Director Siegert indicated that these waivers allow flexibility with such things as getting caught up with HQS inspections that may have been delayed due to the pandemic as well as allowing clients to self-certify their income.

**6.15)\* Reasonable Childcare Allowances**

[Consent; no discussion]

**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 a grant has been submitted to DEED to potentially expand programming for CFE participants. Fast-Track is next week and there are 5 finalists. More information can be found about them on our website. Business Development Director Crakes also informed that the MNCAR Expo, the biggest commercial real estate event in MN, is coming up and FSS will have a booth with the Cities of New Prague, Elko New Market, and Shakopee.

**6.5)\* FISH Update**

[Consent; no discussion]

**6.6)\* River City Centre Retail Master Lease**

[Consent; no discussion]

**6.7) SC-CDA Development Activities**

**6.71)\* Scott County Community Land Trust**

[Consent; no discussion]

**6.8) Agency Plan FY2022**

**6.8.1) Resident Advisory Board (RAB) Review of Policy Changes**

The Resident Advisory Board met on October 4, 2021.

**6.8.2) PUBLIC HEARING – 2022 Agency Plan**

**6.8.2.1)Open Public Hearing at 2:33 p.m.**

Commissioner Croatt made a motion to open the public hearing.

**6.8.2.2)Public Hearing**

Commissioner Croatt noted that no one from the public was in attendance. Housing Director Siegert stated that in the Board Packet were proposed changes to the HCV Administrative Plan. No changes were made to the ACOP Admissions and Continued Occupancy Plan (ACOP) for public housing because of the conversion. For the Admin Plan, changes are recommended from our 3<sup>rd</sup> party update service (Nan McKay) or through staff recommendation. Staff had recommended changes to the repayment agreement due to unreported income.

#### **6.8.2.3)Close Public Hearing at 2:24**

Commissioner Sotis made a motion to close the public hearing.  
Commissioner Gulstad seconded the motion.

#### **6.8.3) RESOLUTION NO. 38-21: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY'S ANNUAL PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS**

Commissioner Gulstad made a motion to approve Resolution No. 38-21. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

### **(7) NEW BUSINESS**

#### **7.1) Letter of Retirement from Executive Director**

Commissioner Sotis made a motion to accept the Executive Director's resignation letter. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

#### **7.2) Hiring of New Executive Director**

Commissioner Croatt stated that the position was posted internally with a due date of October 11, 2021. One internal applicant has applied. The Personnel Committee will be reviewing Resume, Cover Letter, and last Performance Evaluation. The Committee is developing interview questions. It is anticipated after interview by Personnel Committee, the candidate will interview before the full Board. The Board would recommend within that timeline if outside candidates need to be considered. There was discussion about the Employment Contract for this position versus being an employee. The Agency's employment attorney stated several reasons why a contract is best for this type of position.

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

- |      |                 |                             |
|------|-----------------|-----------------------------|
| 8.1) | Regular Meeting | November 9, 2021, 2:00 p.m. |
| 8.2) | SPECIAL Meeting | as needed                   |

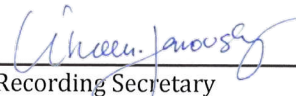
**(9) ADJOURN**

Commissioner Sotis made a motion to adjourn the meeting at 2:50 p.m.  
Commissioner Gulstad seconded the motion. Unanimous roll call vote followed.  
Motion carried.

  
Chair DeAnn Croatt



  
Secretary Terri Gulstad

  
Recording Secretary

11/20/2021  
Date