

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
January 11, 2022**

**(1) CALL TO ORDER**

The Regular meeting of the CDA was called to order at 2:22 p.m.

**(2) ROLL CALL**

Roll call was held over from the Greentree Development Annual Meeting.

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) CDA Regular Meeting – December 14, 2021**

Commissioner Stock made a motion to approve the Minutes of December 14. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

**(4) AGENDA ACTION(S)**

**4.1) Agenda Modifications**

None requested.

**4.2) Consent Agenda (5.3, 5.4, 7.11, 7.12, 7.21, 7.4, 7.5, 7.61)**

Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

**(5) FINANCIAL REPORT**

**5.1) Payment of Bills**

Executive Director Siegert shared that there were two payouts of Family-Self Sufficiency program escrow funds to clients which are success stories. Katie Horine – Housing Specialist manages the FSS program. As a client's income increases, they are able to escrow those funds. One client entered the FSS program in 2015 and because their income increased, she was able to escrow \$4700. She started earning \$15,915 and left the program earning \$46,000. This client plans to buy a home and replenish savings. The other client had a payout of \$11,362 and began 2014. At that time income was \$7000, and they left the program earning \$50,000. They are planning to pay off debt and want to live closer to their children. Commissioner Gulstad made a motion to approve the Check Registers in the amount of

\$268,446.43. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.2) Procurement Summary**

Executive Director Siegert indicated that the procurement summary is provided twice a year. This shows the Capital Improvements that are in process or have been completed. This highlights work that project and maintenance staff have done on the 250 units that we own and manage.

**5.3)\* IRS Mileage Rates**

[Consent; no discussion]

**5.4)\* Agency FY2021 Financial Audit**

[Consent; no discussion]

**(6) EXECUTIVE DIRECTOR REPORT**

**6.1) The Executive Director will provide an update on activities.**

Executive Director Siegert stated that she will include a report monthly on informational items or things that can be discussed in advance. She will be meeting with the eight City Administrators over the next month and also will meet with the County Administrator on a monthly basis and will meet with the relatively new Executive Director of CAP. Executive Director Siegert welcomed new Commissioners and asked them to share what would be helpful in onboarding. She also welcomed new County Board liaison Mike Beard. Commissioner Beard said he is looking forward to being the liaison and hearing about the CDA's work. Commissioner Stock asked what the agenda will be for the City meetings. Executive Director Siegert stated that she will highlight the goals and objectives of our strategic plan, and wants to hear from them on what their needs are, provide an update on housing in their community and see if they have properties targeted for affordable housing as well as engage with them about economic development needs. Commissioners suggested stressing partnerships and economic development and also what we have done historically.

**(7) OLD BUSINESS**

**7.1) Affordable Housing Programs**

**7.11)\* Affordable Housing Occupancy Report**

[Consent; no discussion]

**7.12)\* Housing Choice Voucher Utilization Report**

[Consent; no discussion]

**7.13) Prior Manor Conversion**

**RESOLUTION NO. 03-22: AUTHORIZING AND APPROVING THE EXECUTION OF AGREEMENTS TO FACILITATE THE CONVERSION OF PUBLIC HOUSING TO PROJECT-BASED VOUCHER ASSISTANCE**

Commissioner Gade made a motion to approve Resolution No. 03-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**7.2) Home Ownership Programs**

**7.21)\* Homeownership Programs Report**

[Consent; no discussion]

**7.22) RESOLUTION NO. 04-22: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2022, MANAGED BY MINNESOTA HOUSING**

Commissioner Croatt clarified that the amount utilized in 2021 as \$17.5M. Commissioner Stock made a motion to approve Resolution No. 04-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**7.3) Liaison Report – Scott County Commissioner**

Chair Croatt indicated to Commissioner Beard that at this time in the agenda he can provide a report. Commissioner Beard stated in he will be prepared for that at the next meetings and stated that he will be the Board Chair this year and County Commissioner Wolf will be the vice-chair. The ribbon cutting for the new building will be May 15. The Commissioner chambers will be completed with construction in March.

**7.4)\* First Stop Shop (FSS)**

[Consent; no discussion]

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

[Consent; no discussion]

**7.6) SC-CDA Development Activities**

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

[Consent; no discussion]

**7.7) Strategic Planning Briefing**

Executive Director Siegert indicated that the presentation was at the table. For the benefit of the new Commissioners and for existing Commissioners to provide any final feedback, the staff will be presenting a brief overview. The Core Team for strategic plan included Executive Director Siegert, Business Development Director Crakes, Finance Director Johnson, Assistant to Executive Director Janovsky, Business Development Specialist Foust and

Assistant Housing Director Link. Business Development Director Stakes explained the internal assessment that took place to assess our programs. Core competencies were identified and goals and objectives were developed from there. Executive Director Siegert indicated that from the exercise with the board we were able to develop a 10-year vision and what it will take to achieve that vision in the next 3-5 years. Commissioner Gade asked for an example of the external needs assessment, for example what are some outside policy influencers and barrier issues for lack of public transportation for service industry workers. There was discussion about transportation, the Live Learn Earn Transportation Committee, and land use. Commissioner Stock indicated that the County liaison is important to update the CDA Board on transportation issues. Assistant to Executive Director Janovsky indicated that staff has determined objective owners and now 1-2 year tactical plans are being developed with dates and tasks. Implementation is underway. Executive Director Siegert indicated that the strategic planning consultant will provide the final report at the next board meeting as well as a dashboard on the tactical work plan. Part of the tactical plan is determining measurement or performance metrics and Executive Director Siegert stated that staff is putting together a "by the numbers" that will provide metrics.

**(8) NEW BUSINESS**

Nothing at this time.

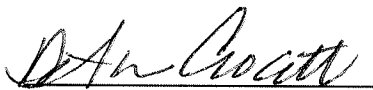
**(9) SET NEXT MEETING DATE, TIME AND PLACE**

9.1) Regular Meeting 2:00 p.m., February 8, 2022  
CDA Office

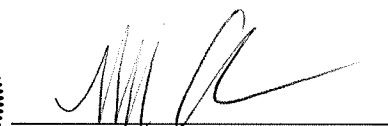
9.2) SPECIAL Meeting as needed

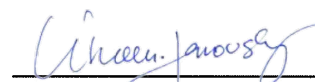
**(10) ADJOURN**

Commissioner Stock indicated that he will be out of town for the next two meetings and will attend via Zoom or telephone. Commissioner Gade made a motion to adjourn at 3:09 p.m. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

  
Chair



  
Secretary

  
Recording Secretary

02/09/2022  
Date