

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
March 8, 2022**

(1) CALL TO ORDER

The Regular meeting of the CDA was called to order at 2:00 p.m. and the pledge was recited.

(2) ROLL CALL

Commissioners present:

District I, DeAnn Croatt
District II, Terri Gulstad
District III, Dale Gade (arrived 2:06 p.m.)
District IV, Michelle Choudek via Zoom
District V, Barry Stock via Zoom

Staff present:

Julie Siegert, Executive Director
Stacy Crakes, Business Development Director
Adam Johnson, Finance Director
Molly Link, Housing Director
Linda Janovsky, Recording Secretary

Others present:

Michael Beard, Scott County Commissioner (liaison)

(3) PUBLIC PARTICIPATION

No public participation.

(4) MINUTES SUBMITTED FOR APPROVAL

4.1) CDA Regular Meeting – February 8, 2022

The minutes were tabled for correction to Great Lakes Management financial information. Commissioner Stock made a motion to table the Minutes until the April meeting. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

(5) AGENDA ACTION(S)

5.1) Agenda Modifications

Commissioner Stock made a motion to accept Agenda modification to add Item 9.3) RESOLUTION RESTATING THE RETIREMENT PLAN. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Consent Agenda (8.11, 8.12, 8.13, 8.21, 8.4, 8.5, 8.6, 8.8)

Commissioner Choudek made a motion to approve the Consent Agenda. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) FINANCIAL REPORT

6.1) Payment of Bills

Commissioner Gulstad made a motion to approve the check registers in the amount of \$236,743.90. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Agency 4th Quarter Financials

Finance Director Johnson went over the summary report, outlining variances over \$25,000 such as Public Housing, including capital fund and expenses of conversion, General Fund including bond refundings, Housing Choice Vouchers including CARES Act admin fees and fraud recovery, Homebuyers Club, and Britland Apartments. Finance Director Johnson also highlighted a few items on the balance sheets, general fund reserves and designated, and cash flow projections. Finance Director Johnson answered Commissioners questions. Commissioner Gulstad made a motion to approve the 4th Quarter Financials. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

6.3) RESOLUTION NO. 06-22: APPROVING PERMANENT TRANSFERS

Finance Director Johnson summarized this item. Commissioner Stock made a motion to adopt Resolution No. 06-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) RESOLUTION NO. 07-22: DESIGNATING NET ASSETS

Finance Director Johnson summarized this item. Commissioner Gade made a motion to adopt Resolution No. 07-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(7) EXECUTIVE DIRECTOR REPORT

7.1) The Executive Director will provide an update on activities.

Executive Director Siegert summarized the work completed thus far on the office space needs assessment. The presentation from Wold Architects was provided to the Board in January of 2020; so time has passed and then COVID happened. The Staff core committee on this item was brought back together so Staff is reassessing space needs at this time. The focus on the outcome of the Wold report was to acquire the lot next door and construct a new building over the two parcels. Staff have also been assessing if there are any spaces to lease or buy. The Voyager Building in Shakopee, which was previously bank space and Greystone Construction Headquarters is available. Executive Director Siegert indicated that she has had discussions with Kevin O'Brien, CEO of Greystone Construction and owner of the building, but would like direction from the Board on exploring further. Commissioners had consensus that Staff should go forward and do some analysis of the cost of building, maintenance of the building, construction needs to fit our use including maintenance garage needs, other leased space in the building, and eventual use of the current office building site. Executive Director Siegert indicated that she will reach out to Mr. O'Brien after this meeting to discuss next steps.

Chair Croatt indicated that it was requested that Executive Director Siegert provide weekly reports; however, Chair Croatt proposed doing the monthly report at meetings and then updates as needed. Commissioners agreed to this plan.

(8) OLD BUSINESS

8.1) Affordable Housing Programs

8.11)* Affordable Housing Occupancy Report

[Consent; no discussion]

8.12)* Housing Choice Voucher Utilization Report

[Consent; no discussion]

**8.13)* Section Eight Management Assessment Program (SEMAP)
CARES Act Waiver**

[Consent; no discussion]

8.2) Home Ownership Programs

8.21)* Homeownership Programs Report

[Consent; no discussion]

8.3) Liaison Report – Scott County Commissioner

Commissioner Beard was in attendance and asked for input on what the Board would like presented every month. Commissioner Beard provided information for mental health needs in the County and how ARPA money may be used, the shortage of employees, for example 911 dispatchers and correction officers, and a pilot program for recruitment. Commissioner Beard also provided an update on the new space and technology updates at the Government Center.

8.4)* First Stop Shop (FSS)

[Consent; no discussion]

8.5)* River City Centre Retail Master Lease

[Consent; no discussion]

8.6)* FISH Update

[Consent; no discussion]

8.7) SC-CDA Development Activities

8.71) Scott County Community Land Trust

Assistant to the Executive Director Janovsky provided a presentation on how the program works and creates pathway for ownership using an affordability investment at the purchase of the property. Any sale of the property is then at a restricted price for the next income qualified homeowner. In addition, current funding opportunities were described by project. Assistant to the Executive Director Janovsky answered Commissioner questions and asked that the following Resolution be approved for the purchase of homes.

8.71.1) RESOLUTION NO. 08-22: DELEGATING AUTHORITY TO EXECUTIVE DIRECTOR TO EXECUTE PURCHASE AGREEMENTS FOR THE COMMUNITY LAND TRUST PROGRAM

Commissioner Choudek made a motion to adopt Resolution No. 08-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

8.8)* Strategic Planning Updates

[Consent; no discussion]

(9) NEW BUSINESS

9.1) Compensation Plan Update

Commissioners Choudek and Stock of the Personnel Committee indicated their support of approving the updated Compensation Plan so that the CDA

remains competitive in both the private and public sector for new employees, and is able to retain employees.

9.1.1) RESOLUTION NO.09-22: ADOPTING REVISED COMPENSATION PLAN AND IMPLEMENTATION

Commissioner Stock made a motion to adopt Resolution No. 09-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

9.2) Personnel Policy Updates

Commissioners Choudek and Stock of the Personnel Committee indicated their support of approving the changes to the policies including the telework policy that puts parameters on ongoing work arrangements and discussed onboarding for new employees.

9.2.1) RESOLUTION NO.:10-22: ADOPTING REVISED PERSONNEL POLICIES

Commissioner Choudek made a motion to adopt Resolution No. 10-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

9.3) RESOLUTION NO. 11-22: RESTATING THE RETIREMENT PLAN


Finance Director Johnson explained that we are making a change to the plan that allows employees who successfully complete their orientation period after six months can join the plan instead of waiting for their one year anniversary. This was discussed at the Personnel Committee meeting on February 18, 2022. Commissioner Gulstad made a motion to approve Resolution No. 11-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

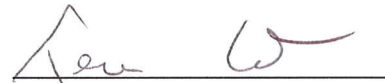
(10) SET NEXT MEETING DATE, TIME AND PLACE

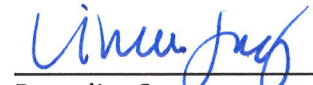
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| 10.1) Regular Meeting | 2:00 p.m., April 12, 2022
CDA Office |
| 10.2) SPECIAL Meeting | as needed |

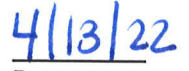
(11) ADJOURN

Commissioner Gulstad made a motion to adjourn at 3:52 p.m.
Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.


Chair


Secretary


Recording Secretary


Date