

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING**

April 12, 2022

(1) CALL TO ORDER

The Regular meeting of the CDA was called to order at 2:01 p.m. and the pledge was recited.

(2) ROLL CALL

Commissioners present: District I, DeAnn Croatt
 District II, Terri Gulstad
 District IV, Michelle Choudek
 District V, Barry Stock

Commissioners absent: District III, Dale Gade

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: Bethany Tjornhom, FISH Executive Director

(3) PUBLIC PARTICIPATION

No public participation.

(4) MINUTES SUBMITTED FOR APPROVAL

4.1) CDA Regular Meeting – Revised Minutes for February 8, 2022

Commissioner Choudek made a motion to approve the Minutes of February 8. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) CDA Regular Meeting – March 8, 2022

Commissioner Croatt made a motion to approve the Minutes of March 8. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(5) AGENDA ACTION(S)

5.1) Agenda Modifications

No agenda modifications were requested.

5.2) Consent Agenda (8.11, 8.12, 8.21, 8.4, 8.71, 8.8)

Commissioner Stock made a motion to approve the Consent Agenda. Commissioner Gulstad seconded the motion. Unanimous voice 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 \$252,282.25. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Agency Financial Audit

Finance Director Johnson reported that the financial audit went well with no findings. A formal report will be provided by Abdo Eick & Myers.

(7) EXECUTIVE DIRECTOR REPORT

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

Executive Director Siegert reported that Staff continue to look at the Voyager Building for new office space including re-looking at the Wold Facility Space Needs Assessment for updated staffing projections, meeting with Greystone Construction to see how the third floor of the building could fit CDA needs, getting appraisals for both the current office building and the Voyager Building, and exploring financing options.

(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) RESOLUTION ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER PROGRAMS EFFECTIVE APRIL 1, 2022

The new income limits were not yet available.

8.14) Rural Development - Rental Rehabilitation Deferred Loan (RRDL)

Housing Director Link provided a handout on the projects requested for this rehab loan for the amount of \$423,000. She explained the requirements that Minnesota Housing had for receiving this loan, and then the projects scoped by an architect. Unfortunately, there were no bidders for such a large range scope of projects so it has been requested that Minnesota Housing approve breaking up the big project into smaller projects. Housing Director Link will await approval from Minnesota Housing and file an extension so that outdoor projects can happen yet this year, and indoor projects next year.

8.2) Home Ownership Programs

8.21)* Homeownership Programs Report

[Consent; no discussion]

8.3) Liaison Report – Scott County Commissioner

Not present; no report.

8.4)* First Stop Shop (FSS)

[Consent; no discussion]

8.5) River City Centre Retail Master Lease

Executive Director Siegert indicated that in the packet was included a memo from the EDA. Kennedy & Graven has recused themselves from this project as they have a conflict of interest being the bond & general counsel for both the City EDA and the CDA. The CDA has secured the firm Kutock Rock for review of the agreements and representation. The CDA met with the City on March 29 to talk about repositioning the building and what that would mean for both parties including updating the façade of the building and any tenant improvements that could increase marketability of the space. Executive Director Siegert has requested a meeting with Great Lakes Management and the EDA to discuss the compatibility of retail tenants and the senior residents. Finance Director Johnson summarized the bond issues in place and the expiration of those. Commissioner discussion ensued. Executive Director Siegert stated that the Board will be kept apprised of activities as they arise.

8.6) FISH Update

Bethany Tjornhom, Executive Director, provided an update that so far this year, 85 needs have been posted equating to \$42,074. There has been an uptick in requests related to housing and transportation and she indicated that FISH can close the gap by providing one time assistance to overcome a

financial hardship. She also relayed that County Board Commissioner Ulrich started a friendly competition on Should Pineapple be on Pizza? You can cast your vote on the FISH website for a small fundraising fee.

8.7) SC-CDA Development Activities

8.71)* Scott County Community Land Trust

[Consent; no discussion]

8.8)* Strategic Planning Updates

[Consent; no discussion]

(9) NEW BUSINESS

9.1) American Rescue Plan Act (ARPA) County Funds Allocated for Housing for People With Disabilities (PWD)

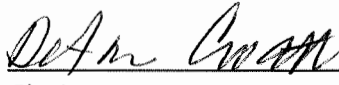
Executive Director Siegert reported that the CDA received an award of ARPA funds from the County to increase the leverage for tax credit applicants to be more competitive and to increase the number of disability housing units. These funds will be added to the INVEST program application this year. It is expected that MWF/Joseph Development will apply for Main Street Lofts in Elko New Market, and Beacon Interfaith for Prairie Point in Shakopee. The Board discussed how to best utilize funds available to developers. The Executive Director stated that there was a meeting with developers in December on how they could use these funds to increase their competitiveness and the tipping point where adding more local dollars do not add points to the application. The INVEST application process will start at the end of April. Commissioner Stock made a motion to accept the funds and to enter into a cooperative agreement with the County. Commissioner Gusltad seconded the motion. Unanimous voice vote followed. Motion carried.

(10) SET NEXT MEETING DATE, TIME AND PLACE

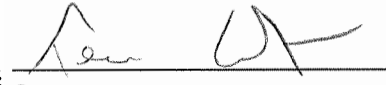
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|-----------------------|---------------------------------------|
| 10.1) Regular Meeting | 2:00 p.m., May 10, 2022
CDA Office |
| 10.2) Workshop | 1:00 p.m., May 10, 2022
CDA Office |
| 10.2) SPECIAL Meeting | as needed |

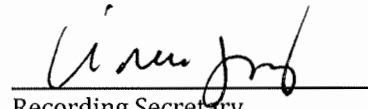
(11) **ADJOURN**

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

5/11/22
Date