

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

323 South Naumkeag Street, Shakopee, MN 55379

Phone: (952) 402-9022 | Fax: (952) 496-2852

---

**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
May 10, 2022**

**(1) CALL TO ORDER & PLEDGE**

The Regular meeting of the CDA was called to order at 2:02 p.m. and the pledge was recited.

**(2) ROLL CALL**

Commissioners present:                      District I, DeAnn Croatt  
   District II, Terri Gulstad  
   District III, Dale Gade  
   District IV, Michelle Choudek (participated via Zoom  
   due to being out of town on business)  
   District V, Barry Stock

Staff present:                                      Julie Siegert, Executive Director  
   Stacy Crakes, Business Development Director  
   Adam Johnson, Finance Director  
   Molly Link, Housing Director  
   Jo Foust, Business Development  
   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 –Minutes for April 12, 2022**

Commissioner Gade made a motion to approve the Minutes of April 12, 2022. Commissioner Stock seconded the motion. Unanimous roll call vote.

**(5) AGENDA ACTION(S)**

**5.1) Agenda Modifications**

No modifications were requested.

**5.2) Consent Agenda (8.11, 8.12, 8.21, 8.6, 8.71, 8.8)**

Commissioner Gulstad made a motion to approve the Consent Agenda. Commissioner Gade 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 \$500,427.47. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.2) 2022 First Quarter Agency Financials**

Finance Director Johnson provided a summary of the first quarter financials highlighting items that had larger variances, especially in the general fund due to bond refundings, and the conversion of public housing to project based vouchers close out items. Finance Director Johnson explained the bond refundings and getting dollar amounts finalized with the trustee. Also summarized was Housing Choice Voucher deficit, which is usually covered by other programs, and the conversion will enable additional funding to cover any loss, and possible funding for a new office building. He indicated that the Great Lakes Management reports are now incorporated into the agency financials and if there are any questions they can be communicated to Great Lakes. Commissioner Gulstad made a motion to approve the First Quarter Financials. Commissioner Choudek 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 indicated exploration of the Voyager Building for office space continues—there is an appraisal that is underway, we are working on a draft purchase agreement, analyzing current leases for income generation, and Greystone Construction is assisting us in laying out space as far as office needs and a potential maintenance garage space by converting the bank drive through. A discussion of the square footage cost ensued. Executive Director Siegert explained how a new space would tie into the Agency's initiatives and serving the needs of the County, and wants to alleviate any concerns by the County Board regarding using the tax levy for such a purpose. An appraisal of current office building is also underway.

Executive Director Siegert indicated that that the State legislature is wrapping up and in her legislative committee calls with NAHRO they addressed funding for housing, including student homelessness, increasing vouchers that serve special populations, and she had a chance to go to the Capitol to visit the

Scott County delegation. Executive Director Siegert also indicated that the management agreements with Great Lakes Management are being renewed. Their fees are in alignment with other management companies and they do a great job. The renewal term is for 5 years. She also indicated that the Housing Demand Study is ready. The Board indicated that they would attend the SCALE Meeting on June 10 to receive the presentation from Mary Bujod, Maxfield Research. Executive Director Siegert noted that the MHFA is launching HomeHelpMN. This is a program to assist homeowners that got behind on their mortgage due to COVID related reasons. The foreclosure rate is ticking up—the CDA received 84 pre-foreclosure notices for homeowners in the first quarter of this year; we received 137 in all of 2021.

**(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 NO: 12-22: AUTHORIZING BID AWARD FOR KITCHEN REMODELS AND BATHROOM VANITY REPLACEMENT**

Housing Director Link explained the nature of the projects for the 16 units and is recommending the award to AllStar Construction.

Commissioner Stock made a motion to approve Resolution No. 12-22.

Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**8.14) RESOLUTION NO.: 13-22: ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER PROGRAMS EFFECTIVE APRIL 18, 2022**

Commissioner Stock made a motion to approve Resolution No. 13-22.

Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**8.2) Home Ownership Programs**

**8.21)\* Homeownership Programs Report**

[Consent; no discussion]

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

Commissioner Beard indicated that the redistricting process has been approved. There were 10 plans drawn, and the one chosen was the most balanced population wise and no overlapping of current Commissioner

representation. He provided an update on ARPA funding projects, including the land trust infrastructure on County Highway 16&18 and expanding Bonnevista Mobile Home Park.

**8.4) First Stop Shop (FSS)**

Business Development Director Crakes indicated that summaries of programs were in the packet, but she wanted to highlight two. She asked Jo Foust, Business Development Specialist, to report on a new opportunity for the Center for Entrepreneurship (CFE). Business Development Director Foust indicated that they were contacted by a company out of Canada that detects invasive species on recreational boats. They have requested some space at the CFE and this participation may allow some state funding opportunities for the CFE. Business Development Director Crakes indicated that she spoke with our business loan consultant, Lee Hall. Mr. Hall indicated that there is good interest for the new Revolving Loan fund and potential applicants that will apply. She indicated her thanks to the Board for approving funding for this purpose.

**8.5) River City Centre Retail Master Lease**

Executive Director indicated that there were no updates at this time. A meeting with the City is on the calendar for next week.

**8.6)\* FISH Update**

[Consent; no discussion]

**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) Kingspath Ministries Conduit Bond Financing Request**

Finance Director explained the conduit bond request from KingsPath. KingsPath indicated that this funding will allow for rehab and will help them reduce the rental rates for seniors. The CDA has no risk in conduct financing.

Commissioner Gulstad made a motion to set a public hearing for Tuesday, June 7, at 2:00 p.m. to approve the Housing Program, issuance of bonds, and execution of necessary documents. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

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

10.1) Regular Meeting

2:00 p.m., June 14, 2022  
CDA Office

10.2) SPECIAL Meeting

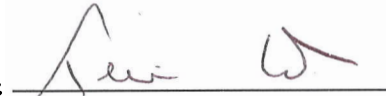
2:00 p.m., June 7, 2022, Public Hearing  
CDA Office

**(11) ADJOURN**

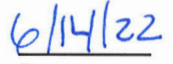
Commissioner Gulstad made a motion to adjourn at 2:50 p.m. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

  
Chair



  
Secretary

  
Recording Secretary

  
Date