

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
June 14, 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)

District V, Barry Stock

Staff present:

Julie Siegert, Executive Director

Stacy Crakes, Business Development Director

Adam Johnson, Finance Director

Molly Link, Housing Director

Linda Janovsky, Recording Secretary

Andy Harrell, Administrative Services

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 May 10, 2022

Commissioner Gade made a motion to approve the Minutes of May 10, 2022. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

4.2) CDA Special Meeting & Public Hearing Minutes for June 7, 2022

The Executive Director addressed a question that arose at this meeting and Finance Director Johnson clarified that for the conduit bond financing for KingsPath, the initial fee for us to issue is between \$100-130,000. The yearly

fees to us would be \$15-18,000 and would decrease as KingsPath pays down debt service. Commissioner Gade made a motion to approve the Minutes of June 7, 2022. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(5) AGENDA ACTION(S)

5.1) Agenda Modifications

None requested.

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

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

(6) FINANCIAL REPORT

6.1) Payment of Bills

Commissioner Stock made a motion to approve the check registers in the amount of \$554,860.60. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Agency Financial Audit 2021

Bonnie Schwieger, Audit Manager with Abdo Eick & Meyers provided a report. She explained the technical aspects of the audit. The Agency did not have any material findings or compliance issues. The Agency is in compliance with Federal and State standards. Internal controls are in place and there seems to be no issues.

Ms. Schweiger went through the Presentation on 2021 Agency Financial Audit to briefly discuss each of the programs including the 55+ portfolio and discussed a healthy cash balance. Ms. Schweiger and Finance Director Johnson answered Commissioner questions. Commissioners extended kudos to Finance Director Johnson and staff for a clean audit.

6.3) Fund Designation for Office Space Purchase

Executive Director Siegert indicated that in the packet we have shared the designations as of end of 2021 and how that may be changed to designate for the purchase of the Voyager Building. We are proposing to pay down half of the building cost, and finance the rest. Finance Director Johnson indicated that we could use designated funds to make this purchase using funds from three areas: local housing trust fund which is still under development; business loan and relief program which is still in development, and the economic development assistance program, which includes the Elko New Market infrastructure project, where request for assistance is well under what the projected request was. Funding will come from these and

program areas. The bank loan for the remaining balance should be payable in 10 years or less depending on other agency program performance. In addition, we can take into account revenue from leases in the buildings. The levy will not be tapped to purchase a new office building. Finance Director Johnson answered Commissioners questions. A Resolution will be brought to the next meeting to formalize fund designations.

(7) EXECUTIVE DIRECTOR REPORT

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

Executive Director Siegert indicated that Staff have been actively going around meeting with cities to look for future 55+ sites and will have City staff walk through existing buildings when possible to see the quality of the projects. Executive Director Siegert will bring back to board site(s) for consideration by the end of this year. Molly Link, Housing Director, was able to present at SCALE on the Student Homelessness program and partnerships the CDA has been working on with County Health and Human Services, the CAP Agency, School Districts, and others. The Executive Director indicated that the CDA has sponsored the Employer of Excellence Awards for several years, and this year a Scott County business was recognized. Business Development Director Crakes will become a member of the Workforce Housing Board so that Scott County has more of a voice, and lastly, that there have been new staff and we will introduce them at the end of their orientation periods.

(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]

8.2) Home Ownership Programs

8.21)* Homeownership Programs Report

[Consent; no discussion]

8.3) Liaison Report – Scott County Commissioner

Commissioner Beard indicated there has been a lot of discussion on the County budget and those conversations will be ongoing to determine where to set the levy. In addition, ARPA money is still in process of being utilized,

and will be utilized for people with disabilities and also the 16&18 community land trust project. Commissioner Beard answered CDA Commissioner questions. County Staff is still working with the owner of Bonnevista Terrace to use ARPA funds to develop additional lots. Commissioner Beard also shared that the redistricting is complete and he will not be running for another term.

8.4)* First Stop Shop (FSS)

8.5) River City Centre Retail Master Lease

Executive Director Siegert indicated that Staff met with Michael Kerski and Great Management Lakes Management. A Cease and Desist letter was sent to Master Lease Tenant to adhere to the buyout and assumption agreement previously entered into with the City EDA. It is expected this agreement will be adopted by the City Council at the first meeting in July. A draft is being worked on for new agreement between City and CDA. The City is only interested in retail space. The City shared concepts for how to reposition the building. The renderings showed the vision for improving the storefronts, exterior fixtures, and rooflines. The Board will be kept up to date regarding new agreements.

8.6) SC-CDA Development Activities

8.61) Scott County Community Land Trust

8.61.1) Shakopee 16&18 Development, Moraine Addition

Assistant to Executive Director Janovsky stated that the Moraine Community Land Trust/16&18 site has a meeting scheduled with the neighborhood on June 23. Notices have gone out to 78 homeowners to attend this meeting. The meeting format is providing presentation boards and talking to people individually. The next step is to go to Planning/Board of Adjustment, Public Hearing on July 7, 2022, for Comp Plan amendment consideration. Commissioner Beard indicated that he will not be available for the neighborhood meeting, but another Commissioner will be in attendance along with Fred Corrigan, Housing Work Group Co-Chair.

8.61.2) Community Land Trust Homes, Shakopee

Assistant to the Executive Director stated that our existing property on Polk has been listed on the MLS and we will use the leads from this property to generate buyers for the 5th Avenue home. We will screen potential buyers to make sure they are eligible for the Community Land Trust program.

8.7)* Strategic Planning Updates

8.8) Housing Demand Study

Executive Director Siegert indicated that the study is not yet available but hopefully will be by the end of the week. We will publish this broadly when it is available.

(9) NEW BUSINESS

9.1) INVEST Program Awards

Executive Director Siegert indicated that we received \$1M this year to designate for Persons with Disabilities (PWD) along with CDA funds. We received two applications, below. The recommendation would be allocate \$650,000 to Main Street Lofts and \$500,000 to Prairie Point. This is less than what each requested, but the CDA is contributing enough local funds to maximize points on tax credit applications, which are due to Minnesota Housing in July. Main Street Lofts will have 4 PWD units and 4 for homeless. Prairie Point will have 7 PWD units, and 21 units for homeless/formally homeless.

9.1.1) RESOLUTION NO. 15-22: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO JOSEPH DEVELOPMENT, LLC FOR SECTION 42 TAX CREDIT DEVELOPMENT, MAIN STREET LOFTS, LOCATED IN ELKO NEW MARKET, MINNESOTA

Commissioner Stock made a motion to approve Resolution No. 15-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

9.1.2) RESOLUTION NO. 16-22: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO BEACON INTERFAITH HOUSING COLLABORATIVE, FOR SECTION 42 TAX CREDIT DEVELOPMENT, PRAIRIE POINT, LOCATED IN SHAKOPEE, MINNESOTA

Commissioner Stock made a motion to approve Resolution No. 15-22. Commissioner Gade 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., July 12, 2022
CDA Office

August meeting is changed to Thursday, August 11 due to primary elections being held on our regular meeting date of the second Tuesday of the month.

10.2) SPECIAL Meeting


Called as needed on the 4th Tuesday of the month.

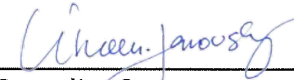
(11) ADJOURN

Commissioner Gade made a motion to adjourn at 3:01 p.m. Commissioner Gulstad seconded the motion. Unanimous roll vote followed. Motion carried.


Chair




Secretary


Recording Secretary

7/14/2022
Date