

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING & PUBLIC HEARING  
October 11, 2022**

**1. CALL TO ORDER & PLEDGE**

The Regular meeting of the CDA was called to order at 1:59 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  
District V, Barry Stock

Staff present:

Julie Siegert, Executive Director  
Adam Johnson, Finance Director  
Stacy Crakes, Business Development Director  
Molly Link, Housing Director  
Kim Meierbachtol, Rental Assistance Manager  
Linda Janovsky, Recording Secretary

Others present:

Dan Wilson, Wilson Development Services

**3. PUBLIC PARTICIPATION**

No one from the public was in attendance.

**4. MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS**

**4.1) CDA Regular Meeting – September 13, 2022**

Commissioner Gade made a motion to approve the Minutes of 9/13/2022.  
Commissioner Stock seconded the motion. Unanimous voice vote followed.  
Motion carried.

**4.2) Agenda Modifications**

None requested.

**4.3) Consent Agenda (6.11, 6.12, 6.21, 6.5, 6.7, 6.10.1)**

It was requested 6.5) River City Centre Retail Master Lease be removed from the Consent Agenda. Commissioner Gulstad made a motion to remove this

item. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

## **(5) FINANCIAL REPORT**

### **5.1) Payment of Bills**

Commissioner Gade made a motion to approve check registers in the amount of \$409,041.11. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

### **5.2) Conduit Financing Bond Program**

#### **RESOLUTION NO. 34-22: ADOPTING CONDUIT ISSUER FINANCING POLICY**

Finance Director Johnson indicated that the Finance Committee has reviewed this policy and that we are standardizing the process for future conduit bond requests. Commissioner Choudek made a motion to approve Resolution No. 34-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

## **OLD BUSINESS**

### **6.1) Affordable Housing Programs**

#### **6.11)\* Affordable Housing Occupancy Report**

[Consent; no discussion]

#### **6.12)\* Housing Choice Voucher Utilization Report**

[Consent; no discussion]

#### **6.13) RESOLUTION NO. 35-22: ADOPTING REASONABLE CHILDCARE EXPENSE ALLOWANCES FOR SCOTT COUNTY HOUSING SUBSIDY PROGRAMS EFFECTIVE DECEMBER 1, 2022**

Housing Director Link indicated that this is an annual process to see if rates have increased and the rates did increase. Commissioners had questions about how these costs effect expenses for the Agency. Commissioner Stock made a motion to approve Resolution No. 35-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

#### **6.14) RESOLUTION NO. 36-22: ADOPTING PAYMENT STANDARDS FOR SECTION 8 PURSUANT TO HUD'S FAIR MARKET RENT LIMITS**

Housing Director Link indicated that this is done by survey and is a yearly process and discussed the costs for unit size. The rental surveys do not include the upcoming utility allowance increases. Commissioner Gulstad made a motion to approve Resolution No. 36-22. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.15) RESOLUTION NO. 37-22: ADOPTING REVISED UTILITY ALLOWANCES FOR SCOTT COUNTY SECTION 8 PROGRAM EFFECTIVE JANUARY 1, 2023**

Rental Assistance Housing Manager Meierbachtol indicated that the allowances haven't been adjusted since 2016. These do not change unless there is a 10% increase per HUD regulations. These rates are analyzed through surveys done by the Metro HRA. Housing Director Link clarified that as these expenses go up, then rent cost goes down for a family. Commissioner Gade made a motion to approve Resolution No. 37-22. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.2) Home Ownership Programs**

**6.21)\* Homeownership Programs Report**

[Consent; no discussion]

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

Not present; no discussion.

**6.4) First Stop Shop (FSS)**

**SCOTT COUNTY CDA: Elected Officials and City Staff - ECONOMIC DEVELOPMENT SURVEY RESULTS**

Chair Croatt indicated that this is Stacy Crakes last meeting and thanked her for leaving the agency better off than when she came and appreciated the large network that was created and the value that has brought to the agency. She wished her the very best. For the survey, Business Development Director Crakes stated she would not go into a lot of detail about the report. This was overviewed with the cities at the last Service Delivery committee. They requested that the elected official results be split out which is reflected in the current report. She talked about promoting the programs for better awareness and utilization in the future. The key areas of focus were infrastructure, marketing, and workforce development. This does match what we are doing with strategic planning. Secondary focus was Business Retention Expansion (BRE) which may have come from cities that don't have staff, as well as marketing and workforce development. BRE services were discussed in more detail. Business Development Director Crakes answered Commissioner questions.

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

This item was removed from the Consent Agenda. Executive Director Siegert indicated that on the table is a letter to City EDA staff that captures the last discussions with staff and the Board and outlines the proposed structure going forward. The EDA took over the retail space and the City has hired a new Economic Development Specialist. There have been meetings with the City to discuss the space and how the ownership structure may work and to work cooperatively between the retail and residential uses. Executive

Director Siegert indicated that we have been working with attorney at Kutock Rock regarding how the old agreements would collapse and how we would get new ones in place. This is outlined on the letter that was provided. The goal is to work with City EDA, to get agreements in place by February 2023. She indicated that unless there are any changes suggested she will provide this letter to the City.

**6.6) Office Building Acquisition**

Per Minn. Stat. § 13D.05, subd. 3, a public body may close a meeting to develop or consider offers or counteroffers for the purchase or sale of real or personal property. Commissioner Stock made a motion to close the meeting at 2:35 p.m. [at 36.44-1.08] to discuss 500 Marschall Road. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried. Commissioner Stock made a motion to open the meeting back up at 3:10 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

**6.7)\* Strategic Planning Updates**

[Consent; no discussion]

**6.8) Agency Plan FY2023**

**6.8.1) Resident Advisory Board (RAB) Review of Policy Changes**

Housing Director Link indicated that it is a yearly requirement to update the Administrative Plan for HUD subsidy programs. We consult with a third party to do general updates and also get input from staff—what are barriers for clients or for administering the programs. Participant feedback was requested at the Resident Advisory Board meeting on September 29. There were no comments that needed to be included in the document. Housing Director Link requested that Resolution No. 38-22 be approved.

**6.8.2) PUBLIC HEARING – 2023 Agency Plan** The CDA is required to hold a Public Hearing soliciting public comment on its proposed Annual Plan and/or Plan Components.

**6.8.2.1) Open Public Hearing**

Commissioner Stock made a motion to open the public hearing at 3:15 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

**6.8.2.2) Public Hearing**

Chair Croatt stated that no one was in attendance.

**6.8.2.3) Close Public Hearing**

Commissioner Stock made a motion to close the public hearing at 3:15 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

**6.8.3) RESOLUTION NO. 38-22: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY'S ANNUAL PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS**

Commissioner Gulstad made a motion to approve Resolution No. 38-22. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.10) SC-CDA Development Activities**

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

[Consent; no discussion]

**(7) EXECUTIVE DIRECTOR REPORT**

**7.1) Informational Report**

Executive Director Siegert thanked staff for their work on the Annual Plan.

At your table is three handouts: 1) thank you from President of KingsPath for conduit bond financing; 2) Main Street Lofts, tax credit development, received notification that they were not selected and are going to cancel purchase agreement, and the 3) press release from the bottling company that is coming to Elko New Market.

Executive Director Siegert went into an informational PowerPoint presentation about potential 55+ building sites. A senior building would meet the strategic goal of increasing housing capacity and showed that the Maxfield study called out an additional 1200 units by 2024. Staff have met with cities to find out development needs and what parcels may be available as well as touring Brentwood Terrace if they would like. Commissioner Stock talked about financing assistance such as TIF and keeping an eye on potentially holding sites for future development.

**(8) NEW BUSINESS**

**8.1) RESOLUTION NO. 39-22: AUTHORIZING PURCHASE OF 2017 12<sup>TH</sup> AVENUE WEST, SHAKOPEE, MN**

Executive Director had provided information to Commissioners regarding this property. The benefits of purchasing are that it would preserve this affordable housing and we may also be able to serve special population vouchers. The property is in good condition-there has been a single owner. For purchase, utilizing \$500,000 of ARPA funds, and \$210,000 would come

from rental acquisition from general fund. Commissioner Gulstad made a motion to approve Resolution No. 39-22. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

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

- |      |                             |                        |
|------|-----------------------------|------------------------|
| 9.1) | Regular Meeting             | November 8, 2022       |
| 9.2) | Strategic Planning Workshop | 1:00, November 8, 2022 |
| 9.3) | SPECIAL Meeting             | as needed              |

Executive Director Siegert confirmed with Commissioners that the next meeting will be on THURSDAY, November 10, 2022, due to the primary election on the regular meeting date.

Core Crossings, the tax credit development that received an INVEST loan will be opening and we will let Commissioners know if there is a grand opening.

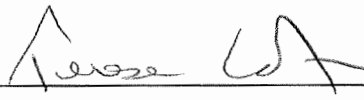
Commissioner Choudek provided a liaison update that the Fast Track Challenge is this week and she was able to sit in on pitches and it was very inspiring.

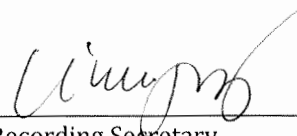
**(7) ADJOURN**

Commissioner Choudek made a motion to adjourn at 3:35 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

  
Chair



  
Secretary

  
Recording Secretary

11/10/22  
Date