

GSCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
December 13, 2022**

(1) CALL TO ORDER

Chair Croatt called the meeting to order at 10:04 a.m.

(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 (*via Zoom due to being out of town for personal reason from 2243 West Callie Casas Linda's, Green Valley, AZ*)

Staff present:

Julie Siegert, Executive Director
Molly Link, Housing Director
Jo Foust, Business Development Director
Adam Johnson, Finance Director
Pam Hinze, Administrative Services,
Recording Secretary

Others present:

Michael Beard, Scott County Commissioner
Dan Wilson, Wilson Development

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL

4.1) CDA Regular Meeting – November 10, 2022

Commissioner Choudek made a motion to approve the Minutes of November 10. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

4.2) Agenda Modifications

Commissioner Croatt will pull 6.6 and go into closed session.

4.3) Consent Agenda (6.11, 6.12, 6.21, 6.4)

Commissioner Gade made a motion to approve the Consent Agenda.
Commissioner Stock seconded the motion. Unanimous voice vote followed.
Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve check registers in the amount of \$1,161,744.35. Commissioner Gade seconded that motion.
Unanimous roll call vote followed. Motion carried.

5.2) Economic Development Assistance Program

RESOLUTION NO. 40-22

Finance Director Johnson and Business Development Director Foust answered questions regarding fee applications for the grants and loans and the loan guidelines. It was agreed that fees will be waived for grant applications. Commissioner Choudek made a motion to approve Resolution No. 40-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

5.3) RESOLUTION NO. 41-22: AUTHORIZING FY2022 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE

Executive Director Siegert and Housing Director Link worked together on the write offs of clients who have not paid the CDA despite their attempts through the tax collection process. Commissioner Gulstad made a motion to approve Resolution No. 41-22. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) 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]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.22) RESOLUTION NO. 42-22: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2023, MANAGED BY MINNESOTA HOUSING

Executive Director Siegert explained by adopting this resolution, it will allow lenders who work with home buyers in Scott County to access funds through Minnesota Housing. There is no cost to the CDA for the application. Commissioner Gade made a motion to approve Resolution No. 42-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.3) Liaison Report – Scott County Commissioner

Commissioner Beard resigned as Scott County Commissioner. He shared valuable stories and well wishes. Commissioners thanked him for his support and service to Scott County.

6.4)* First Stop Shop (FSS)

[Consent; no discussion]

6.5) River City Centre Retail Master Lease

Executive Director Siegert reported the Shakopee EDA approved moving forward for the CDA to own the residential portion of River City Centre and the retail portion will be owned by the Shakopee EDA. The cost to prepare the new documents will be shared with the EDA.

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 Gulstad made a motion to close the meeting at 10:52 a.m. to discuss 500 Marschall Road. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried. Commissioner Gulstad made a motion to open the meeting back up at 11:33 a.m. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

6.7) SC-CDA Development Activities

6.7.1) Scott County Community Land Trust

Housing Director Siegert reported the Planning Commission voted 6-0 in favor of three actions. There were neighborhood residents in attendance that spoke at the meeting. Modifications were made from the original proposal and were well received by the Planning Commission. This will go before the city council on December 20th.

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

Executive Director Siegert reported on the various housing conversations going on across the county as the County has committed over \$10 million dollars of their American Rescue Plan Act (ARPA) funds for housing related projects. A website was provided for more detailed information on the housing and other projects funded by the ARPA funds.

(8) NEW BUSINESS

8.1) RESOLUTION NO. 43-22: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES

Commissioner Stock and Commissioner Choudek reported there were a couple of language changes and clarification. Commissioner Gulstad made a motion to approve Resolution No. 43-22. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

8.2) RESOLUTION NO. 44-22: ADOPTING COST OF LIVING ADJUSTMENT TO SALARY GRADES

Commissioner Gade made a motion to approve Resolution No. 44-22. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

8.3) Park I-35 Development

Executive Director Siegert reported on the CDA's involvement on the project. Business Development Director Foust also reported on the platting and rezoning project on I-35. The Planning Commission supported the project and it moves to City Council. There has been opposition from the community for the development. Commissioner Croatt made a motion to approve the sending of the letter to Elko New Market. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

8.4) Closed Session per MN Statutes 13D.05 to have Executive Director Performance Evaluation

Commissioner Gulstad made a motion to close the session at 11:37 a.m. for Executive Director's performance evaluation. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

Commissioner Gade made a motion to open the meeting back up at 12:09 p.m. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried. Commissioner Stock made a motion to adjust the Executive Director's salary for 2023 to \$143,691.67. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1) Annual Meeting

January 10, 2023

9.2) SPECIAL Meeting

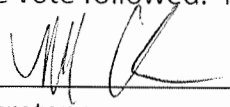
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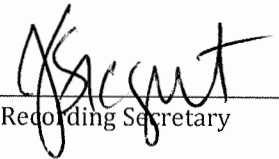
(10) ADJOURN

Commissioner Choudek made a motion to adjourn at 12:15 p.m. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.


Chair




Secretary


Recording Secretary

1.17.23
Date