

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
January 17, 2023**

(1) CALL TO ORDER

The Regular meeting of the CDA was called to order at 2:23 p.m.

(2) ROLL CALL

Roll call was held over from the Greentree Development Annual Meeting.

(3) PUBLIC PARTICIPATION

No one was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – December 13, 2022

Commissioner Choudek made a motion to approve the Minutes of December 13. 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, 6.4)

Commissioner Choudek 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

Chair Croatt made a motion to approve the Check Registers in the amount of \$1,161,744.35. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Capital Improvement Projects

Housing Director Link reported on the projects for 2023-2025. Housing Director Link answered commissioners questions.

5.3)* IRS Mileage Rates

[Consent; no discussion]

5.4)* Agency FY2021 Financial Audit

[Consent; no discussion]

(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]

6.13) Project and Maintenance Summary

Housing Director Link reported the Rehab Coordinator, Nick, coordinates many projects and makes sure they remain on schedule throughout the year. The Maintenance technicians are an integral part in identifying the projects and maintaining our properties. The Maintenance techs completed over 1300 work orders in 2022. There were 58 turns in 2022.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Jody Brennan will serve as the CDA liason.

6.4)* Business and Community Development

[Consent; no discussion]

6.5) River City Centre Retail Master Lease

Executive Director Siegert reported the city issued the final payment for the retail bond. We will be working with the attorneys on the common interest community agreements.

6.6) Office Building Acquisition

Executive Director Siegert would like to meet an hour before the next Board meeting to have a workshop to discuss availability in Shakopee for sale or for lease.

6.7) SC-CDA Development Activities

6.7.1) Scott County Community Land Trust

Moraine Addition Housing Subdivision

Executive Director Siegert reported the Shakopee City Council approved the development the end of December. The county will go out for bid later this spring to do infrastructure.

New Prague Development

Executive Director Siegert reported there are four homes under construction that will come online in June.

Twin Cities Habitat for Humanity (TCHFH) Prior Lake Development

Executive Director Siegert reported there is a 12 unit development that is under construction. The CDA received funding from Minnesota Housing, which is for Phase 2 of the development. The homebuyers will go through Twin Cities Habitat for Humanity for approval.

(7) EXECUTIVE DIRECTOR REPORT

7.1) Information Report

Executive Director Siegert invited staff to go to the capital on February 7th, to meet with legislators and discuss our housing programs.

An Outreach Specialist and Business Development Manager are hired and will be starting in January.

(8) NEW BUSINESS

None.

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1)	Regular Meeting	2:00 p.m., February 14, 2023 CDA Office
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9.2)	SPECIAL Meeting	1:00 p.m., February 14, 2023 CDA Office
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(10) ADJOURN

Commissioner Stock indicated that he will be out of town for the next two or three meetings and will attend via Zoom or telephone. Chair Croatt made a motion to adjourn at 2:44 p.m. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

DeAnn Cusack

Chair



Ken W.

Secretary

Pam Hince

Recording Secretary

2-21-23

Date