

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - ANNUAL MEETING
February 14, 2023**

(1) CALL TO ORDER at 2:01 p.m. & PLEDGE

(2) ROLL CALL

Commissioners present:

District I, DeAnn Croatt
District II, Terri Gulstad
District III, Dale Gade (*attending virtually from MnDOT Training Center, 1900 County Rd I, Shoreview, MN 55126, for business reasons*)
District IV, Michelle Choudek
District V, Barry Stock (*attending virtually from 2243 West Callie Casas Linda's, Green Valley, AZ, for personal reasons*)

Staff present:

Julie Siegert, Executive Director
Adam Johnson, Finance Director
Molly Link, Housing Director
Jo Foust, Business & Community Development Director
Tim Fairbanks, I/T Manager
Adriana Madani, Housing Specialist – HCV
Therese Ryan, Accounting Technician
Michael Werneke, Business Development Manager
Linda Janovsky, Recording Secretary

CFE Advisory Board Present: Adam Poehl, Ken Moisesr, Lane Bargasser

Others present:

Jody Brennan, Scott County Commissioner
Dan Wilson, Wilson Development Services
Bethany Tjornhom, FISH

2.1) Introduction of New Employees

Adriana Madani, Housing Specialist, Tim Fairbanks, IT Manager, and Therese Ryan, Accounting Tech introduced themselves. The Board Chair welcomed them aboard.

2.2) Introduction of Center for Entrepreneurship (CFE) Advisory Board

Business & Community Development Director Foust introduced those present, Adam, Ken, and Lane, and recognized those that could not tune in today.

(3) **PUBLIC PARTICIPATION**

No one from the public was in attendance.

(4) **MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS**

4.1) **CDA Annual Meeting – January 17, 2023**

Commissioner Choudek made a motion to approve the Annual Minutes of January 17 with a correction to who seconded the office of Chair. Commissioner Croatt seconded the motion. Unanimous roll call vote followed with Commissioners Gulstad and Gade abstaining. Motion carried.

4.2) **Greentree Annual Meeting – January 17, 2023**

Commissioner Stock made a motion to approve The Annual Minutes of Greentree Development Corporation. Commissioner Choudek seconded the motion. Unanimous roll call vote followed with Commissioners Gulstad and Gade abstaining. Motion carried.

4.3) **CDA Regular Meeting – January 17, 2023**

Commissioner Choudek made a motion to approve the Regular CDA Minutes. Commissioner Stock seconded the motion. Unanimous voice vote followed with Commissioners Gulstad and Gade abstaining.

4.2) **Agenda Modifications**

None were requested.

4.3) **Consent Agenda**

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

(5) **FINANCIAL REPORT**

5.1) **Payment of Bills**

Commissioner Chair Gulstad made a motion to approve the check registers in the amount of \$714,853.49. Chair Choudek seconded the motion. Unanimous roll call followed. Motion carried. Commissioner

(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) RESOLUTION NO. 04-23: AUTHORIZING SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION SUBMISSION FOR FISCAL YEAR ENDING DECEMBER 31, 2022

Housing Director Link and Rental Assistance Manager Meierbachtol explained the SEMAP process that we self audit and because of Housing Specialist's good work over the year, we will be considered a "high performer"

Commissioner Gulstad made a motion to approve Resolution No. 04-23. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) AUTHORIZING RESOLUTION NO.: 03-23 AND RESCINDING RESOLUTION NO. 31-22 UPDATED BID AWARD FOR RURAL DEVELOPMENT PROPERTIES BUILDING IMPROVEMENTS

Housing Director Link indicated that this project has been bid several times. We had two contractors that bid amounts beyond what the budget was. Housing Director Link was able to request from MHFA additional funding to add a project (which was already identified on the bid form)

Commissioner Croatt made a motion to approve Resolution No. 31-22. Commissioner Gulstad 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

Commissioner Brennan was in attendance and stated that some of the APRA money will be used for Damascus Way, which is a re-entry home. Some other projects initially slated for ARPA may not work out so if there are interest in other projects let her know.

6.4) Families and Individuals Sharing Hope (FISH) Update

Bethany Tjornhom, Executive Director, was in attendance and shared this is FISH's 10th anniversary! FISH has 950 partners. Her new and hopefully final location for an office is at the Transit Center here in Shakopee. She would encourage to tune into the 2nd Thursday programs, and thanked the Board on their ongoing participation in FISH. Bethany shared a FISH story.

6.5) Business and Community Development

Business & Development Director Foust included updates for the past year including that there were over 1500 business filings in 2022. NexStage served 42 clients for all cities, for an amount of \$811,000, which leveraged funding in the amount of \$17M. B&DD Foust also welcomed new staff Rochon Bergeven-Smith (not present) and Michael Werneke. She also discussed expanded partnerships and education that are occurring, Walk-In Wednesdays, and the EDAP (Economic Development Assistant Program).

6.6)* River City Centre Retail Master Lease

[Consent; no discussion]

6.7) SC-CDA Development Activities

6.7.1)* Scott County Community Land Trust

[Consent; no discussion]

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

Executive director Siegert indicated that the Day at the Capitol went well as there are many new legislators, so helping them see how programming dollars work is good, and they were also able to talk about a new program through DEED. Housing Director Link has been working hard on Yardi (housing management system) implementation which effects most staff. Finance Director Johnson and IT Manager Fairbanks have been working on the implementation as well. Training for staff will be starting soon.

(8) NEW BUSINESS

8.1) Vacant Land – 4704 West 124th Street, Savage, MN

This session was closed due to 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.

The session was closed at 2:40 p.m. by Commissioner Gulstad. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. The session was opened at 3:14 p.m. by Commissioner Stock. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

This property was discussed and Commissioners' authorized the Executive Director to go forth with the Assignment of the Purchase Agreement.

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1) CDA Regular Meeting

March 14, 2023

9.2) SPECIAL Meeting

as needed


Chair




~~Secretary~~ Commissioner


Recording Secretary

3/15/23
Date