

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
March 14, 2023**

**(1) CALL TO ORDER at 2:00 p.m. & PLEDGE**

**(2) ROLL CALL**

Commissioners present:

District I, DeAnn Croatt

District II, Terri Gulstad *(attending virtually from 5 Cabot Road, Medford, MA for personal reasons)*

District III, Dale Gade

District IV, Michelle Choudek\* *(attending virtually from 14113 Ventanas Court, Bonita Springs, FL, for personal reasons)*

District V, Barry Stock *(attending virtually from 2243 West Callie Casas Linda's, Green Valley, AZ, for personal reasons)*

\*Commissioner Choudek unable to respond to call due to technical issues.

Staff present:

Julie Siegert, Executive Director

Adam Johnson, Finance Director

Molly Link, Housing Director

Jo Foust, Business & Community Development Director

Linda Janovsky, Recording Secretary

Others present:

Jody Brennan, Scott County Commissioner

Lorien Mueller, Great Lakes Management

Camille Ritter, Great Lakes Management

Andrew Melton, Great Lakes Management

**(3) PUBLIC PARTICIPATION**

No one from the public was in attendance.

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

**4.1) CDA Regular Meeting – February 14, 2023**

Commissioner Gulstad indicated that a change was needed on page 2 to correct titles of Commissioners. With this change, Commissioner Gade made a motion to approve the Minutes of February 14. Commissioner Stock seconded the motion. Unanimous (4-0) roll call vote followed. Motion

carried. Because of technical difficulties, we were not able to hear Commissioner Choudek from this vote forth.

**4.2) Agenda Modifications**

There were no agenda modifications requested.

**4.3) Consent Agenda (6.11, 6.12, 6.21, 6.4, 6.6.1)**

Commissioner Gade made a motion to approve the Consent Agenda.

Commissioner Gulstad seconded the motion. Unanimous (4-0) roll call 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 \$612,473.57. Commissioner Stock seconded the motion.

Unanimous (4-0) roll call vote followed. Motion carried.

**5.2) Development Reports – FY2022 4<sup>th</sup> Qtr.**

Lorien Mueller, Camille Ritter, and Andrew Melton from Great Lakes Management were in attendance to present reports. Ms. Mueller indicated that her position has changed to Vice President of Asset Management, and Andrew Melton is the now the day to day operational manager involved in the CDA's portfolio, with Ms. Ritter remaining the director of CDA properties. Commissioners introduced themselves. Ms. Mueller will continue to stay involved in the CDA's portfolio and attend Board meetings.

Properties remain to have high occupancy (below). Brentwood Terrace, Northridge Court, and Phillip Square did not meet Net Operating Income (NOI) due to increased operation expenses including a software conversion, tax assessments, utilities, maintenance, wage-adjustments, snow removal, PILOT taxes, and insurance. Ms. Ritter explained the modernization and elevator upgrade projects at Phillip Square. Ms. Mueller indicated that satisfaction surveys will be going out to residents soon. Great Lakes Management answered Commissioners Questions. Commissioner Gade made a motion to approve the reports, Items 5.21 to 5.29. Commissioner Gulstad seconded the motion. Unanimous roll call vote (4-0) followed. Motion carried.

**Occupancy:**

- River City Centre – 100% leased & occupied
- The Hamilton – 100% leased & occupied
- Phillip Square – 100% leased, 96% occupied
- Northridge Court – 100% leased, 98% occupied
- Glendale Place – 97% leased, 95% occupied
- Market Village – 100% leased & occupied

- Brentwood Court – 100% leased & occupied
- The Henderson – 100% leased & occupied
- Brentwood Terrace – 100% leased, 97% occupied

### 5.3) **Agency 4<sup>th</sup> Quarter Financials**

Finance Director Johnson went over his memorandum highlighting specific programs and indicated comments were added to balance sheets. The Prior Manor conversion close out will be part of the audit. The General Fund has the main variance (\$600,000) for the year, and program transfers were not included unless they were in budget. The CDA-owned properties had a program transfer and there was \$1M in American RPA funds received from the County to acquire the 4-plex in Shakopee. For the CLT there is a program transfer that will not be repaid to the General Fund. The HCV program is doing well vs. budget and also covers losses in the PBV program. For the office, Yardi (new software) was indicated as a pre-paid expense. For Britland (RD) funding is partially offset from Belle Haven, but there is a program transfer and he will look at how to write-off costs in the future. RAD had a challenging year with maintenance expenses, and losses will be funded from PBV program.

Finance Director Johnson went over the summery of the 2022 capital fund expenditures. General fund designations is levy money being spent and what we spent other reserves on. Finance Director Johnson answered Commissioner questions. Ended year with \$2M net result. Allocated monies of \$5.6M to various initiatives. He also looks at future year projections out to 2024-2026. The breakdown of designations for cash flow for the rest of this year—RCC bond payment, ARPA money received, sales from CLT homes, and senior housing site acquisition. Total cash ending balance in 2026 projected to be \$4M.

Finance Director Johnson went over what is budgeted for 2023 levy—Homebuyer Club, First Stop Shop, CLT, development, including INVEST loans, Local Housing Trust Fund, etc.

Commissioner Gade made a motion to approve the 4<sup>th</sup> quarter financials. Commissioner Stock seconded the motion. Unanimous (4-0) roll call vote followed. Motion carried.

### 5.4) **RESOLUTION NO. 05-23: AUTHORIZING PERMAMNENT TRANSFERS**

Finance Director Johnson explained the transfers being requested. Commissioner Gulstad made a motion to approve Resolution No. 05-23. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion caried.

**5.5) RESOLUTION NO. 06-23: DESIGNATING NET ASSETS**

Commissioner Gulstad made a motion to approve Resolution No. 06-23. Commissioner Stock seconded the motion. Unanimous (4-0) 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]

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

Commissioner Brennan reported that the Family Resource Center is now open at the Transit Station and it links citizens to services. It is also the time of the year for property valuations. The County created a YouTube video on presentation about property taxes (shown at SCALE meeting).

**6.4)\* Business and Community Development**

[Consent; no discussion]

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

Executive Director Siegert indicated that meetings are underway with attorneys to shape condo agreement. A Memo of Understanding (MOU) is expected soon. Final documents expected by end of Qtr2. The bids for the exterior work to the building have been received by the City EDA for retail space.

**6.6) SC-CDA Development Activities**

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

[Consent; no discussion]

**6.6.2) Vacant Land – 4704 West 124<sup>th</sup> Street, Savage  
RESOLUTION NO. 07-23: AUTHORIZING ACQUISITION OF REAL  
PROPERTY WITH A STREET ADDRESS OF 4704 WEST 124<sup>th</sup> STREET,  
SAVAGE, MN**

Executive Director Siegert indicated that since this was discussed last month, we are going forth with the purchase. The City Council had a workshop and are generally supportive and the City Administrator indicated a willingness to provide some city-owned land on that block to the CDA as well.

Commissioner Gulstad made a motion to approve Resolution No. 07-23. Commissioner Stock seconded the motion. Unanimous (4-0) roll call vote followed. Motion carried.

## **(7) EXECUTIVE DIRECTOR REPORT**

### **7.1) Informational Report**

Executive Director Siegert wanted to highlight legislation on “Bring it Home” which would create a statewide rental assistance program, likely a replica of the Housing Choice Voucher program. Money designated would double our program—which would create needs to operate the program, such as additional staffing. Clients served would likely be severe-cost burdened who pay 50% or more of their income on rent, which is 1,670 households in Scott County. The number of households in Scott County families who pay over 30% of their income in rent is 3,945. There is significant need but we would need to develop programming. If the bill is passed, it would go into effect in July 1, 2024. Executive Director Siegert answered Commissioner questions.

## **(8) NEW BUSINESS**

### **8.1) RESOLUTION NO. 08-23: ESTABLISHING JUNETEENTH AS AN OFFICIAL PAID HOLIDAY**

The Personnel Committee reviewed this policy. Commissioner Gade made a motion to approve Resolution No. 08-23. Commissioner Gulstad seconded the motion. Unanimous (4-0) roll call vote followed. Motion carried.

### **8.2) Employee Life Insurance Increase**

Commissioner Stock made a motion to approve the increase. Commissioner Gulstad seconded the motion. Unanimous (4-0) roll call vote followed. Motion carried.

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

### **9.1) CDA Regular Meeting**

**April 11, 2023**

### **9.2) SPECIAL Meeting**

**as needed**


Business & Community Development Director Foust indicated that our 50x30 goal has been met! The 2021 one year statistics indicate that 56.3% of people now live and work in the County. She noted that COVID was discussed, and is

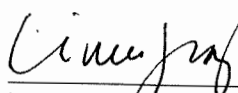
not the driving factor behind this number. Business & Community Development Director Foust will present at the next SCALE meeting.

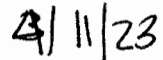
(10) **ADJOURN**

Commissioner Gulstad made a motion to adjourn at 3:07 p.m.  
Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

  
Commissioner

  
Secretary

  
Recording Secretary

  
Date