

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
April 11, 2023**

(1) CALL TO ORDER & PLEDGE

Commissioner Stock called the meeting to order at 2:02 p.m.

(2) ROLL CALL

Commissioners present: District II, Terri Gulstad
District III, Dale Gade
District IV, Michelle Choudek
District V, Barry Stock (*attending virtually from 2243 West Callie Casas Linda's, Green Valley, AZ, for personal reasons*)

Commissioners absent: District I, DeAnn Croatt

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
Jason Wedel, Administrator, Prior Lake
Casey McCabe, Community Dev. Director, Prior Lake

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – March 14, 2023

Commissioner Gade made a motion to approve the Minutes. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed with Commissioner Choudek abstaining.

4.2) Agenda Modifications

No modifications requested.

4.3) Consent Agenda (6.11, 6.12, 6.21, 6.4, 6.5, 6.6.1)

Commissioner Stock asked that Item 6.4) be removed from the consent agenda since Jason Wedel and Casey McCabe, City of Prior Lake, were in attendance. With that change, Commissioner Gade made a motion to accept with Commissioner Choudek seconding the motion. Unanimous roll call vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Choudek made a motion to approve the check registers in the amount of \$829,930.82. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) OLD BUSINESS

6.1) Affordable Housing Programs

Housing Director Link provided an update on housing programs adding to the consent reports provided every month showing utilization of programs. She stated she would like to get feedback on what Commissioners would like to know. Commissioner Gade indicated that he would like to receive disabled adults/veteran status info. Housing Director Link stated that 30% of assisted households identify as disabled. Commissioner Gade asked about how organizational goals are measured, with Commissioner Choudek asking about what subsidies are available and how to measure assistance base on need. Housing Director Link stated that as we implement the new housing software, Yardi, many of these things will be able to be tracked to better understand and serve the needs of clients. Right now, benchmarks are based on strategic planning goals, and outcomes can be assessed once data is available through this new software.

Housing Director Link indicated that a "tour of the cities" will be happening in May where staff will meet with cities to ascertain what they are doing in regard to the landlords in their city and who is involved, i.e., police. This will help us figure out an outreach plan to recruit more landlords, and break stereotypes and misconceptions of renting to families with rental assistance. Housing Director Link indicated that the Slack app is operational and the goal is for housing professionals to have a more centralized location to see potential units available for rent. In addition, a Resident Advisory Board (RAB) meeting will be held to get client's feedback on a proposed renter education program and homeownership preparation.

6.11)* Affordable Housing Occupancy Report
[Consent]

6.12)* Housing Choice Voucher Utilization Report

[Consent]

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent]

6.3) Liaison Report – Scott County Commissioner

Commissioner Brennan indicated that the County Board accepted the ARPA funding request for the Moraine Community Land Trust and wanted to thank the agency for the work on this. The County purchased a property on 140th Prior Lake for rental and it will be managed by the CDA. Workshops on strategic planning for housing continue.

6.4) Business and Community Development

This item was removed from the Consent Agenda. Jason Wedel, Prior Lake Administrator, and Casey McCabe, Prior Lake Economic Development Director were in attendance. Mr. Wedel explained that there is a developer wishing to build out 7 commercial/industrial lots with well and septic, located at the intersection of State Highway 282, State Highway 13, and County Highway 17, which was previously part of the Prior Lake/Spring Lake Orderly Annexation. Mr. Wedel and McCabe answered Commissioner questions. The Board indicated a willingness to work within the CDA's newly created Economic Assistance Program (EDAP) guidelines to discuss how to facilitate the extension of water and sewer infrastructure at this corridor.

6.5)* River City Centre Retail Master Lease

[Consent]

6.6) SC-CDA Development Activities

6.6.1)* Scott County Community Land Trust

[Consent]

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

Executive Director Siegert provided a presentation on the Local Housing Trust Fund, which is a tool to leverage funds for affordable housing on a local level. She has no recommendation at this time and is just providing an introduction to possible uses. She went through the PowerPoint that Minnesota Housing Partnership (MHP) put together and was provided to the SCALE Tech Team last month.

Highlights of presentation:

- State is allocating \$10M of matching dollars to invest in affordable housing.
- City or county or CDA could establish, which could help leverage funds by public or private developers.
- Relatively new program, started 5 years ago, money is being allocated by the state so it may be a recurring source of income.
- Scott County support at community level for local control so this could be a source of funds flexible to meet community needs.
- MHP recommends a reoccurring funding source so funding would be predicable over time to put projects together.
- The uses are flexible – could be used for whatever a particular community needs—deeper affordability, entry level homeownership, preservation, etc.

Executive Director Siegert indicated that she will continue to elevate housing as a priority to cities and County and how this program could be used to do that. If the CDA were to set up a Local Housing Trust fund, the County would need to establish an ordinance. Executive Director Siegert answered Commissioner questions. Finance Director Johnson stated the benefit would be consolidating programs and reallocating funds, so we don't need scattered programs, so the possible areas of impact would be greater.

(8) NEW BUSINESS

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1) CDA Regular Meeting

May 9, 2023

9.2) SPECIAL Meeting

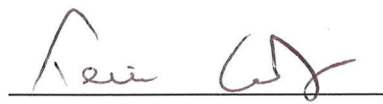
as needed

(10) ADJOURN

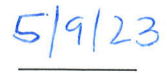
Commissioner Gade made a motion to adjourn at 3:03 p.m. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.


Chair




Secretary


Recording Secretary


Date