

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS  
MINUTES - REGULAR MEETING  
May 9, 2023**

**(1) CALL TO ORDER & PLEDGE**

Commissioner Croatt called the meeting to order at 2:09 p.m.

**(2) ROLL CALL**

Commissioners present:                District I, DeAnn Croatt  
   District II, Terri Gulstad  
   District III, Dale Gade  
   District V, Barry Stock

Commissioners absent:                District IV, Michelle Choudek

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  
   Tim Keane, Kutock Rock  
   Dan Wilson, Wilson Development Services

**(3) PUBLIC PARTICIPATION**

No one from the public was in attendance.

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

**4.1) CDA Regular Meeting – April 11, 2023**

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

**4.1) Agenda Modifications**

No agenda modifications were requested.

**4.2) Consent Agenda (6.11, 6.12, 6.41, 6.5, 6.6.1)**

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

**(5) FINANCIAL REPORT**

**5.1) Payment of Bills**

Commissioner Stock made a motion to approve the check register in the amount of \$735,026.69. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed.

**5.2) 2023 First Quarter Agency Financials**

Finance Director Johnson reported on the programs starting with the General Fund; we are \$2.5M ahead of budget, noted \$1M of ARPA from County. He went over activity with senior properties. The interest rates are good, 5% interest rates are tied to MAGIC fund. CDA-owned is tracking ahead due to the purchase of the 4-plex in Shakopee. We are ahead with Housing Choice Voucher program, carrying an overhead, HUD will recapture about \$240,000. Office capital allocation for if we were to replace the building. With the new software, we have tried to keep Rural Development property separate however, the software consolidates the program. Great Lakes Management properties follows. The Auditors will be at the June report to present.

Commissioner Gulstad made a motion to approve the First Quarter Agency Financials. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

**(6) OLD BUSINESS**

**6.1) Affordable Housing Programs**

**6.11)\* Affordable Housing Occupancy Report**

Consent item.

**6.12)\* Housing Choice Voucher Utilization Report**

Consent item.

**6.13) Bridges Rental Assistance Program**

Housing Director Link indicated that we request to accept the awards for Bridges vouchers from MHFA. We are excited because we received 5 new vouchers to add to the 10 we had, and also received one additional Bridges Regional Treatment Center (RTC) voucher, to add to the three we already had. We will work directly with Scott County Human Services for referrals for those with severe and persistent mental illness that may be at risk of homelessness. The

County will provide services and help these individuals find and sustain housing. There have been successful outcomes with this program. Four were able to move off and onto the regular program, which leaves room for others.

**6.13.1) RESOLUTION NO. 09-23: AUTHORIZING APPROVAL TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE AND EXECUTION OF AGREEMENTS AND ASSOCIATED DOCUMENTS**

Commissioner Stock made a motion to approve Resolution No. 09-23. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.14.2) RESOLUTION NO. 10-23: AUTHORIZING APPROVAL TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE PROGRAM (REGIONAL TREATMENT CENTER) AND EXECUTION OF ASSOCIATED DOCUMENTS**

Commissioner Gade made a motion to approve Resolution No. 10-23. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

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

Scott County Commission Brennan stated that the Commissioners have been working on the CUP application.

**6.4) Business and Community Development**

Business & Community Development Director Foust stated that the homeownership staff is now operating under the Business & Community Development group, officing out of the CFE. Jessica Erickson was promoted on April 15 to the Community Development Manager. This will create collaboration between homeownership and business/workforce.

New business fillings relatively stable. Leads through MNCAR, one is "Project Nacho". The Fast-Track budget is 16% of the \$25,000 for the program. Contributions are expected from businesses and the Chamber Commerce. NexStage dedicated over 96 hours to businesses and \$950,000 in financing which created 2 full time 30 part time jobs Over the past year, the full time jobs had an average wage of \$80,00, and volunteers have spent 245 hours. 50x30 goal has been met. 10 years ago 36% lived/worked here. DEED attributes this to number of jobs created. Student Business Competition - student from Jordan "Thomas Sweet Treats" has website and online presence, working with local businesses so he has product in stores. The prize was \$100 gift card and 3 month mentorship.

Market industrial sites through a bus tour, starting in Shakopee and going to each site. Each City will be able to pitch on community and site. CFE received an International Business Innovation Association Award last month! City of Elko New Market is still going through the process to approve Niagara Bottling.

Economic development strategic plan - based on different surveys, meetings. B&CDD Foust said she is seeking input from Commissioner and will meet with Commissioners Stock and Choudek to further discussion. Three new focus areas include marketing, business dev, construction funding, market research training and development : Business & Community Development Director Foust answered Commissioners questions.

#### **6.41)\* Homeownership Programs Report**

Consent item.

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

Consent item.

#### **6.6) SC-CDA Development Activities**

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

Consent item.

#### **6.7) INVEST Program – Prairie Pointe Livable Communities Act Award**

Executive Director Siegert indicated that the CDA has not received this type of funding in past. We are eligible to receive it. The grant from Met Council requires 1:1 match. We at the CDA had supported Prairie Point with \$500,000 INVEST loan, County did \$900,000. Staff will administrator the grant. Fair Housing Plan will be brought back for approval.

Commissioner Gade made a motion to approve the Livable Housing Incentive Act (LHIA) award for the Prairie Pointe development.

Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

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

#### **7.1) Informational Report**

Executive Director Siegert shared at last meeting that how to decide where we develop depends on land available, partnerships, and funding.

Developers, including Tax Credit (LIHTC) look at two different maps to determine if the project will get MHFA funding. Often, Scott County geography works against scoring. Executive Director Siegert showed Multi Family map, Scott county is most competitive in Prior Lake, highlights everywhere else in metro where this criteria may apply. Scott County gets limited points for transit. Job center/growth, values of homes in area,

Possible sites downtown for PL. Savage may score well next year do the length of time since a tax credit application has been put in (5+) years.

## **(8) NEW BUSINESS**

### **8.1) Closed Meeting**

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.

Chair Croatt stated that the meeting would be closed to discuss 505 Holmes St S, Shakopee. Commissioner Stock made a motion to close the meeting. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

Commissioner Stock made a motion to reconvene regular session. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

Commissioner Gulstad made a motion to approve Resolution No. 11-23: AUTHORIZING AQUISITION OF REAL PROPERTY WITH A STREET ADDRESS OF 505 HOLMES STREET SOUTH, SHAOPEE, MN, Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried. This Resolution is on record at the Agency, and can be reviewed upon request.

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

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

**June 13, 2023**

### **9.2) SPECIAL Meeting**

**as needed**

Commissioner Gulstad inquired about a data breach that occurred in February. We have insurance with a deductible of \$5000. Training is required and we will continually look at improvement.

## **(10) ADJOURN**

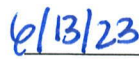
Commissioner Gulstad made a motion to adjourn at 3:27 p.m. Commissioner Croatt seconded the motion. Unanimous voice vote followed. Motion carried.

  
DeAnn Croatt, Chair



  
Terri Gulstad, Secretary

  
Recording Secretary

  
Date  
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