

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
June 13, 2023**

(1) CALL TO ORDER at 2:02 p.m. & PLEDGE

(2) ROLL CALL

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

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
Bonnie Schwieger, Abdo, Sr. Audit Manager
Tim Keane, Attorney, Kutock Rock

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – May 9, 2023

Commissioner Stock made a motion to approve the Minutes of May 9.
Commissioner Gulstad seconded the minutes. Unanimous voice vote followed. Motion carried.

4.1) Agenda Modifications

No agenda modifications requested.

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

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

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve the check registers in the amount of \$455,011.45. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) FY2022 Agency Financial Report

Bonnie Schweiger from Abdo was in attendance to present the FY22 Audit. Ms. Schweiger went through the Audit Presentation which is a summary of detailed financial statements. Ms. Schweiger talked about the technical results of the audit. There are three different opinion letters, Auditors Opinion, Legal Compliance, and Federal Compliance and Control testing. A federal audit is required due to the number of federal programs. This year there were two federal programs tested and it was appreciated that staff provided the information needed. It was a clean year and good overall audit!

Ms. Schweiger went on to state that for State and local programs there were not a lot of changes in FY22 compared to prior years. The CDA owned property had consistent operations from previous years outside of the acquisition of the four-plex.

She also stated that this is the last year Public Housing will be reported as it was converted to the Housing Choice Voucher program. Section 8 looks different than last couple years due to not receiving CARES funds, so needed a little bit more support than previous years, which it receives from the Project Based Voucher (PBV) program. The majority of the loss reported in RAD is due to depreciation. Belle Haven/Britland needed cash transferred in.

The Community Land Trust program is now broken into a separate budget so there will be more data next year.

For the 55+ developments, properties are doing well overall. Some were able to increase operating costs and some needed reserves to do capital projects

Commissioner Choudek made a motion to approve the Audit Report. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) OLD BUSINESS

6.1) Affordable Housing Programs

6.11)* Affordable Housing Occupancy Report

[Consent]

6.12)* Housing Choice Voucher Utilization Report

[Consent]

6.13)* Mainstream Voucher Award

[Consent]

6.3) Liaison Report – Scott County Commissioner

Commissioner Brennen indicated that there were EMS doing drills at the Center School site. She asked if there would be information on the future of the site at the Nite to Unit event. City of Shakopee is looking to rezone Prairie Pointe back to B1 because of the amount of time it has taken to get the project going, as well as neighborhood communication, the item was tabled at the Planning Commission.

6.4)* Business and Community Development

6.41)* Homeownership Programs Report

[Consent]

6.5)* River City Centre Retail Master Lease

[Consent]

6.6) SC-CDA Development Activities

6.6.1) Scott County Community Land Trust

Assistant to the Executive Director requested that the amount the Executive Director is authorized to purchase a home be raised to \$375,000. Commissioner Stock made a motion to approve Resolution No. 13-23. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.6.2) 505 Holmes Street, Central School Site

Executive Director Siegert indicated that there was an amendment to the School Site purchase agreement whereby the School and the CDA would cost share the remediation/demo exceeding that cap contingency. This was an amount of \$52,143 for the CDA. The School has provided the neighborhood information that the site has been sold, there is some EMS training activity there, and there will be demo/remediation coming this summer. Upon Board approval, the School Board will pass a comparable Resolution. Executive Director Siegert said we are working on the office/55+ design, working on financing, and would look to sell bonds and start construction in Spring of 2024. Commissioners questions were answered. Attorney Tim Keane added that Julie is to be commended for final negotiations.

Good job! Commissioner Gade made a motion to approve Resolution 14-23. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

In the packet was the Minnesota NARHO (National Association of Redevelopment and Housing Officers), who provided a nice overview of the \$1B that is available. The state rental assistance program for vouchers was included. MN NAHRO has hired a consultant to ensure that a good program is developed so agencies like the CDA can carry it out. In addition, there was Local Housing Aid which is funded by a sales tax. Scott County is projected to receive 5.8M, Shakopee, 300K Savage 235K, and 180K for Prior Lake.

One tool that could be used to collect ongoing funds from these sources would be the Local Housing Trust fund. The County would need to create an ordinance. Optimally this should be done before the end of the year. Costs that could be used from the local housing trust fund would be construction, gap financing, homeownership, etc. The Local Housing Trust Fund allows entities 3 years to utilize the funds. Funds could be used for new capital projects.

On the federal level, our biggest programs will be capped at FY23 spending levels for the next two years and have 1% increase in after that. There are also sweeping changes in determining new regulations for inspections, rent calculations, income and asset calculations.

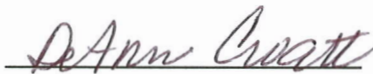
(8) NEW BUSINESS

(9) SET NEXT MEETING DATE, TIME AND PLACE

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|-----------------------------------|--|
| 9.1) CDA Regular Meeting | July 12, 2023 |
| 9.2) Tour & Open House | July 18, 2023, 3:00
912 Wencel NE, NP |
| 9.3) SPECIAL Meeting | as needed |

(10) ADJOURN

Commissioner Gade made a motion to adjourn at 2:50. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Terri Gulstad, Secretary


Recording Secretary