

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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

(1) CALL TO ORDER at 2:00 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

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – June 13, 2023

Commissioner Choudek made a motion to approve the Minutes of June 13, 2023. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

4.1) Agenda Modifications

There were no agenda modifications requested.

4.2) Consent Agenda (6.11, 6.12, 6.31, 6.4, 6.5)

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

(5) FINANCIAL REPORT

5.1) Payment of Bills for June \$ 667,409.97

Commissioner Gulstad made a motion to approve check registers in the amount of \$667,409.97. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

(6) OLD BUSINESS

6.1) Affordable Housing Programs

Housing Director Link provided a report on the 2nd Quarter Activities. She provided an update on YARDI. There will be follow up with YARDI for some issues we had during conversion that the agency should be compensated for. Staff are just starting to use the client portal and some other reporting tools which increase efficiency and allow us to track metrics we previously weren't able. In addition, HUD is implementing new regulations for the next year: HOTMA (Housing Opportunities Through Modernization Act) and NSPIRE (National Standards for the Physical Inspection of Real Estate), which will replace HQS (Housing Quality Standards) Inspections and will be more time consuming. Housing Director Link answered Commissioners' questions.

6.11)* Affordable Housing Occupancy Report

6.12)* Housing Choice Voucher Utilization Report

6.13) Procurement Summary

Nick Gillette, Housing Rehabilitation Coordinator, was in attendance to summarize the rehab activities that occurred since the beginning of the year, and some coming up. It was discussed that the timing of some of the upcoming service contracts potentially can be reduced by getting a staff on board that would lessen the need for some outside services.

6.14) Reject FY2022 Capital Fund Formula Grant

RESOLUTION. 14-23: AUTHORIZING REJECTION OF FY2022 CAPITAL FUND AND GRANT

Executive Director Siegert stated that we needed to send a Resolution rejecting this money to HUD. Commissioner Gade made a motion to approve Resolution No. 14-23. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Liaison Report – Scott County Commissioner

Commissioner Brennan reported that the County is meeting weekly to set a preliminary budget.

6.3) Business and Community Development

The CDA Commissioners have been invited to a joint workshop with the County, Prior Lake, and Spring Lake Township in August. Background information was provided to the Commissioners on the area as well as historical information on CDA economic development investments through previous grant programs, infrastructure projects and a review of current Economic Development Assistance Program (EDAP) guidelines were provided.

6.31)* Homeownership Programs Report

6.4)* River City Centre Retail Master Lease

6.5) SC-CDA Development Activities

6.5.1)* Scott County Community Land Trust

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

Executive Director Siegert provided information on funding opportunities that staff are tracking that impact economic development and new laws passed that impact the CDA as an employer following the end of the State Legislative session.

(8) NEW BUSINESS

None at this time.

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

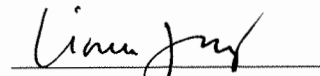
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| 9.1) | CDA Regular Meeting | August 8, 2023 |
| 9.2) | Tour & Open House | July 18, 2023, 3:00
912 Wencel NE, NP |
| 9.3) | SPECIAL Meeting | as needed |

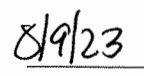
(10) ADJOURN


DeAnn Croatt, Chair




Terri Gulstad, Secretary


Recording Secretary


Date