

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

323 South Naumkeag Street, Shakopee, MN 55379

Phone: (952) 402-9022 | Fax: (952) 496-2852

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**BOARD OF COMMISSIONERS**

**MINUTES - REGULAR MEETING & PUBLIC HEARING**

**October 10, 2023**

**(1) CALL TO ORDER at 1:59 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

Kim Meierbachtol, Rental Assistance Manager

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 - September 12, 2023**

Commissioner Gade made a motion to approve the Minutes of September 12. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

**4.2) Agenda Modifications**

No agenda modifications were requested.

**4.3) Consent Agenda (6.11, 6.12, 6.3, 6.31, 6.4, 6.5.1)**

Commissioner Choudek made a motion to approve the Consent Agenda.

Commissioner Gade seconded the motion. Unanimous voice vote followed.

Motion carried.

**(5) FINANCIAL REPORT**

**5.1) Payment of Bills for September**

Commissioner Stock made a motion to approve the check registers. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

**(6) OLD BUSINESS**

**6.1) Affordable Housing Programs**

Housing Director Link provided a quarterly update and indicated the status of YARDI implementation reimbursement with additional training services provided. The strategic plan goal of landlord engagement is underway: helping landlords understand the Yardi portal system, working with cities on partnering when they license or register new landlords to provide information on how to participate in the Section 8 program. There will also be a landlord event coming up which will cover the new NSPIRE inspection system and fair housing. Staff are planning to meet with the top 10 current landlords to gather information to see what is going well, and what they may need help on. The new rental education program will be called Life Prep Counseling Program. HOTMA (Housing Opportunity through Modernization Act) and NSPIRE inspections were moved back by HUD for implementation to a later date.

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

[Consent; no report]

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

[Consent; no report]

**6.13) RESOLUTION NO. 29-23: ADOPTING PAYMENT STANDARDS FOR SECTION 8 PURSUANT TO HUD'S FAIR MARKET RENT LIMITS**

Housing Director Link described the factors that go into account to arrive at payment standards. Commissioner Gade made a motion to approve Resolution No. 29-23. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.14) RESOLUTION NO. 30-23: ADOPTING REVISED UTILITY ALLOWANCES FOR SCOTT COUNTY SECTION 8 PROGRAM EFFECTIVE JANUARY 1, 2024**

Housing Director Link said there was no change except oil and we have no impacted units. Commissioner Choudek made a motion to approve Resolution No. 30-23. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

## **6.15) Agency Plan FY2024**

### **6.15.1) Resident Advisory Board (RAB) Review of Policy Changes**

Housing Director Link indicated that the RAB meeting took place on September 28 with seven clients attending. Every year the Administrative Plan is reviewed, and changes made. This year, our subscription service did not have changes available, so changes are staff-driven, as well as the option of using YARDI portal access for clients, and new occupancy requirements.

### **6.15.2) PUBLIC HEARING – 2024 Agency Plan**

6.15.2.1) Open Public Hearing  
Commissioner Croatt made a motion to open the public hearing at 2:21 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed.

6.15.2.2) Public Hearing  
No one from the public was in attendance.

6.15.2.3) Close Public Hearing  
Commissioner Gulstad made a motion to close the public hearing at 2:23 p.m. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.

### **6.15.3) RESOLUTION NO. 31-23: AUTHORIZING APPROVAL OF THE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY'S ANNUAL PLAN COMPONENTS DEVELOPED IN COMPLIANCE WITH PHA PLAN REGULATIONS 24 CFR PART 903 AND AUTHORIZING SUBMISSION OF CERTIFICATIONS**

Commissioner Gade made a motion to approve Resolution No. 31-23. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

## **6.2) Liaison Report – Scott County Commissioner**

Commissioner Brennan indicated that the County approved ordinance for no cannabis in public parks. She had a meeting with the new CEO of Beacon Interfaith to talk about housing and what Scott County is doing with money from the State.

**6.3)\* Business and Community Development**

**6.31)\* Homeownership Programs Report**

[Consent; no discussion]

**6.4)\* River City Centre Retail Master Lease**

[Consent; no discussion]

**6.5) SC-CDA Development Activities**

**6.5.1)\* 505 Holmes Street, Central School Site**

[Consent; no discussion]

**(7) EXECUTIVE DIRECTOR REPORT**

**7.1) Informational Report**

Executive Director Siegert provided a reminder of the Fast Track Challenge that is happening on October 12. Business and Development Director Foust stated that 50 people registered to attend. Commissioner Stock provided an update on the Spring Lake Township/Prior Lake City meetings.

Executive Director Siegert stated that by the next meeting it is hoped to have some preliminary concepts for the Office/55+ building. Everything is on schedule for closing on the land in November.

Executive Director Siegert talked about the Local Affordable Housing Aid the County and cities of Shakopee, Savage and Prior Lake will receive, which is meant to increase and preserve housing through sales tax collection. The taxes will be distributed 50% to Counties and 25% to Cities, along with 25% will be for the Statewide rent assistance program. The first distribution of taxes would be July of 2024, and second in September of 2024. The funds are flexible and can meet the goals cities and the county have as well. The cities are interested in receiving a proposal from the CDA to administer these funds on their behalf. Executive Director will perform engagement to ensure strong partnerships in using this funding.

**(8) NEW BUSINESS**

**8.1) RESOLUTION NO. 32-23: ENTERING IN TO A COOPERATIVE AGREEMENT  
MORAINE ADDITION COMMUNITY LAND TRUST**

Assistant to Executive Director Janovsky indicated that the 10 lots will be deeded to the CDA in the Spring. Commissioner Choudek made a motion to approve Resolution No. 32-23. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

An update was provided on the New Prague single family properties.

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

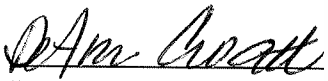
9.1) CDA Board Workshop November 14, 2023 at 1 p.m.

9.2) CDA Regular Meeting November 14, 2023 at 2 p.m.

9.3) SPECIAL Meeting as needed

**(10) ADJOURN**

Commissioner Gade made a motion to adjourn the meeting at 3:01 p.m.  
Commissioner Gulstad seconded the motion. Unanimous voice vote followed.  
Motion carried.

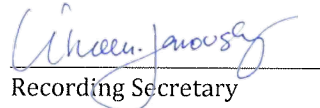


DeAnn Croatt, Chair





Dale Gade, Commissioner Michelle Choudek

  
Recording Secretary

11/17/2023  
Date