

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
323 South Naumkeag Street, Shakopee, MN 55379
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BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
August 12, 2024

(1) CALL TO ORDER at 2:00 p.m. & PLEDGE

(2) ROLL CALL

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

Commissioners absent: District III, Dale Gade

Staff present: Julie Siegert, Executive Director
 Adam Johnson, Finance Director
 Molly Link, Housing Director
 Jo Foust, Business & Community Development Director,
 Lisa Braunhut, Recording Secretary

Others present: Jody Brennan, Scott County Commissioner
 Andy Melton, Great Lakes Management
 Camille Ritter, Great Lakes Management

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting- July 9, 2024

Commissioner Gulstad made a motion to approve the minutes of July 9.
Commissioner Stock seconded the motion. Commissioner Croatt abstained.
Roll call vote followed, motion carried.

4.2) Agenda Modifications

Item 6.12 Resolution No.39-24 was updated.

4.3) Consent Agenda (6.31, 6.4, 7.2)

Commissioner Stock 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 for July \$519,308.12

Commissioner Gulstad made a motion to approve the bills. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2) Development Budget Reports - 2nd Quarter 2024

Andrew Melton and Camille Ritter were in attendance from Great Lakes Management. Mr. Melton and Ms. Ritter went over the financials for each building. Occupancy remains strong across all buildings. They also went over building maintenance and rehab projects. Mr. Melton and Ms. Ritter answered Commissioners' questions. Commissioner Gulstad made a motion to accept the reports. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

5.3) Development Budget Reports - FY2025 Operating Budgets

Mr. Melton stated that a 4% rent increase with a 3% vacancy loss has been budgeted, keeping the properties very affordable. There will be a \$10 per space for garage stall increase. Mr. Melton stated that Net Operating Income (NOI) for River City Centre is \$344,606 (decrease from last year because of needed projects); The Hamilton \$422,269; Phillip Square \$340,436; Northridge Court \$525,963; Glendale Place \$584,631; Market Village \$391,106; Brentwood Court Housing \$379,793; The Henderson \$427,003; and Brentwood Terrace \$384,940 (increase from last year because of fire/life/safety projects). Mr. Melton and Ms. Ritter went over the projects to be completed at each property in 2025 and discussion ensued about using funds from the various bond accounts for the projects. Mr. Melton and Ms. Ritter answered Commissioners questions.

5.31) River City Centre, Shakopee

RESOLUTION NO. 27-24: ADOPTING FY2025 OPERATING BUDGET FOR RIVER CITY CENTRE

Commissioner Stock made a motion to approve Resolution 27-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.32) The Hamilton, Savage

RESOLUTION NO. 28-24: ADOPTING FY2025 OPERATING BUDGET FOR THE HAMILTON

Commissioner Stock made a motion to approve Resolution 28-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.33) Philipp Square, New Prague

RESOLUTION NO. 29-24: ADOPTING FY2025 OPERATING BUDGET FOR PHILIPP SQUARE

Commissioner Stock made a motion to approve Resolution 29-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.34) Northridge Court, Shakopee

RESOLUTION NO. 30-24: ADOPTING FY2025 OPERATING BUDGET FOR NORTHRIDGE COURT

Commissioner Stock made a motion to approve Resolution 30-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.35) Glendale Place, Savage

RESOLUTION NO. 31-24: ADOPTING FY2025 OPERATING BUDGET FOR GLENDALE PLACE

Commissioner Stock made a motion to approve Resolution 31-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.36) Market Village, Elko New Market

RESOLUTION NO. 32-24: ADOPTING FY2025 OPERATING BUDGET FOR MARKET VILLAGE

Commissioner Stock made a motion to approve Resolution 32-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.37) Brentwood Court, Jordan Residential

RESOLUTION NO. 33-24: ADOPTING FY2025 OPERATING BUDGET FOR BRENTWOOD COURT

Commissioner Stock made a motion to approve Resolution 33-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.38) Brentwood Court, Jordan Clinic and Pharmacy

RESOLUTION NO. 34-24: ADOPTING FY2025 OPERATING BUDGET FOR JORDAN CLINIC AND PHARMACY

Commissioner Stock made a motion to approve Resolution 34-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.39) The Henderson, Shakopee

RESOLUTION NO. 35-24: ADOPTING FY2025 OPERATING BUDGET FOR
The Henderson

Commissioner Stock made a motion to approve Resolution 35-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

5.40) Brentwood Terrace, Jordan

RESOLUTION NO. 36-24: ADOPTING FY2025 OPERATING BUDGET FOR
The BRENTWOOD TERRACE

Commissioner Stock made a motion to approve Resolution 36-24.
Commissioner Choudek seconded the motion. Unanimous roll call
vote followed.

5.4) FY2024 - 2nd Quarter Agency Budget Summary

Finance Director Johnson indicated that there were no significant changes from the first quarter and provided an overview of his narrative report and indicated that he will note when items have larger variances. Finance Director Johnson answered Commissioners' questions as they arose. Commissioner Stock made a motion to approve the report. Commissioner Gulstad seconded it. Unanimous roll call vote followed. Motion carried.

5.5) RESOLUTION NO. 37-24: AUTHORIZING 2025 GENERAL ADMINISTRATIVE OPERATING BUDGET AND 2025 (PAYABLE) SPECIAL BENEFITS TAX LEVY OF SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY AND CERTIFYING LEVY TO SCOTT COUNTY BOARD

Executive Director Siegert provided the Board with a high level presentation on the budgeting process including the Agency's Mission, Vision and Values and the six strategic goals that were adopted. The budget was based on these strategic goals.

Finance Director Johnson presented a chart to show the comparison of the 2024 and 2025 budgets. The comparison includes consolidated totals from all CDA programs and senior housing properties. A table was presented to show the proposal for allocating 2025 levy funds, and expenditures funded by the General Fund reserves. A total of ~\$9.4M is being proposed, compared to ~\$11.7M in the 2024 budget. The decrease is due to the previously designated non levy based reserves, towards CDA office construction – most of these funds will be utilized by the end of 2024. Revenue increased approximately 10% or \$2.2M due to onetime ARPA funding and Community Land Trust proceeds. Expenditures increased approximately 6% or \$ 970K.

Commissioner Gulstad make motion to approve Resolution 37-24.
Commissioner Stock seconded. Unanimous roll call vote followed, motion carried.

(6) OLD BUSINESS

6.1) Affordable Housing Programs

Housing Director Link stated that our Landlord Engagement Group has hosted 2 Landlord Engagement Events with another one to follow this August. Maintenance Techs and Managers have been invited. This group is also meeting with the top 10 landlords who receive Hap to better identify needs and areas of improvement to programs.

Housing Director Link gave an update on the housing software implementation. From January to June, we went live in criminal, credit, and income screening for new participants. Tenants for PBV/RAD, Rural Development, and Market Units can now pay online. Tenants can put work orders online, complete annual rectifications, upload verifications, and report household changes. All applications for waiting lists can be done online.

Housing Director Link talked about what the waiting list selection plan is for the HCV waiting list. HUD requires that extremely low-income (ELI) families make up 75 percent of the families admitted to the HCV program during the PHA's fiscal year. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list to select an ELI family.

6.11) Housing Programs Report

Housing Director Link stated that the HCV voucher utilization is over 100%, so we will not issue vouchers from the waiting list or absorb households until that decreases due to funding constraints. We have received 10 additional Mainstream Vouchers effective 5/1/2024. All vouchers have been issued and all are either waiting to move-in their unit or are searching for a unit.

The Rural Development program is prioritizing filling 1-bedroom units with the longest vacancy time. Two more market rate units have been added. One unit has been filled. The other unit will be filled by the Master Lease program with CAP after it has been rehabbed.

6.12) RESOLUTION NO. 39-24: RE-AUTHORIZING LOAN AGREEMENT WITH MINNESOTA HOUSING FOR RURAL DEVELOPMENT PROPERTIES BUILDING IMPROVEMENTS

Commissioner Choudek made a motion to approve Resolution No. 39-24. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Liaison Report - Scott County Commissioner

Commissioner Brennan indicated that county budget meetings continue. Last week they talked about public records, elections, customer service, and taxation.

6.3) Business and Community Development

6.31)* Homeownership Programs Report

6.32) RESOLUTION NO. 38-24: UPDATED AUTHORITY TO PROVIDE HOUSING COUNSELING SERVICES

Commissioner Stock made a motion to approve Resolution No. 38-24. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) * River City Centre

6.5) SC-CDA Development Activities

6.51)* CENTRAL SCHOOL SITE

(7) EXECUTIVE DIRECTOR REPORT

7.1) Executive Director Informational Report

7.2)* Strategic Goal Update

(8) NEW BUSINESS

8.1) HUD 5-year and Agency Annual Plan – Public Notice Period and Hearing

Commissioner Gulstad made a motion to hold the Public Hearing at the time of the October 8, 2024, Board Meeting. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1) CDA Regular Meeting **September 10, 2024**

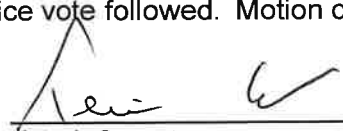
9.2) SPECIAL Meeting **as needed**

(10) ADJOURN

Commissioner Gulstad made a motion to adjourn at 3:46 p.m. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Terri Gulstad, Secretary


Recording Secretary


Date