

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
September 12, 2023**

(1) CALL TO ORDER at 1:58 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
Lisa Braunhut, Administrative Services Specialist
Michael Werneke, Business Development Manager
Rochon Bergevin-Smith, Comm. Dev. Outreach
Linda Janovsky, Recording Secretary

Others present: Jody Brennan, Scott County Commissioner

2.1) INTRODUCTION OF NEW STAFF

New staff were introduced, Lisa Braunhut, Administrative Specialist, Michael Werneke, Business Development Manager, and Rochon Bergevin-Smith, Community Development and Outreach Specialist. Welcome!

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – August 8, 2023

With distributed corrections, Commissioner Gulstad made a motion to approve the Minutes of August 8, 2023. Commissioner Gade 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, 6.5.2, 6.5.3)

Chair Croatt stated that Item 6.53) Savage American Rescue Plan be removed from Consent. With that change, Commissioner Choudek made a motion to approve the Consent Agenda. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills for August

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

5.2) RESOLUTION NO. 25-23: AUTHORIZING 2024 GENERAL ADMINISTRATIVE OPERATING BUDGET AND 2024 (PAYABLE) SPECIAL BENEFITS TAX LEVY OF SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY AND CERTIFYING LEVY TO SCOTT COUNTY BOARD

Executive Director Siegert stated that the CDA met with the County Board on September 5. County Commissioners were supportive of the work of the CDA and a 9.25% increase in the levy. Indication from them is they look to dedicate a portion of the sales tax money that could be used for housing projects such as the INVEST program and Community Land Trust development. Finance Director Johnson presented what was adjusted in the general fund for these programs as a reduction of \$485,000. Executive Director Siegert and Finance Director Johnson answered Commissioner questions. Commissioner Gade made a motion to approve Resolution No. 25-23. Commissioner Gulstad 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 item; no report.

6.12)* Housing Choice Voucher Utilization Report

Consent item; no report.

6.2) Liaison Report – Scott County Commissioner

Commissioner Brennan provided information on Shutterfly's current status.

6.3)* Business and Community Development

Consent item; no report.

6.31)* Homeownership Programs Report

Consent item; no report.

6.4)* River City Centre Retail Master Lease

Consent item; no report.

6.5) SC-CDA Development Activities

6.5.1) Scott County Community Land Trust

RESOLUTION NO. 27-23: APPROVING PURCHASE OF COMMUNITY LAND TRUST PROPERTY AT 13712 HUNTINGTON AVENUE, SAVAGE

Commissioner Gade made a motion to approve Resolution No. 27-23. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.5.2)*505 Holmes Street, Central School Site

Consent item; no report.

6.5.3) Savage American Rescue Plan Act funding

This item was removed from the Consent Agenda. Executive Director Siegert indicated that the Memo of Understanding (MOU) has been reviewed by both City and CDA attorneys and is general in nature and designates \$500,000 to develop affordable housing which can be used in the continued assembling of parcels by the Hamilton as well as \$1M that was budgeted for this reason. Commissioner Stock made a motion to approve entering into the MOU. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

6.5.4) RESOLUTION NO. 28-23: ADOPTING FAIR HOUSING POLICY

Commissioners watched a short fair housing training video. This policy is required for the LHIA grant funds from the Met Council for Prairie Pointe. Commissioner Gade asked whether Prairie Pointe could have a preference for Scott County residents. Executive Director Siegert indicated since the CDA is not the owner we cannot determine preferences. One goal of the INVEST program is to accept Section 8 vouchers which would be Scott County residents. There was a general question from the Commissioners about if workforce developments primarily serve Scott County residents. Housing Director Link shared the questions that are asked of waiting list applicants about their connection to Scott County. Executive Director Siegert will explore what data is available. Commissioner Gulstad made a motion to approve Resolution No. 28-23. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

(7) EXECUTIVE DIRECTOR REPORT

7.1) Informational Report

Executive Director Siegert indicated that the first workgroup meeting for Spring Lake/Prior Lake was held. Commissioner Stock is on the workgroup and provided an update. Executive Director Siegert stated that we are doing some site concepts for the Shepard of the Lake potential 12-unit transitional unit development. The City Council is having a workshop and Scott County is exploring a grant application to the State for funding. Executive Director Siegert also handed out changes to the Open Meeting Law that happened on July 1. Commissioners inquired about the status of the New Prague new construction sales and were provided an update.

(8) NEW BUSINESS

No new business.

(9) SET NEXT MEETING DATE, TIME AND PLACE

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|------|---|----------------------|
| 9.1) | CDA Regular Meeting &
Public Hearing | October 10, 2023 |
| 9.2) | COUNTY BOARD PRESENTATION | September 19 (staff) |
| 9.3) | SPECIAL Meeting | as needed |

(10) ADJOURN


Commissioner Choudek made a motion to adjourn at 2:47 p.m. Commissioner Gade seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Terri Gulstad, Secretary


Recording Secretary


Date