

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

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

(2) ROLL CALL

Commissioners present: District I, DeAnn Croatt  
District II, Terri Gulstad (virtual – personal)  
District III, Dale Gade  
District IV, Michelle Choudek (virtual – personal)  
District V, Barry Stock (virtually from 601 N La Canada  
Dr, Green Valley, AZ)

Staff present: Julie Siegert, Executive Director  
Adam Johnson, Finance Director  
Molly Link, Housing Director  
Jo Foust, Business & Community Dev Director  
Lisa Braunhut, Administrative Services Specialist  
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 – November 14, 2023**

Commissioner Croatt made a motion to approve the Minutes. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**4.2) Agenda Modifications**

Item 6.13 will be pulled as complete information is not ready at this time.  
Add Item 8.4: Board Updates.

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

Commissioner Gulstad made a motion to adopt Resolution 34-23.  
Commissioner Gade seconded the motion. Unanimous roll call vote (without Commissioner Choudek who lost connection) followed. Motion carried.

(5) **FINANCIAL REPORT**

**5.1) Payment of Bills for November**

Commissioner Gade made a motion to approve payment of the bills. Commissioner Stock seconded the motion. Unanimous roll call vote (without Commissioner Choudek who lost connection) followed. Motion carried.

**5.2) RESOLUTION NO. 34-23: AUTHORIZING FY2023 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE**

Housing Director Link indicated this was more than usual due to clean up occurring as going into the Yardi system. Commissioner Gade made a motion to approve Resolution No. 34-23. Commissioner Stock 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; no report]

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

[consent; no report]

**6.13) Public Housing Close Out**

As an agenda modification this item was pulled until more information is available.

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

County Board is working on a Comp Plan update for Sand Creek for an area that was designated as urban. The National Association of Counties did a presentation on housing. What Scott County does is what they recommend at the national level.

**6.3) Business and Community Development**

**6.31)\* Homeownership Programs Report**

[consent; no report]

**6.32) RESOLUTION NO. 35-23: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2024, MANAGED BY MINNESOTA HOUSING**

Commissioner Gade made a motion to approve Resolution No. 35-23: Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

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

[No report; consent]

**6.5) SC-CDA Development Activities**

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

Executive Director Siegert indicated that closing was delayed so that we could look further at the soils per the 30 day notice to seller regarding the post-demolition period. A new closing date has been scheduled for December 21. Commissioner Gade made a motion to approve extending closing date. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

**(7) EXECUTIVE DIRECTOR REPORT**

**7.1) Informational Report**

Executive Director Siegert brought a proposal forth from the CAP Agency to master lease a unit. The goal would try to move homeless families out of motel living and into a more residential setting. CAP has funding to operate the unit and the CDA would work in partnership with them. Staff answered Commissioner questions. The Board agreed to try the model.

**(8) NEW BUSINESS**

**8.1) RESOLUTION NO. 36-23: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES**

Commissioner Croatt made a motion to adopt Resolution No. 36-23. Commissioner Gade made seconded the motion. Unanimous roll call vote followed. Motion carried.

**8.2) COST OF LIVING ADJUSTMENT TO SALARY GRADES**

Chair Croatt indicated that the Personnel Committee met on this. Commissioner Gulstad made a motion to approve the updated salary grades. Commissioner Stock seconded the motion. Unanimous roll call vote followed.

**8.3) Closed Session** as permitted by MN Statutes § 13D.03; 13D.05, subd. 3 to have Executive Director Performance Evaluation.

Commissioner Gulstad made a motion to close the meeting. Commissioner Gade seconded the motion. Unanimous roll call vote followed.

Commissioners discussed the Executive Director's performance review. Commissioner Stock made a motion to include the 3% COLA that is going into effect January 1, to apply a 4% merit increase for a annual wage of \$153,922.52. Commissioner Stock made a motion to open the meeting.

Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.


**SET NEXT MEETING DATE, TIME AND PLACE**

9.1) CDA Annual Meeting, Greentree Annual January 9, 2024  
CDA Regular Meeting

9.2) SPECIAL Meeting as needed

**(9) ADJOURN**

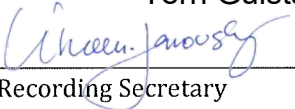
Commissioner Gulstad made a motion to adjourn the meeting. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.



Chair Acting, Michelle Choudek



Commissioner Terri Gulstad

  
Recording Secretary

01/10/2024  
Date