

**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  
January 9, 2024**

(1) CALL TO ORDER at 2:23 p.m. & PLEDGE

(2) ROLL CALL

Roll call was held over from the Greentree Development Corporation annual meeting.

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – December 12, 2023

Commissioner Gade made a motion to approve the Minutes.

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

4.2) Agenda Modifications

An agenda modification was requested to add Item 8.3) 1409 McIntosh, Shakopee, MN, Purchase Agreement.

4.3) Consent Agenda (5.2, 5.3 , 6.12, 6.31, 7.2\*)

Commissioner Choudek made a motion to accept the Consent Agenda.

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

(5) FINANCIAL REPORT

5.1) Payment of Bills

Commissioner Gulstad made a motion to approve the payment of bills.

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

5.2)\* IRS MILEAGE RATE

Consent; no action.

5.3)\* Agency FY2023 Audit Dates

Consent; no action.

- 5.4) Capital Improvement Projects  
Commissioner Croatt made a motion to approve the Capital Improvement project list. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.
- (6) OLD BUSINESS
- 6.11) Affordable Housing Programs
- 6.12) Housing Programs Report  
Housing Director Link provided information on new reporting format.
- 6.13)\* Public Housing Closeout  
Consent; no action.
- 6.2) Liaison Report – Scott County Commissioner  
Scott County Commissioner Brennan reported that Commissioner Weckman Brekke is the Board Chair and Dave Beer the Vice Chair for 2024. Commissioner Brennan will continue as the CDA liaison.
- 6.3) Business and Community Development
- 6.31)\* Homeownership Programs Report  
Consent; no action.
- 6.4) River City Centre  
Executive Director Siegert introduced Michael Klemm from Hellmuth and Johnson and Michael Kerski from the City of Shakopee. The CDA has been working closely with Michael Kerski and his team to work on the structure for River City Centre moving forward. Mr. Klemm provided a presentation summarizing the current and future ownership structure: Under the current ownership structure, the Shakopee Economic Development Authority (EDA) owns the land and the CDA owns the building subject to a Retail Ground Lease and Residential Ground Lease. Once the ground leases expire in 2035 and 2037, the EDA will own the land and the building. Right now, the EDA is the master tenant under the Retail Master Lease and is actively leasing the first floor for retail space. To get ready to get the final documents in place under the proposed new structure, the title defects need to be corrected by changing the property from abstract to Torrens. A Common Interest Community (CIC) or condominium plat and governing documents are being drafted that shows the EDA and CDA's relationship under the new structure. There are a number of steps that need to happen to transfer to this ownership structure. Master Ground Lease, Retail Master Lease and Residential Lease will all terminate at the same time and the retail portion of the building will transfer to the EDA and the residential portion and the underground parking, will transfer to the CDA by Deed upon the Declaration

being recorded. The Declaration will state the ownership between the EDA and CDA. The condo board will have four directors, including two from the CDA and two from the EDA.

6.5) SC-CDA Development Activities

6.5.1) 505 Holmes Street, Central School Site

Executive Director Siegert stated that the land closed on December 21, 2023. Discussion with bond counsel and schedule of bond financing events indicates that the CDA needs to have a public hearing to set the housing program. Commissioner Gade made a motion to set a public hearing on the date of the next regular meeting. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

(7) ADMINISTRATION

7.1) Executive Director Informational Report

Executive Director Siegert indicated that from the workshop in November, a strategic plan objective will be added to the board agenda for discussion every month. Commissioner Gade indicated that he would be interested learning more about populations served, for example Veterans or disabled.

7.2)\* Strategic Goal update  
Consent; no discussion.

(8) NEW BUSINESS

8.1) RESOLUTION NO. 02-24: AUTHORIZING PAY EQUITY REPORT TO THE MINNESOTA DEPARTMENT OF MANAGEMENT AND BUDGET

Commissioner Choudek made a motion to approve Resolution No. 02-24. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

8.2) RESOLUTION NO. 03-24: AUTHORIZING SUBMITTAL OF REDEVELOPMENT GRANT APPLICATION AND COMMITTING LOCAL MATCHING FUNDS

Commissioner Gade made a motion to approve Resolution No. 03-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

8.3) 1409 McIntosh Circle, Shakopee, MN, PURCHASE AGREEMENT

This item was added to the agenda. Board Memo and RESOLUTION NO. 04-24: AUTHORIZING THE PURCHASE OF A TWINHOME AT 1409 McIntosh Circle, SHAKOPEE, MN, was provided to Commissioners before the meeting.

Executive Director Siegert indicated that the CDA has owned four properties where we own half of a duplex where either there is no association, or the association does not cover much. Over time we have been able to acquire the other half of two of the properties. This would be the third purchase of half of the property and so there is only one property remaining with this issue. Since the buyer approached the CDA to purchase the property, no relocation is needed. Dan Wilson, Wilson Development Services, stated that tenants (owners) of property will vacate the end of April.

Commissioner Stock made a motion to approve Resolution No. 04-24. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

(9) SET NEXT MEETING DATE, TIME AND PLACE

9.1) CDA Regular Meeting & Public Hearing February 13, 2024

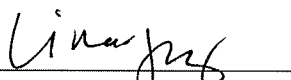
9.2) SPECIAL Meeting as needed

(10) ADJOURN

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

  
DeAnn Croatt, Chair

  
Terri Gulstad, Secretary

  
Recording Secretary

2/13/24  
Date