

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
February 13, 2024**

(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 (*attending virtually from 601 N. LA Canada Dr., Green Valley, AZ, for personal reasons*)

Staff present: Julie Siegert, Executive Director
Adam Johnson, Finance Director
Molly Link, Housing Director
Linda Janovsky, Assistant to the Exec. Director
Jessica Erickson, Community Dev Manager
Kim Meierbachtol, Rental Housing Manager
Lisa Braunhut, Recording Secretary

Others present: Jody Brennan, Scott County Commissioner
Dan Wilson, Wilson Development Services

(3) PUBLIC PARTICIPATION

No one from the public was in attendance.

(4) MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Annual Meeting - January 9, 2024

Commissioner Choudek made a motion to approve the Annual Minutes of January 9. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

4.2) Greentree Annual Meeting - January 9, 2024

Commissioner Stock made a motion to approve The Annual Minutes of Greentree Development Corporation. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

4.3) CDA Regular Meeting - January 9, 2024

Commissioner Choudek made a motion to approve the Regular CDA Minutes. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

4.4) Agenda Modifications

None were requested.

4.5) Consent Agenda

Commissioner Gulstad made a motion to approve the Consent Agenda. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills

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

(6) OLD BUSINESS

6.1) Affordable Housing Programs

Housing Director Link explained how the quarterly report looks at utilization that goes with the monthly report that has already been shared. She also shared that there were more vacancies than normal in Britland and Belle Haven due to maintenance projects being completed. The report also highlighted demographics such as school-age, pension, and low income tenants.

6.11)* Housing Programs Report

[Consent; no discussion]

**6.12) RESOLUTION NO. 05-24: AUTHORIZING SECTION 8
MANAGEMENT ASSESMENT PROGRAM (SEMAP)
CERTIFICATION SUBMISSION FOR FISCAL YEAR ENDING
DECEMBER 31, 2023**

Housing Director Link and Rental Assistance Manager Meierbachtol explained the SEMAP process that we self-audit. One of the highlights is that we work well with our landlords, so they stay in compliance. Commissioner Stock made a motion to approve Resolution No. 04-23. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.13) RESOLUTION NO. 06-24: AUTHORIZING REVISIONS TO ADMINISTRATIVE PLAN

Housing Director Link explained that while there are other changes, the change in how we select project-based applicants is most significant. The lists would be open more often and more broadly. When bedroom sizes fill up, they would close instead of the whole program. Applicants would be put on the list based on time and date instead of a lottery. Commissioner Choudek made a motion to approve Resolution No. 06-24. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) RESOLUTION NO. 12-24: AUTHORIZING PUBLIC HOUSING CLOSEOUT

Executive Director Siegert summarized the close out. Commissioner Gulstad made a motion to approve Resolution No. 12-24. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Liaison Report - Scott County Commissioner

Commissioner Brennan shared that a bonding request would be added for a Scott/Dakota County hazardous waste facility in Lakeville. It would service southern Scott County.

6.3) Business and Community Development

6.31)* Homeownership Programs Report

6.32) RESOLUTION NO. 07-24: AUTHORIZING EXECUTIVE DIRECTOR TO SELL COMMUNITY LAND TRUST PROPERTIES

Commissioner Gade made a motion to approve Resolution No. 07-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

6.33) PROPERTY AT 912 Wencel Avenue NE, New Prague, MN

This property is under contract and buyers are working on eligibility requirements. When this is finalized, a RESOLUTION to sell will be brought to the Board.

6.34) RESOLUTION NO. 08-24: SELLING COMMUNITY LAND TRUST PROPERTY AT 914 Wencel Avenue NE, New Prague, MN

The Community Land Trust buyers are purchasing the improvement for \$290,000. Commissioner Croatt made a motion to approve Resolution No. 08-24. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.35) RESOLUTION NO. 09-24: SELLING COMMUNITY LAND TRUST PROPERTY AT 916 Wencel Avenue NE, New Prague, MN

The Community Land Trust buyers are purchasing the improvement for \$295,000. Commissioner Gulstad made a motion to approve Resolution No. 09-24. Commissioner Gade seconded the motion. Unanimous roll call vote followed. Motion carried.

6.36) RESOLUTION NO. 10-24: SELLING COMMUNITY LAND TRUST PROPERTY AT 918 Wencel Avenue NE, New Prague, MN

The Community Development Land Trust buyers are purchasing the improvement for \$275,000. Commissioner Gade made a motion to approve Resolution No. 10-24. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.4) River City Centre

6.5) SC-CDA Development Activities

6.51) 505 Holmes Street, Central School Site

The public hearing needs to be set for Tuesday, March 12, 2024. Executive Director Siegert shared that construction bids would be back in a week. Bids will then be brought to the finance committee and be brought back to the March board meeting. Commissioner Croatt made a motion to approve new public hearing date. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.6) Savage Parcel Assembly

6.61) RESOLUTION NO. 11-24: PURCHASING 4710 124TH Street West, Savage, MN

Dan Wilson, Wilson Development Services, indicated the settlement price was \$350,000. The house is in move in condition. Commissioner Stock made a motion to approve Resolution No. 11-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

6.7) Local Housing Trust Fund RESOLUTION NO. 13-24:

Executive Director Siegert explained the Housing Trust Fund, asking if there was any feedback from Draft Ordinance 35 that was reviewed with the County via public hearing. She explained that we would enter into agreements with the County and any cities that wish to participate. Commissioner Gulstad made a motion to approve Resolution No. 09-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

6.8)* River City Centre Retail Master Lease

[Consent; no discussion]

6.9) SC-CDA Development Activities

6.7.1)* Scott County Community Land Trust

[Consent; no discussion]

(7) ADMINISTRATION

7.1)* Executive Director Informational Report

[Consent; no discussion]

7.2) Strategic Goal Update

Community Development Manager Erickson introduced her team members and their roles. The first-time home-buyer class normally happens quarterly. This year one more class will be offered in Spanish. From there first-time homebuyers will do one-on-one counseling with our homeownership Specialists. The Land Trust housing program is presented at the first-time homebuyer education courses. Many of the Land Trust home purchasers are from our first-time homebuyer courses. First time home-buyer clients may be eligible for an \$8,000 homebuyer grant.

(8) NEW BUSINESS

None.

(9) SET NEXT MEETING DATE, TIME AND PLACE

CDA Regular Meeting & Public Hearing

March 12, 2024

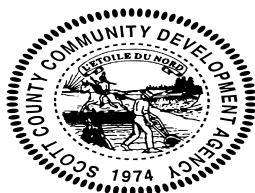
SPECIAL Meeting

as needed

ADJOURN

Commissioner Gade made a motion to adjourn the meeting at 3:34 p.m. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.


DeAnn Croatt, Chair




Terri Gulstad, Secretary


Recording Secretary


Date