

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

The regular meeting was called to order at 1:58 PM.

**Roll Call**

Commissioners present: Croatt, Gulstad, Gade, Choudek, Stock- Attended Virtually from 601 N. La Canada Dr. Green Valley, AZ 85614

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

**Others present:** Scott County Commissioner Jody Brennan

**Public Participation**

None

**Minutes Submitted for Approval & Agenda Actions**

**4.1 CDA Regular Meeting- October 8, 2024**

Commissioner Gulstad made a motion to approve the minutes of October 8th, 2024. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

**4.2 Agenda Modifications**

None

**4.3 Consent Agenda (6.31, 6.4, 6.51)**

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

**Financial Report**

**5.1 Payment of Bills**

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

**5.2 FY2024 – 3<sup>rd</sup> Quarter Agency Budget Summary**

Finance Director Johnson provided the net operating results for the third quarter. The full year projected results are ahead of the monthly budget. General Fund results are the primary reason for the positive variances. Commissioner Gade made a motion to approve the 3<sup>rd</sup> Quarter Agency Budget Summary. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

## Old Business

### **6.1 Affordable Housing Programs**

Housing Director Link stated that the housing department is going through some restructuring with internal hires and new hires. The housing department is implementing new payments standards as well as HUD and RD program changes. Housing Director Link also explained how the over/under process works. Project housing side met their goal to reduce our vacancy rate. HCV did their first online purge with "save my spot" for the HCV waiting list.

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

Commissioner Brennen stated that elections would be certified the next day. Two districts would be recounted by hand. There would be a Veterans' lunch the following day. The Met Council will be coming to the board meeting to talk about the draft for Imagine 2050.

### **6.3 Business and Community Development**

#### **6.31\* Homeownership Programs Report**

Consent item; no report

#### **6.32 RESOLUTION 47-24: ACQUIRING LESSOR'S INTEREST OF GROUND LEASE IN COMMUNITY LAND TRUST PROPERTY IN PRIOR LAKE, MN**

Commissioner Choudek made a motion to approve Resolution No. 47-24. Commissioner Gade seconded the motion. Unanimous roll call vote followed.

### **6.4 River City Centre Retail Master Lease**

Consent item; no report

### **6.5 SC-CDA Development Activities**

#### **6.51 \* LEGACY CENTRAL/CDA OFFICE BUILDING**

Consent item; no report

## Administration

### **7.1 Executive Director Information Report**

Executive Director Siegert provided an update on activities. The CDA was invited to be the meeting host for the December 13 SCALE meeting.

### **7.2 Strategic Plan Goal**

Executive Director Siegert provided an update on the progress of the goals and that more detail has been presented through staff presentations, monthly and quarterly reports by all departments.

## New Business

### **8.1 RESOLUTION 48-24: APPROVING FAMILIES AND INDIVIDUALS SHARING HOPE (FISH) FISCAL AGENCY AGREEMENT**

Commissioner Gulstad made a motion to approve Resolution No. 48-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

### **8.2 Local Affordable Housing Aid**

Executive Director Siegert provided an informational update on the use of the Local Affordable Housing Aid across Scott County and anticipates bringing back individual agreements with the cities of Savage and Shakopee subject to City Council approval during the city's December meetings.

**Set Next Meeting Date, Time, and Place**

**9.1 CDA Regular Meeting December 10, 2024 at 2 p.m.**

**9.2 SPECIAL Meeting as needed**

**Adjourn**

Commissioner Gade made a motion to adjourn at 3:24 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.



DeAnn Croatt, Chair



Terri Gulstad, Secretary



Recording Secretary

12/10/24  
Date