

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMISSIONERS
MINUTES- REGULAR MEETING
February 11th, 2025**

The regular meeting was called to order at 1:59 PM.

Roll Call

Commissioners present: Croatt, Gade, Choudek. Corrigan

Commissioners not present: Gulstad

Staff present: Executive Director Julie Siegert, Finance Director Adam Johnson, Housing Director Molly Link, Business Development Director Jo Foust, Recording Secretary Lisa Braunhut, Project Coordinator - Rental Assistance Andrea Ulstrom, Administrative Assistant – Front Desk Leesha Eccles

Others present: Scott County Commissioner Jody Brennen and Steve Dunbar with Ivy Properties

Public Participation

None

Minutes Submitted for Approval & Agenda Actions

4.1 CDA Annual Meeting – January 14, 2025

Commissioner Gade made a motion to approve the minutes of January 14, 2025. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

4.2 Greentree Annual Meeting- January 14, 2025

Commissioner Gade made a motion to approve the minutes of January 14, 2025. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

4.3 CDA Regular Meeting – January 14, 2025

Commissioner Gade made a motion to approve the minutes of January 14, 2025. Commissioner Choudek seconded the motion. Unanimous voice vote followed. Motion carried.

4.4 Agenda Modifications

None

4.5 Consent Agenda (6.31, 6.32, 6.4, 6.51)

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

Financial Report

5.1 Payment of Bills

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

Old Business

6.1 Affordable Housing Programs

6.11 Housing Programs Report

Housing Director Link summarized the 2024 housing programs stats, highlights, trends, and demographics. We serve 835 households in our programs. We are using the Save My Spot feature on Yardi to update waiting lists to keep them open more often. Project Coordinator Ulstrom summarized the work that has been done with landlord engagement. Three workshops have been held including landlords and maintenance techs. The CDA met with the top ten landlords individually for question-and-answer sessions to understand how we can better help our landlords.

6.12 RESOLUTION NO. 07-25: RE-AUTHORIZING SECTRION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION SUBMISSIONFOR FISCAL YEAR ENDING DECEMBER 31, 2024

Commissioner Croatt made a motion to approve Resolution No. 7-25. Commissioner Choudek seconded the motion. Unanimous roll call vote. Motion carried.

6.2 Liaison Report – Scott County Commissioner

County Commissioner Brennan shared that the County Board heard an informational presentation on a land use application from Dem-Con to build an anaerobic digester facility in Louisville Township at its last meeting. The County Board will vote on the application at its next meeting.

6.3 Business and Community Report

6.31* Homeownership Programs Report

6.32* Twin Cities for Humanity Towering Woods Phase I update

6.4* River City Centre

6.5 SC-CDA Development Activities

6.51* 505 Holmes Street, Central School Site

6.52 RESOLUTION NO. 08-25: AUTHORIZING APPROVING THE AWARD, EXECUTION AND DELEVERY OF A CONTRSUCTION CONTRACT, PROJECT COORDINATION PROFESSIONAL SERVICES CONTRACT AND ARCHITECTS CONTRACTS FOR THE SCOTT COUNTY FAMILY EMERGENCY HOUSING PROJECT

Steve Dunbar with Ivy Properties is the Project Coordinator and was in attendance. He stated that 11 bids were received. Rochon Corporation was the lowest responsible bid and recommended for award. The 14 units should be completed by mid-November.

Commissioner Choudek made a motion to approve Resolution No. 8-25. Commissioner Gade seconded the motion. Unanimous roll call vote. Motion carried.

