

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
323 South Naumkeag Street, Shakopee MN 55379
Phone: (952)402-9022 Fax: (952)496-2852

BOARD OF COMISSIONERS
MINUTES- REGULAR MEETING
December 10, 2024

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

Roll Call

Commissioners present: Croatt, Gulstad, Gade, Choudek- Attended Virtually from 14113 Ventanas Ct, Bonita Springs, FL 34135, 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: Fred Corrigan and Dan Wilson

Public Participation

None

Minutes Submitted for Approval & Agenda Actions

4.1 CDA Regular Meeting- November 12, 2024

Commissioner Gade made a motion to approve the minutes of November 12, 2024. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

4.2 Agenda Modifications

Updated Resolution 8.1

4.3 Consent Agenda (6.11, 6.4, 6.51)

Commissioner Gade made a motion to approve the Consent Agenda. Commissioner Gulstad 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 RESOLUTION NO. ~~49-24~~: AUTHORIZING FY2024 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE

Commissioner Gulstad made a motion to approve Resolution No. 49-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

Old Business

6.1 Affordable Housing Programs

6.11* Housing Programs Report

Consent item; no report

6.2 Liaison Report – Scott County Commissioner

No Report -Commissioner Jody Brennen absent

6.3 Business and Community Development

Business and Community Development Director Foust reviewed the written quarterly report and answered Commissioner questions.

6.31 Homeownership Programs Report

Business and Community Development Director Foust reviewed the homeownership report and answered Commissioner questions. She also added that the homeownership team hosted the annual appreciation event with 40 individuals. Staff shared information about the programs from 2024 and provided a preview for 2025.

6.32 RESOLUTION 50-24: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) FOR 2025, MANAGED BY MINNESOTA HOUSING

Commissioner Stock made a motion to approve Resolution No. 50-24.

Commissioner Gulstad 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

6.52 SAVAGE LAND ASSEMBLY

RESOLUTION NO. 51-24: PURCHASING 4728 124TH Street West, Savage, MN

Dan Wilson with Wilson Development Services was in attendance to present on the purchase, relocation and answered Commissioners questions. Commissioner Stock made a motion to approve Resolution No. 51-24. Commissioner Choudek seconded the motion. Unanimous roll call vote followed.

Administration

7.1 Executive Director Information Report

Executive Director Siegert said that Business and Community Development Director Foust and Housing Direct Link would be presenting at the SCALE meeting on Friday December 13th as the CDA is the meeting host. The LAHA funds will be going for approval before the City of Shakopee and Savage the following week. In January the bid for the emergency housing at Shepherd of the Lake would be going out. Executive Director Siegert thanked Commissioner Stock for his years of service on the CDA Board.

New Business

8.1 RESOLUTION NO. 52-24: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES

Personnel Committee of the Board, Commissioners Croatt and Stock met on December 2, 2024 regarding the proposed personnel policy changes and recommend adopting the changes. The updated Resolution was provided to the Board that added provision 3, "Policy 16 Continuation of

Benefits for Retired Employees included details of on continued benefit eligibility for employees hired before April 11, 2006. The eligibility criteria and associated benefits at the end of employment continue to apply and be in effect.” Commissioner Croatt made a motion to approve Resolution No. 52-24. Commissioner Stock seconded the motion. Unanimous roll call vote followed.

8.2 Cost of Living Adjustment to Salary Grades

Personnel Committee of the Board, Commissioners Croatt and Stock met on December 2, 2024 regarding the proposed cost of living adjustment changes and recommend adopting the changes. Commissioner Stock made a motion to approve the 2.5% cost of living adjustment to salary grades effective January 1, 2025. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed.

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

Commissioner Gade made a motion to go into closed session. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Commissioner Stock made a motion to return to regular session at 3:36 p.m. Commissioner Croatt seconded the motion. Unanimous roll call vote followed. Motion carried.

Commissioner Stock stated that the CDA completed the Executive Director’s performance review, which was a positive review. Commissioner Stock made a motion to provide Executive Director Siegert a 3% merit increase in addition to the 2.5% COLA that is going into effect January 1 for an updated an annual wage of \$162,504.06. Commissioner Choudek seconded the motion. Unanimous roll call vote followed. Motion carried.

Set Next Meeting Date, Time, and Place

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| 9.1 | CDA Regular Meeting | January 14, 2025 at 2 p.m. |
| 9.2 | SPECIAL Meeting | as needed |

Adjourn

Commissioner Gade made a motion to adjourn at 3:40 p.m. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

DeAnn Croatt, Chair

Terri Gulstad, Secretary

Recording Secretary _____
Date