SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY
MINUTES

REGULAR MEETING
August 12, 2025, at 12:30 PM
CDA Office: 323 S. Naumkeag St., Shakopee

CALL TO ORDER & PLEDGE
The regular meeting was called to order at 12:30 PM

ROLL CALL
Commissioners present: DeAnn Croatt, Michelle Choudek, Fred Corrigan, Terri Gulstad, Dale Gade (excused at 2:45pm)

Staff present: Executive Director Julie Siegert, Finance Director Adam Johnson, Housing Director Molly Link, Business Development Director Jo Foust, Recording Secretary Leesha Eccles

Others present: Lorien Mueller and Camille Ritter with Great Lakes Management. Steve Dunbar with Ivy Properties.

PUBLIC PARTICIPATION
None

MINUTES SUBMITTED FOR APPROVAL & AGENDA ACTIONS

4.1) CDA Regular Meeting – July 8, 2025

Commissioner Choudek made the motion to approve the minutes from July 8th. Commissioner Gulstad seconded the motion. A voice vote followed. Motion carried.

4.2) Agenda Modifications
Removed item 6.42 from Consent Agenda and added Resolution 29-25, Memo and Proposal.

4.3) Consent Agenda (6.31, 6.41)
Commissioner Gade made the motion to approve the consent agenda. Commissioner Choudek seconded the motion. A voice vote followed. Motion carried.

FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Gulstad made the motion to approve the payment of bills. Commissioner Croatt seconded the motion. A roll call vote followed. Motion carried.

5.2) Development Budget Reports – 2nd Quarter 2025 (5.21-5.29)

Great Lakes Management was in attendance to present the 2nd Quarter Budget Results. Lorien Mueller and Camille Ritter with Great Lakes Management were in attendance and reviewed the second quarter financials, discussed highlights at each property and answered Commissioners questions.

5.3) Legacy Central Budget Report – FY2025 Operating Budget
RESOLUTION NO. 26-25: ADOPTING FY2025 OPERATING BUDGET FOR LEGACY CENTRAL

Commissioner Gade made the motion to approve Resolution 26-25. Commissioner Gulstad seconded the motion. A roll call vote followed. Motion carried.

5.4) Development Budget Reports – FY2026 Operating Budgets (5.41-5.51)

Great Lakes Management staff Lorien Mueller and Camille Ritter presented the Operating Budgets and proposed Capital Projects for FY2026. The budget was built with a 3% rent increase compared to 4% last year. Increases in expenses have been seen in staffing costs as the properties have aged, maintenance needs have increased. The properties are also experiencing significant property insurance increases even on properties that have not had a history of damage claims.

5.5) FY2025 – 2nd Quarter Agency Financials

Finance Director Johnson presented the 2nd quarter financials and answered Commissioner questions.

Commissioner Choudek made the motion to approve the 2nd quarter financials. Commissioner Gade seconded the motion. A voice vote followed. Motion carried.

5.6) 2026 GENERAL ADMINISTRATIVE OPERATING BUDGET DISCUSSION

Executive Director Siegert reviewed the 2026 budget priorities and Finance Director Johnson walked through the financials by program. The budget was developed in collaboration with the leadership team and through multiple meetings with the Finance Committee. CDA staff also met in a workshop setting with the County Board on July 22, 2025 and reviewed the proposed levy. Impacts to revenues at the Federal and State level were reviewed along with changes in expenses across the programs. No action was requested as the item will be brought back in September for adoption.

OLD BUSINESS

6.1) Affordable Housing Programs

6.11) Housing Programs Report

Housing Director Link discussed the details of the housing report, including shortfall information surrounding the Mainstream voucher program.

6.12) FY2024 SEMAP RESULTS

The Housing Department was congratulated on their designation as a High Performer by HUD for the excellent administration of the Housing Choice Voucher program.

6.2) Liaison Report – Scott County Commissioner

No report – Commissioner Brennan unable to attend.

6.3)* Business and Community Development

6.31)* Homeownership Programs Report

6.4) SC-CDA Development Activities

6.41)* CDA Office and Legacy Central Development

6.42) Hope's Portage RESOLUTION 29-25: AUTHORIZING PURCHASE OF FURNITURE, FIXTURES AND EQUIPMENT FOR Hope's Portage at 13792 McKenna Road NW, Prior Lake

Ivy Properties president Steve Dunbar discussed the details and answered questions from Commissioners surrounding the purchase of FF&E for Hope's Portage.

Commissioner Choudek made the motion to approve Resolution 29-25. Commissioner Corrigan seconded the motion. A roll call vote followed. Motion carried.

6.43) Real Property Acquisition and Disposition Policy
RESOLUTION NO. 27-25: ADOPTING REAL PROPERTY ACQUISITION AND DISPOSITION POLICY

Commissioner Choudek made the motion to approve Resolution 27-25. Commissioner Gulstad seconded the motion. A roll call vote followed. Motion carried. Commissioner Gade was absent from this vote.

ADMINISTRATION

7.1) ADOPT RESOLUTION 28-25 AMENDMENTS TO THE BYLAWS

The current Bylaws were last amended in 2008 and were updated due to the CDA moving to a new office location and included additional amendments as discussed and reviewed with the Board and legal counsel.

Commissioner Gulstad made the motion to approve Resolution 28-25. Commissioner Choudek seconded the motion. A roll call vote followed. Motion carried. Commissioner Gade was absent from this vote.

7.2) Executive Director Informational Report

Executive Director Siegert thanked the CDA staff core team for all of the input on the design of the new office and work with the staff leading up to the move to the new office. Housing Director Link provided answers to Commissioner questions surrounding housing stabilization services. Executive Director Siegert confirmed the date for a special meeting to consider the bid award for Phase I of Moraine Addition at 16/18 to be held on August 26th, 2025.

7.3) Board Member updates

None

<u>NEW BUSINESS</u>

8.1) HUD Agency Annual Plan – Public Notice Period and Hearing

HUD compliance requires the Agency to allow for a 45-day public review period and a public hearing. Staff recommended setting the public hearing date for October 14, 2025, which will coincide with the Board's Regular Meeting date.

Commissioner Croatt made the motion to declare a hearing date for October 14th, 2025. Commissioner Gulstad seconded the motion. A voice vote followed. Motion carried. Commissioner Gade was absent from this vote.

SET NEXT MEETING DATE, TIME AND PLACE

9.1) CDA Special Meeting August 26, 2025

9.2) CDA Regular Meeting September 9, 2025
New location – 100 5th Avenue E, Shakopee

9.3) RIBBON CUTTING September 16, 2025

<u>ADJOURN</u>

Commissioner Choudek made a motion to adjourn at 3:17pm. Commissioner Gulstad seconded the motion. A voice vote followed. Motion carried. Commissioner Gade was absent from this vote.

DeAnn Croatt, Chair

Terri Gulstad, Secretary

Recording Secretary 9/9/25
Date