



## SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY



### REGULAR MEETING MINUTES November 12, 2025, at 12:30 PM CDA Office: 100 5<sup>th</sup> Avenue E., Shakopee

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#### **CALL TO ORDER & PLEDGE**

The meeting was called to order at 12:30pm

#### **ROLL CALL**

**Commissioners present:** DeAnn Croatt, Michelle Choudek, Fred Corrigan, Terri Gulstad, Dale Gade

**Staff present:** Executive Director Julie Siegert, Finance Director Adam Johnson, Business Development Director Jo Foust, Business Development Manager Michael Werneke, Housing Director Molly Link, Human Resources Director Jodi Foster, Rental Assistance Housing Manager Evgenia Kaufman, IT Manager Tim Fairbanks, Recording Secretary Leesha Eccles

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

**Public participation:** None

#### **Welcome new CDA Team Members**

Three new CDA team members gave a brief introduction.

#### **APPROVAL OF AGENDA AND MEETING MINUTES**

##### **4.1) CDA Regular Meeting – October 14, 2025**

**Motion:** Commissioner Choudek moved to approve the minutes from the regular meeting on October 14th. Commissioner Gade seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

##### **4.2) Agenda Modifications - None**

#### **Consent Agenda**

**Motion:** Commissioner Gade moved to approve the Consent Agenda. Commissioner Gulstad seconded the motion.

**Vote:** A roll call vote was taken

**Result:** Motion carried 5-0

#### **Regular Agenda**

##### **6.1) FY2025 – 3<sup>rd</sup> Quarter Agency Budget Summary**

Finance Director Johnson discussed the details of the 3<sup>rd</sup> quarter budget and answered Commissioner questions.

**Motion:** Commissioner Gade moved to approve 3<sup>rd</sup> Quarter Agency Budget Summary. Commissioner Choudek seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

**6.2) Information Technology Policy Discussion**

IT Manager Fairbanks discussed the draft Cyber Risk Management policy, received feedback and answered questions on current practices. The policy will be brought back for Board approval in December.

**6.3) Paid Family Medical Leave**

Human Resources Manager Foster discussed the guidelines and requirements of the new Paid Family Medical Leave policy that takes effect starting January 1<sup>st</sup>, 2026.

**CLOSED SESSION**

Pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c)(3), the meeting was closed to discuss real property owned by Scott County CDA and located at 323 Naumkeag St. S, Shakopee, Minnesota, 55379, and the potential re-development of such property.

**Motion:** Commissioner Croatt moved to close session at 2:23pm. Commissioner Corrigan seconded the motion.

**Vote:**

A roll call vote was taken:

- **Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan **Nays:** None

**Result:** Motion carried 5-0

**Motion:** Commissioner Croatt moved to come out of closed session at 2:35pm. Commissioner Gulstad seconded the motion.

**Vote:**

A roll call vote was taken:

- **Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan **Nays:** None

**Result:** Motion carried 5-0

**6.5) RESOLUTION 55-25 AUTHORIZING THE DEMOLITION OF THE FORMER SCOTT COUNTY CDA OFFICE AND GARAGE LOCATED AT 323 S NAUMKEAG ST, SHAKOPEE**

**Motion:** Commissioner Gade moved to approve Resolution 55-25. Commissioner Choudek seconded the motion.

**Vote:** A roll call vote was taken

**Result:** Motion carried 5-0

**INFORMATIONAL REPORTS**

**7.1) Liaison Report – Scott County Commissioner**

County Commissioner Brennan discussed the approval of the tax levy increase and the progress with Prairie Pointe

**7.2) Housing Quarterly Report**

Housing Director Link gave an update on Bring It Home program and the delay on the program's contracts. She also gave a recap of the HCV waitlist opening in October of this year including some of the successes and collaboration within the community.

**7.3) Executive Director Update**

Executive Director Siegert provided an update to the government shutdown coming to an end and that the agency will continue to monitor that situation as the FY2026 budget is worked on by Congress. She also provided feedback from the staff for our new office space that was discussed at our employee retreat in October. LAHA reporting due in December 2025 for the first time.

7.4) **Board Member updates** – Prairie Pointe tour & Niagara Bottling tour were a success.

**SET NEXT MEETING DATE, TIME AND PLACE**

8.1) **CDA Regular Meeting**

**Tuesday, December 9, 2025**

8.2) **CDA Special Meeting**

**as needed**

**ADJOURN**

**Motion:** Commissioner Corrigan moved to adjourn at 2:37pm. Commissioner Gade seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

  
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DeAnn Croatt, Chair

  
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Terri Gulstad, Secretary

  
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Recording Secretary

  
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Date