

**REGULAR MEETING MINUTES**  
**December 9, 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, IT Manager Tim Fairbanks, Recording Secretary Leesha Eccles. The full CDA staff team was invited and attended the meeting for the recognition of Commissioner DeAnn Croatt.

**Others present:** Jared Ackmann with Reuter Walton

**Public participation:** None

**Welcome new CDA Team Members:**

Four new CDA team members gave a brief introduction.

**APPROVAL OF AGENDA AND MEETING MINUTES****4.1) CDA Regular Meeting – November 12, 2025**

**Motion:** Commissioner Gade moved to approve the minutes from the regular meeting on November 12th. Commissioner Corrigan seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

**4.2) Agenda Modifications:**

Resolution 65-25 was added to recognize and honor DeAnn Croatt for her service to the CDA Board. Executive Director Siegert read the motion and Commissioner Croatt shared her gratitude and recognized the staff who do the good work for the Agency.

**Motion:** Commissioner Choudek moved to approve Resolution 65-25: Recognizing and Honoring DeAnn Croatt. Commissioner Gulstad seconded the motion.

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

**•Ayes:** Gulstad, Choudek, Gade, Corrigan; **Nays:** None **Abstain:** Croatt

**Result:** Motion carried 4-0 Abstain: 1

## **CONSENT AGENDA**

- 5.1) Payment of Bills
- 5.2) RESOLUTION NO. 56-25: AUTHORIZING FY2025 WRITE OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE
- 5.3) Housing Programs Report
- 5.4) Annual Contract Renewal for Painting and Floor Covering
- 5.41) RESOLUTION NO. 57-25: AUTHORIZING ANNUAL CONTRACT RENEWAL FOR PAINTING
- 5.42) RESOLUTION NO. 58-25: AUTHORIZING ANNUAL CONTRACT RENEWAL FOR FLOOR COVERING
- 5.5) RESOLUTION NO. 59-25: AUTHORIZING PARTICIPATION IN THE MINNESOTA CITIES PARTICIPATION PROGRAM (MCPPE) FOR 2026, MANAGED BY MINNESOTA HOUSING
- 5.6) RESOLUTION NO. 60-25: AUTHORIZING ADOPTION OF CYBER RISK MANAGEMENT POLICY
- 5.7) Hopes Portage Development Report

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

Commissioner Croatt acknowledged the work of the staff for the work that goes into all of the items represented in the consent agenda.

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

•**Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan; **Nays:** None

**Result:** Motion carried 5-0

## **REGULAR AGENDA**

- 6.1) RESOLUTION 61-25: AUTHORIZING PROVIDING DEFERRED LOAN TO REUTER WALTON DEVELOPMENT LLC FOR SECTION 42 TAX CREDIT DEVELOPMENT, HARRISON APARTMENTS, LOCATED IN SHAKOPEE, MINNESOTA

**Motion:** Commissioner Choudek moved to approve Resolution 61-25. Commissioner Gulstad seconded the motion.

Business and Community Development Director Foust and Business Development Manager Werneke gave the Board an overview of the development and answered Commissioner questions. Jared Ackmann with Reuter Walton was also present and answered questions.

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

•**Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan; **Nays:** None

**Result:** Motion carried 5-0

**6.2) RESOLUTION 62-25: AUTHORIZING RIVER CITY CENTRE BOND PAYOFF**

**Motion:** Commissioner Croatt moved to approve Resolution 62-25. 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

**6.3) RESOLUTION NO. 63-25: ADOPTING REVISIONS TO AGENCY PERSONNEL POLICIES**

**Motion:** Commissioner Corrigan moved to approve Resolution 63-25. Commissioner Croatt seconded the motion.

HR Manager Foster reviewed the changes and explained that the policy was updated to group like policies, improve readability and make it easier to make changes in the future.

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

•**Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan; **Nays:** None

**Result:** Motion carried 5-0

**6.4) RESOLUTION NO. 64-25: AUTHORIZING COST OF LIVING ADJUSTMENT  
The Personnel Committee of the Board met on December 1, 2025, and recommend approval of the cost of living adjustment**

**Motion:** Commissioner Choudek moved to approve Resolution 64-25. 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

**INFORMATIONAL REPORTS**

**7.1) Liaison Report – Scott County Commissioner-** Commissioner Brennan emailed that she would be absent today as she is attending the Association of Minnesota Conference and representing Scott County on the Housing and Economic Development Committee.

**7.2) Business and Community Development Quarterly Report-** Business Development Director Foust gave a recap of 2025 events and statistics, homeownership programs, and the Moraine addition development.



**7.21) Homeownership Programs Report**

**7.22) Moraine Addition Development Report**

- 7.3) Executive Director Update** - Executive Director Siegert gave an update on the Federal Budget and on the appointment of a new Commissioner to represent District I following commissioner Croatt's retirement.

- 7.4) Board Member updates**- none

**CLOSED SESSION**

- 8.1) Pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c)(3), the meeting will be 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.**
- 8.2) Pursuant to Minnesota Statutes Section 13D.05, subd. 3, the meeting with be closed to conduct the Executive Director Performance Evaluation.**

**Motion:** Commissioner Croatt moved to put the meeting into closed session at 1:38 pm. Commissioner Choudek seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

**Motion:** Commissioner Gulstad moved to take the meeting out of closed session at 2:46 p.m. Commissioner Croatt seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0

**Resolution 66-25: Adopting an Amendment to the Executive Director Contract.**

**Motion:** Commissioner Croatt moved to adopt Resolution 66-25 and Commissioner Choudek seconded the motion.

The annual review of the Executive Director resulted in an overall rating of exceeds standards in four criteria and meets standards in one criteria. The Board recognized Executive Director Siegert for her leadership and work in the new office construction and relocation of the CDA team. The Board approved a 3% COLA and 4.25% performance increase effective January 1, 2026.

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

**•Ayes:** Croatt, Gulstad, Choudek, Gade, Corrigan; **Nays:** None

**Result:** Motion carried 5-0

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

9.1) CDA Annual Meeting, Greentree Annual Meeting and CDA Regular Meeting

Tuesday, January 13, 2026

9.2) CDA Special Meeting

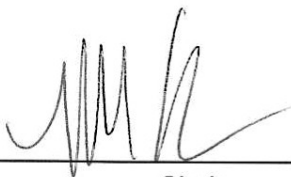
as needed

**ADJOURN**

**Motion:** Commissioner Gulstad moved to adjourn at 2:56 pm. Commissioner Gade seconded the motion.

**Vote:** A voice vote was taken

**Result:** Motion carried 5-0



Chair



Secretary



Recording Secretary

1-13-26

Date