



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

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 – 3rd Quarter Agency Budget Summary

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

Motion: Commissioner Gade moved to approve 3rd 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 1st, 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



DeAnn Croatt, Chair






Terri Gulstad, Secretary



Recording Secretary



Date