



SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

MINUTES

May 12, 2026, at 12:30 PM

CDA Office: 100 5th Avenue E., Shakopee

CALL TO ORDER & PLEDGE

The meeting was called to order at 12:30 PM.

ROLL CALL

Commissioners present: Amanda Schuh, Terri Gulstad, Michelle Choudek, Fred Corrigan

Absent: Dale Gade

Staff present: Executive Director Julie Siegert, Deputy Executive Director Sarah Kidwell, Finance Director Adam Johnson, Housing Director Molly Link, Business Development Director Jo Foust, Property Management and Maintenance Manager Nick Gillette, Rental Assistance Housing Manager Evgenia Kaufman, Housing Specialist Jamie Boe, and Recording Secretary Leesha Eccles.

Others present: County Commissioner Jody Brennan

Public participation: None

3.1.1) Introduction of Sarah Kidwell, Deputy Executive Director

DED Kidwell delivered an introduction to the Board, highlighting her role in the newly established position, major department initiatives, and relevant background supporting the work ahead.

APPROVAL OF AGENDA AND MEETING MINUTES

4.1) CDA Regular Meeting – April 14, 2026

Motion: Commissioner Gulstad moved to approve the minutes from the CDA regular meeting on April 14th. Commissioner Schuh seconded the motion.

Vote: A voice vote was taken

Result: Motion carried 4-0; Absent: 1

4.2) Agenda Modifications- None

CONSENT AGENDA

5.1) Payment of Bills

5.2) Homeownership Programs Report

5.3) **RESOLUTION NO. 14-26 Authorizing the Sale of Community Land Trust Property located at 8675 Moraine Drive, Shakopee MN 55379**

5.4) **RESOLUTION NO. 15-26 Authorizing the Sale of Community Land Trust Property located at 8691 Moraine Drive, Shakopee MN 55379**

5.4) **Moraine Addition Development**

Motion: Commissioner Corrigan moved to approve the consent agenda.
Commissioner Schuh seconded the motion.

Vote: A roll call vote was taken

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

Result: Motion carried 4-0; Absent: 1

REGULAR AGENDA

6.1) **First Quarter Agency Financials**

Finance Director Johnson reported on the agency's first quarter financial results.

Motion: Commissioner Gulstad moved to accept the First Quarter Agency Financials.
Commissioner Corrigan seconded the motion.

Vote: A roll call vote was taken

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

Result: Motion carried 4-0; Absent: 1

6.2) **RESOLUTION NO. 16-26 AUTHORIZING Award of Insurance Services Proposal to Christensen Group**

Finance Director Johnson presented the bid results for the agency's insurance provider. After review of the bids received, the agency recommends awarding the insurance services contract to Christensen Group, whose proposal was determined to be the most advantageous to the agency.

Motion: Commissioner Corrigan moved to approve Resolution No: 16-26.
Commissioner Gulstad seconded the motion.

Vote: A roll call vote was taken

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

Result: Motion carried 4-0; Absent: 1

6.3) Strategic Planning

Executive Director Siegert discussed the upcoming strategic planning initiative as the CDA launches its 2026 process to establish agency priorities and goals for 2027–2031. Following an RFP process and proposal review, Rapp Consulting Group has been selected to facilitate this work due to their strong experience with county-level organizations and local government partners.

INFORMATIONAL REPORTS

7.1) Housing Quarterly Report

Housing Director Link provided discussed several major initiatives within the Housing Department. She highlighted the launch of the new Bring It Home program, shared information on the ongoing Project-Based Voucher (PBV) housing conversion, and outlined the Housing Choice Voucher (HCV) and Mainstream allocations for the 2026 budget. Director Link also reported on the results of the FY2025 SEMAP audit, in which the department earned a High Performer rating. In addition, she discussed a variety of recent events designed to support landlords, strengthen community partnerships, and enhance engagement across the housing network.

7.1.1) Housing Programs Report

7.1.2) Section 8 Management Assessment Program (SEMAP) results

7.2) Liaison Report – Scott County Commissioner

Commissioner Brennan reported that the current legislative session is nearing its conclusion and provided updates on several key developments affecting the county.

7.3) Executive Director update

Executive Director Siegert reported that auditors will present the audit report at the June meeting. A draft of the classification and compensation study will also be reviewed during that meeting. Work has begun on the 2027 budget, which is expected to include a levy increase that is lower than in previous years.

7.4) Board Member updates

Commissioner Choudek reported on recent CFE Board activity, highlighting two productive workshops focused on clarifying the Board's purpose, policies, procedures, and goals. The Board also established three new subcommittees—Mentorship, Finance, and Service & Outreach—which have helped make meetings more structured and purposeful.

SET NEXT MEETING DATE, TIME AND PLACE

- | | | |
|------|---------------------|--------------|
| 8.1) | CDA Regular Meeting | June 9, 2026 |
| 8.2) | SPECIAL Meeting | as needed |

8.3) Upcoming Open Houses

8.3.1 Prairie Pointe Open House May 14, 2026

8.3.2 Moraine Addition Ribbon Cutting May 27, 2026

ADJOURN

Motion: Commissioner Gulstad moved to adjourn at 1:56 pm Commissioner Schuh seconded the motion.

Vote: A voice vote was taken

Result: Motion carried 4-0



Michelle Choudek, Chair



Dale Gade, ~~Vice Chair~~
Secretary



Recording Secretary

6/9/26

Date