

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

November 17, 2022

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Molly Koivumaki, Darrel Sudheimer, Adam Teske

Staff: Julie Frick, Allison Streich, Karen Reed, Shanika Bumphurs, Chuck Swanson, Janette Meyer, Angie Stacken, and Kari Steen

Other: John Fahey, Carver County Commissioner
Nick Kuktavy, Assistant County Administrator
Cindy McCleary, Leo A Daly
Daisy Fulk, Leo A Daly
Warren Westscott, Vice President of Sales - Golden Shovel Agency

Absent: Greg Anderson

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY BOARD CHAIR

The meeting was called to order at 5:00 pm by Board Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the agenda as presented. Motion by Koivumaki, Second by Teske. Motion carried.

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from October 20, 2022, Regular Board Meeting
- Approve December 2022 Dashboard
- Approve the Write-Offs of Past Tenant Balances for September 2022
- Approve Additional Costs for Centennial Hill Roof Project

Motion by Teske, Second by Koivumaki. Motion carried

V. PUBLIC PARTICIPATION

None

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 22-25 – Approving the October 2022 Record of Disbursements
Motion by Sudheimer, second by Teske to approve Resolution No. 22-25 as presented.
Motion Carried.

B. Economic and Community Development

1. Resolution No. 22-26 – Approving the 2023 Contract with NextStage for Carver County Entrepreneur Development and Support Program. Motion by Koivumaki, Second by Teske to approve Resolution No. 22-26 as presented. Motion Carried.
2. Resolution No. 22-27 – Approving the CDA's 2023 Participation in MHFA MCPP. Motion by Sudheimer, Second by Teske. Motion Carried.

C. Housing

1. Trails Edge South Update
 - a. Bumphurs gave an update, at Trail's Edge South 10 have moved in and 24 are leasing. The goal is still to have 25 leasing by the years end. There is an overall occupation capacity of 96%.
2. Staffing
 - a. Meyer gave an update on new staff. A new property manager was hired, but we are still needing one more. There is still a staffing shortage for caretakers. Private sectors are offering more for starting pay than us.

CI. Administrative

1. Office space - Presentation by Leo A Daly given. Currently, CDA Office at ~7,000 sqf with additional off-site storage in Waconia. CDA expected to need 26,000 +/- sqf for expansion - 3 existing properties proposed. After discussion, it was agreed that more options with financial data needed.
2. Reviews will be done by survey softwares for 2023, likely through SurveyMonkey. Surveys will be sent to CDA employees, board members, and County administrators.

VII. OTHER BUSINESS

1. Koltavy reported that reelections happened across the board for Carver County.
2. Commissioner Fahey provided no updates.

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

- 1.

IX ADJOURNMENT

Motion by Koivumaki, second by Teske to adjourn the meeting at 6:22 p.m. Motion Carried.