

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

November 21, 2019

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Molly Koivumaki, John Fahey, Darrel Sudheimer, Greg Anderson

Staff: Julie Frick, Allison Streich, Karen Reed, Elise Durbin, Dave Beddoe, Judy Erickson

Absent: Nick Koktavy-Assistant County Administrator Carver County

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY CHAIR

The meeting was called to order at 5:02 p.m. by Chair Sarah Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the Revised Agenda as presented. Motion by Sudheimer, Second by Fahey. Motion carried.

IV. CONSENT AGENDA

Motion to approve the October 17th, 2019 CDA Regular Board Meeting Minutes and the Dashboard as presented. Motion by Fahey, Second by Anderson. Motion carried.

V. PUBLIC PARTICIPATION

None

VI. BOARD REPORT/DEPARTMENT REPORTS

A. Finance

1. Resolution No. 19-34 - Approve the October 2019 Record of Disbursements

A1. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 19-34 as presented. Motion carried.

B. Community and Economic Development

1. Resolution No. 19-35 – Approving the 2020 Contract with the Metropolitan Consortium of Community Developers (MCCD) for the Carver County CDA Open to Business Program

A1. After discussion, Motion by Fahey, second by Anderson to approve Resolution No. 19-35 as presented. Motion carried.

2. Resolution No. 19-36– Approving the CDA’s 2020 Participation in MHFA MCPP

A1. After discussion, Motion by Anderson, second by Koivumaki to approve Resolution No. 19-36 as presented. Motion carried.

3. Resolution No. 19-37 – Approving Amendments to the Community Growth Partnership Initiative

A1. Carlson asked about the CDA relationship with the cities and the impact of the funds. Frick said she believed they would be happy with the higher amount. Streich added that she has consistently heard from cities requesting two rounds per year. Anderson asked what happens each year with unused funds? Frick explained they return to the CDA if unused. Koivumaki asked if the Board would see the proformas when

taking action on recommendations. Durbin answered they would see them. After discussion, Motion by Koivumaki, second by Sudheimer to approve Resolution No. 19-37 as presented. Motion carried.

4. Discussion on Draft Community Development Strategy

A1. Since the Board and staff Strategic Planning update, Durbin held a facilitated 4-hour long workshop with the cities and chambers (8 cities and 3 chambers participated). The draft strategy presented by Durbin was intended to focus on what makes sense for the CDA to participate in, at least over the next year. Koivumaki asked if a county-wide survey was completed, would this cost be shared? Durbin indicated that is yet to be determined. Carlson asked if a website just focusing on Community Development would be helpful? Durbin explained it would be exploring whether it should be a separate website or just expand on the newly updated CDA website. Durbin explained she was not asking for any action at this time. She is looking for feedback to be provided before the end of year, as she will come back asking the board to take action on final strategy.

C. Housing

1. Resolution No. 19-38- Resolution Approving Write-off of Past Tenant Balances for October 2019

A1. After discussion, Motion by Anderson, second by Fahey to approve Resolution No. 19-38 as presented. Motion carried.

D. Administration

1. Resolution No. 19-39 - Resolution Approving Updated Personnel Policies

A1. After discussion, Motion by Koivumaki, second by Anderson to approve Resolution No. 19-39 as presented. Motion carried.

2. Christmas Eve Hours

A1. After discussion, Motion by Fahey, second by Sudheimer to follow the County on Christmas Eve hours. Motion carried.

VII. OTHER BUSINESS

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

IX. CLOSED MEETING-EXECUTIVE DIRECTOR REVIEW

Sudheimer moved, Anderson seconded, to go into a closed session at 6:02 pm to discuss the Executive Director's review.

1. Chair Carlson dismissed everyone in attendance except the Board Members and Ms. Erickson, Human Resources Manager. Ms. Erickson presented the salary information from other agencies and the history for the Executive Director. The board discussed this and then made a decision to increase the Executive Director's salary by 3.0% for 2019. Ms. Frick returned. Each board member had received a performance appraisal document to complete. Each board member made comments on the Executive Director's performance over the last year.

A1. Motion by Carlson, second by Fahey to approve the salary as presented. Motion carried.

Sudheimer moved, Anderson seconded, to adjourn the closed session. Motion carried.

X. ADJOURNMENT

Motion by Anderson, second by Fahey to adjourn the meeting at 6:30 p.m. Motion carried.

Sarah Carlson, Chair

Date