

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

April 16, 2020

MINUTES

PRESENT:

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

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

Others: Andy Berg-Abdo, Eick and Meyers, Angie Stenson-Senior Transportation Planner Carver County, Lyndon Robjent-Director of Public Works Carver County, Nick Koltavy-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 5:03 p.m. by Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the Agenda as presented. Motion by Sudheimer, Second by Anderson. Motion Carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

IV. CONSENT AGENDA

Motion to approve the March 19, 2020 CDA Regular Board Meeting Minutes and the Dashboard as presented. Motion by Sudheimer, Second by Anderson. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

V. PUBLIC PARTICIPATION – None.

VI. BOARD REPORT/DEPARTMENT REPORTS

A. Finance

1. Resolution No. 20-14 - Approve the 2019 Audit

A1. Andy Berg with Abdo, Eick and Meyers presented on the 2019 audit. Berg indicated the end result is an issuing of a clean opinion, which is the best opinion you can receive. Reed explained the background of the “material weakness” related to the deferred loan at Lake Grace. At the time, the CDA was using 3rd party management and the CDA was completing the draws and there was a miscommunication between the CDA and management company. Fahey asked if the increase in overall property revenues was due to high occupancy and increased rents. Reed explained it was a combination of both. Carlson indicated she spoke with Reed about the audit on

the expenses at Oak Grove. Reed shared that with fewer units, the margins are tighter. Also, as the last property that was built, the depreciation is higher. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 20-14 as presented. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

2. Resolution No. 20-15 - Approve the March 2020 Record of Disbursements

A1. Reed presented a clarification on the foot notes; deleted #4 and insert #5 in its place. After discussion, Motion by Fahey, second by Koivumaki to approve Resolution No. 20-15 as presented. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

B. Community and Economic Development

1. Durbin gave a brief update on the work she is doing during COVID-19 for businesses, including a business resource page on the website, a one-pager of programs for cities and chambers to distribute and a business survey to gain an understand of what businesses are experiencing and what their needs are.

C. Housing

1. Resolution No. 20-16 - Resolution Approving Write-off of Past Tenant Balances for March 2020

A1. After discussion, Motion by Anderson, second by Fahey to approve Resolution No. 20-16 as presented. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

2. Resolution No. 20-17 - Resolution Approving the Purchase of 800 Arboretum Blvd

A1. Durbin explained that the County approached the CDA about purchasing this property. The County is planning to complete future roadwork in 2024-2025 and that would impact six properties at the corner of Highway 5 and County Road 13. The current owner of 800 Arboretum Blvd is looking to sell their house now. The CDA has a drafted purchase agreement for \$282,000 and the house appraised for \$285,000. The County asked for the CDA to buy the property now and hold it until they are ready to move forward with the road work. The CDA will be able to offer this property as an affordable housing option during that time. The CDA and County are working on a MOU that will cover the agreement. During the meeting, Durbin received confirmation that attorneys for both parties had reached agreement on the MOU. Angie Stenson from Carver County presented on the future roadwork to be completed and discussed funding the County anticipates applying for. Carlson inquired to the timing of the application. Robjnt indicated the application deadline is May 15. Anderson asked if there is work that needs to be completed in order to rent the house. Durbin explained we would do an inspection but that the basement

had been rehabbed and there is a newer septic system. Fahey asked if the intention was to buy this property as an investment or break-even. Durbin explained the goal is to break-even and this will be addressed through the MOU. Frick said this is new to us and unique and an important opportunity to partner with the County. After discussion, Motion by Anderson, second by Fahey to approve Resolution No. 20-13 as presented. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Koivumaki	X			
Anderson	X			
Fahey	X			
Sudheimer	X			

D. Administration

1. Fair Housing Training postponed.

VII. OTHER BUSINESS

A. Nick Koltavy, Assistant County Administrator Carver County

- a. Koltavy indicated while the County is closed for walk-up thru May 3, services are still available. Staff are answering calls and emails. The county is working with Michael Foods on food distribution drop-off sites. There is one upcoming this Friday in Watertown and one on Saturday in Chaska. Frick asked about discussion at the County around property tax relief. Koltavy indicated there was a general discussion at this Tuesday’s board meeting but no action taken. The County will bring it back on either April 28 or May 5. Fahey asked if there is discussion around opening businesses. Koltavy indicated they have opened the drive thru at the license centers for some services and are offering curbside pick-up at the libraries.
- b. Carlson asked Durbin about the funding available from the SBA for small businesses and if it is already used is it wise for us to tell people to apply for funds. Durbin indicated she was on a call with DEED today and EIDL funding is starting to flow to Minnesota. The Payment Protection Plan opened about two weeks ago and those funds are exhausted. Anderson asked if we are planning to do anything under community development with the businesses such as webinars. Durbin indicated she is currently surveying the businesses on what types of webinars would be useful and plans to mimic what Open to Business has been doing with other counties, which includes presenters on a variety of topics. Anderson asked if the CDA is prepared for foreclosure calls. Frick indicated that Lano is ready for those calls and our newest employee has started and will be training in this area. Koivumaki asked about rents coming due and any problems with people paying rent. Beddoe explained that in general we had good collections this month and had nine repayment agreements. Carlson asked how Subway is doing. Frick said they have asked for us to waive rent. Frick has asked for them to wait on the stimulus and reassess.

VIII. UNFINISHED BUSINESS

IX. ADJOURNMENT

Motion by Anderson, second by Sudheimer to adjourn the meeting at 6:10 p.m. Motion carried.

Sarah Carlson, Chair

Date