

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

November 19, 2020

MINUTES

PRESENT:

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

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

Other: Nick Koltavy, Assistant County Administrator

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY CHAIR

The meeting was called to order at 5:00 p.m. by Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the amended Agenda. Motion by Fahey, Second by Koivumaki. 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 September 17, 2020 CDA Regular Board Meeting Minutes and October and November Dashboards as presented. Motion by Anderson, Second by Fahey. 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. 20-40 - Approve the September Record of Disbursements

A1. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 20-40 as presented. Motion carried.

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

2. Resolution No. 20-41 - Approve the October Record of Disbursements

A1. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 20-41 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. Resolution No. 20-42 - Approve the 2021 Contract with NextStage for Carver County Entrepreneur Development and Support Program

A1. Durbin explained the CDA has been with MCCD for the Open to Business Program since 2012. Due to some of our service needs not being met in 2020, staff reviewed our options. Staff is recommending NextStage. Lee Hall worked with MCCD administering the Open to Business program and was Carver County's business advisor. His company also administered our CARES Act Business Program. The cost for NextStage is the same as it would be with MCCD. Fahey asked if Mr. Hall is looking to serve other CDAs and considering the time he would need to allocate to our CDA. Durbin explained he is currently administering the program for Scott County CDA. He understands his capacity will only be serving our agency and Scott County CDA at this time. After discussion, Motion by Fahey, second by Sudheimer to approve Resolution No. 20-42 as presented. Motion carried.

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

2. Durbin presented an update on the CARES Act funding. Of the \$2,000,000 we received to administer, we utilized \$1,456,915.87. The money that was not utilized was predominantly from people not returning the required paperwork.

3. Resolution No. 20-43 - Approve the CDA's 2021 Participation in MHFA MCPP

A1. After discussion, Motion by Koivumaki, second by Fahey to approve Resolution No. 20-43 as presented. Motion carried.

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

C. Housing

1. Resolution No. 20-44 - Resolution Approving the Write-Off of Past Tenant Balances for September and October 2020

A1. After discussion, Motion by Anderson, second by Koivumaki to approve Resolution No. 20-44 as presented. Motion carried.

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

D. Administration – None.

VII. OTHER BUSINESS

1. Fahey asked for an update on the tourism website. Durbin explained the website was temporarily put on hold during the administration of the CARES funding. Durbin will reconnect with the website designer to finalize for an official launch date.

VIII. UNFINISHED BUSINESS

IX. CLOSED MEETING-EXECUTIVE DIRECTOR REVIEW

Anderson moved, Fahey seconded, to go into a closed session at 5:48 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. Each board member made comments on the Executive Director’s performance over the last year.

A1. Discussion on salary increase tabled until December meeting

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

X. ADJOURNMENT

Motion by Carlson, second by Anderson to adjourn the meeting at 6:35 p.m. Motion carried.

Sarah Carlson, Chair

Date