

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

December 16, 2021

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Darrel Sudheimer, Molly Koivumaki, and Greg Kummer (Kummer via Zoom so not voting)

Staff: Julie Frick, Allison Streich, Karen Reed, Dave Beddoe, Elise Durbin, John Hackett, Angie Stacken, Judy Erickson

Other: Nick Koktavy, Assistant County Administrator.

Absent: Greg Anderson

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 Sarah Carlson.

III. AGENDA REVIEW AND ADOPTION

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

IV. CONSENT AGENDA

Motion to approve the December 2021 Dashboard, November 2021 meeting minutes, November 2021 write off of past tenant balances, Joint Powers Agreement with Carver County and Juneteenth and December 24 as CDA holidays. Motion by Koivumaki, Second by Sudheimer. Motion carried.

V. PUBLIC PARTICIPATION – None

VI. BOARD REPORT/DEPARTMENT REPORTS

A. Finance

1. Resolution No. 21-50 - Approve the November 2021 Record of Disbursements

A1. After discussion, motion by Sudheimer, second by Koivumaki, to approve Resolution No. 21-50 as presented. Motion carried.

B. Community and Economic Development

1. Ernst House Update

Durbin explained at the July 2021 CDA Board meeting, the CDA agreed to develop the Ernst House site in downtown Chaska for four units of affordable homeownership in partnership with the City of Chaska. The CDA is leading the effort in this development and the majority of funding for the project has been secured. Durbin said the units, once completed, will be brought into the CLT portfolio.

MacDonald & Mack and their architectural team were hired in late summer to develop a concept plan and subsequently complete all additional plans needed in order to begin construction.

Durbin previewed the concept plan which CDA staff and MacDonald & Mack staff are working on bringing forward to the City of Chaska to begin the review process in early 2022. The board provided feedback and said they were excited to see the project moving forward.

2. **Housing Counseling Discussion**

Durbin said in July 2021 the CDA had requested from HUD a six-month temporary leave of absence from housing counseling activities during which time staff would evaluate that program and others. The six-month leave of absence is up at the end of December, and staff has spent time over the past six months reviewing program history as well as gauging what is currently happening based upon call load. Staff recommends

- Withdraw on our own as a HUD Certified Housing Counseling Agency.
- Continue and enhance our information and referrals.
- Think creatively and explore alternative options to providing housing counseling services in the county.
- Look at enhancing existing and providing new housing programs to Carver County residents where there is a gap in services.

Board members discussed that housing counseling is and has been a part of the CDA's mission. They said they may be interested in alternative options, but those need to be detailed more before they would be willing to discuss it. The board did not wish to move forward with the withdrawal at this time.

C. Housing

1. Resolution No. 21-51 – Approving Negotiation, Execution and Delivery of a Letter of Intent to Acquire certain property located in Chaska.

Guardian Angels in Chaska is selling the school, which included the gym and the convent.

Streich said Community Asset Development Group has entered into a letter of intent with Guardian Angels to purchase all parcels available for sale. The CDA would like to enter into a letter of intent with Community Asset Development Group to purchase the school building and convent for redevelopment. CADG will redevelop the remaining parcels of the site.

After discussion, Motion by Sudheimer, second by Koivumaki to approve Resolution No. 21-51 as presented. Motion carried.

D. Administration - None

VII. OTHER BUSINESS

1. Koltavy discussed Carver County has set their levy and approved the 2022 budget.

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

IX. CLOSED MEETING-EXECUTIVE DIRECTOR REVIEW

Sudheimer moved, Koivumaki seconded, to go into a closed session at 5:50 pm to discuss the Executive Director's review.

1. Chair Carlson dismissed everyone in attendance except the Board Members; Ms. Frick, Executive Director; and Ms. Erickson, Human Resources Manager. The board discussed and made the decision to increase the Executive Director's salary by 3% for 2022.

X. ADJOURNMENT

Motion by Sudheimer, second by Koivumaki to adjourn the meeting. Motion carried.