

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

December 17, 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 Koktavy, Assistant County Administrator
Shane Fineran, City Administrator Watertown
Steve Washburn, Mayor City of Watertown

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 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 November 19, 2020 CDA Regular Board Meeting Minutes and November Dashboard as presented. Motion by Anderson, Second by Sudheimer. Motion carried.

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

V. PUBLIC PARTICIPATION – None.

VI. BOARD REPORT/DEPARTMENT REPORTS

A. Finance

1. Resolution No. 20-45 - Approve the November Record of Disbursements

A1. After discussion, Motion by Fahey, second by Koivumaki to approve Resolution No. 20-45 as presented. Motion carried.

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

Sudheimer	X			
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B. Community and Economic Development

1. Resolution No. 20-46 - Approve Items Related to Business Assistance Program

A1. Durbin explained the two programs being developed to assist businesses in Carver County. The first is similar to the program in earlier 2020, with a grant limit up to \$20,000. If a business received an earlier grant, that amount would be offset in the total. The second is a shop local campaign, which is meant to target more mom-and-pop businesses and be more of a long-term effort. This component will move forward once there is confirmation from attorneys that a county can do a shop local program. Carver County is expected to receive about \$2.1M from the state towards this program, in addition to the funds from the County. The CDA is also looking at partnering with the County to again offer a Housing Assistance program, adding in a landlord assistance component. Anderson asked if there is no issue with the Shop Local component, would this be executed by the CDA or a marketing person hired. Durbin explained a committee would be formed consisting of cities, chambers, etc. and someone would be hired. Fahey commented on staff capacity and the returning of funds during the first round. Durbin stated there were challenges identified during the first round, including only having three months to get the funds out the door. This round the CDA will have until August 1. Washburn thanked the CDA for their work and add there was a lot of confusion and apprehension during the first round. There was optimism from businesses. Carlson asked how the board could help promote the program. Durbin stated by helping to spread the work and will provide a list of what is required from businesses to submit for the funding. Staff is working to finalize a timeline asap and post guidelines as well. After discussion, Motion by Anderson, second by Fahey to approve Resolution No. 20-46 as presented. Motion carried.

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

C. Housing

1. Resolution No. 20-47 - Resolution Approving the Write-Off of Past Tenant Balances for November 2020

A1. After discussion, Motion by Koivumaki, second by Anderson to approve Resolution No. 20-47 as presented. Motion carried.

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

D. Administration

1. Christmas Eve Hours

A1. Frick indicated the CDA typically follows the county in regards to hours on Christmas Eve. This year, the county is closing the entire day and paying employees for the day. This is being done in recognition of staffs' hard work and dedication. Frick is recommending the CDA follow the county for Christmas Eve hours and pay. After discussion, Motion by Sudheimer, second by Anderson to approve Christmas Eve hours and pay. Motion carried.

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

VII. OTHER BUSINESS

1. Koltavy expressed his thanks to the CDA for their partnership on administrating CARES Act funding. Additionally, the County Board approved their 2021 levy and budget at the Tuesday meeting.

VIII. UNFINISHED BUSINESS

IX. CLOSED MEETING-EXECUTIVE DIRECTOR REVIEW

Sudheimer moved, Anderson seconded, to go into a closed session at 5:46 pm to discuss the tabled Executive Director’s review from the November meeting.

1. Chair Carlson dismissed everyone in attendance except the Board Members, Ms. Frick, Executive Director 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 the decision to increase the Executive Director’s salary by 2% for 2021.

A1. Motion made by Anderson, Second by Sudheimer to approve the salary as presented. Motion Carried.

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

Carlson moved, Anderson seconded, to adjourn the closed session at 5:59. Motion carried.

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

X. ADJOURNMENT

Motion by Sudheimer, second by Fahey to adjourn the meeting at 6:01 p.m. Motion carried.

Sarah Carlson, Chair

Date