

**CARVER COUNTY CDA REGULAR BOARD MEETING**

705 N. Walnut Street, Chaska, MN 55318

January 21, 2021

**MINUTES**

**PRESENT:**

CDA Board: Sarah Carlson, Molly Koivumaki, Greg Anderson, Greg Kummer

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

Others: John Fahey-Carver County Commissioner, Nick Kuktavy, Assistant County Administrator, John Siegfried-County Resident

Absent: Darrel Sudheimer-Commissioner

**I.** The meeting was called to order at 5:00 p.m. by Executive Director Julie Frick.

**II. NOMINATION AND ELECTION OF BOARD CHAIR FOR 2021**

Frick asked for nominations for the 2021 Chair.

Nomination made by Koivumaki to elect Sarah Carlson as Chair. Motion by Koivumaki, Second by Anderson. Motion carried.

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

Carlson elected as Board Chair.

Frick turned the meeting over to Chair Carlson.

**III. NOMINATION AND ELECTION OF BOARD VICE-CHAIR FOR 2021**

Carlson asked for nominations for the 2021 Board Vice-Chair.

Nomination made by Anderson to elect Molly Koivumaki as Board Vice-Chair. Motion by Anderson, Second by Carlson. Motion carried.

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

Koivumaki elected as Board Vice-Chair.

**IV. NOMINATION AND ELECTION OF BOARD SECRETARY/TREASURER FOR 2021**

Carlson asked for nominations for the 2020 Board Secretary/Treasurer.

Nomination made by Anderson to elect Darrel Sudheimer as Board Secretary/Treasurer. Motion by Anderson, Second by Koivumaki. Motion carried.

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

Sudheimer elected as Secretary/Treasurer.

**V. SWEARING IN OF OFFICERS AND COMMISSIONERS**

Allison Streich swore in the Officers and Commissioners.

**VI. CALL TO ORDER BY BOARD CHAIR**

The meeting was called to order by Board Chair Carlson.

**VII. AGENDA REVIEW AND ADOPTION**

Motion to approve Revised Agenda as presented. Motion by Koivumaki, Second by Anderson. Motion carried.

Commissioner Roll Call	Yes	No	Absent	Abstain
Carlson	X			
Anderson	X			
Kummer	X			
Koivuamki	X			
Sudheimer			X	

**VIII. CONSENT AGENDA**

Motion to approve the Consent Agenda, including December 17, 2020 CDA regular Board minutes, Resolution 21-01, Resolution 21-02, 2021 official meeting dates, January 2021 Dashboard and Resolution 21-03. Motion by Anderson, Second by Kummer. Motion carried.

- A. Resolution No. 21-01 - Approve 2021 Recommended Official Newspaper
- B. Resolution No. 21-02 - Approve 2021 Recommended Financial Institutions
- C. Approve 2021 Official meeting dates, time and place
- D. January 2021 Dashboard
- E. Resolution 21-03 – Approve Acceptance of Donations

Commissioner Roll Call	Yes	No	Absent	Abstain
Kummer	X			
Carlson	X			

Koivumaki	X			
Anderson	X			
Sudheimer			X	

**IX. PUBLIC PARTICIPATION**

John Siegfried joined the meeting for information purposes.

**X. DEPARTMENT REPORTS**

**A. Finance**

1. Resolution No. 21-04 - Approve the December 2020 Record of Disbursements

A1. Reed provided information on the missing footnote 5 on the Record of Disbursements. This footnote includes clearing of interfund balances of \$127,600 and also clearing outstanding checks back to 2013-2014 in the amount of \$13,758. After discussion, Motion by Anderson, second by Koivumaki to approve Resolution No. 21-04 as presented. Motion carried.

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

**B. Community and Economic Development**

1. Update on the Community Development Strategy

A1. Durbin explained that at this time last year, she had presented to the Board a Community Development Strategy, with plans to update the Board every six months. The Board packet included an update on 2020 and proposed 2021 goals and strategies. Durbin explained staff did not prepare for the 2021 strategy in the same way due to COVID. In 2021, the six strategic directions will remain the same. Durbin engaged city staff in a survey in late 2020. Durbin will bring an update on the 2021 Strategic Plan probably in June.

A2. Carlson asked for an update on the Emergency Business Assistance Program. Durbin stated that the new round opened on January 1. Between the dates of January 1 and 15, the CDA received 263 applications, compared to a total of 250 for the entire round 1 of the program in 2020. Of those, 97 are in the document collection process. Earlier in the day, Durbin approved 63 applications for a total of \$930,000, which is about a fourth of the total amount for this round.

**C. Housing**

1. Resolution No. 21-05 – Approve the Write-off of Past Tenant Balances for December 2020

A1. After discussion, Motion by Anderson, second by Kummer to approve Resolution No. 21-05 as presented. Motion carried.

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

Sudheimer			X	
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2. Resolution No. 21-06 – Approve the Creation of a Limited Partnership and Limited Liability Company General Partner-Trail’s Edge

A1. Streich explained that with the award of funding from MN Housing, the CDA needs to move forward with the creation of a Limited Liability Company General Partner and Limited Partnership. After discussion, Motion by Kummer, second by Anderson to approve Resolution No. 21-06 as presented. Motion carried.

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

**C. Administrative**

1. His House Foundation-His House Foundation is approved to provide case management through DHS Housing Stabilization Services. The organization primarily works out of the basement of the Moravian Church. They are looking for another space to use for case management three days a week that is accessible and would have space for a small commercial refrigerator and freezer. They are able to pay a small amount for rent. Frick explained that we would like to utilize space at the CDA; either the Brickyard office of the area in the back of the office referred to as the Bull’s Pen.
2. Erickson provided an update on the Community Development Manager position. Michelle Vojacek joined the CDA in mid-January. She has a background rehabilitation programs and community land trusts.

**XI. OTHER BUSINESS**

1. Koltavy explained the County Board had their organizational session and welcomed two new Commissioners and Lynch is the new Board chair. He also thanked the CDA for their partnership on the business and housing assistance programs.

**XII. UNFINISHED BUSINESS**

**XIII. ADJOURNMENT**

Motion by Anderson, Second by Koivumaki to adjourn the meeting at 5:53 p.m. Motion carried.

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Sarah Carlson, Chair

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Date