

**CARVER COUNTY CDA REGULAR BOARD MEETING**

705 N. Walnut Street, Chaska, MN 55318

July 15, 2021

**MINUTES**

**PRESENT:**

CDA Board: Sarah Carlson, Greg Anderson, Darrel Sudheimer

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

Absent: Molly Koivumaki-Commissioner, Greg Kummer-Commissioner

**I. CONVENE CARVER COUNTY CDA BOARD MEETING**

**II. CALL TO ORDER BY CHAIR**

The meeting was called to order at 5:01 p.m. by Chair Sarah Carlson.

**III. AGENDA REVIEW AND ADOPTION**

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

**IV. CONSENT AGENDA**

Motion to approve the May 20, 2021, CDA Regular Board Meeting Minutes, the May 2021 Dashboard, the June 2021 Dashboard, and Write-off of past tenant balances for May and June 2021. Motion by Sudheimer, Second by Anderson. Motion carried.

**V. PUBLIC PARTICIPATION**

None.

**VI. BOARD REPORT/DEPARTMENT REPORTS**

**A. Finance**

1. Resolution No. 21-28 - Approve the May 2021 Record of Disbursements

A1. After discussion, Motion by Anderson, second by Sudheimer to approve Resolution No. 21-28 as presented. Motion carried.

2. Resolution No. 21-29 - Approve the June 2021 Record of Disbursements

A1. After discussion, Motion by Anderson, second by Sudheimer to approve Resolution No. 21-29 as presented. Motion carried

3. Resolution No. 21-30 - Approve the 2022 Budget and Levy Request

A1. Reed presented the budget. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 21-30 as presented. Motion carried

**B. Community and Economic Development**

1. Resolution No. 21-31 Approve to Engage an Architect for the Ernst House CLT Project

A1. Durbin provided the board with an overview of the projects submitted. A total of \$469,210 was awarded to the CDA in December 2020 from Minnesota Housing and the Metropolitan Council to help fund the preservation of the historic structure and construction of three new units which would be brought into the CLT portfolio. Purchasing the existing plans for the market rate development would not be an option, so staff reached out to MacDonald & Mack, to provide a cost estimate for the architectural work from concept plan to design development and construction administration. The initial concept work is a not to exceed amount of \$40,000, while the design development and construction administration ranges from \$170,000 to \$220,000 depending upon various factors. In a cost estimate of the architectural work and construction, approximately 80 percent of the project is funded. CDA and city staff are currently reviewing ways to close that gap. Anderson stated there is a real estate sign on the property with his name and number on it, but he is no longer associated with the project/property.

A2. After discussion, Motion by Anderson, second by Sudheimer to approve Resolution No. 21-31 as presented. Motion carried.

2. Resolution No. 21-32 Approving changes to the Carver County CLT Ground Lease

A1. Durbin presented that it is time to review the ground lease with an attorney, as well as comparing it to other local CLT's ground leases, to make sure things were still relevant. Through that review two major changes came to the ground lease.

- One, the name of the organization entering the ground lease with the buyer. Currently, the CDA is listed as that organization. It was deemed more appropriate the name now be Carver County Community Land Trust, a program of the Carver County CDA.
- Section 10.9—Purchase Option Price. In the original ground lease, the resale formula was not comparing the same land and improvement/building components during the initial sale as compared during the resale/formula price. An example of the formula is now also included in the ground lease itself.

Carlson asked why include examples. Durbin explained it allows buyers to understand our calculation. Moving forward twice a year a newsletter will be sent out to all homeowners. It was discussed about making it more transparent, so clients know what they have signed.

A1. After discussion, Motion by Anderson, second by Sudheimer to approve Resolution No. 21-32 as presented. Motion carried.

### **C. Housing**

1. Resolution No. 21-33 - Resolution was pulled from the agenda.
2. Resolution No. 21-34 - Resolution Approving the Execution and Delivery of Certain Documents Relating to the Development of Trail's Edge South Apartments.

A1. Streich explained that the CDA, Trail's Edge South GP LLC, and CCCDA Trail's Edge South LP need to adopt resolutions prior to closing on Trail's Edge South Apartments. Closing is tentatively scheduled for August 17, 2021, and we would break ground by the end of August with a 12-month construction time frame. Board members requested seeing updated plans of the building.

A1. After discussion, Motion by Sudheimer, second by Anderson to approve Resolution No. 21-34 as presented. Motion carried.

### **D. Administration**

1. IT Services.

A1. Streich presented bids by three local companies and made a recommendation to move forward with AvarTec. After discussion, Motion by Anderson, second by Sudeimer to approve recommended IT company presented. Motion carried.

**VII. OTHER BUSINESS**

1. Housing Projects using ARPA Funds

A1. Frick presented a list of housing projects using ARPA funds to the board. It was discussed that all the projects listed are of priority. Durbin stated funds must be committed by the end of 2024 and funds spent by 2026. After discussion, all voted “yes” to the list with all projects being a priority.

**VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST**

**IX. ADJOURNMENT**

Motion by Sudheimer, second by Anderson to adjourn the meeting at 6:17 p.m. Motion carried.