



Carver County Community Development Agency

# Board of Commissioners Packet

February 16, 2023

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska



- I. CONVENE CARVER COUNTY CDA BOARD MEETING**
- II. CALL TO ORDER BY CHAIR**
- III. AGENDA REVIEW & ADOPTION**
- IV. CONSENT AGENDA**
- V. PUBLIC PARTICIPATION**

**CARVER COUNTY CDA REGULAR BOARD MEETING**

**705 N. Walnut Street, Chaska, MN**

**February 16, 2023 – 5:00 p.m.**

**AGENDA**

**I. CONVENE CARVER COUNTY CDA BOARD**

**II. CALL TO ORDER BY CHAIR**

**III. AGENDA REVIEW AND ADOPTION**

**IV. CONSENT AGENDA**

- A. Approve Minutes from January 19, 2023, Regular Board Meeting
- B. Approve February 2023 Dashboard
- C. Approve the Write-off of Past Tenant Balances for January 2023

**V. PUBLIC PARTICIPATION**

**VI. DEPARTMENT REPORTS**

**A. Finance**

- 1. Resolution No. 23-06 – Approving the January 2023 Record of Disbursements

**B. Economic and Community Development**

- 1. Logo and Website Design discussion
- 2. Ernst Update

**C. Housing**

**D. Administrative**

**VII. OTHER BUSINESS**

- A. John Fahey, Carver County Commissioner
- B. Nick Koltavy, Assistant County Administrator Carver County

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

**IX. ADJOURN**

**Next Board Meeting/Annual Meeting will be held at the Carver County CDA office, March 16, 2023, at 5 p.m.**

The Carver County CDA is committed to the policy that all persons have equal access to its programs, services, activities, facilities, and employment without regard to Race, Color, Creed, Religion, National Origin, Sex, Disability, Age, Marital Status, Familial Status, Sexual Orientation or Status with Regard to Public Assistance. Auxiliary aids for persons with disabilities will be provided upon advance notice of at least 96 hours. If a notice of less than 96 hours is received, the Carver County CDA will attempt to provide such.

**CARVER COUNTY CDA REGULAR BOARD MEETING**

705 N. Walnut Street, Chaska, MN 55318

January 19, 2023

**MINUTES**

**PRESENT:**

CDA Board: Sarah Carlson, Molly Koivumaki, Darrel Sudheimer, Adam Teske, Greg Anderson

Staff: Julie Frick, Allison Streich, Karen Reed, Janette Meyer, Chuck Swanson, Angie Stacken, Kari Steen

Other: John Fahey, Carver County Commissioner  
Nick Koktavy, Assistant County Administrator

Absent: Shanika Bumphurs, John Hackett

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

The meeting was called to order at 5:00 pm by the Executive Director.

**II. NOMINATION AND ELECTION OF BOARD CHAIR FOR 2023**

Frick asked for nominations for the 2023 Chair.

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

Carlson elected as Board Chair.

Frick turned the meeting over to Chair Carlson.

**III. NOMINATION AND ELECTION OF BOARD VICE-CHAIR FOR 2023**

Carlson asked for nominations for the 2023 Board Vice-Chair.

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

Koivumaki elected as Board Vice-Chair.

**IV. NOMINATION AND ELECTION OF BOARD SECRETARY/TREASURER FOR 2023**

Carlson asked for nominations for the 2023 Board Secretary/Treasurer.

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

**V. SWEARING IN OF 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 the agenda as presented. Motion by Teske, Second by Anderson. Motion carried.

## **VII. CONSENT AGENDA**

Motion to approve the Consent Agenda,

- Approve Minutes from December 15, 2022, Regular Board Meeting
- Approve January 2023 Dashboard

Motion by Sudheimer, Second by Anderson. Motion carried.

## **IX. PUBLIC PARTICIPATION-NONE**

## **X. DEPARTMENT REPORTS**

### **A. Finance**

1. Resolution No. 23-03 – Approving the December 2022 Record of Disbursements  
Motion by Koivumaki, second by Teske to approve Resolution No. 23-03 as presented.  
Motion Carried.

### **B. Economic and Community Development**

1. Resolution No. 23-04 – Creating the Choose Carver County brand, website, social media, and related content. Motion by Anderson, second by Teske to approve Resolution No. 23-04 as presented. Motion Carried.
2. Resolution No. 23-05 – Golden Shovel Agency. Motion was Tabled.

### **C. Housing**

1. Staffing update, organizational chart was provided. There are 10 open positions, when those are successfully filled, we will have a total of 40 employees.

### **D. Administrative**

1. Office Space Discussion – The search for a new office has been ongoing for 4 months. Discussion about long-term investments were brought up; building an office versus buying a used building that will need repairs, updates, and/or maintenance. We currently cannot afford to build, as the estimated cost is \$350-\$700/ sqft. The current office space the CDA occupies is 5,167 sqft, if we move into a larger space, there is potential space for business incubators. Carver County is also in the process of connecting with spatial planners for an office move.
2. Employee Handbook Review Committee – A committee was formed between Janette, Sarah, and Molly to study already implemented employee handbook information from similar agencies. Sarah and Molly will coordinate with Janette to make future changes to the Carver County CDA's employee handbook.

## **XI. OTHER BUSINESS**

1. Koltavy gave updates on the county:
  - a. Name the snowplow will be ending January 20, 2023, at noon.
2. Commissioner Fahey gave updates:
  - a. Re-elected as liaison for the CDA
  - b. A redesigned traffic stop will happen at Highway 25/ County Road 20 in Watertown due to a dangerous turn
  - c. Upcoming design of Highway 212 stretching between Cologne to Norwood
  - d. The Bongard's bridge on Highway 212 project will begin in 2024
  - e. Highway 5 funding pack will begin in 2024
  - f. The Waconia Event Center continues to deteriorate

**XII. UNFINISHED BUSINESS/ITEMS OF INTEREST-NONE**

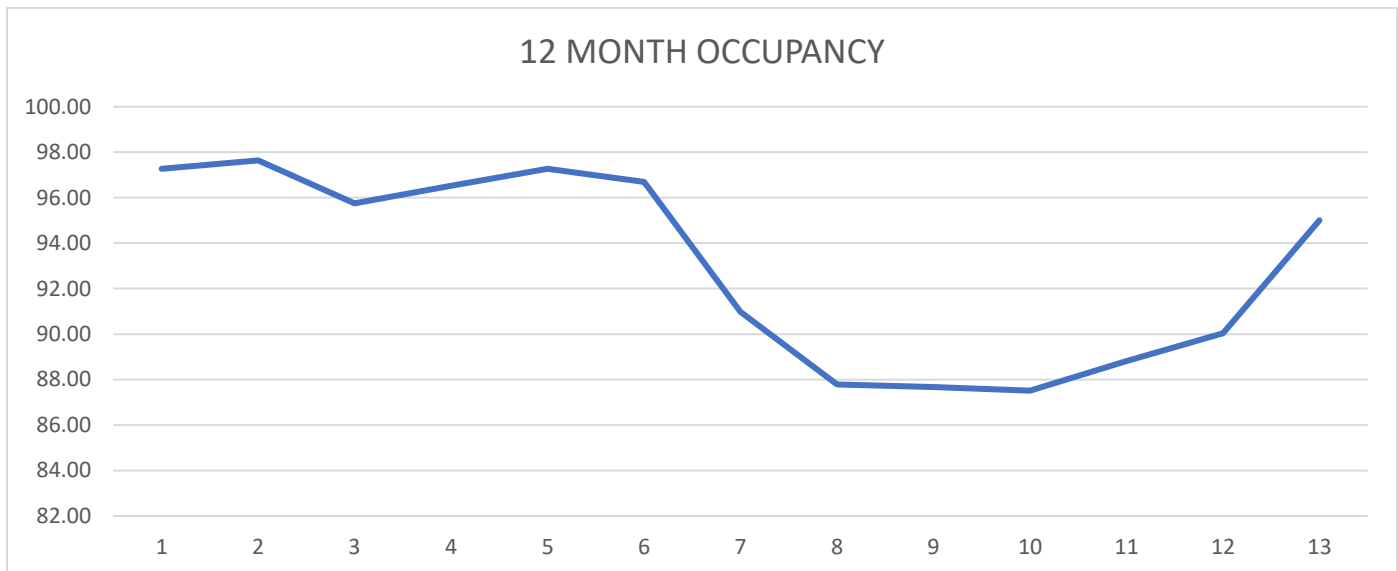
**XIII. ADJOURNMENT**

Motion by Koivumaki, second by Teske to adjourn the meeting at 7:19 p.m. Motion Carried.

**HOUSING UPDATES**

**HOUSING OCCUPANCY**

	Workforce	Senior	Total (excluding Trail's Edge)	Trail's Edge South
# Units	335	339	674	60
# Leased	325	325	650	45
Occupancy Rate	97%	96%	96%	75%



**\*\*\* Please note the decrease in occupancy this month is that Trail's Edge has now been added to this report (going back to July)**

**2022 Capital Improvements in Process**

Property	Improvement Project	Status and Tentative Schedule
Brickyard	Brick and concrete repairs around entire building.	Will need to rebid out this project this spring.
Centennial	Roof	To be completed in the spring.
Crossings	Roof	To be bid out in the spring
Hilltop	Property Transition and Rehab	Indoor projects are in the process of being bid out.

## Project Photos

### Hilltop Projects:

#### New Exterior Building Lights (LED)



#### New Entry Systems



#### New FOB system



#### New Parking Lot Lights (LED)





**SPECIAL PROGRAMS**

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/21-6/30/23	13	100%
Bridges RTC	7/1/21-6/30/23	3	100%
Housing Trust Fund	10/1/21-9/30/23	16	80% (2 searching, 1 application)
CoC PSH	8/1/22-7/31/23	14	65% (1 March lease up, 2 searching)

## Resident Services

## Presentations (2022)

Agency	Property	Number of Residents
U of M SNAP ED	Waybury	7
River Valley Health Services	Waybury	10
Medicare Update	Waybury	12
	Centennial	1
	Oak Grove	6
	Crossings	15

## 2023 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
8	18	Waybury-26 Centennial-3 Crossings-3 Brickyard-4 Spruce-2	2 new

New resident resource packets have been created for all the properties with information specific to the property community.

## CDA SERVICES BY COMMUNITY

The table below lists the main CDA services and number of participants or units for each Carver County Community. Numbers are year to date (or are noted accordingly).

	Housing Counselors (includes foreclosure prevention, homebuyers, rental, & homeless)-2021	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Septic Loans and Grants	Community Growth Partnership Initiative (awards since 2016) plus outstanding Business Loan Funds	Entrepreneur Support Program (Thru Q4 2021)	Land Trust Units	Housing Rehab (single family and multifamily rental)	Commercial and Mixed-Use Rehab
Carver	1	17	11	9	5		3	3			
Chanhassen	3	45	60	20	1		5	3			
Chaska	16	145	200	174	21		3	9	23	2	
Cologne				3			1	5	1		
Hamburg											
Mayer				10	1				1		
New Germany							4				
NYA		3	49		1		3	5		3	7
Victoria	1		1	3			4	4	1		
Waconia	3	13	69	44	3		2	4	9		
Watertown	2	2		34			4	2	1	7	9
Townships						17	1				
Other	29							1			
TOTAL	55	225	390	297	32	17	30	36	36	12	16

## FINANCE

### FINANCE

		January 2023 YTD Actual	January 2023 YTD Budget	Variance
<b>CDA</b>	Revenue	1,208,250	1,290,669	-82,419
	Expenses	817,617	953,643	136,026
	Cash Balance	7,975,139		

		January 2023 YTD Actual	January 2023 YTD Budget	Variance
<b>Properties</b>	Revenue	606,107	635,456	-29,349
	Expenses	331,592	417,321	85,729
	Cash Balance	2,673,231		

### Revenue Recapture collected through January

Note-Write-off amounts and collected amounts may not be from the same year.

Property:	Written off:	Collected:	Notes:
Lake Grace	\$1,890		
Carver Homes	\$5,566		
Bluff Creek			
Oak Grove			
Centennial			
Crossings			
Waybury	\$444		
Windstone			
<b>Total:</b>	<b>\$7,900</b>		

### Other Finance updates

Consolidated YTD revenues for the CDA through January were \$1,208,250 and expenses were \$817,617. **Net Operating Income was \$390,633, 16% over budget.** YTD Revenues for the properties were \$606,107 and expenses were \$331,592. **Net Operating Income was \$274,515, 26% over budget.**

ARPA Residential funds disbursed for the month of January totaled \$62,898, with total to date disbursements of \$495,464. Funds available for disbursement are as follows: ARPA - \$0, BSA (Budget Stabilization Account – County) - \$4,536. Disbursements were completed in February.

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	38
Total resales YTD	0
# of families helped	68
Waiting list	0
Acquisition this month	0
Funding amount by source for current acquisitions	N/A
Community	N/A

**Notes:**

2822 Faulkner for sale. Appraised value: (Land = \$100,000 + House = \$235,000) = \$335,000 Listed with Realtor, 13 Showings to date

Vacant Lot at 413 Franklin Ave NE, Watertown, MN. Looking to write for new funds in 2023

Chaska yards at the Historic Ess Site: (Ernst House Project site) (4 CLT Units)      Timeframe:      Spring 2023 Permitting and bidding phase  
 Summer 2023 - Summer 2024 Construction/Rehab phase

Habitat for Humanity (4 CLT Units) Two duplexes      Currently weathered in      Timeframe:      Completion Summer/Early Fall 2023

### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted					
# of Financing Events					
Total Financing/Investment					
New Business Starts					
New FT Jobs					
New PT Jobs					

**COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)**

Open Grants:

Year	Grant	City	Project	Budget
2020	Community Development	CDA – Carver	103 Unit Senior Workforce Hsg	\$85,000
2020	Community Development	CDA – Chaska	Ernst House Rehab	\$85,000
2021	Community Development	CDA – Chaska	Ernst House Rehab	\$92,500
2021	Pre Development	Victoria	Victoria South Commercial/Mixed	\$5,000
2021	Pre Development	Chaska	Hwy 41	\$7,500
2022	Community Development	Norwood Young America	Tacoma West Industrial Park	\$100,000
2022	Pre Development	Mayer	Old Firehall	\$7,500
2022	Pre Development	Victoria	Downtown West	\$7,500
2022	Pre Development	Chaska	Sewer Feasibility	\$7,500

**MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –**

2023 allocation is \$1,943,009 (increase of 9.4% from 2022). Numbers through November 2022

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans			0.0%
Additional Start-up loans			N/A
Step up loans			N/A
Down payment assistance			N/A
TOTALS			N/A

**SEPTIC / WELL LOAN PROGRAM (SSTS)**

	2024 new assessments	Underway (anticipated 2024 assessment)	2023 Paid Off	Total active assessments
Applications	0	0	1	53

## COVID HOUSING ASSISTANCE PROGRAM

The 2022 COVID Housing Assistance program has now ended. These are the final number as of February 13, 2023:

Applications received	267
Applications approved	104
Applications denied/withdrawn/not eligible	48
Applications with no response or waiting for documentation	115

## TOURISM

### TOURISM WEBSITE [visitcarvercounty.com](https://www.visitcarvercounty.com)

	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Total 2022
Page Views	763	747	868	734	3,112
Average Engagement	1m 51s	46s	1m 27s	1m 45s	1m 33s
Top 3 Pages	Home/Events/To Do	Home/Events/To Do	Home/Events/To Do	Home/Events/To Do	Home/Events/To Do
	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Page Views					
Average Engagement					
Top 3 Pages					

Administrative/Other Items of Interest

Past and Upcoming Events

## CARVER COUNTY CDA REQUEST FOR ACTION

**MEETING DATE:** February 16, 2023

**AGENDA ITEM:** Approval of Write-Off of Past Tenant Balances for January 2023

**PREPARED BY:** Allison Streich, Deputy Director

**DISCUSSION:** Introduction

The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture.

### History

When past tenants move out with a balance, the tenant has 45 days to contact the CDA to either pay the balance or set up a repayment agreement. If the past tenant does not contact the CDA, the balance due is submitted to MN Revenue recapture.

The CDA will "write-off" the past balance in Yardi once it has been submitted to MN Revenue Recapture. Leaving the balance on the books overstates property income.

However, any former resident that has been submitted to MN Revenue Recapture due to that past balance will remain there until such time as that balance is paid.

The Board approved the CDA Write-Off Policy at the October 2016 meeting.

### Current

The Carver County CDA Past Tenant Aged Receivable Write-off amount for January 2023 is \$7,307.92.

**FINANCIAL  
IMPACT:** \$0

**ALTERNATIVES:** 1. Approve the motion  
2. Do not approve the motion

**STAFF  
RECOMMENDED  
MOTION:** 1. Board approval of the motion

**ATTACHMENTS:** 1. CDA Past Tenant Aged Receivable Write-Off for January 2023

Reviewed by:

\_\_\_\_\_  
Julie Frick, Executive Director



**Tenant Unpaid Charges**

Status = Past

Property Code	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Amount Paid	Remark
<b>bluff</b>									
<b>Resident 1</b>									
	306	Past	09/30/2022	12/2022	KEYS	312013000	\$21.13		\$28.87 Lost Garage Remote
<b>Total For Resident 1</b>							<b>\$21.13</b>		<b>\$28.87</b>
<b>centhill</b>									
<b>Resident 2</b>									
	302	Past	08/31/2022	10/2022	KEYS	312013000	\$65.00		\$0.00 Keys not returned
	302	Past	08/31/2022	10/2022	CLEAN	312002000	\$98.12		\$441.88 12 hours cleaning @\$45/hr
	302	Past	09/12/2022	09/2022	DAMAGE	312003000	\$140.00		\$0.00 Remove shelves/anchors, fix broken corners/wipe bird poo off walls
	302	Past	09/07/2022	09/2022	MISCTENA	312009000	\$91.00		\$0.00 T/C Dumpster pick up on 8/17
	302	Past	09/07/2022	09/2022	MISCTENA	312009000	\$894.43		\$0.00 Junk King apartment clean out (see invoice) 9.6.2022
<b>Total For Resident 2</b>							<b>\$1,288.55</b>		<b>\$441.88</b>
<b>lakegrc</b>									
<b>Resident 3</b>									
	A08	Past	07/31/2022	09/2022	DAMAGE	312003000	\$381.25		\$616.75 DISPOSAL OF PERSONAL ITEMS LEFT BEHIND
	A08	Past	07/31/2022	09/2022	DAMAGE	312003000	\$130.00		\$0.00 WALL REPAIRS
	A08	Past	07/31/2022	09/2022	CLEAN	312002000	\$360.00		\$0.00 Cleaning : 8 @ \$45/HR
<b>Total For Resident 3</b>							<b>\$871.25</b>		<b>\$616.75</b>
<b>ph</b>									
<b>Resident 4</b>									
	119WEST1	Past	12/19/2022	12/2022	MISCTENA	312009000	\$150.00		\$0.00 Carpet cleaning after MO
	119WEST1	Past	12/12/2022	12/2022	MISCTENA	312009000	\$30.00		\$0.00 Patch walls
	119WEST1	Past	12/09/2022	12/2022	MISCTENA	312009000	\$518.43		\$0.00 Trash and items removal after MO
	119WEST1	Past	12/20/2022	12/2022	MISCTENA	312009000	\$180.00		\$0.00 Cleaning fees after MO
	119WEST1	Past	10/06/2022	10/2022	LATE	312004000	\$50.00		\$0.00 Tenant Late Charge, 8% of \$943.00, Maximum \$50.00
	119WEST1	Past	11/06/2022	11/2022	LATE	312004000	\$50.00		\$0.00 Tenant Late Charge, 8% of \$943.00, Maximum \$50.00
	119WEST1	Past	11/01/2022	11/2022	RENT	311100000	\$873.96		\$69.04 Tenant Rent (11/2022)
	119WEST1	Past	12/01/2022	12/2022	RENT	311100000	\$943.00		\$0.00 Tenant Rent (12/2022)
<b>Total For Resident 4</b>							<b>\$2,795.39</b>		<b>\$69.04</b>
<b>Resident 5</b>									
	7705CONE	Past	07/06/2022	07/2022	LATE	312004000	\$50.00		\$0.00 Tenant Late Charge, 8% of \$1182.00, Maximum \$50.00
	7705CONE	Past	08/06/2022	08/2022	LATE	312004000	\$50.00		\$0.00 Tenant Late Charge, 8% of \$1182.00, Maximum \$50.00
	7705CONE	Past	07/01/2022	07/2022	RENT	311100000	\$619.20		\$562.80 Tenant Rent (07/2022)

7705CONE	Past	08/01/2022	08/2022	RENT	311100000	\$1,182.00	\$0.00 Tenant Rent (08/2022)
7705CONE	Past	08/31/2022	11/2022	DAMAGE	312003000	\$260.00	\$0.00 Repair to walls (patches, adhesive hooks, markers, etc.)
7705CONE	Past	08/31/2022	11/2022	DAMAGE	312003000	\$45.00	\$0.00 Cleaning oven, (1hrs x \$45)

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**Total For Resident 5** **\$2,206.20** **\$562.80**

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**waybury**

**Resident 6**

205	Past	01/01/2023	01/2023	RENT	311100000	\$125.40	\$335.60 RENT 1/1/2023 to 1/31/2023
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**Total For Resident 6** **\$125.40** **\$335.60**

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Property Code	Charge Type	SubTotal
<b>centhill</b>		
	CLEAN	98.12
	DAMAGE	140.00
	KEYS	65.00
	MISCTENA	985.43
	<b>centhill</b>	<b>1,288.55</b>
<b>lakegrc</b>		
	CLEAN	360.00
	DAMAGE	511.25
	<b>lakegrc</b>	<b>871.25</b>
<b>ph</b>		
	DAMAGE	305.00
	LATE	200.00
	MISCTENA	878.43
	RENT	3,618.16
	<b>ph</b>	<b>5,001.59</b>
<b>bluff</b>		
	KEYS	21.13
	<b>bluff</b>	<b>21.13</b>
<b>waybury</b>		
	RENT	125.40
	<b>waybury</b>	<b>125.40</b>
	<b>Grand Total</b>	<b>7,307.92</b>

## **VI. DEPARTMENT REPORTS**

**A. Finance**

**B. Economic and Community Development**

**C. Housing**

**D. Administrative**

**Carver County CDA  
Record of Disbursements  
For the Month of January 2023**

	<b>Date</b>	<b>Amount</b>	<b>Total</b>
<b>Carver Homes</b>	01/03/23	\$16,521.52	
	01/10/23		
	01/17/23	\$29,179.15	
	01/24/23	\$8,733.32	
			\$54,433.99
<b>CDA</b>	01/03/23	\$171,208.48	<b>(1)</b>
	01/10/23	\$34,993.77	<b>(2)</b>
	01/17/23	\$54,863.40	
	01/24/23	\$121,453.09	<b>(3)</b>
			\$382,518.74
<b>Properties</b>	01/03/23	\$73,155.28	<b>(4)</b>
	01/10/23	\$1,211.73	
	01/17/23	\$64,897.40	<b>(5)</b>
	01/24/23	\$75,948.62	<b>(6)</b>
			\$215,213.03
<b>Total January 2023 Disbursements</b>			<b>\$652,165.76</b>
<b>January 2023 Payroll</b>	01/04/23	\$71,028.42	
	12/21/22	\$72,075.54	
			<b>\$143,103.96</b>

- (1) **Avartec - \$45,541 - annual IT contract**  
**ARPA/County Residential Assistance payments - \$17,200**  
**Levy payments - Crossings - \$17,500, Bluff Creek - \$12,500**  
**Carver County - health, dental, life - \$37,500**
- (2) **ARPA/County Residential Assistance payments - \$16,800**
- (3) **MCIT - \$61,000 Property liability/Worker's Comp Insurance**  
**ARPA/County Residential Assistance payments - \$13,600**  
**HART - pension contribution - \$16,000**
- (4) **US Bank - \$34,500 debt service - Waybury**
- (5) **Gardeneer - \$31,700 - snow removal, Bluff Creek, Brickyard, Waybury**  
**Lake Grace, & Windstone**
- (6) **Gardeneer - \$6,038 snow removal Trail's Edge**  
**Centerpoint - \$6,200 Trail's Edge**

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-06**

**RESOLUTION APPROVING THE JANUARY 2023 RECORD OF DISBURSEMENTS**

**BE IT RESOLVED BY CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS**, that after review and consideration, the following are approved as presented:

- a.) CDA Record of Disbursements for January, 2023.

Adopted on this 16th day of February, 2023.

Bidder	Golden Shovel	New Media Campaigns	Portkey SEO Solutions	Vision Design Group	Revize	W.A. Fisher	EvoGov
	<a href="#">Website Link</a>	<a href="#">Website Link</a>	<a href="#">Website Link</a>		<a href="#">Website Link</a>		
<b>Website Design &amp; Setup:</b>							
Customized Website Dev	\$ 18,500.00	\$26,500.00	\$8,000.00		\$11,520.00		
Gatekeeper Services (annual)	\$ 11,350.00	\$1,548.00	\$175.00/hour		\$3,200.00		
Logo	\$ 3,500.00	\$5,000.00	\$300.00		\$1,500.00		
Total Investment (year 1)	\$33,350.00	\$33,048.00			\$14,720.00		
<b>Optional Recommended Svcs</b>							
Website Copywriting (one-time)	\$ 6,500.00	\$150.00/hour	\$50.00/page		\$95.00/hour		
Website Lead Generation (annual)	\$ 4,500.00	\$4,500.00	\$600.00		\$75.00/hour		
<b>Website Mgmt</b>		\$150.00-\$200.00/hour					
Photos & Visual Assets					\$75.00/hour		
Event Mgmt			\$200.00/month		\$75.00/hour		
Blog & Website Content			\$150.00-\$200.00/page/month		\$75.00/hour		
Social Media			\$1,000.00-\$4,700.00/month		\$75.00/hour		
SEO/Traffic Monitoring			\$500.00/month		\$95.00/hour		

<b>Notes / Reason for not bidding</b>				No response		No bid Too many current projects	No response
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<u>Bidder</u>	Danielle Alexander Design	Prime Advertising & Design	Chartwell Agency	8bitstudio	Perrill
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**Website Design & Setup:**

Customized Website Dev					\$38,000.00
Gatekeeper Services					
Logo					
Total Investment (year 1)					

**Optional Recommended Svcs**

Website Copywriting (one-time)					
Website Lead Generation (annual)					

**Website Mgmt**

Photos & Visual Assets					\$3,500.00/month
Event Mgmt					
Blog & Website Content					
Social Media					
SEO/Traffic Monitoring					

**Notes / Reason for not bidding**

No bid Project timeline too short	No bid Too many current projects	No bid No third-year redesign Too many current projects	No bid Company focuses on specific services Project timeline expected 4-6 months No third-year redesign	Retracted bid No third- year redesign
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<u>Bidder</u>	Mindshare Strategies	OrangeBall Creative	CivicPlus	Neon Lizard	Clockwork	Vivid Image	Iceberg Web Design
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[Website Link](#)

***Website Design & Setup:***

Customized Website Dev				\$35,000.00			
Gatekeeper Services				included			
Logo				\$4,200.00			
Total Investment (year 1)				\$39,200.00			

***Optional Recommended Svcs***

Website Copywriting (one-time)				\$5,750.00			
Website Lead Generation (annual)				included			

***Website Mgmt***

Photos & Visual Assets				\$575.00/month			
Event Mgmt				\$1,500.00/event			
Blog & Website Content				\$550.00/month			
Social Media				\$6,800.00			
SEO/Traffic Monitoring				\$2,500.00/month			

***Notes / Reason for not bidding***

No response	No bid Not enough time to make bid	No response		No bid	No bid Felt they were not fit for this project	No response
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## **IX. ADJOURNMENT**