

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

II. CALL TO ORDER BY BOARD CHAIR

The meeting was called to order at 5:00 pm by Board Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the agenda as presented. Motion by Teske, Second by Anderson. Motion carried.

IV. 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.

V. PUBLIC PARTICIPATION-NONE

VI. 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.

VII. 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

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST-NONE

IX ADJOURNMENT

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