

CARVER COUNTY CDA REGULAR BOARD MEETING
705 N. Walnut Street, Chaska, MN
November 15, 2018 - 5 p.m.

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Molly Koivumaki, John Fahey, Greg Anderson

Staff: Julie Frick, Allison Streich, Karen Reed, David Beddoe, Judy Erickson, Brenda Lano

Others: Jason Palmby-Topaz Investments

Absent: Darrel Sudheimer, Commissioner

I. CONVENE CARVER COUNTY CDA BOARD

II. CALL TO ORDER BY VICE CHAIR

The meeting was called to order at 5:02 p.m. by Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

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

IV. CONSENT AGENDA

Motion to approve Consent Agenda. Motion by Fahey, Second by Anderson. Motion carried.

V. PUBLIC PARTICIPATION – None.

VI. DASHBOARD REPORT/DEPARTMENT REPORTS

A. Finance

1. Resolution No. 18-31 - Approving the October 2018 Record of Disbursements
 - a. Motion by Koivumaki. Second by Anderson to approve Resolution No. 18-31 as presented. Motion carried.

B. Economic and Community Development

1. Resolution No. 18-32 - Approving the 2019 Contract with the Metropolitan Consortium of Community Developers (MCCD) for the Carver County CDA Open to Business Program
 - a. After discussion, Motion by Fahey. Second by Anderson to approve Resolution No. 18-32 as presented. Motion carried.
2. Resolution No. 18-33 - Approving the CDA's 2019 Participation in MHFA MCCC
 - a. After discussion, Motion by Anderson. Second by Koivumaki to approve Resolution No. 18-33 as presented. Motion carried.
3. Assumption of Topaz Loans
 - a. Streich explained that Topaz Investments would be selling the buildings on Stoughton Ave. The new owner would be assuming the loans. Palmby of Topaz Investments was present at the meeting. After discussion, Motion by Anderson. Second by Fahey to approve execution of Topaz I and II assumption documents subject to staff and counsel review. Motion carried.

C. Housing

1. Resolution No. 18-34 – Approving Write Off of Past Tenant Balances for October 2018
 - a. Motion by Koivumaki. Second by Fahey to approve resolution No. 18-34 as presented. Motion carried.
2. Resolution No. 18-35 – Approving a Not to Exceed for Additional Rehab Work at Waybury

- a. Motion by Fahey. Second by Anderson to approve Resolution No. 18-35 as presented. Motion carried.

D. Administrative

1. New Staff Person-Economic Development Director
 - a. Frick explained the needs of the CDA and the support that could be provided to the cities within Carver County. Since the departure of the previous Economic Development Director, there has been a noticeable gap. The CDA started the Community Growth Partnership Initiative in 2016 in lieu of the Business Loan Fund. The Initiative will not revert to a Business Loan Fund. After discussion, Motion by Anderson, Second by Fahey to authorize staff to continue the process of creating an Economic Development Director position..

VII. OTHER BUSINESS

VIII. UNFINISHED BUSINESS / ITEMS OF INTEREST

- A. Open to Business Quarter 3 report

IX. CLOSED MEETING-EXECUTIVE DIRECTOR REVIEW

Anderson moved, Fahey seconded, to go into a closed session at 5:56 pm to discuss the Executive Director's review.

1. Chair Carlson dismissed everyone in attendance except the Board Members, Ms. Frick, Executive Director, and Ms. Erickson, Human Resources Manager. Each board member had received a performance appraisal document to complete. Each board member made comments on the Executive Director's performance over the last year. Ms. Erickson presented the salary information from other agencies and the history for the Executive Director. The board discussed this and then made a decision to increase the Executive Director's salary by 3.5% for 2019.

A1. Motion by Carlson, second by Anderson to approve the salary as presented. Motion carried.

Fahey moved, Anderson seconded, to adjourn the closed session. Motion carried.

X. ADJOURN

Motion by Anderson. Second by Carlson to adjourn the meeting at 7:02 p.m. Motion carried.

Sarah Carlson, Chair

Date