



Carver County Community Development Agency

Board of Commissioners Packet

February 15, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





CARVER COUNTY CDA BOARD OF COMMISSIONERS

Agenda

Meeting Date: February 15, 2024

5:00 pm

CDA Boardroom, Chaska, MN

1. Call To Order and Roll Call

2. Audience

Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda, may notify Ellie Logelin (elliel@carvercda.org or 952-448-7715) and instructions will be given to participate during the meeting or provide written comments. Verbal comments are limited to five minutes.

3. Oath of Office

4. Approval of Agenda and Meeting Minutes

A. Approval of Meeting Minutes – January 18, 2024 Regular Meeting

5. Consent Agenda – All agenda items listed on the Consent Agenda are considered routine business and will be considered for approval by one motion. There will be no separate discussion of items unless requested to be removed by a Board Member. If removed, the item will be considered immediately following the adoption of the consent agenda.

A. Approval of February 2024 Dashboard

B. Approval of Write-Off of Past Tenant Balances for January 2024

C. Approval of Record of Disbursements – January 2024

6. Regular Agenda

A. Resolution Approving Loan of Funds to Carver Place and Return of Community Growth Partnership Initiative (CGPI) Funds

7. Information

A. Required April Fair Housing Training

B. John Fahey, Carver County Commissioner

C. Nick, Kuktavy, Assistant County Administrator Carver County

B. Adjournment

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:
<https://www.carvercda.org/about-cccda/board-of-commissioners/>

Next Meeting:

CDA Board of Commissioners Regular Meeting

March 21, 2024 at 5:00 pm

Carver County CDA Boardroom, 705 N Walnut St Chaska, MN 55318



Board of Commissioners

Meeting Minutes

Meeting Date: January 18, 2024

5:00 pm

CDA Boardroom, Chaska, MN

Executive Director Julie Frick called the meeting to order at 5:00 p.m.

COMMISSIONER ROLL CALL:

		Present	Absent
Commissioner	Sarah Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Jay Rohe	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CDA Staff in attendance:

Executive Director	Julie Frick
Deputy Director	Allison Streich
Director, Housing	Shanika Bumphurs
Director, Economic Development	Chuck Swanson
Office Administrator	Ellie Logelin
Maintenance Manager	Chris Rotell

Others in attendance:

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

AUDIENCE

No audience members addressed the board.

NOMINATION AND ELECTION OF BOARD CHAIR FOR 2024

Executive Director Julie Frick asked for nominations for the 2024 Carver County Community Development Agency’s Board Chair.

Approval of Sarah Carlson as CCCDA 2024 Board Chair.

Motion: Anderson

Second: Teske

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sarah Carlson elected as Board Chair.

Executive Director Julie Frick turned the meeting over to Chair Sarah Carlson.

NOMINATION AND ELECTION OF BOARD VICE CHAIR FOR 2024

Board Chair Sarah Carlson asked for nominations for the 2024 Carver County Community Development Agency’s Board Vice Chair.

Approval of Greg Anderson as CCCDA 2024 Board Vice Chair

Motion: Teske

Second: Williams

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Greg Anderson elected as Board Vice Chair.

NOMINATION AND ELECTION OF BOARD SECRETARY/TREASURER FOR 2024

Board Chair Sarah Carlson asked for nominations for the 2024 Carver County Community Development Agency’s Board Secretary/Treasurer.

Approval of Adam Teske as CCCDA 2024 Board Secretary/Treasurer

Motion: Anderson

Second: Williams

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Adam Teske elected as Board Secretary/Treasurer

SWEARING IN OF OFFICERS AND COMMISIONERS

APPROVAL OF AGENDA AND MEETING MINUTES

24-01 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the January 18, 2024, Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the December 21, 2023, Regular meeting be approved as written.

Motion: Teske

Second: Anderson

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONSENT AGENDA

24-02 Approval of the January 2024 Dashboard

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the January 2024 Dashboard is approved as written.

24-03 Approval of Write-Off of Past Tenant Balances for December 2023

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the Write-Off of Past Tenant Balances for December 2023 is approved as written.

24-04 Approval of Record of Disbursements – December 2023

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the December 2023 Record of Disbursements is approved as written.

Motion: Anderson

Second: Teske

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REGULAR AGENDA

24-05 APPROVAL OF THE UPDATED COMMUNITY GROWTH PARTNERSHIP INITIATIVE GUIDELINES

Chuck Swanson presented.

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the suggested revisions be implemented for the Community Growth Partnership Initiative guidelines.

Motion: Anderson

Second: Teske

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

Yes	No	Absent	Abstain
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Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

24-06 APPROVAL OF MILITARY LEAVE PAY

Allison Streich presented.

BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the Military Leave Policy will be approved as written and added to the Carver County CDA Employee Handbook.

Motion: Anderson

Second: Teske

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INFO - Carver County update

Carver County Commissioner Fahey provided an update.

- Carver County Board held their organizational meeting - Commissioner Fahey was elected to be the 2024 liaison for CCCDA.
- Work is continuing to take place for the Highway 212 project from Cologne to Norwood Young America.
- The annual Carver County Township Meeting will take place next week.
- Commissioner Fahey asked for an update on the Deed Contract with Norwood Young American and Watertown.
 - o Executive Director Julie Frick and the Director of Community and Economic Development, Chuck Swanson, provided an update on the status.
- Commissioner Fahey asked for an update on Choose Carver County.
 - o The Director of Community and Economic Development, Chuck Swanson, provided an update on Choose Carver County and plans for 2024.

Carver County Assistant County Administrator Kuktavy provided an update.

- Deputy Director Allison Streich is going to join the County Board Meeting on February 6th, 2024.

INFORMATION

Quarterly training courses will be held for CCCDA Board Commissioners and appropriate CCCDA staff. The first training is the Open Meeting Law Training. Mandatory Fair Housing Training will be held in April.

The Deputy Director, Allison Streich, provided an update on the rehabs at the Rural Development units. All rehabs are set to be completed by mid-February.

A “thank you” was extended to all who helped on the Carver Place application from Board Chair Carlson.

ADJOURNMENT

24-07 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, February 15, 2024.

Motion: Teske

Second: Williams

Ayes: 4

Nays: 0

Absent: 1

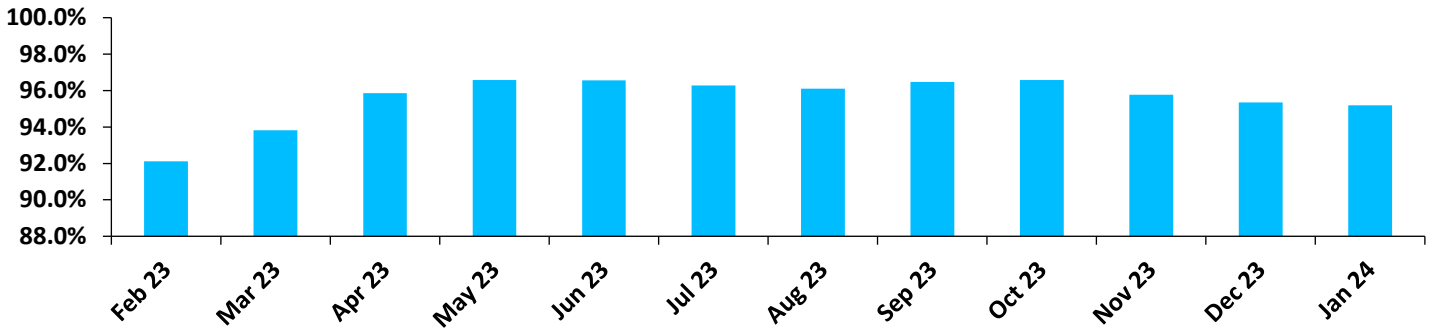
Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting adjourned at 5:59 p.m.

HOUSING UPDATES

12 Month Occupancy



The 12 Month Occupancy Report includes 16 vacant units at Hilltop/Mayer, which will not be leased until they are rehabbed

2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ol style="list-style-type: none"> Brick and Concrete repairs around entire building. Hallway Lighting Replacement 	<ol style="list-style-type: none"> Out for bid on 2/7, with bids due back 2/27. This will be an in-house project. Project to be completed in February 2024.
Centennial	<ol style="list-style-type: none"> Fire Alarm Panels 	<ol style="list-style-type: none"> Scheduled to start 2/12 and to be completed by the end of the month.
Hilltop/Mayer	<ol style="list-style-type: none"> Common Area Painting Flooring Replacement. Gutter Project Attic Insulation Concrete and Parking Lot Work Residing Mayer 	<ol style="list-style-type: none"> Work to start in March of 2024. Accepted a bid on this project, to be completed after painting. Accepting bids on this project. Accepting bids on this project. Rebidding, work to start when road restrictions are lifted. Project out to bid.
Lake Grace	<ol style="list-style-type: none"> Parking Lot Repairs 	<ol style="list-style-type: none"> Project pushed to Spring of 2024.

Staffing News:

- We have 2-Property Manager Positions, 1-Maintenance Technician Position, 1-Caretaker Position available.

Miscellaneous News:

- Hilltop/Mayer occupied, and vacant unit rehabs are completed!! Great job to Ryker, Chris, Tyler, Will, and Allison for making this project a success!
- Managers and Maintenance enrolled in the CRM and CRMT Certifications are working on their final project. Excellent job on their commitment and dedication to the programs.

Hilltop/Mayer Rehabbed Units:

Living Rooms:



Kitchens:



Bathrooms:



Entry and Hallways:



SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	100%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	94%
CoC PSH	8/1/23-7/31/24	14	93%

Resident Services

Presentations (2024)

Agency	Property	Number of Residents
SmartLink	Waybury	13
	Centennial	17
	Crossings	16
	Spruce	4

2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance

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).

	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	17	9	9	6		3	3			
Chanhassen	45	59	20	2		5	3			
Chaska	145	183	174	24		3	9	27	2	
Cologne			3	2		1	5	1		
Hamburg										
Mayer			10					1		
New Germany				1		4				
NYA	3	47	10	1		3	5		3	7
Victoria		3	3			4	4	1		
Waconia	13	119	51	7		2	4	9		
Watertown	2		34			4	2	1	7	9
Townships					17	1				
Other							1			
TOTAL	225	420	314	43	17	30	36	40	12	16

FINANCE

FINANCE				
		January 2024 YTD Actual	January 2024 YTD Budget	Variance
CDA	Revenue	2,328,401	1,352,796	975,605
	Expenses	791,657	1,042,558	250,901
	Cash Balance	7,828,713		

		January 2024 YTD Actual	January 2024 YTD Budget	Variance
Properties	Revenue	701,344	692,693	8,651
	Expenses	375,853	489,453	113,600
	Cash Balance	3,246,629		

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			
Carver Homes			
Bluff Creek			
Oak Grove			
Hilltop			
Centennial			
Crossings	\$5,196		
Waybury		\$345	
Windstone			
Total:	\$5,196	\$345	

Other Finance updates

Consolidated YTD revenues for the CDA through January were \$2,328,401 and expenses were \$791,657. **Net Operating Income was \$1,536,744, 395% over budget, due to receipt of County funds of \$1,008,192 for the rehab of Hilltop.** YTD Revenues for the properties were \$701,344 and expenses were \$375,853. **Net Operating Income was \$325,491, 60% over budget.**

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	73
Waiting list	5
Acquisition this month	0

Notes:

Vacant Lot at 413 Franklin Ave NE, Watertown, Grant Funds awarded 2023
 Chaska Yards (Ernst/Ess Project) Construction/Rehab phase. Complete fall of 2024
 Property closed on January 25th, 2024

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted	15	12	12	10	49
# of Financing Events	3	0	2	1	6
Total Financing/Investment	\$111,000	0	\$375,000	\$275,000	\$761,000
New Business Starts	0	0	0	0	0
Business Expansions	0	0	2	0	2
New FT Jobs	0	0	2	2	4
New PT Jobs	0	0	3	1	4

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

2023 allocation is \$1,943,009 (increase of 9.4% from 2022). Numbers through November, 2023 (Have not received Dec yet)

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	21	\$4,959,702	255%
Additional Start-up loans	7	\$2,288,084	N/A
Step up loans	18	\$5,395,501	N/A
Down payment assistance		\$362,350	N/A
TOTALS	46	\$12,643,287	N/A

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2020	Comm. Development	CDA – Chaska	Ernst House Rehab	\$85,000
2021	Comm. Development	CDA – Chaska	Ernst House Rehab	\$92,500
2022	Pre Development	Mayer	Old Firehall	\$7,500
2023	Pre Development	Laketown	Sewer Feasibility	\$7,500
2023	Pre Development	Norwood Young Am	Housing Study	\$7,500
2023	Pre Development	Waconia	Waterford Assoc.	\$7,500
2023	Comm. Development	Mayer	Old Firehall	\$90,000
2023	Comm. Development	Waconia Township	Sovereign Estates	\$90,000
2023	Pre Development	Mayer	Creamery Bldg	\$7,500

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2025 new assessments	Underway (anticipated 2025 assessment)	2024 Paid Off	Total active assessments
Applications	3	11	0	61

ECONOMIC DEVELOPMENT (social media)

FACEBOOK choosecarvercounty

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Facebook Reach	94	3,982	1,091	10,700	15,867
Facebook Visits	87	422	341	404	1,254
Facebook Page new likes	2	31	13	9	55
Total Facebook Likes				139	
Total Facebook Followers				192	

- Note: Q4 utilized first Facebook ad promoting new website therefore significantly increasing Facebook reach

CHOOSECARVERCOUNTY.COM

	Q1 2023 VCC	Q2 2023 VCC	Q3 2023 VCC	Q4 2023 CCC	Total 2023
Page Views	826	941	1,200	2,467	5,434
Average Engagement	1m 03s	57s	51s		
Top 3 Pages	Home, Events, Things To Do	Home, Events, Things to Do	Events,Home, Things To Do	Home, Events, Work Here	

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Staff presented to the County Board on February 6 for an update on the ARPA funds related to Carver Place, Carver Oaks and Trail's Edge Senior. The Count Board passed a resolution to release the \$1M to the CDA for Carver Place and extended the obligation deadline for Trail's Edge Senior to allow for another funding application to be submitted to MN Housing in 2024.

Staff will be at the February 15 City of Carver Planning Commission for the Final Plat approval for Carver Place.

Human Resources: CCCDA will have Abdo Solutions conduct a Position Classification and Compensation Study. The survey was last completed in 2005 by a different agency who is no longer in business.

Human Resources: CCCDA has been approved to receive a Statewide Health Improvement Partnership (SHIP) Grant through Carver County Public Health. The grant will be used to improve our Workout/Wellness Room.



Board of Commissioners

Request for Board Action

Meeting date: February 15, 2024,

Agenda number: 5B

DEPARTMENT: Housing

FILE TYPE: Regular Consent

TITLE: Approval of Write-Off of Past Tenant Balances for January 2024

PURPOSE/ ACTION REQUESTED: Approve write-off of Past Tenant Balances

SUMMARY: The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture and was approved by the CDA Board. When a past tenant moves out with a balance, the tenant has 10 business days to contact the CDA to either pay the balance in full 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. 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 or the six-year statute of limitations has passed.

RECOMMENDATION: Staff recommend approval of the write-off of past tenant balances.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for January 2024 is hereby approved to be written off.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Past tenant balances

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Unit Code	Tenant Status	Charge Type	Current Owed	Amount Paid
hilltop					
Resident 1					
	H1A	Past	DAMAGE	\$372.79	\$315.21
Total For Resident 1				\$372.79	\$315.21
carver homes					
Resident 2					
	7840H ARV	Past	MISCTENA	\$538.60	\$126.40
Total For Resident 2				\$538.60	\$126.40
Total				\$911.39	\$441.61



Board of Commissioners

Request for Board Action

Meeting date: February 15, 2024

Agenda number: 5C

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE: Approval of Record of Disbursements - January 2024

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for January 2024

SUMMARY: In January 2024, the Carver County Community Development Agency (CDA) had \$1,043,536.56 in disbursements and \$233,135.60 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance Department.

RECOMMENDATION: Staff recommends approval of the Record of Disbursements for January, 2024.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the January 2024 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - January 2024

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment

Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

**Carver County CDA
Record of Disbursements
For the Month of January 2024**

	Date	Amount	Total
Carver Homes	01/02/24	\$8,057.81	
	01/11/24	\$4,738.91	
	01/18/24	\$15,774.66	
	01/24/24	\$5,481.08	
		<hr/>	\$34,052.46
CDA	01/02/24	\$94,952.65	(1)
	01/11/24	\$143,945.46	(2)
	01/18/24	\$58,763.25	
	01/24/24	\$457,359.05	(3)
		<hr/>	\$755,020.41
Properties	01/02/24	\$42,110.59	
	01/11/24	\$83,357.74	(4)
	01/18/24	\$49,091.55	
	01/24/24	\$79,903.81	(5)
		<hr/>	\$254,463.69
Total January 2024 Disbursements			<u><u>\$1,043,536.56</u></u>
 January 2024 Payroll			
	01/03/24	\$77,341.90	
	01/17/24	\$77,643.96	
	01/31/24	\$78,149.74	
		<hr/>	<hr/>
			\$233,135.60

Disbursement detail is available in the Finance Office

- (1) HART - pension funds - \$18,500
US Bank - levy payments - Bluff Creek - \$12,500, Crossings - \$17,500**
- (2) Kaas Wilson - architectural - Carver Place - \$75,000
MCIT - workers' comp/liability insurance - \$66,671**
- (3) Chaska Yards closing - \$404,000**
- (4) Waybury debt service - \$34,000**
- (5) Brickyard Retail debt service - \$29,000
Trail's Edge debt service - \$30,000**



Board of Commissioners

Request for Board Action

Meeting date: February 15, 2024

Agenda number: 6A

DEPARTMENT: Housing

FILE TYPE: Regular Agenda

TITLE: Approving Loan Funds to Carver Place and Return of Community Growth Partnership Initiative (CGPI) Funds

PURPOSE/ ACTION REQUESTED: Approve the CDA loaning funds to Carver Place and return the CGPI funds.

SUMMARY: In April 2020, the CDA signed a grant agreement with the City of Carver for a \$85,000 CGPI award for Carver Place. In February 2021, the City of Carver agreed to relinquish a portion of the grant back to other projects applying in 2021. The amount relinquished was \$32,500, leaving a remaining available grant amount of \$52,500. This amount was listed as a source in the application to MN Housing. However, if grant funds are provided to the project, they need to be removed from the LIHTC (low income housing tax credit) basis. What this means is it is a reduction in the eligible bases and reduces the amount of tax credits for which the project is eligible. It is in the best interest of the project to return the CGPI and have the CDA provide a Sponsor Loan with a 30 year term at 0% interest.

RECOMMENDATION: Approve returning the CGPI funds and have the CDA provide a Sponsor Loan in the same amount to the project.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

The Board of Commissioners of Carver County Community Development Agency, a public body corporate and politic of the State of Minnesota (“CCFDA”), the sole member of CCCDA

Carver Place GP LLC, a Minnesota limited liability company (the “General Partner”), the general partner of CCCDA Carver Place LP, a Minnesota limited partnership (the “Partnership”), hereby adopts the resolutions set forth below with respect to the authorization of the following actions of the CCCDA, the General Partner, and the Partnership:

Return of CGPI Grant Funds by the Partnership:

WHEREAS, the Partnership was organized to acquire, construct, own, hold, operate, lease, rent, manage, maintain, repair, remodel, mortgage, encumber, refinance by contract for deed and/or mortgage debt, sell, exchange, transfer, or otherwise dispose of or derive economic benefit from a multifamily housing development to be located in the City of Carver, Minnesota (the “Project”);

WHEREAS, the Partnership was previously awarded a grant by the CCCDA through its Community Growth Partnership Initiative Grant Program in the approximate amount of Fifty-Two Thousand Five Hundred and 00/100 Dollars (\$52,500.00) (the “CGPI Grant”) for use in connection with the Project;

WHEREAS, in lieu of a grant, the CCCDA desires to loan funds to the Partnership in connection with the Project; and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interest of the CCCDA, the General Partner, and the Partnership to return the CGPI Grant to the CCCDA (the “Grant Return”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the CCCDA, authorizes and approves the Grant Return and any documents that may be required with respect to the Grant Return (the “Grant Return Documents”).

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively, is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver the Grant Return Documents, as applicable.

RESOLVED FURTHER, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by or on behalf of the CCCDA, the General Partner, or the Partnership for the conduct of the business necessary to enable the execution of any and all documents in connection with the Grant Return (the “Resolved Matter”) and the foregoing resolutions shall continue in force until express written notice of their prospective rescission or modification as to future transactions that have not been undertaken or committed for has been received by the parties to the Resolved Matter.

RESOLVED FURTHER, tthat any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice

President/Secretary and Vice President/Treasurer of the General Partner, respectively, be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to approve, execute, and deliver any documents that may be required with respect to the Resolved Matter on behalf of the CCCDA, the General Partner, and/or the Partnership as applicable.

RESOLVED FURTHER, that any and all actions regarding the Resolved Matter by or on behalf of the CCCDA, the General Partner, and/or the Partnership prior to the adoption of these resolutions be and are in all respects ratified, approved, and confirmed.

RESOLVED FURTHER, that each of the lenders herein described is authorized to rely on the continuing force and effect of these Resolutions until receipt by such party at its principal office of notice in writing from the CCCDA, the General Partner, and/or the Partnership, as applicable, of any amendments or alterations hereof.

RESOLVED FURTHER, to the extent required by the various counterparties referenced herein associated with the Resolved Matter, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively, be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to revise the dollar amounts as they are listed herein and to add, amend, or replace the lists of documents provided in this Resolution, so long as such actions do not result in a material change to the Resolved Matter as they have been approved by the Board of Commissioners.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

N/A

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

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