



# **Board of Commissioners Packet**

August 17, 2023

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda**

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**Meeting Date: August 17, 2023**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

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**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 Kari Steen ([karis@carvercda.org](mailto:karis@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. Approval of Agenda and Meeting Minutes**

A. Approval of Meeting Minutes – July 20, 2023 Regular Meeting

**4. Consent Agenda**

A. Approval of August 2023 Dashboard

B. Approval of Write-Off of Past Tenant Balances for July 2023

C. Approval of Record of Disbursements – July 2023

D. Approval of Certification and Acceptance of HTF (Housing Trust Fund) Grant Funds for the 2023 - 2025 Grant Term

**5. Regular Agenda**

A. Carver Place Presentation

B. Housing Compliance Overview

C. Budget

D. John Fahey, Carver County Commissioner

E. Nick, Koltavy, Assistant County Administrator Carver County

**6. Information**

**7. Adjournment**

**For More Information, call 952-448-7715**

**Carver County CDA Board meeting agendas are available online at:**

**<https://www.carvercda.org/about-ccda/board-of-commissioners/>**

Next Meeting:

CDA Board of Commissioners Regular Meeting

September 21, 2023 at 5:00 pm

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



# Board of Commissioners

## Meeting Minutes

**Meeting Date: July 20, 2023**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

Board Chair Carlson called the meeting to order at 5:00 p.m.

#3A

**COMMISSIONER ROLL CALL:**

		<b>Present</b>	<b>Absent</b>
Chair	Sarah Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Molly Koivumaki	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary/Treasurer	Darrel Sudheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CDA Staff in attendance:**

Executive Director	Julie Frick
Deputy Director	Allison Streich
Director, Finance	Karen Reed
Director, Housing	Shanika Bumphurs
Director, Economic Development	Chuck Swanson
Human Resources	Janette Meyer

**Others in attendance:**

Bruce Minor, Waconia/Waterford  
 Nick Johnson, City of Mayer  
 Courtney Johnson, City of Carver  
 Brent Mareck, City of Carver  
 John Zimmerman, Waconia Township  
 Nick Koktavy, Assistant County Administrator Carver County

**AUDIENCE**

*No audience members addressed the board.*

**APPROVAL OF AGENDA AND MEETING MINUTES**

**23-20 Approval of Agenda and Meeting Minutes**

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the July 20, 2023 Regular CDA Board meeting be approved.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the June 15, 2023 Regular meeting be approved as written.

**Motion: Anderson**

**Second: Sudheimer**

Ayes: 5    Nays: 0    Absent: 0    Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sudheimer	<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"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONSENT AGENDA**

**23-21 Approval of the July 2023 Dashboard**

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

**23-22 Approval of Write-Off of Past Tenant Balances for June 2023**

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

**23-22 Approval of Record of Disbursements – June 2023**

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

**23-24 Approval of the Creation of a Limited Partnership and Limited Liability Company General Partner – Carver Place**

WHEREAS, the CDA is authorized under Minnesota Statutes, Section 469.012, Subd. 2j, to become a partner in a limited partnership and a member in a limited liability company for the purpose of developing, constructing, rehabilitating, managing, supporting, or preserving housing projects and housing development projects, including low-income housing tax credit projects; and

WHEREAS, limited partnerships, limited liability companies and other entities created by the CDA pursuant to Section 469.012, Subd. 2j, are subject to the provisions of Minnesota laws applicable to housing and redevelopment authorities as if they were housing and redevelopment authorities; and

WHEREAS, the CDA, as sponsor, previously submitted a funding application to the Minnesota Housing Finance Agency to develop a low-income housing tax credit project to be known as Carver Place Apartments Project (the “Project”), and, in December, 2022, the Minnesota Housing Finance Agency selected the Project for an allocation of tax-exempt bonds and related "4%" low-income housing tax credits in the approximate annual amount of \$695,886 (the “Tax Credits”); and

WHEREAS, the Minnesota Housing Finance Agency requires the Project owner to be a duly formed and validly existing limited partnership or limited liability company as a condition to, among other things, entering into the agreement reserving the Tax Credits for the Project; and

WHEREAS, any institutional tax credit investor will require the general partner of the Project Owner to be a single purpose entity as a condition to being admitted as a limited partner in the Project Owner and as a condition to investing capital in the Project Owner; and

WHEREAS, it is in the best interest of the CDA to form a limited partnership pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j, to serve as the owner of the Project (the “Project Owner”) that will develop, construct, operate and own the Project; and

WHEREAS, it is in the best interest of the CDA to form a single purpose limited liability company to serve as the general partner of the Project Owner (the “General Partner”) pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j; and

WHEREAS, sole member of the General Partner will be the CDA, and, until an institutional tax credit investor is admitted as a limited partner of the Project Owner, the sole limited partner of the Project Owner also will be the CDA.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. There is hereby authorized the formation of a limited partnership to serve as the Project Owner pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 321 for the purpose of, among other things, reserving the Tax Credits for the Project in order to develop, construct, operate and own the Project.
2. There is hereby authorized the formation of a limited liability company pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 322C for the purpose of creating a single purpose entity to serve as the General Partner of the Project Owner.
3. All actions taken by staff of and counsel to the CDA to create the Project Owner and the General Partner in accordance with the laws of the State of Minnesota are hereby ratified and confirmed;
4. The Executive Director is authorized and directed to execute and deliver on behalf of the CDA any and all documents necessary or convenient to transfer the CDA’s interests in the Project to the Project Owner. The Executive Director is authorized and directed to take such actions and execute such documents as may be necessary or convenient in connection with the establishment, and the acquisition by the CDA, of the sole membership interest in the General Partner and of a limited partnership interest in the Project Owner, including, without limitation, causing the CDA to make initial capital contributions to such entities in the approximate aggregate amount of \$200;
5. The Certificate of Limited Partnership of the Project Owner, which is to be filed with the Minnesota Secretary of State, is adopted and approved; and when and as received from the Minnesota Secretary of State, the original Certificate of Limited Partnership and the Certificate of Formation for the Project Owner shall be inserted in the Project Owner’s minute book and made a permanent part of its records;
6. The form of Agreement of Limited Partnership on file with the CDA as of the date hereof is adopted and approved as the initial partnership agreement of the Project Owner; the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the General Partner in her capacity as Chief Manager and President of the General Partner, and the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the CDA as the initial limited partner in her capacity as the Executive Director of the CDA; and the original of the Agreement of Limited Partnership shall be inserted in the Project Owner’s minute book and made a permanent part of its records;
7. The Articles of Organization of the General Partner, which are to be filed with the Minnesota Secretary of State, are adopted and approved; and when and as received from the Minnesota Secretary of State, the original Articles of Organization and the Certificate of Organization for the General Partner shall be inserted in the General Partner’s minute book and made a permanent part of its records;
8. The form of Operating Agreement on file with the CDA as of the date hereof is adopted and approved as the Operating Agreement of the General Partner; the Executive Director of the CDA is

directed to execute the Operating Agreement on behalf of the CDA as sole member of the General Partner in her capacity as the Executive Director of the CDA; and the original of the Operating Agreement shall be inserted in the General Partner's minute book and made a permanent part of its records;

9. The CDA, as the sole member of the General Partner, is authorized to pay, or cause to be paid, all charges and expenses arising out of the organization of the General Partner and/or the Project Owner, and to reimburse any persons who have made any disbursements therefore, consistent with the policies and procedures of the CDA.

10. The initial fiscal year of the Project Owner and the General Partner shall end December 31, 2023; thereafter the Project Owner and General Partner's fiscal year shall begin the first day of January and shall end on the last day of December; provided, however, the Project Owner's fiscal year may change at a later date depending on the requirements of the institutional tax credit investor;

11. The CDA's Executive Director or her designee is authorized to open an account or accounts in the name of the General Partner and the Partnership with Old National Bank, which is hereby designated as the General Partner's and the Partnership's depository, and to execute such documents or certificates necessary or convenient in order to open such accounts; and that each of the persons named in the master certificate of authority for the CDA and its subsidiaries are authorized and empowered to sign checks and other orders for withdrawals of funds and to take such other actions as are in accordance with such certificate;

12. The Project Owner shall be managed by the General Partner, and the General Partner shall be managed by the CDA, its sole member, rather than by a Board of Governors.

13. As long as the sole member of the General Partner is the CDA and the General Partner is the General Partner of the Project Owner, the Project Owner and the General Partner are and shall be subject to the provisions of Minnesota Statutes, Sections 469.001 to 469.047, and other laws that apply to housing and redevelopment authorities, as if the Project Owner and the General Partner were a housing and redevelopment authority, in accordance with Minnesota Statutes, Section 469.102, Subd. 2j.

### **23-25 Approval of County-Wide Housing Study**

WHEREAS, the Carver County Community Development Agency (CDA) "the "Authority" and the Carver County "the County" has identified a need for affordable housing by developing new affordable housing, preserving and rehabilitating the existing housing stock in Carver County; and

WHEREAS, the Carver County CDA has successfully implemented a county-wide housing study in 2007 and 2014 and is in need of an update for planning and financing purposes and has the legal authority and staff ability and resources to make the study beneficial and cost effective for Carver County residents and cities; and

WHEREAS, the Carver County CDA and the cities in Carver County have identified a need for planning for a wide variety of housing in their communities; and

WHEREAS, the CDA operates numerous housing programs in cooperation with the Minnesota Housing Finance Agency, the Department of Housing and Urban Development (HUD), the USDA Rural Development, etc. and has identified a need for housing opportunities in Carver County and in its cities; and

WHEREAS, the proposed study would fill a much-needed gap in county housing study research after the completion of the 2020 US Census Data and conducting the Carver County Community Health Assessment.

NOW THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that:

- 1.) The Carver County CDA shall engage the services of Maxfield Research and Consulting, Inc. to prepare a Comprehensive Housing Needs Analysis for Carver County.

**Motion: Teske**

**Second: Sudheimer**

	Ayes: 5	Nays:	Absent:	Abstain:	
		Yes	No	Absent	Abstain
Carlson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudheimer		<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"/>
Anderson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGULAR AGENDA**

**23-26 Approval of the 2024 Budget and Levy**

Karen Reed presented.

WHEREAS, the Carver County Community Development Agency (the “Agency”) is duly organized and existing under the laws of the State of Minnesota, including Laws of Minnesota for 1980, Chapter 482, as amended (the “Special Law”); and

WHEREAS, with the approval of the Carver County Board of Commissioners (the “Carver County Board”), the Agency may levy special benefit taxes as authorized under Minnesota Statutes, section 469.107 or 469.033, Subd 6; and

WHEREAS, the Agency has prepared its 2024 General Administrative Operating Budget (the “2024 Budget”) and seeks the approval of the Carver County Board for the 2024 Budget and, to the extent required by law, the Agency’s levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the “Auditor”) on or before September 30th, 2023, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 27, 2023, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. The 2024 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.
2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is

hereby authorized to certify to the Auditor on or before September 30, 2023, a proposed levy of the Agency’s special benefits tax for taxes payable in 2024 in the amount of \$3,775,425 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 27, 2023.

3. Upon approval of the Carver County Board of the Agency’s budget and levy of the special benefits tax, the County’s approving resolution shall be attached hereto and made a part of this resolution.

**Motion: Koivumaki**

**Second: Anderson**

	Ayes: 5	Nays:	Absent:	Abstain:	
		Yes	No	Absent	Abstain
Carlson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudheimer		<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"/>
Anderson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Approval of the Chaska Yards Development Agreement**

Swanson informed the Board this would be postponed until the August 2023 board meeting.

**23-27 Approval of the Community Growth Partnership Initiative Grant Awards**

Chuck Swanson presented.

WHEREAS, the Carver County Community Development Agency (CDA) established a Community Growth Partnership Initiative program (Initiative) in 2016 to assist Carver County cities with redevelopment goals and promote the development of affordable housing; and

WHEREAS, the Initiative program has an approved budget of available grant funds of \$400,000 for the fiscal year ending December 31, 2023; and

WHEREAS, Carver County cities and townships can apply up to \$100,000 per community development project (through one or a combination of projects per local government) and up to \$7,500 per pre-development grant (one per local government);

WHEREAS, the CDA received four pre-developments grants and six community development applications from Carver County cities and townships on May 26<sup>th</sup>, 2023, for a total request of \$630,000; and

WHEREAS, the Initiative Review Panel reviewed applications based upon the threshold and competitive criteria; and

WHEREAS, the Initiative Review Panel recommends four pre-development grants and four community development grants; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners as follows:



That the following projects be awarded upon the grantees meeting program guidelines, and entering into grant agreements with the CDA, in form and content acceptable to the Executive Director of the CDA; and

APPLICANT	PROJECT	GRANT SOURCE	FUNDING AMOUNT
Laketown Township	Sewer Feasibility	Pre-Development	\$7,500
City of NYA	Comp Hsg Study	Pre-Development	\$7,500
City of Chanhassen	Downtown Design	Pre-Development	\$7,500
City of New Germany	Black Forest/Trophy Lake Wastewater	Pre-Development	\$7,500
Waconia Township	Sovereign Estates Tasting Rm Kitchen & Bathroom	Community Development	\$90,000
City of Mayer	Old Firehall Redevelopment	Community Development	\$90,000
City of Carver	Mizzy's Pizza	Community Development	\$90,000
City of Watertown	Watertown Warehouses	Community Development	\$90,000

**Motion: Anderson**

**Second: Koivumaki**

Ayes: 5    Nays:    Absent:    Abstain:

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudheimer	<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"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPROVAL OF COMMUNITY GROWTH PARTNERSHIP INITIATIVE GRANT AWARD**

**23-28 Approval of the Community Growth Partnership Initiative Grant Award**

Chuck Swanson presented.

WHEREAS, the Carver County Community Development Agency (CDA) established a Community Growth Partnership Initiative program (Initiative) in 2016 to assist Carver County cities with redevelopment goals and promote the development of affordable housing; and

WHEREAS, the Initiative program has an approved budget of available grant funds of \$400,000 for the fiscal year ending December 31, 2023; and

WHEREAS, Carver County cities and townships can apply up to \$100,000 per community development project (through one or a combination of projects per local government) and up to \$7,500 per pre-development grant (one per local government);

WHEREAS, the CDA received one pre-development grant application for the month of June 2023; and

WHEREAS, the CDA staff reviewed the application based upon the threshold and grant guidelines;

WHEREAS, the CDA staff recommends approving one pre-development grant application; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners as follows:

That the following projects be awarded upon the grantees meeting program guidelines, and entering into grant agreements with the CDA, in form and content acceptable to the Executive Director of the CDA; and

APPLICANT	PROJECT	GRANT SOURCE	FUNDING AMOUNT
City of Waconia	Waterford Evolution Townhomes	Pre-Development	\$7,500

**Motion: Teske**

**Second: Anderson**

Ayes: 5    Nays:                  Absent:                  Abstain:

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudheimer	<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"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INFO Carver County update**

Carver County Assistant County Administrator provided an update.

**INFORMATION**

**INFO CDA Housing Roundtable July 19, 2023**

From 12:00 pm to 2:00 pm.

**INFO CDA Strategic Planning August 10, 2023**

From 8:30 am to 4:30 pm.

**ADJOURNMENT**

**23-29 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, August 17, 2023.

**Motion: Teske**

**Second: Anderson**

Ayes: 5    Nays:                  Absent:                  Abstain:

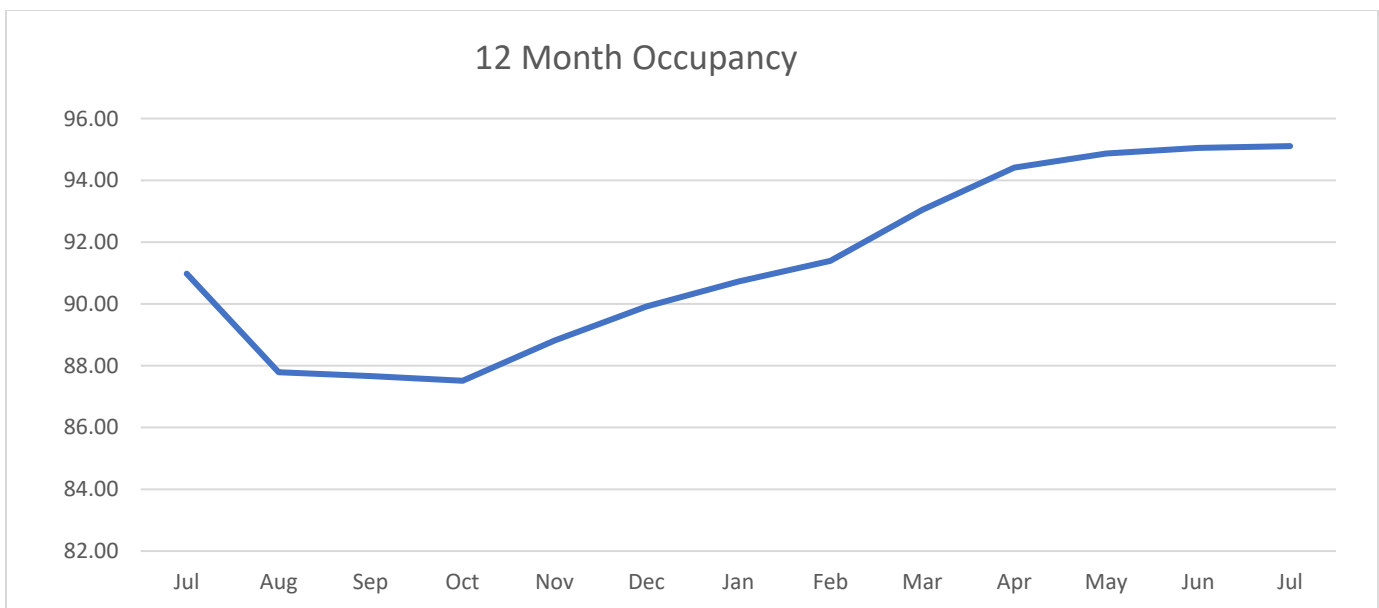
	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudheimer	<input checked="" type="checkbox"/>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

*The CDA Board meeting adjourned at 6:58 p.m.*

**HOUSING UPDATES**

**HOUSING OCCUPANCY**

	<b>Workforce</b>	<b>Senior</b>	<b>Total</b>
# Units	395	339	734
# Leased	385	322	707
Occupancy Rate	97%	95%	96%



**\*The 12 Month Occupancy Report includes 13 vacant units at Hilltop/Mayer, that will not be leased until they are rehabbed\***

**2023 Capital Improvements in Process**

<b>Property</b>	<b>Improvement Project</b>	<b>Status and Tentative Schedule</b>
Brickyard	<ol style="list-style-type: none"> <li>Brick and concrete repairs around entire building.</li> <li>Hallway Lighting Replacement</li> </ol>	<ol style="list-style-type: none"> <li>Survey completed, met with Calyx, should have the final bid by the end of August. Still planning on a phased in approach to complete the work.</li> <li>The lights have arrived, will be delivered next week, and will select a date for installation. Still waiting on the City regarding Energy Efficiency Rebate.</li> </ol>

Centennial	<ol style="list-style-type: none"> <li>1. Fire Alarm Panels</li> <li>2. Guest Suite</li> </ol>	<ol style="list-style-type: none"> <li>1. Contract submitted to EFS, waiting for signatures.</li> <li>2. Guest Room furniture installed.</li> </ol>
Crossings	<ol style="list-style-type: none"> <li>1. Roof Replacement</li> <li>2. Entryway Concrete Replacement</li> <li>3. Magic Pak Replacements</li> </ol>	<ol style="list-style-type: none"> <li>1. Project starting on 8/30.</li> <li>2. Contract submitted to Concrete Science, waiting for signatures.</li> <li>3. 6 Magic Pak's have been replaced. 6 more scheduled for the week of 8/14. We are waiting on the final schedule for the remaining 3 installs.</li> </ol>
Hilltop/Mayer	<ol style="list-style-type: none"> <li>1. Unit Rehabs</li> </ol>	<ol style="list-style-type: none"> <li>2. Demo work is scheduled to start in the beginning of September. Expected completion of the project is Spring 2024.</li> </ol>
Oak Grove	<ol style="list-style-type: none"> <li>1. Concrete Work: Sidewalks, Catch Basin, and Entry</li> <li>2. Front Railing</li> </ol>	<ol style="list-style-type: none"> <li>1. City of NYA signed off, waiting on a date to start the work.</li> <li>2. Being Replaced week of 8/14.</li> </ol>
Windstone	<ol style="list-style-type: none"> <li>1. Stoop Repair and Replacement</li> </ol>	<ol style="list-style-type: none"> <li>1. Contracts signed, concrete work starting week of 8/14.</li> </ol>
Lake Grace	<ol style="list-style-type: none"> <li>1. Building Electrical Panel Replacements</li> <li>2. Water Softener Installation</li> <li>3. Parking Lot Repairs</li> </ol>	<ol style="list-style-type: none"> <li>1. Waiting for install date.</li> <li>2. Buildings B and C completed. Waiting for the date to start Building A.</li> <li>3. Still in Progress.</li> </ol>

**Staffing News:**

- We are still in need of 4-Caretaker positions, and 2-Property Managers.
- There will be 2-Property Managers and 2-Maintenance Techs positions filled by the end of August.

**Training News:**

- Chris R. and Shanika B. attended the NSPIRE training courses to understand the changes that will affect HQS and REAC Inspections.
- Shanika B. attended the MN Law Changes trainings surrounding Cannabis Law changes and Tenant Rights Law Changes.

**Misc News:**

- Properties hosted NNO events at all sites on August 1st. They were a success, with great turnout from each site!

**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	3	100%
Housing Trust Fund	10/1/21-9/30/23	16	87% (1 lease up, 1 application pending)
CoC PSH	8/1/22-7/31/23	14	80% (1 lease up for 9/1)

## Resident Services

## Presentations (2023)

Agency	Property	Number of Residents
SW Transit	Waybury	9
	Centennial	17
River Valley Health Services	Waybury	12
WeCAB	Waybury	7
	Centennial	19
CAP Agency	Waybury	9/7/23
	Centennial	9/7/23
	Oak Grove	9/6/23
	Crossings	9/6/23
	Trail's Edge	Early October

## 2023 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
24	25	Waybury-26 Centennial-3 Crossings-4 Brickyard-4 Trail's Edge-5	11 new

## 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

		July 2023 YTD Actual	July 2023 YTD Budget	Variance
<b>CDA</b>	Revenue	8,496,411	8,702,335	-205,924
	Expenses	6,018,368	6,522,396	504,028
	Cash Balance	7,423,184		

		July 2023 YTD Actual	July 2023 YTD Budget	Variance
<b>Properties</b>	Revenue	4,519,067	4,482,977	36,090
	Expenses	2,908,737	3,070,254	161,517
	Cash Balance	3,208,520		

### Revenue Recapture collected through July

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$5,392	\$836	
Carver Homes	\$14,378	\$14,967	
Bluff Creek	\$ 21		
Oak Grove			
Hilltop	\$6,435		
Centennial	\$1,289		
Crossings			
Waybury	\$650		
Windstone	\$49,515		
<b>Total:</b>	<b>\$77,680</b>	<b>\$15,803</b>	

### Other Finance updates

Consolidated YTD revenues for the CDA through July were \$8,496,411 and expenses were \$6,018,368. **Net Operating Income was \$2,478,043, 14% over budget.** YTD Revenues for the properties were \$4,519,067 and expenses were \$2,908,737. **Net Operating Income was \$1,610,330, 14.0% over budget.**

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	40
Total resales YTD	1
# of families helped	72
Waiting list	2
Acquisition this month	2
Funding amount by source for current acquisitions	N/A
Community	N/A

**Notes:**

Vacant Lot at 413 Franklin Ave NE, Watertown, will apply for funding in 2023

Chaska Yards (Ernst/Ess Project) Construction/Rehab phase. Start fall 2023, complete fall 2024.

### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted	15	12			27
# of Financing Events	3	0			3
Total Financing/Investment	\$111,000	\$0			\$111,000
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
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 June 2023.

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	8	\$2,022,099	104%
Additional Start-up loans	4	\$1,213,087	N/A
Step up loans	11	\$3,229,704	N/A
Down payment assistance		\$150,800	N/A
TOTALS	23	\$6,464,890	N/A

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

	2024 new assessments	Underway (anticipated 2024 assessment)	2023 Paid Off	Total active assessments
Applications	1	5	1	53

## TOURISM

<b>TOURISM WEBSITE</b> visitcarvercounty.com					
	<b>Q1 2022</b>	<b>Q2 2022</b>	<b>Q3 2022</b>	<b>Q4 2022</b>	<b>Total 2022</b>
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
	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>Total 2023</b>
Page Views	826	941			1,767
Average Engagement	1m 3s	57s			1m
Top 3 Pages	Home/Events/To Do	Home/Events/To Do			

## ECONOMIC DEVELOPMENT/TOURISM

<b>FACEBOOK</b> choosecarvercounty (CDA officially took over social media March 9 <sup>th</sup> , 2023)					
	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>Total 2023</b>
Facebook Reach	94	3,982			
Facebook Visits	87	422			
Facebook Page new likes	2	31			



**ADMINISTRATIVE/OTHER ITEMS OF INTEREST**



# Board of Commissioners

## Request for Board Action

Meeting date: August 17, 2023

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

**TITLE:** Approval of Write-Off of Past Tenant Balances for July 2023

**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 July 2023 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 Property Management

Author: Allison Streich, Deputy Director

# Tenant Unpaid Charges

Status = Past

Property Code	Unit Code	Tenant Status	Charge Type	Current Owed	Amount Paid
windstn					
<b>Resident 1</b>					
	F110515	Past	CLEAN	\$46.62	\$253.38
<b>Total For Resident 1</b>				<b>\$46.62</b>	<b>\$253.38</b>

Property Code	Charge Type	SubTotal
windstn	CLEAN	46.62
	<b>windstn</b>	<b>46.62</b>
	<b>Grand Total</b>	<b>46.62</b>



# Board of Commissioners

## Request for Board Action

Meeting date: August 17, 2023

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular - Consent

**TITLE:** Approval of Record of Disbursements - July 2023

**PURPOSE/ ACTION REQUESTED:** Approve Record of Disbursements for July 2023

**SUMMARY:** In July 2023, the Carver County Community Development Agency (CDA) had \$1,144,329.21 in disbursements and \$131,593.09 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 July, 2023.

**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 July 2023 Record of Disbursements is approved as written.

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursement - July 2023

**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 July 2023**

	<b>Date</b>	<b>Amount</b>		<b>Total</b>
<b>Carver Homes</b>	07/03/23	\$6,957.16		
	07/10/23	\$3,168.62		
	07/19/23	\$27,622.29		
	07/25/23	\$7,420.66		
		<hr/>		\$45,168.73
<b>CDA</b>	07/03/23	\$657,162.78	<b>(1)</b>	
	07/10/23	\$21,929.13		
	07/19/23	\$63,186.70		
	07/25/23	\$64,540.25		
		<hr/>		\$806,818.86
<b>Properties</b>	07/03/23	\$130,763.59		
	07/10/23	\$92,547.99		
	07/19/23	\$34,714.96		
	07/25/23	\$34,315.08		
		<hr/>		\$292,341.62
<b>Total July 2023 Disbursements</b>				<b><u>\$1,144,329.21</u></b>
<b>July 2023 Payroll</b>	07/05/23	\$66,094.81		
	07/19/23	\$65,498.28		
		<hr/>		<b><u>\$131,593.09</u></b>

Disbursement detail is available in the Finance Office

**(1)** West Creek - \$600,000 - ARPA funds





# Board of Commissioners

## Request for Board Action

Meeting date: August 17, 2023

Agenda number: 4D

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Certification and Acceptance of HTF (Housing Trust Fund) Grant Funds for 2023-2025 Grant Term

**PURPOSE/ ACTION REQUESTED:** Approve the Certification and Acceptance of HTF Grant Funds

**SUMMARY:** The Carver County CDA has administered the Housing Trust Fund Program since 2004. Similar to other tenant rental assistance programs, this program provides subsidy payments for individuals or families residing in Carver County who are considered high priority homeless as determined by a Coordinated Entry homeless assessment. The two service provision agencies are Carver County Health and Human Services and His House Foundation. The CDA was awarded \$330,000 for the beinnium October 1, 2023 to September 30, 2025.

**RECOMMENDATION:** CDA staff recommends Board approval of the certification and acceptance of HTF grant funds.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

I HEREBY CERTIFY that the Carver County Community Development Agency (the “CDA”), a public body corporate and politic of the County of Carver, which is a political subdivision of the State of Minnesota; that the following is a true and correct copy of the Resolutions duly and unanimously adopted by all of the members of the CDA on August 17, 2023, all of the members of the CDA being present and constituting a quorum for the transaction

of business; that the meeting was called in compliance with all applicable laws of the CDA; that the Resolutions do not conflict with any laws of the CDA; that the Resolutions have not been in any way altered, amended, or repealed and are in full force and effect, unrevoked and unrescinded as of this date, and have been entered upon the regular Minute Book of the CDA as of this date; and that all of the members of the CDA have, and at the time of adoption of the Resolution had, full power and lawful authority to adopt the Resolutions and to confer the powers thereby granted to the officer(s) named therein, who has (have) full power and lawful authority to exercise the same.

WHEREAS, on this 17th day of August, 2023, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Housing Trust Fund Program Tenant-Based Rental Assistance Grant (the “Grant”) from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha St N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Three Hundred Thirty Thousand Dollars and No/100 Dollars (\$330,000), the terms and receipt of which will be evidenced by the Grant Agreement between the CDA and the Agency.

NOW THEREFORE, be it resolved by the members of the HFA that the CDA is authorized to establish and administer a tenant-based rental assistance program; and

BE IT FURTHER RESOLVED that Julie M. Frick, the Executive Director, of the CDA, is authorized, on behalf of the CDA at any time hereafter and without further action by or authority or direction from the members of the CDA, to execute and deliver to the Agency, in the forms required by the Agency, the Grant Agreement and all other agreements, instruments, certificates and documents required by the Agency, and to do or cause to be done all other acts and things that the Officers may determine to be necessary or advisable under or in connection with the Grant, and that the execution by the Officers of any agreement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect; and

BE IT FURTHER RESOLVED, that the Agency is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of the Agency at its principal office of notice in writing from the CDA of any amendments or alterations thereto.

**PREVIOUS BOARD ACTION**

None

**ATTACHMENTS**

Attachment 4D-MN Housing Selection Letter

**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 Property Management

Author: Allison Streich, Deputy Director



July 28, 2023

Allison Streich, Deputy Director  
Carver County Community Development Agency  
705 N Walnut St  
Chaska, MN 55318

Sent via email

RE: Housing Trust Fund (HTF) Program Rental Assistance Funding

Dear Allison,

We are pleased to inform you that your proposal was approved for funding by the Minnesota Housing board on July 27, 2023. Your application was one of 47 selected for approval, representing a total of \$27,391,500, which will be used to assist households statewide to obtain and maintain permanent housing.

Your organization will be awarded up to \$330,000.00 for Housing Trust Fund Program Rental Assistance for a grant period beginning October 1, 2023, through September 30, 2025, contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing.

Enclosed with this letter is the Due Diligence Checklist and Grant Contract Agreement with Exhibits. All items listed in the Due Diligence Checklist must be returned to and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement. **NOTE:** Expenses incurred prior to the execution of the Grant Contract Agreement are not allowed and will **not** be reimbursed.

A **mandatory** due diligence information session will be held on Monday, August 7, 2023, from 10:00 a.m. to 11:00 a.m. Central Time via GoToWebinar. The information session will provide an overview of the program, Grant Contract Agreement provisions, and required due diligence. The session will also allow time for questions. Register for the session using the following URL: <https://attendee.gotowebinar.com/register/1388563769572456539>. After registering, you will receive a confirmation email with further instructions.

If you have program specific questions, contact Deran Cadotte at [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us) or 651.297.5230.

Thank you for your continued commitment to serving households experiencing housing instability and for partnering with Minnesota Housing as we work to affordably house Minnesotans.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Lehnhoff', with a long horizontal flourish extending to the right.

James Lehnhoff  
Assistant Commissioner, Multifamily

Enclosures:

Due Diligence Checklist

Grant Contract Agreement (DRAFT)

Housing Trust Fund Program Summary (Exhibit B)



# Board of Commissioners

## Request for Board Action

Meeting date: August 17, 2023

Agenda number: 5C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of the 2024 Budget and Levy-Revised

**PURPOSE/ ACTION REQUESTED:** Approving the 2024 General Administrative Operating Budget and the 2024 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County for the fiscal year ending December 31, 2024.

**SUMMARY:** The proposed budget for the fiscal year ending December 31, 2024, projects revenue of \$16,149,089 and expenses of \$16, 149,089.

**RECOMMENDATION:** Staff recommends approval of the general administrative operating budget and the 2024 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County. request for the fiscal year ending December 31, 2024.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County Community Development Agency (the “Agency”) is duly organized and existing under the laws of the State of Minnesota, including Laws of Minnesota for 1980, Chapter 482, as amended (the “Special Law”); and

WHEREAS, with the approval of the Carver County Board of Commissioners (the “Carver County Board”), the Agency may levy special benefit taxes as authorized under Minnesota Statutes, section 469.107 or 469.033, Subd 6; and

WHEREAS, the Agency has prepared its 2024 General Administrative Operating Budget (the “2024 Budget”) and seeks the approval of the Carver County Board for the 2024 Budget and, to the extent required by law, the Agency’s levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the “Auditor”) on or before September 30th, 2023, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 27, 2023, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. The 2024 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.
2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is hereby authorized to certify to the Auditor on or before September 30, 2023, a proposed levy of the Agency’s special benefits tax for taxes payable in 2024 in the amount of \$3,374,610 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 27, 2023.
3. Upon approval of the Carver County Board of the Agency’s budget and levy of the special benefits tax, the County’s approving resolution shall be attached hereto and made a part of this resolution.

#### **PREVIOUS BOARD ACTION**

None

#### **ATTACHMENTS**

Attachment 5A

#### **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

# 2024 Levy Funding Change

Use	Amount
Administrative	\$142,721
Local Housing Trust Fund	\$100,000
Total Levy Increase	\$242,721