



Carver County Community Development Agency

# Board of Commissioners Packet

December 21, 2023

4:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda**

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**Meeting Date: December 21, 2023**

**4:00 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 Ellie Logelin ([elliel@carvercda.org](mailto: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. Approval of Agenda and Meeting Minutes**

A. Approval of Meeting Minutes – November 16, 2023 Regular Meeting

**4. Consent Agenda**

A. Approval of December 2023 Dashboard

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

C. Approval of Record of Disbursements – November 2023

**5. Regular Agenda**

A. Executive Director Performance Review – Close Meeting

**6. Information**

John Fahey, Carver County Commissioner

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-ccda/board-of-commissioners/>**

Next Meeting:

CDA Board of Commissioners Annual Meeting

January 18, 2024 at 5:00 pm

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



# Board of Commissioners

## Meeting Minutes

**Meeting Date: November 16, 2023**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

Board Chair Carlson called the meeting to order at 5:01 p.m.

**COMMISSIONER ROLL CALL:**

		<b>Present</b>	<b>Absent</b>
Chair	Sarah Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Molly Koivumaki	<input type="checkbox"/>	<input checked="" 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
Office Administrator	Ellie Logelin
Human Resources	Janette Meyer

**Others in attendance:**

John Fahey, Carver County Commissioner  
 Nick Koktavy, Assistant County Administrator Carver County  
 Lee Hall, CEO of NextStage

**AUDIENCE**

*Lee Hall addressed the Board. Lee provided an update on the partnership between NextStage and Carver County CDA and the extent of his work with businesses in Carver County for 2023 thus far.*

Lee Hall left the meeting at 5:14 p.m.

**APPROVAL OF AGENDA AND MEETING MINUTES**

**23-50 Approval of Agenda and Meeting Minutes**

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the November 16, 2023, 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 October 19, 2023, Regular meeting be 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"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sudheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teske  
Anderson

**CONSENT AGENDA**

**23-51 Approval of the November 2023 Dashboard**

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

**23-52 Approval of Write-Off of Past Tenant Balances for October 2023**

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

**23-53 Approval of Record of Disbursements – October 2023**

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

**23-54 Approval of the 2024 Contract with NextStage for Carver County Entrepreneur Development and Support Program.**

WHEREAS, the Carver County Community Development Agency (formerly, the Carver County Housing and Redevelopment Authority, 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, the Agency is authorized to enter into contracts for purposes of economic development under Minnesota Statutes, section 469.101 Subd. 5; and

WHEREAS, the Carver County Board of Commissioners has identified economic development and job creation as one of its strategic goals for Carver County and to work with the Carver County CDA to achieve the stated goal; and

WHEREAS, the Carver County CDA wishes to retain an entity with the capacity to assist it with providing small business technical assistance to existing businesses and those parties interested in opening a new or expanding business in Carver County; and

WHEREAS, NextStage has proven itself as competent to provide the services required to administer and carry out the required services for a Carver County Entrepreneur Development and Support Program on behalf of the Carver County CDA and its cities in Carver County; and

WHEREAS, NextStage is proposing a contract with the CDA beginning January 1, 2024 through December 31, 2024 for a contractual fee of \$55,000.

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

1. The contract for services between the Carver County CDA and NextStage for the Carver County Entrepreneur Development and Support Program from the period of January 1, 2024 and ending December 31, 2024 is hereby approved and the CDA Executive Director is directed to execute the required contractual agreements.

**23-55 Approval of the 2024 MHFA MCPP Participation.**

WHEREAS, the Carver County Community Development Agency (CDA) “the “Authority” and the Carver County Board of Commissioners “the County” have identified a need for preserving and rehabilitating the housing stock in Carver County and making housing affordable for Carver County residents; and

WHEREAS, the Carver County CDA participated in the Minnesota Housing Finance Agency Minnesota City Participation Program in 2023 as well as in previous years and has the legal authority, staff ability, and resources to make the program beneficial and cost effective for Carver County residents; and

WHEREAS, the CDA operates numerous other programs in cooperation with the Minnesota Housing Finance Agency and has identified a need for new homeownership opportunities; and

WHEREAS, the Minnesota City Participation Program would fill a much-needed gap in financing sources for homebuyers in Carver County and the financing would be an attractive complement to the Carver County CDA’s existing housing finance programs.

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

The Carver County CDA shall participate with the Minnesota Housing Finance Agency and their Minnesota City Participation Program in 2024 for Carver County. The Executive Director is hereby authorized to sign and execute all necessary documents related to the transaction.

**Motion: Sudheimer**

**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"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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**

**EARNED SICK AND SAFE LEAVE POLICY**

**23-56 Approval of Earned Sick and Safe Leave Policy**

Janette Meyer presented.

BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the Earned Sick and Safe 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"/>

Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

**PERSONNEL POLICIES**

**23-57 Approval of Updated Personnel Policies**

Janette Meyer presented.

BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the changes to the Carver County CDA Employee Handbook will be 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"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

**7600 VICTORIA BLVD PROPERTY APPRAISAL – CLOSED MEETING**

**Closure of the November 2023 Board Meeting**

Motion to close the meeting at 5:49 p.m.

**Motion: Teske**

**Second: Sudheimer**

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"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 closed at 5:49p.m.*

**Opening of the November 2023 Board Meeting**

Meeting opened at 6:01 p.m.

**23-58 Approval of Purchase Agreement for 7600 Victoria Blvd Victoria**

Tabled until further notice.

**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"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Koltavy provided an update.

- A. Assistant County Administrator Koltavy met with Allison Streich earlier this month. Anticipating going to the County Board to pass the ordinance to establish a Local Housing Trust Fund.
- B. HHS funding is continuing to be ironed out.

Carver County Commissioner Fahey provided an update.

- A. The County is continuing to discuss fees, ordinances, and Cannabis in Carver County.
- B. Legislative priorities were discussed this week and a final decision on the list of priorities will be made in December.

**INFORMATION**

The potential office building at 4100 Peavey Road is still being reviewed.

Discussions about incubators will be put on the January Board Meeting agenda.

The next Board Meeting on December 21<sup>st</sup> will begin at 4:00p.m. instead of 5:00p.m. The public will be notified.

**ADJOURNMENT**

**23-59 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, December 21, 2023.

**Motion: Sudheimer**

**Second: Teske**

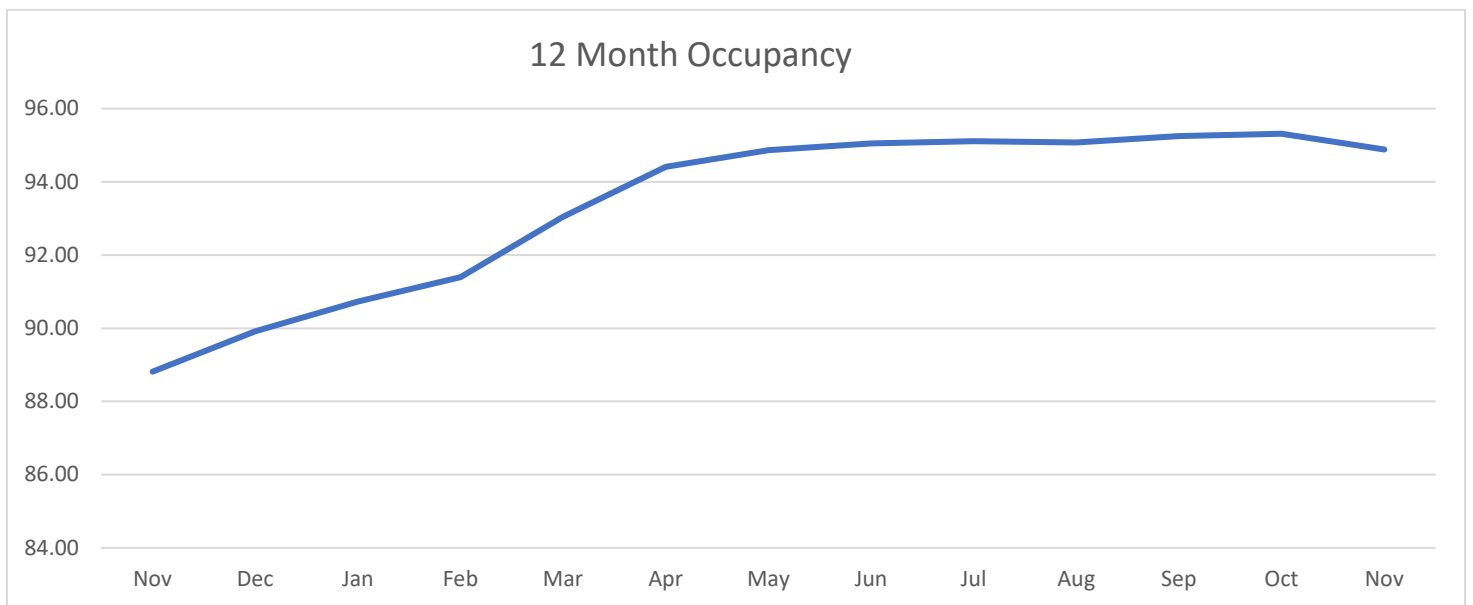
Ayes: 4                  Nays: 0                  Absent: 1                  Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koivumaki	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 6:15 p.m.*

**HOUSING UPDATES**

<b>HOUSING OCCUPANCY</b>			
	<b>Workforce</b>	<b>Senior</b>	<b>Total</b>
# Units	395	339	734
# Leased	383	321	704
Occupancy Rate	96%	95%	95%



**\*The 12 Month Occupancy Report includes 15 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>Being rebid in early 2024. Did not receive enough bids when initially submitted.</li> <li>This will be an in-house project, there were no rebates available for installation, but a rebate was available for the actual lighting. Project to be completed by January 2024.</li> </ol>
Bluff Creek	<ol style="list-style-type: none"> <li>Deck</li> </ol>	<ol style="list-style-type: none"> <li>Deck is complete.</li> </ol>
Centennial	<ol style="list-style-type: none"> <li>Fire Alarm Panels</li> <li>Lighting Upgrades</li> </ol>	<ol style="list-style-type: none"> <li>Scheduled for installation the 1<sup>st</sup> week of January 2024.</li> <li>Lighting Upgrades completed.</li> </ol>

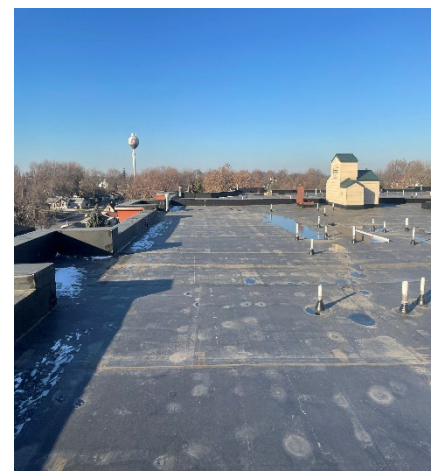


Crossings	<ol style="list-style-type: none"> <li>1. Roof Replacement</li> <li>2. Entryway Concrete Replacement</li> </ol>	<ol style="list-style-type: none"> <li>1. The roof is completed.</li> <li>2. Concrete Replacement completed.</li> </ol>
Hilltop/Mayer	<ol style="list-style-type: none"> <li>1. Property Transition and Rehab</li> <li>2. A/C Units</li> <li>3. Unit Thermostats</li> </ol>	<ol style="list-style-type: none"> <li>1. 10 units are 100% completed. All units expected to be completed by April 2024.</li> <li>2. New A/C units have been installed in all units.</li> <li>3. Unit Thermostats in each unit have been upgraded and completed.</li> </ol>
Oak Grove	All 2023 Projects have been completed.	No New Projects until 2024.
Lake Grace	<ol style="list-style-type: none"> <li>1. Parking Lot Repairs</li> </ol>	<ol style="list-style-type: none"> <li>2. Project being pushed to 2024.</li> </ol>

**Bluff Creek Deck:**



**Crossings Roof Replacement:**



**Crossings Concrete Project:**



**Waybury Holiday Party:**



**Staffing News:**

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

**Miscellaneous News:**

- January 22, 2024, is the go live date for Yardi Maintenance IQ.
- Many sites are hosting holiday events, with great participation from residents!
- Ryker A. received the Rural Development Certification.
- Andra W. received the HCCP Tax Credit Certification.
- Ashley T. received the HCCP Tax Credit Certification.

<b>SPECIAL PROGRAMS</b>			
<b>Program</b>	<b>Grant Term</b>	<b># Units Under Contract</b>	<b>% Under Contract</b>
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 (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	15
	Centennial	3
	Oak Grove	10
	Crossings	14
	Trial's Edge	7
Medicare Update	Waybury	13
	Centennial	7
	Oak Grove	3
	Crossings	21

2023 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
32	39	Waybury-26 Centennial-3 Crossings-4 Brickyard-4 Trail's Edge-5	30 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				
		November 2023 YTD Actual	November 2023 YTD Budget	Variance
<b>CDA</b>	Revenue	14,133,493	13,662,261	471,232
	Expenses	9,366,643	10,057,503	690,860
	Cash Balance	7,035,835		

		November 2023 YTD Actual	November 2023 YTD Budget	Variance
<b>Properties</b>	Revenue	7,279,954	7,068,310	211,644
	Expenses	4,537,716	4,717,626	179,910
	Cash Balance	2,805,551		

### Revenue Recapture collected through November

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$10,496	\$836	
Carver Homes	\$20,592	\$16,709	
Bluff Creek	\$ 21		
Oak Grove			
Hilltop	\$17,252		
Centennial	\$1,289		
Crossings	\$7,724		
Waybury	\$877		
Windstone	\$53,285	\$3,585	
<b>Total:</b>	<b>\$111,536</b>	<b>\$21,130</b>	

### Other Finance updates

Consolidated YTD revenues for the CDA through November were \$14,133,493 and expenses were \$9,366,643. **Net Operating Income was \$4,766,850, 32% over budget.** YTD Revenues for the properties were \$7,279,954 and expenses were \$4,537,716. **Net Operating Income was \$2,742,238, 17% over budget.**

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	41
Total resales YTD	2
# of families helped	74
Waiting list	2
Acquisition this month	-
Funding amount by source for current acquisitions	N/A
Community	N/A

**Notes:**

Vacant Lot at 413 Franklin Ave NE, Watertown, Grant Funds awarded 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	12		39
# of Financing Events	3	-	2		5
Total Financing/Investment	\$111,000	-	\$170,000		\$281,000
New Business Starts	-	-	-		
Business Expansions	-	-	2		2
New FT Jobs	-	-	2		2
New PT Jobs	-	-	3		3

### MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

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

	# 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 – Carver	103 Unit Senior Workforce Hsg	\$85,000
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	Chanhassen	Downtown Guideline	\$7,500
2023	Pre Development	New Germany	Sewer Feasibility	\$1,372.55 Remaining
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)**

	2024 new assessments	Underway (anticipated 2025 assessment)	2023 Paid Off	Total active assessments
Applications	8	11	2	61

**ECONOMIC DEVELOPMENT (social media)**

**FACEBOOK choosecarvercounty**

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Facebook Reach	94	3,982	1,091		
Facebook Visits	87	422	341		
Facebook Page new likes	2	31	13		

**CHOOSECARVERCOUNTY.COM**

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
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Page Views	-	-	-		
Average Engagement	-	-	-		
Top 3 Pages	-	-	-		

***CHOOSECARVERCOUNTY.COM OFFICIALLY WENT LIVE OCTOBER 2<sup>ND</sup>, 2023!***

**ADMINISTRATIVE/OTHER ITEMS OF INTEREST**

Human Resources:

The CDA will be doing a Salary Study in 2024 with an anticipated completion date of June 2024.

Carver Oaks Senior Residence was recommended for funding by MN Housing at the December 14, 2023 board meeting. Carver Oaks will be located in the City of Carver. It is a 43-unit senior property.

Trail’s Edge Senior was not recommended for funding by MN Housing at the December 14, 2023 board meeting.





400 Wabasha St. N.  
Suite 400  
St. Paul, MN 55102

December 15, 2023

Julie Frick  
Carver County CDA  
705 Walnut St N  
Chaska, MN 55318

**Re: Multifamily Consolidated Request for Proposals**  
**D8292 M19264 Carver Oaks Senior Residence - Deferred Loan with 4% Housing Tax Credits Proposal**  
**Project Type: Senior**

Dear Julie Frick:

Congratulations! I am pleased to inform you that the Minnesota Housing board has approved your application for further consideration.

This year, Minnesota Housing received 97 multifamily applications requesting approximately \$82.5 million in housing tax credits (HTCs) and \$440 million in deferred loans for the 2023 Multifamily Consolidated RFP/2024 HTC Round 1 funding round, and your proposal was selected for further underwriting in this highly competitive process. The total number of selection points awarded to your proposal can be found in the Scoring Information section of Customer Project Documents in the Multifamily Customer Portal.

While your proposal met Minnesota Housing's initial criteria for selection, this letter is neither a reservation of HTCs nor a commitment by Minnesota Housing to provide financing. The amount(s) is (are) listed on the following attachment. Note that rankings of 9% HTC applications are not final until the conclusion of the appeals process and are subject to change.

If selected for Low and Moderate Income Rental (LMIR) or deferred financing with 9% HTCs, deferred financing only, or deferred financing with a 4% HTC financial structure, a second letter will communicate the rent/income restrictions, financing structure, and funding conditions, if applicable.

You will be contacted by Minnesota Housing staff regarding an initial launch meeting. In the meantime, if you have questions, please contact Nicola Viana at [nicola.viana@state.mn.us](mailto:nicola.viana@state.mn.us) or 651.296.8277.

Thank you for helping meet the affordable housing needs of Minnesotans. We are grateful for your partnership and look forward to working with you on this project.

Sincerely,

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

James Lehnhoff  
Assistant Commissioner, Multifamily Division

Enclosure

Link to [Multifamily Consolidated Request for Proposals/Housing Tax Credits Funding Rounds](#)



# Board of Commissioners

## Request for Board Action

Meeting date: December 21, 2023

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

**TITLE:** Approval of Write-Off of Past Tenant Balances for November 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 November 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: Shanika Bumphurs, Director of Property Management

**Tenant Unpaid Charges**

Status = Past

Property	Unit	Tenant Status	Charge Type	Current Owed	Amount Paid
<b>bluff</b>					
<b>Resident 1</b>					
	105	Past	CLEAN	\$255.00	
	105	Past	DAMAGE	\$1,405.00	
	105	Past	DAMAGE	\$981.48	\$95.49
<b>Total For Resident 1</b>				<b>\$2,641.48</b>	<b>\$95.49</b>
<b>hilltop</b>					
<b>Resident 2</b>					
			LEGAL	\$567.00	
	H1B	Past	DAMAGE	\$658.92	
		Past	LATE	\$110.00	
		Past	RENT	\$3,601.67	
<b>Total For Resident 2</b>				<b>\$4,937.59</b>	
<b>ph</b>					
<b>Resident 3</b>					
	640SANTA	Past	DAMAGE	\$1,756.47	
	640SANTA	Past	LATE	\$78.83	\$0.77
<b>Total For Resident 3</b>				<b>\$1,835.30</b>	<b>\$0.77</b>
<b>waybury</b>					
<b>Resident4</b>					
	120	Past	DAMAGE	\$2,108.12	\$324.58
<b>Total For Resident 4</b>				<b>\$2,108.12</b>	<b>\$324.58</b>
<b>Total</b>				<b>\$11,522.49</b>	<b>\$420.84</b>



# Board of Commissioners

## Request for Board Action

Meeting date: December 21, 2023

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular - Consent

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

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

**SUMMARY:** In November 2023, the Carver County Community Development Agency (CDA) had \$1,135,786.84 in disbursements and \$154,790.31 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 November, 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 November 2023 Record of Disbursements is approved as written.

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - November 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 November 2023**

	<b>Date</b>	<b>Amount</b>	<b>Total</b>
<b>Carver Homes</b>	11/01/23	\$29,025.95	
	11/08/23	\$5,103.12	
	11/15/23	\$20,933.15	
	11/22/23	\$18,492.45	
		<hr/>	\$73,554.67
<b>CDA</b>	11/01/23	\$108,615.24	<b>(1)</b>
	11/08/23	\$200,803.35	<b>(2)</b>
	11/15/23	\$216,956.91	<b>(3)</b>
	11/22/23	\$64,773.58	
		<hr/>	\$591,149.08
<b>Properties</b>	11/01/23	\$55,763.60	<b>(4)</b>
	11/08/23	\$266,863.44	<b>(5)</b>
	11/15/23	\$59,818.54	<b>(6)</b>
	11/22/23	\$88,637.51	<b>(7)</b>
		<hr/>	\$471,083.09
<b>Total November 2023 Disbursements</b>			<b><u>\$1,135,786.84</u></b>
 <b>November 2023 Payroll</b>			
	11/08/23	\$77,170.42	
	10/25/23	\$77,619.89	
		<hr/>	<hr/> <b>\$154,790.31</b>

Disbursement detail is available in the Finance Office

- (1) Kaas Wilson - Architect fees for Carver Place - \$52,000**
- (2) Project One Construction - progress billing - rehab for Hilltop/Mayer \$80,000  
City of Carver - CGPI grant - Mizzy's Pizza - \$90,000**
- (3) Carver County - Health, Dental Life \$36,400  
Apple Ford - CDA trucks - \$122,300**
- (4) Calyx Design Group LLC - Brickyard site improvements - \$10,500**
- (5) Concrete Science - Oak Grove ramp & sidewalk - \$22,240  
Mint Roofing - Crossings roof - \$180,000**
- (6) US Bank - Waybury debt service - \$34,000  
Robb's Electric - Lake Grace retrofit - \$15,000**
- (7) Mint Roofing - Crossings roof - \$17,000**