



Carver County Community Development Agency

Board of Commissioners Packet

March 16, 2023

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska



- I. CONVENE CARVER COUNTY CDA BOARD MEETING**
- II. CALL TO ORDER BY CHAIR**
- III. AGENDA REVIEW & ADOPTION**
- IV. CONSENT AGENDA**
- V. PUBLIC PARTICIPATION**

CARVER COUNTY CDA REGULAR BOARD MEETING
705 N. Walnut Street, Chaska, MN
March 16, 2023 – 5:00 p.m.

AGENDA-Revised

I. CONVENE CARVER COUNTY CDA BOARD

II. CALL TO ORDER BY CHAIR

III. AGENDA REVIEW AND ADOPTION

IV. CONSENT AGENDA

- A. Approve Minutes from February 16, 2023, Regular Board Meeting
- B. Approve March 2023 Dashboard

V. PUBLIC PARTICIPATION

VI. DEPARTMENT REPORTS

A. Finance

- 1. Resolution No. 23-07 – Approving the February 2023 Record of Disbursements

B. Community and Economic Development

- 1. Resolution No. 23-08 – Approving the Creation of the Carver County Community Land Trust limited liability company

C. Housing

D. Administrative

VII. OTHER BUSINESS

- A. John Fahey, Carver County Commissioner
- B. Nick Koltavy, Assistant County Administrator Carver County

VIII. UNFINISHED BUSINESS / ITEMS OF INTEREST

IX. ADJOURN

Next Board Meeting/Annual Meeting will be held at the Carver County CDA office, April 20, 2023, at 5 p.m.

The Carver County CDA is committed to the policy that all persons have equal access to its programs, services, activities, facilities, and employment without regard to Race, Color, Creed, Religion, National Origin, Sex, Disability, Age, Marital Status, Familial Status, Sexual Orientation or Status with Regard to Public Assistance. Auxiliary aids for persons with disabilities will be provided upon advance notice of at least 96 hours. If a notice of less than 96 hours is received, the Carver County CDA will attempt to provide such.

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

February 16, 2023

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Molly Koivumaki, Darrel Sudheimer, Adam Teske, Greg Anderson

Staff: Julie Frick, Allison Streich, Karen Reed, Chuck Swanson, Shanika Bumphurs, Kari Steen

Other: John Fahey, Carver County Commissioner
Angie Stacken, Community and Economic Development Coordinator
Sam DiMaggio, Economic Development Manger at City of Chanhassen

Absent: Janette Meyer
Nick Kокtavy, Assistant County Administrator

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY BOARD CHAIR

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

III. AGENDA REVIEW AND ADOPTION

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

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from January 19, 2023, Regular Board Meeting
- Approve February 2023 Dashboard
- Approve the Write-off of Past Tenant Balances for January 2023

Motion by Anderson, Second by Koivumaki. Motion carried.

V. PUBLIC PARTICIPATION

Sam DiMaggio, the Economic Development Manager at the City of Chanhassen, was present at the February 2023 CCCDA Board Meeting – making this meeting her first.

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 23-06 – Approving the January 2023 Record of Disbursements
Motion by Koivumaki, Second by Sudheimer to approve Resolution No. 23-03 as presented. Motion Carried.
2. All ARPA funds have been expended.
3. Avartec was paid in full for a year contract at the beginning of this year. By paying in full, the CDA received a large discount. This is the second year-long contract the Carver County CDA has secured with Avartec.
4. Levy payments were made on for Crossings and Bluff Creek.
5. Snow removal was paid for multiple properties.

B. Economic and Community Development

1. An RFP was created and sent to 19 different companies with the intention to receive bid proposals to find a website development and designer for Choose Carver County. The Choose Carver County website will cover tourism, economic development, and housing.
2. After discussion on the 5 bid proposals made, the Board Members made the final decision to go with Golden Shovel.
3. Motion to choose Golden Shovel was made by Anderson, second by Teske.
4. The tourism budget for the year is \$60,000.
5. Ernst House Updates:
 - i. There will be a grant of \$400,000, \$189,000 from Met Council.
 - ii. The project was presented to the City of Chaska's Heritage Preservation Commission.
 - iii. The goal is to not have an association.

C. Housing

1. The last Trail's Edge South unit has been leased, reaching 100% occupancy before the goal date. Most applicants have received their information about Trail's Edge South from word-of-mouth.
2. Centennial Hills has gotten new furniture.
3. Projects completed at Hilltop include new exterior LED lights, a new entry system, new FOB system, and new LED parking lot lights.
4. A Facebook is in the works to advertise open units.

D. Administrative

1. Working on fitting people into the office.

VII. OTHER BUSINESS

1. Commissioner Fahey gave updates:
 - a. A naming contest is taking place for the newly constructed Lake Waconia Regional Park facility, submissions can be found on the County website.
 - b. Carver County's Encore program will be closing this month. Encore is an adult day program for families to drop off individuals who need care during the daytime. This program has been running for more than a decade. COVID-19 has caused a detrimental decline in staff, there are only 5 current staff members.
 - c. Road construction on Highway 212 between Cologne and Norwood Young America is anticipated to begin in 2024.
 - d. A bad corner on Hwy 25 is in plan to be fixed in the hopes to make it safer.
 - e. Construction on County Road 40 to make it safer, an open house/ meeting to receive public feedback will be taking place.

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST-NONE

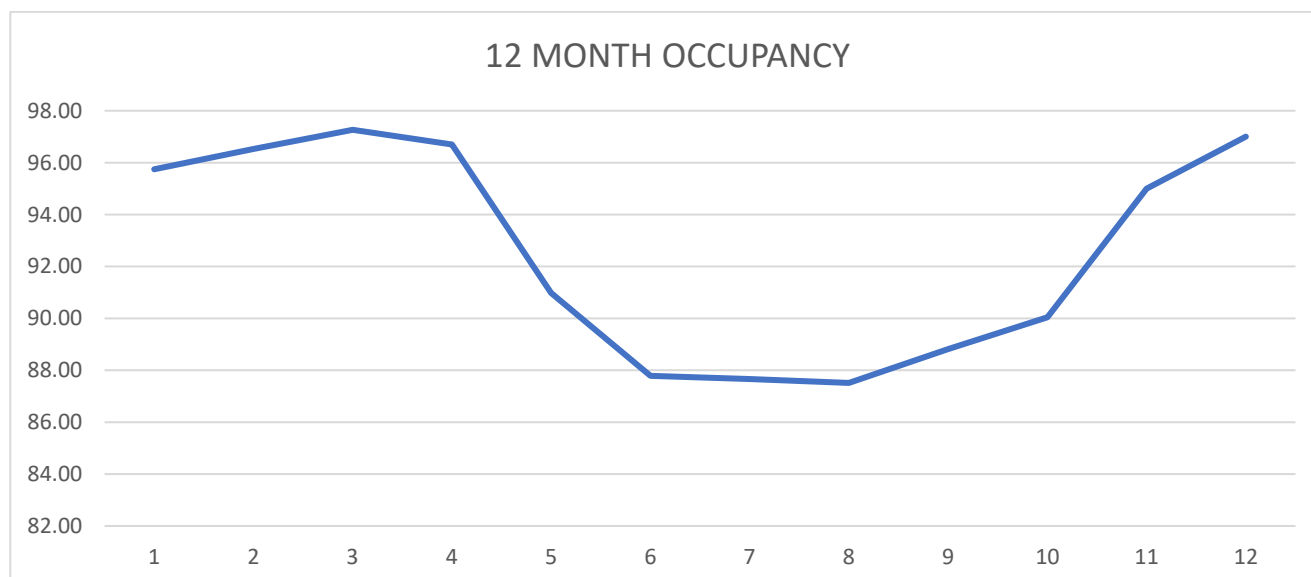
IX. ADJOURNMENT

Motion by Koivumaki, second by Teske to adjourn the meeting at 6:22 p.m. Motion Carried.

HOUSING UPDATES

HOUSING OCCUPANCY

	Workforce	Senior	Total (excluding Trail's Edge)	Trail's Edge South
# Units	335	339	674	60
# Leased	325	328	653	55
Occupancy Rate	97%	97%	97%	92%



***** Please note the decrease in occupancy this month is that Trail's Edge has now been added to this report (going back to July)**

2022 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	Brick and concrete repairs around entire building.	Will need to rebid out this project this spring.
Centennial	Roof	To be completed in the spring.
Crossings	Roof	To be bid out in the spring
Hilltop	Property Transition and Rehab	Indoor projects are in the process of being bid out.

Project Photos

Lake Grace: Kitchen Rehab Before



Lake Grace: Kitchen Rehab After



New Maintenance Uniforms:



New Caretaker Uniforms:



Property Management updates:

The CDA will be switching how rental payments are collected. We will be switching to acceptance of rental payments in two ways. One is the through Rent Café. This is a current option available to residents to pay with a debit/credit card or through ACH with a bank account. The second way will be through WIPS (walk in payment system). WIPS payments can be made at several locations throughout Carver County and can be paid with cash.

We are also looking at implementing the following modules:

- Yardi Energy-This module will help with utility bills payments, recovering excess utility and utility tracking as part of Green Communities for MHFA funded projects.
- Asset IQ-This module is will have all property level data in a dashboard that provides all property specific information in one location so you are able to drill down.
- Maintenance IQ-This will have all maintenance related information in a dashboard similar to Asset IQ.

SPECIAL PROGRAMS			
Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/21-6/30/23	13	100%
Bridges RTC	7/1/21-6/30/23	3	100%
Housing Trust Fund	10/1/21-9/30/23	16	74% (3 searching, 2 applications pending)
CoC PSH	8/1/22-7/31/23	14	79% (1 searching)

Resident Services

Presentations (2022)

Agency	Property	Number of Residents
U of M SNAP ED	Waybury	7
River Valley Health Services	Waybury	10
Medicare Update	Waybury	12
	Centennial	1
	Oak Grove	6
	Crossings	15

2023 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
12	18	Waybury-26 Centennial-3 Crossings-4 Brickyard-4 Trail's Edge-5	5 new

New resident resource packets have been created for all the properties with information specific to the property community.

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).

	Housing Counselors (includes foreclosure prevention, homebuyers, rental, & homeless)-2021	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	1	17	11	9	5		3	3			
Chanhassen	3	45	60	20	1		5	3			
Chaska	16	145	200	174	21		3	9	23	2	
Cologne				3			1	5	1		
Hamburg											
Mayer				10	1				1		
New Germany							4				
NYA		3	49		1		3	5		3	7
Victoria	1		1	3			4	4	1		
Waconia	3	13	69	44	3		2	4	9		
Watertown	2	2		34			4	2	1	7	9
Townships						17	1				
Other	29							1			
TOTAL	55	225	390	297	32	17	30	36	36	12	16

FINANCE

FINANCE				
		February 2023 YTD Actual	February 2023 YTD Budget	Variance
CDA	Revenue	2,581,894	2,523,612	58,282
	Expenses	1,691,360	1,860,699	169,339
	Cash Balance	7,975,139		

		February 2023 YTD Actual	February 2023 YTD Budget	Variance
Properties	Revenue	1,404,564	1,271,262	133,302
	Expenses	745,982	832,131	86,149
	Cash Balance	2,673,231		

Revenue Recapture collected through February

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$2,761	\$836	
Carver Homes	\$10,568		
Bluff Creek	\$ 21		
Oak Grove			
Centennial	\$1,289		
Crossings			
Waybury	\$569		
Windstone			
Total:	\$15,208	\$836	

Other Finance updates

Consolidated YTD revenues for the CDA through February were \$2,581,894 and expenses were \$1,691,360. **Net Operating Income was \$890,534, 34% over budget.** YTD Revenues for the properties were \$1,404,564 and expenses were \$745,982. **Net Operating Income was \$658,582, 50% over budget.** Properties are tracking ahead of budget due to Bluff Creek receiving ARPA funds of \$200,000, for the rehab of the building.

Final ARPA Residential funds disbursed for the month of February totaled \$4,758, with total to date disbursements of \$500,222.

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	38
Total resales YTD	0
# of families helped	68
Waiting list	0
Acquisition this month	0
Funding amount by source for current acquisitions	N/A
Community	N/A

Notes:

2822 Faulkner Drive for sale. Appraised value: (Land = \$100,000 + House = \$235,000) = \$335,000 Listed with Realtor. Have 2 applications that are approved. The first applicant is also interested in another land trust home that is coming up for sale. She wants to look at that one first as it has an additional bedroom.

2817 Faulkner Drive: Received Notice Of Intent To Sell from owner. Home is currently in process of being appraised. Home as one more bedroom than 2822 Faulkner. We have two applicants for two homes and we are hopeful to have these wrapped up in the next 60 days.

Vacant Lot at 413 Franklin Ave NE, Watertown, MN. Looking to write for new funds in 2023

Chaska yards at the Historic Ess Site: (Ernst House Project site) (4 CLT Units) Timeframe: Spring 2023 Permitting and bidding phase
Summer 2023 - Summer 2024 Construction/Rehab phase
Project was approved by Heritage and Planning Commission, but we have now withdrawn that application, are redrawing lot lines and will be submitting for the April 2023 meetings again. We now have it laid out so there is no common ground that needs to be managed by an HOA or the CDA or the City of Chaska. The common areas will be managed through a common shared use agreement similar to the garage.

Habitat for Humanity (4 CLT Units) Two duplexes Currently weathered in Timeframe: Completion Summer/Early Fall 2023

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted					
# of Financing Events					
Total Financing/Investment					
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
2021	Pre Development	Victoria	Victoria South Commercial/Mixed	\$5,000
2021	Pre Development	Chaska	Hwy 41	\$7,500
2022	Community Development	Norwood Young America	Tacoma West Industrial Park	\$100,000
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 February 2023.

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	2	\$449,390	0.0%
Additional Start-up loans	0	0	N/A
Step up loans	1	\$208,905	N/A
Down payment assistance		\$24,500	N/A
TOTALS	3	\$658,295	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2024 new assessments	Underway (anticipated 2024 assessment)	2023 Paid Off	Total active assessments
Applications	0	0	1	53

COVID HOUSING ASSISTANCE PROGRAM

The 2022 COVID Housing Assistance program has now ended. These are the final numbers

Applications received	267
Applications approved	104
Applications denied/withdrawn/not eligible	48
Applications with no response or waiting for documentation	115

TOURISM

TOURISM WEBSITE [visitcarvercounty.com](https://www.visitcarvercounty.com)

	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Total 2022
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
	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Page Views					
Average Engagement					
Top 3 Pages					

We have had our first kickoff meeting with the Golden Shovel team.

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

[Past and Upcoming Events](#)

Deputy Director presenting at the Chanhassen Rotary with a panel on March 15 on housing and homelessness in Chanhassen.

VI. DEPARTMENT REPORTS

A. Finance

B. Economic and Community Development

C. Housing

D. Administrative

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 23-07

RESOLUTION APPROVING THE FEBRUARY 2023 RECORD OF DISBURSEMENTS

BE IT RESOLVED BY CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS, that after review and consideration, the following are approved as presented:

- a.) CDA Record of Disbursements for February, 2023.

Adopted on this 16th day of March, 2023.

**Carver County CDA
Record of Disbursements
For the Month of February 2023**

	Date	Amount		Total
Carver Homes	02/01/23	\$17,866.06		
	02/08/23	\$21,678.62		
	02/16/23	\$25,290.93		
	02/22/23	\$21,220.68		
		<hr/>		\$86,056.29
CDA	02/01/23	\$56,447.72	(1)	
	02/08/23	\$32,161.17		
	02/16/23	\$92,668.61	(2)	
	02/22/23	\$43,765.48		
		<hr/>		\$225,042.98
Properties	02/01/23	\$148,929.76	(3)	
	02/08/23	\$39,973.23		
	02/16/23	\$41,689.34		
	02/22/23	\$235,745.29	(4)	
		<hr/>		\$466,337.62
Total February 2023 Disbursements				<u>\$777,436.89</u>
February 2023 Payroll	02/01/23	\$72,981.33		
	02/15/23	\$73,914.14		
		<hr/>		<u>\$146,895.47</u>

- (1) **Laketown Township - \$7,500 CGPI - Pre-development gran
MN Deferred and HSA contribution - \$4,000**
- (2) **Electric Fire & Security - \$29,000 - Security system for Hilltop and Mayer Elderly
Carver County - \$35,000 - Health, Dental, Life**
- (3) **US Bank - \$34,500 debt service - Waybury
Susan Ilten - \$55K - Centennial Hill furniture**
- (4) **Clear interfund Properties to CDA - \$142,000**

CARVER COUNTY CDA REQUEST FOR ACTION

- MEETING DATE:** March 16, 2023
- AGENDA ITEM:** Approval of Resolution Authorizing Formation of Carver County Community Land Trust
- PREPARED BY:** Julie Frick, Executive Director
- DISCUSSION:** Introduction:
- The Carver County CDA has administered the Carver County Community Land Trust to promote affordable housing as a “Program” since adoption of Resolution No. 09-28.
- The CDA will be taking title to the real estate associated with the West Creek Project. Counsel for the CDA has recommended the need to create a legal entity to accept, hold and convey property through the formation of the Carver County Community Land Trust (CCCLT).
- The purpose of this RFA is to authorize and direct CDA staff to execute and file the Articles and Operating Agreement for the formation of the Carver County Community Land Trust
- FINANCIAL IMPACT:** Filing fees \$300-500
- ALTERNATIVES:**
1. Approve the Resolution
 2. Do not approve the Resolution
- STAFF RECOMMENDED MOTION:**
1. Board approval of the Resolution
- ATTACHMENTS:**
1. CDA Resolution 23-08

Reviewed by: _____
Julie Frick, Executive Director

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 23-08

Approving the creation of the Carver County Community Land Trust ("CCCLT") limited liability company in connection with the construction and financing of housing

WHEREAS, the Carver County Community Development Agency ("CDA") is authorized under Minnesota Statutes, Section 469.012, Subd. 2j, to become 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 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, it is in the best interest of the CDA to form a single purpose limited liability company to serve as the sole member of the CCCLT to hold real estate to support certain housing projects.

1. The Articles of Organization, 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 shall be inserted in the CCCLT corporate minute book and made a permanent part of its records.

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

3. The CDA, as the sole member of the CCCLT, is authorized to pay, or cause to be paid, all charges and expenses arising out of the organization of the CCCLT, and to reimburse any persons who have made any disbursements therefore, consistent with the policies and procedures of 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 liability company pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 322C for the purpose of creating a single purpose entity to own land to support certain housing projects.

2. All actions taken by staff of and counsel to the CDA to create the CCCLT in accordance with the laws of the State of Minnesota are hereby ratified and confirmed.

3. The Executive Director is authorized and directed to execute and deliver on behalf of the CDA any and all documents necessary or convenient to create CCCLT which is to be filed with the Minnesota Secretary of State.

4. The initial fiscal year of the Project Owner and the General Partner shall end December 31, 2023.

5. The CDA's Executive Director or her designee is authorized to open an account or accounts in the name of the CCCLT with Old National Bank, which is hereby designated as the CCCLT's depository, and to execute such documents or certificates necessary or convenient in order to open such accounts.

6. As long as the sole member of the CCCLT is the CDA the CCCLT shall be subject to the provisions of Minnesota Statutes, Section 469.001 to 469.047, and other laws that apply to housing and redevelopment authorities, in accordance with Minnesota Statutes, Section 469.102, Subd. 2j.

Adopted this 16th day of March 2023.

Chair

Attest:

Secretary

IX. ADJOURNMENT