



Carver County Community Development Agency

Board of Commissioners Packet

May 18, 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

May 18, 2023 – 5:00 p.m.

AGENDA

I. CONVENE CARVER COUNTY CDA BOARD

II. CALL TO ORDER BY CHAIR

III. AGENDA REVIEW AND ADOPTION

IV. CONSENT AGENDA

- A. Approve Minutes from April 20, 2023, Regular Board Meeting
- B. Approve May 2023 Dashboard
- C. Approve the Write-off of Past Tenant Balances for April 2023
- D. Approve CDA Electronic Fund Transfer Policy

V. PUBLIC PARTICIPATION

VI. DEPARTMENT REPORTS

A. Finance

- 1. Karen Reed - Resolution No. 23-12 – Approving the 2022 Audit
- 2. Karen Reed - Resolution No. 23-13 – Approving the April 2023 Record of Disbursements

B. Community and Economic Development

- 1. Chuck Swanson - Tourism Logo Discussion

C. Housing

- 1. Allison Streich - Resolution No. 23-14- Approval of Certification and Acceptance of Bridges Grant Funds for the 2023-2025 Grant Term
- 2. Allison Streich - Resolution No. 23-15 - Approval of Certification and Acceptance of Bridges RTC Grant Funds for the 2023-2025 Grant Term
- 3. Allison Streich - Resolution No. 23-16 – Approval for Procurement for Crossings at Town Centre
- 4. Shanika Bumphurs – Occupancy Update
- 5. Shanika Bumphurs – Digital Screens

D. Administrative

- 1. Letter of Intent was submitted to the Broker for Gateway Place

VII. OTHER BUSINESS

- A. John Fahey, Carver County Commissioner
- B. Nick Koktavy, 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, June 15, 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

April 20, 2023

MINUTES

PRESENT:

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

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

Other: John Fahey, Carver County Commissioner – joined at 5:28 pm
Nick Koktavy, Assistant County Administrator

Absent:

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 revised agenda presented. Motion by Anderson, Second by Koivumaki.
Motion carried.

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from March 16, 2023, Regular Board Meeting
- Approve April 2023 Dashboard

Motion by Sudheimer, second by Anderson. Motion carried.

- Approve the Write-off of Past Tenant Balances for March 2023-Pulled for questions but then added back to consent agenda with no questions.

Motion by Koivumaki, second by Teske. Motion carried.

V. PUBLIC PARTICIPATION - NONE

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 23-08 – Approving the March 2023 Record of Disbursements
Motion by Teske, second by Anderson to approve Resolution 23-08 as presented.
Motion carried.

B. Economic and Community Development – Chuck Swanson

1. Update of Ernst/Ess House – the original building designs are not changing, minimal changes to lot lines have been approved.
2. Golden Shovel – Staff continue to work on the Tourism/Economic Development Website.
3. Cooper's – City of Chaska has initiated an appraisal. The CDA will need to create a Limited Liability Corporation (LLC) for a Commercial Land Trust.

C. Housing – Allison Streich

1. Resolution No. 23-09 – Approval of Procurement for Hilltop and Mayer Elderly. Motion by Anderson, second by Koivumaki to approve Resolution No. 23-09 as presented. Motion carried.
2. Resolution No. 23-11 – Approve Rejection of all Bids and Authorizing Staff to Re-Bid Crossings Roof Project. Motion by Sudheimer, second by Teske to approve Resolution No. 23-11 as presented. Motion carried.

D. Administrative - Julie Frick

1. Resolution No. 23-10 – Approval of Appointment of Authorized Signatory. Motion by Anderson, second by Teske to approve Resolution No. 23-10 as presented. Motion carried.
2. HR update – Fair Housing training due by the end of April.
3. Celebration for West Creek Apartments will take place May 4th.

VII. OTHER BUSINESS

1. Commissioner Fahey updates:
 - a. Third snowiest year on record – 30 snowfalls that took an immense amount of labor.
 - b. Carver County was named the healthiest County in Minnesota for the 11th year in a row.
 - c. MNDOT will be repairing and widening the shoulders of Cologne roads and bridges to make it safer for semi-trucks. There will also be a new bridge constructed on 212 and County Road 51.
2. Assistant County Administrator Carver County Nick Koltavy updates:
 - a. The “Connect Up Carver” project will be completed by December of 2024 and will not cover all rural areas.
 - b. August 15 – CCCDA 2024 Budget work session - Carver County Board.
 - c. September 5 – CCCDA 2024 Budget approval – Carver County Board
 - d. The Carver County website domain name has been changed to .gov (carvercountymn.gov).
 - e. Flood preparation is underway.

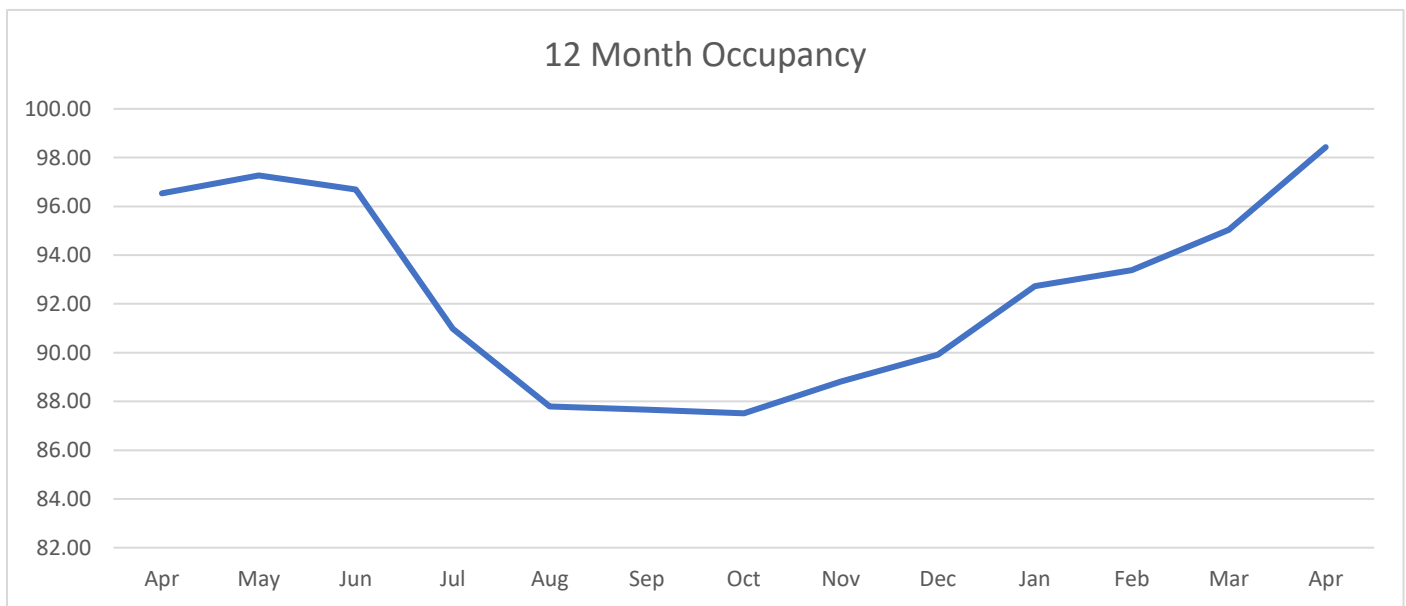
VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

IX. ADJOURNMENT

Motion by Koivumaki, second by Teske to adjourn the meeting at 6:13 p.m. Motion Carried.

HOUSING UPDATES

HOUSING OCCUPANCY			
	Workforce	Senior	Total
# Units	395	339	734
# Leased	378	326	704
Occupancy Rate	97%	96%	96%



12 Month Occupancy Report now includes Trail’s Edge South units in the total unit count

2023 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	Brick and concrete repairs around entire building.	Working on bid documents for phased approach.
Centennial	Roof Garage make-up air system	Work to start the week of May 15. Work completed.
Crossings	Roof	Approval of vendor in board packet.
Hilltop	Property Transition and Rehab	Unit rehabs awarded. Working on bidding out parking lot.

Property Management updates:

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

Staffing News:

Congratulations to:

- Terry Hintz for passing his Boilers License Exam
- Andra Willis for passing her Rural Development Specialist Certification

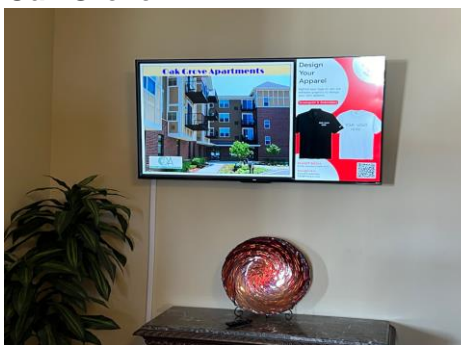
Digital Screen Televisions:

- Digital Screens are being installed at properties. The software, service, equipment, and installation was no cost to us. The screens are essentially a digital bulletin board that will allow us to post communications to residents.

Crossings:



Oak Grove:



Brickyard:



Waybury:



Spring Projects:

Mulching at Lake Grace:



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	87% (1 searching, 1 zero hap)
CoC PSH	8/1/22-7/31/23	14	79% (1 lease up, 2 searching, 2 applications)

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

2023 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
25	22	Waybury-26 Centennial-3 Crossings-4 Brickyard-4 Trail's Edge-5	8 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).

	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

		April 2023 YTD Actual	April 2023 YTD Budget	Variance
CDA	Revenue	4,817,548	4,987,861	(170,313)
	Expenses	3,463,304	3,726,343	263,039
	Cash Balance	7,349,933		

		April 2023 YTD Actual	April 2023 YTD Budget	Variance
Properties	Revenue	2,471,838	2,549,063	(77,225)
	Expenses	1,620,024	1,707,246	87,222
	Cash Balance	2,606,913		

Revenue Recapture collected through April

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	\$10,568	\$14,967	
Bluff Creek	\$ 21		
Oak Grove			
Centennial	\$1,289		
Crossings			
Waybury	\$569		
Windstone	\$2,004		
Total:	\$19,843	\$15,803	

Other Finance updates

Consolidated YTD revenues for the CDA through April were \$4,817,548 and expenses were \$3,463,304. **Net Operating Income was \$1,354,244, 7% over budget.** YTD Revenues for the properties were \$2,471,838 and expenses were \$1,620,024. **Net Operating Income was \$851,814, 1.0% over budget.**

Tyler See, Audit Manager at Abdo, will be presenting the 2022 CDA audit.

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	38
Total resales YTD	1
# of families helped	69
Waiting list	0
Acquisition this month	0
Funding amount by source for current acquisitions	N/A
Community	N/A

Notes:

2817 Faulkner Drive: Received Notice of Intent to Sell from homeowner currently considering their options
 Vacant Lot at 413 Franklin Ave NE, Watertown, will apply for funding in 2023

Chaska Yards (Ernst/Ess Project) Construction/Rehab phase. Start summer 2023, complete summer 2024.
 Habitat for Humanity (4 CLT Units) Two duplexes, completed Summer/Fall 2023.

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted	15				
# of Financing Events	3				
Total Financing/Investment	\$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
2021	Pre Development	Victoria	Victoria South Commercial/Mixed	\$5,000
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 March 2023.

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	4	\$963,372	26%
Additional Start-up loans	3	\$831,922	N/A
Step up loans	5	\$1,556,117	N/A
Down payment assistance		\$77,000	N/A
TOTALS	12	\$3,351,411	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

TOURISM

TOURISM WEBSITE 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					

Tourism Logo



ADMINISTRATIVE/OTHER ITEMS OF INTEREST

The installation of office cubes is scheduled for May 24th and 25th

Currently waiting for an appraisal on the current Humanity Alliance property, Unite Lodge, in Victoria.

Legislative:

Huge wins for housing at the State Capitol, \$1B for housing.

Affordable Housing Production & Preservation:

- Challenge Program increased investment for both rental & homeownership
- Greater MN Workforce Housing fund (NEW)
- Community Stabilization fund for Naturally Occurring Affordable Housing (NEW)
- Bonds for Affordable Housing including Housing Infrastructure Bonds and Public Housing Rehab
- Local Housing Trust Fund matching dollars

Rental Assistance and Housing Supports:

- Emergency Rental Assistance via FHPAP
- Increased funding for Homework Starts with Home, Bridges & Housing Trust Fund
- Landlord Risk Mitigation program
- Bring It Home state housing voucher

Homeownership:

- Home Ownership Assistance Fund
- First Generation Homebuyer (NEW)
- HECAT
- Homeownership Investment Grants

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: May 18, 2023

AGENDA ITEM: Approval of Write-Off of Past Tenant Balances for April 2023

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture.

History

When past tenants move out with a balance, the tenant has 45 days to contact the CDA to either pay the balance 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. Leaving the balance on the books overstates property income.

However, 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.

The Board approved the CDA Write-Off Policy at the October 2016 meeting.

Current

The Carver County CDA Past Tenant Aged Receivable Write-off amount for April 2023 is \$1,400.44.

**FINANCIAL
IMPACT:** \$0

ALTERNATIVES: 1. Approve the motion
2. Do not approve the motion

**STAFF
RECOMMENDED
MOTION:** 1. Board approval of the motion

ATTACHMENTS: 1. CDA Past Tenant Aged Receivable Write-Off for April 2023

Reviewed by:

Julie Frick, Executive Director

Tenant Unpaid Charges

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Charge Type	Account Number	Current Owed	Amount Paid	Remark
hilltop									
Resident 1									
	C-184614	1C	Past	01/01/2023	RENT	311100000	\$20.80		\$193.20 Tenant Rent (01/2023)
	C-188587	1C	Past	02/01/2023	RENT	311100000	\$214.00		\$0.00 February rent
	C-190378	1C	Past	03/01/2023	RENT	311100000	\$214.00		\$0.00 March rent
	C-192185	1C	Past	04/06/2023	RENT	311100000	\$43.00		\$0.00 Tenant Rent (04/2023) 6 days
	C-192178	1C	Past	04/24/2023	CLEAN	312002000	\$808.00		\$0.00 removal of personal items
	C-190280	1C	Past	03/11/2023	LATE	312004000	\$10.00		\$0.00 Tenant Late Charge
Total For Soland							\$1,309.80		\$193.20
Windstn									
Resident 2									
	C-188364	F110532	Past	02/15/2023	CLEAN	312002000	\$90.64		\$109.36 charge for cleaning unit after move out
Total For Anderson							\$90.64		\$109.36

Property Code	Charge Type	SubTotal
hilltop		
	CLEAN	808.00
	LATE	10.00
	RENT	491.80
	hilltop	1,309.80
windstn		
	CLEAN	90.64
	windstn	90.64
	Grand Total	1,400.44

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: May 18, 2023

AGENDA ITEM: Approval for written Electronic Funds Transfer Policy

PREPARED BY: Karen Reed, Director of Finance

DISCUSSION: Electronic Funds Transfer (EFT) Policy

Current

In the course of the 2022 CDA audit, it was cited by Abdo that the Agency is required to have an approved, written Electronic Funds Transfer policy in place per Minnesota Statute 471.381 addressing Minnesota City, Town, and County Obligations and Payments. While the CDA has always had an approval process in place for EFT payments, we did not have a written policy.

We are requesting approval of the attached written policy.

Reviewed by:

Julie Frick, Executive Director

Electronic Payments Policy

General

Electronic payments are financial transactions that are often initiated through the use of computer terminals, online banking, automated phone systems or other methods of electronic funds transfer, in an effort to reduce cost and improve security and efficiency.

Use of the electronic payments will:

- Reduce the storage, handling, and processing of paper checks.
- Reduce the time spent on reconciliation.
- Reduce the risk of lost or stolen checks and the cost of check reissuance.
- Reduce security risks, including reducing the visibility of information used in check payment fraud.
- Improve the tracking of payments through enterprise resource planning (ERP) systems and integration with banking technologies.

Definitions – Types of Electronic Fund Transfers (EFT's)

Automated clearing house (ACH) – movement of funds in a batch process, which is best for high volume, low to medium dollar transactions such as payroll, expense reimbursement, and routine vendor payments, as the cost per transaction is low relative to other forms of electronic payment.

Wire transfer – immediate movement of funds between bank accounts with guaranteed settlement, which is most suitable for high dollar transactions because the cost per transaction is high relative to other forms of electronic payment.

Purchasing cards – credit cards issued in order to reduce the volume of local “house” accounts, purchase orders issued or to eliminate petty cash. Purchasing cards are used at the point of sale, which is convenient for the customer, and payments are made in aggregate. Vendors that accept the payment pay a processing fee. There is usually no cost to the government, and the issuing bank may provide a rebate based on transaction volume.

Electronic accounts payable – a credit card transaction, often without physical cards, that allows governments to pay invoices electronically. These transactions are like purchasing cards but occur after the point of sale and thus do not provide the processing benefits of purchasing cards. As with purchasing cards, the vendor pays a processing fee, and the government usually receives a rebate.

Policy

The CDA ensures that the use of electronic fund transfers and receipts are initiated, executed and approved in a secure manner, and are also consistent with the CDA Procurement Policy, Credit Card

policy and other policies the CDA has regarding the issuance of various forms of payment included in the Agency Bylaws and Personnel Policy. Transfer and receipt procedures will also adhere to CDA internal control matrix templates and guides on file with audit documentation that are reviewed annually.

All EFT payments will be coordinated and submitted through the Finance department. The Finance Director, in conjunction with the Accounting Technician, will ensure that the proper approvals and agency policies have been followed before processing EFT payments. The CDA processes the following types of EFT payments:

Auto withdrawals from pre-approved vendors

- Payroll and payroll taxes withdrawals – initiated by payroll vendor after submission of payroll transmittal, subject to contract signed by Executive Director
- Pension and health savings accounts deposits: Initiated by Finance Director or Human Resources Director, subject to contract signed by Executive Director or Finance Director. Reconciled with payroll reports monthly and at year end audit.

Interfund transfers between CDA bank accounts: Funds transferred between CDA properties and the CDA primary bank account for reimbursement of rebillable expenses (payroll, benefits and management fees). Initiated by Finance Director. Reconciled monthly and at year end audit.

Wire transfers: Initiated at the request of the Executive Director for acquisition or development of property.

Vendor payments: Initiated by the Finance Department through the Yardi software system, at the request of the vendor. Vendor must provide all required documentation in application for ACH payments through Yardi Vendor Café, including validation of bank account information.. The CDA has no access to vendor bank account information.

VI. DEPARTMENT REPORTS

A. Finance

B. Economic and Community Development

C. Housing

D. Administrative

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 23-12

RESOLUTION ACCEPTING THE 2022 AUDIT

FOR THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

WHEREAS, the Carver County Community Development Agency (herein called the “CDA”) entered into a services contract for the 2022 Audit to be completed by ABDO and

WHEREAS, it is required that the Carver County Community Development Agency provide via a contract a yearly audit, and

NOW, THEREFORE, BE IT RESOLVED BY THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS to accept the 2022 Audit as presented by ABDO.

Adopted on this 18th day of May 2023

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 23-13

RESOLUTION APPROVING THE APRIL 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 April, 2023.

Adopted on this 18th day of May, 2023.

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

	Date	Amount	Total
Carver Homes	04/03/23	\$14,543.56	
	04/12/23	\$15,742.03	
	04/19/23	\$30,100.96	(1)
	04/26/23	\$9,619.62	
		<hr/>	\$70,006.17
CDA	04/03/23	\$67,541.56	(2)
	04/12/23	\$54,652.16	(3)
	04/19/23	\$324,680.79	(4)
	04/26/23	\$83,612.78	(5)
		<hr/>	\$530,487.29
Properties	04/03/23	\$105,866.67	(6)
	04/12/23	\$101,986.47	(7)
	04/19/23	\$137,782.40	(8)
	04/26/23	\$97,405.29	(9)
		<hr/>	\$443,040.83
Total April 2023 Disbursements			<u><u>\$1,043,534.29</u></u>
April 2023 Payroll			
	04/12/23	\$71,028.52	
	04/26/23	\$68,742.75	
		<hr/>	<u><u>\$139,771.27</u></u>

- (1) State Farm (Property insurance) - \$11,000 - PH
- (2) Golden Shovel - \$28,500 - tourism
HART - \$16,500 - pension contribution
- (3) Abdo - \$30,000 - progress billing on audit
- (4) State Farm \$233,000 - property insurance
Carver County - \$28,000 - health, dental, life
JW Mechanical - \$23,900 - Water Heaters - Hilltop I & II
- (5) MacDonald & Marck Architects - \$13,440 - Ernst House
Minnesota Office Furniture - \$18,100 - down payment on work stations
Wire Masters - \$9,500 - security cameras for Hilltop and Mayer Elderly
- (6) Susan Ilten Design (Furniture & design) - \$15,000 - Centennial common area refurbishing
Premier Heating & Cooling (magic pacs x 2) - \$10,000 - Crossings
Interior Design Carpet, LLC (unit turn flooring) - \$10,000 - Crossings
- (7) US Bank - \$34,000 debt service - Waybury
- (8) State Farm (Property insurance) - \$84,000 - Waybury & Windstone
- (9) Clear interfund Properties to CDA - \$50,000

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: May 18, 2023

AGENDA ITEM: Resolution No. 23-14 Approval of Certification and Acceptance of Bridges Grant Funds for the 2023 - 2025 Grant Term

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

The Carver County CDA in conjunction with Carver County Health and Human Services, applied for continued funding for its Bridges Program through Minnesota Housing and was approved for funding.

History

The Minnesota Housing Finance Agency (Minnesota Housing), in partnership with the Minnesota Department of Human Services Mental Health Division (DHS-MHD), manages the Bridges Rental Assistance Program (Bridges). Minnesota Housing enters into contracts with local Housing Agencies to provide assistance to eligible households. Bridges goals are to:

- Provide housing subsidies for People with Mental Illness who are experiencing housing instability in order to bridge the time until a federal or other permanent housing subsidy program is available.
- Maintain and foster the integration of People with mental illness into their communities through a partnership of housing subsidy and supportive services.

Bridges provides a temporary housing subsidy for participants in which at least one adult member has a mental illness and whose household gross income is under 50 percent of the area median. Bridges funds may be used to pay rent directly to a landlord, security deposits, application fees, and the full rent for up to 90 days during a medical or psychiatric crisis. The housing subsidy is provided while the participant is on a waiting list for federal or other permanent housing subsidy program or it is provided to a participant who will apply when the waiting list opens.

Minnesota Housing enters into Bridges Agreements with local Housing Agencies who also manage a permanent housing subsidy program. The Housing Agencies work with applicants and issues monthly housing subsidies that are paid to the landlord on behalf of participants. The Housing Agency partners with a Local Mental Health Entity (LMH Entity) in order to provide access to mental health services. The LMH Entity enters into a Cooperative Agreement with the Housing Agency to define roles and responsibilities under Bridges.

Current Circumstances

The CDA currently serves 13 clients in Carver County under the Bridges program. The CDA was awarded \$299,234 for the 2021-2023 biennium and will continue serving 13 clients.

Financial Impact: No financial impact as the program is funded through MN Housing.

ALTERNATIVES:

1. Approve Resolution No. 23-14
2. Do not approve Resolution No. 23-14 pending additional information

STAFF RECOMMENDED MOTION:

1. Approve Resolution No. 23-14

ATTACHMENTS MN Housing Selection letter

Reviewed by:

Julie Frick, Executive Director

**CERTIFIED COPY OF THE RESOLUTION
ADOPTED BY THE MEMBERS OF
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
BOARD OF COMMISSIONERS**

Resolution No. 23-14

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of 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 May 18, 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 18th day of May, 2023, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Bridges 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 Street N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Two Hundred Ninety Nine Thousand Two Hundred Thirty Four and No/100 Dollars (\$299,234) for the Carver CDA Bridges Rental Assistance Program. 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.

Dated: May 18, 2023

ATTEST: _____
Sarah Carlson, CDA Board Chair

Julie Frick, CDA Executive Director
(SEAL)



400 Wabasha Street North, Suite 400
St. Paul, MN 55102
P: 800.657.3769
F: 651.296.8139 | TTY: 651.297.2361
www.mnhousing.gov

April 28, 2023

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

Sent via email

Re: Bridges Rental Assistance Program Funding

Dear Allison,

We are pleased to inform you that your proposal was approved for funding by the Minnesota Housing board on April 27, 2023. Your application was one of 17 selected for approval, representing a total of \$9,960,149.00 which will provide needed rental assistance to integrate people with mental illness into the community and provide them with housing.

Your organization will be awarded up to \$299,234.00, with a monthly administrative fee per household of \$73.00, for a grant term beginning July 1, 2023, through June 30, 2025. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing, as well as the Minnesota Legislature's approval of Bridges appropriations in sufficient amounts to fund the awards. In addition to the standard requirements for the grant, the following conditions apply to your specific grant:

None.

Enclosed with this letter is the Due Diligence Checklist, the Grant Contract Agreement with Exhibits, a Sample Cooperative Agreement, and a Contact Form. 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 Thursday, May 4, 2023, from 10:00-11:00 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/8920822048228452110>. After registering, you will receive a confirmation email with further instructions.

If you have program specific questions, contact Ellie Miller at ellie.miller@state.mn.us.

Thank you for your continued commitment in serving homeless, disabled, and low-income households and 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 and Exhibits
Sample Cooperative Agreement
Contact Form

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: May 18, 2023

AGENDA ITEM: Resolution No. 23-15 Approval of Certification and Acceptance of Bridges RTC Grant Funds for the 2023-2025 Grant Term

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

The Carver County CDA in conjunction with Carver County Health and Human Services applied for continued funding for its Bridges RTC Program through Minnesota Housing.

History

The Minnesota Department of Human Services, Mental Health Division (DHS-MHD), has been a long-time partner in the implementation of the Bridges program, which provides rental assistance for persons with a serious mental illness, with the goal that they achieve permanent housing stability by transitioning to Section 8 Housing Choice Vouchers or another stable housing option.

In 2011, DHS-MHD approached Minnesota Housing and together the agencies began planning the Bridges RTC pilot program to assist individuals at the Anoka Metro Regional Treatment Center (AMRTC) who no longer need to be at the facility but lack housing options and would be homeless upon exit. AMRTC is a psychiatric hospital serving adults with serious mental illnesses and co-occurring conditions—including substance use disorders, intellectual disabilities, chronic physical illnesses and aging-related dementia—that complicate their recoveries.

In 2012, the Bridges RTC pilot program awarded \$1.2 million to seven grantees across the state to serve up to 87 households per month. Allocations were based on historical intakes to AMRTC.

The Carver County CDA has administered the Bridges RTC Program since 2012. Similar to other tenant rental assistance programs, this program provides subsidy payments for individuals participating in the program.

Current Circumstances

For the grant period of 2023-2025, the CDAs have been awarded a grant in the amount of \$41,664 to continue to serve three households.

Financial Impact: No financial impact as the program is funded through MN Housing.

ALTERNATIVES:

1. Approve Resolution No. 23-15
2. Do not approve Resolution No. 23-15 pending additional information

STAFF RECOMMENDED MOTION:

1. Approve Resolution No. 23-15

ATTACHMENTS MN Housing Selection letter

Reviewed by: _____
Julie Frick, Executive Director

**CERTIFIED COPY OF THE RESOLUTION
ADOPTED BY THE MEMBERS OF
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
BOARD OF COMMISSIONERS**

Resolution No. 23-15

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of 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 May 18, 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 18th day of May, 2023, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Bridges RTC 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 Street N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Forty-Four Thousand Four Hundred Forty-One and No/100 Dollars (\$41,441) for the Carver CDA Bridges RTC Rental Assistance Program. 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.

Dated: May 18, 2023

ATTEST: _____
Sarah Carlson, CDA Board Chair

Julie Frick, CDA Executive Director
(SEAL)



400 Wabasha Street North, Suite 400
St. Paul, MN 55102
P: 800.657.3769
F: 651.296.8139 | TTY: 651.297.2361
www.mnhousing.gov

April 28, 2023

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

Sent via email

Re: Bridges Regional Treatment Center (RTC) Rental Assistance Program Funding

Dear Allison,

We are pleased to inform you that your proposal was approved for funding by the Minnesota Housing board on April 27, 2023. Your application was one of 3 selected for approval, representing a total of \$656,116.00 which will provide needed rental assistance to integrate people with mental illness into the community and continue to address complex housing needs for those who are exiting institutions.

Your organization will be awarded up to \$41,664.00 with a monthly administrative fee per household of \$73.00 for a grant term beginning July 1, 2023, through June 30, 2025. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing, as well as the Minnesota Legislature's approval of Bridges RTC appropriations in sufficient amounts to fund the awards. In addition to the standard requirements for the grant, the following conditions apply to your specific grant:

None.

Enclosed with this letter is the Due Diligence Checklist, the Grant Contract Agreement with Exhibits, a Sample Cooperative Agreement, and a Contact Form. 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 Thursday, May 4, 2023, from 10:00-11:00 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/8920822048228452110>. After registering, you will receive a confirmation email with further instructions.

If you have program specific questions, contact Ellie Miller at ellie.miller@state.mn.us.

Thank you for your continued commitment in serving homeless, disabled, and low-income households and 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 and Exhibits
- Sample Cooperative Agreement
- Contact Form

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: May 18, 2023

AGENDA ITEM: Approval for Procurement at Crossings at Town Centre

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

Roof replacement at Crossings

History

Roof Spec completed an inspection of the roof at Crossings in 2021. It was determined that the roof would need to be replaced.

Current

The project has been awarded to Mint Roofing using the Competitive Proposals method soliciting bids through an RFP. Roof Spec will oversee the entire project.

The improvement project is estimated at a not to exceed of \$500,000. Funds for the project will come from the property surplus and replacement reserves.

FINANCIAL

IMPACT: Not to exceed \$500,000

ALTERNATIVES:

1. Approve resolution 23-16
2. Do not approve the resolution
3. Table upon additional information requested

**STAFF
RECOMMENDED
MOTION:**

1. Board approval of Resolution No. 23-16

ATTACHMENTS: 1. Resolution No.23-16

Reviewed by:

Julie Frick, Executive Director

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION 23-16

Approval of Procurement for Crossings at Town Centre Apartments

WHEREAS, the Carver County Community Development Agency (herein called the CDA) will be accepting a Best Value bid for the roof replacement at Crossings at Town Centre Apartments;

WHEREAS, funds are available from the surplus and replacement reserve accounts for the property.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign a contract/contracts for the project with the Best Value bidder/bidders, in an amount not to exceed \$500,000

Date Adopted: May 18, 2023



Carver County Community Development Agency

May 10, 2023

Steve Michel, President
Heidi Addo, Vice President
Michel Commercial Real Estate

smichel@michelcommercialre.com
haddo@michelcommercialre.com

RE: Letter of Intent Offer to Purchase
Property located at 721 Lake Susan Drive, Chanhassen, MN 55317

Dear Mr. Michel and Ms. Addo:

On behalf of the Carver County Community Development Agency (or its Assignee) (the “CDA”), we hereby present the following Letter of Intent summarizing the proposed terms which staff of the CDA will recommend to the CDA Board of Directors for incorporation into a Purchase Agreement relating to our purchase of the above-referenced property (the “Property”) from West Suburban Housing Partners (or its Assignee) (“Seller”).

1. **Property Address:** 721 Lake Susan Drive, Chanhassen, MN 55318
PID #25.2930020
2. **Purchase Price:** \$7,400,000.00
3. **Earnest Money:** \$10,000 payable when Purchase Agreement is executed. The earnest money will be deposited into escrow with the Title Company and will be fully refundable until Closing. The earnest money will be applied to the Purchase Price payable at closing.
4. **Contingencies:** This Letter of Intent is, and the Purchase Agreement will be, contingent upon receipt of the following, all acceptable to the CDA in its sole and absolute discretion:
 - A. Clear and marketable fee title to the Property;
 - B. Satisfactory Environmental Review of the Property;
 - C. Satisfactory Geotechnical Review of the Property;
 - D. Obtaining financing suitable to the CDA for 100% of the Purchase Price, most probably housing bonds.
 - E. All approvals and appraisals needed relating to the financing of the purchase and development, including but not limited to the approval by the CDA’s Board of Commissioners.
 - F. All governmental approvals needed to allow the CDA’s proposed use on the Property.

5. **Terms of Payment:** Cash, wire transfer or other immediately available funds on the closing date, with credit for the earnest money paid.
6. **Closing Date:** September 30, 2023, or such other time as is provided in the Purchase Agreement.
7. **Seller Responsibilities:** Seller shall provide the following information and/or updated legal documents (at Seller's sole cost and expense):
- A. A current Phase I Environmental Site Assessment.
 - B. An updated ASCM/ALTA Survey of the Property, including topography.
 - C. An Abstract of Title and a current title insurance commitment for an ALTA Owner's Title Insurance Policy, in the full amount of the Purchase Price, from Stewart Title (the "**Title Company**"), which deletes the general exceptions and includes such endorsements as may be requested by the CDA. The title commitment must include legible copies of all documents shown as exceptions on title.
 - D. Any other written documentation information report, inspection or information concerning the most recent property taxes, zoning, Covenants, Conditions and Restrictions Agreements, restrictions on use of the Property, access to roads, appurtenant easements, availability of utilities and title report.
 - E. Copies of any documentation of any tax increment financing, sales or property tax abatement or refund program, or other governmental assistance program affecting the Property.
 - F. A current rent roll, copies of lease, occupancy or other resident agreements, service contracts related to the Property, and a list of personal property owned, leased or used by Seller in the operation of the Property rental history of all tenants and copies of all documentation and information relating to the Property available to Seller.
 - G. At Closing, a Warranty Deed free from encumbrances and clear of any leasehold interests, mortgage, liens, trusts, pledges or security interests or any other encumbrances of a monetary nature.
8. **Investigation/Due Diligence Period:** For the entire period following the execution of the Purchase Agreement until the closing date (the "**Investigation/ Due Diligence Period**"), the CDA shall have the right, but not the obligation, to perform the following procedures:

Physical/Engineering: Inspect the Property.

Regulatory: Investigate all zoning code and other governmental requirements.

Environmental: Review Phase I (provided by Seller) and other studies (if needed). The environmental reports must disclose that there are no hazardous substances in or around the Property. If there are hazardous substances in or around the Property, the CDA may elect not to purchase the Property and the earnest money will be immediately refunded to the CDA. If the CDA elects to purchase the property following its environmental review, Seller shall indemnify and hold harmless the CDA against all environmental issues and conditions related to the Property. Purchaser shall not be responsible for any environmental issues which occurred prior to CDA's occupancy.

Title: Review and perform preliminary title reports and survey.

Use: The Buyer proposed uses include but are not limited to units of multi-family rental apartments, senior independent living rental apartments, garage spaces, and limited commercial and ancillary uses.

The CDA's obligation to complete the purchase of the Property will be contingent upon the verification and approval of title, survey and other matters that are customarily found in an agreement for the purchase and sale of real property, as well as obtaining approvals and licenses necessary to construct and operate the CDA's proposed development of the Property and any required zoning approvals

9. **Prorations, Costs and Deed Taxes:**

Except as provided below, operating expenses, real estate taxes, service contracts and all other items customarily prorated in commercial transactions of this type shall be prorated at closing and shall be reported after closing as soon as final information is available relative to such prorations. Deed taxes will be the sole responsibility of the Seller.

Seller will pay the real estate taxes, special assessments and any penalties and interest thereon due and payable with respect to the Property for all years prior to the year of closing and which are payable in the year of closing, including all real estate taxes and special assessments together with interest thereon which have been deferred. Buyer will pay the deed tax and the cost of recording the general warranty deed. Seller will pay the cost of recording

any documents necessary to perfect its own title or which release any encumbrances.

10. **Purchase Agreement:** Both parties acknowledge that time is of the essence and that they will use commercially reasonable efforts to sign a mutually acceptable Purchase Agreement by June 16, 2023. Within fifteen (15) business days after your acceptance of this Letter of Intent, the CDA will submit a draft Purchase Agreement (the "**Purchase Agreement**") to you for your review. The Purchase Agreement will contain customary conditions to closing, the terms outlined in this Letter of Intent, and such other requirements as the CDA may reasonably request and as the Board of Directors of the CDA may require.
11. **Real Estate Commission:** Seller shall pay all brokerage commissions with respect to the sale of the Property which Seller has incurred. The CDA shall have no responsibility for real estate brokerage fees or commissions as a result of its purchase of the Property.
12. **Attorneys' Fees:** Each of the parties will pay its own attorneys', accountants' and consultants' fees.
13. **Seller Representation and Warranties:** The Seller will provide the CDA usual representations, warranties, and covenants as are customary in a commercial transaction or otherwise required by the CDA, including representations regarding title to the Property, compliance with laws, environmental conditions, legal authority, statutory representations regarding tanks, septic systems and wells and other similar matters. Seller will agree to indemnify the CDA against any losses, costs or expenses arising out of any misrepresentation or breach of a warranty, covenant or agreement. It is anticipated Buyer will receive a general warranty deed.
14. **Destruction/Condemnation:** The CDA may elect not to purchase the Property if any portion of it is condemned or destroyed prior to closing and in such event the CCDA's earnest money shall be immediately refunded.
15. **Omissions:** Any additional information that is not included in this Letter of Intent will be specifically addressed as required.

If the terms of this Letter of Intent are acceptable, please execute the enclosed duplicate copy of this Letter of Intent, sign in the space below, and return both to the Carver County CDA, Attn: Julie Frick, 705 North Walnut Street, Chaska, Minnesota 55318. We will then have our counsel prepare the Purchase Agreement. If Seller has not executed this Letter of Intent or agreed to changes and delivered a copy to the CDA or the CDA's Agent by 5:00 p.m. on May 17, 2023, the terms of this Letter of Intent shall be automatically revoked.

Notwithstanding the above, you agree that while we are negotiating the Purchase Agreement, the Seller will not disclose the terms of this Letter of Intent to, solicit, negotiate with, or enter into an agreement with any

other party for sale of the Property; but if we do not execute a definitive Purchase Agreement for the Property by June 16, 2023, this provision will be of no further effect.

This Letter of Intent shall be non-binding and shall be used only as a reference in preparing a mutually acceptable Purchase Agreement. This Letter of Intent is intended to outline the basic terms for the preparation of a Purchase Agreement, but does not contain all of the terms of a binding contract and is not intended to be a binding contract. We have not completed investigation of the matters covered by this Letter of Intent, and therefore the terms outlined above may be modified as we negotiate the Purchase Agreement. If the CDA's investigation reveals information which, in its sole discretion, would make it inadvisable to proceed with the transaction, the CDA will not be required to proceed, or if for any other reason or no reason the CDA decides not to proceed, the CDA will not be required to proceed. Neither you nor the CDA will be liable by reason of the terms of, or failure to reach definitive agreements regarding, the matters covered by this Letter of Intent.

Thank you for your confidential consideration of this proposal. We look forward to working with you.

Sincerely,

Julie Frick
Executive Director

AGREED & ACCEPTED

SELLER

By: _____
Its: _____
Date: _____

AGREED & ACCEPTED

CDA

Carver County Community Development Agency

By: Julie Frick
Its: Executive Director
Date: 5-10-23

IX. ADJOURNMENT