



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

July 18, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: July 18, 2024

5:00 pm

CDA Boardroom, Chaska, MN

1. Call To Order and Roll Call

2. Audience

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

3. Oath of Office + Code of Conduct

4. Approval of Agenda and Meeting Minutes

A. Approval of Meeting Minutes – June 20, 2024 Regular Meeting

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

A. Approval of July 2024 Dashboard

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

C. Approval of Record of Disbursements – June 2024

6. Regular Agenda

A. Housing Study Presentation – Maxfield

B. Approval of the 2025 CDA Budget

C. Approval to Appoint Allison Streich as Executive Director Effective September 20th, 2024 at the Agreed Upon Salary.

7. Information

A. John Fahey, Carver County Commissioner

B. Nick, Koltavy, Assistant County Administrator Carver County

C. Carver County Levy schedule

i. August 20th, 2024 - County Board work session

ii. September 3rd, 2024 - County Board meeting

D. August Board meeting

i. Work Session to follow August board meeting to discuss 2024-2027 Strategic Plan

D. Adjournment

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:

<https://www.carvercda.org/about-us/board-members>

Next Meeting:

CDA Board of Commissioners Regular Meeting

August 15, 2024 at 5:00 pm

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



Board of Commissioners
Meeting Minutes

Meeting Date: June 20, 2024

5:00 pm

CDA Boardroom, Chaska, MN

Chair Greg Anderson called the meeting to order at 5:00 p.m.

COMMISSIONER ROLL CALL:

Table with 4 columns: Role, Name, Present, Absent. Rows include Chair (Greg Anderson), Vice Chair (Adam Teske), Secretary/Treasurer (Troy Williams), and Commissioner (Jay Rohe).

CDA Staff in attendance:

Table with 2 columns: Role, Name. Rows include Executive Director (Julie Frick), Deputy Director (Allison Streich), Director, Comm. Development (Melodie Bridgeman), Director, Finance (Karen Reed), Director, Housing (Shanika Bumphurs), Director, HR & Operations (Janette Meyer), Maintenance Manager (Chris Rotell), and HR & Operations Specialist (Ellie Logelin).

Others in attendance:

John Fahey, Carver County Commissioner
Nick Kuktavy, Assistant County Administrator Carver County
Heather Goodwin, Carver County Health and Human Services Division Director
Michael Mooney, Manager – HR – Abdo
Michael Mooney left the meeting at 5:25pm

AUDIENCE

No audience members addressed the board.

24-42 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the June 20, 2024, Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the May 16, 2024, Regular meeting be approved as written.

Motion: Teske

Second: Williams

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

Table with 5 columns: Name, Yes, No, Absent, Abstain. Rows include Anderson, Teske, and Williams.



CONSENT AGENDA

24-43 Approval of the June 2024 Dashboard

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

24-44 Approval of Write-Off of Past Tenant Balances for May 2024

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

24-45 Approval of Record of Disbursements – May 2024

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

24-46 Approval of the Execution and Delivery of Certain Documents Relating to the Development of Carver Place Apartments

The Board of Commissioners (the “Board of Commissioners”) of Carver County Community Development Agency, a public body corporate and politic of the State of Minnesota (the “CCCD”), the sole member of CCCDA Carver Place GP LLC, a Minnesota limited liability company (the “General Partner”), the general partner of CCCDA Carver Place LP, a Minnesota limited partnership (the “Partnership”), hereby adopts the resolutions set forth below with respect to the authorization of the following actions of the CCCDA, the General Partner, and the Partnership:

Acquisition of the Property by the Partnership

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

WHEREAS, the CCCDA desires to contribute to the General Partner, and the General Partner desires to accept such contribution (the “GP Real Estate Acquisition”), that certain real property located in the City of Carver, Minnesota, legally described on Schedule 1 attached hereto (the “Property”), pursuant to the terms of that certain Land Contribution Agreement by and between the CCCDA and the General Partner;

WHEREAS, the General Partner desires to contribute the Property to the Partnership, and the Partnership desires to accept such contribution (the “Partnership Real Estate Acquisition” and, together with the GP Real Estate Acquisition, the “Real Estate Acquisition”);

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interest of the CCCDA, the General Partner, and the Partnership to complete the Real Estate Acquisition; and

WHEREAS, the CCCDA, the General Partner, and the Partnership must enter into various documents for the Real Estate Acquisition to occur (collectively, the “Real Estate Acquisition Documents”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the CCCDA, authorizes and approves the Real Estate Acquisition and the execution of the Real Estate Acquisition Documents and any additional documents that may be required with respect to the Real Estate Acquisition.

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively (each an “Authorized Signatory”), is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver the Real Estate Acquisition Documents, as applicable.

Investment in the Partnership by R4 Capital

WHEREAS, R4 CPMN Acquisition LLC, a Delaware limited liability company (the “Limited Partner”) is making capital contributions in the approximate aggregate amount of \$5,927,214.00 to the Partnership in exchange for a limited partnership interest in the Partnership; and

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to admit the Limited Partner as a limited partner in the Partnership.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, authorizes and approves the following actions on behalf of the CCCDA, the General Partner, and/or the Partnership:

1. To determine the appropriate terms and conditions upon which the Limited Partner will make its capital contributions to the Partnership in exchange for its rights and obligations as a limited partner in the Partnership;
2. Without limiting the generality of the preceding resolutions, to cause the CCCDA to guarantee certain obligations of the General Partner and the Partnership;
3. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as any such Authorized Signatory may deem appropriate in connection with any of the foregoing.

RESOLVED, FURTHER, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership with respect to the admission of the Limited Partner to the Partnership:

1. First Amended and Restated Agreement of Limited Partnership of the Partnership;
2. Development Agreement by and between the CCCDA and the Partnership;
3. Guaranty by the CCCDA in favor of the Limited Partner and the Partnership; and
4. Any and all other documents, agreements and certificates to be executed by the Partnership, the General Partner and the CCCDA, in connection with the capital contributions by the Limited Partner and its admission to the Partnership as a limited partner therein.

Bond Financing from MHFA

WHEREAS, the Partnership is obtaining a loan from the Minnesota Housing Finance Agency (“MHFA”) in the approximate amount of \$5,195,000.00 (the “Tax-Exempt Bond Loan”), which loan

is being made from the proceeds of certain tax exempt bonds being issued by the MHFA pursuant to its Bond Bridge Loan Program; and

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to obtain the Tax-Exempt Bond Loan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes and approves the following actions on behalf of the CCCDA, the General Partner and/or the Partnership:

1. To borrow money and obtain other credit or financial accommodations, in the amount of the Tax-Exempt Bond Loan;
2. To discount, sell, assign, transfer, mortgage, or pledge to MHFA or create security interest in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or other property now or hereafter owned by the Partnership, either absolutely with or without recourse, for such consideration as any officer of the General Partner may deem to be appropriate or as security for the payment of the Tax-Exempt Bond Loan;
3. To execute, deliver and perform any and all documents, contracts and instruments pertaining to the Tax-Exempt Bond Loan (collectively, "Tax-Exempt Bond Loan Documents") the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by an officer of the General Partner signing said Tax-Exempt Bond Loan Documents in the name of, and on behalf of, the General Partner and the Partnership;
4. Without limiting the generality of the preceding resolutions, to cause the CCCDA and the General Partner to guarantee the Partnership's obligations with respect to certain obligations of the Partnership to MHFA, if applicable; and
5. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate with any of the foregoing.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership any and all documents, contracts and instruments in connection with the Tax-Exempt Bond Loan.

MHFA LMIR Loan

WHEREAS, the Partnership is obtaining a Low and Moderate Income Rental Program Loan from MHFA in connection with the Project in the approximate amount of \$4,625,000 (the "MHFA LMIR Loan").

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to obtain the MHFA LMIR Loan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes and approves the following actions on behalf of the CCCDA, the General Partner and/or the Partnership:

1. To borrow money and obtain other credit or financial accommodations, in the amount of the

MHFA LMIR Loan from MHFA; and

2. To discount, sell, assign, transfer, mortgage, or pledge, or create security interests in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or any other property now or hereafter owned by the Partnership, either absolutely, with or without recourse, for such consideration as any officer of the General Partner may deem to be appropriate or as security for the payment of the MHFA LMIR Loan;
3. To execute, deliver and perform any and all documents, contracts and instruments pertaining to the MHFA LMIR Loan (collectively the "MHFA LMIR Loan Documents") the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by the General Partner's signing of said MHFA LMIR Loan Documents in the name of and on behalf of, the General Partner and the Partnership;
4. Without limiting the generality of the preceding resolutions, to cause the CCCDA and the General Partner to guaranty the Partnership's obligations with respect to certain obligations of the Partnership to MHFA, if applicable; and
5. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership any and all documents, contracts and instruments in connection with the MHFA LMIR Loan.

MHFA EDHC Loan

WHEREAS, the Partnership is obtaining an Economic Development and Housing Challenge Program Loan from MHFA in connection with the Project in the approximate amount of \$7,166,000 (the "MHFA EDHC Loan").

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to obtain the MHFA EDHC Loan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes and approves the following actions on behalf of the CCCDA, the General Partner and/or the Partnership:

1. To borrow money and obtain other credit or financial accommodations, in the amount of the MHFA EDHC Loan from MHFA; and
2. To discount, sell, assign, transfer, mortgage, or pledge, or create security interests in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or any other property now or hereafter owned by the Partnership, either absolutely, with or without recourse, for such consideration as any officer of the General Partner may deem to be appropriate or as security for the payment of the MHFA EDHC Loan;
3. To execute, deliver and perform any and all documents, contracts and instruments pertaining to the MHFA EDHC Loan (collectively the "MHFA EDHC Loan Documents") the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by the General Partner's signing of said MHFA EDHC Loan Documents in the name of and on behalf of, the General Partner and the Partnership;
4. Without limiting the generality of the preceding resolutions, to cause the CCCDA and the

General Partner to guaranty the Partnership's obligations with respect to certain obligations of the Partnership to MHFA, if applicable; and

5. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership any and all documents, contracts and instruments in connection with the MHFA EDHC Loan.

Subordinate CCCDA Financing

WHEREAS, the CCCDA is obtaining a grant through the Metropolitan Council's Local Housing Incentives Account program in the approximate principal amount of \$450,000.00 (the "LHIA Grant"), and the CCCDA intends to loan the proceeds of the LHIA Grant to the Partnership;

WHEREAS, the CCCDA is obtaining a loan through the Carver County CDA Housing Project Fund in the approximate principal amount of \$1,000,000.00 (the "CDA Fund Loan");

WHEREAS, the CCCDA is obtaining a Sponsorship Loan in the approximate principal amount of \$52,500.00 (the "CDA Sponsorship Loan" and, together with the LHIA Grant and the CDA Fund Loan, the "CCCDA Loans");

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to obtain the CCCDA Loans.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes and approves the following actions on behalf of the CCCDA, the General Partner and/or the Partnership:

1. To lend and/or borrow money and obtain other credit or financial accommodations, in the amount of the CCCDA Loans from the CCCDA;
2. To discount, sell, assign, transfer, mortgage, or pledge to the CCCDA, or create security interests in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or any other property now or hereafter owned by the Partnership, either absolutely, with or without recourse, for such consideration as an officer of the General Partner may deem to be appropriate or as security for the payment of the CCCDA Loans;
3. To execute, deliver, and perform any and all documents, contracts and instruments pertaining to the CCCDA Loans (collectively, the "CCCDA Loan Documents") the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by the General Partner's signing of said CCCDA Loan Documents in the name of, and on behalf of, the General Partner and the Partnership;
4. Without limiting the generality of the preceding resolutions, to cause the CCCDA and the General Partner to guaranty the Partnership's obligations with respect to certain obligations of the Partnership to CCCDA, if applicable; and
5. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership any and all documents, contracts and instruments in connection with the CCCDA Loans.

Rebate

WHEREAS, the CCCDA is obtaining a sales tax rebate related to the Project in the approximate amount of \$363,587 (the “Sales Tax Rebate”) and an energy rebate related to the Project in the approximate amount of \$24,600.00 (the “Energy Rebate” and, together with the Sales Tax Rebate, the “Additional Funds”); and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of each of the CCCDA, the General Partner, and the Partnership for the Partnership to obtain the Additional Funds.

NOW, THEREFORE, BE IT RESOLVED, that any one Authorized Signatory be and is authorized and directed, on behalf of the CCCDA, the General Partner and/or the Partnership, acting alone or acting with others:

1. To lend and/or borrow money and obtain other credit or financial accommodations, in the amount of the Additional Funds;
2. To execute, deliver, and perform any and all documents, contracts and instruments pertaining to the Additional Funds (collectively, the “Additional Funds Documents”) the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by the General Partner’s signing of said Additional Funds Documents in the name of, and on behalf of, the General Partner and the Partnership; and
3. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized and empowered, to enter into, execute, deliver and/or perform any and all documents, contracts, instruments and agreements on behalf of the CCCDA, the General Partner, and/or the Partnership with respect to the Rebate Bridge Loan.

Construction and Architect’s Contract

WHEREAS, the Partnership is entering into a contract for construction of the Project (the “GC Contract”) with Frana Companies, Inc. (the “Contractor”), and an architect’s contract (the “Architect’s Agreement” and, together with the GC Contract, the “Construction Contracts”) with Kaas Wilson National PC (the “Architect” and, together with the Contractor, the “Contractors”); and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of the Partnership to enter into the Construction Contracts.

NOW, THEREFORE, BE IT RESOLVED, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner, and/or the Partnership any and all documents, contracts and instruments with the

respect to the Construction Contracts:

1. That certain AIA Document A101 – 2017 Standard Form of Agreement Between Owner and Contractor between the Partnership and the Contractor, together with all exhibits and addenda thereto;
2. That certain AIA Document B109 – 2020 Standard Form of Agreement Between Owner and Architect between the Partnership and the Architect, together with all exhibits and addenda thereto; and
3. Any and all other documents, contracts and instruments to be executed by the Partnership in connection with the Construction Contracts.

Project-Based Rental Assistance

WHEREAS, the Project will obtain project based rental assistance in the approximate amount of \$92,400 annually (the “Rental Assistance”) from MHFA through the United States Department of Housing and Urban Development (“HUD”) Section 811 Program;

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of each of the CCCDA, the General Partner, and the Partnership for the Partnership to obtain the Rental Assistance; and

WHEREAS, the CCCDA, General Partner and Partnership must enter into various documents for the Rental Assistance to occur, including but not limited to, an Agreement to Enter Into a Section 811 Rental Assistance Contract (the “ARAC”), a Rental Assistance Contract (the “RAC”), and a Use Agreement (the “Use Agreement” and collectively with the ARAC and RAC, the “Rental Assistance Documents”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the CCCDA, authorizes and approves the Rental Assistance and the execution of the Rental Assistance Documents and any additional documents that may be required with respect to the Rental Assistance.

RESOLVED FURTHER, that any one Authorized Signatory is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver the Rental Assistance Documents, as applicable.

Property Management Agreement

WHEREAS, the Partnership is entering into a Management Agreement with the CCCDA to obtain property management services for the Project (the “Management Agreement”); and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of the CCCDA, the General Partner and the Partnership to enter into the Management Agreement.

NOW, THEREFORE, BE IT RESOLVED, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner, and/or the Partnership any and all documents, contracts and instruments in connection with the following instruments and agreements:

1. To cause the Partnership to execute, deliver, and perform the Management Agreement; and
2. To do such other acts and things, make such other agreements and execute and deliver such

other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by or on behalf of the CCCDA, the General Partner, or the Partnership for the conduct of the business necessary to enable the execution of any and all documents in connection with the Real Estate Acquisition, the admission of the Limited Partner into the Partnership, the Tax-Exempt Bond Loan, the MHFA LMIR Loan, the MHFA EDHC Loan, the MHFA HOME Loan, the CCCDA Loans, the Additional Funds, the Construction Contracts, the Rental Assistance, and the Management Agreement (collectively, the “Resolved Matters”) and the foregoing resolutions shall continue in force until express written notice of their prospective rescission or modification as to future transactions that have not been undertaken or committed for has been received by the parties to the Resolved Matters.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to approve, execute, and deliver any documents that may be required with respect to the Resolved Matters on behalf of the CCCDA, the General Partner, and/or the Partnership as applicable.

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

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

RESOLVED FURTHER, to the extent required by the various counterparties referenced herein associated with the Resolved Matters, that any one Authorized Signatory be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to revise the dollar amounts as they are listed herein and to add, amend, or replace the lists of documents provided in this Resolution, so long as such actions do not result in a material change to the Resolved Matters as they have been approved by the Board of Commissioners.

Motion: Rohe

Second: Teske

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

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

REGULAR AGENDA

24-47 Approval of the Completion of a Formal Salary Study
Michael Mooney presented.

BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the salary study will be completed by Abdo.

Motion: Rohe

Second: Teske

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

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

24-48 Approval of the Purchase of 870 Arboretum for \$374,000

WHEREAS, pursuant to the laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.001 through 469.047 (the “Act”), the Carver Community Development Agency (the “Agency”) desires to purchase 870 Arboretum Boulevard, Victoria, Minnesota.

WHEREAS, on this 20th day of June, 2024, there has been presented to the meeting of the members of the CDA a proposal for the CDA to purchase 870 Arboretum Blvd at a not to exceed amount of \$374,000.

WHEREAS, the Agency has the desire to purchase 870 Arboretum Boulevard in Victoria as another potential affordable rental option within the community.

WHEREAS, the Agency is working with Carver County to draft a Memorandum of Understanding to outline terms for future sale of 870 Arboretum Boulevard at future date for purposes of a roadway project.

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

1. That the Executive Director is hereby authorized to execute and deliver a purchase agreement in a not to exceed amount of \$374,000, to purchase said Property on behalf of the Agency, subject to agreement on a Memorandum of Understanding with Carver County and the final approval of the Executive Director.
2. That the Executive Director is hereby authorized to execute a Memorandum of Understanding with Carver County regarding a future sale of said Property.

Motion: Williams

Second: Teske

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

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

Motion to Approve Continuing To Explore New Office Spaces

Motion: Rohe

Second: Williams

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

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

Motion to Approve Exploring an Internal Approach to Fill the Executive Director Position

Motion: Rohe

Second: Teske

Ayes: 4

Nays: 0

Absent: 0

Abstain: 0

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

INFO - Carver County update

Carver County Health and Human Services Division Director Heather Goodwin presented.

- Great partnership between the Carver County CDA and Carver County Health and Human Services.
- Assist with many programs and financial resources to obtain and sustain self sufficiency for folks.

Carver County Commissioner Fahey provided an update.

- The Carver County Budget has started.
- Provided an update on the Highway 212 project from Cologne to Norwood Young America.
- Carver County will hold a work session on June 25th, 2024, to discuss Cannabis.
- The Maxfield Housing Study will be presented to the Carver County Board on July 9th, 2024 (rescheduled).

Carver County Assistant County Administrator Kuktavy provided an update.

- Road closures all throughout Carver County.
- The Paradise Beach Blast in Waconia has been postponed – tentatively looking to August 22nd, 2024, for a rescheduled date.

INFORMATION

Maxfield will present on the Housing Study during the July CDA Board meeting. There will be a work session to follow the meeting to discuss 2024-2028 Strategic Plan.

There is Board training for all Board members that must be completed before the July CDA Board meeting.

The Carver County Levy schedule is as follows: August 20th, 2024 – County Board work session, September 3rd, 2024 – County Board meeting.

Brickyard Apartments brick and concrete repairs around the entire building have started.

Allison Streich provided an update on the Ernst House project.

ADJOURNMENT

24-49 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, July 18, 2024.

Motion: Teske

Second: Williams

Ayes: 4

Nays: 0

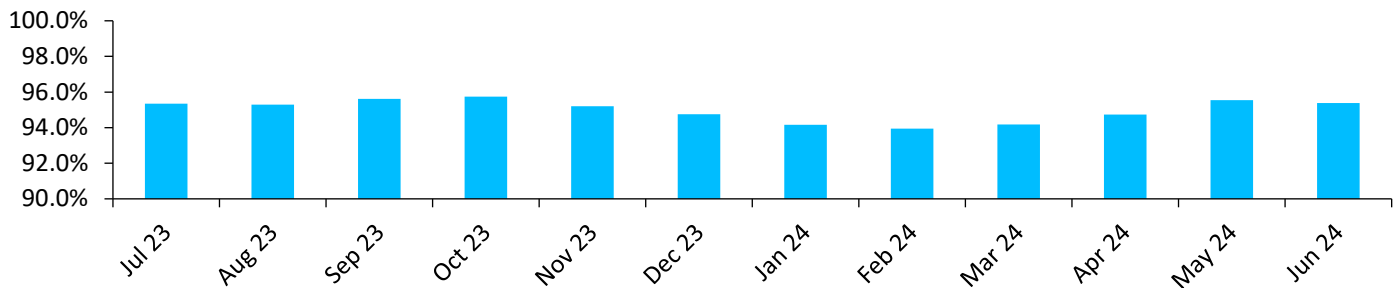
Absent: 0

Abstain: 0

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

The CDA Board meeting adjourned at 6:29 p.m.

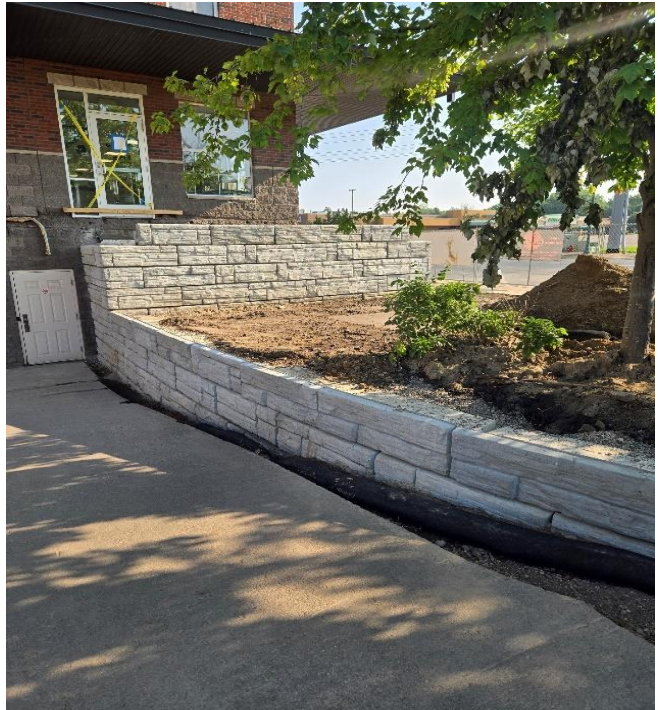
HOUSING UPDATES



2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> Brick and Concrete repairs around entire building. 	<ul style="list-style-type: none"> Project in Progress.
Hilltop/Mayer	<ul style="list-style-type: none"> Common Area Painting & Flooring Replacement. Gutter Project & Attic Insulation Parking lot Repairs 	<ul style="list-style-type: none"> Project completed. Project awarded. Contracts signed and notice to proceed has been issued.
Windstone	<ul style="list-style-type: none"> Rear Entry Door Replacements 	<ul style="list-style-type: none"> Working on Bids.
Crossings	<ul style="list-style-type: none"> Seal Coating and Striping Parking Lots 	<ul style="list-style-type: none"> Working on Bids.
Bluff Creek	<ul style="list-style-type: none"> Deck Repairs 	<ul style="list-style-type: none"> In-House Rebuilding of 2 Decks, waiting for Permit Approval from the City.
Lake Grace	<ul style="list-style-type: none"> Repairs of Gutters and Sewers 	<ul style="list-style-type: none"> Working on Bids
Centennial Hill	<ul style="list-style-type: none"> Parking Lot Repairs 	<ul style="list-style-type: none"> Working on Bids for Concrete Repair/ Replacement in Front of Garage Door.
Trail’s Edge	<ul style="list-style-type: none"> Parking Lot Repairs 	<ul style="list-style-type: none"> Warranty Repairs for Lot.
Carver Homes	<ul style="list-style-type: none"> 1221 Parallel (Chaska) 	<ul style="list-style-type: none"> Drain Tile and Sump Pump Installation.

Brickyard Project:



Staffing News:

- We have the following vacant positions to fill: Housing Quality Specialist (1), Maintenance Technician (1), Property Manager (1).
- Katie Ochs started as a Property Manager for Crossings and Spruce Apartments on July 1st. We are excited to have her as part of the management team!

Miscellaneous Updates:

- We are continuing to work through the implementation process for Yardi Case Manager. Yardi Case Manager can be best described as a centralized tracking system that can be used to track and complete processes that are associated with residents and applicants that cannot be tracked within Yardi Voyager. An example of some of these tasks include but are not limited to the following: Reasonable Accommodation and Modification request, Lease Violations, Lease Terminations, Tenant Adjustments Approvals/Denials, and/or Applicant Appeals.
- Congratulations to the Lake Grace Team and our Housing Assistance Manager on a successful MOR Audit of the 811 units at Lake Grace! Great job on all the work that went into preparing the files, inspecting units, and ensuring the property looked good!! Our next MOR will be in 2027.
- Managers are currently preparing for Night to Unit events on August 6th!

SPECIAL PROGRAMS			
Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	100%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	86%
CoC PSH	8/1/23-7/31/24	14	86%

Resident Services

Presentations (2024)

Agency	Property	Number of Residents
SmartLink	Waybury	13
	Centennial	17
	Crossings	16
	Spruce	4
SW Transit	Centennial	15

2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
2	4	42	4

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				
		June 2024 YTD Actual	June 2024 YTD Budget	Variance
CDA	Revenue	8,958,417	8,153,744	804,673
	Expenses	5,445,574	6,283,393	837,819
	Cash Balance	6,910,789		

		June 2024 YTD Actual	June 2024 YTD Budget	Variance
Properties	Revenue	4,309,399	4,188,736	120,663
	Expenses	2,638,504	2,973,057	334,553
	Cash Balance	3,289,557		

Revenue Recapture collected through June

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$ 5,256	\$ 605	
Carver Homes	\$23,035	\$18,281	
Bluff Creek	\$3,379		
Oak Grove			
Hilltop	\$1,749		
Trails	\$ 2,870		
Crossings	\$ 5,196		
Waybury	\$ 21	\$345	
Windstone	\$ 1,444	\$3,953	
Total:	\$45,950	\$23,184	

Other Finance updates

Consolidated YTD revenues for the CDA through June were \$8,958,417 and expenses were \$5,445,574. **Net Operating Income was \$3,512,843, 88% over budget.** YTD Revenues for the properties were \$4,309,399 and expenses were \$2,638,504. **Net Operating Income was \$1,670,895, 37% over budget.**

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	1
# of families helped	74
Waiting list	12
Acquisition this month	0

Notes:

RFP application submitted for MN Housing Community Homeownership Impact Funds

Funds will be used for a CCCLT Homebuyer Initiated Program (HIP) expansion

Selection decisions released by December 31, 2024

The CDA is committing \$100,000 in leverage funding for this application.

Vacant Lot at 413 Franklin Ave NE, Watertown, Grant Funds awarded 2023

Working to issue RFP for general contractor

Chaska Yards (Ernst/Ess Project)

Working to issue RFP by month end for new general contractor

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Total 4 Qtrs
Total Carver County Clients Assisted	12	12	10	19	53
# of Financing Events	0	2	1	2	5
Total Financing/Investment	0	\$375,000	\$275,000	\$483,150	\$1,133,150
New Business Starts	0	0	0	1	1
Business Expansions	0	2	0	0	2
New FT Jobs	0	2	2	2	6
New PT Jobs	0	3	1	6	10

MINNESOTA CITIES PARTICIPATION PROGRAM (MCPP) –
2024 allocation is \$1,992,221 Numbers through June 2024

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	13	\$3,418,582	172%
Additional Start-up loans	2	\$581,585	N/A
Step up loans	8	\$2,979,183	N/A
Down payment assistance		\$371,000	N/A
TOTALS	23	\$6,979,350	N/A

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2020	Comm. Development	CDA – Chaska	Ernst House Rehab	\$85,000
2021	Comm. Development	CDA – Chaska	Ernst House Rehab	\$92,500
2022	Pre Development	Mayer	Old Firehall	\$7,500
2023	Pre Development	Norwood Young Am	Housing Study	\$7,500
2023	Pre Development	Waconia	Waterford Assoc.	\$7,500
2023	Comm. Development	Mayer	Old Firehall	\$90,000
2023	Comm. Development	Waconia Township	Sovereign Estates	\$90,000
2023	Pre Development	Mayer	Creamery Bldg	\$7,500
2024	Pre Development	NYA	Urban Streetscape	\$7,500
2024	Pre Development	Watertown	Spring Hills	\$10,000
2024	Pre Development	Victoria	Tif Analysis	\$10,000
2024	Pre Development	Chaska	Zoning Audit	\$10,000
2024	Comm. Development	Cologne	Cooperative	\$100,000
2024	Comm. Development	Chanhassen	Downtown	\$100,000
2024	Comm. Development	NYA	Industrial Park	\$100,000

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2025 new assessments	Underway (anticipated 2025 assessment)	2024 Paid Off	Total active assessments
Applications	4	22	0	62

ECONOMIC DEVELOPMENT (social media)

FACEBOOK choosecarvercounty

	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Totals
<i>Facebook Reach</i>	1,091	10,700	17,100	5,800	34,691
<i>Facebook Visits</i>	341	404	502	513	1,760
<i>Facebook Page new likes</i>	13	9	22	84	
<i>Total Facebook Likes</i>			160	244	
<i>Total Facebook Followers</i>			232	314	

- Note: Social media advertisements ran in Q4 2023 through Q2 2024.

CHOOSECARVERCOUNTY.COM

	Q3 2023 VCC	Q4 2023 VCC	Q1 2024 CCC	Q2 2024 CCC	Totals
Page Views	1,200	2,467	2,605	3,446	9,718
Average Engagement	51s			2:15m	
Top 3 Pages	Events, Home, Things to Do	Home, Events, Things to Do	Events, Home, Work Here	Events, Home, Contact Our Staff	

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Staff presented to the County Board during a work session on the 2024 Housing Study on July 9.

Carver Place is currently anticipated to close in early July.

Carver Oaks does not have an anticipated closing date yet, but the target date is November 2024.



Board of Commissioners

Request for Board Action

Meeting Date: July 18, 2024,

Agenda number: 5B

DEPARTMENT: Housing

FILE TYPE: Regular Consent

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

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

SUMMARY: The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture and was approved by the CDA Board. When a past tenant moves out with a balance, the tenant has 10 business days to contact the CDA to either pay the balance in full or set up a repayment agreement. If the past tenant does not contact the CDA, the balance due is submitted to MN Revenue recapture. The CDA will "write-off" the past balance in Yardi once it has been submitted to MN Revenue Recapture. Any former resident that has been submitted to MN Revenue Recapture due to that past balance will remain there until such time as that balance is paid or the six-year statute of limitations has passed.

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

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Past tenant balances

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Unit Code	Tenant Status	Charge Type	Current Owed	Amount Paid
hilltop					
Resident 1					
	H1D	Past	DAMAGE	\$1,937.32	\$32.34
Total For Resident 1				\$1,937.32	\$32.34
carver homes					
Resident 2					
	06FIELDS	Past	CLEAN	\$56.76	\$68.24
Total For Resident 2				\$56.76	\$68.24
trails					
Resident 3					
	215	Past	DAMAGE	\$3,422.01	\$284.72
	215	Past	CLEAN	\$275.00	\$0.00
Total For Resident 3				\$3,697.01	\$284.72
Resident 4					
	316	Past	DAMAGE	\$938.54	\$98.13
	316	Past	CLEAN	\$454.00	\$0.00
Total For Resident 4				\$1,392.54	\$98.13
windstn					
Resident 5					
	W110506	Past	DAMAGE	\$1,750.79	\$409.21
Total For Resident 5				\$1,750.79	\$409.21
Totals				\$8,834.42	\$892.64



Board of Commissioners

Request for Board Action

Meeting date: July 18, 2024

Agenda number: 5C

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE: Approval of Record of Disbursements - June 2024

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

SUMMARY: In June 2024, the Carver County Community Development Agency (CDA) had \$832,765.80 in disbursements and \$151,389.21 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 June, 2024.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - June 2024

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment

Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

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

	Date	Amount		Total
Carver Homes	06/01/24	\$12,211.43		
	06/12/24	\$17,713.80		
	06/20/24	\$8,612.49		
	06/26/24	\$16,316.43		
		<hr/>		\$54,854.15
CDA	06/01/24	\$194,117.59	(1)	
	06/12/24	\$86,063.33	(2)	
	06/20/24	\$47,870.63		
	06/26/24	\$48,418.40		
		<hr/>		\$376,469.95
Properties	06/01/24	\$64,388.59	(3)	
	06/12/24	\$128,846.49	(4)	
	06/20/24	\$166,750.03	(5)	
	06/26/24	\$41,456.59		
		<hr/>		\$401,441.70
Total June 2024 Disbursements				<u><u>\$832,765.80</u></u>
June 2024 Payroll	06/05/24	\$76,267.20		
	06/18/24	\$75,122.01		
		<hr/>		<hr/>
				<u><u>\$151,389.21</u></u>

Disbursement detail is available in the Finance Office

- (1) US Bank - 1st half levy payments - Centennial Hill \$15,500, Lake Grace - \$20,000
Brickyard - \$35,000, Oak Grove \$37,500
Greater MSP - annual investment - \$30,000**
- (2) Maxfield LLC - County wide housing study - \$45,000**
- (3) Pacific Life - Trail's Edge debt service - \$32,000**
- (4) US Bank - \$34,000 debt service - Waybury**
- (5) Interfund clearing - \$140,000**



Board of Commissioners

Request for Board Action

Meeting date: July 18, 2023

Agenda number: 6B

DEPARTMENT: Finance

FILE TYPE: Regular Agenda

TITLE: Approval of the 2025 Budget and Levy

PURPOSE/ ACTION REQUESTED: Approving the 2025 General Administrative Operating Budget and the 2025 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County for the fiscal year ending December 31, 2025.

SUMMARY: The proposed budget for the fiscal year ending December 31, 2025, projects revenue of \$17,473,071.00 and expenses of \$17,473,071.00.

RECOMMENDATION: Staff recommends approval of the general administrative operating budget and the 2025 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County. request for the fiscal year ending December 31, 2025.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

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

WHEREAS, the Agency has prepared its 2025 General Administrative Operating Budget (the “2025 Budget”) and seeks the approval of the Carver County Board for the 2025 Budget and, to the extent required by law, the Agency’s levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the “Auditor”) on or before September 30th, 2024, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 27, 2024, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

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

1. The 2025 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.
2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is hereby authorized to certify to the Auditor on or before September 30, 2024, a proposed levy of the Agency’s special benefits tax for taxes payable in 2025 in the amount of \$3,984,217 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 27, 2024.
3. Upon approval of the Carver County Board of the Agency’s budget and levy of the special benefits tax, the County’s approving resolution shall be attached hereto and made a part of this resolution.

PREVIOUS BOARD ACTION

None

ATTACHMENTS

Attachment 6B

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				
2025				
Budget Detail				
		2024	2025	
		Annual	Annual	Change
3000-00-000	REVENUE			
3101-00-000	RENTAL INCOME			
3111-05-000	Ground Lease Rent - Land Trust	10,800.00	12,600.00	1,800.00
3111-06-000	Owners Association Dues	15,000.00	15,480.00	480.00
3112-50-000	GROSS RENTAL REVENUE	25,800.00	28,080.00	2,280.00
3119-00-000	EFFECTIVE RENTAL REVENUE	25,800.00	28,080.00	2,280.00
3199-00-000	NET TENANT INCOME	25,800.00	28,080.00	2,280.00
3200-00-000	GRANT INCOME			
3201-00-000	Federal			
3201-03-000	SNAP Grant	120,174.00	137,978.00	17,804.00
3201-99-000	Total Federal Grant Revenue	120,174.00	137,978.00	17,804.00
3205-00-000	State			
3205-01-000	MHFA Housing Trust Fund	69,000.00	152,232.00	83,232.00
3205-02-000	MHFA - Bridges	140,257.00	137,832.00	-2,425.00
3205-02-001	MHFA - Bridges RTC	20,308.00	19,080.00	-1,228.00
3205-99-000	Total State Grant Revenue	229,565.00	309,144.00	79,579.00
3215-99-000	TOTAL GRANT REVENUE	349,739.00	447,122.00	97,383.00
3300-00-000	ECONOMIC DEVELOPMENT REVENUE			
3300-01-000	Business Loan Interest	5,105.00	4,558.00	-547.00
3300-99-000	TOTAL ECONOMIC DEVELOPMENT REVENUE	5,105.00	4,558.00	-547.00
3450-00-000	ADMINISTRATIVE REVENUE			
3450-01-000	Federal			
3450-03-000	HUD - SNAP	9,100.00	10,385.00	1,285.00
3450-20-000	Total Federal Grant Administrative Revenue	9,100.00	10,385.00	1,285.00
3450-21-000	State			
3450-23-000	MHFA - Bridges	9,360.00	11,388.00	2,028.00
3450-23-001	MHFA - Bridges RTC	1,752.00	1,752.00	0.00
3450-24-000	MHFA - Housing Trust Fund	5,760.00	12,768.00	7,008.00
3450-40-000	Total State Grant Administrative Revenue	16,872.00	25,908.00	9,036.00
3450-41-000	Other Administrative Revenue			
3450-42-000	Management Fees	704,975.00	727,236.00	22,261.00
3450-42-001	Enterprise Chargebacks	2,207,142.00	2,521,700.00	314,558.00
3450-45-000	Carver County Septic Program	600.00	4,000.00	3,400.00
3450-70-000	Total Other Administrative Revenue	2,912,717.00	3,253,003.00	340,286.00
3450-99-000	TOTAL ADMINISTRATIVE REVENUE	2,938,689.00	3,289,296.00	350,607.00
3500-00-000	TAX REVENUE			
3500-01-000	Special Benefit Tax Levy - Current	3,374,610.00	3,984,217.00	609,607.00
3500-10-000	TOTAL TAX REVENUE	3,374,610.00	3,984,217.00	609,607.00
3550-00-000	OTHER REVENUE			
3550-01-000	Miscellaneous - Other	2,160.00	2,160.00	0.00
3699-00-000	TOTAL OTHER REVENUE	2,160.00	2,160.00	0.00
3999-00-000	TOTAL REVENUE	6,696,103.00	7,755,433.00	1,059,330.00

Carver County CDA				
2025				
Budget Detail				
		2024	2025	
		Annual	Annual	Change
4000-00-000	EXPENSES			
4100-00-000	ADMINISTRATIVE			
4100-99-000	ADMINISTRATIVE SALARIES			
4110-00-000	Administrative Salaries	2,909,685.00	3,156,643.00	246,958.00
4110-05-000	Unemployment Insurance	0.00	31,000.00	31,000.00
4110-99-000	TOTAL ADMINISTRATIVE SALARIES	2,909,685.00	3,187,643.00	277,958.00
4120-00-000	EMPLOYEE BENEFITS CONTRIBUTION - ADMIN			
4120-01-000	Employee Benefits	0.00	0.00	0.00
4120-02-000	Medicare	44,000.00	46,000.00	2,000.00
4120-03-000	Social Security	800.00	700.00	-100.00
4120-04-000	Workers Compensation	56,000.00	60,000.00	4,000.00
4120-05-000	Health Insurance	590,000.00	855,000.00	265,000.00
4120-06-000	Health Savings Account	50,000.00	76,000.00	26,000.00
4120-07-000	Dental Insurance	20,000.00	23,500.00	3,500.00
4120-07-001	Vision Insurance	0.00	0.00	0.00
4120-08-000	Life Insurance	6,000.00	6,000.00	0.00
4120-09-000	Disability	20,000.00	25,000.00	5,000.00
4120-10-000	Supplemental Insurance	0.00	0.00	0.00
4120-11-000	Pension	347,700.00	360,000.00	12,300.00
4120-12-000	Pension Administration Fee	15,000.00	17,000.00	2,000.00
4120-13-000	Employee Wellness	6,000.00	6,000.00	0.00
4120-99-000	TOTAL EMPLOYEE BENEFITS CONTRIB - ADMIN	1,155,500.00	1,475,200.00	319,700.00
4130-00-000	LEGAL EXPENSE			
4130-04-000	General Legal Expense	116,000.00	78,000.00	-38,000.00
4131-00-000	TOTAL LEGAL EXPENSE	116,000.00	78,000.00	-38,000.00
4140-00-000	ADMIN EXPENSES - OFFICE			
4140-05-000	Computers and Parts	0.00	20,000.00	20,000.00
4140-10-000	Copiers	0.00	10,000.00	10,000.00
4140-30-000	Office Rent	76,000.00	73,000.00	-3,000.00
4140-32-000	Parking Rent CDA Vehicles	0.00	4,000.00	4,000.00
4140-35-000	Office Supplies	14,000.00	18,000.00	4,000.00
4140-37-000	Payroll Processing Fees	9,000.00	11,000.00	2,000.00
4140-40-000	Postage	6,000.00	10,000.00	4,000.00
4140-50-000	Small Office Equipment	29,000.00	29,000.00	0.00
4140-55-000	Telephone	15,000.00	15,000.00	0.00
4140-60-000	Temporary Help - admin	50,000.00	50,000.00	0.00
4140-99-000	TOTAL - ADMIN EXPENSES - OFFICE	199,000.00	240,000.00	41,000.00
4150-00-000	ADMIN EXPENSE - OTHER			
4150-10-000	Bank Fees	3,000.00	3,000.00	0.00
4150-15-000	Board Per Diem	7,100.00	7,100.00	0.00
4150-20-000	Cell Phones	30,000.00	32,000.00	2,000.00
4150-23-000	Credit Bureau	750.00	750.00	0.00
4150-25-000	Dues & Membership Fees	63,000.00	98,000.00	35,000.00
4150-30-000	HR Recruiting Expenses	40,000.00	40,000.00	0.00
4150-35-000	Licenses & Permits	0.00	750.00	750.00
4150-40-000	Marketing	115,000.00	39,695.00	-75,305.00
4150-42-000	Meetings	5,000.00	8,000.00	3,000.00
4150-45-000	Miscellaneous Admin Expense - Other	12,544.00	12,000.00	-544.00
4150-50-000	Publications	0.00	2,000.00	2,000.00

Carver County CDA				
2025				
Budget Detail				
		2024	2025	
		Annual	Annual	Change
4150-57-000	Software License Fees	25,000.00	25,000.00	0.00
4150-60-000	Recorder Fees	1,000.00	1,000.00	0.00
4150-70-000	Staff Training	20,000.00	40,000.00	20,000.00
4150-75-000	Travel	24,000.00	28,000.00	4,000.00
4150-99-000	TOTAL ADMIN EXPENSE - OTHER	346,394.00	337,295.00	-9,099.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	4,726,579.00	5,318,138.00	591,559.00
4200-00-000	PROFESSIONAL FEES			
4200-01-000	Association Fees	0.00	0.00	0.00
4200-03-000	Auditing Fees	57,000.00	54,000.00	-3,000.00
4200-05-000	Consultants - General	151,000.00	40,000.00	-111,000.00
4200-06-000	Consultants - IT	110,000.00	116,000.00	6,000.00
4200-99-000	TOTAL PROFESSIONAL FEES	318,000.00	210,000.00	-108,000.00
4210-00-000	INSURANCE & REAL ESTATE TAXES			
4210-01-000	Property Insurance	5,017.00	5,800.00	783.00
4210-03-000	Insurance - General Liability	24,983.00	30,000.00	5,017.00
4210-11-000	Real Estate Taxes	3,000.00	11,500.00	8,500.00
4210-99-000	TOTAL INSURANCE & REAL ESTATE TAXES	33,000.00	47,300.00	14,300.00
4220-00-000	TENANT SERVICES			
4220-01-000	Resident Activities	0.00	0.00	0.00
4220-02-000	Interpreter Services	0.00	2,000.00	2,000.00
4220-99-000	TOTAL TENANT SERVICES	0.00	2,000.00	2,000.00
4300-00-000	UTILITIES			
4310-00-000	Water	900.00	900.00	0.00
4320-00-000	Electricity	800.00	300.00	-500.00
4320-01-000	Electricity-Vacant Units	800.00	0.00	-800.00
4340-00-000	Garbage/Trash Removal	0.00	5,200.00	5,200.00
4399-00-000	TOTAL UTILITY EXPENSES	2,500.00	6,400.00	3,900.00
4400-00-000	MAINTENANCE AND OPERATIONS			
4420-00-000	MAINTENANCE OPERATIONS - MATERIALS & OTHER			
4420-53-000	Vehicle Maintenance	30,000.00	30,000.00	0.00
4420-99-000	TOTAL MAINTENANCE OPERATIONS - MATERIALS & OTH	30,000.00	30,000.00	0.00
4430-00-000	MAINTENANCE OPERATIONS - CONTRACT COSTS			
4430-10-000	Contract-Cleaning	0.00	31,200.00	31,200.00
4430-50-000	Contract - Lawn Service	2,100.00	11,100.00	9,000.00
4430-66-000	Contract - Snow Removal	7,765.00	7,765.00	0.00
4430-72-000	Contract-Vehicle Maintenance	0.00	0.00	0.00
4430-99-000	TOTAL MAINTENANCE OPERATIONS - CONTRACT COSTS	9,865.00	50,065.00	40,200.00
4499-00-000	TOTAL MAINTENANCE EXPENSES	39,865.00	80,065.00	40,200.00
4500-00-000	OTHER EXPENSES			
4570-00-000	Bad Debt-Tenant Rents	1,000.00	1,000.00	0.00
4599-00-000	TOTAL OTHER EXPENSES	1,000.00	1,000.00	0.00

Carver County CDA				
2025				
Budget Detail				
		2024	2025	
		Annual	Annual	Change
4700-00-000	HOUSING ASSISTANCE PAYMENTS			
4715-00-000	HAP - Shelter + Care	120,174.00	137,978.00	17,804.00
4715-01-000	HAP - Bridges	140,257.00	137,832.00	-2,425.00
4715-01-001	HAP - Bridges RTC	20,308.00	19,080.00	-1,228.00
4715-02-000	HAP - Housing Trust Fund	69,000.00	152,232.00	83,232.00
4720-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	349,739.00	447,122.00	97,383.00
4750-00-000	TOTAL OPERATING EXPENSES	5,470,683.00	6,112,025.00	641,342.00
4755-00-000	NET OPERATING INCOME (LOSS)	1,225,420.00	1,643,408.00	417,988.00
4800-00-000	NON-OPERATING (REVENUES)EXPENSES			
4805-00-000	INVESTMENT INCOME - UNRESTRICTED			
4805-05-000	Interest Income - Savings	5,580.00	5,580.00	0.00
4805-99-000	TOTAL INVESTMENT INCOME - UNRESTRICTED	5,580.00	5,580.00	0.00
5200-00-000	OTHER NON-OPERATING ITEMS			
5225-00-000	Community Development Initiative	415,000.00	430,000.00	15,000.00
5225-05-000	Development Costs - New Projects	440,000.00	400,000.00	-40,000.00
5225-06-000	Local Housing Trust Fund	100,000.00	300,000.00	200,000.00
5225-11-000	Land Trust - other		242,988.00	242,988.00
5299-00-000	TOTAL OTHER NON-OPERATING ITEMS	955,000.00	1,372,988.00	417,988.00
5999-00-000	TOTAL NON-OPERATING(REVENUES)EXPENSES	949,420.00	1,367,408.00	417,988.00
6500-00-000	NET INCOME (LOSS) BEFORE TRANSFERS	276,000.00	276,000.00	0.00
6600-00-000	TRANSFERS			
6600-02-001	Transfers out - Bluff Creek	25,000.00	25,000.00	0.00
6600-02-002	Transfers out - Brickyard	70,000.00	70,000.00	0.00
6600-02-003	Transfers out - Centennial Hill	31,000.00	31,000.00	0.00
6600-02-004	Transfers out - Crossings	35,000.00	35,000.00	0.00
6600-02-006	Transfers out - Lake Grace	40,000.00	40,000.00	0.00
6600-02-007	Transfers out - Oak Grove	75,000.00	75,000.00	0.00
6600-99-000	TOTAL TRANSFERS	276,000.00	276,000.00	0.00
	TOTAL EXPENSES	6,696,103.00	7,755,433.00	1,059,330.00
	HOUSING REVENUES	9,449,806.00	9,717,638.00	267,832.00
	HOUSING EXPENSES	(9,449,806.00)	(9,717,638.00)	-267,832.00
	TOTAL INCOME	16,145,909.00	17,473,071.00	1,327,162.00
	TOTAL EXPENSES	16,145,909.00	17,473,071.00	1,327,162.00