



Board of Commissioners Packet

April 18, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: April 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. Approval of Agenda and Meeting Minutes

A. Approval of Meeting Minutes – March 21, 2024 Regular Meeting

4. 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 April 2024 Dashboard

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

C. Approval of Record of Disbursements – March 2024

5. Regular Agenda

A. Strategic Plan

6. Information

A. Heather Goodwin – Carver County Health and Human Services Division Director

B. Mandatory April Fair Housing Training-Wednesday, April 24 from 1:00-2:30pm

C. John Fahey, Carver County Commissioner

D. Nick, Koktavy, Assistant County Administrator Carver County

B. Adjournment

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

May 16, 2024 at 5:00 pm

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



Board of Commissioners

Meeting Minutes

Meeting Date: March 21, 2024

5:00 pm

CDA Boardroom, Chaska, MN

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

COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Sarah Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary/Treasurer	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Jay Rohe	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CDA Staff in attendance:

Executive Director	Julie Frick
Deputy Director	Allison Streich
Director, Finance	Karen Reed
Director, Economic Development	Chuck Swanson
Office Administrator	Ellie Logelin
Human Resources	Janette Meyer
Maintenance Manager	Chris Rotell

Others in attendance:

John Fahey, Carver County Commissioner
Nick Koktavy, Assistant Carver County Administrator

AUDIENCE

No audience members addressed the board.

APPROVAL OF AGENDA AND MEETING MINUTES

24-14 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the March 21, 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 February 15, 2024, Regular meeting be approved with corrections to the spelling of Commissioner Jay Rohe's name.

Motion: Rohe

Second: Anderson

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

CONSENT AGENDA

24-15 Approval of the March 2024 Dashboard

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

24-16 Approval of Write-Off of Past Tenant Balances for February 2024

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the Write-Off of Past Tenant Balances for February 2024 is approved as written.

24-17 Approval of Record of Disbursements – February 2024

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

24-18 Approval of the Creation of a Limited Partnership and Limited Liability Company General Partner- Carver Oaks

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

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

WHEREAS, the CDA, as sponsor, previously submitted a funding application to the Minnesota Housing Finance Agency to develop a low-income housing tax credit project to be known as Carver Oaks Senior Residence Apartments Project (the “Project”), and, in December 2023, the Minnesota Housing Finance Agency selected the Project for an allocation of tax-exempt bonds and related “4%” low-income housing tax credits in the approximate annual amount of \$557,094 (the “Tax Credits”); and

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

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

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

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

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

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

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

10. The initial fiscal year of the Project Owner and the General Partner shall end December 31, 2024; thereafter the Project Owner and General Partner's fiscal year shall begin the first day of January and shall end on the last day of December; provided, however, the Project Owner's fiscal year may change at a later date depending on the requirements of the institutional tax credit investor;

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

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

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

Motion: Williams

Second: Anderson

	Ayes: 5	Nays: 0	Absent: 0	Abstain: 0
	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

24-19 Approval of Procurement for Brickyard Apartments.

Allison Streich presented.

WHEREAS, the Carver County Community Development Agency (herein called the CDA) will be accepting a Best Value bid for the exterior and block work project at Brickyard Apartments;

WHEREAS, funds are available from the surplus, replacement reserve, retail revenue and operating 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 \$950,000

Motion: Anderson

Second: Teske

Ayes: 5	Nays: 0	Absent: 0	Abstain: 0
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	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

24-20 Approval of 2024 Community Growth Partnership Initiative RFP Applications

Chuck Swanson presented.

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

WHEREAS, the Initiative program has an approved budget of available grant funds of \$415,000 for the fiscal year ending December 31, 2024; and

WHEREAS, Carver County cities and townships can apply up to \$100,000 per community development project (through one or a combination of projects per local government) and up to \$10,000 per pre-development grant (one per local government);

WHEREAS, the CDA received four pre-developments grants and four community development applications from Carver County cities or townships on March 4th, 2024, for a total request of \$441,300; and

WHEREAS, the applications were scored by five scorers based upon the threshold and competitive criteria; and

WHEREAS, the results of the scores and analysis of CDA staff recommends four pre-development grants and three community development grants; and

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

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

APPLICANT	PROJECT	GRANT SOURCE	FUNDING AMOUNT
Victoria	Downtown TIF Analysis	Pre-Development	\$10,000
Norwood Young America	Urban Streetscape	Pre-Development	\$7,500
Chaska	Zoning Audit	Pre-Development	\$10,000
Watertown	Spring Mill Apartments	Pre-Development	\$10,000
Chanhassen	Cinema & Hotel Redevelopment	Community Development	\$100,000
Cologne	Historic Cooperative Rehab	Community Development	\$100,000
Norwood Young America	Tacoma West Industrial Park	Community Development	\$100,000

Motion: Teske

Second: Rohe

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

24-21 Acceptance of Resignation of Executive Director

Tabled until further notice.

Motion: Rohe

Second: Williams

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

24-22 Approval of Abdo Salary Study

Tabled until further notice.

Motion: Anderson

Second: Teske

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

INFORMATION

Fair Housing Training - The Deputy Director, Allison Streich, informed the Board that the annual Fair Housing Training is scheduled for April 24th, 2024, from 1:00-2:30pm. The training is required for all staff and board so if you are unable to attend, please let Carver County CDA know so an alternate training can be completed.

Carver County Commissioner Fahey provided an update.

- At the last County Board meeting, the Sheriff's Office and 911 Dispatch were recognized.
- Informed the Board that he has been spending time at the Capital. The Missing Middle House Bill has been getting attention lately along with potential playground equipment for Baylor Park.

Carver County Assistant County Administrator Kuktavy provided an update.

- Informed the Board that Diane W. at Carver County is retiring May 31st, 2024.
- The Fiber Optic Initiative continues to progress with phase I being substantially complete.

Various Board members expressed their gratitude toward CCCDA Staff for a property tour that was held on March 18th, 2024.

The Director of Human Resources and Operations, Janette Meyer, provided an update on hiring and new staff.

The Director of Community and Economic Development, Chuck Swanson, provided an update on the Ernst/Chaska Yards project.

ADJOURNMENT

24-23 Adjournment

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

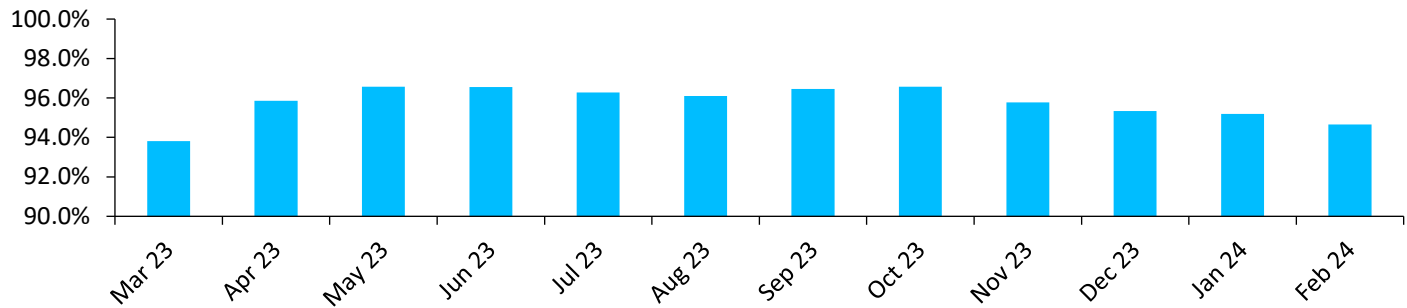
Motion: Rohe

Second: Anderson

	Ayes: 5	Nays: 0	Absent: 0	Abstain: 0
	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 5:45 p.m.

HOUSING UPDATES



2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ol style="list-style-type: none"> 1. Brick and Concrete repairs around entire building. 2. Hallway Lighting Replacement 	<ol style="list-style-type: none"> 1. Approved, waiting to sign contracts to begin work in May. 2. This will be an in-house project. Project to be completed by April 2024.
Hilltop/Mayer	<ol style="list-style-type: none"> 1. Property Transition and Rehab 1. Common Area Painting & Flooring Replacement. 2. Gutter Project & Attic Insulation 3. Parking lot Repairs 	<ol style="list-style-type: none"> 1. Unit rehabs are done. 2. Hilltop common area painting is done, Mayer to start the 3rd week in April. Waiting for flooring contract to come back, anticipating a start date in May 2024. 3. Waiting for additional bids to be submitted. 4. RFP for Hilltop and Mayer posted on 4/9.
Lake Grace	<ol style="list-style-type: none"> 4. Parking Lot Repairs 	<ol style="list-style-type: none"> 5. Project being pushed to 2024.

Staffing News:

- We've filled both open Property Manager Positions and the open Maintenance Technician Position.
 - Lisa Gabaldon will manage Brickyard and Centennial Hills and she started 4/8.
 - Vince Daleiden will manage Scattered Sites and he started on 4/15.
 - Todd Heitz will be responsible for maintenance at Windstone Townhomes, and he started 4/8.
- Anne Marie Stolp is retiring from the agency. She is currently the Property Manager for Crossings and Oak Grove but has managed and filled in at several sites throughout her time with the agency. Her last day is 5/3. She has been with the agency since 2008 and has truly been an asset. Ryker Andersen, who currently manages our Rural Development Properties will oversee her sites.
- We have the following two vacant positions to fill: Housing Quality Specialist and Assistant Director of Property Management.

Department News:

- Maintenance IQ went live on 4/9. This application will allow us to optimize and streamline maintenance property performance.

Miscellaneous News:

- Congratulations to the following for passing their Certified Residential Maintenance Technician (CRMT) and Certified Residential Manager (CRM) Exams!
 - Tracy Sauer, Property Manager for Waybury-CRM
 - Ryker Andersen, Property Manager for Rural Development-CRM
 - Jessica Bloomquist, Maintenance Technician for Brickyard and Centennial Hills-CRMT
 - Terry Hintz, Maintenance Technician for Lake Grace and Bluff Creek-CRMT
 - Ryan Hoffman, Maintenance Technician for Trail's Edge and Spruce, CRMT

SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	93%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	94%
CoC PSH	8/1/23-7/31/24	14	86%

Resident Services

Presentations (2024)

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

2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
2	3	42	1

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				
		March 2024 YTD Actual	March 2024 YTD Budget	Variance
CDA	Revenue	4,049,972	4,066,264	-16,292
	Expenses	2,608,010	3,099,260	491,250
	Cash Balance	8,163,985		

		March 2024 YTD Actual	March 2024 YTD Budget	Variance
Properties	Revenue	2,126,544	2,084,977	41,567
	Expenses	1,281,842	1,443,567	161,725
	Cash Balance	3,110,042		

Revenue Recapture collected through March

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

Property:	Written off:	Collected:	Notes:
Lake Grace			
Carver Homes	\$17,087	\$11,656	
Bluff Creek	\$3,379		
Oak Grove			
Hilltop	\$ 373		
Trails	\$ 1,486		
Crossings	\$ 5,196		
Waybury	\$ 21	\$345	
Windstone	\$ 1,009	\$3,968	
Total:	\$28,551	\$15,969	

Other Finance updates

Consolidated YTD revenues for the CDA through March were \$4,049,972 and expenses were \$2,608,010. **Net Operating Income was \$1,441,962, 49% over budget.** YTD Revenues for the properties were \$2,126,544 and expenses were \$1,281,842. **Net Operating Income was \$844,702, 32% over budget.**

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	74
Waiting list	8
Acquisition this month	0

Notes:
 Vacant Lot at 413 Franklin Ave NE, Watertown, Grant Funds awarded 2023
 Chaska Yards (Ernst/Ess Project)
 Working on contract with primary contractor to finalize contract, hopeful complete by 4/19/24
 Anticipated start time of 6/1/24

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Total 4 Qtrs
Total Carver County Clients Assisted	12	12	10	Not received yet	
# of Financing Events	0	2	1		
Total Financing/Investment	0	\$375,000	\$275,000		
New Business Starts	0	0	0		
Business Expansions	0	2	0		
New FT Jobs	0	2	2		
New PT Jobs	0	3	1		

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

2024 allocation is \$1,992,221 Numbers through April 2024

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	2	\$411,770	21%
Additional Start-up loans	1	\$266,585	N/A
Step up loans	5	\$1,769,333	N/A
Down payment assistance		\$128,000	N/A
TOTALS	8	\$2,447,688	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 Analyss	\$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	14	0	62

ECONOMIC DEVELOPMENT (social media)

FACEBOOK choosecarvercounty

	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Totals
Facebook Reach	3,982	1,091	10,700	17,100	15,867
Facebook Visits	422	341	404	502	1,254
Facebook Page new likes	31	13	9	22	
Total Facebook Likes			139	161	
Total Facebook Followers			192	232	

- Note: Q4 2023 utilized first Facebook ad promoting new website therefore significantly increasing Facebook reach

CHOOSECARVERCOUNTY.COM

	Q2 2023 VCC	Q3 2023 VCC	Q4 2023 CCC	Q1 2024 CCC	Totals
Page Views	941	1,200	2,467	Info not ready	
Average Engagement	57s	51s			
Top 3 Pages	Home, Events, Things to Do	Events, Home, Things to Do	Home, Events, Work Here		

CHOOSECARVERCOUNTY.COM OFFICIALLY WENT LIVE OCTOBER 2ND, 2023!

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

The new CDA website launched on March 28.





Board of Commissioners

Request for Board Action

Meeting Date: April 18, 2024

Agenda number: 4B

DEPARTMENT: Housing

FILE TYPE: Regular Consent

TITLE: Approval of Write-Off of Past Tenant Balances for March 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 March 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
ph					
Resident 1					
	327SS404	Past	DAMAGE	\$159.16	\$419.84
Total For Resident 1				\$159.16	\$419.84
trails					
Resident 2					
	319	Past	DAMAGE	\$963.71	\$533.80
Total For Resident 2				\$963.71	\$533.80
trails					
Resident 3					
	106	Past	DAMAGE	\$420.71	\$550.29
Total For Resident 3				\$420.71	\$550.29
Total				\$1,543.58	\$1,503.93



Board of Commissioners

Request for Board Action

Meeting date: April 18, 2024

Agenda number: 4C

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE: Approval of Record of Disbursements - March 2024

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

SUMMARY: In March 2024, the Carver County Community Development Agency (CDA) had \$622,228.16 in disbursements and \$161,779.54 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 March, 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 March 2024 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - March 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 March 2024**

	Date	Amount		Total
Carver Homes	03/01/24	\$3,666.38		
	03/08/24	\$6,669.61		
	03/15/24	\$10,960.65		
	03/22/24	\$17,972.71		
				\$39,269.35
CDA	03/01/24	\$77,530.74	(1)	
	03/08/24	\$45,336.83		
	03/15/24	\$50,301.79		
	03/22/24	\$62,367.37	(2)	
				\$235,536.73
Properties	03/01/24	\$80,821.86	(3)	
	03/08/24	\$63,751.31		
	03/15/24	\$54,577.18		
	03/22/24	\$148,271.73	(4)	
				\$347,422.08
Total March 2024 Disbursements				\$622,228.16
March 2024 Payroll				
	03/13/24	\$81,811.04		
	03/27/24	\$79,968.50		
				\$161,779.54

Disbursement detail is available in the Finance Office

- (1) HART - pension funds - \$17,500
- (2) HART - pension funds - \$17,700
- (3) Pacific Life - Trail's Edge debt service - \$30,000
US Bank - \$34,000 debt service - Waybury
- (4) Interfund clearing - \$56,000