



CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

Board of Commissioners Packet

April 16th, 2026

5:00 p.m. - Regular Meeting

LOCATION CHANGE: Carver Oaks Community Room

1595 Hartwell Dr., Carver, MN 55315





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: April 16, 2026

5:00 pm

**Carver Oaks Community Room –
1595 Hartell Dr, Carver, MN**

1. Call to Order by Chair

2. Roll Call

3. 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.

4. Approval of Agenda

A. Approval of Agenda – April 16th, 2026, Regular Meeting

5. Approval of Meeting Minutes

A. Approval of Meeting Minutes – March 19th, 2026, Regular Meeting

6. 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 2026 Dashboard

B. Approval of Write-Off of Past Tenant Balances for March 2026

C. Approval of Record of Disbursements – March 2026

7. Regular Agenda

A. Approval of Senior Home Repair Guidelines and Partnership with Rebuilding Together Minnesota

B. Approval of an Updated Not to Exceed for the CDA Office Expansion

C. Approval of Funds for Office Furniture Purchase for Office Expansion

D. Approval of Redemption of Limited Tax Obligation Bonds

E. Motion to Close the CDA Offices on June 30th, 2026, for All Staff and Board Event

8. Information

A. Lisa Anderson, Carver County Commissioner

B. Nick, Koktavy, Assistant County Administrator Carver County

C. Staff Updates

i. Fair Housing Training

ii. July 28th County Board work session on Levy

iii. September 1st County Board meeting on Levy

9. Adjournment

For More Information, call 952-448-7715

**Carver County CDA Board meeting agendas are available online at:
<https://www.carvercda.org/about-ccda/board-of-commissioners/>**

Next Meeting:

CDA Board of Commissioners Annual Meeting

May 21st, 2026, at 5:00 pm

Carver Oaks Community Room – 1595 Hartwell Drive, Carver, MN 55315



Board of Commissioners
Meeting Minutes

Meeting Date: March 19, 2026

5:00 pm

CDA Boardroom, Chaska, MN

Chair Celi Haga called the meeting to order at 5:00 p.m.

COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Celi Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Sylvia MateKole	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secretary	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Gretchen Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CDA Staff in attendance:

Executive Director	Allison Streich
Deputy Director	Shanika Bumphurs
Director, Finance	Brittany Larson
Director, HR & Operations	Janette Meyer
Director, Housing	Andra Willis
Comm. Development Specialist	Kari Steen
HR & Operations Specialist	Ellie Logelin

Others in attendance:

Lisa Anderson, Carver County Commissioner
 Nick Koptavy, Assistant County Administrator - Carver County
 Molly Koivumaki – Beyond New Beginnings
Molly Koivumaki left the meeting at 5:49 p.m.
 Dave Pokorney – Community Asset Foundation
Dave Pokorney joined the meeting at 5:02 p.m. and left the meeting at 6:07 p.m.

AUDIENCE

No audience members addressed the board.

26-22 Approval of Revised Agenda

Prior to a motion being made, Executive Director Allison Streich asked the Board to approve a revised agenda adding item 5E – Approval of Reduced Office Hours at the CDA Main Office During Renovations and Summer Hours.

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the revised agenda for the March 19, 2026, CDA Board meeting be approved as written.

Motion: Oppriecht de Garcia

Second: Teske

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-23 Approval of Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the February 19, 2026, meeting be approved as written.

Motion: Teske

Second: Oppriecht de Garcia

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

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSENT AGENDA

26-24 Approval of the March 2026 Dashboard

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the March 2026 Dashboard is approved as written.

26-25 Approval of the Write-Off of Past Tenant Balances for February 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for February 2026 is hereby approved to be written off.

26-26 Approval of Record of Disbursements – February 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the February 2026 Record of Disbursements is approved as written.

Motion: Williams

Second: Oppriecht de Garcia

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

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGULAR AGENDA

26-27 Approval of Updates to the Community Growth Partnership Initiative (CGPI) Program

Kari Steen presented.

WHEREAS, the Carver County Community Development Agency (CDA) established the Community Growth Partnership Initiative (CGPI) Program in 2016 to assist Carver County cities and townships in increasing their tax base and improving quality of life through redevelopment, community development, and affordable housing strategies; and

WHEREAS, the CGPI Program has an approved budget of \$415,000 for the fiscal year ending December 31, 2026; and

WHEREAS, CDA staff have recommended updates to the 2026 CGPI Program to broaden program impact, increase clarity, and ensure alignment with current economic and housing conditions;

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the 2026 updates to the Community Growth Partnership Initiative Program Policy and Procedures Guidelines are hereby approved.

Motion: Teske

Second: Opprieht de Garcia

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Opprieht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-28 Approval of CGPI Pre-Development Grant to City of Waconia

Kari Steen presented.

WHEREAS, the Carver County Community Development Agency (CDA) established a Community Growth Partnership Initiative Program (CGPI) in 2016 to assist Carver County cities and townships with increasing their tax base and improving the quality of life through redevelopment, community development and affordable housing strategies; and

WHEREAS, the CGPI has an approved budget of available grant funds of \$415,000 for the fiscal year ending December 31, 2026; and

WHEREAS, Carver County cities and townships are eligible to apply for and receive one (1) Pre-Development grant up to \$10,000, one (1) Technology Assistance grant up to \$1,500, and one (1) Community Development grant up to \$100,000 per calendar year; and

WHEREAS, the CDA has a balance of \$415,000 for 2026 CGPI funding; and

WHEREAS, the City of Waconia has submitted a Pre-Development grant application for a project that meets the CGPI requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners to award a CGPI Pre-Development grant to the City of Waconia for \$10,000 for Highway 284 Small Redevelopment Area Plan and enter into a grant agreement with the CDA, in form and content acceptable to the Executive Director of the CDA.

Motion: Teske

Second: Williams

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Opprieht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-29 Approval of Funding from the Local Housing Trust Fund to Support The Inn

Molly Koivumaki, Dave Pokorney, and Allison Streich presented.

WHEREAS, the Carver County Community Development Agency (“CDA”) is committed to supporting the development of safe, affordable, and dignified housing opportunities for residents of Carver County; and

WHEREAS, The Inn is a proposed four unit supportive housing development in partnership with the Community Asset Foundation and Beyond New Beginnings, designed to provide stable housing and supportive services for young mothers and their children; and

WHEREAS, the Board has reviewed the project concept, goals, and financial needs associated with the development of The Inn; and

WHEREAS, the CDA has determined that sufficient funds are available in the CDA's Local Housing Trust Fund and designated for this purpose; and

WHEREAS, the CDA desires to support this project as part of its mission to expand affordable housing and strengthen community stability.

NOW, THEREFORE, BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby authorizes the allocation of \$232,500 from its Local Housing Trust Fund for the development of The Inn project; and

BE IT FURTHER RESOLVED that the Board authorizes CDA staff to take all necessary actions to execute documents, enter into agreements, and complete all steps required to implement this funding commitment and advance the project.

Motion: Oppriecht de Garcia

Second: Williams

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presentation on West Creek

Dave Pokorney presented an update on West Creek and the option for the property to be transferred to the Carver County CDA. The Board was in agreement for CDA staff to continue pursuing this opportunity.

Motion to Approve Reduced Office Hours at the CDA Main Office During Renovations and Summer Hours

Carver County CDA staff recommended the approval of a reduced office hours schedule at the CDA Main Office during office renovations and summer hours. The recommended reduced office hours schedule during office renovations (beginning April 10th, 2026) consists of the following:

- Monday-Thursday: 10:00 a.m. to 3:00 p.m.
- Fridays: Closed

The reduced office hours schedule will go into effect on April 10th, 2026, and will remain in effect until the office renovations are complete.

Immediately following the completion of the office renovations, the reduced office hours schedule during summer hours will consist of the following:

- Monday-Thursday: 8:30 a.m. to 4:00 p.m.
- Fridays: Closed

The reduced office hours schedule for summer hours will go into effect immediately following completion of the office renovations and will remain in effect until October 2nd, 2026.

Motion: Teske

Second: Oppriecht de Garcia

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFO - Carver County Update

Carver County Commissioner Anderson provided an update.

- Commissioner Anderson provided an update on the Chaska Library and conversations being held about the Chaska DMV.
- Commissioner Anderson provided an update on the Lower Minnesota River Watershed.

Carver County Assistant County Administrator Kuktavy provided an update.

- Nick Kuktavy provided an update on the County’s Comprehensive Plan
- Nick Kuktavy provided an update on extended access for the Carver County libraries.

INFORMATION

Carver County CDA will be hosting an all staff and Board event at Charlson Meadows on June 30th, 2026.

July 28th, 2026: County Board Work Session with Carver County CDA to discuss 2027 Levy

September 1st, 2026: County Board meeting for Carver County CDA 2027 Levy approval

Due to office renovations, the Carver County CDA’s April Board meeting will be held at 1595 Hartwell Drive, Carver, MN, 55315.

Allison Streich provided an update on Trail’s Edge South Senior, the main office renovation, and the Land Bank Twin Cities presentation that was held at the CDA on March 5th, 2026. Allison Streich provided an update on the CDA Maintenance on call process – the CDA is going to transition to outsourcing on-call service at our general occupancy buildings beginning in April for after hour emergency maintenance requests.

Janette Meyer provided an update on an Employee Appreciation Breakfast that was hosted by CDA directors along with an update on staffing.

Brittany Larson provided an update on CDA audits and budget.

Kari Steen provided an update on the Community Land Trust homes.

Andra Willis provided an update on staffing and Carver Place/Oaks lease up.

Shanika Bumphurs provided an update on Emergency Rental Assistance.

Ellie Logelin provided an update on the “What Home Means to Me” poster contest that was held at various CDA properties.

ADJOURNMENT

26-30 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, April 19th, 2026.

Motion: Williams

Second: Oppriecht de Garcia

Ayes: 4

Nays: 0

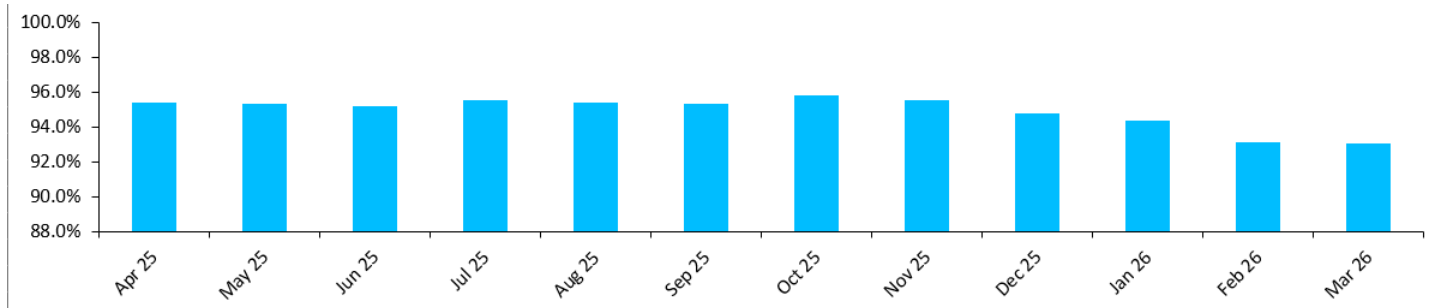
Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting adjourned at 6:38 p.m.

HOUSING UPDATES



2026 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> Exterior Work-patio Office Remodel 	<ul style="list-style-type: none"> Contractor selected, work will start in Spring 2026. Project One has been selected as the contractor. Project scheduled to start April, anticipated to be completed in July.
Bluff Creek	<ul style="list-style-type: none"> Deck Repairs Mansards 	<ul style="list-style-type: none"> Contractor selected, engineering reports received, plan to start work in April. Materials have been selected; project to start late Spring of 2026.
Carver Homes	<ul style="list-style-type: none"> 1385 Marigold 110 W 2nd Street and 100 State Ave. 	<ul style="list-style-type: none"> Siding project scheduled to begin Spring 2026. Received structural engineer reports, nothing needed for 110 State St, structural work is needed on 110 W. 2nd, we would like the project to start in May of 2026.
All Properties	<ul style="list-style-type: none"> Offices Upgrades 	<ul style="list-style-type: none"> Still gathering proposals to install Dutch doors and video doorbell monitors in onsite offices.

Staffing Update:

- Tyra has joined the CDA as a temporary employee from Career Strategies as a Property Manager for Brickyard and Centennial.
- Ashleigh has joined the CDA as a temporary employee from Career Strategies as a Property Manager for Waybury.
- Jay started as a Maintenance Tech I on April 6th. He is the Maintenance Technician for Centennial and Brickyard.
- Nick started as a Maintenance Tech I on April 10th. He is the Maintenance Technician for Lake Grace.

Miscellaneous Updates:

- **Carver Oaks:**
We currently have twenty-eight (**28**) units leased with fifteen (**15**) occupied!! The property is operating on a six (**6**) month lease-up schedule.
- **Waybury** is preparing for a Management and Occupancy Review (MOR) with MN Housing on May 4th. This review occurs every three (**3**) years if we score Above Average which is our goal again for this year.
- **HOTMA Implementation: January 2027**
The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1st, 2027. This regulation will impact compliance and operations across our Rural Development, Section 8, and Low-Income Housing Tax Credit (LIHTC) properties.
- **NSPIRE-V: February 2027**
HUD extended the mandatory compliance date for the new voucher inspection protocol, NSPIRE-V, to February 1st, 2027, to give additional time to implement the requirements effectively. This extension also applies to HQS changes from both the NSPIRE and HOTMA final rules.

SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/25-6/30/27	15	100%
Bridges RTC	7/1/25-6/30/27	2	100%
Housing Trust Fund	10/1/25-9/30/27	10	120% (13 units) Will reduce to 10 units as no additional households will be added.
CoC PSH	8/1/25-7/31/26	14	93% (13 units) not adding anyone new

Resident Services**Presentations 2026**

Agency	Property	Number of Residents
Fraud and Scams-MN Aging Pathways	Centennial	16
	Waybury	7
	Crossings	18
	Oak Grove	7
SW Prime	Centennial	9
	Waybury	14
Help at Your Door	Centennial	
	Waybury	In March

2026 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance/SNAP Program Application assistance
5	34	3

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 updated on a quarterly basis (or are noted accordingly). Information on this table will be updated on a quarterly basis.

Quarter 1 Reporting:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2026)	NextStage	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	17	9	9	6	3	3		
Chanhassen	45	59	20	2	7	10		
Chaska	145	183	174	24	4	11	32	2
Cologne			3	2	3	1	1	
Hamburg								
Mayer			10		4	2	3	
New Germany				1	5			
NYA	3	47	10	1	7	4		3
Victoria		3	3		7	2	1	
Waconia	13	119	51	7	6	2	11	
Watertown	2		34		7	4	3	7
Townships					5			
Other						8		
TOTAL	225	420	314	43	62	46	51	12

FINANCE

FINANCE

		March 2026 YTD Actual	March 2026 YTD Budget	Variance
CDA	Revenue	5,118,458	4,855,795	262,663
	Expenses	3,614,349	3,311,137	303,212
	Cash Balance	5,718,266		

		March 2026 YTD Actual	March 2026 YTD Budget	Variance
Properties	Revenue	2,588,936	2,641,937	(53,001)
	Expenses	1,756,679	1,842,012	85,333
	Cash Balance	3,632,692		

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	(\$9,232)	\$4,459	Write-off reversed from 2025 in 2026 per auditors.
Carver Homes	\$8,456	\$42,658	
Bluff Creek	\$7,998		
Brickyard			
Centennial Hill			
Hilltop	\$18	\$183	
Oakgrove	\$795		
Trails	\$1,079	\$4,356	
Crossings			
Waybury	\$1,043	\$729	
Windstone		\$2,772	
Total:	\$10,157	\$55,157	

Other Finance updates

Consolidated YTD revenues for the CDA through March were \$5,118,458 and expenses were \$3,614,349. **Net Operating Income was \$1,504,108, 14.67% over budget primarily due to employee salaries and benefits and not being fully staffed.** YTD Revenues for the properties were \$2,588,936 and expenses were \$1,756,679. **Net Operating Income was \$832,257, 4.04% over budget.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT) Total Units	51
Total resales YTD	1 – Closing in April 2026
# of families helped	85
Interest/Waiting list	154
Homebuyer Initiated Program Commitment	6
Re-purchase/Acquisition YTD	0

Notes:

Community Land Trust

The Community Land Trust (CLT) portfolio now includes **51 homes**. Homes to be added in 2026 include the following:

- 6721 Hopi Road, Chanhasen – Acquisition/Rehab partnership with Habitat for Humanity ~ Spring 2026
- HIP Home – location TBD

Scheduled Closings:

- 413 Franklin Avenue, Watertown – closing scheduled April 15th, 2026
- 908 Ringenbach Street, Chaska – closing scheduled April 16th, 2026

Down Payment Assistance Program

We have one pending closing scheduled for April 23rd, 2026 that will conclude the 2025 DPA Program.

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Total 4 Qtrs
Total Carver County Clients Assisted	11	14	2	19	46
# of Financing Events	1	3	0	4	8
Total Financing/Investment	\$356,600	\$1,281,100	\$831,100	\$617,500	\$3,086,300
New Business Starts	1	2	0	4	7
Business Expansions	0	3	0	1	4
New FT Jobs	0	19	1	7	27
New PT Jobs	0	6	0	10	16

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) – 2026 allocation is \$2,222,884 numbers through March 2026

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	3	\$670,500	30%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	2	\$747,741	N/A
Fix Up Loans	0	\$ -	N/A
Down Payment and Closing Cost Loans		\$74,600	100%
TOTALS	5	\$1,418,241	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2027 new assessments	Underway (anticipated 2027 assessment)	2026 Paid Off	Total active assessments
Applications	1	27	1	69

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2023	Community Development	Waconia Township	Sovereign Estates	\$90,000
2024	Pre-Development	NYA	Urban Streetscape	\$7,500
2024	Pre-Development	Victoria	TIF Analysis	\$10,000
2024	Pre-Development	Chaska	Zoning Audit	\$10,000
2024	Community Development	Chanhassen	Downtown Redev.	\$100,000
2025	Pre-Development	Mayer	Zoning Study	\$10,000
2025	Pre-Development	Victoria	Transportation	\$10,000
2025	Community Development	Chaska	Industrial Dev.	\$100,000
2025	Community Development	NYA	Apt. Building	\$100,000
2025	Community Development	Waconia	Well Abandonment	\$50,000
2025	Community Development	Watertown	Business Centers	\$100,000

SOCIAL MEDIA & MARKETING

FACEBOOK* Carver County CDA					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026	Totals
<i>Facebook Views</i>	972	6,149	9,598	19,598	36,317
<i>Total Engagement</i>	43	485	789	1,587	2,904
<i>Total New Followers</i>	+ 14	+ 23	+ 19	+ 43	+ 99
<i>Total Facebook Followers</i>	14	37	56	99	

*CDA Facebook created beginning of Q2 2025

CARVERCDA.ORG					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Totals
<i>Views</i>	17,573	21,010	17,232	*waiting on data for Q1*	
<i>Total Users</i>	5,245	5,732	7,007		
<i>Top 3 Pages</i>	Carver County CDA, CDA Owned Properties, Rental Assistance Programs	Carver County CDA, CDA Owned Properties, DPA Program	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties		

LINKEDIN Carver County CDA					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Totals
<i>LinkedIn Reach/Impressions</i>	8,154	9,148	9,043	13,407	39,752
<i>Total Activity (Reactions + Comments + Reposts)</i>	336	436	353	529	1,654
<i>Total New Followers</i>	+ 29	+ 28	+ 25	+ 22	+ 104
<i>Total LinkedIn Followers</i>	431	458	483	505	

Community Events

Carver County CDA

	Q3 2025	Q4 2025	Q1 2026		Totals
<i>Total Events* Attended/ Participated in as an Agency</i>	7		1		8
<i>List of Events*</i>	Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia		SW Chamber Health & Wellness Expo		
<i>Total Events* Hosted as an Agency</i>	4	4	3		11
<i>List of Events*</i>	Homestretch Course NNO @ 12 CDA Locations CP Ribbon Cutting/CDA 45 th Anniversary Event Chaska Yards Ribbon Cutting	CP Ribbon Cutting with SW Metro Chamber Trunk or Treat @ TES Homestretch Course Loucks Presentation	Chaska Yards Open House What Home Means to Me Poster Contest Events (5 locations) CO Ribbon Cutting & Open House Event		

*Began tracking at end of Q3 2025

DEPUTY DIRECTOR REPORT

Emergency Rental Assistance (ERA) Update:

We began accepting applications for the Emergency Rental Assistance (ERA) program on February 17th, 2026. The purpose of this program is to assist households in Carver County who are experiencing financial hardship that has impacted their ability to meet rent or utility obligations. Many of these challenges are the result of reduced working hours, job loss, business closures, or changes in household circumstances, including the involuntary displacement of family members.

To date, CCCDA has received **61** applications requesting a total of **\$149,092.43** in assistance, with **\$95,711.37** distributed to landlords and utility providers. Of the **61** applications, **34** are approved, **5** were withdrawn, **8** were denied, and the remaining applications are currently under review and processing. Of the approved applications, **21** households were at risk of eviction and **13** were at risk of utility disconnection.

Applications are reviewed for eligibility and prioritized based on the urgency of the household's housing stability.

The program criteria include:

- The applicant must reside in Carver County
- The household must be behind on rent or utilities by one or more months
- The household must have income at or below 80% of the Area Median Income (AMI)
- The total maximum assistance per household is \$4,000
- Households cannot receive duplicate assistance from another agency for the same expense
- Households receiving certain housing subsidies may not be eligible

Applications are prioritized in the following order:

1. Households where an eviction has been formally filed
2. Households who have received a 14-day notice from their landlord
3. Households with a utility disconnection notice
4. Households with past-due rent or utilities but no formal notice

Although the program is temporary, it has provided much needed assistance to households at risk of losing housing or essential utilities and has supported housing stability within the community. In the past week, we have seen a significant decline in new applications. Given this trend, along with the availability of other rental assistance programs within the County, we are considering concluding the program on April 30th.

Outsourcing On-Call Maintenance:

We are working on moving forward with a phased approach to outsourcing after-hours (on call) maintenance. This shift is intended to create a more sustainable on-call structure for maintenance staff while also supporting overall cost savings.

The current on-call model has required a high level of commitment, flexibility, and responsiveness from maintenance staff, particularly during evenings, weekends, holidays and when short staffed. This change is no way a reflection of staff's hard work, but rather an effort to better support maintenance staff by improving work-life balance while maintaining strong customer service and care across our properties. It also reflects a trend across the industry, as organizations look for ways to provide reliable coverage while supporting staff sustainability.

We will be partnering with Tuk Technical, a vendor with experience supporting both public and private housing organizations. Implementation is underway, with onboarding and process alignment currently in progress.

The transition will be phased, beginning with multi-family and scattered site properties. During the initial rollout, maintenance staff will continue to support calls alongside the vendor to ensure a smooth transition. The month of May will serve as a trial period, with the goal of expanding to senior properties and fully transitioning by early June.

We will continue to be intentional about communication with residents, process clarity, and overall service quality throughout implementation.

Organic Waste (Composting) Partnership:

We are partnering with Carver County Environmental Services, which was awarded a grant to support organic waste/composting initiatives throughout the community.

Through this partnership, compost carts will be placed at select CCCDA properties for residents to use for organic waste. The collected materials will be incorporated into the County's broader composting efforts. Environmental Services will provide training and support for both staff and residents at participating sites to help ensure the program is accessible and successful.

There is no direct cost to the CDA for participation in this initiative. The program is structured to allow flexibility, and if composting is not a good fit for a particular site, carts can be removed to minimize challenges.

As part of the initial rollout, staff participated in a site visit to the Dakota Prairie Composting facility to better understand the process and implementation. We anticipate coordinating additional communication and preparation with participating properties as the program moves toward launch.

EXECUTIVE DIRECTOR REPORT

April is Fair Housing Month, a time to reaffirm our commitment to equal housing opportunity for all. Fair housing means everyone deserves the opportunity to live in a home of their choice, free from discrimination. The Fair Housing Act prohibits discrimination based on race, color, religion, sex, national origin, familial status, or disability in housing-related activities. Annually, staff and the board reaffirm this commitment through Fair Housing education. This is your friendly reminder to complete your fair housing training through Grace Hill by the end of the month.

The Coffee with the Boss is scheduled for Friday, April 24th, and will be held at the Windstone Community Room. The month's topic will be the CDA's Community Land Trust and Down Payment Assistance programs.

The office expansion project began on Monday, April 13th. We are anticipating a three-month schedule. We are still working on a few items related to Subway but hope to have that wrapped up in April. We are so looking forward to our new space.

We had our project launch meeting with MN Housing for Trail's Edge Senior. While we start working through MN Housing's due diligence, we are looking for Letters of Interest from equity investors and options for the construction loan and first mortgage. We will also begin the entitlement process with the City of Waconia. We are hoping to break ground on this project in the fall of this year.

On Wednesday, April 8th, seven CDA employees attended MN NAHRO's Day at the Capitol. Our agency had meetings with four members of the MN Delegation that cover areas of Carver County. We advocated for Housing Infrastructure Bonds and Publicly Owned Housing Bonds and talked to legislators about the work we do at the CDA and how it impacts their constituents. At the end of the day, we stopped in to listen to part of the House Housing and Finance Committee. It was a great day, and I am so glad staff were interested in joining me.



I attended MN NAHRO's Executive Retreat on Thursday, April 9th and Friday, April 10th. This year's retreat focused on High Performance Management. Every attendee completed a DISC assessment, and we spent the majority of

the retreat understanding the four components and how you interact with others. We went through hiring, coaching/training and disciplining, all based on someone's DISC profile. Networking is always an additional positive benefit to NAHRO's events.

Carver Place is a finalist for the Affordable Housing-Suburban category with the MN Real Estate Journal awards. Staff will attend the event on May 7th, when the awards will be announced.



Board of Commissioners

Request for Board Action

Meeting Date: April 16, 2026

Agenda number: 6B

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for March 2026

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 2026 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: Andra Willis, Director of Housing

Author: Andra Willis, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
ph				
Resident 1				
	Past	DAMAGE	\$37.55	\$287.45
Total For Resident 1			\$37.55	\$287.45
Resident 2				
	Past	RENT	\$299.97	\$4.59
	Past	DAMAGE	\$412.43	
Total For Resident 2			\$712.40	\$4.59
trails				
Resident 3				
	Past	DAMAGE	\$227.32	\$432.74
Total For Resident 3			\$227.32	\$432.74
Total			\$977.27	\$724.78



Board of Commissioners

Request for Board Action

Meeting date: April 16, 2026

Agenda number: 6C

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - March 2026

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for March 2026

SUMMARY: In March 2026, the Carver County Community Development Agency (CDA) had \$1,342,884 in disbursements and \$174,311 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 2026.

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 2026 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - March 2026

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: Brittany Larson, Director of Finance

Author: Brittany Larson, Director of Finance

**Carver County CDA
Record of Disbursements
For the Month of March 2026**

	Date	Amount	Total
CDA	03/05/26	\$165,891	(1)
	03/12/26	\$124,915	(2)
	03/19/26	\$123,789	
	03/31/26	\$127,695	
		<hr/>	\$542,290
Properties	03/05/26	\$211,404	(3)
	03/12/26	\$97,074	(4)
	03/19/26	\$106,341	(5)
	03/26/26	\$385,775	(6)
		<hr/>	\$800,594
Total March 2026 Disbursements			<u><u>\$1,342,884</u></u>
March 2026 Payroll			
	03/11/26	\$85,239	
	03/25/26	\$89,072	
		<hr/>	<u><u>\$174,311</u></u>

Disbursement detail is available in the Finance Office

- (1) **Abdo Progressive Billing - \$27,700**
- (2) **Service Master of Minneapolis - Bluff Creek - Water Damage - \$24,505**
- (3) **US Bank - Waybury - Bond Payments - \$34,368
Minnesota Housing Finance Agency - Carver Place - Loans 1270564 and 1270563 - \$40,776**
- (4) **Interior Designer's Carpet Installation - Crossing - Carpet and Vinyl - \$11,836.00
Chaska Cabinetry & Millwork - Waybury - 12 Prefinished Fire Rated Doors - \$21,189.23
Service Master of Minneapolis - Waybury - Water Damage Equipment and Labor - \$12,491.49**
- (5) **Minnesota Housing Finance Agency - Carver Place - 8609 Fees - \$25,184.00
Premier Heating & Cooling - NonRad - 300 State Street #'s 2 and 3 Replace Furnance - \$13,000.00**
- (6) **Merchants Capital - Trails Edge South - Mortgage Payment - \$33,340**



Board of Commissioners

Request for Board Action

Meeting date: April 16, 2026

Agenda number: 7A

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Approval of Senior Home Repair Program Guidelines and Partnership with Rebuilding Together Minnesota

PURPOSE/ ACTION REQUESTED: To approve the guidelines for the CDA's Senior Home Repair Program and enter into a partnership with Rebuilding Together Minnesota to administer the program

SUMMARY: In 2023, the Minnesota Legislature authorized aid payments to counties, cities, and Tribal Nations to support the development of affordable housing and to help organizations provide affordable and supportive housing. The funding source is the Local Affordable Housing Aid program (Minn. Stat. § 477A.35), funded through a 0.25% metropolitan area sales tax.

On August 20, 2024, the Carver County Board of Commissioners approved a contract with the Carver County Community Development Agency (CDA) to administer Local Affordable Housing Aid (LAHA) funds, with 70% of the annual allocation deposited into the CDA's Local Housing Trust Fund (LHTF). The CDA Board approved acceptance of these funds at its meeting on September 19, 2024. Carver County's LAHA allocations total \$1,630,369.98 for 2024 and \$4,285,474.79 for 2025, resulting in \$4,141,091.34 to be administered by the CDA. Per state legislation, the LAHA funding is ongoing with no designated end date and is distributed to counties by the Minnesota Department of Revenue.

CDA staff propose allocating \$500,000 of LAHA funds to establish a Senior Home Repair Program to assist low-income Carver County homeowners aged 62 and older with repairs to vital home systems. This program will also help homeowners better prepare for future maintenance needs, including making accessibility improvements that support aging in place.

The Senior Home Repair Program represents the second major initiative funded through the Carver County LHTF. In partnership with Rebuilding Together Minnesota (RTMN), the CDA will provide funding to help low-income senior homeowners—those earning at or below 50% of

Area Median Income (AMI)—repair or replace critical home systems, enabling them to age safely and successfully in their homes.

Staff propose offering 10-year deferred forgivable loans of up to \$30,000 to eligible owner-occupied senior households and/or households that include a person living with a disability. These funds would be used to finance critical system repairs and accessibility improvements, including heating and air conditioning, electrical, plumbing, and roofing systems for single-family or duplex owner-occupied properties, as well as fall-prevention measures and the installation of ramps.

Rebuilding Together Minnesota is a 501(c)(3) nonprofit organization and an affiliate of Rebuilding Together, Inc. Since 1997, RTMN has focused on preserving homes and revitalizing communities. Its mission is, “Repairing homes, revitalizing communities, rebuilding lives.” The organization serves low-income homeowners who are seniors, individuals living with disabilities, families with children, and veterans and their families. With a staff of eleven, RTMN assists approximately 180–200 households annually.

RECOMMENDATION: Approve the guidelines for the CDA's Senior Home Repair Program and enter into a partnership with Rebuilding Together Minnesota to administer the program

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the State of Minnesota enacted the Local Affordable Housing Aid (LAHA) program pursuant to Minnesota Statutes, Section 477A.35, as amended, to provide funding to metropolitan-area counties for qualifying affordable housing projects, as defined in Section 477A.35, subdivision 4; and

WHEREAS, Carver County (the “County”) is a direct recipient of Local Affordable Housing Aid funding; and

WHEREAS, the County has engaged the Carver County Community Development Agency (the “CDA”), based on its experience and expertise in housing assistance and development, to act as a subrecipient and agent of the County for the administration of LAHA funds; and

WHEREAS, maintaining safe, stable, and accessible housing for low-income senior homeowners is a critical housing need in Carver County, particularly to support aging in place and prevent housing instability; and

WHEREAS, the proposed Senior Home Repair Program will address this need by providing financial assistance to income-qualified senior homeowners for the repair or replacement of critical home systems and the installation of accessibility and fall-prevention improvements; and

WHEREAS, the CDA proposes to partner with Rebuilding Together Minnesota, a qualified nonprofit organization with demonstrated experience providing home repair services to low-income households, to implement the Senior Home Repair Program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY, as follows:

1. The Board hereby approves the Program Guidelines establishing the Carver County Senior Home Repair Program.
2. The Program shall provide 10-year deferred forgivable loans, not to exceed \$30,000 per eligible household, to income-qualified owner-occupied senior households and/or households including a person living with a disability.
3. Eligible uses of funds shall include repairs or replacement of critical home systems and accessibility improvements, consistent with Local Affordable Housing Aid requirements and the approved Program Guidelines.
4. The Board hereby authorizes the Executive Director to negotiate, execute, and administer a contract with Rebuilding Together Minnesota, in a form approved by the Agency's legal counsel, to carry out the purposes of the Senior Home Repair Program.

PREVIOUS BOARD ACTION

24-66 Approval of Acceptance of LAHA (Local Affordable Housing Aid) Funding from Carver County

ATTACHMENTS

Senior Home Repair Program Guidelines

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: Melodie Bridgeman, Director of Community Development

Author: Melodie Bridgeman, Director of Community Development



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Carver County Senior Home Repair Program Guidelines

Program Overview:

This program is a partnership with Rebuilding Together Minnesota (“RTMN”) and Carver County Community Development Agency (“CDA”) designed to help low-income Carver County homeowners aged 62 and older repair vital home systems. The program also aims to better prepare homeowners to manage future home maintenance needs, including making accessibility improvements that support aging in place.

The intent of the Carver County Senior Home Repair Program is to help low-income senior homeowners (50% AMI or less) repair or replace critical systems within their homes and allow them to more successfully age in place.

Each home will have an inspection by an RTMN program manager that will enable the homeowner to make an informed decision on the priorities and needs of their home. The program manager will also recommend other programs that the applicant may qualify for.

1. **Loan Pool:** This program utilizes Local Affordable Housing Aid (“LAHA”) funding. As mentioned, RTMN may leverage additional resources depending on the applicant’s eligibility and home needs.
2. **Loan Amount:** The maximum LAHA loan per household is \$30,000.
3. **Loan Term:**
The loan will be no-interest, deferred and be forgiven at a rate of 1/10th per year if the owner remains in the property for 10 years from the date of loan closing. If the borrower sells, transfers title, or if the home is no longer the principal primary residence of the original borrower prior to the 10-year forgiveness term, the borrower will be required to repay the remaining amount.

In addition, the borrower must grant CDA a right of first refusal, allowing CDA the option to purchase the home at its current appraised market value at any time during the 10-year loan period if the home is offered for sale. This right of first refusal does not apply to transfers resulting from inheritance or to transfers to an immediate family member.

4. **Underwriting Decision:** Loans will be approved or denied by RTMN according to the following criteria for each household:
 - must be current on contract for deed and/or mortgage payments;

- must be current on property taxes at the time of closing; and
- must have homeowners' insurance.

5. **Loan Security:** All LAHA loans will be secured by a mortgage in favor of the CDA and serviced by RTMN.
6. **Income Limit:** The applicant's(s) gross household annual income must be at or below 50% of the Area Median Income (AMI) for Carver County set annually by U.S. Department of HUD. The determining income shall be based on the adjusted gross household income. Below are the AMI incomes as of April 2026 for Carver County.

HOUSEHOLD SIZE	50% OF MEDIAN Very Low-income
1	\$46,350
2	\$53,000
3	\$59,600
4	\$66,200
5	\$71,500
6	\$76,800
7	\$82,100
8	\$87,400

7. **Eligible Loan Recipients:** Recipients must be current owner-occupants of the property and have one of the following people residing within the home requiring repair:
 - a person 62 years of age or older; or
 - a person living with a disability.
8. **Previous Participation:** Persons/households that have previously received RTMN services are eligible to participate in this program, but the most recently delivered services must have been completed five or more years before application.
9. **Eligible properties:** Single family and duplex properties that are owner-occupied and located within Carver County. Condominium and townhome owners are eligible for funding provided the repairs are: 1) not items covered by the governing homeowner's association (HOA); and 2) are approved by the HOA. Mobile homes are not eligible for this program.
10. **Eligible Improvements:** These loans can be used to finance critical systems repairs and accessibility modifications including heating/air conditioning systems, electrical systems, plumbing systems, roofing systems for single-family or duplex owner-occupied properties, fall-prevention and ramps.
 - Garages: repair or replacement of roof for Code violations ONLY.

Permits must be obtained when required by City ordinance. RTMN will work with contractors

licensed by the State of Minnesota.

The Program Director of RTMN will resolve any questions of eligible or ineligible improvements or repairs for items not addressed specifically in these guidelines.

11. **Ineligible Improvements:** General remodeling or critical systems for new construction or additions to a home. Garages are ineligible unless repairs are specified by a work order from the City Housing Code violations. RTMN's decisions regarding eligible work shall be final.
12. **Work by Licensed Contractors:** RTMN will utilize the CERT Program list of vendors to solicit bids from SBE/MBE/WBE, licensed and insured contractors. Permits will be obtained for all work as needed by residential building code. Work performed by owners is not permitted with loan funds.
13. **Custody of Funds:** Loan funds will remain in custody of RTMN until payment is made for completed work.
14. **Total Project Costs:** It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. If the total cost exceeds the loan amount, the borrower must provide additional funds. The additional funds needed to complete a project must either be escrowed with RTMN or the funds must be paid into the project before loan funds are expended.
15. **Disbursement of Funds:** Payment to the contractor will be made after completion of the work. An inspection will be performed by RTMN to verify the completion of the work.

The following items must be received before the funds can be released:

- Final invoice from contractor
- Original lien waiver
- Completion Certificate signed by the contractor and the borrower
- Proof of permits closed

16. **General Conditions:** All RTMN and CDA Board and staff must wait 30 days from the start of the program to apply.
17. **Other Conditions:** As part of this program, homeowners will be strongly encouraged to work with the Minnesota Homeownership Center or one of its member affiliates to participate in a 4-hour Homeowner Education Class focusing on home maintenance, budgeting for home maintenance, awareness of predatory lending practices and working with contractors.



Board of Commissioners

Request for Board Action

Meeting date: April 16, 2026,

Agenda number: 7B

DEPARTMENT: Administration

FILE TYPE: Regular Agenda

TITLE: Approval of an updated Not to Exceed for the CDA Office Expansion

PURPOSE/ ACTION REQUESTED: To update the Not to Exceed Amount of the Office Expansion.

SUMMARY:

The Carver County CDA issued a formal Request for Proposal (RFP) seeking a general contractor to perform renovation and expansion work at CDA’s existing office. The contract was awarded to Project One at the February board meeting, with a Not to Exceed of \$625,000. The project scope includes renovation of a portion of the current CDA office space and expansion into the adjacent suite previously occupied by Subway.

Since the project was awarded with a Not to Exceed of \$625,000, staff have been meeting with Project One and have additional items they would like to add to the scope of work. Those include:

- Replacement of three additional exterior doors, frames and hardware.
- Replace twelve additional interior doors as well as all frames, hardware and casing.
- Run additional electrical data lines and outlets to new offices.
- Add fob readers at ten additional doors and seven security cameras.
- Change Gyp ceiling in new offices and conference room to ACT and replace ACT in existing office area.
- Remove tile in existing shower and replace with tile to match restroom.
- Add quartz countertop w/ seating area. Change microwave to microwave/toaster oven.
- Additional contingency funding.

Carver County Arboretum House Reimbursement	\$158,659
Carver Place Developer Fee	\$466,341
Total	\$677,764
New Sources:	
City of Chaska Ernst House Reimbursement	\$82,764
New total NTE	\$707,764

RECOMMENDATION: Approval of Updated Not to Exceed for the CDA Office Expansion project.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (herein called the CDA) accepted a Best Value bid for the CDA Office Expansion and Remodeling Project with Project One for a Not to Exceed of \$625,000;

WHEREAS, funds are available for this project as outlined in the Request for Action.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign Change Orders for the project, in an amount not to exceed \$707,764.

PREVIOUS BOARD ACTION

n/a

ATTACHMENTS

n/a

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: Allison Streich, Executive Director

Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting date: April 16, 2026

Agenda number: 7C

DEPARTMENT: Administration

FILE TYPE: Regular Agenda

TITLE: Approval of Funds for Office Furniture Purchase for Office Expansion

PURPOSE/ ACTION REQUESTED: Approve the allocation of funds to purchase new office furniture required to support the planned office expansion.

SUMMARY:

The organization is expanding its office space to accommodate our growing agency. The expansion will require additional and replacement office furniture to ensure the space is functional, safe, and consistent with organizational needs and professional standards.

DESCRIPTION:

The proposed furniture purchase includes desks, workstations, chairs, conference furniture, storage, etc. necessary to equip the newly expanded areas. The furniture will be selected to best utilize the space, support employee productivity, and align with existing office standards.

The total cost of the furniture purchase is not expected to exceed \$75,000. Funds will be paid from reimbursement from the City of Chaska for the Ernst House project. Upon Board approval, staff will proceed with procurement.

RECOMMENDATION: Staff recommend approval of the requested funds to purchase office furniture necessary to complete the office expansion and support continued operations.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the CDA Board of Commissioners has approved an office expansion to support the operational needs of the organization; and

WHEREAS, the office expansion requires the purchase of additional office furniture to adequately furnish new and expanded workspace; and

WHEREAS, the acquisition of appropriate office furniture is necessary to ensure efficient operations, employee productivity, and a professional working environment; and

WHEREAS, sufficient funds are available from the reimbursement of project costs from the City of Chaska for the Ernst House project to cover this expense;

NOW, THEREFORE, BE IT RESOLVED that the CDA Board hereby approves the expenditure of an amount not to exceed \$75,000 for the purchase of office furniture necessary to support the office expansion; and

BE IT FURTHER RESOLVED that staff is authorized to procure said office furniture in accordance with applicable purchasing policies and procedures.

PREVIOUS BOARD ACTION

n/a

ATTACHMENTS

n/a

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: Allison Streich, Executive Director

Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting date: April 16, 2026

Agenda number: 7D

DEPARTMENT: Finance

FILE TYPE: Regular Agenda

TITLE: Approval of Redemption of Limited Tax Obligation Bonds

PURPOSE/ ACTION REQUESTED: Authorizing the redemption of limited tax obligation bonds and approving and authorizing the execution of various documents in connection therewith.

SUMMARY: The Series 2000 Bonds have an interest rate that is higher than what the CDA currently earns on its investments. As a result, the CDA continues to pay more in interest on these bonds than it earns on the funds it holds. Because the bonds can be paid off at any time without penalty, the CDA has the option to redeem them and stop these interest payments.

The current amount needed to redeem the bonds is \$61,504. The CDA will make this payment to the trustee, with a 0% loan payable by Brickyard. The CDA will reduce the monthly rent payments to Brickyard by a minimum of \$2,000 a month as payment towards this loan.

RECOMMENDATION: Staff recommend redeeming the bonds using available funds to reduce costs. Taking this action would also simplify the CDA's outstanding debt and eliminate ongoing administrative and reporting requirements related to the bonds.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Housing and Redevelopment Authority, predecessor of the Carver County Community Development Agency (the “CDA”) issued its \$420,000 Limited Tax Obligation Bonds, Series 2000 (the “Series 2000 Bonds”); and

WHEREAS, the Series 2000 Bonds are dated January 18, 2000 and were issued pursuant to an authorizing resolution of the CDA dated January 13, 2000 (the “Original Resolution”); and

WHEREAS, pursuant to the Original Resolution, the CDA has the option to redeem the outstanding principal amount of the Series 2000 Bonds prior to maturity; and

WHEREAS, the CDA’s financial advisor has advised the CDA that it would be to the CDA’s benefit to redeem the outstanding Series 2000 Bonds prior to maturity;

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

1. The Executive Director of the CDA is hereby authorized to take all actions and execute all documents necessary to effectuate the redemption of the Series 2000 Bonds at the earliest practicable date.

PREVIOUS BOARD ACTION

n/a

ATTACHMENTS

Ehlers Memo

Bond Redemption Notice

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: Brittany Larson, Director of Finance

Author: Allison Streich, Executive Director

MEMORANDUM

TO: Allison Streich, Executive Director, Carver County CDA
FROM: Schane Rudlang - Ehlers
DATE: April 3, 2026
SUBJECT: Early Redemption of 2000 HRA Bonds

Purpose

The purpose of this memorandum is to present Ehlers' recommendation regarding the early redemption of the Carver County Housing and Redevelopment Authority Limited Tax Obligation Bonds, Series 2000 (the "Series 2000 Bonds"). The primary objective is to eliminate remaining interest costs on the outstanding bonds, which bear coupons of 6.40%.

Background

- In January 2000, the Carver County Housing and Redevelopment Authority (HRA) issued \$420,000 Limited Tax Obligation Bonds, Series 2000 to finance a portion of the Chaska Brickyard Project.
- The Carver County Community Development Agency (CDA) subsequently became the successor entity to the HRA and assumed responsibility for the Series 2000 Bonds.
- The bonds are special limited obligations, payable solely from the Authority's Special Benefits Tax (i.e., the CDA levy), and do not constitute a general obligation of Carver County or the State of Minnesota.
- The bonds mature on January 1, 2028 and may be redeemed before maturity (i.e., they are "callable").

Analysis

The coupon rates on the Series 2000 Bonds reflect market conditions at the time of issuance in 2000 and are above the CDA's current opportunity cost of funds; meaning the bonds' 6.4% interest cost is higher than the CDA's general investment earning rate. For example, if the CDA has a source of funds to invest and its investment earnings rate is 4%, the CDA is effectively paying the difference between the two rates (2.4%) while the bonds remain outstanding. Because the bonds are callable at par with no redemption premium, the CDA may redeem the outstanding bonds and eliminate future interest payments through final maturity.

From a municipal advisory perspective, redeeming callable debt with above-market interest rates using available funds is prudent debt management. Further, calling these bonds would simplify the CDA's outstanding debt profile and eliminate ongoing administrative and compliance requirements associated with the bond issue.

Recommendation

Based on our review, Ehlers recommends approval of the resolution authorizing redemption of the Limited Tax Obligation Bonds, Series 2000, to eliminate remaining interest costs and reduce the CDA's total debt service obligations.

Next Steps

If the CDA approves the resolution, Ehlers will notify the Depository Trust Company ("DTC") and the CDA should notify the paying agent which is US Bank.

NOTICE OF CALL FOR REDEMPTION

LIMITED TAX OBLIGATION BONDS, SERIES 2000
HOUSING AND REDEVELOPMENT AUTHORITY
CARVER COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that, by order of the Board of Commissioners of the Carver County Community Development Agency, Carver County, Minnesota, there have been called for redemption and prepayment on

May 22, 2026

those outstanding bonds designated as Limited Tax Obligation Bonds, Series 2000, issued in the original aggregate amount of \$420,000, dated January 18, 2000, having stated maturity dates or subject to mandatory redemption in the years 2027 and 2028, totaling \$60,000 in principal amount, and with the following CUSIP numbers:

<u>Maturity</u>	<u>CUSIP</u>	<u>Original</u>
<u>Date</u>	<u>Number</u>	<u>Amount</u>
2028	147002 EW5	60,000

The bonds are being called at a price of par plus accrued interest to May 22, 2026, on which date all interest on said bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the office of U.S. Bank National Association, 60 Livingston Avenue, St. Paul, Minnesota 55107 on or before May 22, 2026.

Important Notice: In compliance with the Jobs and Growth Tax Relief Reconciliation Act of 2003, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

Dated: April 16, 2026.

BY ORDER OF THE BOARD OF
COMMISSIONERS