



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

April 24th, 2025

5:00 p.m. - Special Meeting

CDA Office, 705 N. Walnut Street, Chaska



**APRIL IS
FAIR
HOUSING
MONTH**



**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: April 24, 2025

5:00 pm

CDA Boardroom, Chaska, MN

1. Call to Order by Chair

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 20, 2025 Regular Meeting

4. Consent Agenda

A. Approval of April 2025 Dashboard

B. Approval of Write-Off of Past Tenant Balances for March 2025

C. Approval of Record of Disbursements – March 2025

5. Regular Agenda

A. Paid FMLA

B. Subway lease extension

C. Approval of CGPI Pre-Development Grant for Laketown Sewer Design

6. Information

A. John Fahey, Carver County Commissioner

B. Nick, Koltavy, Assistant County Administrator Carver County

C. Joint work session with County Board-date TBD

7. Adjournment

For More Information, call 952-448-7715

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

May 15th, 2025, at 5:00 pm

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



Board of Commissioners

Meeting Minutes

Meeting Date: March 20, 2025

5:00 pm

CDA Boardroom, Chaska, MN

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

COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary/Treasurer	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Sylvia MateKole	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner	Celi Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CDA Staff in attendance:

Executive Director	Allison Streich
Director, Comm. Development	Melodie Bridgeman
<i>Melodie Bridgeman left the meeting at 6:01pm</i>	
Director, Finance	Karen Reed
<i>Karen Reed left the meeting at 6:01pm</i>	
Director, Housing	Shanika Bumphurs
<i>Shanika Bumphurs left the meeting at 6:01pm</i>	
Director, HR & Operations	Janette Meyer
HR & Operations Specialist	Ellie Logelin
<i>Ellie Logelin left the meeting at 6:01pm</i>	

Others in attendance:

John Fahey, Carver County Commissioner
John Fahey left the meeting at 5:30pm

Nick Johnson, City Administrator – City of Mayer
Nick Johnson left the meeting at 6:01pm

Nick Koktavy, Assistant County Administrator - Carver County
Nick Koktavy left the meeting at 6:01pm

AUDIENCE

No audience members addressed the board.

25-25 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 20, 2025, 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 20, 2025, Regular meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the March 5, 2025, Special meeting be approved as written.

Motion: Haga

Second: Williams

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSENT AGENDA

25-26 Approval of the March 2025 Dashboard

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the March 2025 Dashboard is approved as written.

25-27 Approval of the Write-Off of Past Tenant Balance for February 2025

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for February 2025 is hereby approved to be written off.

25-28 Approval of Record of Disbursements – February 2025

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the February 2025 Record of Disbursements is approved as written.

Motion: Teske

Second: Williams

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGULAR AGENDA

2024 Year in Review

Karen Reed, Melodie Bridgeman, Shanika Bumphurs, Janette Meyer, and Allison Streich presented.

25-29 Approval of the Updated Code of Conduct Policy

Janette Meyer presented.

WHEREAS, the Carver County CDA Board approved a resolution to update the Code of Conduct Policy

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendations to update the Code of Conduct Policy will be updated to Code of Ethics and Standards of Conduct Policy and will be approved as written.

Motion: Haga

Second: Teske

Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
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	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25-30 Approval of Community Growth Partnership Initiative Grant Award

Melodie Bridgeman 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 \$406,000 for the fiscal year ending December 31, 2025; and

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

WHEREAS, the CDA received three Pre-developments applications and five Community Development applications from Carver County cities or townships by the application deadline of February 28, 2025, for a total request of \$480,000; and

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

WHEREAS, the results of the scores and analysis of CDA staff recommend all three Predevelopment grant applications and the four highest scoring Community Development grant applications for funding; and

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

The following projects are awarded 2025 Community Growth Partnership Initiative funding upon condition that the grantees meet the program guidelines, and entering into grant agreements with the CDA, in form and content acceptable to the Executive Director of the CDA:

APPLICANT	PROJECT	GRANT SOURCE	FUNDING AMOUNT
Mayer	Comprehensive Zoning Code Study	Pre-Development	\$10,000
Victoria	Transportation Initiative - Red Fox Drive Connector Project	Pre-Development	\$10,000
Waconia	Stormwater Management Study - Pine Business Park	Pre-Development	\$10,000
Chaska	EDCO Site Industrial Development	Community Development	\$100,000
Norwood Young America	Norwood Flats Apartment Building	Community Development	\$100,000
Waconia	Old Fire Station Well Abandonment	Community Development	\$50,000
Watertown	Watertown Business Centers	Community Development	\$100,000

Motion: Teske

Second: Williams

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A thank you was extended by Nick Johnson, City Administrator – City of Mayer, along with an update on projects in the City of Mayer.

Greater MSP Update

Allison Streich provided an update on Greater MSP.

INFO - Carver County Update

Carver County Commissioner Fahey provided an update.

- Carver County staff toured the new Wright County Government Center in Buffalo.

Carver County Assistant County Administrator Koktavy provided an update.

- Carver County is working on their Strategic Plan.
- The County budget schedule is being finalized. The work session for the CDA budget is set to be held August 19th, 2025, and set to be discussed at the County Board meeting on September 2nd, 2025.

INFORMATION

Janette Meyer provided an update on staffing.

Melodie Bridgeman provided an update on a grant that is currently being written for BNB.

Ellie Logelin provided an update on the SHIP Grant through Carver County Public Health.

Allison Streich provided an update.

- Allison provided an update on Carver Place and Carver Oaks.
- Allison provided an update on the NAHRO What Home Means to Me Poster Contest.
- Allison provided a summary of her trip to Washington D.C. with NAHRO.
- Allison provided information on a training opportunity for the board through MN NAHRO.

REGULAR AGENDA

Executive Director Performance Review – Closed Meeting

Closure of March 20, 2025, Board Meeting

Motion to close the meeting at 6:01p.m.

Motion: Williams

Second: Haga

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting closed at 6:01p.m.

The Executive Director will not receive an increase at this time.

ADJOURNMENT

25-31 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, April 17, 2025.

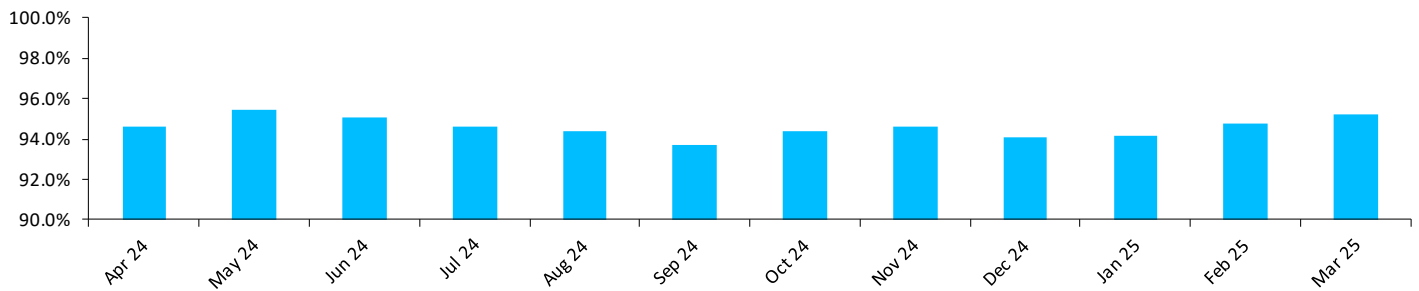
Motion: Williams

Second: Haga

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting adjourned at 6:25 p.m.

HOUSING UPDATES



2025 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> Window Replacement 	<ul style="list-style-type: none"> Project has begun.
Bluff Creek	<ul style="list-style-type: none"> Deck Repairs 	<ul style="list-style-type: none"> Project is on hold till late Spring in 2025.
Hilltop/Mayer	<ul style="list-style-type: none"> Adding Boiler to Hilltop 	<ul style="list-style-type: none"> Still waiting on an additional bid.
Lake Grace	<ul style="list-style-type: none"> Retaining Wall Replacement Intercom System 	<ul style="list-style-type: none"> Project to start Spring 2025. Project is currently out to bid.

Staffing News:

- We have the following vacant positions to fill:
 - We have hired the following to fill the vacant Caretaker roles: Richard R., for Lake Grace and Bluff Creek, welcome Richard! We want to welcome Emily K., who will be at Trails Edge South, welcome Emily!
 - We are actively interviewing for this Housing Assistance Manager position to backfill Andra W.; Andra was promoted to the Assistant Director of Housing position in December 2024.
 - Housing Quality Specialist (HQS)-we will be looking to post and hire in late 2025.

Miscellaneous Updates:

- Todd H., Maintenance Technician for Waybury and Luis D., Maintenance Assistant completed the Certified Residential Maintenance Technician program through MHA. Congratulations to both for passing their exams!
- The Carver Place website is now live at <https://www.carverplaceapts.com>, and the interest/wait list is open. We'll begin pulling names and processing applicants in May 2025. We currently have 65 on the interest/wait list for Carver Place.
- The Housing Opportunity Through Modernization Act of 2016 (HOTMA) will take effect on July 1, 2025, and will impact our Rural Development, Section 8, and LIHTC (Tax Credit) properties.

Project: Brickyard Windows

A Brickyard Window Before



A Brickyard Window After



SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	85% Waiting for an imminent risk referral
Bridges RTC	7/1/23-6/30/25	2	50%
Housing Trust Fund	10/1/23-9/30/25	15	80%
CoC PSH	8/1/24-7/31/25	14	86% 1 pending lease up, 1 searching

Resident Services

Presentations 2025

Agency	Property	Number of Residents
SW Transit	Centennial	24
	Waybury	17
Help at Your Door	Centennial	10
	Waybury	17

2025 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
6	32	6

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).

Updated as of December 31, 2024:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2024)	NextStage – 2024 Year End Activity	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	3	11	28	2
Cologne			3	2	3	1	1	
Hamburg								
Mayer			10		3	1	1	
New Germany				1	5			
NYA	3	47	10	1	6	4		3
Victoria		3	3		6	2	1	
Waconia	13	119	51	7	4	2	10	
Watertown	2		34		7	4	1	7
Townships					4			
Other						8		
TOTAL	225	420	314	43	51	46	42	12

FINANCE

FINANCE				
		March 2025 YTD Actual	March 2025 YTD Budget	Variance
CDA	Revenue	4,723,869	4,349,554	374,315
	Expenses	3,030,244	3,359,926	329,682
	Cash Balance	5,684,388		

		March 2025 YTD Actual	March 2025 YTD Budget	Variance
Properties	Revenue	2,585,160	2,510,900	74,260
	Expenses	1,808,604	1,849,546	40,942
	Cash Balance	3,445,070		

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	\$ 18,789	\$6,020	
Carver Homes	\$56,525	\$14,639	
Bluff Creek			
Centennial Hill	\$2,796		
Hilltop	\$2,378		
Trails	\$7,719	\$12,611	
Crossings			
Waybury	\$309		
Windstone	\$1,108	\$ 1,086	
Total:	\$89,624	\$34,356	

Other Finance updates

Consolidated YTD revenues for the CDA through March were \$4,723,869 and expenses were \$3,030,244. **Net Operating Income was \$1,693,625, 71% over budget.** YTD Revenues for the properties were \$2,585,160 and expenses were \$1,808,604. **Net Operating Income was \$776,556, 17% over budget.**

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	74
Waiting list	19
Acquisition this month	0

Notes:

CDA staff attended the U.S. Housing and Community Development Conference in Dallas, TX April 1-2, 2025. Topics ranged from the state of the housing market (demand far exceeds supply) to innovative funding strategies for attainable housing to incorporating A.I.

Community Land Trust

CDA staff have conducted three CLT orientations with perspective owners and continued marketing efforts for the various upcoming CLT opportunities. We are working on our first commitment with a prospective CLT buyer for the Homebuyer Initiated Program funding through the MHFA grant for the CCCLT expansion.

Down Payment Closing Assistance Program

We are working to finalize and execute the Professional Service Agreement (PSA) for Distribution of Local Affordable Housing Aid (LAHA). This is the primary source of funding for the DPA program. We anticipate launching the program after execution of the PSA.

Homebuyer Education

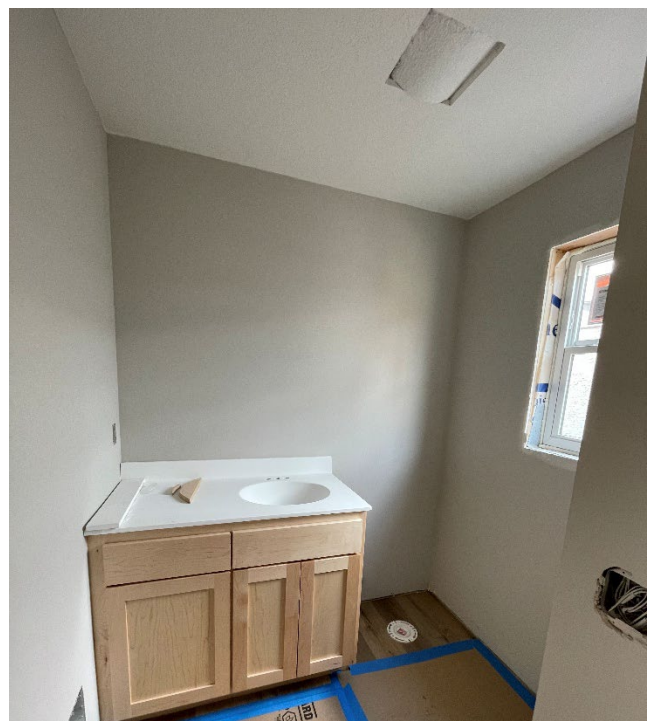
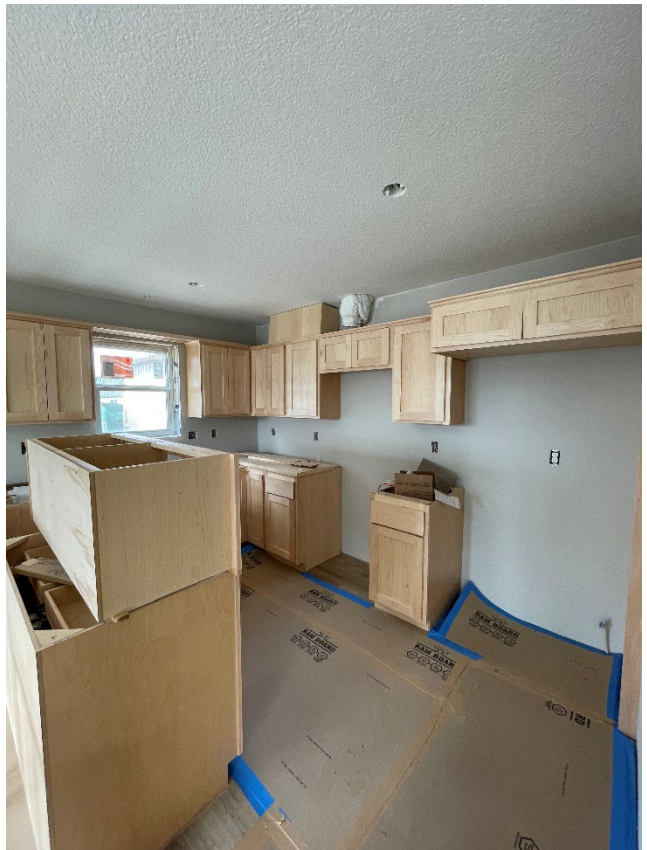
The Community Development Department is partnering with Dakota County to host a Homestretch homebuyer course at the CDA Office on Saturday, May 3rd, from 8:30 AM to 5 PM. The course will be led by Dakota County's Homeownership Specialist, along with a loan officer, home inspector, and realtor. The event is being sponsored by Old National Bank.

413 Franklin Ave NE, Watertown

MJS Construction is working with the City of Watertown to secure the building permit. We anticipate construction to begin mid-May when road restrictions are lifted.

Chaska Yards (Ernst House)

Construction continues to progress on the project. We are excited to share how beautiful the new build units are looking. Units 215 and 217 are almost complete on the interior, excluding carpet.



BUSINESS DEVELOPMENT - NEXTSTAGE

	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Total 4 Qtrs
Total Carver County Clients Assisted	24	34	46	23	69
# of Financing Events	1	1	1	2	5
Total Financing/Investment	\$460,000	\$746,650	\$1,013,150	\$271,600	\$2,491,400
New Business Starts	1	0	1	1	3
Business Expansions	0	0	0	1	1
New FT Jobs	2	0	0	6	8
New PT Jobs	1	0	0	10	11

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

2025 allocation is \$1,992,221 Numbers through March 2025

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	1	\$245,373	12%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	0	\$ -	N/A
Fix Up Loans	0	\$ -	N/A
Down Payment and Closing Cost Loans		\$16,500	N/A
TOTALS	1	\$261,873	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2026 new assessments	Underway (anticipated 2026 assessment)	2025 Paid Off	Total active assessments
Applications	1	26	0	67

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	Watertown	Spring Hills	\$10,000
2024	Pre-Development	Victoria	Tif Analysis	\$10,000
2024	Pre-Development	Chaska	Zoning Audit	\$10,000
2024	Community Development	Cologne	Cooperative	\$100,000
2024	Community Development	Chanhassen	Downtown Redev.	\$100,000
2025	Pre-Development	Mayer	Zoning Study	\$10,000
2025	Pre-Development	Victoria	Transportation	\$10,000
2025	Pre-Development	Waconia	Stormwater Study	\$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

ECONOMIC DEVELOPMENT (social media)

FACEBOOK Choose Carver County

	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Totals
Facebook Reach	5,800	233	314	89	6,436
Facebook Page new likes	84	163	2	1	250
Total Facebook Likes	244	247	249	251	
Total Facebook Followers	314	318	326	328	

- Note: Social media advertisements ran in Q1 2024 through Q2 2024.

	Q2 2024 CCC	Q3 2024 CCC	Q4 2024 CCC	Q1 2025 CCC	Totals
Page Views	3,446	4,641	3,331	4,541	15,959
Average Engagement	2:15m	1:19m	1:56m	2:39m	
Top 3 Pages	Events, Home, Contact Our Staff	Home, Events, Lake Auburn Campground	Home, Hillcrest Café & Catering, Events	Home, Hillcrest Café & Catering, Indoor Adventures in Carver County MN	

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Staff will be attending the May 5 Waconia City Hall for a discussion on Spruce Apartments and the city LAHA money.

Staff will begin the process of transferring our CoC Permanent Supportive Housing program to the CAP Agency as soon as we receive our award letter from HUD.

The Executive Director attended the NCRC (regional NAHRO) conference to present on a panel on housing special populations. She presented on the CDA's partnership with Southern Valley Alliance.

Carver Oaks



Carver Place





Board of Commissioners

Request for Board Action

Meeting Date: April 24, 2025

Agenda number: 4B

DEPARTMENT: Housing

FILE TYPE: Regular Consent

TITLE: Approval of Write-Off of Past Tenant Balances for March 2025

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 2025 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

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
lakegrc				
Resident 1				
	Past	DAMAGE	\$788.37	\$535.46
Total For Resident 1			\$788.37	\$535.46
carverhms				
Resident 2				
	Past	DAMAGE	\$4,799.81	\$175.50
Total For Resident 2			\$4,799.81	\$175.50
Resident 3				
	Past	DAMAGE	\$8,831.08	\$56.71
Total For Resident 3			\$8,831.08	\$56.71
Resident 4				
	Past	DAMAGE	\$3,454.23	\$83.77
Total For Resident 4			\$3,454.23	\$83.77
Resident 5				
	Past	DAMAGE	\$2,028.80	\$252.20
Total For Resident 5			\$2,028.80	\$252.20
trails				
Resident 6				
	Past	DAMAGE	\$3,082.81	\$2.32
Total For Resident 6			\$3,082.81	\$2.32
Resident 7				
	Past	DAMAGE	\$589.30	\$535.70
Total For Resident 7			\$589.30	\$535.70
Totals			\$23,574.40	\$1,641.66



Board of Commissioners

Request for Board Action

Meeting date: April 24, 2025

Agenda number: 4C

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE: Approval of Record of Disbursements - March 2025

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for March 2025

SUMMARY: In March 2025, the Carver County Community Development Agency (CDA) had \$1,676,683.50 in disbursements and \$182,529.93 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, 2025.

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 2025 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - March 2025

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 2025**

	Date	Amount	Total
Carver Homes	03/05/25	\$13,444.81	
	03/12/25	\$36,958.61	
	03/19/25	\$14,568.57	
	03/26/25	\$43,299.48	
			\$108,271.47
CDA	03/05/25	\$699,937.89	(1)
	03/12/25	\$87,089.87	
	03/19/25	\$221,001.44	(2)
	03/26/25	\$42,682.34	
			\$1,050,711.54
Properties	03/05/25	\$72,575.27	(3)
	03/12/25	\$137,549.09	(4)
	03/19/25	\$209,955.85	(5)
	03/26/25	\$97,620.28	
			\$517,700.49
Total March 2025 Disbursements			\$1,676,683.50
March 2025 Payroll			
	03/12/25	\$92,994.00	
	03/26/25	\$89,535.83	
			\$182,529.83

Disbursement detail is available in the Finance Office

- (1) **Purchase of 113 Benton - \$295,000**
HART - pension contribution - \$20,000
Frana - Carver Oaks - construction - \$293,000
MacDonald & Mach Architects - Chaska Yards - 9,400
MHFA - Carver Place - construction loan interest - \$31,000
- (2) **Abdo - Audit progress billing - \$35,000**
DDK Construction - progress billing on Chaska Yards - \$164,300
- (3) **Pacific Life - Trail's Edge debt Service - \$32,000**
- (4) **US Bank -Waybury debt service - \$34,000**
- (5) **Interfund clearing to CDA- \$187,000**



Board of Commissioners

Request for Board Action

Meeting date: April 24, 2025

Agenda number: 5C

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Approval of CGPI Pre-development Grant to Laketown Township for Sanitary Sewer Design

PURPOSE / ACTION REQUESTED: Approval of CGPI Pre-development Grant to Laketown Township for Sanitary Sewer Design

SUMMARY: The Community Growth Partnership Initiative Program (CGPI) was created and funded by the Carver County Community Development Agency (CDA) in January of 2016. The goals of the CGPI Program are to increase the tax base and improve the quality of life in Carver County through three specific strategies: Affordable Housing, Community Development, and Redevelopment strategies.

The CDA allocated up to a maximum of \$406,000 in 2025 for the CGPI program. At its meeting on March 20, 2025, the CDA Board awarded \$380,000 of the CGPI funds to a variety of projects following a competitive Request for Proposals process. There is a balance of \$26,000 of CGPI funding in 2025 with awards available on a rolling basis. Note that cities or townships are limited to one (1) Pre-development and one (1) Community Development grant per calendar year.

Laketown Township revised their original application from a Community Development application to a Pre-development application on the recommendation of CDA staff due to the project's timing and readiness to proceed. They are requesting \$10,000 for use in the sanitary sewer design work specifically for preparing the PPL (Project Priority List) and IUP (Intended Use Plan) submissions to MPCA.

RECOMMENDATION:

Approve the CGPI Pre-development funding request from Laketown Township for \$10,000 for sanitary sewer design.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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 \$406,000 for the fiscal year ending December 31, 2025; and

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

WHEREAS, after its CGPI awards on March 20, 2025, the CDA has a balance of \$26,000 for 2025 CGPI funding; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners to award a CGPI Pre-development grant to Laketown Township for \$10,000 for sanitary sewer design work and enter into a grant agreement with the CDA, in form and content acceptable to the Executive Director of the CDA

PREVIOUS BOARD ACTION

CGPI Update - December 19, 2024

2025 CGPI Awards - March 20, 2025

ATTACHMENTS

None

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