



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

August 15, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: August 15, 2024

5:00 pm

CDA Boardroom, Chaska, MN

1. Call To Order and Roll Call

2. Audience

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

3. Approval of Agenda and Meeting Minutes

A. Approval of Meeting Minutes – July 18, 2024 Regular Meeting

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

A. Approval of August 2024 Dashboard

B. Approval of Record of Disbursements – July 2024

5. Regular Agenda

A. Approval of Contract for Chaska Yards

B. Groundbreaking for Carver Place

6. Information

A. John Fahey, Carver County Commissioner

B. Nick, Koktavy, Assistant County Administrator Carver County

C. Carver County Levy schedule

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

ii. September 3rd, 2024 - County Board meeting

D. August Board meeting

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

A. Adjournment

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

September 19, 2024 at 5:00 pm

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



Board of Commissioners

Meeting Minutes

Meeting Date: July 18, 2024

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Secretary/Treasurer	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Jay Rohe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner	Greg Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CDA Staff in attendance:

Deputy Director	Allison Streich
Director, Comm. Development	Melodie Bridgeman
Director, Finance	Karen Reed
Director, Housing	Shanika Bumphurs
Director, HR & Operations	Janette Meyer
HR & Operations Specialist	Ellie Logelin

Others in attendance:

Nick Koktavy, Assistant County Administrator Carver County
Joe Hollman – Maxfield Research & Consulting
Joe Hollman left the meeting at 5:45pm

AUDIENCE

No audience members addressed the board.

SWEARING IN OF COMMISSIONER GREG KUMMER

24-50 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the July 18, 2024, Regular CDA Board meeting be approved as written.

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

Motion: Williams

Second: Kummer

	Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rohe
Kummer

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CONSENT AGENDA

24-51 Approval of the July 2024 Dashboard

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

24-52 Approval of Write-Off of Past Tenant Balances for June 2024

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

24-53 Approval of Record of Disbursements – June 2024

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

Motion: Kummer

Second: Williams

Ayes: 3

Nays: 0

Absent: 2

Abstain: 0

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

REGULAR AGENDA

Housing Study Presentation – Maxfield

Joe Hollman from Maxfield Research & Consulting presented.

24-54 Approval of the 2025 CDA Budget and Levy

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

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

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

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver

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

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

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

Motion: Williams

Second: Kummer

	Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24-55 Approval to Appoint Allison Streich as Executive Director Effective September 21st, 2024 at the Agreed Upon Salary

Motion: Williams

Second: Kummer

	Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFO - Carver County update

- Carver County Assistant County Administrator Kuktavy provided an update.
- Health insurance through Carver County has been awarded.
 - Cannabis continues to be a highly discussed topic at the Carver County Board.

INFORMATION

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

There will be a work session following the August board meeting to discuss the 2024-2027 Strategic Plan.

Allison Streich provided an update on the 4100 Peavey Rd., Carver Place, Carver Oaks, Trail’s Edge Senior, and the Ernst House project.

ADJOURNMENT

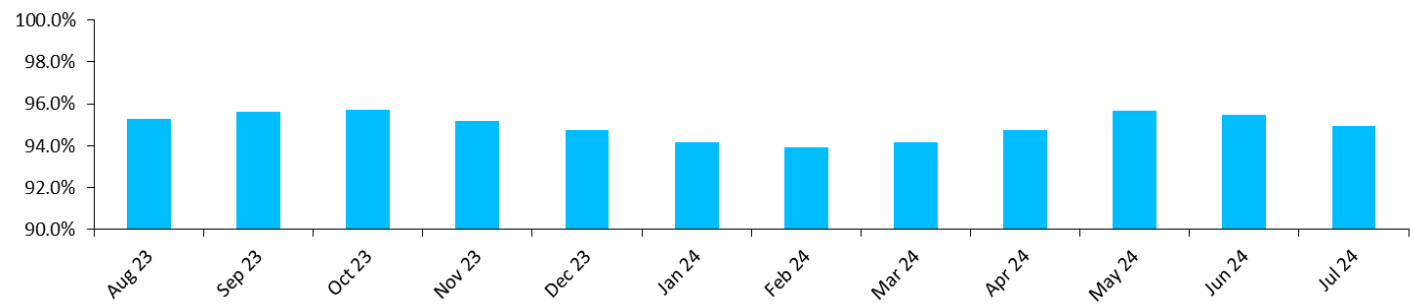
24-56 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, August 15, 2024.

	Motion: Williams		Second: Kummer	
	Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting adjourned at 6:20 p.m.

HOUSING UPDATES



2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none">Brick and Concrete repairs around entire building.	<ul style="list-style-type: none">Project in Progress, moving to Phase II starting the week of 8/12.
Hilltop/Mayer	<ul style="list-style-type: none">Gutter Project & Attic InsulationParking lot RepairsResiding of Mayer	<ul style="list-style-type: none">Project awarded to MJS Construction. Will start in the month of August.Project awarded to Bituminous Roadways. Project to start last week of August.MJS Construction will start this project in the month of August.
Windstone	<ul style="list-style-type: none">Rear Entry Door ReplacementsConcrete Entryway Stoop Replacement (4)Sealing Coating/Striping of Parking Lot at Fieldstone	<ul style="list-style-type: none">Project is on hold till 2025.Bids have been received. Working on selection of Contractor.Tentatively starting project in the month of August.
Crossings	<ul style="list-style-type: none">Seal Coating and Striping Parking LotsMagic Pak Replacement	<ul style="list-style-type: none">Working on Bids.Currently replacing 15 total, to be completed by end of September 2024.
Bluff Creek	<ul style="list-style-type: none">Deck Repairs	<ul style="list-style-type: none">In-House Rebuilding of 2 Decks, waiting for Permit Approval from the City.
Lake Grace	<ul style="list-style-type: none">Repairs of Gutters and SewersLandscaping Improvements and Mulching	<ul style="list-style-type: none">Working on BidsProject Completed.
Centennial Hill	<ul style="list-style-type: none">Parking Lot Repairs	<ul style="list-style-type: none">Waiting on final bid.
Trail’s Edge	<ul style="list-style-type: none">Parking Lot Repairs	<ul style="list-style-type: none">Work Completed.
Waybury	<ul style="list-style-type: none">Drainage Project (Northside of Building)	<ul style="list-style-type: none">Gardeneer is working on this project set to start in September 2024.
Carver Homes	<ul style="list-style-type: none">315 Maple (Chaska)Energy Efficiency Audits	<ul style="list-style-type: none">Drain Tile and Sump Pump Installation.Audit will be completed by the end of 2024. Work pending audit completion.

Lake Grace Landscape (Reseeding):



Brickyard Project:



Night to Unite Events:

Oak Grove: Norwood Young America



Windstone: Chaska



Scattered Sites (Carver Homes): Chaska



Waybury: Chaska



Free Produce Market Vendor Table: Chanhassen



Staffing News:

- We have the following vacant positions to fill: Housing Quality Specialist (1), Maintenance Technician (1), Property Manager (1).

Miscellaneous Updates:

- We are continuing to work through the implementation process for Yardi Case Manager. Yardi Case Manager can be best described as a centralized tracking system that can be used to track and complete processes that are associated with residents and applicants that cannot be tracked within Yardi Voyager. An example of some of these tasks include but are not limited to the following: Reasonable Accommodation and Modification request, Lease Violations, Lease Terminations, Tenant Adjustments Approvals/Denials, and/or Applicant Appeals.
- The Agency has partnered with the Public Health Department to provide Community Resources/Information for Housing at the Free Produce Markets in Chanhassen and NYA, and the Veggie RX Events in Chaska. Managers attend these events weekly and they go through October 2024.
- Staff hosted Night to Unite events throughout at properties throughout the County. Resident participation was great, and staff worked hard to make the events a success! Can't wait till next year!

SPECIAL PROGRAMS

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

Resident Services

Presentations (2024)

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

2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
3	5	42	4

CDA SERVICES BY COMMUNITY

The table below lists the main CDA services and number of participants or units for each Carver County Community. Numbers are year to date (or are noted accordingly).

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Septic Loans and Grants	Community Growth Partnership Initiative (awards since 2016) plus outstanding Business Loan Funds	Entrepreneur Support Program (Thru Q4 2021)	Land Trust Units	Housing Rehab (single family and multifamily rental)	Commercial and Mixed-Use Rehab
Carver	17	9	9	6		3	3			
Chanhassen	45	59	20	2		5	3			
Chaska	145	183	174	24		3	9	27	2	
Cologne			3	2		1	5	1		
Hamburg										
Mayer			10					1		
New Germany				1		4				
NYA	3	47	10	1		3	5		3	7
Victoria		3	3			4	4	1		
Waconia	13	119	51	7		2	4	9		
Watertown	2		34			4	2	1	7	9
Townships					17	1				
Other							1			
TOTAL	225	420	314	43	17	30	36	40	12	16

FINANCE

FINANCE				
		July 2024 YTD Actual	July 2024 YTD Budget	Variance
CDA	Revenue	10,298,382	9,528,579	769,803
	Expenses	6,356,463	7,346,839	990,376
	Cash Balance	8,937,229		

		July 2024 YTD Actual	July 2024 YTD Budget	Variance
Properties	Revenue	5,019,401	4,902,213	117,188
	Expenses	3,106,009	3,485,170	379,161
	Cash Balance	2,951,488		

Revenue Recapture collected through July

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$ 5,256	\$ 745	
Carver Homes	\$23,092	\$18,281	
Bluff Creek	\$3,379		
Oak Grove			
Hilltop	\$3,687		
Trails	\$ 7,960		
Crossings	\$ 5,196		
Waybury	\$ 21	\$345	
Windstone	\$ 3,194	\$3,953	
Total:	\$51,785	\$23,324	

Other Finance updates

Consolidated YTD revenues for the CDA through July were \$10,298,382 and expenses were \$6,356,463. **Net Operating Income was \$3,941,919, 81% over budget.** YTD Revenues for the properties were \$5,019,401 and expenses were \$3,106,009. **Net Operating Income was \$1,913,392, 35% over budget.**

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

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

Notes:

RFP application submitted for MN Housing Community Homeownership Impact Funds

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

Selection decisions released by December 31, 2024

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

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

Working to issue RFP for general contractor

BUSINESS DEVELOPMENT - NEXTSTAGE

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

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

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

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

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

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

SEPTIC / WELL LOAN PROGRAM (SSTS)

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

ECONOMIC DEVELOPMENT (social media)

FACEBOOK choosecarvercounty

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

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

CHOOSECARVERCOUNTY.COM

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

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Staff will be presenting on the Housing Study to the Chanhassen Commission on Aging on August 16 and the Watertown-Mayer School Board on August 26.

Carver Place is closing on August 20. The groundbreaking will be held on August 29 at 3:00 pm.

Carver Oaks does not have an anticipated closing date yet. Staff is working to determine if we should do an early start or close in spring 2025.



Board of Commissioners

Request for Board Action

Meeting date: August 15, 2024

Agenda number: 4B

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE: Approval of Record of Disbursements - July 2024

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

SUMMARY: In July 2024, the Carver County Community Development Agency (CDA) had \$1,974,324.96 in disbursements and \$243,205.15 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 July, 2024.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - July 2024

BOARD GOALS

☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment
☒ Financial Sustainability ☐ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

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

	Date	Amount	Total
Carver Homes	07/01/24	\$8,246.64	
	07/10/24	\$9,105.93	
	07/17/24	\$19,313.96	
	07/31/24	\$13,974.44	
			\$50,640.97
CDA	07/01/24	\$138,048.81 (1)	
	07/10/24	\$722,799.51 (2)	
	07/17/24	\$71,142.17	
	07/31/24	\$83,336.28	
			\$1,015,326.77
Properties	07/01/24	\$409,918.13 (3)	
	07/10/24	\$117,883.21 (4)	
	07/17/24	\$346,573.88 (5)	
	07/31/24	\$33,982.00	
			\$908,357.22
Total July 2024 Disbursements			<u>\$1,974,324.96</u>
July 2024 Payroll	07/02/24	\$79,484.08	
	07/17/24	\$85,668.42	
	07/31/24	\$78,052.65	
			<u>\$243,205.15</u>

Disbursement detail is available in the Finance Office

- (1) **Project One Construction - progress billing Hilltop/Mayer - \$77,000**
- (2) **Watermark Title - 980 Arboretum closing - \$386,000**
City of Carver - Carver Place permit fees - \$254,000
Yardi Systems - annual software license - \$48,400
- (3) **Interfund clearing - \$315,000**
MHFA - Waybury surplus cash payment - 2nd mortgage - \$25,000
- (4) **US Bank -Waybury debt service - \$34,000**
Interfund clearing - Trail's Edge - \$13,500
- (5) **Project One - progress billing Brickyard exterior project - \$100,000**



Board of Commissioners

Request for Board Action

Meeting date: August 15, 2024

Agenda number: 5A

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Carver County Community Land Trust - Chaska Yards Redevelopment

PURPOSE/ ACTION REQUESTED: Approval of Contract with DDK Construction, Inc. for the Chaska Yards Community Land Trust Project

SUMMARY: The CDA and City of Chaska have been working together since the summer of 2020 on redeveloping the Ernst house and adjacent vacant land. The City of Chaska Planning Commission and Heritage Preservation Commission have voted in favor of the latest project designs. In June 2023, the City of Chaska City Council approved the final plat for the project. The City and the CDA signed Redevelopment Agreement. The final step is to approve and sign a contract with the General Contractor.

The CDA issued a Request for Proposal for General Contractor for Chaska Yards project on July 22, 2024. We received three (3) bids and are recommending DDK Construction, Inc. for this project. DDK Construction, Inc. is able to commence work on the Chaska Yards project in September.

RECOMMENDATION: Approve the execution of a contract with DDK Construction, Inc. for the Chaska Yards project in an amount not to exceed Two Million, Five Hundred Thousand Dollars (\$2,500,000).

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (CDA) runs the Carver County Community Land Trust (CCCLT) which seeks to provide permanently affordable homeownership options in Carver County; and

WHEREAS, the City of Chaska and the CDA have partnered together to preserve one unit and develop three new units of permanently affordable housing in the City's historic downtown area; and

WHEREAS, funding has been received from a number of sources for gap financing in order to bring these units into the CCCLT portfolio; and

WHEREAS, the City of Chaska Heritage Preservation Commission, the City of Chaska Planning Commission, and the City of Chaska City Council have approved the final plat for development.

WHEREAS, the CDA entered into a Redevelopment Agreement with the City of Chaska;

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

The CDA Board of Commissioners approves execution of a contract with DDK Construction, Inc. for the Chaska Yards Project in the amount not to exceed Two Million, Five Hundred Thousand Dollars (\$2,500,000).

PREVIOUS BOARD ACTION

Resolution 23-48 Approval of Redevelopment Agreement with the City of Chaska

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: Allison Streich, Deputy Director

Author: Melodie Bridgeman, Director of Community Development