



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

December 18th, 2025

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda - Revised

Meeting Date: December 18, 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 – November 20th, 2025, Regular Meeting

4. Consent Agenda

- A. Approval of December 2025 Dashboard
- B. Approval of Write-Off of Past Tenant Balances for November 2025
- C. Approval of Record of Disbursements – November 2025
- D. Approval of the CDA's 2026 Participation in MHFA MCPP
- E. Approval of the 2026 Contract with NextStage for Carver County Entrepreneur Development and Support Program

5. Regular Agenda

- A. NextStage Year in Review presentation
- B. Approval of Paid Family and Medical Leave Policy
- C. Approval of Updated Personnel Policies
- D. Approval of the 2026 RAD Budget
- E. Update on Investment with Ehlers
- F. Update on Strategic Plan
- G. Update on CCCDA Waybury LLC dissolution
- H. Homes for All agenda discussion
- I. Approval of the Formalization of the Carver County Community Land Trust Program

6. Information

- A. John Fahey, Carver County Commissioner
- B. Nick, Koktavy, Assistant County Administrator Carver County
- C. February 12th event at Charlson Meadows with Board and Staff

7. Adjournment

For More Information, call 952-448-7715

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

Next Meeting:

CDA Board of Commissioners Annual Meeting
January 15th, 2026, at 5:00 pm
Carver County CDA Boardroom, 705 N Walnut St Chaska, MN 55318



Board of Commissioners

Meeting Minutes

Meeting Date: November 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| | <i>Sylvia MateKole joined the meeting at 5:03pm</i> | | |
| Commissioner | Celi Haga | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

CDA Staff in attendance:

| | |
|-----------------------------|-------------------|
| Executive Director | Allison Streich |
| Deputy Director | Shanika Bumphurs |
| Director, Comm. Development | Melodie Bridgeman |
| Director, Finance | Brittany Larson |
| HR & Operations Specialist | Ellie Logelin |

Others in attendance:

Christen Bruns, Property Manager - Carver County CDA

Jim Karels – MCIT

Jim Karels left the meeting at 5:22pm

John Fahey, Carver County Commissioner

John Fahey left the meeting at 5:52pm

Nick Koktavy, Assistant County Administrator - Carver County

AUDIENCE

Christen Bruns introduced herself to the Board.

25-87 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the November 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 October 28, 2025, special meeting be approved as written.

Motion: Haga

Second: Williams

Ayes: 3

Nays: 0

Absent: 1

Abstain: 1

Anderson

Yes

No

Absent

Abstain

Teske
Williams
MateKole
Haga

| |
|-------------------------------------|
| <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

| |
|-------------------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |

| |
|-------------------------------------|
| <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

| |
|-------------------------------------|
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

CONSENT AGENDA

25-88 Approval of the November 2025 Dashboard

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

25-89 Approval of the Write-Off of Past Tenant Balance for October 2025

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

25-90 Approval of Record of Disbursements – October 2025

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

Motion: Teske

Second: Haga

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

Anderson
Teske
Williams
MateKole
Haga

| |
|-------------------------------------|
| <input checked="" type="checkbox"/> |

| |
|--------------------------|
| <input type="checkbox"/> |

| |
|--------------------------|
| <input type="checkbox"/> |

| |
|--------------------------|
| <input type="checkbox"/> |

REGULAR AGENDA

MCIT Presentation

Jim Karels presented.

25-91 Approval of Updated Down Payment Assistance (DPA) Guidelines and First Generation Set Aside

Melodie Bridgeman presented.

WHEREAS, the Down Payment Closing Cost Assistance Program (DPA) was created in January 2025 to create affordable homeownership opportunities for first time homebuyers in Carver County as identified as a high priority need in the Carver County Housing Study prepared by Maxfield in 2024; and

WHEREAS, CDA staff have administered the first round of DPA program and desire to make revisions to improve clarity and effectiveness of the DPA program; and

WHEREAS, there is a need to further increase access to affordable housing by providing financial support and generational wealth creation to eligible first-generation homebuyers in Carver County.

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

The Carver County CDA approves the revisions to the Carver County Down Payment Assistance Program and creates a First Generation Set-Aside to provide financing for qualified first-time homebuyers to use towards down payment and/or closing costs.

Motion: Haga

Second: Williams

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

| | Yes | No | Absent | Abstain |
|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Anderson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teske | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Williams | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MateKole | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Haga | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motion to Approve One Additional Day of Paid Time Off for Carver County CDA Staff to Use on December 26th, 2025, December 31st, 2025, or January 2nd, 2026.

Allison Streich Presented.

Motion: Teske

Second: MateKole

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

| | Yes | No | Absent | Abstain |
|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Anderson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teske | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Williams | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MateKole | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Haga | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INFO - Carver County Update

Carver County Commissioner Fahey provided an update.

- Commissioner Fahey provided an update on Comp. Plans for 2050.

Carver County Assistant County Administrator Koktavy provided an update.

- Nick Koktavy provided an update on the County Budget.
- Nick Koktavy provided an update on the Carver County Family Resource Center that had their grand opening on November 18th, 2025.

INFORMATION

Carver County CDA will be hosting a Commissioner Meet and Greet with staff and the Board prior to the December Board meeting, beginning at 3:30pm on December 18th, 2025.

Carver County CDA will be hosting a retreat with staff and the Board at Charlson Meadows on Thursday, February 12th, 2026.

Brittany Larson provided an update on budgets.

Melodie provided an update on the Chaska Yards project and the 413 Franklin Ave. project.

Shanika Bumphurs provided an update on Carver Oaks lease up.

Allison Streich expressed congratulations to Shanika Bumphurs who has been promoted to Deputy Director. Allison Streich provided an update on CoC funding cuts along with a vigil that is being held on November 25th, 2025. Allison Streich provided an update on Evergreen Apartments.

A discussion was held about filling Chair Anderson's Board position. Chair Anderson's position will be vacant as of January 1st, 2026. Carver County and Carver County CDA have posted information about the vacant position. The County will appoint the new Board member.

ADJOURNMENT

25-92 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, December 18th, 2025.

Motion: Williams

Second: Haga

Ayes: 5

Nays: 0

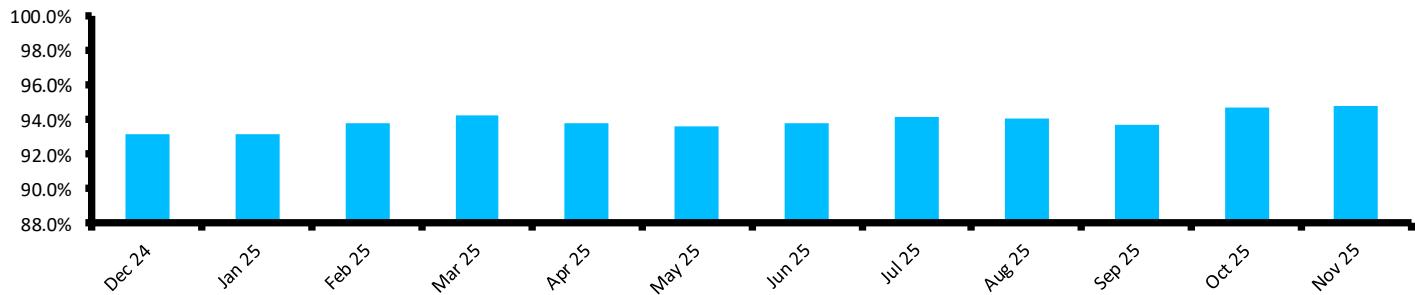
Absent: 0

Abstain: 0

| | Yes | No | Absent | Abstain |
|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Anderson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teske | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Williams | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MateKole | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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 6:06 p.m.

HOUSING UPDATES



2025 Capital Improvement Projects in Process:

| Property | Improvement Project | Status and Tentative Schedule |
|----------------|--|---|
| Brickyard | <ul style="list-style-type: none"> • Exterior Work • Office Remodel • Fire System Upgrade | <ul style="list-style-type: none"> • Contractor selected, work will start in Spring 2026. • RFP will be issued in January 2026. Project scheduled to start Spring 2026. • Updated Fire Panels, Heads, and Sounders. |
| Bluff Creek | <ul style="list-style-type: none"> • Deck Repairs • Mansards | <ul style="list-style-type: none"> • Contractor selected, waiting on additional engineering reports. Plan to start early 2026. • Materials have been selected; project will begin alongside deck work in 2026. |
| Hilltop/Mayer | <ul style="list-style-type: none"> • Community Rooms • ADA Entry Door Openers • Boiler | <ul style="list-style-type: none"> • To be completed by the end of December. • Doors ordered to be completed January 2026. • New boiler is being installed at Hilltop, building 2, to be completed in the week of 12/15. |
| Carver Place | <ul style="list-style-type: none"> • Entry System • Electrical Panels | <ul style="list-style-type: none"> • New Entry System installed, completed 12/10. • Panels installed on the 12/4. |
| Carver Homes | <ul style="list-style-type: none"> • 1385 Marigold • 110 2nd Street and 100 State Ave. | <ul style="list-style-type: none"> • Siding project scheduled to begin Spring 2026. • Meeting with the structural engineer on 12/18. Bids pushed back. |
| Waybury | <ul style="list-style-type: none"> • Fire Doors | <ul style="list-style-type: none"> • Fire Doors ordered, waiting for delivery and install. |
| All Properties | <ul style="list-style-type: none"> • Offices Upgrades | <ul style="list-style-type: none"> • Gathering proposals to install Dutch doors and video doorbell monitors in onsite offices. |

Staffing Update:

- **Director of Housing:**

We are actively interviewing to backfill this position.

- **Housing Quality Specialist (HQS)**

We plan to post this position for hire by the end of December.

- **Caretaker**

Contract cleaning services are currently being utilized to cover Caretaker duties at Waybury and Trail's Edge South during the vacancy period.

- **Property Manager**

A Property Manager will begin work at Trail's Edge on December 17. She will join us through Career Strategies on a temp-to-hire basis.

Miscellaneous Updates:

- **Waybury NSPIRE/REAC Inspection-Update**

We received the final score for Waybury's Real Estate Assessment Center (REAC) inspection under the new National Standards for the Physical Inspection of Real Estate (NSPIRE) guidelines. The property received an impressive score of **97 (A) out of 100**. An "A" rating indicates the property is in excellent condition with only very minor findings. With this score, Waybury will not be subject to another inspection for three **(3)** years

- **110 Benton**

We are planning to close on 110 Benton in Cologne during the second week of January. This property is part of the group of townhomes recently purchased in Cologne and is a three-bedroom, one-bath town-style unit. It will be added to our Scattered Sites Portfolio and will be the fifth Benton unit we own in Cologne.

- **Carver Place**

We currently have fifty-three **(53)** units occupied and four **(4)** units available for application at Carver Place. Our goal is to have these final four units leased by the end of December.

- **Carver Oaks:**

We currently have eleven **(11)** units leased. We anticipate receiving the Certificate of Occupancy and beginning resident move-ins in February. The property will operate on a six **(6)** month lease-up schedule.

- **HOTMA Implementation: January 2026**

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1, 2026. 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 1, 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 | 7/1/23-6/30/25 | 15 | 93% (14 units) 1 new searching |
| Bridges RTC | 7/1/23-6/30/25 | 2 | 100% |
| Housing Trust Fund | 10/1/23-9/30/25 | 10 | 120% (12 units) 1 pending lease-up; 1 searching with zero HAP lease-up expected by February. Will reduce to 10 units as no additional households will be added. |
| CoC PSH | 8/1/24-7/31/25 | 14 | 86% (12 units) 1 pending move-in; not adding anyone new |

**Resident Services
Presentations 2025**

| Agency | Property | Number of Residents |
|-----------------------------|---|----------------------------------|
| SW Transit | Centennial Waybury | 24 17 |
| Help at Your Door | Centennial Waybury | 10 17 |
| We Cab | Waybury Crossings Centennial Trail's Edge Spruce | 17 7 3 0 0 |
| Tenant Landlord Law Changes | All | 30 |
| CAP | Waybury Centennial Crossings Spruce Trails Oak Grove Carver Place | 12 2 3 4 0 2 3 |
| SmartLink | Crossings Spruce Trail's Edge Centennial Waybury Oak Grove | 10 2 2 0 10 6 |

2025 YTD

| # of residents/clients | Mobile food shelf participants | Energy Assistance Program Application assistance |
|------------------------|--------------------------------|--|
| 27 | 33 | 25 |

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:

FINANCE

FINANCE

| | | November 2025 YTD Actual | November 2025 YTD Budget | Variance |
|------------|--------------|-----------------------------|-----------------------------|-----------|
| CDA | Revenue | 17,768,041 | 16,270,381 | 1,497,660 |
| | Expenses | 11,295,756 | 12,476,272 | 1,180,516 |
| | Cash Balance | 2,065,708 | | |

| | | November 2025 YTD Actual | November 2025 YTD Budget | Variance |
|-------------------|--------------|-----------------------------|-----------------------------|----------|
| Properties | Revenue | 9,614,854 | 9,324,313 | 290,541 |
| | Expenses | 6,706,398 | 6,819,154 | 112,756 |
| | Cash Balance | 3,665,303 | | |

Revenue Recapture collected through November

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

| Property: | Written off: | Collected: | Notes: |
|-----------------|------------------|-----------------|--------|
| Lake Grace | \$ 50,634 | \$14,275 | |
| Carver Homes | \$120,885 | \$35,617 | |
| Bluff Creek | \$9,593 | \$883 | |
| Brickyard | | | |
| Centennial Hill | \$2,796 | \$1,289 | |
| Hilltop | \$4,917 | | |
| Oakgrove | | | |
| Trails | \$25,299 | \$15,363 | |
| Crossings | | | |
| Waybury | \$11,050 | \$257 | |
| Windstone | \$9,289 | \$ 2,628 | |
| Total: | \$234,463 | \$70,312 | |

Other Finance updates

Consolidated YTD revenues for the CDA through November were \$17,768,041 and expenses were \$11,295,756. **Net Operating Income was \$6,472,285, 71% over budget primarily due to the receipt of \$1,000,000 in grant funds from the County to be utilized in the construction of Carver Oaks.** YTD Revenues for the properties were \$9,614,854 and expenses were \$6,706,398. **Net Operating Income was \$2,908,456, 16% over budget.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

| | |
|--|-------------------------|
| Total Units | 50 |
| Total resales YTD | 1 completed / 1 pending |
| # of families helped | 78 |
| Interest/Waiting list | 87 |
| Homebuyer Initiated Program Commitment | 5 |
| Re-purchase/Acquisition YTD | 1 |

Notes:

Community Land Trust

With three additional Homebuyer Initiated Program (HIP) home closings and with the impending certificate of occupancy for 413 Franklin (Watertown home), the Community Land Trust (CLT) portfolio now includes **50 homes**.

Homes to be added in 2025/2026 include the following:

613 Hawthorne Lane, Watertown – HIP home to be added on December 19, 2025

6721 Hopi Road, Chanhassen – Acquisition/Rehab partnership with Habitat for Humanity ~ Spring 2026

HIP Home – location TBD

Resales: Resale activity has tripled since the one home resale in 2024. In October, the CDA facilitated the resale of the townhome at 114117 Hundertmark Road, Chaska for \$125,390 to a new CLT buyer. We have accepted a purchase agreement for 114205 Hundertmark with a closing scheduled for 12/30/25. CDA invested approximately \$60,000 in renovations to the home which were included in the \$233,500 sale price. We also received an intent to sell for another townhome in Chaska located at 908 Ringenbach. This home is being marketed to eligible CLT buyers at \$144,250 with no additional investment needed from CDA.

Down Payment Assistance Program

We had two additional closings this month bringing our total to 17 households assisted in 2025 providing a total of \$848,000 in funds. We anticipate opening the program up for applications in February/March of 2026.

BUSINESS DEVELOPMENT - NEXTSTAGE

| | Q4 2024 | Q1 2025 | Q2 2025 | Q3 2025 | Total 4 Qtrs |
|--------------------------------------|-------------|-----------|-----------|-------------|--------------|
| Total Carver County Clients Assisted | 46 | 23 | 11 | 48 | 128 |
| # of Financing Events | 1 | 2 | 1 | 3 | 7 |
| Total Financing/Investment | \$1,013,150 | \$271,600 | \$356,600 | \$1,281,100 | \$2,922,450 |

| | | | | | |
|---------------------|---|----|---|----|----|
| New Business Starts | 1 | 1 | 1 | 2 | 5 |
| Business Expansions | 0 | 1 | 0 | 3 | 4 |
| New FT Jobs | 0 | 6 | 0 | 19 | 25 |
| New PT Jobs | 0 | 10 | 0 | 6 | 16 |

MINNESOTA CITIES PARTICIPATION PROGRAM (MCPP) – 2025 allocation is \$2,135,248 numbers through November 2025

| | # Committed loans | Total \$ | % of allocated funds |
|-------------------------------------|-------------------|-------------|----------------------|
| First Mortgage Loans | 16 | \$3,934,760 | 193% |
| Additional Start-up loans | 0 | \$ - | N/A |
| Step Up loans | 3 | \$960,686 | N/A |
| Fix Up Loans | 1 | \$13,100 | N/A |
| Down Payment and Closing Cost Loans | | \$278,500 | 90% |
| TOTALS | 20 | \$4,908,546 | N/A |

SEPTIC / WELL LOAN PROGRAM (SSTS)

| | 2026 new assessments | Underway (anticipated 2026 assessment) | 2025 Paid Off | Total active assessments |
|--------------|----------------------|--|---------------|--------------------------|
| Applications | 9 | 28 | 1 | 70 |

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 | 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 | | | Totals |
|--------------------------|-------------|-------------|--|--|--------|
| Facebook Views | 972 | 6,149 | | | 7,121 |
| Total Interactions | 31 | 184 | | | 215 |
| Total New Followers | + 14 | + 23 | | | + 37 |
| Total Facebook Followers | 14 | 37 | | | |

*CDA Facebook created beginning of Q4 2025

CARVERCDA.ORG

| | Q4 2024 CDA | Q1 2025 CDA | Q2 2025 CDA | Q3 2025 CDA | Totals |
|-------------|---|---|---|--|--------|
| Views | 13,259 | 13,924 | 17,573 | 21,010 | 65,766 |
| Total Users | 4,560 | 4,476 | 5,245 | 5,732 | 20,013 |
| Top 3 Pages | Carver County CDA, CDA Owned Properties, Rental Assistance Programs | Carver County CDA, CDA Owned Properties, Rental Assistance Programs | Carver County CDA, CDA Owned Properties, Rental Assistance Programs | Carver County CDA, CDA Owned Properties, DPA Program | |

LINKEDIN Carver County CDA

| | Q4 2024 CDA | Q1 2025 CDA | Q2 2025 CDA | Q3 2025 CDA | Totals |
|---|-------------|-------------|-------------|-------------|--------|
| LinkedIn Reach/Impressions | 3,681 | 7,093 | 8,154 | 9,148 | 28,076 |
| Total Activity (Reactions + Comments + Reposts) | 139 | 273 | 336 | 436 | 1,184 |
| Total New Followers | + 14 | + 34 | + 29 | + 28 | + 105 |
| Total LinkedIn Followers | 371 | 404 | 431 | 458 | |

FACEBOOK Choose Carver County

| | Q4 2024 | Q1 2025 | Q2 2025 | Q3 2025 | Totals |
|---------------------------------|----------------|----------------|----------------|----------------|---------------|
| <i>Facebook Reach</i> | 314 | 89 | 99 | 62 | 735 |
| <i>Facebook Page new likes</i> | 2 | 1 | 1 | 1 | 167 |
| <i>Total Facebook Likes</i> | 249 | 251 | 252 | 25 | |
| <i>Total Facebook Followers</i> | 326 | 328 | 329 | 330 | |

CHOOSECARVERCOUNTY.COM

| | Q4 2024 | Q1 2025 | Q2 2025 | Q3 2025 | Totals |
|---------------------------|---|--|---|---|---------------|
| <i>Page Views</i> | 3,331 | 4,541 | 5,466 | 3,317 | 16,655 |
| <i>Average Engagement</i> | 1:56m | 2:39m | 1:21m | 1:16m | |
| <i>Top 3 Pages</i> | Home, Hillcrest Café & Catering, Events | Home, Hillcrest Café & Catering, Indoor Adventures in Carver County MN | Home, Downtown Chaska Farmers' Market, Events | Home, Downtown Chaska Farmers' Market, Events | |

Community Events

Carver County CDA

| | Q3 2025 | | | | Totals |
|---|---|--|--|--|---------------|
| <i>Total Events* Attended/ Participated in as an Agency</i> | 7 | | | | 7 |
| <i>List of Events*</i> | Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia | | | | |
| <i>Total Events* Hosted as an Agency</i> | 4 | | | | 4 |
| <i>List of Events*</i> | Homestretch Course NNO @ 12 CDA Locations CP Ribbon Cutting/CDA 45 th Anniversary Event Chaska Yards Ribbon Cutting | | | | |

*Began tracking at end of Q3 2025

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

- The Executive Director was on a panel for the THCA (Twin Cities Housing Alliance) for their Industry Insights and Legislative Preview Event on December 9.
- The Executive Director presented on the MHP (Minnesota Housing Partnership) monthly LHTF (local housing trust fund) series on our community land trust program.

The Executive Director will be participating in the upcoming webinars/panels as a presenter:

- MNCREW (MN Commercial Real Estate Women) panel on January 21. The panel aims to highlight the various counties in the Twin Cities region, covering topics such as mass transit, overall development, incentives, new opportunity zones, housing trends, job and population growth, and corporate growth.

Trail's Edge Senior is being recommended for funding at the December 18, 2025 MN Housing board meeting. Staff will attend MN Housing 2025 Project Selection Announcements Event.

HUD rescinded the FY2025 NOFO on Monday, December 8, 2025. We are waiting for the revised NOFO to be released prior to making any decisions on how to move forward.

The CDA's LOI (letter of intent) was not accepted for Evergreen Apartments so we will not be moving forward with purchasing this project.

Carver Oaks





Board of Commissioners

Request for Board Action

Meeting Date: December 18, 2025

Agenda number: 4B

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for November 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 November 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, Deputy Director

Tenant Unpaid Charges

Status = Past

| Property Code | Tenant Status | Charge Type | Current Owed | Amount Paid |
|-----------------------------|---------------|-------------|--------------------|-------------------|
| ph | | | | |
| Resident 1 | | | | |
| | Past | RENT | \$2,213.73 | \$1,256.27 |
| | Past | DAMAGE | \$4,694.30 | \$0.00 |
| | Past | LEGAL | \$635.00 | \$0.00 |
| Total For Resident 1 | | | \$7,543.03 | \$1,256.27 |
| Resident 2 | | | | |
| | Past | DAMAGE | \$3,847.48 | \$91.59 |
| Total For Resident 2 | | | \$3,847.48 | \$91.59 |
| Resident 3 | | | | |
| | Past | RENT | \$1,390.08 | \$719.92 |
| | Past | DAMAGE | \$14,584.42 | \$0.00 |
| | Past | LEGAL | \$635.00 | \$0.00 |
| Total For Resident 3 | | | \$16,609.50 | \$723.89 |
| Resident 4 | | | | |
| | Past | DAMAGE | \$4,229.74 | \$255.94 |
| Total For Resident 4 | | | \$4,229.74 | \$255.94 |
| windstn | | | | |
| Resident 5 | | | | |
| | Past | RENT | \$2,009.60 | \$412.40 |
| | Past | DAMAGE | \$1,564.92 | \$0.00 |
| | Past | LEGAL | \$430.00 | \$0.00 |
| Total For Resident 5 | | | \$4,004.52 | \$412.40 |
| Total | | | \$36,234.27 | \$2,740.09 |



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 4C

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - November 2025

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

SUMMARY: In November 2025, the Carver County Community Development Agency (CDA) had \$3,568,200 in disbursements and \$176,922 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 November, 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 November 2025 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - November 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: Brittany Larson, Director of Finance

Author: Brittany Larson, Director of Finance

Carver County CDA
Record of Disbursements
For the Month of November 2025

| | Date | Amount | Total |
|--|-------------|---------------|---------------------------|
| CDA | | | |
| | 11/06/25 | \$45,961 | |
| | 11/13/25 | \$111,844 | |
| | 11/20/25 | \$22,472 | |
| | 11/26/25 | \$2,764,140 | (1) |
| | | | <hr/> |
| | | | \$2,944,417 |
| Properties | | | |
| | 11/06/25 | \$87,860 | (2) |
| | 11/13/25 | \$383,039 | (3) |
| | 11/20/25 | \$57,861 | |
| | 11/26/25 | \$95,023 | (4) |
| | | | <hr/> |
| | | | \$623,783 |
| Total November 2025 Disbursements | | | <u>\$3,568,200</u> |
| November 2025 Payroll | | | |
| | 11/05/25 | \$87,766 | |
| | 11/19/25 | \$89,156 | |
| | | | <hr/> |
| | | | <u>\$176,922</u> |

Disbursement detail is available in the Finance Office

- (1) **DDK Construction - progress billing on Chaska Yards - \$236,193**
Initial transfer for Ehlers investment account - \$2,000,000
Carver Oaks Guaranty Commercial Title Transfer - \$400,000
- (2) **Premier Heating & Cooling - Centennial Hill - Replace A/C Unit and Magic Pak - \$10,800**
US Bank - Waybury Bond Payment - \$34,368
- (3) **US Bank - 2nd Half Levy Payments - Brickyard - \$35,000**
Centennial - \$15,500.00
Lake Grace - \$20,000
Oak Grove - \$37,500
- (4) **Merchants Capital - Trails Edge - Mortgage Payment - \$31,534**



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 4D

DEPARTMENT: Community Development

FILE TYPE: Regular Consent

TITLE: Approval of the 2026 MHFA MCPP Participation

PURPOSE/ ACTION REQUESTED: Approve Participation in MHFA 2026 MCPP Program

SUMMARY: MHFA manages the Minnesota City Participation Program (MCPP), which uses the Tax-Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable cities and counties to provide first-time homebuyer loans in their communities to households at or below 80% area median income. Under the MCPP Program, Minnesota Housing can sell bonds on behalf of local governments to assist them in meeting local housing goals pursuant to Minnesota Statutes Section 474A.061, subdivision 2a.

The CDA has participated in this program since 2010 with an allocation increase each year. For 2025, the CDA received an allotment of \$2,135,248. As of November 30, local lenders exceeded the allotted usage by 184%. A total of 16 loans have been committed for a total of \$3,934,760.

RECOMMENDATION: Approval of the 2026 Contract with MHFA

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (CDA) “the “Authority” and the Carver County Board of Commissioners “the County” have identified a need for preserving and rehabilitating the housing stock in Carver County and making housing affordable for Carver County residents; and

WHEREAS, the Carver County CDA participated in the Minnesota Housing Finance Agency Minnesota City Participation Program in 2025 as well as in previous years and has the legal authority, staff ability, and resources to make the program beneficial and cost effective for Carver County residents; and

WHEREAS, the CDA operates numerous other programs in cooperation with the Minnesota Housing Finance Agency and has identified a need for new homeownership opportunities; and

WHEREAS, the Minnesota City Participation Program would fill a much-needed gap in financing sources for homebuyers in Carver County and the financing would be an attractive complement to the Carver County CDA's existing housing finance programs.

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

The Carver County CDA shall participate with the Minnesota Housing Finance Agency and their Minnesota City Participation Program in 2026 for Carver County. The Executive Director is hereby authorized to sign and execute all necessary documents related to the transaction.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

2026 MCPP Program Application Commitment Agreement

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

**MINNESOTA HOUSING FINANCE AGENCY
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION
COMMITMENT AGREEMENT**

THIS APPLICATION AND AGREEMENT (this “Agreement”) is between Carver County Community Development Agency (the “City”), with its office at 705 North Walnut Street, Chaska, MN 55318 and Minnesota Housing Finance Agency (“Minnesota Housing”), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

RECITALS:

- A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the “Code”), on behalf of the City, and it will issue bonds for that purpose (the “Bonds”).
- B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minn. Stat. §474A.061, Subd. 2a(c) and Minn. Stat. §462C.02, subd. 6.
- C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the “Program”) and will use a portion of the proceeds from the issuance of the Bonds to fund the Program.
- D. The City has requested and received a set-aside of funds from the Program.
- E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing’s designated Master Servicer (the “Master Servicer”) to purchase mortgage notes (“Mortgages”) that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the “Lender”).
- F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.
- G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are: (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the “Procedural Manual”), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Procedural Manual and this Agreement.
2. **Commitment and Commitment Amount.** The City, which applied in January 2026 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the “Commitment Amount”) to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. Lender Qualifications. Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. Commitment Term. The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2026 and shall continue through November 30, 2026. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. Set-Aside Term. The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. Commitment Fees. There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. Purchase Price. The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. Mortgage Terms. The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. Area Limitation. Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. Servicing. The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. Contract Documents. The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2026 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the City has executed this _____ day of _____
(Day)

_____, _____
(Month) (Year)

By: _____
(Signature of Authorized Officer)

(Name of Authorized Officer)

By: _____
(Signature of Authorized Officer)

(Name of Authorized Officer)

Minnesota Housing APPROVAL

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

MINNESOTA HOUSING FINANCE AGENCY

By: _____
Kayla Schuchman
Its: Assistant Commissioner, Single-Family Division

Signed this _____ day of _____, 2026.



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 4E

DEPARTMENT: Community Development

FILE TYPE: Regular Consent

TITLE: Approval of the 2026 Contract with NextStage for Carver County Entrepreneur Development and Support Program.

PURPOSE/ ACTION REQUESTED: Approve the 2025 contract with NextStage

SUMMARY: The CDA contracts with NextStage to fund programming to support entrepreneurs and small businesses. The purpose is to provide an economic development service that would cover all cities and businesses in Carver County free of charge and would be paid for by the CDA. This contract has been renewed annually and the most recent contract was entered into in November 2024 for services in 2025 in the amount of \$55,000. As part of the contract, the CDA will receive quarterly updates detailing inquiries, hours of technical assistance, amount of direct and leveraged financing, jobs created, types of businesses and more. Marketing of the program is done by the CDA, NextStage and the cities. The proposed contract amount for 2026 is \$55,000.

RECOMMENDATION: Approval of the 2026 Contract with NextStage

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (formerly, the Carver County Housing and Redevelopment Authority, 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, the Agency is authorized to enter into contracts for purposes of economic development under Minnesota Statutes, section 469.101 Subd. 5; and

WHEREAS, the Carver County Board of Commissioners has identified economic development and job creation as one of its strategic goals for Carver County and to work with the Carver County CDA to achieve the stated goal; and

WHEREAS, the Carver County CDA wishes to retain an entity with the capacity to assist it with providing small business technical assistance to existing businesses and those parties interested in opening a new or expanding business in Carver County; and

WHEREAS, NextStage has proven itself as competent to provide the services required to administer and carry out the required services for a Carver County Entrepreneur Development and Support Program on behalf of the Carver County CDA and its cities in Carver County; and

WHEREAS, NextStage is proposing a contract with the CDA beginning January 1, 2026 through December 31, 2026 for a contractual fee of \$55,000.

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

The contract for services between the Carver County CDA and NextStage for the Carver County Entrepreneur Development and Support Program from the period of January 1, 2026 and ending December 31, 2026 is hereby approved and the CDA Executive Director is directed to execute the required contractual agreements.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

NextStage 2026 contract

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

**Contract for Services
Between Carver County Community Development Authority
and
NextStage
for the
Carver County Entrepreneur Development and Support Program**

THIS AGREEMENT is made and entered into as of the ____ day of _____, 2025, between **Carver County Community Development Authority** (herein called "CDA") and **NextStage**, (herein called "NextStage").

WHEREAS, CDA wishes to retain an entity with the capacity to provide small business technical assistance and access to capital to existing Carver County businesses, Carver County residents and those parties interested in opening, improving, or expanding a business in Carver County (the "Initiative") and

WHEREAS, NextStage has represented itself as competent to provide the services required to administer and carry out the Initiative; and

WHEREAS, CDA wishes to engage NextStage to provide said services necessary to carry out the Initiative;

NOW THEREFORE, it is agreed between the parties hereto that;

TIME OF PERFORMANCE

The service to be provided by NextStage shall commence upon the first day of January, 2026, and shall terminate 12 months from that date. All services, documents, and information to be furnished or performed by NextStage in order to carry out the Initiative shall be furnished or performed as promptly as possible, and with the fullest due diligence.

COMPENSATION

CDA shall provide NextStage up to \$55,000 for a one-year period (the Contract Amount) to manage the Carver County Entrepreneur Development and Support program. The Contract Amount shall be split into 2 equal installments, \$27,500 due and payable on or about January 1st, 2026, and the balance Invoiced and payable on or about August 1, 2026.

SCOPE OF SERVICES

NextStage will use the Contract Amount to provide technical assistance and access to capital to existing Carver County businesses, Carver County residents and those parties interested in opening a business in Carver County. (See **Exhibit A** Scope of Services- Carver County Entrepreneur Development and Support Program).

REPORTING

NextStage will submit the required reports quarterly. Items to be reported on include, but are not limited to, the following:

- Number of inquiries, entrepreneurs and businesses served

- Hours of technical assistance provided
- City/Township of resident or business
- Types of businesses served or proposed
- Stage of Client Ventures (Pre-start Planning, Start-up, Existing-Opportunity, Existing-Challenged)
- Type, number and amount of direct and leveraged financing
- Jobs created and jobs retained as a result of assistance/financing
- NextStage can collect and report certain Aggregate Demographic information on entrepreneurs served- such as gender, ethnicity and household income- at the CDA's request.

Client confidentiality being a core component of the service model, NextStage will not typically report specific client/business information in its regular reporting. However, where approved by the client, will produce profiles of successful clients for publication dissemination and media release.

The reporting schedule is as follows:

January – March, report due April 30th

April – June, report due July 31st

July – September, report due October 31st

October – December, report due January 31st

PERSONNEL

NextStage represents that it has, or will secure, at its own expense, all personnel required in performing the services to carry out the Initiative. Such personnel shall not be employees of or have any contractual relationship with the Carver County CDA. No tenure or any other rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation pay, severance pay, or any other benefits available to Carver County or CDA employees shall accrue to NextStage or employees of NextStage performing services under this agreement. NextStage is an independent contractor.

All of the services required to carry out the Initiative will be performed by NextStage, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such work.

INTEREST OF MEMBERS OF THE COUNTY, CITIES, AND OTHERS

No officer, member, or employee of Carver County, and no member of its governing body, and no other public official or governing body of the locality in which the Initiative is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Initiative, shall participate in the decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or proceeds thereof.

ASSIGNABILITY

NextStage shall not assign any interest in this Agreement, and shall not transfer any interest in the same without the prior written approval of the CDA thereto.

COMPLIANCE WITH LOCAL LAWS

NextStage agrees to comply with all federal laws, statutes and applicable regulations of the State of Minnesota and the ordinances of Carver County.

INSURANCE

NextStage agrees to provide proof of workers' compensation and comprehensive general liability insurance. Comprehensive general liability insurance shall be in the minimum amount of \$1,000,000.

HOLD HARMLESS

NextStage agrees to defend, protect, indemnify and hold harmless the Carver County CDA, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of NextStage, its officers, employees, servants, agents, or contractors.

CDA agrees to defend, protect, indemnify and hold harmless NextStage, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of CDA, its officers, employees, servants, agents, or contractors.

NOTICES

A notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and

(a) In the case of NextStage, is addressed or delivered personally to:

Lee Hall, CEO
NextStage
8011 34th Ave, Suite 320
Bloomington, MN 55425

(b) In the case of Carver County CDA:

Melodie Bridgeman, Director of Community Development
Carver County CDA
705 N Walnut St
Chaska, MN 55318

or at such other address with respect to any party as that party may designate in writing and forward to the other as provided in the Section.

MODIFICATION

This Agreement may not be modified, changed, or amended in any manner whatsoever without the prior written approval of all the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

Carver County CDA

By: _____
Allison Streich, Executive Director

NextStage

By: _____
Lee Hall, Chief Executive Officer



Exhibit A

Scope of Services

Technical Assistance Services

NextStage will provide intensive one-on-one technical assistance to Carver County businesses, Carver County residents and aspiring entrepreneurs intending to establish, purchase, or improve a business in Carver County. Technical assistance includes, but is not limited to, the following:

- Business plan development
- Feasibility analysis
- Marketing,
- Cashflow and other financial projection development
- Operational analysis
- City and State licensing and regulatory assistance
- Loan packaging, and other assistance in obtaining financing
- Help in obtaining competent legal advice

Access to Capital

NextStage will work with emerging and existing businesses in Carver County to project their true capital needs, and identify potential capital sources to meet those needs. This may include:

- Introduction to private lenders and/or referral to community/agency/governmental funding programs.
- Assistance with Application Materials
- Direct lending from NextStage's in-house loan funds, and
- Participation in bank/private financing to mitigate lender risk and leverage additional capital.

While all Borrowers will need to meet basic underwriting qualifications, NextStage will work with each applicant to explore their options, and to securing capital at terms that are reasonable based on their unique needs and qualifications.



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 5B

DEPARTMENT: Human Resources

FILE TYPE: Regular - Agenda

TITLE: Approval of Paid Family and Medical Leave Policy

PURPOSE/ ACTION REQUESTED: Approve new Paid Family and Medical Leave Policy

SUMMARY: State Legislature passed into law, beginning the first pay in January 2026, Paid Family and Medical Leave (PFML), for all businesses with 1 or more employees to provide 12 weeks of paid family leave and 12 weeks of paid medical leave or 20 weeks combination of the two for each employee. In June 2025, the Board approved the agency go through a private plan with MetLife at a post tax rate of .79% for 2026 and 2027. The agency will pay 75% of the mandated post tax and employees will pay 25% of the post tax each pay period. Request to approve and add the new mandated policy.

RECOMMENDATION: Recommend the CDA Board of Commissioners approve the resolution adding the new mandated Paid Family and Medical Leave Policy into the CDA Employee Handbook.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County CDA Board approves the resolution to approve the Paid Family Medical Leave (PFML). THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the Paid Family Medical Leave Policy will be approved as written.

PREVIOUS BOARD ACTION

Resolution 25-54 Approval of Paid Family and Medical Leave Carrier

ATTACHMENTS

Proposed Paid Family and Medical Leave Policy

Minnesota Paid Leave Notice and Acknowledgement

Minnesota Paid & Unpaid Family & Medical Leave Request Form

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: Janette Meyer, Director of Human Resources & Operations

Author: Janette Meyer, Director of Human Resources & Operations



CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

MINNESOTA PAID FAMILY AND MEDICAL LEAVE POLICY

Adopted:

Resolution No.:

Purpose

Carver County Community Development Agency ("CCDA") is committed to supporting employees during significant life events by providing paid family and medical leave ("PFML"). This benefit provides payment and job protection when employees need time away from work to care for themselves or family members. This policy is intended to meet or exceed the requirements of the Minnesota Paid Leave law, Minnesota Statutes, Chapter 268B. In compliance with the Minnesota Paid Leave law, CCDA provides PFML through an approved equivalent plan—initially administered by MetLife—rather than through the plan provided by the State of Minnesota.

Employees must receive the PFML Notice and Acknowledgement of Notice within thirty (30) days of employment. The employee must review and sign the acknowledgement of receipt and turn into Human Resources. The Notice and Acknowledgement is referenced as Appendix _____.

Coverage and Eligibility

Most workers in Minnesota are covered by the Minnesota Paid Leave law. In order to take PFML and receive benefits under CCDA's plan, a covered employee must meet the same eligibility criteria as under the state plan:

- The employee must have a qualifying reason for leave (described below);
- The employee must have been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of PFML in 2026);
- A health care or other permitted professional confirms the need for leave; and
- The employee has not already used up the employee's leave allotment for the year (12 weeks of medical leave, 12 weeks of family leave, or 20 weeks total of both types of leave).

Qualifying Reasons for Leave

An eligible employee may use PFML for any of the following reasons:

- Medical Leave
 - The employee's own serious health condition, including care related to pregnancy, childbirth, and recovery.
- Family Leave
 - To care for and bond with a child welcomed through birth, adoption, or foster placement (generally must be completed within 12 months of the birth, adoption, or placement).
 - To care for a family member with a serious health condition.

- To support a family member called to active duty.
- To respond to issues related to domestic violence, sexual assault, or stalking for the employee or a family member.

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Leave Duration and Benefits

- Eligible employees may take up to **12 weeks of family or medical leave** per benefit year. If the employee needs both family and medical leave in the same benefit year, the employee **may qualify for up to a maximum of 20 weeks total of family or medical leave combined**.
- When an employee uses PFML, the carrier of CCCDA's plan makes payments to the eligible employee. Under the plan, an employee will receive up to 90% of the employee's wages, based on income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year and is \$1,423 for the start of PFML in 2026.
- CCCDA's plan is funded by premiums paid by employees and employers. CCCDA will cover 75% of the mandated premium and the employee will cover 25% of the mandated premium. The premium for 2026 will be .79% of taxable wages.
- An employee may receive disability insurance payments in addition to family and medical leave benefits provided the employee is concurrently eligible for both benefits. Disability insurance benefits may be offset by family and medical leave benefits paid to the employee pursuant to the terms of a disability insurance policy.
- Employees **cannot be forced** to use paid time off (PTO), Sick and Safe Leave (SSL), or personal time before or while taking PFML.
- Employees can choose, but are not required, to use PTO or SSL to receive full salary or wages during some or all of PFML.
- PFML will run concurrently with leave taken for the same purpose under the **Family and Medical Leave Act**, United States Code, title 29, sections 2601 to 2654, as amended, or **Minnesota Pregnancy and Parenting Leave**, Minnesota Statutes section 181.941, if applicable.
- CCCDA will continue to fund the CCCDA portion of healthcare insurance premiums while an employee is on leave.
- CCCDA will not take an employee's PFML payments. Payments will be paid directly to employees from CCCDA's plan carrier.
- Employees will not be paid for holidays or accrue PTO during PFML.

Requesting Leave

If employee requests leave that they believe qualifies under this policy, the employee must comply with the CCCDA absence notification policy (refer to EE handbook – policy for time off). Failure to comply with



CCDA's absence notification policy or to provide documentation or information requested may result in delay or denial of requested time off and/or discipline.

Employees must:

1. Provide **30 days' notice** for foreseeable leave.
2. Submit a **Leave Request Form** as soon as reasonable.
3. Complete the claim process through CCCDA's plan carrier (initially, MetLife) and provide **medical or legal documentation**.
4. Notify the Human Resources department as soon as practicable for unforeseeable leave.

Returning from Leave

Generally, an employee will be restored to their job or an equivalent position after returning from leave. Job protections take effect 90 days after an employee's date of hire.

To the extent permitted under applicable law, before returning to work from PFML for the employee's own serious health condition, the employee may be required to submit certification from a healthcare professional that the employee is able to resume work.

Prohibited Conduct

Employees may face disciplinary action for:

- Engaging in fraud, misrepresentation or providing false information to CCCDA or any health care provider.
- Failure to comply with the employee's obligations under this policy.
- Failure to provide required documentation.
- Failure to timely return from the leave as scheduled.

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of PFML, and discipline.

No Retaliation or Discrimination

CCDA will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining benefits or leave, or for exercising any other right under the Minnesota Paid Leave law.

Compliance With Law

CCDA values work-life balance and is committed to providing family and medical leave benefits that meet or exceed legal requirements. We strive to foster a supportive and inclusive workplace. CCCDA recognizes the co-existence of federal, state, and/or local laws regarding family and medical leave and will comply with those laws.



Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

Your employer provides Paid Leave through an approved equivalent plan instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under Minnesota Paid Leave.

Equivalent plan information:

| | |
|--------------------------------|---|
| Insurer Name: | MetLife |
| Equivalent Plan Covers: | <input type="checkbox"/> Family Leave <input type="checkbox"/> Medical Leave <input checked="" type="checkbox"/> Both |
| Effective Date: | 1/1/2026 |
| Website: | www.Metlife.com |
| Phone: | 800-300-4296 |

What leave is covered?

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member



Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. An equivalent plan must offer coverage that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

Your Equivalent Plan Coverage

Coverage is equivalent to the State of Minnesota plan

How long can I take leave?

An equivalent plan must offer leave time that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the state plan.

Your Equivalent Plan Leave Time

Employee leave time is equivalent to the State of Minnesota Plan

How much will I get paid?

An equivalent plan must offer payments that are equal to or greater than what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.

Your Equivalent Plan Payments

Payments to employee are equivalent to the State of Minnesota plan



Who pays for the equivalent plan?

Your employer's equivalent plan may be funded by employer contributions, employee payroll deductions, or both. **Your employer cannot charge you more than 0.44% of your wages** to fund your portion of the equivalent plan premium.

Your contributions are as follows:

| Medical Leave | Total Medical Leave Premium: .53% | | | |
|---------------|-----------------------------------|-------------------|------|---|
| | Carver County CDA | will contribute | .40% | of the medical leave contribution |
| | | | | will be deducted from your wages |
| | | and the remaining | .13% | |

| Family Leave | Total Family Leave Premium: .26% | | | |
|--------------|----------------------------------|-------------------|------|---|
| | Carver County CDA | will contribute | .19% | of the family leave contribution |
| | | | | will be deducted from your wages |
| | | and the remaining | .07% | |

| | |
|--------------------------------|------|
| Total deducted from your wages | .20% |
|--------------------------------|------|



What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.
- **Equivalent plans:** Equivalent plans cannot impose any additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan.

If you are concerned that your employer may be violating these protections, contact Paid Leave.

How do I take Paid Leave?

Employees who are covered by an equivalent plan do not apply with the state. Instead:

1. Notify your employer.
2. Apply with your employer's equivalent plan administrator. This may be an insurance carrier or your employer directly.

Your employer must give you clear instructions on how to apply. You may need to provide documentation, such as a medical certification.

Can I appeal if I am denied?

Workers covered by equivalent plans have the same right to appeal as those covered by the state plan. If your application for leave is denied or you disagree with the amount of your payment, you have 30 calendar days to ask that your equivalent plan review their decision. If their decision does not change, you can appeal with the Paid Leave Division within the legal deadline, 30 calendar days from when you received the review decision from your equivalent plan. Contact Paid Leave or visit our website for more information on appeals.



Learn more

Visit paidleave.mn.gov for more information about Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

| | |
|---|---------------------------------|
| Employer Name: | Carver County CDA |
| Mailing Address: | 705 Walnut St, Chaska, MN 55318 |
| Employer Identification Number (FEIN): | 41-1463925 |

Employee Acknowledgement:

| | |
|--------------------------|---|
| <input type="checkbox"/> | I acknowledge receipt of this notification |
| Name | |
| Signature | |
| Date | |



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Minnesota Paid & Unpaid Family & Medical Leave Request

The following Leave Request Form must be completed if an employee is requesting leave that they believe qualifies under the Paid Family and Medical Leave (PFML) Policy or Unpaid Federal Family and Medical Leave Act (FMLA) Policy. For a foreseeable leave, the employee must notify the Human Resources Department as soon as practicable and provide 30 days' notice by submitting the Leave Request Form. For all other leaves, the employee must notify the Human Resources Department as soon as practicable and submit the Leave Request Form as soon as reasonable.

Name of Employee Requesting Leave *: _____ **Type of Leave:** Family Medical

Per Carver County CDA's PFML Policy, PFML will run concurrently with leave taken for the same purpose under FMLA or Minnesota Pregnancy and Parenting Leave (PPL), if applicable

I would like information to apply for the following: PFML FMLA Short Term Disability (STD) PPL

Requesting: Single Block of Leave Intermittent Leave

Expected Start Date of Leave: _____ **Expected Length of Leave**:** _____

Eligible employees may take up to 12 weeks of family or medical leave per benefit year. If the employee needs both family and medical leave in the same benefit year, the employee may qualify for up to a maximum of 20 weeks total of family or medical leave combined

Would you like Carver County CDA to apply your Paid Time Off (PTO) and/or Sick and Safe Leave (SSL) to your timecard to receive full salary or wages during some or all of your leave?

NOTE: Employees are NOT required to use PTO and/or SSL to receive full salary or wages.

Employees will not be paid for holidays, nor will they accrue PTO during paid or unpaid family and medical leave.

- I would NOT like Carver County CDA to apply my PTO nor SSL to my timecard during leave.
- I would like Carver County CDA to apply my PTO and/or SSL to my timecard for some of my leave until PPE _____
- I would like Carver County CDA to apply _____ hours of PTO and/or SSL to my timecard per week until I return to work or exhaust all PTO/SSL.
- I would like Carver County CDA to apply my PTO and/or SSL to my timecard until I return to work or exhaust all PTO/SSL.

Please return the completed Leave Request Form to the Human Resources Department as soon as possible. Upon receipt of the Leave Request Form, I understand that Human Resources will communicate information to me on how to apply for PFML and/or STD through MetLife and FMLA within 1-2 business days. I understand that during PFML Carver County CDA will continue to fund the employer portion insurance premiums, but I will be required to pay any employee portion premiums to Carver County CDA on or before each pay date in form of a check.

Employee Signature: _____ **Date:** _____

705 N Walnut St Chaska, MN 55318

O: 952-448-7715 F: 952-448-6506

An Equal Housing Opportunity/Employer



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Minnesota Paid & Unpaid Family & Medical Leave Request

Name of Employee Requesting Leave: _____

FOR HUMAN RESOURCES USE ONLY:

_____ Received Leave Request Form by employee

_____ Communicated Instructions to Employee to Apply for PFML FMLA STD PPL

Sent via: Email _____

Mail _____

Hand Delivered

_____ Verified Claim in MetLife

Start Date of Leave: _____

Expected Return Date: _____

_____ Leave Tracking Spreadsheet Created by Human Resources



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 5C

DEPARTMENT: Human Resources

FILE TYPE: Regular - Agenda

TITLE: Approval of changes to Carver County CDA Employee Handbook

PURPOSE/ ACTION REQUESTED: Approve updated changes to Carver County CDA Employee Handbook personnel policies

SUMMARY: The Carver County CDA Employee Handbook was last revised in November 2023. Request to approve proposed changes to remain competitive with other agencies and retain and maintain staff.

RECOMMENDATION: Recommend the CDA Board of Commissioners approve the resolution approving changes to the Carver County CDA Employee Handbook.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County CDA Board approves the resolution to approve the updated Employee Handbook personnel policies. THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the updated Employee Handbook personnel policies will be approved as written.

PREVIOUS BOARD ACTION

Resolution 23-57 Approving updated personnel policies and procedures

ATTACHMENTS

Proposed updated Employee Handbook personnel policies

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: Janette Meyer, Director of Human Resources & Operations

Author: Janette Meyer, Director of Human Resources & Operations



WELCOME NEW EMPLOYEE

Dear Team,

Welcome to the Carver County Community Development Agency! Whether you are just beginning your journey with us or have been part of our team for years, I want to personally thank you for the work you do to support our mission and serve our community. Our success is built on the dedication, creativity, and compassion of our staff—and this handbook is designed to support you in that work.

Inside, you'll find important information about our policies, expectations, and resources. But more than that, I hope you see this handbook as a reflection of our values: integrity, collaboration, innovation, and respect. We strive to foster a workplace where everyone feels valued, empowered, and inspired to make a difference.

Thank you for being part of this team. I look forward to all that we will accomplish together.

Warm regards,

A handwritten signature in blue ink that reads 'Allison Streich'.

Allison Streich
Executive Director
Carver County CDA

INSURANCE BENEFITS

CCDA wishes to provide health and other insurance benefits to attract and retain qualified staff to perform CCCDA work.

Regular, full-time and regular, part-time employees who are budgeted to work at least thirty-two (32) hours per week are eligible for participation in a number of group insurance programs. Depending on the program, CCCDA provides all the cost, a portion of the cost, or no part of the cost of these benefits in a manner that is fair to employees and taxpayers. CCCDA reserves the right to add, subtract or modify these benefit plans at any time. Employees who have separated from CCCDA service may continue group insurance benefits according to Federal and Minnesota law.

1. **HEALTH INSURANCE:** Health insurance coverage will be provided to employees upon completing the eligibility and/or waiting period requirements. CCCDA will contribute set amounts toward either employee only or employee plus dependent(s) coverage. Part-time staff budgeted to work at least twenty (20) hours per week are eligible for employee only health insurance. CCCDA will review its contributions on a regular basis.
Should the employee move into full leave without pay status, not through PFML or FMLA, the employee will be responsible for the employee and employer portion of the health premium.
2. **DENTAL INSURANCE:** Dental insurance coverage is made available to all employees upon completing the eligibility and/or waiting period requirements. CCCDA will contribute set amounts to employee only coverage. Dependent coverage is available through payroll deduction. *Should the employee move into full leave without pay status, not through PFML or FMLA, the employee will be responsible for the employee and employer portion of the dental premium.*
3. **VISION INSURANCE:** CCCDA offers participation in this voluntary plan that allows employees to purchase vision coverage. Vision benefits are made available to employees and dependents upon completing the eligibility and/or waiting periods.
4. **LIFE INSURANCE:** Basic life insurance coverage is provided at no cost to the employee. Employees enrolled in the plan may purchase additional term life insurance through payroll deduction, as provided in the policy.
5. **SHORT AND LONG-TERM DISABILITY INSURANCE:** Upon completing the eligibility and/or waiting period requirements, *Short and* Long-Term Disability Insurance will be provided at no cost to the employee.
6. **SHORT-TERM DISABILITY INSURANCE:** Upon completing the eligibility and/or waiting period requirements, employees may purchase optional Short-Term Disability Insurance through payroll deduction, as provided in the policy.
7. **DEFERRED COMPENSATION PROGRAM:** CCCDA provides employees the opportunity to participate in voluntary plans that allow employees to place a portion of their earnings into a pre-tax or post-tax (Roth) deferred investment program.

PAID TIME OFF (PTO) BENEFITS

This policy governs the process for granting PTO accruals to employees and defines the rules for requesting and using PTO.

All full-time regular employees and part-time regular employees working at least ten (10) hours per week shall be eligible for and accrue PTO. The accruals are based on years of service.

1. PTO accumulates and may be used during the introductory period.
2. PTO shall accrue in accordance with the following schedule, provided that the employee is on compensated payroll status or approved military leave.

| TENURE | PTO ACCRUAL PER YEAR (DAYS) |
|---------------------------------|-----------------------------|
| Less than 5 years | 24 |
| 5 years but less than 10 years | 28 |
| 10 years but less than 15 years | 31 |
| 15 years but less than 20 years | 34 |
| 20 years but less than 25 years | 36 |
| 25 years or more | 39 |

3. PTO does not accrue while employees are off work ~~on other types of leave~~ during PFML, FMLA, Short Term Disability (STD) or other unpaid leaves.
4. The employee will continue to accrue PTO if the employee is in a full paid status, using paid time such as PTO, Sick and Safe Leave (SSL), Paid Parental Leave (PPL), Long Term Disability (LTD) or Bereavement Leave. If an employee moves into a Leave Without Pay (LWOP) status, the PTO accrual hours will be pro-rated based on the hours worked.
5. When continuous length of service reaches a point entitling the employee to the next higher rate, the new rate will commence on the first day of the pay period following the date of eligibility.
6. Regular part-time employees, working at least ten (10) hours per week, shall accrue PTO benefits in accordance with the above schedule on a pro-rated basis (except as otherwise defined in this policy).

Seasonal, casual, on-call, temporary, part-time (except as otherwise defined in this policy), and intern employees shall not accrue PTO.

7. In exceptional situations where an individual is offered a position that has posed challenges in recruitment and/or retention, and/or that individual has extraordinary skills based on directly related experience in other employment, adjustments may be made to their PTO accruals at the time of hire. This request would be made by Human Resources, outlining the reasons for such a request and approved by the Executive Director.
8. PTO may accumulate during the year but shall not carry over from one (1) calendar year to the next in excess of two and one half (2 ½) times the annual accrual. PTO balances in excess of two and one half (2 ½) times annual accrual at the end of the last pay period in a calendar year will be forfeited. At no time will the CCCDA pay out for PTO in excess of two and one half (2 ½) times annual accrual.

9. Use of pre-planned PTO must be requested through the payroll system in advance. Supervisors will approve PTO electronically in the payroll system. PTO requests are reviewed based on CCCDA needs and staffing requirements. Approval of PTO is not guaranteed.
10. Upon termination, a regular employee shall be compensated for all accumulated unused PTO. PTO payout upon termination shall be in a lump sum and at the employee's base rate. PTO will be issued on the payroll date for the pay period following the last pay period with actual hours worked. If an employee is involuntarily terminated for misconduct or terminated for job abandonment, the employee is not eligible for payout of earned but unused PTO.
11. PTO may not be used as part of a notice period of a voluntary resignation.
12. In the event of death of an employee, all accumulated, unused PTO of the deceased shall be paid to the employee's spouse, if living, or to the estate of the deceased employee.
13. A full-time employee may request to be paid for accumulated PTO, ~~up to a maximum of forty (40)~~ eighty (80) hours per calendar year, provided that after the reduction of the hours requested, the employee maintains a minimum PTO balance of forty (40) hours ~~after each payout if the eighty (80) hours is split into two (2) payments throughout the year. If the employee wishes to have one (1) eighty (80) hour payout, the employee must have a minimum remaining balance of eighty (80) hours when paid out.~~ To exercise this option, the employee must make an irrevocable election to convert the hours to cash as part of the Benefits Open Enrollment in the fall prior to the year of the cash out. The election can apply only to PTO hours to be accrued in the year of the cash out and must set forth the month in which the cash out will be paid. Employees can receive the pay out as soon as the employee has a PTO balance allowing the payout and the required balance that must remain in their balance once it has been paid out. The PTO hours elected (but not in excess of the PTO hours accrued during the year by the payment date) will then be cashed out in the specified month. Part-time employees are eligible on a pro-rated basis.
14. When an employee uses more than three (3) consecutive days of PTO due to illness, as soon as practicable, the employee must provide reasonable documentation of the absence to the direct supervisor. If the direct supervisor is unavailable, it will be directed to the department head and if the department head is unavailable then it will be directed to Human Resources.

- Grandparent or step-grandparent;
- A child of a sibling of the employee;
- A child-in-law or sibling-in-law;
- Any of the family members listed above of an employee's spouse or registered domestic partner;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

UNUSED ESSL

Any unused ESSL, on the last pay period of the calendar year, will be paid out to the employee through a separate direct deposit.

If an employee leaves CCCDA and has an ESSL balance, the employee will not be paid the unused time. If an employee is rehired within one-hundred eighty (180) days of separation with CCCDA, previously accrued ESSL that had not been used will be reinstated.

REQUIRED DOCUMENTATION

When the employee uses ESSL for ~~more than three (3)~~ two (2) or more consecutive workdays, CCCDA will require reasonable documentation that the ESSL was used.

Employees will provide notice of the need for use of ESSL if the need for use is foreseeable within seven (7) days of the time needed off. If the need is unforeseeable, the employee must provide notice of the need for ESSL as soon as practicable.

The notice regarding ESSL time will be in writing to the direct supervisor outlining the need to use ESSL, the timeframe needed, and general reason for the leave. If the direct supervisor is unavailable, it will be directed to the department head and if the department head is not available then it will be directed to Human Resources.

Notice of ESSL related to domestic abuse, sexual assault, stalking, or the details of an employee or employee's family member's medical condition should not contain details. The notice will only state the general reason for ESSL.

REASONABLE DOCUMENTATION

- Signed statement by a health care professional.
- If the documentation cannot be obtained from a healthcare professional in a reasonable time or without added expense, then a written statement indicating ESSL is being used for a qualifying purpose.
- A court record or documentation signed by a volunteer or victim's services organization, an attorney, a police officer, or an antiviolence counselor.

ESSL may interface with workers compensation, short-term disability, Family Medical Leave Act, Minnesota Parental Leave Act, Americans with Disabilities Act Amendments Act, Pregnant Worker Fairness Act, and PUMP for Nursing Mothers Act.

See Appendix I for the Employee Notice informing staff about ESSL.

HOLIDAYS

This policy provides CCCDA's process for compensating employees for specific holidays.

The following days, and other such days as CCCDA Board may designate, are holidays, to be compensated at straight time for regular and introductory full-time employees provided the employee is on compensated payroll status the last working day preceding the holiday and the first working day following the holiday. **If the employee is in partial paid status, before and/or after the holiday, the employee's holiday pay will be pro-rated based on the hours worked or paid for before and after the holiday.**

1. Holidays:

| | |
|----------------------------------|---|
| • New Year's Day..... | January 1st |
| • Martin Luther King Day..... | Third Monday in January |
| • President's Day..... | Third Monday in February |
| • Memorial Day..... | Last Monday in May |
| • Juneteenth Day..... | June 19 th |
| • Independence Day..... | July 4 th |
| • Labor Day..... | First Monday in September |
| • Veteran's Day..... | November 11 th |
| • Thanksgiving Day..... | 4th Thursday in November |
| • Friday after Thanksgiving..... | 4th Friday in November |
| • Christmas Eve..... | December 24th |
| • Christmas Day..... | December 25th |
| • (1) Personal Business Day..... | Employee's choice pending adequate operational coverage |

2. Holidays that fall on Sunday will be observed the following Monday, those that fall on Saturday will be observed the preceding Friday, unless another day is designated by the Board. An employee scheduled to work other than the normal work week of Monday through Friday shall receive the same number of holidays.
3. Non-exempt employees assigned in accordance with the normal schedule and required by CCCDA to work on a designated holiday shall receive overtime compensation at one and one-half (1 ½) times their base pay rate for hours worked plus holiday compensation at their base rate. In no case shall the total compensation exceed two and one-half (2 ½) times the employee's base pay rate.
4. Designated holidays that occur within an employee's approved and compensated leave of absence or PTO use shall not be charged to the employee's PTO time but shall be recorded as a holiday.
5. Employees will not receive holiday pay for holidays occurring while on an unpaid leave of absence.
6. Regular part-time employees, working at least ten (10) hours per week, shall receive compensation for the holidays designated in Item 1 above on a pro-rated basis, determined by their budgeted full time equivalent (FTE), and paid at the time the holiday occurs.
7. Employees must use the personal business day within the calendar year and may not be carried over into the next calendar year nor paid out upon termination of employment. The day must be taken in one (1) eight (8) hour increment.

4. When traveling from residence to a work site and then returning to residence, mileage in excess of mileage from home to office and return shall be reimbursable. If such travel occurs on a day that the employee is not scheduled to work or if travel occurs outside the normal working hours, total mileage traveled is reimbursed.
5. Employees who live on-site as a part of a requirement for their job shall be compensated for travel to other sites or to the office.
6. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. When two (2) or more employees are traveling together in one (1) car, reimbursement is made to one (1) employee.

PARKING: Employees using private automobiles shall be reimbursed on an actual expense basis for parking. Receipts for such payments shall be submitted with the expense reimbursement request whenever possible.

Parking and mileage reimbursement requests must be submitted to the department head by the 5th of the month following when the expense occurred and must be submitted on the appropriate CCCDA form.

COMMERCIAL TRANSPORTATION: Employees may travel in state and out-of-area by commercial transportation when authorized. Air transportation shall be in coach class. Railroad accommodations shall be standard and shall include lower berth or roomette in case of overnight travel.

CAR RENTAL: When traveling outside of the Metro area, an employee may use a rental vehicle at CCCDA expense when authorized by the Executive Director. When using rental vehicles, an effort to obtain a competitive rate shall be made.

DAILY WAGE COMPENSATION: Hourly employees will be compensated for eight (8) hours of pay per day of the conference to also include travel time to and from home if it is outside the core working hours. If travel time exceeds the eight (8) hour day, the employee will be compensated for the additional time to the employee's home. If there are scheduled evening conference activities, the employee will be compensated for that time to participate. If evening activities occur, not through the conference for networking and social, the employee will not be compensated for that time. If meals are not scheduled through the conference, and on employee's own time, the employee will not be compensated for the time for the meals.

LODGING, MEALS, AND INCIDENTALS: Employees may claim reimbursement for lodging, meals and incidentals at actual cost in accordance with the following:

1. Employees may request to be reimbursed for meal expenses incurred while attending a training, seminar, or conference as a representative of CCCDA or as part of a business meal held in conjunction with an official business meeting.
2. Charges for lodging will be reimbursed for only the night prior to the formal start of a conference, seminar, meeting, etc., and those nights when an event is actually in session or when a flight that night is not available.

In the event that meals are included in any registration or tuition fee, other charges for these meals shall not be allowable. Expenses for alcoholic beverages are not reimbursable.

SAFE DRIVING POLICY

CCCDA deems it to be in the best interests of the Agency and its employees to establish a Safe Driving Policy for situations involving employees driving a vehicle in connection with CCCDA business. All employees must comply with the provisions of the Safe Driving Policy or be subject to disciplinary action including termination.

Through this policy CCCDA seeks to reduce the risks of injury, damage, costs, expenses, and needless pain and suffering resulting from vehicle accidents and improper use. In addition, this policy defines standards for vehicle operation.

All employees must, annually, provide proof of valid driver's license and, bi-annually, provide proof of valid driver's license insurance.

PURPOSE

The purpose of this policy is to ensure the safety of individuals who drive vehicles for the purpose of CCCDA business and to safeguard the public. This policy is also intended to provide guidance on the proper use of CCCDA owned vehicles and personal vehicles used in conducting CCCDA business.

Vehicle accidents are costly, but more importantly, they may result in unnecessary injury. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. CCCDA endorses all applicable state motor vehicle regulations relating to driver responsibility. CCCDA, as employer, expects each driver to drive in a safe and courteous manner pursuant to the safety rules defined herein. The attitude you take when behind the wheel is the single most important factor in driving safely.

DRIVING GUIDELINES AND REPORTING REQUIREMENTS

The driver shall always operate the vehicle safely and responsibly. Standards established in the current Minnesota Driver's Manual prepared by the MN Department of Public Safety shall be followed.

Those who drive for CCCDA business are expected to maintain a safe driving record. Any employee/volunteer who has a driver's license revoked or suspended shall ***immediately discontinue operation of CCCDA vehicle*** and notify his/her supervisor. Failure to do so may result in disciplinary action, including termination of employment.

Personal vehicles used for CCCDA business* must accommodate the needs of transport related to the essential duties of the position.

CCDCA vehicles are equipped with Geotab services to ensure those who operate CCCDA vehicles comply with state and local driving laws while in operation. All CCCDA employees using CCCDA vehicles must comply with the internal Geotab Driving Policy; understanding what is being monitored while in use. CCCDA employees who have driving hazards or flags may be subject to disciplinary action.

All vehicle accidents occurring when using CCCDA vehicles, regardless of severity, must be reported to the police and to the Executive Director. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on CCCDA business must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to the Finance Director for Workers' Compensation purposes. Failing to stop after an accident and/or failure to report an accident to the police or the Executive Director may result in disciplinary action, including termination of employment.



CRIMINAL ARRESTS OR CONVICTIONS

All employees shall report, within three (3) business days, any arrests or convictions to Human Resources. Disclosing an arrest or conviction does not automatically impact an employee's eligibility for continued employment with CCCDA. Continued employment depends on a variety of factors, including, but not limited to, the nature and gravity of, and circumstances surrounding the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. If an employee is convicted of a criminal offense while employed at CCCDA, the employee may be subject to disciplinary action, up to and including termination and, if terminated, may be ineligible for rehire.

6. **POLITICAL ACTIVITIES LEAVE:** An employee may take leave to attend any: Meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee; Convention of major political party delegates, including meetings of official convention committees, if the employee is a delegate or alternate delegate to the convention. An employee will be granted sufficient time to participate in the qualifying political activity. This leave will be unpaid. The employee must give written notice at least ten (10) days before the leave is due to begin.
7. **PERSONAL LEAVES WITHOUT PAY:** A leave of absence for reasons other than disability may be granted to an employee requesting such a leave in writing. ~~A supervisor may approve a personal leave of absence for a maximum of ten (10) workdays. A request for leave of more than ten (10) days, up to and including thirty (30) days, shall require the approval of the Human Resources Department. Leave in excess of thirty (30) days shall require the approval of the Executive Director.~~ All leave without pay requests must be pre-approved by the Director of Human Resources, Deputy Director and/or Executive Director. Each request will be on a case-by-case basis. Upon return from an unpaid leave of absence, the employee will be offered the first available or similar position.

PTO must be exhausted prior to approval of any unpaid personal leave unless pre-approved by the ~~direct supervisor or~~ Executive Director, Deputy Director, or Director of Human Resources or unless the absence is a mandatory leave due to an illness such as Coronavirus-19 that may spread to co-workers ~~or approved leave through PFML or FMLA~~. PTO also need not be exhausted prior to, a leave of absence for a campaign for political office.

~~PTO and seniority shall not accumulate during any unpaid leave of absence exceeding ten (10) days. Any leave without pay in excess of one (1) hour will impact the employee's PTO accrual. The PTO will be pro-rated based on the number of hours worked during the affected pay period.~~ Any accrued amounts of PTO shall remain on the record at the inception of the leave and shall continue upon the return of the employee. Unless prohibited by applicable law, health insurance benefits shall cease at the end of the month in which the leave begins and will resume upon completing the eligibility and/or waiting period requirement. Subject to applicable law and insurance policy provisions, the employee has the right to maintain coverage, at the employee's total expense, during the personal leave. Failure to comply with the return-to-work date established for the leave or to request an extension from the supervisor within five (5) days prior to the expiration of the leave shall be grounds for termination.

8. **WORK RELATED INJURY:** An employee temporarily disabled from work due to an injury or illness sustained directly in the performance of the employee's work with CCCDA shall be eligible for Workers' Compensation subject to the following: All injuries or illness must be reported to the supervisor on the date of the injury or as soon as possible thereafter.

EMPLOYEE & FAMILY MEDICAL LEAVE

CCFDA complies with the Federal Family and Medical Leave Act, as amended (“Federal FMLA”), as well as any applicable state or local laws that provide for time-off for family and medical needs. This policy addresses employee benefits and protections under the Federal FMLA. If state or local law provides additional or greater benefits or protections, those benefits or protections will be provided. Parental Leave under Minnesota State Law is addressed in a separate policy. Any questions you have about the application or interpretation of this policy should be addressed to Human Resources.

ELIGIBILITY FOR FAMILY & MEDICAL LEAVE (FML)

Employees who have worked for CCCDA for at least twelve (12) months and have also worked 1,250 hours over the previous twelve (12) months, are eligible for unpaid time-off to handle certain medical and family needs.

Unpaid FML of up to a total of twelve (12) weeks during a twelve (12)-month “rolling look-back period” will be granted to eligible employees for any of the following reasons:

- To care for the employee’s child after birth or placement of a child for adoption or foster care (“Parental Leave”).
- To care for a spouse, child, or parent with a serious health condition (“Family Serious Health Condition Leave”).
- Incapacity due to the employee’s own serious health condition (“Employee Serious Health Condition Leave”).
- For “qualifying exigencies” arising out of a spouse’s, parent’s, or son or daughter’s active duty or call to active duty as a member of the armed forces or National Guard in support of a “contingency operation” as defined under Federal law (“Military Exigency Leave”).

Unpaid FML of up to a total time of twenty-six (26) weeks in a “single twelve (12) month period” will be granted to eligible employees:

- To care for a spouse, son or daughter, parent, or next-of-kin who is a current Armed Forces member with a “serious injury or illness” (“Military Caregiver Leave”).

Spouses are jointly entitled to a combined total of twelve (12) weeks of family leave for the serious health condition of a child or parent (but not parent-in-law). Medical leaves taken to care for your spouse or you will be granted for up to twelve (12) weeks each to you and your spouse.

If the employee qualifies, FMLA will run concurrently with any Paid Family and Medical Leave (PFML).

DEFINITIONS

The following definitions provided by the Federal FMLA will be used to apply and interpret this policy:

A “**serious health condition**” for Family and Employee Serious Health Condition Leaves includes a condition that requires inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health

Serious Health Condition Leaves, Military Exigency Leave, or Military Caregiver Leave. CCCDA may transfer an employee to a different position to better accommodate an intermittent or reduced work schedule.

For Parental Leave, time-off on an intermittent basis or reduced work schedule must be approved in advance by Human Resources.

BENEFITS DURING FML

For the duration of the FML, employees will continue to be eligible for company insured benefit programs on the same terms and conditions as prior to FML leave. While on leave, your insured benefits will continue as if you were an active employee. You will be responsible for paying the employee portion of the premiums. **The premiums will be due on the pay day of the affected pay period and each payday forward while on leave.** Employees will not be paid for holidays or accrue PTO during FML.

COMPENSATION DURING LEAVE

To the extent permitted by law, CCCDA will substitute an employee's available ESSL if any, or PTO for unpaid or uncompensated FML until the employee's PTO balance reaches forty (40) hours, which shall run concurrently with the employee's FML. The use of PTO or ESSL, short term disability and/or workers' compensation) will not extend an employee's FML time off.

Employees may choose to substitute PTO for unpaid FML after the employee's PTO balance reaches forty (40) hours. Once an employee's ESSL or PTO, if any, is exhausted, FML time off is unpaid.

Employees who qualify for FML due to the employee's serious health condition that results in an absence of seven (7) or more continuous days of absence may also be eligible for short-term income replacement under our policies. See Interactions with Other Medical Leaves, below.

INTERMITTENT LEAVE

For salaried/exempt employees, once an employee's PTO balance reaches forty (40) hours (or is exhausted), a reduced or intermittent schedule will result in a salary reduction proportionate to the reduced hours compared to your regular work week unless the employee chooses to use available PTO or ESSL to "top up" his/her pay.

RETURN TO WORK

Employees returning from FML must submit a health care provider's verification of their fitness to return to work. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide CCCDA with at least two (2) weeks advance notice of the date the employee intends to return to work.

Upon return from FML, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FML will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

PREGNANCY & PARENTING LEAVE

CCCDA provides unpaid pregnancy and parental leaves of absence in accordance with MN State Law. In addition, CCCDA provides leave with pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to pregnancy, childbirth, adoption, or placement of a foster child.

An employee is eligible to request paid Pregnancy and Parenting Leave only after having been employed by CCCDA for at least twelve (12) months and having worked at least an average of half the full-time equivalent of required hours for that employee's position hours during the twelve (12) month period immediately preceding the leave. Paid Pregnancy and Parental Leave is available to both parents if each meets these eligibility criteria. Eligible full-time employees are entitled to up to two (2) consecutive weeks (80 hours) of paid Pregnancy and Parental Leave for one (1) qualifying event per calendar year. Eligible part-time employees are entitled to a prorated amount of consecutive Paid Pregnancy and Parental leave based on their FTE status for one qualifying event per calendar year (i.e. an eligible employee who holds a .5 FTE position is entitled to forty (40) consecutive hours of paid Pregnancy and Parental leave). In no event will an employee be eligible for multiple paid Pregnancy and Parental Leaves in the same calendar year. Paid Pregnancy and Parental Leave must be taken in one-week blocks of time within twelve (12) months after a qualifying event. It cannot be used prior to a qualifying event. Any unused paid Pregnancy and Parental Leave will be forfeited. Paid Pregnancy and Parental Leave run concurrently with all other paid and unpaid family or parenting leave to which employees are entitled under federal or state law or are otherwise required by CCCDA.

All employees, regardless of tenure or hours worked, may request up to a total of twelve (12) weeks of combined paid and unpaid Pregnancy and Parental Leave in any twelve (12) -month period for duties related to the birth or adoption of a child, or, for an employee who has or will give birth, for prenatal care or incapacity due to pregnancy, childbirth or related health conditions.

Eligible employees should make requests for Pregnancy and Parenting Leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. A parenting leave for the birth, adoption, or foster placement of a child should begin within twelve (12) months after the birth, adoption or foster placement. However, if the child must remain in the hospital longer than the mother, the leave may begin within twelve (12) months after the child leaves the hospital.

To the extent available, any paid leave, STD, or FML will run concurrently with the twelve (12) weeks of Pregnancy and Parenting Leave. To the extent STD leave is not available ESSL and PTO must be used until the employee's PTO balance reaches forty (40) hours. ESSL may also be used. Then, unpaid leave time will be granted. Any combination of family leave, STD, PTO or ESSL leave may not exceed the maximum limit of twelve (12) weeks of Pregnancy and Parenting Leave.

Subject to the terms, conditions, and limitations of the applicable plans, CCCDA will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as PTO, pension benefits or holiday benefits, will be suspended during ~~the any unpaid~~ leave and will resume upon return to active employment.

PERSONAL APPEARANCE/DRESS CODE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image CCCDA presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

NOT ACCEPTABLE ATTIRE:

- Jeans with rips, holes, ~~cut off~~
- Hooded sweatshirts
- Clothing with profane or explicit sayings/graphics
- Shorts
- Exercise ~~wear~~ attire (Examples include, but not limited to, wind pants, joggers, spandex leggings, sweat/yoga pants)
- Beachy flip flops
- Spaghetti string dresses or tank tops unless covered

Positions that require wearing clothing that identifies the person as a CCCDA employee shall be provided at the expense of CCCDA, and, generally, should not be worn other than for work purposes. All CCCDA attire is acceptable to wear in the workplace.

Appropriate footwear is required while walking on property sites. Shoes should be appropriate for the employee's position and always ensure the safety of the employee in all environments.

CARETAKERS, MAINTENANCE, AND HQS INSPECTOR:

CCCDA uniforms will be provided to Caretaker, Maintenance, and Housing Quality Specialist Inspector employees and will be worn during business hours. At CCCDA's expense, employees will receive ~~ten (10)~~ twelve (12) sets of uniforms. The CCCDA will provide laundering services in a rotation fashion for the employee's uniforms. Should an employee not fit into CCCDA uniforms supplied to the employee, CCCDA will reimburse the employee up to five (5) uniforms that the employee had to purchase. If the employee separates from the agency, the employee must return the clothing the CCCDA purchased.

CASUAL FRIDAYS:

Fridays are "casual" day at CCCDA when casual wear is acceptable throughout the office. Common sense dictates that all casual clothing must be in good taste. Occasionally, employees may find that casual dress on a Friday is not appropriate. It is expected that employees will dress in a manner suitable for their Friday schedule.

CASUAL FOR A CAUSE:

Employees may participate in Casual for a Cause by paying \$2.00 to wear acceptable blue jeans one (1) additional day within the work week separate from Casual Friday. At the end of the year, half of the money collected from Casual for a Cause will be donated to a local cause within the county. The other half will be used for an all-staff event.

ACCESS TO COMMUNICATION SYSTEMS

Except for normal systems maintenance and upgrades and subject to the section entitled Enforcement of Proper Use of Communication Systems and Internet Services below, employees may not access e-mail or voicemail systems of another user or transmit messages from a co-worker's e-mail or voicemail system.

ON-LINE SUBSCRIBER SERVICES AND THE INTERNET

Approved on-line and internet services shall be used only for purposes related to CCCDA's business.

PROHIBITED USES

It will be the responsibility of employees using on-line or Internet access services to ensure that their use of the services follows CCCDA's existing general business practices. The following uses of on-line or Internet services are strictly forbidden:

1. Sexually explicit materials. Employees shall not access, view, download, copy or send sexually explicit materials.
2. Gambling. Employees shall not use on-line services or the internet to gamble or wager.
3. Hate crimes. Employees shall not access, view, download, copy or send information from electronic bulletin boards, home pages, or websites that promote hate crimes.
4. No "Flaming". On-line and Internet services should not be used to send offensive, abusive or provocative messages. All on-line or Internet communications or conversations should follow the standard principles of business communications.
5. Sites for personal entertainment such as TikTok, YouTube, Instagram, gaming sites, etc. unless specifically needed for CCCDA purposes.

USE OF ON-LINE, INTERNET, AND OTHER OUTSIDE SOFTWARE

Software downloaded from an on-line service or the Internet could pose potential problems for CCCDA. Downloaded software from an on-line service or the Internet could, for example, contain a computer virus that might affect the operation of CCCDA's computer network. In addition, certain individuals or groups have illegally allowed on-line or internet users to download software. No software should be downloaded from an on-line or Internet source or otherwise placed on one of CCCDA's computers without the prior approval of the IT Department.

THE PURCHASE AND USE OF GOODS AND SERVICES

The volume of commerce completed on the various on-line services and the internet has dramatically increased. The CCCDA's policy concerning the purchasing of goods and services shall apply to the purchase of goods and services through on-line and internet services. Numerous on-line and Internet sources offer to provide free goods and services. Information should not be downloaded from on-line and Internet sources unless the employee is certain the provider has the right to allow others to use the goods and services being offered.

PROTECTION OF PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

Because of the potential security problems related to the transmission of electronic data, use of e-mail, on-line subscriber services or the Internet could jeopardize the proprietary and/or confidential information of CCCDA or of

OFFICE RULES

All employees are expected to follow these rules and conduct themselves in a manner so as to minimize conditions leading to building deterioration. Questions or comments regarding these rules should be directed to your department head. Department heads are responsible for monitoring and enforcing these rules.

The following rules have been established to:

- Maintain CCCDA office building in a “new” condition; and
- Maximize the use of the office building by CCCDA employees; and
- Support the quality of service to the clients of CCCDA.

1. **PARKING:** Employee parking is permitted in the parking lot off to the NW side of the office building and in designated places on Walnut Street. The parking spaces in front of the building are reserved for CCCDA clients and visitors.
2. **KEYS:** Keys allowing access to the **CCCDA buildings** outside of normal business hours have been distributed to all staff members as to their specific needs. The distribution and all keys are under the control of the Administrative Department.
3. **STORAGE OF OUTSIDE CLOTHING:** Coat closets are provided in the common office space for storage of coats, jackets, boots, etc.
4. **CUSTOMER SERVICE:** To promote smooth service to CCCDA clients and visitors, persons are not allowed to walk into the office area unless they are invited to do so or are escorted by a CCCDA employee. It is the responsibility of the CCCDA receptionist to greet visitors, to contact the appropriate department, and to request that the CCCDA employee come forward to provide assistance to them. When the person is finished with his/her business, he/she is to be escorted by a CCCDA employee back to the lobby area or to another department where the person has further business.
5. **DRESS CODE:** All employees are expected to dress in a manner which would be considered appropriate for their position, work requirements and their interaction with the public.

Fridays are “casual” day at CCCDA when casual wear is acceptable throughout the office. Common sense dictates that all casual clothing must be in good taste. Occasionally employees may find that casual dress on a Friday is not appropriate. It is expected that employees will dress in a manner suitable to their Friday schedule.

6. **USE OF MEETING ROOMS:** CCCDA employees may meet with clients and visitors in the common area conference room. The Board Room may be used for larger meetings. CCCDA employees wishing to use one of the meeting rooms must schedule time on the all-staff calendar. In the event of a conflict, those with reservations will be given preference. The user of the room is responsible for cleaning up following the use of the room.
7. **TELEPHONE CALLS:** CCCDA phones and CCCDA-issued cellular phones are provided for the purpose of conducting CCCDA business. ***ALL PERSONAL CALLS ARE TO BE KEPT TO A MINIMUM IN BOTH NUMBER AND DURATION.*** ~~Employees who wish to use their CCCDA issued cellular phones for personal use will complete an “Employee auto deduct payment authorization” to reimburse CCCDA for such use.~~

OFFICE RULES – pg. 1 of 2

8. **COPY MACHINES:** CCCDA copy machines are for business use. Limited personal copying may be done during lunch or after hours.
9. **FACSIMILE MACHINE:** The facsimile machine is restricted to CCCDA business. Limited personal facsimiles may be sent or received.
10. **CONDITION OF WORKSPACES/OFFICES:** Work surfaces, files, etc. are to be maintained in a neat and orderly fashion. Desks in all areas must have working materials stacked as neatly as possible with no materials stored on the floor. Client files are to be put away and locked at the end of each day. All employees are responsible for logging off computers, shutting off lights, closing and locking windows, and closing blinds at their workstation/office when leaving for the day.
11. **LUNCHROOM:** It is the responsibility of employees to clean up after themselves, to wash, dry and put away dishes and to clean appliances after use. Food stored in the refrigerator should be checked regularly to ensure that food is removed prior to spoiling.
12. **CCCDA REFRESHMENTS:** CCCDA will provide coffee.
13. **EATING AT INDIVIDUAL DESKS:** CCCDA has provided a kitchen and a lunchroom for use by CCCDA employees. All meals must be prepared in the kitchen. Employees ~~are expected to eat meals in the lunchroom. No food is to be stored in employee's~~ may eat in the kitchen or at their desks providing it is not a disruption to others or within view of the public.
14. **PLANTS:** Plants are permitted in CCCDA offices/workstations provided the number and size are appropriate to the site.
15. **RADIOS:** Radios are permitted if kept at a volume that does not carry beyond the employee's office/workstation area.
16. **WALL DECORATIONS:** Wall decorations such as family photos, landscape photos, diplomas, awards, and certificates are allowed, ~~but must be neatly framed and professionally mounted.~~ Maps and other graphics or materials of work-related nature may be attached to individual workstation bulletin boards and must be neatly maintained and replaced if worn or obsolete.

All items displayed must be in good taste and in good condition for display. ~~and not overwhelming. Bulletin boards are intended to be primarily used for work related items. No other items of a personal nature are permitted except as specified above or as approved by the employee's supervisor.~~
17. **NOISE:** In the open office space and hallways, employees must be mindful of the volume and content of conversations.

PROBLEM RESOLUTION

CCFDA is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from CCFDA supervisors and management.

CCFDA strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem to their immediate supervisor within five (5) calendar days, after the incident occurs. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, the employee may present the problem to **the Director of Human Resources** or the next level of management.
2. The supervisor or **Director of Human Resources** shall investigate the complaint and respond to the problem during the discussion or within five (5) calendar days, if possible or otherwise within a reasonable time.
3. If the employee is not satisfied with the supervisor's or **Director of Human Resource**'s response, the employee may present, in writing, the nature of the dispute, the facts on which it is based, and the remedy requested, to the **Executive Deputy** Director within ten (10) calendar days of the response received in step 2.
4. The **Executive Deputy** Director will then investigate the complaint and provide a written response to the employee of their decision within five (5) calendar days, if possible, or otherwise within a reasonable time. The **Executive Deputy** Director has full authority to make any adjustment deemed appropriate to resolve the problem.
5. If a complaint involves the **Executive Deputy** Director, the employee should present the problem to the **Chair Executive Director** who will then investigate the complaint and provide a written response to the employee of their decision within five (5) calendar days, if possible, or otherwise within a reasonable time. ~~of CCCDA Board. The Chair will then make a determination as to how to proceed.~~
6. If a complaint involves the Executive Director, the employee should present the problem to the Chair of the CCCDA Board. The Chair will then decide as to how to proceed.

WIRELESS MOBILE DEVICE – CELL PHONE POLICY

CCCDA cell phone policy offers general guidelines for proper use of CCCDA owned cell phones during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks. **CCCDA cellphones are managed through MaaS360 to allow CCCDA management to find the location of the device if lost/stolen, re-set passwords, and re-set the device if an employee unexpectedly separates from the agency.**

We recognize that smart phones have become an integral part of everyday life. However, employees should strictly limit non-work use (**surfing the internet, text and talk**) to a few minutes per day.

All employees are always expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using cell phones while driving. Safety must come before all other concerns. Regardless of the circumstances, and in accordance with Minnesota Law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic, inclement weather, or driving in an unfamiliar area.

Additionally, reading or sending text messages, making or receiving calls, emailing, video calling, scrolling, typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of cell phones while driving for work will be solely responsible for all liabilities that result from such action.

Violation of any part of the above policy may result in disciplinary action, up to and including termination.

Employees with a CCCDA cellphone will provide Human Resources all passwords, pin logins, and email information for the device. If the employee changes any of the mentioned information, the employee will notify Human Resources.

If an employee terminates from CCCDA, the employee must return the CCCDA phone by the end of the last day of employment or the cost of the phone will be deducted from the employee's last paycheck, to the extent permitted by applicable law.



Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 5D

DEPARTMENT: Finance

FILE TYPE: Regular Agenda

TITLE: Approval of RAD Budget

PURPOSE/ ACTION REQUESTED: Approve the 2026 proposed RAD budget

SUMMARY: In 2025, Metro HRA received a RAD/PBV Replacement Reserves inquiry from HUD regarding the CDA's RAD units, as Metro holds the HAP contract for the units. Upon reviewing the document, it indicates that the board should approve the annual budget.

RECOMMENDATION: Staff recommends approval of the 2026 proposed RAD budget

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 2026 proposed RAD budget is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: 2026 proposed RAD budget

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 Homes (PH) 2026 Budget

| Account Code | Name | Jan 2026 | Feb 2026 | Mar 2026 | Apr 2026 | May 2026 | Jun 2026 | Jul 2026 | Aug 2026 | Sep 2026 | Oct 2026 | Nov 2026 | Dec 2026 | Revision Total |
|--------------|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|
| 3000-00-000 | REVENUE | | | | | | | | | | | | | |
| 3101-00-000 | RENTAL INCOME | | | | | | | | | | | | | |
| 3111-00-000 | Tenant Rent | 108,185.00 | 108,307.00 | 108,739.00 | 108,739.00 | 108,925.00 | 109,096.00 | 109,254.00 | 109,391.00 | 109,521.00 | 109,602.00 | 109,735.00 | 112,418.00 | 1,311,912.00 |
| 3111-01-000 | Parking Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3111-03-000 | Retail CAM | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 3111-07-000 | Office Rent | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 9,600.00 |
| 3112-02-000 | HAP - Tenant Based | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3112-50-000 | GROSS RENTAL REVENUE | 109,085.00 | 109,207.00 | 109,639.00 | 109,639.00 | 109,825.00 | 109,996.00 | 110,154.00 | 110,291.00 | 110,421.00 | 110,502.00 | 110,635.00 | 113,318.00 | 1,322,712.00 |
| 3112-99-000 | Concessions & Vacancy Loss | | | | | | | | | | | | | |
| 3113-00-000 | Less: Vacancies | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (78,000.00) |
| 3113-01-000 | Less: Vacancies Parking | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3114-00-000 | Less: Concessions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3118-50-000 | Concessions & Vacancy Loss | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (6,500.00) | (78,000.00) |
| 3119-00-000 | EFFECTIVE RENTAL REVENUE | 102,585.00 | 102,707.00 | 103,139.00 | 103,139.00 | 103,325.00 | 103,496.00 | 103,654.00 | 103,791.00 | 103,921.00 | 104,002.00 | 104,135.00 | 106,818.00 | 1,244,712.00 |
| 3120-00-000 | OTHER TENANT INCOME | | | | | | | | | | | | | |
| 3120-01-000 | Laundry | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 600.00 |
| 3120-02-000 | Cleaning Fee | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| 3120-03-000 | Damages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3120-04-000 | Late Charges | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 4,200.00 |
| 3120-05-000 | Legal Fees - Tenant | 405.00 | 0.00 | 405.00 | 0.00 | 405.00 | 0.00 | 405.00 | 0.00 | 405.00 | 0.00 | 405.00 | 0.00 | 2,430.00 |
| 3120-06-000 | NSF Charges | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 420.00 |
| 3120-07-000 | Tenant Owed Utilities | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 2,400.00 |
| 3120-08-000 | Tenant Screening | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 1,188.00 |
| 3120-09-000 | Misc.Tenant Income | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 115.00 | 1,380.00 |
| 3120-13-000 | Key Charge | 75.00 | 0.00 | 75.00 | 0.00 | 75.00 | 0.00 | 75.00 | 0.00 | 75.00 | 0.00 | 75.00 | 0.00 | 450.00 |
| 3120-24-000 | Revenue Recapture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3129-00-000 | TOTAL OTHER TENANT INCOME | 1,829.00 | 1,349.00 | 1,829.00 | 1,349.00 | 1,829.00 | 1,349.00 | 1,829.00 | 1,349.00 | 1,829.00 | 1,349.00 | 1,829.00 | 1,349.00 | 19,068.00 |
| 3199-00-000 | NET TENANT INCOME | 104,414.00 | 104,056.00 | 104,968.00 | 104,488.00 | 105,154.00 | 104,845.00 | 105,483.00 | 105,140.00 | 105,750.00 | 105,351.00 | 105,964.00 | 108,167.00 | 1,263,780.00 |
| 3650-00-000 | Miscellaneous Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3699-00-000 | TOTAL OTHER REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3999-00-000 | TOTAL REVENUE | 104,414.00 | 104,056.00 | 104,968.00 | 104,488.00 | 105,154.00 | 104,845.00 | 105,483.00 | 105,140.00 | 105,750.00 | 105,351.00 | 105,964.00 | 108,167.00 | 1,263,780.00 |
| 4000-00-000 | EXPENSES | | | | | | | | | | | | | |
| 4100-00-000 | ADMINISTRATIVE | | | | | | | | | | | | | |
| 4100-99-000 | ADMINISTRATIVE SALARIES | | | | | | | | | | | | | |
| 4110-00-000 | Administrative Salaries | 5,843.00 | 5,843.00 | 5,550.00 | 5,550.00 | 8,326.00 | 5,550.00 | 5,550.00 | 5,550.00 | 8,326.00 | 5,550.00 | 5,550.00 | 5,550.00 | 72,738.00 |
| 4110-03-001 | Safe & Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,019.00 |
| 4110-99-000 | TOTAL ADMINISTRATIVE SALARIES | 5,843.00 | 5,843.00 | 5,550.00 | 5,550.00 | 8,326.00 | 5,550.00 | 5,550.00 | 5,550.00 | 8,326.00 | 5,550.00 | 5,550.00 | 6,569.00 | 73,757.00 |
| 4120-00-000 | EMPLOYEE BENEFITS CONTRIBUTION - ADMIN | | | | | | | | | | | | | |
| 4120-01-000 | Employee Benefits | 2,791.00 | 2,791.00 | 2,631.00 | 2,631.00 | 3,011.00 | 2,631.00 | 2,631.00 | 2,631.00 | 3,011.00 | 2,631.00 | 2,631.00 | 2,631.00 | 32,652.00 |
| 4120-01-002 | Payroll Taxes | 85.00 | 85.00 | 80.00 | 80.00 | 121.00 | 80.00 | 80.00 | 80.00 | 121.00 | 80.00 | 80.00 | 80.00 | 1,052.00 |
| 4120-99-000 | TOTAL EMPLOYEE BENEFITS CONTRIB - ADMIN | 2,876.00 | 2,876.00 | 2,711.00 | 2,711.00 | 3,132.00 | 2,711.00 | 2,711.00 | 2,711.00 | 3,132.00 | 2,711.00 | 2,711.00 | 2,711.00 | 33,704.00 |
| 4130-00-000 | LEGAL EXPENSE | | | | | | | | | | | | | |
| 4130-01-000 | Unlawful Detainers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4130-01-001 | Revenue Recapture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4130-03-000 | Tenant Screening | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 99.00 | 1,188.00 |
| 4130-04-000 | General Legal Expense | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 14,400.00 |
| 4130-05-000 | Informal Hearings | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 | 600.00 |
| 4131-00-000 | TOTAL LEGAL EXPENSE | 1,399.00 | 1,299.00 | 1,399.00 | 1,299.00 | 1,399.00 | 1,299.00 | 1,399.00 | 1,299.00 | 1,399.00 | 1,299.00 | 1,399.00 | 1,299.00 | 16,188.00 |
| 4140-00-000 | ADMIN EXPENSES - OFFICE | | | | | | | | | | | | | |
| 4140-05-000 | Computers and Parts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4140-20-000 | Internet | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4140-25-000 | Miscellaneous Admin - office | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 144.00 |

Carver Homes (PH) 2026 Budget

| Account Code | Name | Jan 2026 | Feb 2026 | Mar 2026 | Apr 2026 | May 2026 | Jun 2026 | Jul 2026 | Aug 2026 | Sep 2026 | Oct 2026 | Nov 2026 | Dec 2026 | Revision Total |
|--------------|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| 4140-35-000 | Office Supplies | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 600.00 |
| 4140-50-000 | Small Office Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4140-55-000 | Telephone | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 246.00 | 2,952.00 |
| 4140-57-000 | Telecom Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4140-99-000 | TOTAL - ADMIN EXPENSES - OFFICE | 308.00 | 3,696.00 |
| 4150-00-000 | ADMIN EXPENSE - OTHER | | | | | | | | | | | | | |
| 4150-10-000 | Bank Fees | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 23.00 | 276.00 |
| 4150-25-000 | Dues & Membership Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 4150-35-000 | Licenses & Permits | 2,538.00 | 2,500.00 | 0.00 | 0.00 | 324.00 | 62.00 | 1,186.00 | 0.00 | 545.00 | 0.00 | 227.00 | 600.00 | 7,982.00 |
| 4150-40-000 | Marketing | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 4150-57-000 | Software License Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,574.00 | 1,048.00 | 413.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,035.00 |
| 4150-70-000 | Staff Training | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 2,899.00 | 300.00 | 300.00 | 6,199.00 |
| 4150-75-000 | Travel | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 410.00 | 4,920.00 |
| 4150-99-000 | TOTAL ADMIN EXPENSE - OTHER | 3,371.00 | 3,333.00 | 833.00 | 833.00 | 1,157.00 | 8,469.00 | 3,067.00 | 1,246.00 | 1,378.00 | 3,432.00 | 1,060.00 | 1,533.00 | 29,712.00 |
| 4199-00-000 | TOTAL ADMINISTRATIVE EXPENSES | 13,797.00 | 13,659.00 | 10,801.00 | 10,701.00 | 14,322.00 | 18,337.00 | 13,035.00 | 11,114.00 | 11,346.00 | 16,497.00 | 11,028.00 | 12,420.00 | 157,057.00 |
| 4200-00-000 | PROFESSIONAL FEES | | | | | | | | | | | | | |
| 4200-01-000 | Association Fees | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 90,000.00 |
| 4200-02-001 | Appraisals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4200-04-000 | Management Fees | 8,207.00 | 8,217.00 | 8,251.00 | 8,251.00 | 8,266.00 | 8,280.00 | 8,292.00 | 8,303.00 | 8,314.00 | 8,320.00 | 8,331.00 | 8,345.00 | 99,577.00 |
| 4200-99-000 | TOTAL PROFESSIONAL FEES | 15,707.00 | 15,717.00 | 15,751.00 | 15,751.00 | 15,766.00 | 15,780.00 | 15,792.00 | 15,803.00 | 15,814.00 | 15,820.00 | 15,831.00 | 16,045.00 | 189,577.00 |
| 4210-00-000 | INSURANCE & REAL ESTATE TAXES | | | | | | | | | | | | | |
| 4210-01-000 | Property Insurance | 7,196.00 | 7,196.00 | 7,196.00 | 7,196.00 | 7,915.00 | 7,915.00 | 7,915.00 | 7,915.00 | 7,915.00 | 7,915.00 | 7,915.00 | 7,915.00 | 92,104.00 |
| 4210-03-000 | Insurance - General Liability | 0.00 | (2,465.00) | 2,465.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4210-10-000 | PILOT | 4,611.00 | 4,476.00 | 4,555.00 | 4,652.00 | 4,661.00 | 4,698.00 | 4,709.00 | 4,877.00 | 4,644.00 | 4,866.00 | 4,770.00 | 4,558.00 | 56,077.00 |
| 4210-11-000 | Real Estate Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 9,859.00 | 0.00 | 0.00 | 0.00 | 12,272.00 | 0.00 | 0.00 | 0.00 | 22,131.00 |
| 4210-30-000 | Real Estate Tax Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4210-99-000 | TOTAL INSURANCE & REAL ESTATE TAXES | 11,807.00 | 9,207.00 | 14,216.00 | 11,848.00 | 22,435.00 | 12,613.00 | 12,624.00 | 12,792.00 | 24,831.00 | 12,781.00 | 12,685.00 | 12,473.00 | 170,312.00 |
| 4220-00-000 | TENANT SERVICES | | | | | | | | | | | | | |
| 4220-01-000 | Resident Activities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | 3,600.00 |
| 4220-02-000 | Interpreter Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4220-99-000 | TOTAL TENANT SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | 3,600.00 |
| 4300-00-000 | UTILITIES | | | | | | | | | | | | | |
| 4310-00-000 | Water/Sewer | 3,954.00 | 6,619.00 | 6,034.00 | 4,844.00 | 5,676.00 | 4,921.00 | 4,328.00 | 2,552.00 | 7,296.00 | 2,693.00 | 3,319.00 | 8,313.00 | 60,549.00 |
| 4320-00-000 | Electricity | 135.00 | 565.00 | 493.00 | 499.00 | 436.00 | 466.00 | 472.00 | 359.00 | 579.00 | 551.00 | 521.00 | 559.00 | 5,635.00 |
| 4320-01-000 | Electricity-Vacant Units | (21.00) | 242.00 | 124.00 | 72.00 | 61.00 | 127.00 | 226.00 | 198.00 | 170.00 | 143.00 | 403.00 | 46.00 | 1,791.00 |
| 4325-00-000 | Yardi Energy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4330-00-000 | Gas | 1,644.00 | 2,123.00 | 1,744.00 | 1,281.00 | 965.00 | 735.00 | 396.00 | 353.00 | 341.00 | 349.00 | 569.00 | 1,250.00 | 11,750.00 |
| 4330-01-000 | Gas-Vacant Units | 314.00 | 465.00 | 383.00 | 249.00 | 127.00 | 93.00 | 59.00 | 38.00 | 30.00 | 23.00 | 214.00 | 111.00 | 2,106.00 |
| 4340-00-000 | Garbage/Trash Removal | 3,445.00 | 2,275.00 | 2,353.00 | 2,254.00 | 1,933.00 | 2,304.00 | 3,085.00 | 1,851.00 | 1,720.00 | 2,017.00 | 2,806.00 | 4,481.00 | 30,524.00 |
| 4399-00-000 | TOTAL UTILITY EXPENSES | 9,471.00 | 12,289.00 | 11,131.00 | 9,199.00 | 9,198.00 | 8,646.00 | 8,566.00 | 5,351.00 | 10,136.00 | 5,776.00 | 7,832.00 | 14,760.00 | 112,355.00 |
| 4400-00-000 | MAINTENANCE AND OPERATIONS | | | | | | | | | | | | | |
| 4405-00-000 | MAINTENANCE SALARIES | | | | | | | | | | | | | |
| 4410-00-000 | Maintenance Salaries | 5,044.00 | 5,044.00 | 4,862.00 | 4,862.00 | 7,293.00 | 4,862.00 | 4,862.00 | 4,862.00 | 7,293.00 | 4,862.00 | 4,862.00 | 4,862.00 | 63,570.00 |
| 4410-01-000 | Caretaker Salaries | 2,521.00 | 2,521.00 | 2,353.00 | 3,529.00 | 2,353.00 | 2,353.00 | 2,353.00 | 2,353.00 | 3,529.00 | 2,353.00 | 2,353.00 | 2,353.00 | 30,924.00 |
| 4410-02-000 | Maint-On Call Service | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 44.00 | 528.00 |
| 4410-05-000 | Employee Benefit Contribution-Maint. | 3,464.00 | 3,464.00 | 3,264.00 | 3,264.00 | 3,758.00 | 3,264.00 | 3,264.00 | 3,264.00 | 3,758.00 | 3,264.00 | 3,264.00 | 3,264.00 | 40,556.00 |
| 4410-06-000 | Payroll Taxes - Maintenance | 110.00 | 110.00 | 105.00 | 105.00 | 158.00 | 105.00 | 105.00 | 105.00 | 158.00 | 105.00 | 105.00 | 105.00 | 1,376.00 |
| 4410-10-000 | TOTAL MAINTENANCE SALARIES | 11,183.00 | 11,183.00 | 10,628.00 | 14,782.00 | 10,628.00 | 10,628.00 | 10,628.00 | 10,628.00 | 14,782.00 | 10,628.00 | 10,628.00 | 10,628.00 | 136,954.00 |
| 4420-00-000 | MAINTENANCE OPERATIONS - MATERIALS & OTHER | | | | | | | | | | | | | |
| 4420-01-000 | Appliances | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| 4420-02-000 | Appliance Parts & Supplies | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 270.00 | 3,240.00 |
| 4420-03-000 | Building Exterior | 0.00 | 0.00 | 0.00 | 0.00 | 643.00 | 643.00 | 643.00 | 643.00 | 643.00 | 643.00 | 643.00 | 0.00 | 3,858.00 |
| 4420-04-000 | Supplies-Electrical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4420-05-000 | Millwork | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 182.00 | 2,184.00 |
| 4420-07-000 | Cleaning Supplies | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 132.00 | 1,584.00 |
| 4420-08-000 | Painting/Decorating Supplies | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 600.00 |

Carver Homes (PH) 2026 Budget

| Account Code | Name | Jan 2026 | Feb 2026 | Mar 2026 | Apr 2026 | May 2026 | Jun 2026 | Jul 2026 | Aug 2026 | Sep 2026 | Oct 2026 | Nov 2026 | Dec 2026 | Revision Total |
|--------------|---|-------------------|-------------------|-------------------|------------------|--------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| 4420-09-000 | Community Room Supplies | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| 4420-10-000 | Doors/Hardware | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 118.00 | 1,416.00 |
| 4420-11-000 | Electrical | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 128.00 | 1,536.00 |
| 4420-16-000 | Exterminating | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | 43.00 | 22.00 | 22.00 | 22.00 | 285.00 |
| 4420-17-000 | Fire/Security | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 424.00 | 5,088.00 |
| 4420-19-000 | Garage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4420-23-000 | Grounds | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 4,800.00 |
| 4420-27-000 | HVAC | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 3,600.00 |
| 4420-29-000 | Keys & Lock | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 26.00 | 312.00 |
| 4420-33-000 | Lighting | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 600.00 |
| 4420-35-000 | Parking Lot/Driveway | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | 0.00 | 0.00 | 240.00 | 0.00 | 2,240.00 |
| 4420-37-000 | Plumbing | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 805.00 | 9,660.00 |
| 4420-43-000 | Signage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (69.00) | (69.00) |
| 4420-47-000 | Tools | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 240.00 | 2,880.00 |
| 4420-48-000 | PPE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 112.00 | 0.00 | 0.00 | (865.00) | (753.00) |
| 4420-49-000 | Uniforms | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 230.00 | 2,760.00 |
| 4420-51-000 | Unit Turn Costs | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 4,167.00 | 50,004.00 |
| 4420-57-000 | Windows | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 110.00 | 1,320.00 |
| 4420-99-000 | TOTAL MAINTENANCE OPERATIONS - MATERIALS & OTHER | 8,254.00 | 8,254.00 | 8,254.00 | 8,254.00 | 9,397.00 | 9,397.00 | 9,397.00 | 9,397.00 | 9,030.00 | 8,897.00 | 8,494.00 | 7,320.00 | 104,345.00 |
| 4430-00-000 | MAINTENANCE OPERATIONS - CONTRACT COSTS | | | | | | | | | | | | | |
| 4430-02-000 | Contract-Appliance | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 1,458.00 | 17,496.00 |
| 4430-06-000 | Contract-Building Exterior | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 |
| 4430-09-000 | Contract-Carpet Cleaning | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 132.00 |
| 4430-12-000 | Contract-Common Area | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 292.00 | 3,504.00 |
| 4430-15-000 | Contract-Electrical | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 649.00 | 7,788.00 |
| 4430-24-000 | Contract-Exterminating | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 833.00 | 9,996.00 |
| 4430-27-000 | Contract-Fire/Security | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 |
| 4430-30-000 | Contract-Flooring | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 7,200.00 |
| 4430-33-000 | Contract-Garage | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 286.00 | 3,432.00 |
| 4430-36-000 | Contract-Grounds | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 1,243.00 | 14,916.00 |
| 4430-39-000 | Contract-HVAC | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 4,177.00 | 50,124.00 |
| 4430-45-000 | Contract- Keys & Locks | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 362.00 | 4,344.00 |
| 4430-48-000 | Contract - Laundry Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 171.00 |
| 4430-50-000 | Contract - Lawn Service | 0.00 | 0.00 | 0.00 | 3,550.00 | 3,550.00 | 3,550.00 | 3,550.00 | 3,550.00 | 3,550.00 | 3,286.00 | 0.00 | 0.00 | 24,586.00 |
| 4430-51-000 | Contract - Millwork | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 1,800.00 |
| 4430-54-000 | Contract-Painting/Painting Repairs | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 2,045.00 | 24,540.00 |
| 4430-57-000 | Contract - Parking/Driveway | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4430-60-000 | Contract-Plumbing | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 2,059.00 | 24,708.00 |
| 4430-62-000 | Contract - Reasonable modifications | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 211.00 | 2,532.00 |
| 4430-63-000 | Contract - Roofing | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 1,800.00 |
| 4430-66-000 | Contract - Snow Removal | 6,800.00 | 6,900.00 | 7,300.00 | 2,300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 4,400.00 |
| 4430-69-000 | Contract - Unit Turn Costs | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 10,833.00 | 129,996.00 |
| 4430-75-000 | Contract - Water Softener Salt | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 235.00 | 2,820.00 |
| 4430-79-000 | Contract-Windows | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 167.00 | 2,004.00 |
| 4430-99-000 | TOTAL MAINTENANCE OPERATIONS - CONTRACT COSTS | 33,061.00 | 33,161.00 | 33,561.00 | 32,111.00 | 31,811.00 | 29,811.00 | 29,811.00 | 29,811.00 | 29,811.00 | 31,547.00 | 26,361.00 | 30,832.00 | 371,689.00 |
| 4499-00-000 | TOTAL MAINTENANCE EXPENSES | 52,498.00 | 52,598.00 | 52,443.00 | 50,993.00 | 55,990.00 | 49,836.00 | 49,836.00 | 49,836.00 | 49,469.00 | 55,226.00 | 45,483.00 | 48,780.00 | 612,988.00 |
| 4500-00-000 | OTHER EXPENSES | | | | | | | | | | | | | |
| 4570-00-000 | Bad Debt-Tenant Rents | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4570-01-000 | Bad Debt-Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4599-00-000 | TOTAL OTHER EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4700-00-000 | HOUSING ASSISTANCE PAYMENTS | | | | | | | | | | | | | |
| 4717-00-000 | Utility Reimbursement Recovery | (30.00) | 0.00 | 0.00 | (45.00) | (60.00) | (60.00) | (45.00) | 0.00 | (300.00) | (15.00) | (45.00) | 0.00 | (600.00) |
| 4720-00-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | (30.00) | 0.00 | 0.00 | (45.00) | (60.00) | (60.00) | (45.00) | 0.00 | (300.00) | (15.00) | (45.00) | 0.00 | (600.00) |
| 4750-00-000 | TOTAL OPERATING EXPENSES | 103,250.00 | 103,470.00 | 104,342.00 | 98,447.00 | 117,651.00 | 106,352.00 | 99,808.00 | 96,096.00 | 111,296.00 | 107,285.00 | 92,814.00 | 104,478.00 | 1,245,289.00 |
| 4755-00-000 | NET OPERATING INCOME (LOSS) | 1,164.00 | 586.00 | 626.00 | 6,041.00 | (12,497.00) | (1,507.00) | 5,675.00 | 9,044.00 | (5,546.00) | (1,934.00) | 13,150.00 | 3,689.00 | 18,491.00 |



Homes for All

Where we live impacts everything

Our home impacts *health*
Our home impacts *education*
Our home impacts *employment*
Our home impacts *childcare*
Our home impacts *safety*
Our home impacts *opportunity*

Our HOME impacts **everything**



Across our state, there aren't enough housing options Minnesotans can afford, leaving few options for those struggling to make ends meet. The Homes for All 2025 Policy Agenda will help Minnesota communities thrive by investing in housing solutions across the continuum.

MINNESOTA'S HOUSING CRISIS

*Half of all
renters*

Housing is unaffordable to half of all renters. More Minnesota renter households are cost burdened than at any other point in the last decade.

641,549

Minnesotans from across the state are **at risk of losing their home** every month because rent is too high. This number increased 9% in just one year

19,600

On any given night, 19,600 Minnesotans are homeless. An estimated **66% of people experiencing homelessness are Black, Indigenous, or People of Color**

Data from Minnesota Housing Partnership's "State of the State's Housing 2024" report: mhponline.org/state-of-the-states-housing-2024/

Read on for the Homes for All 2025 Policy Agenda



HOMES FOR ALL 2025 POLICY AGENDA



Family Homeless Prevention and Assistance Funds: Increase the base appropriation for the Family Homeless Prevention and Assistance Program (FHPAP) by \$200 Million to improve housing stability and reduce homelessness.

Bonds for Housing: \$400 million in Housing Infrastructure Bonds (HIBs) to develop and preserve critically needed affordable housing across MN. \$100 million in General Obligation Bonds to preserve and address health and safety issues in publicly owned housing.

Source of Income Protection: Clarify that state law source of income protections prohibits people/entities refusing to rent to someone because they are the recipient of a federal, state, or local public assistance program.

Capital Funding for Shelter and Transitional Housing: \$300M one-time funding to create, preserve and enhance day and overnight shelters. \$100M for site-based transitional housing.

Constitutional Amendment for Housing: Put a question on the ballot in 2026 that if approved by voters would create a dedicated source of funding for housing of \$450-\$500M/year via a sales tax (food/clothing excluded) equivalent to 38 cents on every \$100.

Statewide Zoning Reform: Promote the creation of diverse home types and choices in convenient, connected communities, and streamline local processes to reduce barriers.

Housing Support Program: Temporarily restores full Housing Support service rate to maintain essential services without disruption from MA housing services eligibility, eliminates duplicative DHS Background Studies requirement for supportive housing & emergency shelter programs to address workforce crisis.

Statewide Tenant Hotline Funding: Appropriate funds from Minnesota Housing to support a statewide tenant hotline so that renters can seek legal help regarding any tenant -landlord issues, regardless of income.

Bill of Rights for People Utilizing Shelter: Creation of a state-wide standard for safe, dignified overnight shelter.

Greater Minnesota Housing Infrastructure Grants Program: Support new housing in Greater Minnesota, covering up to 50% of capital costs of public infrastructure necessary to support housing development projects.





Board of Commissioners

Request for Board Action

Meeting date: December 18, 2025

Agenda number: 5I

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Formalization of the Carver County Community Land Trust Program

PURPOSE/ ACTION REQUESTED: Authorize the creation and formalization of the Carver County Community Land Trust Program and affirming compliance with Minnesota Statutes Sections 462A.30–462A.31.

SUMMARY: The Carver County Community Development Agency (CDA) has operated a Community Land Trust (CLT) program since 2009 to provide affordable homeownership opportunities for households of lower to moderate income. This resolution formalizes the structure of the CLT program under current statutory authority and ensures alignment with Minnesota law. The CLT model preserves long-term affordability by separating land ownership from homeownership, allowing families to purchase homes at reduced costs while the CDA retains ownership of the land.

RECOMMENDATION: Authorize the creation and formalization of the Carver County Community Land Trust Program and affirming compliance with Minnesota Statutes Sections 462A.30–462A.31.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency has determined that creating and maintaining a community land trust program will further its mission of investing in possibilities for people to live and work in Carver County; and

WHEREAS, Minn. Laws 1980 created the Carver County Housing and Redevelopment Authority, renamed the Carver County Community Development Agency in 2006 (the “Carver County CDA”), and as “a county housing and redevelopment authority created by special law,” the Carver County Community Development Agency constitutes a “city” for purposes of being eligible to act as a community land trust; and

WHEREAS, Minnesota Statutes Sections 462A.03, subd. 21 provides that for Chapter 462A, “city” has the meaning given by Minnesota Statutes Sections 462C.02, subd. 6, which includes in the definition “a county housing and redevelopment authority created by special law or authorized by its county to exercise its powers;” and

WHEREAS, Minnesota Statutes Sections 462A.30-31 authorizes a county housing and redevelopment authority to function as a community land trust in order to hold land and lease land for the purpose of preserving the affordability of housing on that land for persons and families of low and moderate income; and

WHEREAS, Minnesota Statutes Section 462A.31, subd. 6 authorizes a county housing and redevelopment authority created by special law may by resolution determine to act as a community land trust with the powers and duties described in Minnesota Statutes Section 462A.31, subds. 1-5; and

WHEREAS, the Carver County CDA will continue to be the underlying legal entity conducting community land trust business; and

WHEREAS the purpose of the Carver County Community Land Trust Program is to put homeownership within reach for households of lower to moderate income who otherwise would be denied such opportunities because of a lack of financial resources; and

BE IT RESOLVED, that the Carver County CDA Board of Commissioners authorizes the creation and formalization of the Carver County Community Land Trust Program;

BE IT FURTHER RESOLVED, that the Carver County Community Development Agency hereby determines to exercise the authority of a community land trust with the power and duties described in Minnesota Statutes Section 462A.31, subds. 1-5;

BE IT FURTHER RESOLVED, that the Carver County CDA may enter into transactions to carry out its purpose as public body corporate and politic, organized under the laws of the State of Minnesota, on behalf of the Carver County Community Land Trust program.

BE IT FURTHER RESOLVED, that the Carver County Community Development Agency Board of Commissioners hereby authorizes the Board Chair and/or Executive Director to execute any documents necessary for the implementation of this Resolution, including but not limited to documents for the development, acquisition or sale of any property, and ground lease agreements.

PREVIOUS BOARD ACTION

Resolution No. 09-13

Resolution No. 09-28

Resolution No. 21-32

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