



## **Board of Commissioners Packet**

December 19, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda - Revised**

---

<b>Meeting Date: December 19, 2024</b>	<b>5:00 pm</b>	<b>CDA Boardroom, Chaska, MN</b>
--	----------------	----------------------------------

---

**1. Call To Order and Roll Call**

**2. Audience**

Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda, may notify Ellie Logelin ([elliel@carvercda.org](mailto: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 21, 2024 Regular Meeting

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

A. Approval of December 2024 Dashboard

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

C. Approval of Record of Disbursements – November 2024

**5. Regular Agenda**

A. Approval of Memberships, Sponsorships and Event Attendance Procedure

B. CGPI update

C. Approval of Procurement and Loan for Brickyard Apartments

D. Approval of Loan to Brickyard Apartments

E. LAHA discussion

F. Benton St units discussion

G. Peavy Rd update

H. Approval of the Sale and Transfer of Certain Real Estate

I. Approval of Transfer of Ravoux Ridge Common Area to HOA

**6. Information**

A. John Fahey, Carver County Commissioner

B. Nick, Koktavy, Assistant County Administrator Carver County

C. January Work Session

**A. Adjournment**

**For More Information, call 952-448-7715**

**Carver County CDA Board meeting agendas are available online at:**

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

January 16, 2025 at 5:00 pm

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



## Board of Commissioners

### Meeting Minutes

**Meeting Date: November 21, 2024**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

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

#### **COMMISSIONER ROLL CALL:**

		<b>Present</b>	<b>Absent</b>
Chair	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Adam Teske	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secretary/Treasurer	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Greg Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### **CDA Staff in attendance:**

Executive Director Allison Streich

*Allison Streich left the meeting at 6:12pm*

Director, Comm. Development Melodie Bridgeman

Director, Finance Karen Reed

Director, Housing Shanika Bumphurs

Director, HR & Operations Janette Meyer

HR & Operations Specialist Ellie Logelin

#### **Others in attendance:**

John Fahey, Carver County Commissioner

Nick Koktavy, Assistant County Administrator Carver County

Russ St. John, Beyond New Beginnings

*Russ St. John left the meeting at 5:15pm*

Sue Schmidt, Beyond New Beginnings

*Sue Schmidt left the meeting at 5:15pm*

Jill Engeswick, Beyond New Beginnings

*Jill Engeswick left the meeting at 5:15pm*

Lee Hall, CEO of NextStageMN

*Lee Hall left the meeting at 5:27pm*

Michael Mooney, Manager – HR - Abdo

*Michael Mooney left the meeting at 5:56pm*

#### **AUDIENCE**

*No audience members addressed the board.*

#### **24-80 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 21, 2024, Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the October 24, 2024, Regular meeting be approved as written.

**Motion: Kummer**

**Second: Williams**

Ayes: 3

Nays: 0

Absent: 1

Abstain: 0

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

## **CONSENT AGENDA**

### **24-81 Approval of the November 2024 Dashboard**

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

### **24-82 Approval of the Write-Off of Past Tenant Balance for October 2024**

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

### **24-83 Approval of Record of Disbursements – October 2024**

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

### **24-84 Approval of the 2025 MHFA MCPP Participation**

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 2024 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 2025 for Carver County. The Executive Director is hereby authorized to sign and execute all necessary documents related to the transaction.

### **24-85 Approval of the 2025 Contract with NextStage for Carver County Entrepreneur Development and Support Program**

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, 2025 through December 31, 2025 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:

1. 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, 2025 and ending December 31, 2025 is hereby approved and the CDA Executive Director is directed to execute the required contractual agreements.

**Motion: Williams**

**Second: Kummer**

	Ayes: 3	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGULAR AGENDA**

**Presentation of the NAHRO Awards of Merit**

Allison Streich presented on the NAHRO Awards of Merit that were awarded in recognition of the partnership between the Carver County CDA and Southern Valley Alliance and the partnership between the Carver County CDA and Beyond New Beginnings.

**NextStage Year in Review Presentation**

Lee Hall presented.

**24-86 Approval of the Salary Study Recommendations**

WHEREAS, the Carver County CDA Board approved a resolution to engage Abdo to complete a Salary Study;

BE IT RESOLVED, by the Carver County Community Development Agency Board of

Commissioners, that after review and consideration, Phase 1 and Phase 3 of the salary study recommendations will be approved for 2025 and Phase 2 will be tabled for 2026 budget discussion.

**Motion: Williams**

**Second: Kummer**

	Ayes: 3	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**January Work Session**

There will be a work session on January 16<sup>th</sup>, 2025 at 4:00pm at the Carver County CDA main office.

**INFO - Carver County update**

Carver County Commissioner Fahey provided an update.

- Cannabis continues to be a topic of discussion.
- Commissioner Fahey provided an update on the County Board commissioners that were re-elected and/or elected.
- The County's 2025 Legislative Priorities continue to be a topic of discussion.

Carver County Assistant County Administrator Koltavy provided an update.

- At the County Board meeting on December 3<sup>rd</sup>, 2024, Carver County will consider their budget and levy. Allison Streich will also be in attendance with Southern Valley Alliance to discuss the NAHRO award and partnership.

**INFORMATION**

Allison Streich highlighted the 2025 Legislative Priorities for the County with housing being one of them. Allison presented an update on Carver Place and Carver Oaks. Allison presented an update on 4100 Peavey Rd. and the Arboretum houses that will be sold in the future.

Jay Rohe is no longer on the Carver County CDA board. Carver County is currently accepting applications for this position.

There will be a Commissioner Meet and Greet on December 19<sup>th</sup>, 2024 from 4:00-4:30pm at the Carver County CDA main office.

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

Karen Reed provided an update on the Finance Department and staffing.

Janette Meyer provided an update on Open Enrollment 2025 and Agency staffing.

Shanika Bumphurs provided an update on staffing.

**ADJOURNMENT**

**24-87 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, December 19, 2024.

**Motion: Kummer**

**Second: Williams**

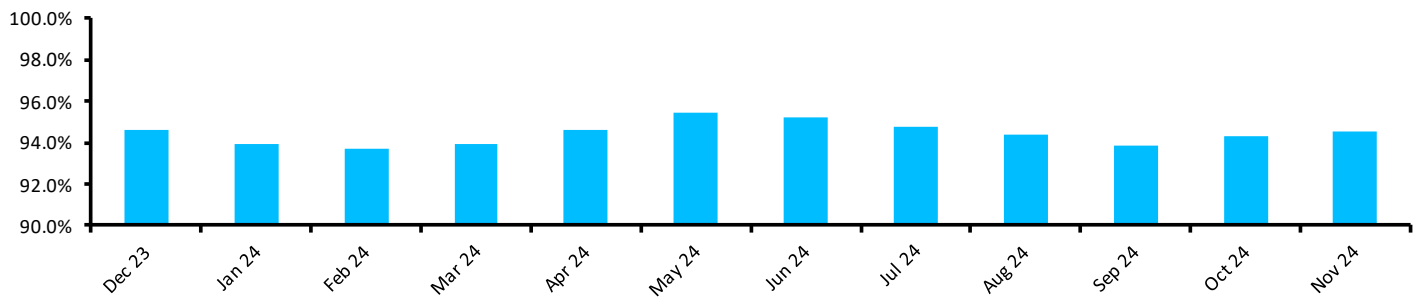
Ayes: 3	Nays: 0	Absent: 1	Abstain: 0
---------	---------	-----------	------------

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

*The CDA Board meeting adjourned at 6:17 p.m.*



## HOUSING UPDATES



### 2024 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> <li>Brick and Concrete repairs around entire building.</li> </ul>	<ul style="list-style-type: none"> <li>Completed the week of 12/2.</li> </ul>
Bluff Creek	<ul style="list-style-type: none"> <li>Deck Repairs</li> </ul>	<ul style="list-style-type: none"> <li>Project on hold till 2025.</li> </ul>
Lake Grace	<ul style="list-style-type: none"> <li>Retaining Wall Replacement</li> </ul>	<ul style="list-style-type: none"> <li>In Progress.</li> </ul>
Carver Homes	<ul style="list-style-type: none"> <li>310 Maple (Chaska)</li> <li>Energy Efficiency Audits</li> <li>110 Oak (NYA)</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos remediated, currently waiting for drain work to begin.</li> <li>Audit will be completed by the end of 2024. Work is pending audit completion.</li> <li>Unit has been remediated, will start to rehab work on the unit the week of 12/16,</li> </ul>

### Staffing News:

- Welcome!! Heather Collins and Logan Yarbrough both started on 12/11. They will be assigned to Trail's Edge South and Lake Grace/Bluff Creek as Property Site Managers. We are excited to have them join the team and agency!!
- We have the following vacant positions to fill:
  - Housing Assistance Manager
  - Housing Quality Specialist (HQS)

### Miscellaneous Updates:

- We continue to work through the implementation process for Yardi Case Manager. Yardi Case Manager is best described as a centralized tracking system that can be used to track and complete processes

that are associated with current residents, previous residents, and applicants that cannot be tracked within our Yardi Voyager Application. The first phase of our rollout goes live on January 6, 2025. The rollout will include the following task/cases: Reasonable Accommodation and Modification Requests, Internal Tenant Adjustments, and Resident Repayment Agreements.

- We are working on implementing Waitlist Central by Housing Link for sites that need to maintain waitlists for funding compliance or have an active non-mandatory interest list. Waitlist Central will first be used to manage our Interest List at Windstone Townhomes and Trail's Edge South.
- The Housing Opportunity Through Modernization Act of 2016 also known as HOTMA is being delayed until 2025. The implementation of HOTMA will affect our Rural Development, Section 8, and LIHTC (Tax Credit) properties. HOTMA makes amendments to Sections 3, 8, and 16 of the Housing Act of 1937. These revisions to Sections 102, 103, and 104 of the HUD regulations found in 24 CFR Part 5 and 24 CFR Part 891, will have a significant impact on how we review, process, and define income and assets for households.

**SPECIAL PROGRAMS**

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	92%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	80%
CoC PSH	8/1/23-7/31/24	14	86%

## Resident Services

## Presentations (2024)

Agency	Property	Number of Residents
SmartLink	Waybury	13
	Centennial	17
	Crossings	16
	Spruce	4
	Oak Grove	11
	Trail's Edge	3
SW Transit	Centennial	15
CAP Agency	Waybury	17
	Centennial	1
	Oak Grove	8
	Crossings	6
	Spruce	1
	Trail's Edge	3
Flu Clinic	Waybury	31
	Centennial	6
	Oak Grove	17
	Crossings	16

## 2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
44	19	42	13

## CDA SERVICES BY COMMUNITY

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

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

FINANCE

FINANCE				
		November 2024 YTD Actual	November 2024 YTD Budget	Variance
CDA	Revenue	16,842,371	15,023,781	1,818,590
	Expenses	10,234,568	11,423,651	1,189,083
	Cash Balance	6,217,747		

		November 2024 YTD Actual	November 2024 YTD Budget	Variance
Properties	Revenue	9,183,645	8,885,727	297,918
	Expenses	6,169,563	6,409,160	239,597
	Cash Balance	3,036,839		

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	\$ 29,833	\$ 745	
Carver Homes	\$44,450	\$18,281	
Bluff Creek	\$8,945		
Centennial Hill	\$15,793		
Hilltop	\$3,687		
Trails	\$ 14,306	\$1,393	
Crossings	\$ 5,196		
Waybury	\$ 54,336	\$361	
Windstone	\$ 3,194	\$4,381	
Total:	\$179,740	\$25,161	

Other Finance updates

Consolidated YTD revenues for the CDA through November were \$16,842,371 and expenses were \$10,234,568. **Net Operating Income was \$6,607,803, 83.5% over budget.** The increase in revenues is due to a reclassification of grant funds from County of \$1,000,000, which in turn was loaned to Carver Place. YTD Revenues for the properties were \$9,183,645 and expenses were \$6,169,563. **Net Operating Income was \$3,014,082, 22% over budget.** In November the CDA made 2 home purchases, 856 Arboretum, for \$338,300, which we will be selling, and 107 Benton, for \$305,400, an additional unit for our Carver Homes portfolio.

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	1
# of families helped	74
Waiting list	16
Acquisition this month	0

Notes:

**Community Land Trust**

The CDA’s application for \$936,000 in MN Housing Community Homeownership Impact Funds to be used for a CCCLT Homebuyer Initiated Program (HIP) expansion is recommended for funding! The MHFA Board will make final decisions at their meeting on December 19, 2024. CDA committed \$100,000 in leverage funding for this application. It will add 6 new homes to the CLT in 2025.

**Vacant Lot at 413 Franklin Ave NE, Watertown**

The Met Council awarded \$69,875 to the 413 Franklin (Watertown) Project at their Community Development Committee (CDC) on December 2<sup>nd</sup>, 2024. CDA reissued the RFP for General Contractor on December 13, 2024 in anticipation of a spring 2025 construction start.

**Chaska Yards (Ernst House)**

Construction on the project has begun. Construction started November 13, 2024, for utility connections. In late November through early December, an archologist team was on site monitoring excavation of potential historically significant items. Several privies/trash pits, cisterns and cold storage box were unearthed during excavation. Over 1300 artifacts were collected from these historical features, comprised largely of utilitarian ceramics (chamber pots, bowls, cups, and plates), with the fragments of at least 16 bottles, lamp glass, and smaller amounts of window glass, nails, faunal material, misc. metal, buttons, and coal/clinker. The archeology team will catalog collected materials, write a full report, and plans to curate the materials with the Carver County Historical Society.

With this historical excavation work completed, excavation for foundations and basements began on December 6, starting with Unit 3 and the garage. Concrete is being poured at this time. Lead and asbestos remediation just wrapped up at the Ernst house.



#### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Total 4 Qtrs
Total Carver County Clients Assisted	10	19	24	34	87
# of Financing Events	1	2	1	1	5
Total Financing/Investment	\$275,000	\$483,150	\$460,000	\$746,650	\$1,964,800
New Business Starts	0	1	1	0	2
Business Expansions	0	0	0	0	0
New FT Jobs	2	2	2	0	6
New PT Jobs	1	6	1	0	8

#### MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) – 2024 allocation is \$1,992,221 Numbers through November 2024

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	26	\$6,590,857	331%
Additional Start-up loans	5	\$1,448,485	N/A
Step Up loans	12	\$4,305,986	N/A

Fix Up Loans	1	\$20,459	N/A
Down payment assistance		\$616,050	N/A
TOTALS	44	\$12,345,329	N/A

### SEPTIC / WELL LOAN PROGRAM (SSTS)

	2025 new assessments	Underway (anticipated 2025 assessment)	2024 Paid Off	Total active assessments
Applications	11	22	0	69

### COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2023	Pre Development	Norwood Young Am	Housing Study	\$7,500
2023	Comm. Development	Mayer	Old Firehall	\$90,000
2023	Comm. 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	Comm. Development	Cologne	Cooperative	\$100,000
2024	Comm. Development	Chanhassen	Downtown	\$100,000
2024	Comm. Development	NYA	Industrial Park	\$100,000

## ECONOMIC DEVELOPMENT (social media)

### FACEBOOK choosecarvercounty

	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Totals
Facebook Reach	10,700	17,100	5,800	233	34,691
Facebook Page new likes	9	22	84	163	278
Total Facebook Likes		160	244	247	
Total Facebook Followers		232	314	318	

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



## CHOOSECARVERCOUNTY.COM

	Q4 2023 VCC	Q1 2024 VCC	Q2 2024 CCC	Q3 2024 CCC	Totals
Page Views	2,467	2,605	3,446	4,641	13,159
Average Engagement			2:15m	1:19m	
Top 3 Pages	Home, Events, Things to Do	Events, Home, Work Here	Events, Home, Contact Our Staff	Home, Events, Lake Auburn Campground	

## ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Staff presented on the housing study to the City of Chaska on December 11 and will be presenting to the Chanhassen City Council during a work session on January 27.

The Executive Director will be attending the Carver County Legislative Breakfast on December 17.

Working towards on early start for Carver Oaks in January.

Photos of Carver Place:







# Board of Commissioners

## Request for Board Action

---

Meeting Date: December 19, 2024

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

**TITLE:** Approval of Write-Off of Past Tenant Balances for November 2024

**PURPOSE/ ACTION REQUESTED:** Approve write-off of Past Tenant Balances

**SUMMARY:** The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture and was approved by the CDA Board. When a past tenant moves out with a balance, the tenant has 10 business days to contact the CDA to either pay the balance in full or set up a repayment agreement. If the past tenant does not contact the CDA, the balance due is submitted to MN Revenue recapture. The CDA will "write-off" the past balance in Yardi once it has been submitted to MN Revenue Recapture. Any former resident that has been submitted to MN Revenue Recapture due to that past balance will remain there until such time as that balance is paid or the six-year statute of limitations has passed.

**RECOMMENDATION:** Staff recommend approval of the write-off of past tenant balances.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Past tenant balances

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing

Tenant Unpaid Charges

Status = Past

Property	Tenant	Charge	Current	Amount
crossing				
Resident 1				
	Past	UTILITIES	\$15.52	\$0.00
Total For Resident 1			\$15.52	\$0.00
carverhms				
Resident 2				
	Past	DAMAGE	\$8,202.73	
	Past	RENT	\$782.07	\$344.92
Total For Resident 2			\$8,984.81	\$344.92
Resident 3				
	Past	DAMAGE	\$5,239.53	\$856.83
Total For Resident 3			\$5,239.53	\$856.83
Total			\$14,239.86	\$1,201.75



## Board of Commissioners

### Request for Board Action

---

Meeting date: December 19, 2024

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular - Consent

**TITLE:** Approval of Record of Disbursements - November 2024

**PURPOSE/ ACTION REQUESTED:** Approve Record of Disbursements for November 2024

**SUMMARY:** In November 2024, the Carver County Community Development Agency (CDA) had \$2,128,614.94 in disbursements and \$150,115.04 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, 2024.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - November 2024

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

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

	<b>Date</b>	<b>Amount</b>		<b>Total</b>
<b>Carver Homes</b>	11/01/24	\$15,821.14		
	11/13/24	\$83,115.63	(1)	
	11/20/24	\$21,581.62		
	11/27/24	\$9,277.73		
				\$129,796.12
<b>CDA</b>	11/01/24	\$399,820.54	(2)	
	11/13/24	\$410,267.73	(3)	
	11/20/24	\$149,152.20	(4)	
	11/27/24	\$364,620.76	(5)	
				\$1,323,861.23
<b>Properties</b>	11/01/24	\$131,652.40	(6)	
	11/13/24	\$78,043.63		
	11/20/24	\$266,529.14	(7)	
	11/27/24	\$198,732.42	(8)	
				\$674,957.59
<b>Total November 2024 Disbursements</b>				<b><u>\$2,128,614.94</u></b>
<b>November 2024 Payroll</b>				
	11/06/24	\$73,647.78		
	11/20/24	\$76,467.26		
				<b><u>\$150,115.04</u></b>

Disbursement detail is available in the Finance Office

- (1) interfund clearing to CDA - \$60,000
- (2) Purchase of 107 Benton, Cologne - \$305,400
- (2) Purchase of 856 Arboretum Blvd, Victoria - \$338,300
- (4) DDK Construction (pay app1) - Ernst House - \$62,000
- (5) Bituminous Roadways, Inc (concrete) - Rural Development - \$199,000  
Avartec (1yr IT support) - \$67,000
- (6) US Bank -Waybury debt service - \$34,000  
Pacific Life - Trail's Edge debt Service - \$32,000
- (7) Project One - Brickyard exterior project - \$162,082  
Gardeneer (drainage) - Waybury - \$17,900  
Concrete Science (driveway) - Centennial - \$17,816
- (8) Interfund clearing to CDA- \$141,000



# Board of Commissioners

## Request for Board Action

---

Meeting date: December 19, 2024

Agenda number: 5A

**DEPARTMENT:** Administration

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Policy for Certain Expenditures

**PURPOSE/ ACTION REQUESTED:** Approve policy for certain expenditures including memberships, sponsorships and event attendance

**SUMMARY:** Staff would like to have a written policy in place that defines certain expenditures of the CDA. Expenditures include memberships, sponsorships and events. The public purpose doctrine also outlines expenditures not authorized.

**RECOMMENDATION:** Approval of attached policy for certain expenditures

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency (the "Agency"), that the Policy for Certain Expenditures is hereby adopted in its entirety to read as set forth in the form attached hereto. The policy shall take effective immediately following adoption of this resolution.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

Policy of Certain Expenditures

**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 and Operations

Author: Allison Streich, Executive Director

**CARVER COUNTY CDA**  
**POLICY FOR CERTAIN EXPENDITURES**  
**Memberships, Sponsorships and Event Attendance**

**ALLOWABLE AND PROHIBITED EXPENSES**

In accordance with CDA policies, the public purpose doctrine, and related statutes, the following criteria apply to memberships, sponsorships and event attendance when CDA funds, including employee work time, are requested. The CDA is not required to expend funds for memberships, sponsorships, or events in or by third parties but, in its sole discretion, if it chooses to do so, it will expend such funds consistent with the public purpose doctrine, governing laws, rules, and regulations.

**DEFINITIONS**

**Membership:** participation, by either an individual or the organization as a whole, in an organized group in exchange for the payment of dues, an “investment,” a contribution, or a membership fee. Benefits of membership vary widely, but typically include access to information, networking opportunities, professional educational opportunities, regular updates on topics of interest, access to conferences or other resources (e.g., publications or reports) at discounted rates and issue advocacy around common interests or issues.

**Sponsorship:** the organization pays part or all of the cost of an activity, event or conference. In most circumstances, sponsorship comes with some ancillary benefits.

**Events:** for the purposes of this expenditure, any social activity, meal or ceremony that has a per person cost and is not part of an educational conference or training session.

**Public Purpose Doctrine:** governmental entities including the CDA are only authorized to expend public funds for public purposes. An expenditure is permissible if: (1) it is expressly or impliedly authorized by statute; (2) the primary purpose of the expenditure is public and is directly related to the governmental entity’s functions or responsibilities; and (3) it is not capricious, arbitrary or unreasonable.

The following policies shall govern expenditures for memberships, sponsorships, and event attendance.

1. Corporate Memberships. Consistent with the public purpose doctrine, the CDA may pay for corporate memberships to civic, governmental or industry organizations whose mission is to provide expertise, services and educational opportunities on topics that: (a) relate directly to the CDA’s governmental functions; and (b) enable the CDA to carry out its statutorily defined duties and responsibilities. All corporate memberships must be approved by the responsible Executive Director. Memberships belong to the CDA.

2. Individual Memberships. Consistent with the public purpose doctrine, the CDA may pay for individual memberships to civic, governmental or industry organizations whose mission is to provide expertise, services and educational opportunities on topics that: (a) relate directly to the CDA’s mission and governmental functions; and (b) enable the CDA to carry out its statutorily defined duties and responsibilities. To obtain an individual membership, an employee must demonstrate a specific and material benefit to the CDA such as reduced cost of training, access to specific information or participation in a working group. The employee must also demonstrate that the membership is directly tied to the employee’s ability to effectively fulfill current job duties. Individual memberships are at the discretion of the Executive Director.

3. Certifications and Licenses. The CDA may pay for certifications, licenses and renewals as well as required continuing education costs when the certification or license is either a job requirement or reasonably determined necessary by management in order to perform assigned duties. License and certification fees are the employee's responsibility when the license or certification does not fall into one of the permitted categories. If available, employees should seek license and certification renewal opportunities that do not also require a membership. Employees must obtain advance written approval before obtaining a new certification or license and before processing its renewal.

Example: memberships, coursework and testing expenditures related to obtaining and maintaining a Project Management Professional (PMP) certification are deemed to provide a public purpose and be advantageous for most CDA employees to perform assigned duties.

4. Event Registration. The CDA may pay for individual employees and CDA Board Members to attend events where the primary benefit of attendance goes to the CDA and not to the host organization. However, the CDA is only authorized by statute to cover the actual cost of the meal. The CDA will not pay for the cost of alcoholic beverages. Attendees from the CDA will be reimbursed a ticket price at cost because payment of any amount above actual cost is considered a donation or gift to the host organization. The CDA will not pay for attendance at events that are primarily social in nature or are clearly fundraising events for the host organization.

5. Sponsorships. The CDA may consider sponsorship of conferences or training seminars, if the activity meets the public purpose doctrine. The CDA must also be one of the primary host organizations, receive benefits reasonably commensurate with the value of the CDA's contribution such as advertising or marketing opportunities, have decision making power around both budget and agenda, and have opportunities to educate attendees about the CDA's work.

Expenditures of public funds for purposes not authorized by statute, other law or CDA policy may be "gifts." The public purpose doctrine generally prohibits governmental entities, including the CDA, from making contributions or gifts of public funds to community, civic, charitable or other types or organizations, even if those organizations provide commendable quasi-public services or perform socially beneficial functions.

The following categories of expenditures are prohibited by statute and CDA policy:

1. Corporate or individual memberships in industry groups that utilize membership dues to lobby the government or in organizations substantially engaged in lobbying.

2. Contributions of funds or assets to social and community organizations, non-profits, and charitable organizations.

3. Tickets to or CDA sponsorship of an event whose primary focus is social in nature and/or intended to raise funds for the host organization, such as a gala, networking event, annual fundraising dinner, block party, picnic, award ceremony, etc.

4. Individual memberships in organizations that do not directly relate both to the CDA's mission, governmental functions and to the current job duties of the employee.

5. General sponsorships or contributions to events or conferences hosted primarily by other entities at which the CDA has little or no decision-making power with regard to the event and receives little or no compensation or consideration in exchange for its sponsorship.



## Community Growth Partnership Initiative (CGPI) Program

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

- **Affordable Housing:** The program is intended to promote the development of affordable workforce and supportive housing. The need for affordable housing continues to grow in Carver County and opportunities for affordable housing development are becoming increasingly difficult. Affordable housing provides benefits beyond the housing itself, such as assisting area workers and providing housing for our future workforce.
- **Community Development:** The CGPI is intended to assist cities with job creation and community development as Carver County cities and townships continue to work towards creating “Communities for a Lifetime.”
- **Redevelopment:** The program is intended to assist cities with implementation of Redevelopment Plan goals. Blighted and under-utilized areas do not maximize their potential economic value, can negatively impact the livability of a community, and can be expensive to remedy.

### 2025 Program Information:

- Up to \$406,000 available for grant funding with 10% reserved for Pre-Development Grants.
- The maximum Pre-Development Grant amount is \$10,000.
- The maximum Community Development Grant amount is \$100,000.
- Eligible applicants for this program are Carver County cities and townships.
- Minimum match required: Pre-Development 1:1 and Community Development 2:1.
- Application materials available in early January 2025.

### 2016 – 2024 CGPI Program Grant Totals:

	# of Grants	Contracted	Expended to date	Estimated Leveraged to date
Pre-Development	28	\$196,680	\$162,773	\$162,773
Community Development	24	\$1,822,549	\$1,342,549	\$2,685,098
Total	52	\$2,019,229	\$1,505,322	\$2,847,871

## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2016 Awards

#### ***City of Chanhassen – Chick-fil-A***

Assistance with the development of a one story, 4,775 square foot commercial building for a Chick-fil-A which increased the tax base and created jobs.

**Awarded: \$30,000 | Spent: \$30,000 | Closed**



#### ***City of Victoria – Alphabet Junction Daycare***

Funding for the development of Alphabet Junction daycare located within the city's Downtown Master Plan area. The project created living wage jobs and increased the tax base.

**Awarded: \$60,000 | Spent: \$60,000 | Closed**



#### ***City of Carver – Redevelopment Plan-Lenzen Bus Garage***

A planning grant to create a redevelopment plan for the Lenzen Bus Garage site.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

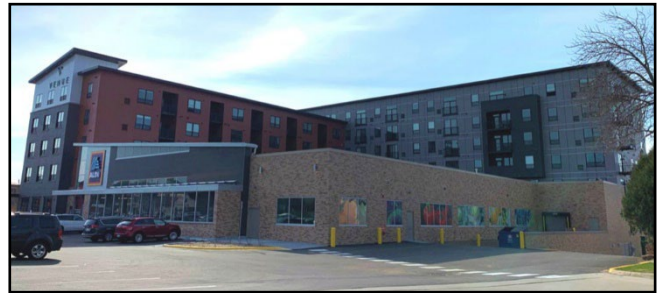
Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2017 Awards

#### ***City of Chanhassen – Frontier Building Redevelopment***

Funding to assist with the Frontier Building redevelopment. The project includes a new 18,000 square foot grocery store and 130 new apartments. The redevelopment increased the tax base and created living wage jobs.

**Awarded: \$60,000 | Spent: \$60,000 | Closed**



#### ***City of Watertown – Redevelopment Vision-313 Territorial St. E***

A planning grant to assist the city in creating a vision for redevelopment of 313 Territorial Street E. as well as the creation of marketing materials for the site.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

Redevelopment of the Watertown site after completion of the planning process. →





## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2018 Awards

#### ***City of Carver – Lenzen Bus Garage Redevelopment***

Redevelopment of the former Lenzen Bus Garage site for a senior living facility, Carver Ridge Senior Living. The project added a new housing type in the city, remediated contaminated soils and removed a blighted and unsafe building.

**Awarded: \$43,333 | Spent: \$43,333 | Closed**



#### ***City of Chanhassen – Rosemount/ Emerson Rehab***

Rehabilitation of the existing Rosemount-Emerson facility to increase capacity and optimize the office and manufacturing space mix. As a result, at least 60 new jobs were created with an average salary of \$56,000.

**Awarded: \$60,000 | Spent: \$60,000 | Closed**



#### ***City of New Germany – Wastewater Plan Black Forest/ Trophy***

A planning grant for a wastewater facility plan to identify a cost effective, viable option to allow the city to expand their sanitary sewer to accommodate new homes and businesses.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

#### ***City of Norwood Young America – Historic Downtown Redevelopment Plan***

Planning grant funds to assist the city with the creation of a historic downtown redevelopment plan.

**Awarded: \$4,000 | Spent: \$4,000 | Closed**



#### ***City of Victoria – Downtown Parking Study***

Funding for a parking study for downtown Victoria to facilitate future redevelopment in the city.

**Awarded: \$5,990 | Spent \$5,990 | Closed**

## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2019 Awards

#### ***City of Chanhassen – Holasak Business Park***

Redevelopment of the former Holasek Nursery and Greenhouse with a new business park. The projects improved water quality, corrected soils, and created living wage jobs.

**Awarded: \$60,000 | Spent: \$60,000 | Closed**

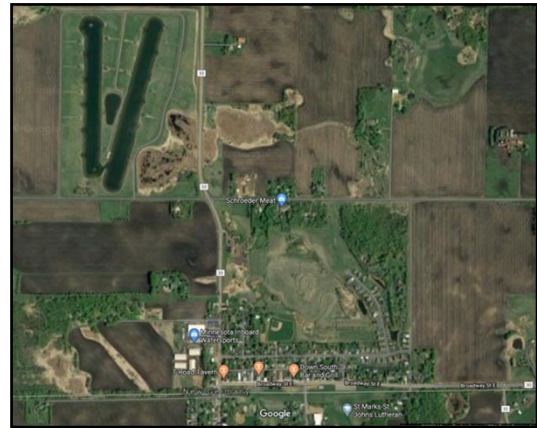


#### ***City of New Germany – Wastewater Plan Black Forest/ Trophy***

A planning grant for a wastewater facility plan to identify a cost effective, viable option to allow the city to expand their sanitary sewer to accommodate new homes and businesses.

**Awarded: \$7,500 | Spent: \$6,705.17 |**

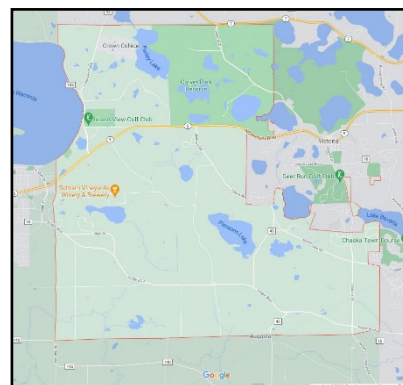
**Closed**



#### ***Laketown Township – Wastewater System Feasibility***

Planning grant funds for a wastewater feasibility study to evaluate the needs and potential life expectancy of six wastewater collection systems and treatment areas.

**Awarded: \$7,500 | Spent: \$7,437.50 | Closed**





## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

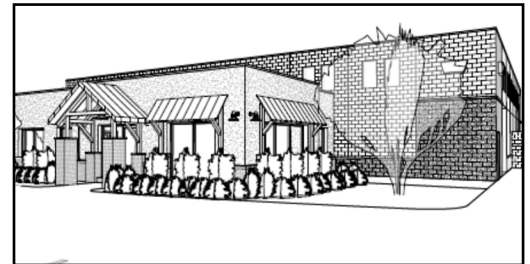
Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

## 2020 Awards

### ***City of Watertown – Stonewerk Manufacturing Warehouse***

Funds for the construction of a new 12,000 square foot manufacturing, warehouse and showroom for Stonewerk. Living wage jobs will be retained and created with the project.

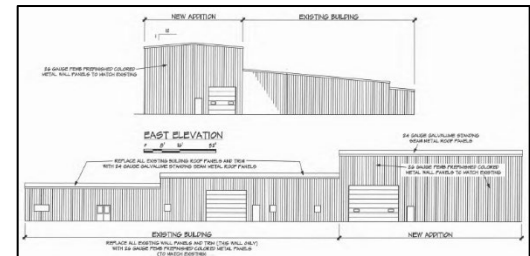
**Awarded: \$60,000 | Spent: \$60,000 | Closed**



### ***City of Watertown – Hecksel Machine Expansion***

A 3,490 square foot expansion to the existing Hecksel Machine manufacturing and office facility. The project will retain and create living wage jobs.

**Awarded: \$40,000 | Spent: \$40,000 | Closed**



### ***City of Victoria – Downtown West Infrastructure Study***

A pre-development grant for the Downtown West Infrastructure Feasibility Study to look at infrastructure needs on a city-owned 13.5-acre site.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**



### ***City of New Germany – Wastewater Plan Black Forest/ Trophy***

Pre-development funds for a wastewater facility plan to identify a cost effective, viable option to allow the city to expand their sanitary sewer to accommodate new homes and businesses.

**Awarded: \$7,500 | Spent: \$9,556.70 | Closed**

### ***City of Norwood Young America – 2018 Downtown Redevelopment Plan***

Funding for pre-development work on a commercial market and retail food study, a next step in the city's 2018 Downtown Redevelopment Plan.

**Awarded: \$4,500 | Spent: \$4,500 | Closed**

## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2021 Awards

#### ***City of Chanhassen – Lake Place Senior Apartments***

Funding for the stormwater component of a 110-unit senior housing project. A total of 40% of the units will be affordable at 60% AMI.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Cologne – Rehab of 4 Parcels Downtown***

A Community Development grant for the rehabilitation and revitalization of four parcels in downtown Cologne. The project brings in and retains living wage jobs.

**Awarded: \$100,000 | Spent: \$99,216 | Closed**

#### ***City of Watertown – Workshops of Watertown***

Funding for the Workshops of Watertown project—a condominium, build to suit commercial/ industrial/private storage facility. A portion will provide incubator type facilities for growing businesses.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Victoria – Victoria South Commercial/ Mixed Use***

A pre-development grant for design work for the Victoria South, a future commercial/mixed use growth area. Building upon a vision done in 2019, this work will create high-quality sketch layouts to be used as visual representation of the site's potential.

**Awarded: \$5,000 | Spent: \$5,000 | Closed**



#### ***City of New Germany – Wastewater Plan Black Forest/ Trophy***

Pre-development funds for a wastewater facility plan to identify a cost effective, viable option to allow the city to expand their sanitary sewer to accommodate new homes and businesses.

**Awarded: \$7,500 | Spent \$7,833.30 | Closed**

#### ***City of Chaska – Hwy 41 Pre-Development***

A grant for pre-development work to help businesses on Highway 41 assess improvements to rear entrances for customers.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

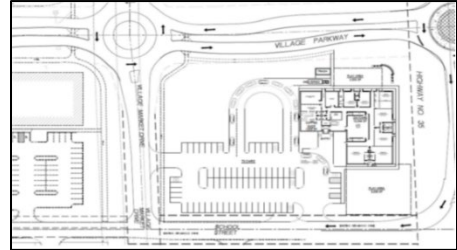
Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2022 Awards

#### ***City of Cologne – STARS ELA***

Funding for the STARS ELA is a planned 17,000 square foot daycare/coffee shop facility with an anticipated opening date of fall 2022.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Watertown – Jefferson Avenue***

The project would divide the existing space into 25 spaces of 1,000 to 25,000 square feet each.

The spaces would be individually leased to small and mid-sized businesses. The existing Hooked on Classics will remain as the largest user.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Waconia – JD Rentals***

Rehabilitation and reuse of the existing 6,800 square foot VFW site. Vacant since 2018, the building will be renovated and made into a new full-service family restaurant and with a separate bar for live entertainment.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Waconia – America Legion***

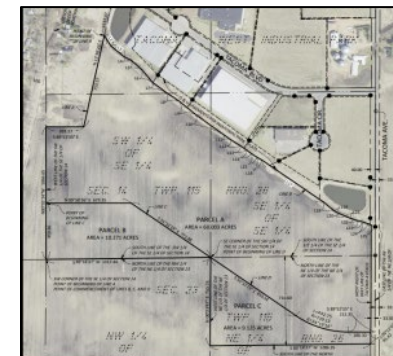
Relocation of Waconia American Legion Post #150.

**Awarded: \$50,000 | Spent: \$50,000 | Closed**

#### ***City of Norwood Young America – Tacoma West Industrial Park 2<sup>nd</sup> Addition***

A second addition to the Tacoma West Industrial Park is needed for business expansion. Grant funds were used for land acquisition.

**Awarded: \$100,000 | Spent: \$100,000 | Closed**



#### ***City of Waconia – Hartmann Small Area Plan***

A pre-development grant to complete the Hartmann Small Area Plan for approximately 60 acres of land wholly surrounded by the city.

**Awarded: \$7,500 | Spent \$7,500 | Closed**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2022 Awards (cont.)

#### ***City of Mayer – Old Firehall Development Plan***

The funds would be used to assist with the clean up and rehabilitation for the Old Firehall site. Also, for the architectural design to meet the City's design standards.

**Awarded: \$7,500 | Spent: \$5,637.95 | Closed**

#### ***City of Victoria – Feasibility-Downtown West***

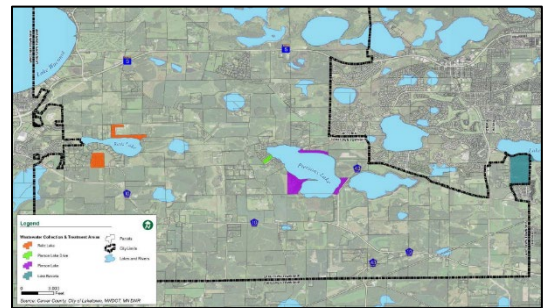
Downtown West public space and future development feasibility study.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

#### ***Laketown Township – Sewer Feasibility***

Sewer feasibility study of five acres of Laketown Township.

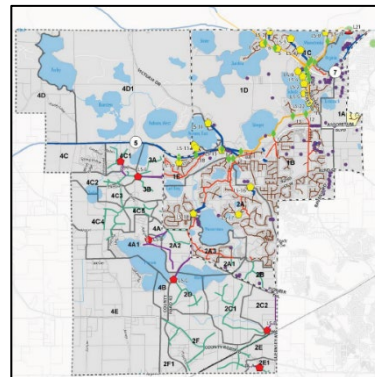
**Awarded: \$7,500 | Spent: \$7,500 | Closed**



#### ***City of Chaska – Sewer Feasibility***

To partner with Laketown Township to fund a comprehensive feasibility study to evaluate and plan for rehabilitation or replacement of the existing 201 wastewater sewer systems installed 45 years ago with a life expectancy of 20 years.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2023 Awards

#### ***Waconia Township – Sovereign Estates Kitchen/ Bath Phase I***

A Community Development Grant project that will add a new kitchen and bathroom adjacent to the new tasting room.

**Awarded: \$90,000 | Spent: \$0 | Open**

#### ***City of Watertown – Watertown Warehouses***

A Community Development Grant that will further convert the existing building into a multi-tenant workspace.

**Awarded: \$90,000 | Spent: \$90,000 | Closed**

#### ***City of Carver – Mizzy's Pizza***

A Community Development Grant used to purchase land and construct a new restaurant in the commercial node called Carver Square.

**Awarded: \$90,000 | Spent: \$90,000 | Closed**

#### ***City of Mayer – Old Firehall Commercial Redevelopment Project***

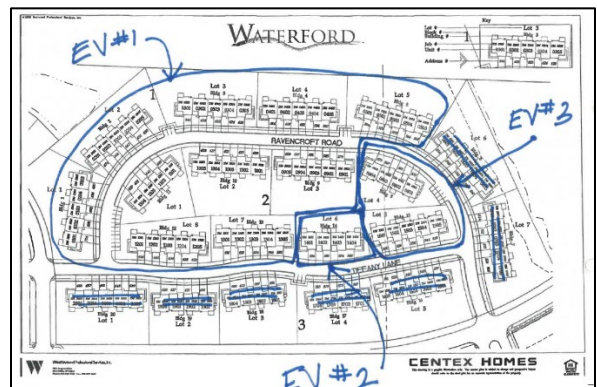
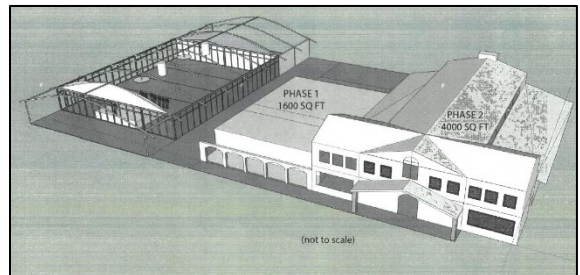
A Community Development Grant used for the redevelopment of the old fire station from public institutional use into commercial use with 5 leased spaces available for businesses to rent.

**Awarded: \$90,000 | Spent: \$0 | Open**

#### ***City of Waconia – Waterford Evolution Townhomes Merger***

A Pre-Development Grant was used to assist in funding the joining of city plats completed in October 2024.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

# 2023 Awards (cont.)

### ***City of New Germany – Black Forest & Trophy Lake Wastewater***

A Pre-Development Grant used to assist in funding the wastewater expansion plan.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

### ***City of Chanhassen – Downtown Design Guidelines***

A Pre-Development Grant to assist in funding updated zoning guidelines for downtown.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

### ***City of Norwood Young America – Comprehensive Housing Study***

A Pre-Development Grant assisted in funding a new housing study for the city.

**Awarded: \$7,500 | Spent: \$0 | Open**

### ***Laketown Township – Sewer Feasibility***

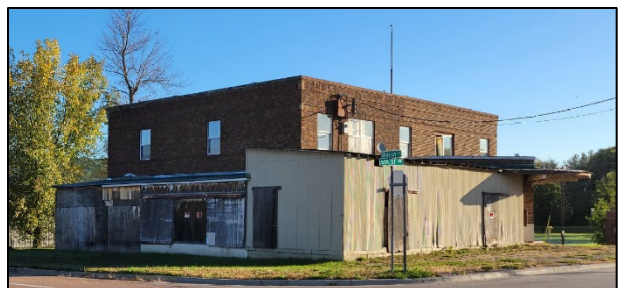
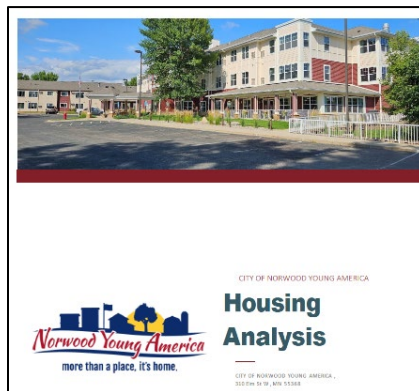
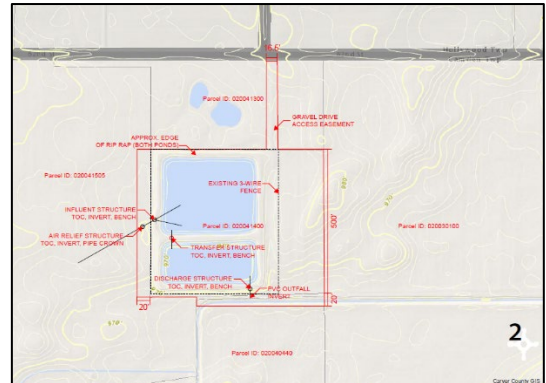
A Pre-Development Grant used to fund a comprehensive feasibility study to evaluate and plan for rehabilitation or replacement of the existing 201 wastewater sewer system which was installed 45 years ago with a life expectancy of 20 years.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**

### ***City of Mayer – Old Creamery Building***

A Pre-Development Grant where the funds would be used to assist with determining if the structure is salvageable and to what extent rehabilitation is needed. A structural integrity report will be utilized.

**Awarded: \$7,500 | Spent: \$7,500 | Closed**





## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

### 2024 Awards

#### ***City of Norwood Young America – Tacoma West Industrial Park***

A Community Development Grant for the Phase II Industrial Park expansion and infrastructure.

**Awarded: \$100,000 | Spent: \$0 | Open**

#### ***City of Cologne – Historic Cooperative Rehab***

A Community Development Grant for the rehabilitation and restoration of the existing historic Mid-County Cooperative building.

**Awarded: \$100,000 | Spent: \$0 | Open**

#### ***City of Chanhassen – Cinema & Hotel Redevelopment***

A Community Development Grant to assist with the removal of blighted cinema and Country Inn & Suites hotel to be redeveloped into two vertical mixed-use buildings totaling 14,880sf commercial space and 313 apartment units.

**Awarded: \$100,000 | Spent: \$0 | Open**

#### ***City of Watertown – Spring Mill Apartments***

A Pre-Development Grant where the funds would be used to determine a parcel to build an 8 building, 96-unit housing complex.

**Awarded: \$10,000 | Spent: \$0 | Open**

#### ***City of Chaska – Zoning Audit***

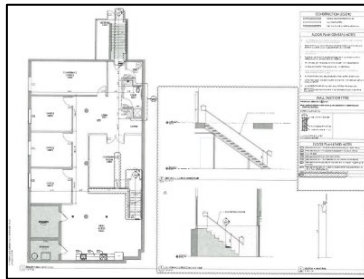
A Pre-Development Grant where funds would be used to review and update its zoning code.

**Awarded: \$10,000 | Spent \$0 | Open**

#### ***City of Norwood Young America – Mainstreet Urban Streetscape***

A Pre-Development Grant where the funds would be used to assist in the consulting fees for the design of the downtown redevelopment plan.

**Awarded: \$7,500 | Spent: \$0 | Open**



## COMMUNITY GROWTH PARTNERSHIP INITIATIVE

Created in 2016 to assist cities with their redevelopment goals, the Community Growth Partnership Initiative helps in funding affordable housing development, job creation and redevelopment projects that increase the tax base and improve the quality of life in Carver County.

# 2024 Awards (cont.)

### ***City of Victoria – Downtown TIF Analysis***

A Pre-Development Grant where the funds would be used to fund a study to determine a TIF district.

**Awarded: \$10,000 | Spent: \$3,656.37 |  
Partial Reimbursement**



# **CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**



## **COMMUNITY GROWTH PARTNERSHIP INITIATIVE**

### **POLICY AND PROCEDURES GUIDE**

**2025**

## **I. PROGRAM PURPOSE**

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

**Affordable Housing:** The program is intended to promote the development of an affordable workforce and supportive housing. The need for affordable housing continues to grow in Carver County and opportunities for affordable housing development are becoming increasingly difficult. Affordable housing provides benefits beyond the housing itself, such as assisting area workers and providing housing for our future workforce.

**Community Development:** The CGPI is intended to assist cities in the area of job creation and community development as Carver County cities and townships continue to work towards creating “Communities for a Lifetime.”

**Redevelopment:** The program is intended to assist with cities’ implementation of Redevelopment Plan goals. Blighted and under-utilized areas do not maximize their potential economic value, can negatively impact the livability of a community, and can be expensive to remedy.

## **II. DEFINITIONS**

**Activity** – Those components that will be completed as part of the Project. Activities do not in and of themselves comprise the Project for which Redevelopment Project grant funds are requested.

**Housing Affordability** – “Affordable” is defined as: (a) rental – available to households at or below 50% of the area median income; (b) owner – available to households at or below 80% of the area median income.

**Living Wage Jobs** – Employment that pays \$17 per hour or more in wages.

**Project** – The development component for which Redevelopment grant funds are requested.

**Infill Development** – Residential or non-residential development that occurs on vacant sites scattered throughout more intensely developed areas of municipalities. These sites may have been undeveloped due to size, configuration, or access to other more easily developable land.

**Redevelopment Plan** – as defined by Minnesota Statutes 469.002 Subd. 16: *"Redevelopment plan" means a plan approved by the governing body, or by an agency designated by the governing body for the purpose of approving such plans or authorized by law to do so, of each city/township in which any of a redevelopment project is to be carried out, which plan provides an outline for the development or redevelopment of the*

*area and is sufficiently complete (1) to indicate its relationship to definite local objectives as to appropriate land uses; and (2) to indicate general land uses and general standards of development or redevelopment.*

The Redevelopment Plan will identify a redevelopment area, activities to be undertaken within the area, as well as city/township objectives, land use requirements, and development or redevelopment standards. The city/township's comprehensive plan or other city/township-wide planning documents do not qualify as Redevelopment Plans under the CGPI Program unless the area is specifically identified and documented in detail in the plan.

### **III. GENERAL PROGRAM INFORMATION**

**A. Funding Available:** Up to a maximum of \$406,000 is available for grants provided under the CGPI Program during 2025. The CDA will reserve up to ten percent (10%) for Pre-development grants. The maximum Pre-development grant amount is \$10,000. The remaining funds will be available for Community Development grants, with a maximum individual award of \$100,000.

Any city or township of Carver County is eligible to apply for both Pre-development and Community Development grant funds. Grants are limited to one (1) Pre-development and one (1) Community Development grant per municipality per calendar year.

**B. Eligible Applicants:** Any city or township in Carver County.

**C. Types of Grants:** The CGPI Program funds two types of grants:

- Pre-Development
- Community Development

**D. Eligible Activities:** Only those activities specifically listed below will be funded, by the type of grant.

1. **Pre-development** grant funding is restricted to activities directly related to a current or future project, including but not limited to:

Market Analysis	Concept Design
Site Design	Zoning Studies
Small Area Plans	TIF/Abatement Analysis
Engineering Studies	Stormwater Management Plans
Soil Testing	Blight Analysis
Certified Shovel Ready Documents	Environmental Studies/Assessments

Pre-development grants may also be used to fund activities that are required to establish a Redevelopment Plan. As such, the Redevelopment Plan is not required to be in place to be

eligible for a Pre-development grant.

2. **Community Development** grant funding is restricted to the Eligible Activities, defined below, necessary to prepare for the development. Grant funding is restricted to the following activities:
  1. Property acquisition (see “Other Requirements” below for additional stipulations).
  2. Relocation payments to occupants of property acquired with program funds.
  3. Clearance and demolition expenses related to site assemblage for redevelopment and consistent with the Redevelopment Plan.
  4. Historic preservation (rehabilitation of properties with national or local significance to preserve that significance).
  5. Necessary public improvements include, but not limited to, public parking structures, sewer and water, utilities, sidewalks, lighting, streetscape, street reconstruction, and stormwater.
  6. Corrections to soil conditions with extraordinary remediation expenses.
  7. Rehabilitation/expansion/new construction of a facility that is linked to job creation of living wage jobs or affordable housing units.

**E. Ineligible Activities:** Grant funds cannot be used toward the following activities:

- Public facilities such as city halls, city parks, city water treatment facilities, etc.
- Costs not included in the application, including those incurred prior to the award date.
- House moving.
- Administration expenses.
- Housing projects that do not possess affordable housing.

#### **IV. PREDEVELOPMENT GRANTS**

The application must meet the following threshold criteria to be scored:

1. Submittal of completed application form labeled “CGPI Pre-development Application.”
2. The application must be approved by the respective city/township council via resolution that includes the Required Resolution Provisions (sample resolution is attached to application).
3. The city/township must be supportive of affordable housing and the CDA’s mission, as demonstrated by the city/township’s adoption of the Required Resolution Provisions (attached) and the city/township’s history of supporting affordable housing developments.

4. There must be a minimum leverage rate of 1 to 1 (\$1 of other funds for every \$1 of Pre-development grant). Applicants may use non-public funds as a match.
5. The completed application form must be submitted according to “Section VI – Grant Application Instructions.”

## **V. COMMUNITY DEVELOPMENT GRANTS**

The application must first meet the threshold criteria to be considered for funding:

1. The proposed project must be identified in the Redevelopment Plan (if it is a redevelopment project).
2. The application must be approved by the respective city/township council by resolution that includes the Required Resolution Provisions (sample resolution is attached to application).
3. Applicants (Cities/Townships) must demonstrate a minimum leverage rate of 2 to 1 (\$2 of other funds for every \$1 of Community Development grant). Applicants may use non-public funds as a match.
4. Demonstration of the project’s public purpose and financial need that other funding sources cannot fill.
5. Proof of commitment to Project by property owner must be included. This may be satisfied by a letter of support or copy of the purchase agreement. If the property is owned by the city/township submitting the application, a letter of commitment from the purchaser may be included in lieu of a purchase agreement, but a purchase agreement is strongly recommended.
6. The city/township must be supportive of affordable housing and the CDA’s mission. The adopted resolution must contain the following required provision:  
*The city/township is supportive of affordable housing and of the CDA’s mission, to improve the lives of Carver County residents through affordable housing and community development.*
7. The completed application form must be submitted according to “Section VI – Grant Application Instructions.”
8. The proposed project must meet the eligibility criteria listed below.

## **VI. COMMUNITY DEVELOPMENT SCORING**

1. **Leverage and Financial Need:** Applications should include other funding sources committed to the project. Examples include TIF/Abatement, DEED, Metropolitan Council, or other public and private resources. Evidence and proof of funding commitments are required for the application to be processed. The project should also show a financial need and demonstrate that other funding sources are not sufficient.  
[15 Points Maximum]

2. **Readiness to Proceed:** The applicant should be ready to proceed with the identified project upon funding award (e.g. city entitlements, site control secured, financing commitments in place). The project is deemed ready to proceed if funds will be completely spent within the 18-month grant period. If funds cannot or will not be spent, a project is not ready to proceed.  
[10 Points Maximum]
3. **Housing Affordability:** To receive points for Housing Affordability, the project must be either a Tax Credit Development or receiving some other type of funding that requires income and/or rent restrictions (affordability compliance) with a federal, state, or local agency. If the project is a rental project, the owner must be willing to accept Tenant Based Rental Assistance (Housing Choice Voucher/other tenant based rental assistance). Compliance reporting required by the federal, state, or local agency will also need to be submitted to the CDA annually.  
[25 Points Maximum]
4. **Economic Benefit:** The project should have a defined impact on the local economy. This impact is measurable through growth in property taxes and new/retained Living Wage Jobs.  
[25 Points Maximum]
5. **Environmental Improvement:** Projects that will clean up, prevent, and protect from environmental hazards are encouraged. Applicants should work with state and local agencies and professional consultants to identify the optimum remedy and create sustainable redevelopment.  
[10 Points Maximum]
6. **Removal of Blight:** Points will be awarded to projects that demolish or cleanup blighted properties and/or properties with obsolete structures beyond their useful life.  
[15 Points Maximum]

## **Other Requirements**

### **Property Acquisition and Relocation**

Property acquisition may be undertaken by a public, private or non-profit entity as part of a redevelopment project. In all instances, the CDA will provide grant funds to the city/township as grantee, which in turn, can provide those funds to another acquiring entity if necessary. The corresponding grant agreement will specify conditions whereby the acquiring entity will have no recourse to the CDA in matters related to the acquisition of real property.

If federal funds are used in whole or in part for a project, including property acquisition, clearance and/or construction, all provisions of 49 CFR 24.101 (the Uniform Relocation Act or URA) must be followed. With all funding sources, the cost of property acquisition must be based on a determination of fair market value as derived from an independent appraisal

and/or county assessed value. If the final acquisition price exceeds the appraised value, the grant funds requested must be less than this value with the additional cost being paid by other funds.

Minnesota Statutes 117.50 et. seq. and related case law also requires that in all acquisitions undertaken by an acquiring entity without federal participation, the authority must provide relocation assistance as a cost of acquisition. Additionally, the Minnesota Supreme Court held that an authority may be responsible for certain relocation costs when the property is acquired by a private developer if the activities of the authority and the developer are so intertwined to produce a joint acquisition of the project.

### **Housing Affordability**

The Carver County Community Development Agency's mission is to provide affordable housing opportunities and foster community and economic development. To receive Community Growth Partnership Initiative Program grant funds, the applicant must cultivate the CDA's mission. If an applicant's project is unrelated to or does not possess any amount of affordable housing, the project will not be funded. The project must be either a Tax Credit Development or receiving some other type of funding that requires income and/or rent restrictions (affordability compliance) with a federal, state, or local agency. If the project is a rental project, the owner must be willing to accept Tenant Based Rental Assistance (Housing Choice Voucher/other tenant based rental assistance). Compliance reporting required by the federal, state, or local agency will also need to be submitted to the CDA annually.

### **Financial Need**

As noted previously, leverage of other funding sources is required for a CGPI grant. In addition to identifying leverage, the applicant shall also explain how they have exhausted other resources.

### **Fair Housing**

The Fair Housing Act prohibits discrimination in all housing related transactions based on race, color, religion, national origin, sex, familial status, and disability. Projects shall comply with all federal laws, executive orders, and implementing rules and regulations. Projects shall also comply with Minnesota law and local city/township ordinances.

### **Reimbursement**

The Community Development grant program works on a reimbursement basis. To be reimbursed, documentation must be submitted showing the criteria that has been met. For example, if scoring is received in growth or retention of Living Wage Jobs, documentation must be submitted to support the number listed in the application.

The CDA will also consider whether an Applicant successfully used any previously awarded CGPI funds. In its comments to the CDA Board, staff will include the Applicant's past use of CGPI funds (if any), whether the Applicant utilized all awarded funds, if the 18-month time frame was met, and if funds were returned to the CDA.

## **VII. GRANT APPLICATION INSTRUCTIONS**

**Application Instructions:** It is the applicant's responsibility to be aware of the submission requirements needed to prepare a completed application in accordance with this guide. The application consists of program applications and all required attachments. Applications may be submitted via email to [melodieb@carvercda.org](mailto:melodieb@carvercda.org) or delivered or mailed to the Carver County CDA; Attention: Melodie Bridgeman; 705 North Walnut Street Chaska, MN 55318 on or before application due date.

Pre-development grants are accepted on a pipeline basis. Pre-development grants must be received three (3) weeks in advance of the next regularly scheduled Board of Commissioners meeting. If applications are not received three (3) weeks prior, they will be placed on the following month's meeting agenda. Community Development grants are accepted up to twice per year if the funds are not expended in the first round.

Applications determined by the CDA to be incomplete will not be accepted and will be returned to the applicant. No Community Development applications, attachments or documentation will be accepted after the application due date unless requested by the CDA. The CDA retains the right to refuse the application in whole or in part for any reason. Contact Melodie Bridgeman, (952) 556-2778 or [melodieb@carvercda.org](mailto:melodieb@carvercda.org), if you have questions. Applicants are encouraged to discuss their project prior to submission.

Cities and townships who turn in an application before the deadline will receive an email confirmation receipt of received application. If you do not receive a confirmation receipt within 24 hours, please notify the CDA.

- **Applications available January 6<sup>th</sup>, 2025**
- **Applications due to CDA February 28, 2025, before 4:00pm**
- **Review/Scoring Committee evaluation period March 3-14, 2025**
- **Tentative approval by CDA Board March 20<sup>th</sup>, 2025**

## **VII. PROPERTY ACQUISITION REQUIREMENTS**

Property acquisition may be undertaken by a public, private or non-profit entity as part of a redevelopment project. In all instances, the CDA will provide the Community Growth Partnership Initiative Project grant to the city/township as grantee, which in turn, will provide those funds to another acquiring entity if necessary. The corresponding grant agreement will specify conditions whereby the acquiring entity will have no recourse to the CDA in matters related to the acquisition of real property.

If federal funds are used in whole or in part for a project, including property acquisition, clearance and/or construction, all provisions of 49 CFR 24.101 (the Uniform Relocation Act or URA) must be followed. With all funding sources, the cost of property acquisition must be based on a determination of fair market value as derived from an independent appraisal and/or county assessed value. If the final acquisition price exceeds the appraised value, the Community Growth Partnership Initiative Program grant must be



less than this value with the additional cost being paid by public or private matching funds.

Minnesota Statutes 117.50 et. seq. and related case law also require that in all acquisitions undertaken by an acquiring entity without federal participation, the authority must provide relocation assistance as a cost of acquisition. Additionally, the Minnesota Supreme Court held in *In Re Wren*, 699 N.W.2d 758 (Minn. 2005) that an authority may be responsible for certain relocation costs when property is acquired by a private developer if the activities of the authority and the developer are so intertwined to produce a joint acquisition of the project.

## **VIII. SELECTION**

Applications will be reviewed by a minimum of two (2) CDA staff, and a minimum of three (3) individuals qualified by the CDA with no direct affiliation with any potential applicants. Applications meeting the eligibility criteria will be scored, ranked and a recommendation will be submitted to the CDA Board of Commissioners for consideration for approval. If the proposal is selected and approved by the CDA Board of Commissioners, the CDA will enter into a grant agreement with the city/township.

## **IX. GRANT AGREEMENT**

CDA staff will work with the city/township and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the city/township. The Grant Agreement will require funds to be spent within **18 months** of the date of the agreement. Waivers and extensions to any provision in the agreement requested by the grantee may be considered on a case-by-case basis depending on the merits of the request. Grant recipients may request one 12-month extension to be reviewed for administrative approval for those projects that are making substantial progress towards completion. *Projects that are not underway within 18 months from the award date are not eligible for an extension.*

Grants will be paid on a reimbursement basis. Grantees will be required to submit semi-annual progress reports to the CDA. Reports will consist of the progress of the project and will be due each May 31<sup>st</sup> and November 30<sup>th</sup> during the grant term.



# Board of Commissioners

## Request for Board Action

Meeting date: November 19th, 2024

Agenda number: 5C

**DEPARTMENT:** Property Management

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Procurement for Brickyard Apartments and Loan from Windstone Townhomes

**PURPOSE/ ACTION REQUESTED:** Approve the Procurement for Brickyard Apartments

**SUMMARY:** Brickyard Apartments has had ongoing issues with its windows. The windows have numerous issues, including bad seals, defective hardware, condensation between panes and warped frames. This has led to extensive heat loss, resulting in resident discomfort. The normal life expectancy for this window type is 20 years, and we have reached that point. This project will consist of the installation of new composite/fiberglass windows that resist warping. The windows are outset from the building and will need to be installed with a clip system due to the surrounding brick. To accomplish this, we will be cutting back 3" of sheetrock on the interior, so the clips can be installed properly. After installation, PVC extension jamb will be installed to cover the clips and provide a finished look. The bump out "towers" will most likely be damaged when the windows are removed, so we will be replacing the aluminum clad corners and trim with a low maintenance Hardie board trim. The current siding on the "towers" will be replaced with a new shake style siding to add an architectural feature.

The project was put out for bid on November 1st and bids were due back on November 15th. Two bids were received by the deadline. Two contractors were scored based on six factors outlined in the bid documents. Kaas Wilson will assist in oversight of the project.

Staff is recommending Project One is awarded the project at a not to exceed of \$550,000, which will include additional funds to anticipate change orders and account for contingency.

Brickyard has a total of \$266,403 between surplus, replacement reserve, operating and retail revenue that is available for this project after the completion of the block work project. We are proposing that Windstone Townhomes borrow the remainder of the funding (up to \$284,596) to Brickyard as a 0% loan with payments of at least \$25,000 per year. Payments may be more than \$25,000 if there is excess cash flow.

**RECOMMENDATION:** Approving the Procurement for Brickyard Apartments

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

WHEREAS, funds are available from the surplus, replacement reserve, retail revenue and operating accounts for the property and through a 0% loan from Windstone Townhomes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign a contract/contracts for the project with the Best Value bidder/bidders, in an amount not to exceed \$550,000 and to accept a loan in an amount of no more than \$286,596.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

N/A

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Property Management

Author: Chris Rotell, Maintenance Manager



# Board of Commissioners

## Request for Board Action

Meeting date: November 19th, 2024

Agenda number: 5D

**DEPARTMENT:** Property Management

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Loan from Windstone Townhomes to Brickyard Apartments

**PURPOSE/ ACTION REQUESTED:** Approve the Loan from Windstone Townhomes to Brickyard Apartments

**SUMMARY:** Brickyard Apartments has had ongoing issues with its windows. The windows have numerous issues, including bad seals, defective hardware, condensation between panes and warped frames. This has led to extensive heat loss, resulting in resident discomfort. The normal life expectancy for this type of window is 20 years, and we have reached that point.

Brickyard has a total of \$266,403 between surplus, replacement reserve, operating and retail revenue that is available for this project after the completion of the block work project. We are proposing that Windstone Townhomes borrow the remainder of the funding (up to \$284,596) to Brickyard as a 0% loan with payments of at least \$25,000 per year. Payments may be more than \$25,000 if there is excess cash flow.

**RECOMMENDATION:** Approving the Loan from Windstone Townhomes to Brickyard Apartments

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

WHEREAS, funds are available from the surplus, replacement reserve, retail revenue and operating accounts for the property.

WHEREAS, Brickyard needs to borrow the remaining balance of funds to proceed with the window replacement. and through a 0% loan from Windstone Townhomes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that Windstone is authorized to borrow Brickyard Apartments a 0% loan in the amount not to exceed

\$284,596 with minimum yearly payments of \$25,000.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

N/A

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Property Management

Author: Allison Streich, Executive Director

# Carver County - LAHA 5 Year Plan

## Budget

Initiatives	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Homeownership Assistance Programs</b>					
Down Payment / Closing Cost Assistance (50K)	75%	39%	38%	34%	32%
First Gen / Community Land Trust HIP (100K)	25%	16%	15%	14%	13%
<b>Rehab Assistance Programs</b>					
Grant Fund - Seniors (20K)		16%	15%	14%	13%
Revolving Loan Fund (25K)		20%	19%	17%	16%
<b>Multifamily Programs</b>					
New Production Fund		10%	13%	21%	26%
	100%	100%	100%	100%	100%



# Board of Commissioners

## Request for Board Action

Meeting date: December 18, 2024

Agenda number: 5H

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of the Sale and Transfer of Certain Real Estate

**PURPOSE/ ACTION REQUESTED:** Approve the Sale and Transfer of Real Estate

**SUMMARY:** Carver County transportation is planning future roadway improvements along the Highway 5 corridor/Arboretum area in Victoria, Chanhassen and Chaska. As part of a long-term transportation solution in this area, the county and state were looking at acquiring the single-family properties in the northwest corner of Highway 5 and CSAH 13 (Rolling Acres Road) for future roadway improvements. Because the planning process was not yet complete and no funds had been programmed, neither the state nor the county are able to purchase any of these properties. Because neither the county nor the state could purchase the properties during the planning phase, CDA staff was approached in late 2021 about purchasing the properties and holding them until the state or county moved forward with the roadway improvements.

The CDA currently owns five properties on Arboretum Blvd: 760, 780, 800, 856 and 870 Arboretum Blvd. The county has since determined that they will not need to acquire any of the properties. They will need to record a small easement on 856 and 870. The county has approved the CDA to sell the properties. The easements will be recorded on 856 and 870 prior to selling the properties. Once all properties are sold, the global cost and proceeds will be reviewed and if there is a gap, Public Works would fund that difference.

**RECOMMENDATION:** Approve the sale of the Arboretum units

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County Community Development Agency (“CDA”) owns and manages certain real estate assets in Carver County, Minnesota; and

WHEREAS, the CDA acquired and retained certain real estate in cooperation with Carver County Public Works that is now appropriate for sale, disposition or transfer; and

WHEREAS, the CDA desires to undertake the sale of real property in conformity with Minnesota Statutes.

NOW THEREFORE, BE IT RESOLVED that the CDA approves the sale and conveyance of the following properties:

870 Arboretum, PID 650070500

856 Arboretum, PID 650071000

800 Arboretum, PID 650070900

780 Arboretum, PID 650070800

760 Arboretum, PID 650070700

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is authorized to execute all documentation necessary to complete the sale and transfer for each property listed above.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

n/a

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Executive Director





# Board of Commissioners

## Request for Board Action

Meeting date: December 18, 2024

Agenda number: 5I

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of the Transfer of Ravoux Ridge Common Area to HOA

**PURPOSE/ ACTION REQUESTED:** Approve the Transfer of common area

**SUMMARY:** The CDA was the developer of Ravoux Ridge Townhome Association in the City of Chaska. The development consists of 12 twinhomes on Ravoux Ridge. The CDA turned the HOA over to the homeowners after the development was complete.

Carver County is in the process of updating some of their property tax exemptions by requiring agencies to complete a new tax exemption application. The CDA received an application for PID 300890250, which is the common ground for the HOA. The CDA needs for the land to be transferred and conveyed to the HOA.

The CDA needs approval to transfer and convey the land to the Ravoux Ridge Townhome Association.

**RECOMMENDATION:** Approve the transfer and conveyance of land

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County Community Development Agency (“CDA”) owns and manages certain real estate assets in Carver County, Minnesota; and

WHEREAS, the CDA began the development of Ravoux Ridge Townhomes in 2004; and

WHEREAS, the common area land for the Ravoux Ridge Townhome Association should properly be transferred from the CDA to the Ravoux Ridge Townhome Association; and

WHEREAS, the CDA desires to transfer the common area to the Ravoux Ridge Townhome Association.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to transfer and convey to the Ravoux Ridge Townhome Association for no consideration, PID 300890250, described as Lot 25, Block 1, Carver County HRA Townhomes, being the common area to units 1 through 24.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

n/a

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Executive Director