



CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY

## **Board of Commissioners Packet**

July 17th, 2025

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda**

---

**Meeting Date: July 17, 2025**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

---

**1. Call to Order by Chair**

**2. Audience**

Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda, may notify Ellie Logelin ([elliel@carvercda.org](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 – June 26<sup>th</sup>, 2025, Regular Meeting

**4. Consent Agenda**

- A. Approval of July 2025 Dashboard
- B. Approval of Write-Off of Past Tenant Balances for June 2025
- C. Approval of Record of Disbursements – June 2025

**5. Regular Agenda**

A. Approval of Purchase of 106 Benton St. Cologne

**6. Information**

- A. John Fahey, Carver County Commissioner
- B. Nick, Koktavy, Assistant County Administrator Carver County
- C. Bus Tour – August 7<sup>th</sup>, 2025
- D. Carver County Board Meeting for CDA Final Levy Approval – September 2<sup>nd</sup>, 2025

**7. Adjournment**

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

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

Next Meeting:

CDA Board of Commissioners Regular Meeting  
August 21<sup>st</sup>, 2025, at 5:00 pm  
Carver County CDA Boardroom, 705 N Walnut St Chaska, MN 55318



## Board of Commissioners

### Meeting Minutes

Meeting Date: June 26, 2025

5:00 pm

CDA Boardroom, Chaska, MN

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

#### COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Greg Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Adam Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary/Treasurer	Troy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner	Sylvia MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Commissioner MateKole joined the meeting at 5:02pm</i>			
Commissioner	Celi Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Commissioner Haga left the meeting at 6:00pm</i>			

#### CDA Staff in attendance:

Executive Director	Allison Streich
Director, Comm. Development	Melodie Bridgeman
Director, Finance	Brittany Larson
Director, Housing	Shanika Bumphurs
Director, HR & Operations	Janette Meyer

#### Others in attendance:

Lisa Anderson, Carver County Commissioner  
Nick Koktavy, Assistant County Administrator - Carver County

#### AUDIENCE

*No audience members addressed the board.*

#### 25-48 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the June 26, 2025, CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the May 15, 2025, regular meeting be approved as written.

#### Motion: Teske

#### Second: MateKole

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### CONSENT AGENDA

**25-49 Approval of the June 2025 Dashboard**

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

**25-50 Approval of the Write-Off of Past Tenant Balance for May 2025**

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

**25-51 Approval of Record of Disbursements – May 2025**

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

**25-52 Approval of Certification and Acceptance of HTF (Housing Trust Fund) Grant Funds for the 2025-2027 Grant Term**

I HEREBY CERTIFY that the Carver County Community Development Agency (the “CDA”), a public body corporate and politic of the County of Carver, which is a political subdivision of the State of Minnesota; that the following is a true and correct copy of the Resolutions duly and unanimously adopted by all of the members of the CDA on June 26, 2025, all of the members of the CDA being present and constituting a quorum for the transaction of business; that the meeting was called in compliance with all applicable laws of the CDA; that the Resolutions do not conflict with any laws of the CDA; that the Resolutions have not been in any way altered, amended, or repealed and are in full force and effect, unrevoked and unrescinded as of this date, and have been entered upon the regular Minute Book of the CDA as of this date; and that all of the members of the CDA have, and at the time of adoption of the Resolution had, full power and lawful authority to adopt the Resolutions and to confer the powers thereby granted to the officer(s) named therein, who has (have) full power and lawful authority to exercise the same.

WHEREAS, on this 26th day of June, 2025, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Housing Trust Fund Program Tenant-Based Rental Assistance Grant (the “Grant”) from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha St N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Two Hundred Seventy-N Thousand Dollars and No/100 Dollars (\$,000), the terms and receipt of which will be evidenced by the Grant Agreement between the CDA and the Agency.

NOW THEREFORE, be it resolved by the members of the HFA that the CDA is authorized to establish and administer a tenant-based rental assistance program; and

BE IT FURTHER RESOLVED that Allison Streich, the Executive Director, of the CDA, is authorized, on behalf of the CDA at any time hereafter and without further action by or authority or direction from the members of the CDA, to execute and deliver to the Agency, in the forms required by the Agency, the Grant Agreement and all other agreements, instruments, certificates and documents required by the Agency, and to do or cause to be done all other acts and things that the Officers may determine to be necessary or advisable under or in connection with the Grant, and that the execution by the Officers of any agreement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect; and

BE IT FURTHER RESOLVED, that the Agency is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of the Agency at its principal office of notice in writing from the CDA of any amendments or alterations thereto.

**Motion: Haga**

**Second: Williams**

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

## **REGULAR AGENDA**

### **25-53 Approval of the 2026 Budget and Levy**

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

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

WHEREAS, the Agency has prepared its 2026 General Administrative Operating Budget (the “2026 Budget”) and seeks the approval of the Carver County Board for the 2026 Budget and, to the extent required by law, the Agency’s levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the “Auditor”) on or before September 30th, 2025, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 29, 2025, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

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

1. The 2026 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.
2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is hereby authorized to certify to the Auditor on or before September 30, 2025, a proposed levy of the Agency’s special benefits tax for taxes payable in 2026 in the amount of \$3,984,217 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 29, 2025.
3. Upon approval of the Carver County Board of the Agency’s budget and levy of the special benefits tax, the County’s approving resolution shall be attached hereto and made a part of this resolution.

**Motion: Haga**

**Second: Williams**

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

#### 25-54 Approval of Paid Family Medical Leave (PFML) Carrier

WHEREAS, the Carver County CDA Board approves the resolution to approve the private carrier, MetLife, to manage 2026/2027 Paid Family Medical Leave (PFML).

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the private carrier, MetLife, to manage the mandatory Paid Family Medical Leave for 2026/2027 will be approved as written.

#### Motion: Williams

#### Second: Teske

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Motion to Explore Sale Portion of Watertown Land

Allison Streich presented.

#### Motion: Teske

#### Second: Williams

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Motion to Allocate \$180,000 to the Chaska Yards Project to Replace the Tax Increment Financing from the City of Chaska

Melodie Bridgeman presented.

#### Motion: Teske

#### Second: Haga

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Motion Approve Executive Director Appointment to Land Bank Twin Cities Board**

Allison Streich presented.

### **Motion: Haga**

### **Second: Williams**

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **INFO - Carver County Update**

Carver County Commissioner Anderson provided an update.

- Provided an update on the County Strategic Plan.
- The County will hold a budget work session with the CDA on Tuesday, July 1<sup>st</sup>.
- Provided an update on road construction.

Carver County Assistant County Administrator Koltavy provided an update.

- Provided an update on rain impacts in Carver County, especially on lake levels.

### **INFORMATION**

The date for the joint work session with Carver County to discuss the Carver County CDA 2026 budget is set for July 1, 2025.

Allison Streich provided an update on a bus tour that is scheduled for July 10th with Carver County CDA Board and staff.

Janette Meyer provided an update on staffing.

Janette Meyer provided an update on the upcoming performance review for Allison Streich, the Executive Director.

Melodie Bridgeman provided an update on the Home Stretch homebuyers course that the Carver County CDA is hosting on July 18th, CEO 1.5 through NextStage MN, the 413 Franklin Ave. project, and the Community Land Trust Program.

### **ADJOURNMENT**

#### **25-55 Adjournment**

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

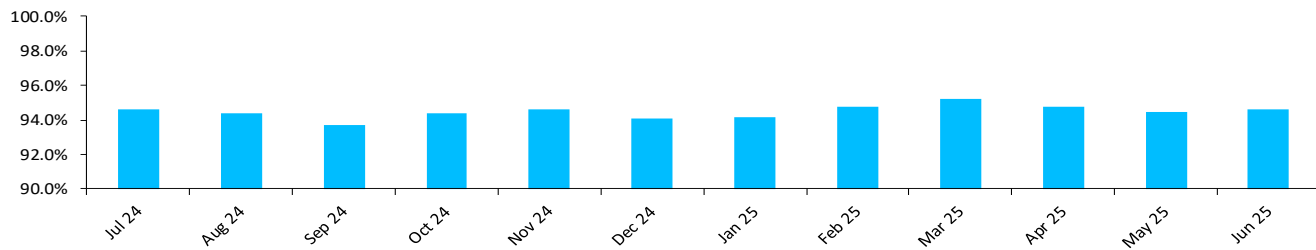
### **Motion: Williams**

### **Second: MateKole**

	Ayes: 5	Nays: 0	Absent:0	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*The CDA Board meeting adjourned at 6:14 p.m.*

## HOUSING UPDATES



### 2025 Capital Improvement Projects in Process:

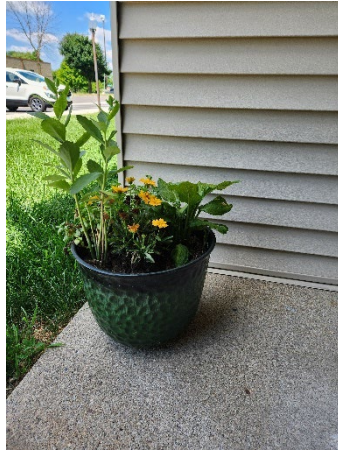
Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>Need to select a bid for repair to patio concrete. The patio Furniture and Gazebo are here.</li> </ul>
Bluff Creek	<ul style="list-style-type: none"> <li>Deck Repairs</li> <li>Mansards</li> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>We are currently reviewing bids, but are not able to move forward until we select material for Mansards.</li> <li>Waiting on the City to approve material for the Mansards.</li> <li>Pressure Washing Completed.</li> </ul>
Centennial	<ul style="list-style-type: none"> <li>Floor Drains</li> </ul>	<ul style="list-style-type: none"> <li>Waiting on a start date from Dewaulters.</li> </ul>
Hilltop/Mayer	<ul style="list-style-type: none"> <li>A/C Cages</li> <li>Community Rooms</li> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>Project is expected to start by mid-July.</li> <li>The Hilltop Community Room renovation is in progress, scheduled to be completed by the end of July.</li> <li>Waiting on furnishings to be delivered.</li> <li>Pressure Washing Completed for Hilltop.</li> </ul>
Lake Grace	<ul style="list-style-type: none"> <li>Intercom System</li> <li>Window Replacement</li> <li>Concrete Work</li> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>Bids received, waiting to review funding for work.</li> <li>Contract signed with MJS Construction, work to start in early September.</li> <li>Bids received, waiting to determine how to move forward.</li> <li>Removing dead trees.</li> </ul>
Oak Grove	<ul style="list-style-type: none"> <li>Water Heaters</li> </ul>	<ul style="list-style-type: none"> <li>Water Heaters are being replaced with Tankless Heaters.</li> </ul>
Carver Homes	<ul style="list-style-type: none"> <li>1385 Marigold</li> <li>116 South Street</li> </ul>	<ul style="list-style-type: none"> <li>We are re-siding the home. The work is being completed in-house by maintenance, expected to be completed by the end of July.</li> <li>We are replacing the exterior stoops; work is anticipated to be completed by the end of July.</li> </ul>
Windstone	<ul style="list-style-type: none"> <li>Concrete Work</li> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>We are replacing 4 stoops at the property and are in the process of selecting a contractor.</li> <li>We are removing dead ash trees throughout the property.</li> </ul>
Carver Place	<ul style="list-style-type: none"> <li>Punch List</li> </ul>	<ul style="list-style-type: none"> <li>Punched out 20 units on 7/10.</li> </ul>



## Property Updates:

### Spring Planting (Curb Appeal):

#### Hilltop:



#### Windstone:



#### Waybury:





**Crossings:**



**Centennial Hill:**



**Brickyard:**



### Carver Place Unit Interior:



### Staffing Update:

#### Upcoming Recruitment:

- **Housing Quality Specialist (HQS)**  
The Housing Quality Specialist position remains vacant currently. We anticipate posting the position and beginning the hiring process in late 2025.
- **Maintenance Technician**  
We're currently looking to fill two open Maintenance Technician roles at Oak Grove/Crossings and Windstone properties.
- **Property Manager**  
We are actively recruiting for two Property Managers to oversee Crossings/Spruce and Centennial Hill/Brickyard.
- **Compliance Specialist**  
We are looking to backfill the Compliance Specialist role. This position will support all CCCDA properties and report to the Housing Assistance Manager.

### Miscellaneous Updates:

- **Carver Place:**

We currently have **ten (10)** fully approved applications! Our continued focus is on maintaining momentum!! We are aiming to process and approve five applications per week from now through the end of September to stay on track with our Lease-Up Schedule.

- **NSPIRE/REAC Inspection Preparation:**

Maintenance and the Waybury Property Manager are actively working with residents on in-unit repairs, as well as exterior and common area repairs at Waybury in preparation for the upcoming NSPIRE/REAC inspection. We expect that inspection to take place before the end of the year.

- **HOTMA Implementation: January 2026**

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1, 2026. This regulation will impact compliance and operations across our Rural Development, Section 8, and Low-Income Housing Tax Credit (LIHTC) properties.

#### SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	15	73% 2-searching; the 1 imminent risk referral, 1 regular with new grant
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	12	80% 1-non-renewal searching, 1-searching, 1-cut due to budget (not adding)
CoC PSH	8/1/24-7/31/25	12	86% 1-searcher (expired), 1 non-renew searcher, 1-new searcher

#### Resident Services

##### Presentations 2025

Agency	Property	Number of Residents
SW Transit	Centennial	24
	Waybury	17
Help at Your Door	Centennial	10
	Waybury	17
We Cab	Waybury	17
	Crossings	7
Tenant Landlord Law Changes	All	30

##### 2025 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
10	31	6

## CDA SERVICES BY COMMUNITY

The table below lists the main CDA services and number of participants or units for each Carver County Community. Numbers are updated on a quarterly basis (or are noted accordingly).

**Updated as of December 31, 2024:**

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2024)	NextStage – 2024 Year End Activity	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	17	9	9	6	3	3		
Chanhassen	45	59	20	2	7	10		
Chaska	145	183	174	24	3	11	28	2
Cologne			3	2	3	1	1	
Hamburg								
Mayer			10		3	1	1	
New Germany				1	5			
NYA	3	47	10	1	6	4		3
Victoria		3	3		6	2	1	
Waconia	13	119	51	7	4	2	10	
Watertown	2		34		7	4	1	7
Townships					4			
Other						8		
<b>TOTAL</b>	<b>225</b>	<b>420</b>	<b>314</b>	<b>43</b>	<b>51</b>	<b>46</b>	<b>42</b>	<b>12</b>

FINANCE

FINANCE				
		June 2025 YTD Actual	June 2025 YTD Budget	Variance
CDA	Revenue	10,342,359	8,724,357	1,618,002
	Expenses	6,278,402	6,787,597	509,195
	Cash Balance	5,377,814		

		June 2025 YTD Actual	June 2025 YTD Budget	Variance
Properties	Revenue	5,243,608	5,047,048	196,560
	Expenses	3,695,493	3,754,206	58,713
	Cash Balance	3,888,075		

Revenue Recapture collected through June

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$ 19,576	\$14,275	
Carver Homes	\$90,865	\$32,298	
Bluff Creek		\$ 883	
Centennial Hill	\$2,796		
Hilltop	\$2,378		
Trails	\$10,802	\$15,363	
Crossings			
Waybury	\$784		
Windstone	\$1,108	\$ 2,193	
Total:	\$128,309	\$65,012	

Other Finance updates

Consolidated YTD revenues for the CDA through June were \$10,342,359 and expenses were \$6,278,402. **Net Operating Income was \$4,063,956, 110% over budget due to the receipt of \$1,000,000 in grant funds from the County to be utilized in the construction of Carver Oaks.** YTD Revenues for the properties were \$5,243,608 and expenses were \$3,695,493. **Net Operating Income was \$1,548,115, 20% over budget.**



## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	74
Waiting list	27
Homebuyer Initiated Program Commitment	3
Re-purchase/Acquisition YTD	1

**Notes:**

An application to Minnesota Housing for Trail's Edge Senior funding was submitted on July 9, 2025. Awards will be made in late December 2025.

#### **Community Land Trust**

We have issued three CLT commitments for the Homebuyer Initiated Program (HIP). The first closing is scheduled for July 18, 2025, for a home in Mayer. One buyer is still in the process of finding a home but finding the market to be highly competitive. The other HIP commitment will involve a partnership with Habitat, the City of Chanhassen and the existing owner selling below market with the intention of the home becoming part of the CLT. The City of Chanhassen committed \$75,000 of their LAHA funds to allow for a more affordable sale price. The home will be purchased and renovated by Habitat before entering the CLT.

Interest in the CLT has grown with an active waiting list of 27. We have conducted 10 CLT orientations this year to date with more scheduled.

We re-purchased an existing Chaska CLT home on June 30, 2025. Renovation work has begun, and we anticipate offering this home to our CLT waiting list by the end of September.

#### **Down Payment Closing Assistance Program**

The Down Payment and Closing Cost Assistance Program has officially launched with great interest. We have issued reservations for 8 households totaling \$400,000 or 40% of the first \$1M. Three closings are scheduled. We have 27 additional pre-applications and expect to exhaust the 2024 funds by the end of August.

#### **Homebuyer Education**

The Community Development Department is partnering with Dakota County to host a Homestretch homebuyer course at the CDA Office. The course will take place on Friday, July 18, 2025, from 8:30 am to 5:00 pm. The course will be led by Dakota County's Homeownership Specialist, along with a loan officer, home inspector, and realtor. The event is being sponsored by Old National Bank.

### **413 Franklin Ave NE, Watertown**

Framing has begun on the Watertown house. Due to the intense rain, we are a little behind schedule.

### **Chaska Yards (Ernst House)**

The last unit and the renovation of the historic Ernst home are nearing completion. Tuckpointing and cleaning of the Ernst exterior occurred in the brief moment of no rain this month. We have reinstalled the brick retaining wall and the garage doors were installed. This project is a stop on the CDA tour.

#### **BUSINESS DEVELOPMENT - NEXTSTAGE**

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

#### **MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –**

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

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	10	\$2,410,086	113%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	2	\$679,867	N/A
Fix Up Loans	0	\$ -	N/A
Down Payment and Closing Cost Loans		\$166,500	N/A
TOTALS	12	\$3,089,953	N/A



**SEPTIC / WELL LOAN PROGRAM (SSTS)**

	2026 new assessments	Underway (anticipated 2026 assessment)	2025 Paid Off	Total active assessments
Applications	2	30	0	65

**COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)**

Open Grants:

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

ECONOMIC DEVELOPMENT (social media)

FACEBOOK Choose Carver County

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

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

CHOOSECARVERCOUNTY.COM

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

## ADMINISTRATIVE/OTHER ITEMS OF INTEREST

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

The Executive Director will be attending the NAHRO National Conference in NYC in July to present on the CDA's partnership with Beyond New Beginnings.

### Carver Oaks



Rough ins on level 1 / Interior view of roof trusses in Community Room



## Carver Place



Curb in place early this week (7/7)







# Board of Commissioners

## Request for Board Action

---

Meeting Date: July 17, 2025

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Consent Agenda

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

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

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

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

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Past tenant balances

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
hilltop Resident 1				
	Past	RENT	\$327.46	\$177.44
	Past	DAMAGE	\$745.00	\$193.10
Total For Resident 1			\$1,072.46	\$370.54
lakegrc Resident 2				
	Past	DAMAGE	\$419.18	\$0.00
Total For Resident 2			\$419.18	\$0.00
Resident 3				
	Past	RENT	\$294.21	\$1,205.79
	Past	DAMAGE	\$2,395.00	\$0.00
Total For Resident 3			\$2,689.21	\$1,205.79
Resident 4				
	Past	DAMAGE	\$1,940.65	\$342.95
Total For Resident 4			\$1,940.65	\$342.95
ph Resident 5				
	Past	DAMAGE	\$1,203.10	\$521.59
Total For Resident 5			\$1,203.10	\$521.59
Resident 6				
	Past	DAMAGE	\$2,111.62	\$447.78
Total For Resident 6			\$2,111.62	\$447.78
Resident 7				
	Past	DAMAGE	\$3,535.36	\$785.25
Total For Resident 7			\$3,535.36	\$785.25
Resident 8				
	Past	DAMAGE	\$320.52	\$291.48
Total For Resident 8			\$320.52	\$291.48
Resident 9				
	Past	DAMAGE	\$7,279.54	\$1,030.62

Total For Resident 9			\$7,279.54	\$1,030.62
waybury				
Resident 10				
	Past	DAMAGE	\$1,109.60	\$123.40
Total For Resident 10			\$1,109.60	\$123.40
Resident 11				
	Past	DAMAGE	\$1,350.60	\$297.07
Total For Resident 11			\$1,350.60	\$297.07
Resident 12				
	Past	DAMAGE	\$8,280.95	\$668.05
Total For Resident 12			\$8,280.95	\$668.05
		Totals	\$ 31,312.79	\$ 6,084.52



## Board of Commissioners

### Request for Board Action

---

Meeting date: July 17, 2025

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Consent Agenda

**TITLE:** Approval of Record of Disbursements - June 2025

**PURPOSE/ ACTION REQUESTED:** Approve Record of Disbursements for June 2025

**SUMMARY:** In June 2025, the Carver County Community Development Agency (CDA) had \$2,482,561.45 in disbursements and \$228,844.48 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 June, 2025.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - June 2025

**BOARD GOALS**

☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment



☒ Financial Sustainability ☐ Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Brittany Larson, Director of Finance

Author: Brittany Larson, Director of Finance

**Carver County CDA  
Record of Disbursements  
For the Month of June 2025**

	<b>Date</b>	<b>Amount</b>	<b>Total</b>
<b>CDA</b>	06/04/25	\$1,125,993.19	(1)
	06/11/25	\$110,361.10	
	06/18/25	\$145,372.65	
	06/25/25	\$266,377.43	(2)
			\$1,648,104.37
<b>Properties</b>	06/04/25	\$64,323.70	(3)
	06/11/25	\$117,997.85	
	06/18/25	\$595,263.61	(4)
	06/25/25	\$56,871.92	
			\$834,457.08
<b>Total June 2025 Disbursements</b>			<b><u><u>\$2,482,561.45</u></u></b>
<b>June 2025 Payroll</b>			
	06/04/25	\$93,186.80	
	06/17/25	\$135,657.68	
			<b><u><u>\$228,844.48</u></u></b>

Disbursement detail is available in the Finance Office

- (1) Carver Oaks Loan - \$1,000,000 (previously funded by Carver County)
- (2) Landtrust Property Purchased for Resale - \$168,231.96
- (3) US Bank - Waybury Debt Service - \$34,368.23
- (4) Project One Construction - Brickyard Window Project - \$496,544.10



## Board of Commissioners

### Request for Board Action

Meeting date: July 17, 2025

Agenda number: 5A

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Purchase of 106 Benton St E Cologne

**PURPOSE/ ACTION REQUESTED:** Approve the purchase of 106 Benton St E Cologne at a not to exceed of \$320,000.

**SUMMARY:** 106 Benton St E Cologne is part of a small HOA in Cologne comprised of eight (8) townhomes. The CDA currently owns five units (two are part of our RAD-former public housing portfolio). This would be a great opportunity for the CDA to provide a non-subsidized affordable housing option in the City of Cologne. The CDA would add this property to our Carver Homes portfolio.

Features of the house include:

- 3 bedrooms
- 1.5 bathroom
- Open floor plan with vaulted ceiling, private laundry in the unit, attached 2 car garage + deck looking out into the wooded backyard with a creek
- 1485 finished square feet

**RECOMMENDATION:** To approve the purchase of 106 Benton St E Cologne for \$320,000

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, pursuant to the laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.001 through 469.047 (the “Act”), the Carver Community Development Agency (the “Agency”) desires to purchase 106 Benton St E, Cologne, Minnesota.

WHEREAS, on this 17th day of July, 2025, there has been presented to the meeting of the members of the CDA a proposal for the CDA to purchase 106 Benton St E at a not to exceed amount of \$320,000.

WHEREAS, the Agency has the desire to purchase 106 Benton St E in Cologne as another potential affordable rental option within the community.

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

1. That the Executive Director is hereby authorized to execute and deliver a purchase agreement in a not to exceed amount of \$320,000, to purchase said Property on behalf of the Agency.

#### **PREVIOUS BOARD ACTION**

None

#### **ATTACHMENTS**

none

#### **BOARD GOALS**

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

#### **PUBLIC ENGAGEMENT LEVEL**

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

#### **CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Executive Director