



CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY

## **Board of Commissioners Packet**

June 26th, 2025

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda**

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**Meeting Date: June 26, 2025**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

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**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 – May 15<sup>th</sup>, 2025, Regular Meeting

**4. Consent Agenda**

A. Approval of June 2025 Dashboard

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

C. Approval of Record of Disbursements – May 2025

D. Approval of Certification and Acceptance of HTF (Housing Trust Fund) Grant Funds for the 2025-2027 Grant Term

**5. Regular Agenda**

A. Approval of the 2026 Budget and Levy

B. Approval of Paid Family Medical Leave (PFML) Carrier

C. Motion to explore sale of portion of Watertown land

D. Motion to allocate \$180,000 to the Chaska Yards project

E. Motion to Approve Executive Director Appointment to Land Bank Twin Cities Board

**6. Information**

A. John Fahey, Carver County Commissioner

B. Nick, Koktavy, Assistant County Administrator Carver County

C. Work Session with County Board on July 1<sup>st</sup>

**7. Adjournment**

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

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

July 17<sup>th</sup>, 2025, at 5:00 pm

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



Board of Commissioners
Meeting Minutes

Meeting Date: May 15, 2025

5:00 pm

CDA Boardroom, Chaska, MN

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

COMMISSIONER ROLL CALL:

Table with 4 columns: Role, Name, Present, Absent. Rows include Chair (Greg Anderson), Vice Chair (Adam Teske), Secretary/Treasurer (Troy Williams), and Commissioner (Celi Haga).

CDA Staff in attendance:

Table with 2 columns: Role, Name. Rows include Executive Director (Allison Streich), Director, Comm. Development (Melodie Bridgeman), Director, Finance (Karen Reed), Director, Housing (Shanika Bumphurs), Director, HR & Operations (Janette Meyer), and HR & Operations Specialist (Ellie Logelin).

Others in attendance:

Lisa Anderson, Carver County Commissioner
Nick Kuktavy, Assistant County Administrator - Carver County
Andy Berg, Abdo
Tyler See, Abdo

AUDIENCE

No audience members addressed the board.

25-38 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the May 15, 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 April 24, 2025, Special meeting be approved as written.

Motion: Teske

Second: Williams

Table with 5 columns: Name, Ayes, Nays, Absent, Abstain. Row for Anderson shows 4 Ayes, 0 Nays, 0 Absent, 0 Abstain.

Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONSENT AGENDA**

**25-39 Approval of the May 2025 Dashboard**

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

**25-40 Approval of the Write-Off of Past Tenant Balance for April 2025**

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

**25-41 Approval of Record of Disbursements – April 2025**

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

**25-42 Approval of Certification and Acceptance of Bridges Grant Funds for the 2025-2027 Grant Term**

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of 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 May 15, 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 15th day of May, 2025, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Bridges 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 Street N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Three Hundred Eighty Nine Thousand Eight Hundred Sixty Two and No/100 Dollars (\$389,862) for the Carver CDA Bridges Rental Assistance Program. 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.

**25-43 Approval of Certification and Acceptance of Bridges RTC Grant Funds for the 2025-2027 Grant Term**

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of 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 May 15, 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 15th day of May, 2025, there has been presented to the meeting of the members of the CDA a proposal for the CDA to receive a Bridges RTC 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 Street N, Suite 400, St. Paul, Minnesota 55102 (the “Agency”), of a sum not to exceed Fifty-Three Thousand Eight Hundred and Sixty Nine and No/100 Dollars (\$53,869) for the Carver CDA Bridges RTC Rental Assistance Program. 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 theret

**Motion: Teske**

**Second: Haga**

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

Anderson  
Teske

Yes

No

Absent

Abstain

Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGULAR AGENDA**

**25-44 Approval of the 2024 CDA Audit**

Andy Berg and Tyler See from Abdo presented. Karen Reed extended a thank you to Andy and Tyler.

WHEREAS, the Carver County Community Development Agency (herein called the “CDA”) entered into a services contract for the 2024 Audit to be completed by ABDO and

WHEREAS, it is required that the Carver County Community Development Agency provide via a contract a yearly audit, and

NOW, THEREFORE, BE IT RESOLVED BY THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS to accept the 2024 Audit as presented by ABDO.

**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 Approve the Updated CDA 2024-2027 Strategic Plan**

Allison Streich presented.

Motion to approve and adopt the Updated CDA 2024-2027 Strategic Plan

**Motion: Haga**

**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"/>

**25-45 Approval of Updated Down Payment Closing Cost Assistance Program (DPA) Guidelines**

Melodie Bridgeman presented.

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

WHEREAS, market conditions have changed and best practices have been updated to better facilitate the use and effectiveness of the Down Payment Closing Cost Assistance Program.

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

The Carver County CDA approves the revisions to the Carver County Down Payment Closing Cost Assistance Program to provide financing for qualified first-time homebuyers to use towards down payment and/or closing costs.

**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"/>

**25-46 Approval of Hybrid Work Policy**

Janette Meyer presented.

WHEREAS, the Carver County CDA Board approves the resolution to provide a Hybrid Work Policy

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the Hybrid Work Policy will be approved as written.

**Motion: Haga**

**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"/>

**Motion to Confirm the Termination of the Lease for Subway**

Allison Streich presented.

**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"/>

**100 State Avenue South**

Allison Streich provided an update.

**110 W 2<sup>nd</sup> St.**

Allison Streich provided information on 110 W 2<sup>nd</sup> St., Chaska, MN

**West Creek Apartments**

Allison Streich provided an update on West Creek Apartments.

**INFO - Carver County Update**

Carver County Commissioner Anderson provided an update.

- Carver County is currently working on their 2026 budget planning.

Carver County Assistant County Administrator Koltavay provided an update.

- The County will be holding a joint work session with the CDA to discuss the 2026 budget on July 1<sup>st</sup>.
- Carver County is working on extended access to County libraries.

**INFORMATION**

There will be an In-Person Open Meeting Law training at the CDA main office on June 25<sup>th</sup> beginning at 3:00pm.

The Board will attend the MN NAHRO online training series that is set to begin in June.

The date for the joint work session with Carver County to discuss the Carver County CDA 2026 budget is set for July 1<sup>st</sup>.

Janette Meyer provided an update on staffing.

Melodie Bridgeman provided an update on the Home Stretch homebuyers course that the Carver County CDA is hosting in July along with an update on CDA marketing events.

**ADJOURNMENT**

**25-47 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, June 26, 2025.

**Motion: Haga**

**Second: MateKole**

Ayes: 5

Nays: 0

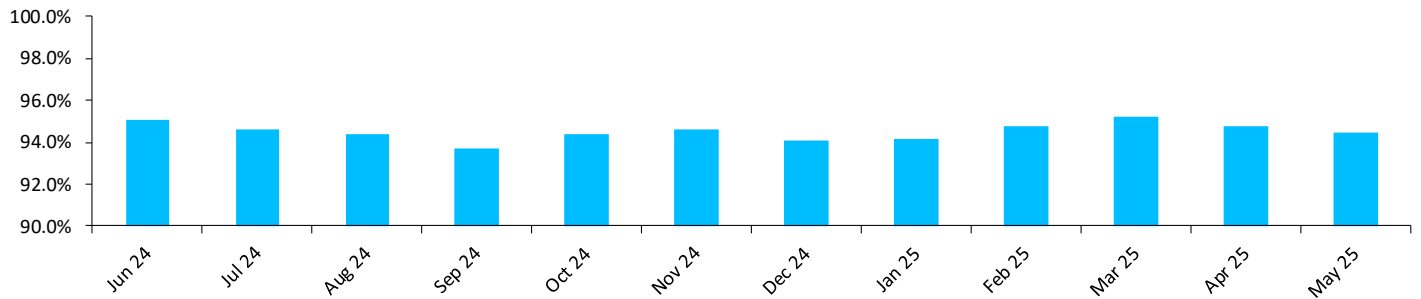
Absent: 0

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 6:20 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>Window Replacement</li> <li>Exterior Work</li> </ul>	<ul style="list-style-type: none"> <li>Punch List is completed. Project completed 6/6.</li> <li>Gathering bids to repair patio concrete and install a gazebo, along with adding new patio furniture.</li> </ul>
Bluff Creek	<ul style="list-style-type: none"> <li>Deck Repairs</li> <li>Mansards</li> </ul>	<ul style="list-style-type: none"> <li>We are currently reviewing bids.</li> <li>Bids have been received, waiting for approval from the City on the next steps.</li> </ul>
Centennial	<ul style="list-style-type: none"> <li>Floor Drains</li> </ul>	<ul style="list-style-type: none"> <li>Bids have been received, we will be awarded to Dewaulters, there is no start date yet.</li> </ul>
Hilltop/Mayer	<ul style="list-style-type: none"> <li>A/C Cages</li> <li>Community Rooms</li> <li>Exterior Furnishings</li> </ul>	<ul style="list-style-type: none"> <li>Project is expected to start in early 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/smoking urns to be delivered.</li> </ul>
Lake Grace	<ul style="list-style-type: none"> <li>Intercom System</li> <li>Window Replacement</li> </ul>	<ul style="list-style-type: none"> <li>We are currently collecting bids for a new intercom system to add to each building.</li> <li>Bids have been received; we just need to select a contractor.</li> </ul>
Oak Grove	<ul style="list-style-type: none"> <li>Fire Alarm System</li> </ul>	<ul style="list-style-type: none"> <li>Project is in progress; it is expected to be completed by the end of June.</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 residing 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>Grounds</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>

## 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 currently have two vacant maintenance positions. Once position we will be posting to backfill immediately. The other position we will be posting to backfill in mid-July.
- **Property Manager**  
We currently have two manager positions to backfill; we will be posting both immediately.

## Miscellaneous Updates:

- **Carver Place:**  
We have begun contacting individuals from the Carver Place interest list, which currently includes over 80 names. We currently have two applications we have pushed through the internal approval process. Our focus now 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 in July.
- **Trail's Edge Inspection:**  
The Loan Servicer for Trail's Edge will be conducting a Property Inspection on Tuesday, June 24, 2025. As part of the inspection process, they will be walking through a select percentage of units as well as inspecting common area spaces throughout the property.
- **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	13	85% 1-searching; the 1 imminent risk referral application fell through
Bridges RTC	7/1/23-6/30/25	2	50% 1-MN Housing client allowed reinstatement, currently searching
Housing Trust Fund	10/1/23-9/30/25	15	80% 1-Non-Renewal is searching; 1-searching, cuts to budget will not add more
CoC PSH	8/1/24-7/31/25	14	86% 1-searcher (expired); 1-applicaton in progress

## 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

## 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				
		May 2025 YTD Actual	May 2025 YTD Budget	Variance
CDA	Revenue	9,502,588	7,775,910	1,726,678
	Expenses	5,879,236	6,154,413	275,177
	Cash Balance	6,879,765		

		May 2025 YTD Actual	May 2025 YTD Budget	Variance
Properties	Revenue	4,379,198	4,198,736	180,462
	Expenses	3,082,442	3,133,182	50,740
	Cash Balance	3,724,144		

### Revenue Recapture collected through May

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$19,996	\$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	\$898		
Windstone	\$1,108	\$ 2,193	
<b>Total:</b>	<b>\$128,843</b>	<b>\$54,012</b>	

### Other Finance updates

Consolidated YTD revenues for the CDA through May were \$9,502,588 and expenses were \$5,879,236. **Net Operating Income was \$3,623,352, 123% 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 \$4,379,198 and expenses were \$3,082,442. **Net Operating Income was \$1,296,756, 22% over budget.**

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	74
Waiting list	21
Homebuyer Initiated Program Waiting list	2
Acquisition this month	0

**Notes:**

CD staff have begun preparing CLT waitlist applicants for the Homebuyer Initiated Program (HIP).

#### **Community Land Trust**

We currently have two prospective CLT buyers for the Homebuyer Initiated Program (HIP). One has been provided with an award letter and is still in the process of finding a home, and the other household has found a potential home in Mayer, MN. CDA staff will be inspecting the home to ensure it fits the initial HIP guidelines.

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

The Down Payment and Closing Cost Assistance Program pre-screening is now live on the CDA website. One applicant has received a reservation award letter and is in the process of finding an eligible property.

#### **Homebuyer Education**

The Community Development Department is partnering with Dakota County CDA 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 CDA'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**

Construction began on the Watertown house.



**Chaska Yards (Ernst House)**

Construction continues to progress on the project. Completion of the last unit and the historic Ernst home is underway. The CD Department has begun to market these homes more as we near completion.



**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	5	\$1,236,486	62%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	1	\$292,022	N/A
Fix Up Loans	0	\$ -	N/A
Down Payment and Closing Cost Loans		\$94,500	N/A
TOTALS	6	\$1,528,508	N/A

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

	2026 new assessments	Underway (anticipated 2026 assessment)	2025 Paid Off	Total active assessments
Applications	1	31	0	67

**COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)**

## Open Grants:

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

## ECONOMIC DEVELOPMENT (social media)

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

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

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.

### MN State Legislature Recap 2025

The bill appropriates \$261.62 million for housing, including \$15 million above the base budget for the 2026-27 biennium. The bill also authorized the sale of \$50 million in Housing Infrastructure Bonds (HIB). The additional \$15 million is allocated as follows:

- \$8.35 million to the Family Homeless Prevention and Assistance Program
- \$2 million to the Economic Development and Housing Challenge Program
- \$2 million to the Workforce Homeownership Program
- \$2 million to the Homeownership Assistance Fund
- \$2 million for Greater Minnesota Housing Infrastructure Grants
- GO Bonds for Publicly Owned Housing Rehab funded at \$26 million
- No funding changes to the State and Local Housing Aid programs
- No funding changes to the Homelessness Prevention Local Aid program

- Removal of lead in keys mandate delayed
- New Local Public Housing Program created and funded at \$2.4 million to support mixed income projects
- \$2 million for first-generation homeowner down payment assistance grants.
- Housing and redevelopment authorities are explicitly included as a government entity that can create a local housing trust fund (LHTF). This clarification will be particularly helpful to multi-county HRAs and stand-alone HRAs whose governing boards are not exactly the same as the city of county government.

## Carver Oaks



## Carver Place





# Board of Commissioners

## Request for Board Action

Meeting Date: June 26, 2025

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Consent Agenda

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

<b>Property Code</b>	<b>Tenant Status</b>	<b>Charge Type</b>	<b>Current Owed</b>	<b>Amount Paid</b>
<b>lakegrc</b>				
<b>Resident 1</b>				
	Past	RENT	\$294.21	\$1,205.79
	Past	DAMAGE	\$2,395.00	\$0.00
<b>Total For Resident 1</b>			<b>\$2,689.21</b>	<b>\$1,205.79</b>
<b>Resident 2</b>				
	Past	DAMAGE	\$1,940.65	\$342.95
<b>Total For Resident 2</b>			<b>\$1,940.65</b>	<b>\$342.95</b>
<b>Resident 3</b>				
	Past	WO_OTHR	\$144.18	\$0.00
	Past	WO_OTHR	\$275.00	\$0.00
<b>Total For Resident 3</b>			<b>\$419.18</b>	<b>\$0.00</b>
<b>ph</b>				
<b>Resident 4</b>				
	Past	DAMAGE	\$1,203.10	\$521.59
<b>Total For Resident 4</b>			<b>\$1,203.10</b>	<b>\$521.59</b>
<b>Resident 5</b>				
	Past	DAMAGE	\$2,111.62	\$447.78
<b>Total For Resident 5</b>			<b>\$2,111.62</b>	<b>\$447.78</b>
<b>Resident 6</b>				
	Past	DAMAGE	\$320.52	\$291.48
<b>Total For Resident 6</b>			<b>\$320.52</b>	<b>\$291.48</b>
<b>trails</b>				
<b>Resident 7</b>				
	Past	DAMAGE	\$4,069.30	\$195.70
<b>Total For Resident 7</b>			<b>\$4,069.30</b>	<b>\$195.70</b>
<b>waybury</b>				

**Resident 8**

Past DAMAGE \$1,109.60 \$123.40

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**Total For Resident 8** \$1,109.60 \$123.40

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**Total** \$13,863.18 \$3,128.69



# Board of Commissioners

## Request for Board Action

Meeting date: June 26, 2025

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Consent Agenda

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

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

**SUMMARY:** In May 2025, the Carver County Community Development Agency (CDA) had \$1,190,560.66 in disbursements and \$192,406.83 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 May, 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 May 2025 Record of Disbursements is approved as written.

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - May 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 May 2025**

	<b>Date</b>	<b>Amount</b>		<b>Total</b>
<b>CDA</b>	05/07/25	\$128,888.76	<b>(1)</b>	
	05/14/25	\$60,687.23		
	05/21/25	\$90,365.84		
	05/28/25	\$305,107.18	<b>(2)</b>	
		<hr/>		\$585,049.01
<b>Properties</b>	05/07/25	\$83,795.21	<b>(3)</b>	
	05/14/25	\$254,613.10	<b>(4)</b>	
	05/21/25	\$139,810.19	<b>(5)</b>	
	05/28/25	\$127,293.15		
		<hr/>		\$605,511.65
<b>Total May 2025 Disbursements</b>				<b><u><u>\$1,190,560.66</u></u></b>
<b>May 2025 Payroll</b>	05/04/25	\$91,957.78		
	05/21/25	\$100,449.05		
		<hr/>		<hr/> <b>\$192,406.83</b>

Disbursement detail is available in the Finance Office

- (1) MN Housing Construction Interest Carver Place - \$34,000**
- (2) DDK Construction - progress billing on Chaska Yards - \$236,000**
- (3) US Bank - Waybury Debt Service - \$34,368.23**
- (4) Carver County - PILOT and Property Taxes - \$189,156.57**
- (5) Premier Heating & Cooling - Windstone 11 HVAC Units - \$37,035.00  
Gardeneer, Inc. - Lake Grace Retaining Wall - \$20,510.00**



# Board of Commissioners

## Request for Board Action

Meeting date: June 26, 2025

Agenda number: 4D

**DEPARTMENT:** Housing

**FILE TYPE:** Consent Agenda

**TITLE:** Approval of Certification and Acceptance of HTF (Housing Trust Fund) Grant Funds for 2025-2027 Grant Term

**PURPOSE/ ACTION REQUESTED:** Approve the Certification and Acceptance of HTF Grant Funds

**SUMMARY:** The Carver County CDA has administered the Housing Trust Fund Program since 2004. Similar to other tenant rental assistance programs, this program provides subsidy payments for individuals or families residing in Carver County who are considered high priority homeless as determined by a Coordinated Entry homeless assessment. The service provision agency for case management is Carver County Health and Human Services. The CDA was awarded \$279,000 for the beinnium October 1, 2025 to September 30, 2027.

**RECOMMENDATION:** CDA staff recommends Board approval of the certification and acceptance of HTF grant funds.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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.

**PREVIOUS BOARD ACTION**

None

**ATTACHMENTS**

Attachment 4D-MN Housing Selection Letter

**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

**CERTIFIED COPY OF THE RESOLUTION  
ADOPTED BY THE MEMBERS OF  
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
BOARD OF COMMISSIONERS**

**Resolution No.**

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.

**Dated: June 26, 2025**

**ATTEST:**

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Troy Williams, CDA Board Secretary

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Allison Streich, CDA Executive Director  
(SEAL)



May 24, 2025

Emilie Robinson, Rental Housing Specialist  
Carver County CDA  
705 N Walnut St  
Chaska, MN 55318

**Sent via email**

Re: Housing Trust Fund Program Rental Assistance Funding

Dear Emilie,

We are pleased to inform you that your proposal was approved for funding by the Minnesota Housing board on May 22, 2025. Your application was one of 50 that were selected for approval, representing a total of \$24,897,000 which will assist households statewide to obtain and maintain permanent housing.

Your organization will be awarded up to \$279,000.00 from the Housing Trust Fund program for a grant term of October 1, 2025, or the date the contract is signed by all parties, to September 30, 2027. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing.

Enclosed with this letter are the Due Diligence Checklist and the draft Grant Contract Agreement with Exhibits. All items listed in the Due Diligence Checklist must be returned to and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement. To have your Grant Contract Agreement fully signed by all parties prior to October 1, 2025, we ask that you submit all due diligence items by August 1, 2025. If the Grant Contract Agreement requires multiple signatures at your organization, additional time will be needed.

**NOTE:** Expenses incurred prior to the execution of the Grant Contract Agreement are not allowed and will **not** be reimbursed.

**A mandatory due diligence information session will be held on Tuesday, June 10, 2025, from 11 a.m. to 12 p.m. Central Time via [Microsoft Teams](#)** (click on this link to join the session). The information session will provide an overview of the program, Grant Contract Agreement provisions and next steps on submitting the required due diligence items. The session will also

allow time for questions. If you have program specific questions, please contact the Housing Trust Fund Program Manager at:

Deran Cadotte  
[Deran.cadotte@state.mn.us](mailto:Deran.cadotte@state.mn.us)  
651-297-5230

Thank you for your continued commitment in serving households experiencing homelessness and with low-incomes and partnering with Minnesota Housing as we work toward housing stability for all Minnesotans.

Sincerely,



Rinal Ray  
Assistant Commissioner, Housing Stability Division

Enclosures:  
Due Diligence Checklist  
Draft Grant Contract Agreement and Exhibits

*Equal Opportunity Employer*



# Board of Commissioners

## Request for Board Action

Meeting date: June 26, 2025

Agenda number: 5A

**DEPARTMENT:** Finance

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of the 2026 Budget and Levy

**PURPOSE/ ACTION REQUESTED:** Approving the 2026 General Administrative Operating Budget and the 2026 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County for the fiscal year ending December 31, 2026.

**SUMMARY:** The proposed budget for the fiscal year ending December 31, 2026, projects revenue of \$19,578,401.00 and expenses of \$19,578,401.00.

**RECOMMENDATION:** Staff recommends approval of the general administrative operating budget and the 2026 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County request for the fiscal year ending December 31, 2026.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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.

#### **PREVIOUS BOARD ACTION**

None

#### **ATTACHMENTS**

Attachment 5A

#### **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: Allison Streich, Executive Director

Carver County CDA				
2026				
Budget Detail				
Attachment 5A		2025	2026	
		Annual	Annual	Change
<b>3000-00-000</b>	<b>REVENUE</b>			
<b>3101-00-000</b>	<b>RENTAL INCOME</b>			
3111-05-000	Ground Lease Rent - Land Trust	12,600.00	15,000.00	2,400.00
3111-06-000	Owners Association Dues	15,480.00	0.00	
3112-01-000	Utility Reimb.-Affordable			0.00
<b>3112-50-000</b>	<b>GROSS RENTAL REVENUE</b>	<b>28,080.00</b>	15,000.00	-13,080.00
				0.00
<b>3119-00-000</b>	<b>EFFECTIVE RENTAL REVENUE</b>	<b>28,080.00</b>	<b>15,000.00</b>	-13,080.00
				0.00
<b>3199-00-000</b>	<b>NET TENANT INCOME</b>	<b>28,080.00</b>	<b>15,000.00</b>	-13,080.00
				0.00
<b>3200-00-000</b>	<b>GRANT INCOME</b>			0.00
<b>3201-00-000</b>	<b>Federal</b>			0.00
3201-03-000	SNAP Grant	137,978.00	0.00	-137,978.00
3201-99-000	Total Federal Grant Revenue	<b>137,978.00</b>	<b>0.00</b>	-137,978.00
				0.00
<b>3205-00-000</b>	<b>State</b>			0.00
3205-01-000	MHFA Housing Trust Fund	152,232.00	128,556.00	-23,676.00
3205-02-000	MHFA - Bridges	137,832.00	180,543.00	42,711.00
3205-02-001	MHFA - Bridges RTC	19,080.00	24,318.00	5,238.00
3205-99-000	Total State Grant Revenue	<b>309,144.00</b>	<b>333,417.00</b>	24,273.00
				0.00
<b>3215-99-000</b>	<b>TOTAL GRANT REVENUE</b>	<b>447,122.00</b>	<b>333,417.00</b>	-113,705.00
				0.00
<b>3300-00-000</b>	<b>ECONOMIC DEVELOPMENT REVENUE</b>			0.00
3300-01-000	Business Loan Interest	4,558.00	4,160.00	-398.00
<b>3300-99-000</b>	<b>TOTAL ECONOMIC DEVELOPMENT REVENUE</b>	<b>4,558.00</b>	<b>4,160.00</b>	-398.00
				0.00
<b>3450-00-000</b>	<b>ADMINISTRATIVE REVENUE</b>			0.00
<b>3450-01-000</b>	<b>Federal</b>			0.00
3450-03-000	HUD - SNAP	10,385.00	0.00	-10,385.00
3450-20-000	Total Federal Grant Administrative Revenue	<b>10,385.00</b>	<b>0.00</b>	-10,385.00
				0.00
<b>3450-21-000</b>	<b>State</b>			0.00
3450-23-000	MHFA - Bridges	11,388.00	14,388.00	3,000.00
3450-23-001	MHFA - Bridges RTC	1,752.00	2,616.00	864.00
3450-24-000	MHFA - Housing Trust Fund	12,768.00	10,944.00	-1,824.00
3450-40-000	Total State Grant Administrative Revenue	<b>25,908.00</b>	<b>27,948.00</b>	2,040.00
				0.00
<b>3450-41-000</b>	<b>Other Administrative Revenue</b>			0.00
3450-42-000	Management Fees	727,303.00	873,701.00	146,398.00
3450-42-001	Enterprise Chargebacks	2,521,700.00	2,614,000.00	92,300.00
3450-45-000	Carver County Septic Program	4,000.00	4,000.00	0.00
3450-70-000	Total Other Administrative Revenue	<b>3,253,003.00</b>	<b>3,491,701.00</b>	238,698.00
				0.00
<b>3450-99-000</b>	<b>TOTAL ADMINISTRATIVE REVENUE</b>	<b>3,289,296.00</b>	<b>3,844,278.00</b>	554,982.00
				0.00
<b>3500-00-000</b>	<b>TAX REVENUE</b>			0.00
3500-01-000	Special Benefit Tax Levy - Current	<b>3,583,402.00</b>	<b>3,827,073.00</b>	243,671.00
<b>3500-10-000</b>	<b>TOTAL TAX REVENUE</b>	<b>3,583,402.00</b>	<b>3,827,073.00</b>	243,671.00
				0.00
<b>3550-00-000</b>	<b>OTHER REVENUE</b>			0.00
3550-01-000	Miscellaneous - Other	2,160.00		-2,160.00
<b>3699-00-000</b>	<b>TOTAL OTHER REVENUE</b>	<b>2,160.00</b>	<b>0.00</b>	-2,160.00
				0.00
<b>3999-00-000</b>	<b>TOTAL REVENUE</b>	<b>7,354,618.00</b>	<b>7,671,351.00</b>	316,733.00
				0.00
				3,844,278.00
<b>4000-00-000</b>	<b>EXPENSES</b>			0.00

Carver County CDA				
2026				
Budget Detail				
Attachment 5A		2025	2026	
		Annual	Annual	
				Change
<b>4100-00-000</b>	<b>ADMINISTRATIVE</b>			0.00
<b>4100-99-000</b>	<b>ADMINISTRATIVE SALARIES</b>			0.00
4110-00-000	Administrative Salaries	3,156,643.00	3,259,593.00	102,950.00
4110-05-000	Unemployment Insurance	31,000.00	31,000.00	0.00
<b>4110-99-000</b>	<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>3,187,643.00</b>	<b>3,290,593.00</b>	102,950.00
				0.00
<b>4120-00-000</b>	<b>EMPLOYEE BENEFITS CONTRIBUTION - ADMIN</b>			0.00
4120-01-000	Employee Benefits			0.00
4120-02-000	Medicare	46,000.00	47,264.00	1,264.00
4120-03-000	Social Security	700.00	750.00	50.00
4120-04-000	Workers Compensation	60,000.00	52,000.00	-8,000.00
4120-05-000	Health Insurance	855,000.00	972,000.00	117,000.00
4120-06-000	Health Savings Account	76,000.00	85,000.00	9,000.00
4120-07-000	Dental Insurance	23,500.00	28,000.00	4,500.00
4120-07-001	Vision Insurance			0.00
4120-08-000	Life Insurance	6,000.00	3,200.00	-2,800.00
4120-09-000	Disability	25,000.00	8,000.00	-17,000.00
	PFMLA		19,076.09	19,076.09
4120-11-000	Pension	360,000.00	371,000.00	11,000.00
4120-12-000	Pension Administration Fee	17,000.00	28,000.00	11,000.00
4120-13-000	Employee Wellness	6,000.00	6,000.00	0.00
<b>4120-99-000</b>	<b>TOTAL EMPLOYEE BENEFITS CONTRIB - ADM</b>	<b>1,475,200.00</b>	<b>1,620,290.09</b>	145,090.09
				0.00
<b>4130-00-000</b>	<b>LEGAL EXPENSE</b>			0.00
4130-04-000	General Legal Expense	78,000.00	78,000.00	0.00
<b>4131-00-000</b>	<b>TOTAL LEGAL EXPENSE</b>	<b>78,000.00</b>	<b>78,000.00</b>	0.00
				0.00
<b>4140-00-000</b>	<b>ADMIN EXPENSES - OFFICE</b>			0.00
4140-05-000	Computers and Parts	20,000.00	20,000.00	0.00
4140-10-000	Copiers	10,000.00	11,000.00	1,000.00
4140-20-000	Internet		1,980.00	1,980.00
4140-25-000	Miscellaneous Admin - office		12,000.00	12,000.00
4140-30-000	Office Rent	73,000.00	105,000.00	32,000.00
4140-32-000	Parking Rent CDA Vehicles	4,000.00	3,840.00	-160.00
4140-35-000	Office Supplies	18,000.00	18,000.00	0.00
4140-37-000	Payroll Processing Fees	11,000.00	12,000.00	1,000.00
4140-40-000	Postage	10,000.00	10,000.00	0.00
4140-50-000	Small Office Equipment	29,000.00	10,000.00	-19,000.00
4140-55-000	Telephone	15,000.00	11,000.00	-4,000.00
4140-60-000	Temporary Help - admin	50,000.00	25,000.00	-25,000.00
<b>4140-99-000</b>	<b>TOTAL - ADMIN EXPENSES - OFFICE</b>	<b>240,000.00</b>	<b>239,820.00</b>	-180.00
				0.00
<b>4150-00-000</b>	<b>ADMIN EXPENSE - OTHER</b>			0.00
4150-10-000	Bank Fees	3,000.00	2,000.00	-1,000.00
4150-15-000	Board Per Diem	7,100.00	7,100.00	0.00
4150-20-000	Cell Phones	32,000.00	36,000.00	4,000.00
4150-23-000	Credit Bureau	750.00	0.00	-750.00
4150-25-000	Dues & Membership Fees	<b>68,000.00</b>	<b>75,000.00</b>	7,000.00
4150-30-000	HR Recruiting Expenses	40,000.00	40,000.00	0.00
4150-35-000	Licenses & Permits	750.00		-750.00
4150-40-000	Marketing	39,695.00	35,000.00	-4,695.00
4150-42-000	Meetings	8,000.00	8,000.00	0.00
4150-45-000	Miscellaneous Admin Expense - Other	12,000.00	5,000.00	-7,000.00

<b>Carver County CDA</b>				
<b>2026</b>				
<b>Budget Detail</b>				
<b>Attachment 5A</b>		<b>2025</b>	<b>2026</b>	
		<b>Annual</b>	<b>Annual</b>	<b>Change</b>
4150-50-000	Publications	2,000.00	2,000.00	0.00
4150-57-000	Software License Fees	25,000.00	15,262.91	-9,737.09
4150-60-000	Recorder Fees	1,000.00	1,000.00	0.00
4150-70-000	Staff Training	19,185.00	<b>45,000.00</b>	25,815.00
4150-75-000	Travel	28,000.00	28,000.00	0.00
<b>4150-99-000</b>	<b>TOTAL ADMIN EXPENSE - OTHER</b>	<b>286,480.00</b>	<b>299,362.91</b>	12,882.91
				0.00
<b>4199-00-000</b>	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>5,267,323.00</b>	<b>5,528,066.00</b>	260,743.00
				0.00
<b>4200-00-000</b>	<b>PROFESSIONAL FEES</b>			0.00
4200-01-000	Association Fees	0.00	0.00	0.00
4200-03-000	Auditing Fees	54,000.00	60,000.00	6,000.00
4200-05-000	Consultants - General	40,000.00	40,000.00	0.00
4200-06-000	Consultants - IT	116,000.00	120,000.00	4,000.00
<b>4200-99-000</b>	<b>TOTAL PROFESSIONAL FEES</b>	<b>210,000.00</b>	<b>220,000.00</b>	10,000.00
				0.00
<b>4210-00-000</b>	<b>INSURANCE &amp; REAL ESTATE TAXES</b>			0.00
4210-01-000	Property Insurance	5,800.00	3,000.00	-2,800.00
4210-03-000	Insurance - General Liability	30,000.00	36,650.00	6,650.00
4210-11-000	Real Estate Taxes	11,500.00		-11,500.00
<b>4210-99-000</b>	<b>TOTAL INSURANCE &amp; REAL ESTATE TAXES</b>	<b>47,300.00</b>	<b>39,650.00</b>	-7,650.00
				0.00
<b>4220-00-000</b>	<b>TENANT SERVICES</b>			0.00
4220-01-000	Resident Activities	0.00		0.00
4220-02-000	Interpreter Services	2,000.00	2,000.00	0.00
<b>4220-99-000</b>	<b>TOTAL TENANT SERVICES</b>	<b>2,000.00</b>	<b>2,000.00</b>	0.00
				0.00
<b>4300-00-000</b>	<b>UTILITIES</b>			0.00
4310-00-000	Water	900.00	600.00	-300.00
4320-00-000	Electricity	300.00	300.00	0.00
4320-01-000	Electricity-Vacant Units	0.00		0.00
4340-00-000	Garbage/Trash Removal	5,200.00		-5,200.00
<b>4399-00-000</b>	<b>TOTAL UTILITY EXPENSES</b>	<b>6,400.00</b>	<b>900.00</b>	-5,500.00
				0.00
<b>4400-00-000</b>	<b>MAINTENANCE AND OPERATIONS</b>			0.00
				0.00
<b>4420-00-000</b>	<b>MAINTENANCE OPERATIONS - MATERIALS &amp; OTHER</b>			0.00
4420-53-000	Vehicle Maintenance	30,000.00	30,000.00	0.00
<b>4420-99-000</b>	<b>TOTAL MAINTENANCE OPERATIONS - MATEI</b>	<b>30,000.00</b>	<b>30,000.00</b>	0.00
				0.00
<b>4430-00-000</b>	<b>MAINTENANCE OPERATIONS - CONTRACT COSTS</b>			0.00
4430-10-000	Contract-Cleaning	31,200.00	21,118.00	-10,082.00
4430-50-000	Contract - Lawn Service	11,100.00	11,000.00	-100.00
4430-66-000	Contract - Snow Removal	7,765.00		-7,765.00
4430-72-000	Contract-Vehicle Maintenance	0.00	0.00	0.00
<b>4430-99-000</b>	<b>TOTAL MAINTENANCE OPERATIONS - CONTR</b>	<b>50,065.00</b>	<b>32,118.00</b>	-17,947.00
				0.00
<b>4499-00-000</b>	<b>TOTAL MAINTENANCE EXPENSES</b>	<b>80,065.00</b>	<b>62,118.00</b>	-17,947.00
				0.00

Carver County CDA				
2026				
Budget Detail				
Attachment 5A		2025	2026	
		Annual	Annual	Change
<b>4500-00-000</b>	<b>OTHER EXPENSES</b>			0.00
4570-00-000	Bad Debt-Tenant Rents	1,000.00		-1,000.00
<b>4599-00-000</b>	<b>TOTAL OTHER EXPENSES</b>	<b>1,000.00</b>	<b>0.00</b>	<b>-1,000.00</b>
				0.00
<b>4700-00-000</b>	<b>HOUSING ASSISTANCE PAYMENTS</b>			0.00
4715-00-000	HAP - Shelter + Care	137,978.00	0.00	-137,978.00
4715-01-000	HAP - Bridges	137,832.00	180,543.00	42,711.00
4715-01-001	HAP - Bridges RTC	19,080.00	24,318.00	5,238.00
4715-02-000	HAP - Housing Trust Fund	152,232.00	128,556.00	-23,676.00
<b>4720-00-000</b>	<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>447,122.00</b>	<b>333,417.00</b>	<b>-113,705.00</b>
				0.00
<b>4750-00-000</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>6,061,210.00</b>	<b>6,186,151.00</b>	<b>124,941.00</b>
				0.00
<b>4755-00-000</b>	<b>NET OPERATING INCOME (LOSS)</b>	<b>1,293,408.00</b>	<b>1,485,200.00</b>	<b>191,792.00</b>
				0.00
<b>4800-00-000</b>	<b>NON-OPERATING (REVENUES)EXPENSES</b>			0.00
				0.00
<b>4805-00-000</b>	<b>INVESTMENT INCOME - UNRESTRICTED</b>			0.00
4805-05-000	Interest Income - Savings	5,580.00	5,800.00	220.00
<b>4805-99-000</b>	<b>TOTAL INVESTMENT INCOME - UNRESTRIC</b>	<b>5,580.00</b>	<b>5,800.00</b>	<b>220.00</b>
				0.00
<b>5200-00-000</b>	<b>OTHER NON-OPERATING ITEMS</b>			0.00
5225-00-000	Community Development Initiative	347,500.00	<b>415,000.00</b>	67,500.00
5225-05-000	Development Costs - New Projects	400,000.00	400,000.00	0.00
5225-06-000	Local Housing Trust Fund	32,500.00	<b>100,000.00</b>	67,500.00
5225-11-000	Land Trust - other	242,988.00	300,000.00	57,012.00
<b>5299-00-000</b>	<b>TOTAL OTHER NON-OPERATING ITEMS</b>	<b>1,022,988.00</b>	<b>1,215,000.00</b>	<b>192,012.00</b>
				0.00
<b>5999-00-000</b>	<b>TOTAL NON-OPERATING(REVENUES)EXPENS</b>	<b>1,022,988.00</b>	<b>1,215,000.00</b>	<b>192,012.00</b>
				0.00
<b>6500-00-000</b>	<b>NET INCOME (LOSS) BEFORE TRANSFERS</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>0.00</b>
				0.00
<b>6600-00-000</b>	<b>TRANSFERS</b>			0.00
6600-02-001	Transfers out - Bluff Creek	25,000.00	25,000.00	0.00
6600-02-002	Transfers out - Brickyard	70,000.00	70,000.00	0.00
6600-02-003	Transfers out - Centennial Hill	31,000.00	31,000.00	0.00
6600-02-004	Transfers out - Crossings	35,000.00	35,000.00	0.00
6600-02-006	Transfers out - Lake Grace	40,000.00	40,000.00	0.00
6600-02-007	Transfers out - Oak Grove	75,000.00	75,000.00	0.00
<b>6600-99-000</b>	<b>TOTAL TRANSFERS</b>	<b>276,000.00</b>	276,000.00	0.00
				0.00
	<b>TOTAL EXPENSES</b>	<b>7,354,618.00</b>	<b>7,671,351.00</b>	<b>316,733.00</b>
				0.00
	<b>HOUSING REVENUES</b>	<b>9,717,638.00</b>	11,907,050.00	267,832.00
	<b>HOUSING EXPENSES</b>	<b>(9,717,638.00)</b>	(11,907,050.00)	-267,832.00
	<b>TOTAL INCOME</b>	<b>17,072,256.00</b>	<b>19,578,401.00</b>	<b>2,506,145.00</b>
	<b>TOTAL EXPENSES</b>	<b>17,072,256.00</b>	<b>19,578,401.00</b>	<b>2,506,145.00</b>



# Board of Commissioners

## Request for Board Action

Meeting date: June 26, 2025

Agenda number: 5B

**DEPARTMENT:** Human Resources

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Paid Family Medical Leave (PFML) Carrier

**PURPOSE/ ACTION REQUESTED:** Approval of Private Paid Family Medical Leave (PFML) Carrier - MetLife

**SUMMARY:** After Board approval to conduct Request for Proposals for mandatory PFML through Integrity for 2026, we received three competitive options. After careful consideration and assessment of those three, MetLife is the most competitive carrier. MetLife offers a two year guarantee with a rate of .79% which is 10% lower than the state rate of .88% and the state offering only a one year guarantee. If the CDA moves to MetLife, the CDA will need to move two other plans over to them. Those two plans would be Short Term Disability (STD) and Supplemental Health. MetLife maintains one portal for all three plans, which will be easier to manage for the Administrator and employees. By approving this request, it will provide a cost savings to the employee and the CDA, easier management of the plan, and quicker turnaround for claim payments to employees versus the State plan.

**RECOMMENDATION:** Approve the private PFML Carrier - MetLife

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County CDA Board approves the resolution to approve the 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.

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

**BOARD GOALS**

- Focused Housing Programs    Collaboration    Development/Redevelopment  
 Financial Sustainability    Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

- Inform and Listen    Discuss    Involve    N/A

**CONTACT**

Department Head: Janette Meyer, Director of Human Resources & Operations

Author: Janette Meyer, Director of Human Resources & Operations



# Board of Commissioners

## Request for Board Action

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Meeting date: June 26, 2025

Agenda number: 5D

**DEPARTMENT:** Community Development

**FILE TYPE:** Regular Agenda

**TITLE:** Carver County Community Land Trust - Chaska Yards Redevelopment

**PURPOSE/ ACTION REQUESTED:** Motion to allocate \$180,000 to the Chaska Yards project to replace the Tax Increment Financing from the City of Chaska.

**SUMMARY:** Since the summer of 2020, the CDA and the City of Chaska have collaborated on the redevelopment of the Ernst House and the adjacent vacant land. A formal Redevelopment Agreement was executed in November 2023, and the CDA purchased the property from the City in January 2024. Despite initial design and contracting challenges, construction began in November 2024.

However, unforeseen cost increases—driven by design requirements, archaeological discoveries, and shifting market conditions—have impacted the project. The original 2023 budget of \$2.9 million has risen to just over \$3.3 million. The CDA initially committed \$541,310, while the City of Chaska pledged \$680,000, with an explicit commitment to help address any future funding gaps. Additional funding sources include Minnesota Housing, the Metropolitan Council, home sale proceeds, and energy rebates.

One of the City's committed funding sources was tax increment financing (TIF). Initial TIF projections were based on the homestead tax rate, rather than the lower rate applicable to community land trust (CLT) homes. When City staff worked with the TIF consultant to finalize and certify the TIF district, they found that using the CLT rate would generate less than \$40,000 in TIF proceeds—rendering it infeasible. Unable to absorb the resulting \$180,000 shortfall, City staff requested that the CDA use the homestead rate instead, in order to preserve the original TIF commitment. This request was made in light of the City's broader pledge to cover the current \$400,000 funding gap.

Working with the County Assessor, it was determined that using the lower CLT tax rate would save future CLT homeowners approximately \$100 per month—an impactful amount for households earning at or below 80% of the area median income (AMI).

If the lower CLT tax rate is retained and TIF is forgone, the CDA's commitment would increase from \$541,310 to \$721,310. The City of Chaska's total contribution would rise to approximately \$900,000.

**RECOMMENDATION:** Motion to allocate \$180,000 to the Chaska Yards project to replace the Tax Increment Financing from the City of Chaska.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

N/A

**PREVIOUS BOARD ACTION**

21-31 Approving Engagement of an Architect for the Ernst House CLT Project  
23-48 Approval of Redevelopment Agreement with City of Chaska  
24-37 Approval of Contract for Chaska Yards  
24-60 Approval of Contract with DDK

**ATTACHMENTS**

None

**BOARD GOALS**

Focused Housing Programs  Collaboration  Development/Redevelopment  
 Financial Sustainability  Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen  Discuss  Involve  N/A

**CONTACT**

Department Head: Melodie Bridgeman, Director of Community Development  
Author: Melodie Bridgeman, Director of Community Development

## Who We Are

Since 2009, Land Bank Twin Cities has been breaking barriers in the real estate market to benefit people with low to moderate incomes, prioritizing populations facing barriers. We serve the seven-county metropolitan area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.

## Core Work

We address housing and economic development challenges through:

- Strategic Acquisition of properties with identified future users
- Community Lending for acquisition, construction, and rehabilitation
- Land banking to preserve properties for future community benefit
- Brokering, technical assistance and property management services

## Impact Over the Last 5 years

- 1,100+ housing units supported
- \$58M+ invested in our communities
- \$2.12 social impact return for every dollar invested

## Benefits of Leadership Service

- Make a direct impact on affordable housing and community development
- Build your professional network across sectors
- Develop skills in governance and nonprofit leadership
- Help transform neighborhoods and improve quality of life

All meetings are held at Land Bank Twin Cities Offices – 2515 Wabash Ave. Suite 150, Saint Paul, MN 55114 with virtual meeting option.

## Board Composition

The Board must include at least one representative from each of the following stakeholders: City of Minneapolis, Hennepin County, City of Saint Paul, and Ramsey County. Our current board includes leaders from government, nonprofit, banking, housing, and community development sectors.



## **Board Member Responsibilities**

- Serve a 3-year term (with potential for renewal)
- Participate in regularly scheduled board meetings (quorum is 50% of Board members)
- Provide fiduciary oversight and strategic guidance
- Review, discuss and vote on organizational matters requiring Board approval
- Attend the annual meeting for election of officers
- Represent Land Bank Twin Cities to stakeholders and the community

**2025 Board Meetings:** Typically, 3<sup>rd</sup> Monday of the month at 9:00 a.m.:

- April 21<sup>st</sup>
- July 21<sup>st</sup>
- September 15<sup>th</sup> (Annual Meeting)
- October 20
- December 15

## **Committee Structure**

### **Executive Committee**

The Executive Committee shall exercise the powers of the Board in relation to matters that arise between regularly scheduled Board meetings and when it is not practical or feasible for the Board to meet. The committee consists of the Chair, Vice Chair, Secretary, Treasurer, and one additional member of the Board.

### **Nominating Committee**

As an advisory committee the Nominating Committee assists the Board in identifying, vetting and nominating qualified individuals for election as directors or committee members. The Committee consists of no fewer than four individuals, three of whom must be members of the Board.

### **Finance & Transaction Committee**

The Finance & Transaction Committee provides critical financial oversight and transaction review for Land Bank Twin Cities. The Committee consists of no fewer than five individuals, two of whom must be members of the Board. Committee members shall serve for a two-year term. includes board members with financial, real estate, and transaction expertise. Non-board community members with relevant professional experience may also serve on this committee.



### **Finance & Transaction Committee Primary Responsibilities:**

- Investing and managing the assets held by Land Bank
- Overseeing Land Bank's accounting and financial reporting process, the annual audit, and the preparation of the annual budget
- Reviewing and evaluating the merits of potential strategic partnerships or significant transactions involving Land Bank
- Guide financial strategy and risk management

**2025 Finance & Transaction Committee Meetings:** 2nd Tuesday of each month at 9:00 a.m.:

- April 8<sup>th</sup>
- May 13<sup>th</sup>
- June 10<sup>th</sup>
- July 8<sup>th</sup>
- August 12<sup>th</sup>
- September 9<sup>th</sup>
- October 14<sup>th</sup>
- November 18<sup>th</sup>
- December 9<sup>th</sup>

### **Next Steps**

- Contact our Board Chair, Libby Starling, or President, Aarica L. Coleman to express your interest
- Learn more about our current initiatives and strategic priorities
- Explore how your skills and experience might contribute to our mission

