



Carver County Community Development Agency

# Board of Commissioners Packet

March 21, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda - Revised**

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**Meeting Date: March 21, 2024**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

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

**2. Audience**

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

**3. Approval of Agenda and Meeting Minutes**

**A.** Approval of Meeting Minutes – February 15, 2024 Regular Meeting

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

**A.** Approval of March 2024 Dashboard

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

**C.** Approval of Record of Disbursements – February 2024

**D.** Approval of Creation of a Limited Partnership and Limited Liability Company General Partner-Carver Oaks

**5. Regular Agenda**

**A.** Approval of Procurement for Brickyard Apartments

**B.** Approval of Community Growth Partnership Initiative Grant Award

**C.** Acceptance of Resignation of Executive Director

**6. Information**

**A.** Abdo Salary Study Presentation with Michael Mooney

**B.** Mandatory April Fair Housing Training-Wednesday, April 24 from 1:00-2:30

**C.** John Fahey, Carver County Commissioner

**D.** Nick, Koktavy, Assistant County Administrator Carver County

**D. 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

April 18, 2024 at 5:00 pm

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



# Board of Commissioners

## Meeting Minutes

**Meeting Date: February 15, 2024**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

Board Chair Carlson called the meeting to order at 5:00 p.m.

**COMMISSIONER ROLL CALL:**

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

**CDA Staff in attendance:**

Executive Director	Julie Frick
Deputy Director	Allison Streich
Director, Finance	Karen Reed
Maintenance Manager	Chris Rotell

**Others in attendance:**

John Fahey, Carver County Commissioner  
 Nick Koktavy, Assistant Carver County Administrator

**AUDIENCE**

*No audience members addressed the board.*

**APPROVAL OF AGENDA AND MEETING MINUTES**

**24-08 Approval of Agenda and Meeting Minutes**

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the February 15, 2024, Regular CDA Board meeting be approved as written.

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

**Motion: Anderson**

**Second: Teske**

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Roye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONSENT AGENDA**

**24-09 Approval of the February 2024 Dashboard**

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

**24-10 Approval of Write-Off of Past Tenant Balances for January 2024**

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the Write-Off of Past Tenant Balances for January 2024 is approved as written.

**24-11 Approval of Record of Disbursements – January 2024**

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

**Motion: Rohe**

**Second: Anderson**

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Roye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGULAR AGENDA**

**24-12 Approval of Loan of Funds to Carver Place and Return of Community Growth Partnership Initiative (CGPI) Funds**

Allison Streich presented.

The Board of Commissioners of Carver County Community Development Agency, a public body corporate and politic of the State of Minnesota (“CCCD A”), the sole member of CCCDA Carver Place GP LLC, a Minnesota limited liability company (the “General Partner”), the general partner of CCCDA Carver Place LP, a Minnesota limited partnership (the “Partnership”), hereby adopts the resolutions set forth below with respect to the authorization of the following actions of the CCCDA, the General Partner, and the Partnership:

Return of CGPI Grant Funds by the Partnership:

WHEREAS, the Partnership was organized to acquire, construct, own, hold, operate, lease, rent, manage, maintain, repair, remodel, mortgage, encumber, refinance by contract for deed and/or mortgage debt, sell, exchange, transfer, or otherwise dispose of or derive economic benefit from a multifamily housing development to be located in the City of Carver, Minnesota (the “Project”);

WHEREAS, the Partnership was previously awarded a grant by the CCCDA through its Community Growth Partnership Initiative Grant Program in the approximate amount of Fifty-Two Thousand Five Hundred and 00/100 Dollars (\$52,500.00) (the “CGPI Grant”) for use in connection with the Project;

WHEREAS, in lieu of a grant, the CCCDA desires to loan funds to the Partnership in connection with the Project; and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interest of the CCCDA, the General Partner, and the Partnership to return the CGPI Grant to the CCCDA (the "Grant Return").

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the CCCDA, authorizes and approves the Grant Return and any documents that may be required with respect to the Grant Return (the "Grant Return Documents").

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively, is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver the Grant Return Documents, as applicable.

RESOLVED FURTHER, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by or on behalf of the CCCDA, the General Partner, or the Partnership for the conduct of the business necessary to enable the execution of any and all documents in connection with the Grant Return (the "Resolved Matter") and the foregoing resolutions shall continue in force until express written notice of their prospective rescission or modification as to future transactions that have not been undertaken or committed for has been received by the parties to the Resolved Matter.

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively, be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to approve, execute, and deliver any documents that may be required with respect to the Resolved Matter on behalf of the CCCDA, the General Partner, and/or the Partnership as applicable.

RESOLVED FURTHER, that any and all actions regarding the Resolved Matter by or on behalf of the CCCDA, the General Partner, and/or the Partnership prior to the adoption of these resolutions be and are in all respects ratified, approved, and confirmed.

RESOLVED FURTHER, that each of the lenders herein described is authorized to rely on the continuing force and effect of these Resolutions until receipt by such party at its principal office of notice in writing from the CCCDA, the General Partner, and/or the Partnership, as applicable, of any amendments or alterations hereof.

RESOLVED FURTHER, to the extent required by the various counterparties referenced herein associated with the Resolved Matter, that any one officer of the CCCDA and any one manager of the General Partner, including Julie Frick, Allison Streich, or Karen Reed, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively, be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to revise the dollar amounts as they are listed herein and to add, amend, or replace the lists of documents provided in this Resolution, so long as such actions do not result in a material change to the Resolved Matter as they have been approved by the Board of Commissioners.

**Motion: Teske**

**Second: Anderson**

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Roye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INFORMATION**

Fair Housing Training- The Deputy Director informed the Board that the annual fair housing training is scheduled for April 24 from 1:00-2:30pm. The training is required for all staff and board so if you are unable to attend, please let us know so an alternate training can be completed.

Commissioner Fahey informed the Board that there will be a ribbon cutting on February 20 for Paradise Commons in Waconia. He also informed that Board that the \$1,000,000 from the County for the Carver Place project has been released to the Carver County CDA.

Koktavy added that in addition to the release of the funds for Carver Place, the County approved an extension on the agreement for the funding for Trail’s Edge Senior to allow time to apply for another funding round. He also indicated that Heather Goodwin from HHS has been invited to speak at the April board meeting.

**ADJOURNMENT**

**24-13 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, March 21, 2024.

**Motion: Williams**

**Second: Rohe**

Ayes: 5

Nays: 0

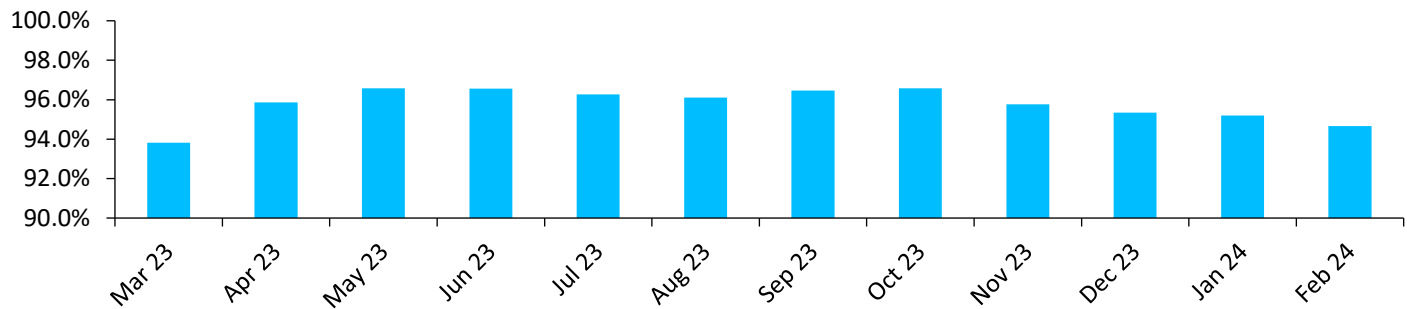
Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Roye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*The CDA Board meeting adjourned at 5:32 p.m.*

## HOUSING UPDATES



### 2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ol style="list-style-type: none"> <li>Brick and Concrete repairs around entire building.</li> <li>Hallway Lighting Replacement</li> </ol>	<ol style="list-style-type: none"> <li>Approval of project in board packet.</li> <li>This will be an in-house project. Project to be completed by April 2024.</li> </ol>
Centennial	<ol style="list-style-type: none"> <li>Fire Alarm Panels</li> </ol>	<ol style="list-style-type: none"> <li>Completed.</li> </ol>
Hilltop/Mayer	<ol style="list-style-type: none"> <li>Property Transition and Rehab</li> <li>Common Area Painting and Flooring Replacement.</li> <li>Gutter Project</li> <li>Attic Insulation</li> </ol>	<ol style="list-style-type: none"> <li>Unit rehabs are done.</li> <li>Work to start in March of 2024.</li> <li>Working on adding gutters to both properties.</li> <li>Working on proposals for the project.</li> </ol>
Lake Grace	<ol style="list-style-type: none"> <li>Parking Lot Repairs</li> </ol>	<ol style="list-style-type: none"> <li>Project being pushed to 2024.</li> </ol>

### Staffing News:

- We have 1-Property Manager Position, 1-Maintenance Technician Position, 1-Caretaker Position available.

**SPECIAL PROGRAMS**

<b>Program</b>	<b>Grant Term</b>	<b># Units Under Contract</b>	<b>% Under Contract</b>
Bridges	7/1/23-6/30/25	13	93%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	94%
CoC PSH	8/1/23-7/31/24	14	93%

## Resident Services

## Presentations (2024)

<b>Agency</b>	<b>Property</b>	<b>Number of Residents</b>
SmartLink	Waybury	13
	Centennial	17
	Crossings	16
	Spruce	4

## 2024 YTD:

<b># of appointments</b>	<b># of residents/clients</b>	<b>Mobile food shelf participants</b>	<b>Energy Assistance Program Application assistance</b>
1	1		



## CDA SERVICES BY COMMUNITY

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

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

## FINANCE

### FINANCE

		February 2024 YTD Actual	February 2024 YTD Budget	Variance
<b>CDA</b>	Revenue	2,693,597	2,707,543	-13,946
	Expenses	1,687,340	2,063,028	375,688
	Cash Balance	8,345,296		

		February 2024 YTD Actual	February 2024 YTD Budget	Variance
<b>Properties</b>	Revenue	1,415,752	1,387,168	28,584
	Expenses	795,087	959,674	164,587
	Cash Balance	2,875,677		

### Revenue Recapture collected through February

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

Property:	Written off:	Collected:	Notes:
Lake Grace			
Carver Homes		\$3,193	
Bluff Creek			
Oak Grove			
Hilltop			
Centennial			
Crossings	\$5,196		
Waybury		\$345	
Windstone		\$3,968	
<b>Total:</b>	<b>\$5,196</b>	<b>\$7,506</b>	

### Other Finance updates

Consolidated YTD revenues for the CDA through February were \$2,693,597 and expenses were \$1,687,340. **Net Operating Income was \$1,006,257, 56% over budget.** YTD Revenues for the properties were \$1,415,752 and expenses were \$795,087. **Net Operating Income was \$620,665, 45% over budget.**

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	0
# of families helped	74
Waiting list	8
Acquisition this month	0

**Notes:**

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

Chaska Yards (Ernst/Ess Project) Demolition by CDA maintenance staff to start 3/18/2024

The primary contractor we have been working with the past 2+ years has declined to move forward. Met a contractor along with architect and they are bidding. Also meeting an additional contractor on 3/18/24 to see if they are interested in bidding as well.

Contractor A has said they would be able to start on or before May 15<sup>th</sup>, 2024

### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total 2023
Total Carver County Clients Assisted	15	12	12	10	49
# of Financing Events	3	0	2	1	6
Total Financing/Investment	\$111,000	0	\$375,000	\$275,000	\$761,000
New Business Starts	0	0	0	0	0
Business Expansions	0	0	2	0	2
New FT Jobs	0	0	2	2	4
New PT Jobs	0	0	3	1	4

### MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

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

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	2	\$418,958	21%
Additional Start-up loans	1	\$266,585	N/A
Step up loans	1	\$394,693	N/A
Down payment assistance		\$66,000	N/A
TOTALS	4	\$1,080,236	N/A

**COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)**

Open Grants:

Year	Grant	City	Project	Budget
2020	Comm. Development	CDA – Chaska	Ernst House Rehab	\$85,000
2021	Comm. Development	CDA – Chaska	Ernst House Rehab	\$92,500
2022	Pre Development	Mayer	Old Firehall	\$7,500
2023	Pre Development	Norwood Young Am	Housing Study	\$7,500
2023	Pre Development	Waconia	Waterford Assoc.	\$7,500
2023	Comm. Development	Mayer	Old Firehall	\$90,000
2023	Comm. Development	Waconia Township	Sovereign Estates	\$90,000
2023	Pre Development	Mayer	Creamery Bldg	\$7,500
2024	Pre Development			
2024	Pre Development			
2024	Pre Development			
2024	Pre Development			
2024	Comm. Development			
2024	Comm. Development			
2024	Comm. Development			
2024	Comm. Development			

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

	2025 new assessments	Underway (anticipated 2025 assessment)	2024 Paid Off	Total active assessments
Applications	3	12	0	61

## ECONOMIC DEVELOPMENT (social media)

### FACEBOOK choosecarvercounty

	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Totals
<i>Facebook Reach</i>	3,982	1,091	10,700		15,867
<i>Facebook Visits</i>	422	341	404		1,254
<i>Facebook Page new likes</i>	31	13	9		55
<i>Total Facebook Likes</i>			139		
<i>Total Facebook Followers</i>			192		

- Note: Q4 2023 utilized first Facebook ad promoting new website therefore significantly increasing Facebook reach

### CHOOSECARVERCOUNTY.COM

	Q2 2023 VCC	Q3 2023 VCC	Q4 2023 CCC		Totals
Page Views	941	1,200	2,467		
Average Engagement	57s	51s			
Top 3 Pages	Home, Events, Things to Do	Events, Home, Things to Do	Home, Events, Work Here		

**CHOOSECARVERCOUNTY.COM OFFICIALLY WENT LIVE OCTOBER 2<sup>ND</sup>, 2023!**

## **ADMINISTRATIVE/OTHER ITEMS OF INTEREST**

Staff will begin the process with HUD to transfer our CoC Permanent Supportive Housing Program. We are in preliminary discussions to transfer the program to the Scott-Carver-Dakota CAP Agency.

Staff will be at the March City of Carver City Council for the Final Plat approval for Carver Place.

Staff have been working on CDA marketing and a new CDA website and logo to align with the Choose Carver County website and logo. The logo is below, and staff are planning to launch the new website in March.





# Board of Commissioners

## Request for Board Action

Meeting date: March 21, 2024

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

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

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

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

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

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Past tenant balances

**BOARD GOALS**

Focused Housing Programs  Collaboration  Development/Redevelopment  
 Financial Sustainability  Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen  Discuss  Involve  N/A

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Deputy Director

## Tenant Unpaid Charges

Status = Past

Property Code	Unit Code	Tenant Status	Charge Type	Current Owed
<b>bluff</b>				
Resident 1	306	Past	Rent	\$15.00
			Damage	\$3,120.98
			Clean	\$55.00
			Legal	\$188.43
<b>Total For Resident 1</b>				<b>\$3,379.41</b>
<b>ph</b>				
<b>Resident 2</b>				
	1109 PARA	Past	Clean	\$150.00
			Miscтена	\$1,398.46
<b>Total For Resident 2</b>				<b>\$1,548.46</b>
<b>Resident 3</b>				
	109BENT	Past	Clean	\$200.00
			Damage	\$16,348.65
<b>Total For Resident 3</b>				<b>\$16,548.65</b>
<b>trails</b>				
<b>Resident 4</b>				
	115	Past	Damage	\$1,237.56
			Clean	\$100.00
<b>Total For Resident 4</b>				<b>\$1,337.56</b>
<b>Resident 5</b>				
	300	Past	Clean	\$148.72
<b>Total For Resident 5</b>				<b>\$148.72</b>
<b>windstn</b>				
<b>Resident 6</b>				
	F110538	Past	Rent	\$269.23
			Damage	\$590.00
			Clean	\$100.00
			Miscтена	\$50.00
<b>Total For Resident 6</b>				<b>\$1,009.23</b>
<b>Resident 7</b>				
	W110513	Past	Clean	\$125.00



	<b>Damage</b>	<b>\$296.78</b>
<b>Total For Resident 7</b>		<b>\$421.78</b>

<u>Property</u>	<u>Charge Type</u>	<u>SubTotal</u>
<b>bluff</b>		
	CLEAN	55.00
	DAMAGE	3,120.98
	LEGAL	188.43
	RENT	15.00
	<b>bluff</b>	<b>3,379.41</b>
<b>ph</b>		
	CLEAN	350.00
	DAMAGE	16,348.65
	MISCTENA	1,398.46
	<b>ph</b>	<b>18,097.11</b>
<b>trails</b>		
	CLEAN	248.72
	DAMAGE	1,237.56
	<b>trails</b>	<b>1,486.28</b>
<b>windstn</b>		
	CLEAN	225.00
	DAMAGE	886.78
	MISCTENA	50.00
	RENT	269.23
	<b>windstn</b>	<b>1,431.01</b>
	<b>Grand Total</b>	<b>24,393.81</b>



# Board of Commissioners

## Request for Board Action

Meeting date: March 21, 2024

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular - Consent

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

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

**SUMMARY:** In February 2024, the Carver County Community Development Agency (CDA) had \$2,031,976.06 in disbursements and \$163,935.31 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 February, 2024.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - February 2024

**BOARD GOALS**

Focused Housing Programs  Collaboration  Development/Redevelopment

Financial Sustainability  Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen  Discuss  Involve  N/A

**CONTACT**

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

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

	Date	Amount	Total
<b>Carver Homes</b>	02/01/24	\$17,964.60	
	02/08/24	\$19,600.70	
	02/22/24	\$4,913.51	
	02/28/24	\$22,261.24	
		<hr/>	\$64,740.05
<b>CDA</b>	02/01/24	\$425,157.62	(1)
	02/08/24	\$120,216.38	(2)
	02/22/24	\$131,169.47	(3)
	02/28/24	\$352,062.52	(4)
		<hr/>	\$1,028,605.99
<b>Properties</b>	02/01/24	\$304,117.08	(5)
	02/08/24	\$84,051.25	
	02/15/24	\$414,277.35	(6)
	02/28/24	\$136,184.34	(7)
		<hr/>	\$938,630.02
<b>Total February 2024 Disbursements</b>			<b><u><u>\$2,031,976.06</u></u></b>
<b>February 2024 Payroll</b>			
	02/14/24	\$78,881.07	
	02/28/24	\$85,054.24	
		<hr/>	<hr/> <b>\$163,935.31</b>

Disbursement detail is available in the Finance Office

- (1) **Project One Construction - progress billing - rehab for Hilltop/Mayer \$297,000  
Kaas Wilson - Architect fees for Carver Place - \$75,000**
- (2) **Abdo - progress billing - audit - \$16,000  
Carver County - health, dental, life - \$38,000**
- (3) **Avartec - annual contract - IT Support - \$53,700**
- (4) **Project One Construction - progress billing - rehab for Hilltop/Mayer \$319,600**
- (5) **Mint Roofing pmt. #4 & #5 - Crossings - \$51,000  
Pacific Life - Trail's Edge debt service - \$30,000  
Interfund clearing - \$150,000**
- (6) **Interfund clearing - \$337,000**
- (7) **Interfund clearing - \$95,000**



# Board of Commissioners

## Request for Board Action

Meeting date: March 21, 2024

Agenda number: 4D

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

**TITLE:** Approval of the Creation of a Limited Partnership and Limited Liability Company General Partner-Carver Oaks

**PURPOSE/ ACTION REQUESTED:** Authorize the creation of a Limited Partnership and Limited Liability Company General Partner in connection with the construction and financing of low-income housing tax credit project to be known as Carver Oaks Apartment Project

**SUMMARY:** The CDA submitted an application for funding to MN Housing in July 2023 to develop Carver Oaks Senior Residence Apartments. Carver Oaks will be a senior housing project consisting of 43 units, with a mix of 1 and 2-bedroom units. This development will be located at 1595 Hartwell Dr in Carver. Carver Oaks was recommended for funding at the December 14, 2023 MN Housing Board Meeting.

The Project Owner of Carver Oaks Senior Residence will be a Limited Partnership, consisting of a General Partner (“LLC”), the CDA and an Investor Limited Partner (TBD). In order to move forward with a reservation agreement for the tax credits, the CDA must provide MN Housing with the Tax Identification Number (TIN) of the Limited Partnership.

**RECOMMENDATION:** CDA staff recommends the board authorize the creation of the Limited Partnership and Limited Liability Company General Partner.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the CDA is authorized under Minnesota Statutes, Section 469.012, Subd. 2j, to become a partner in a limited partnership and a member in a limited liability company for the purpose of developing, constructing, rehabilitating, managing, supporting, or preserving housing projects and housing development projects, including low-income housing tax credit projects; and

WHEREAS, limited partnerships, limited liability companies and other entities created by the CDA pursuant to Section 469.012, Subd. 2j, are subject to the provisions of Minnesota laws applicable to housing and redevelopment authorities as if they were housing and redevelopment authorities; and

WHEREAS, the CDA, as sponsor, previously submitted a funding application to the Minnesota Housing Finance Agency to develop a low-income housing tax credit project to be known as Carver Oaks Senior Residence Apartments Project (the "Project"), and, in December 2023, the Minnesota Housing Finance Agency selected the Project for an allocation of tax-exempt bonds and related "4%" low-income housing tax credits in the approximate annual amount of \$557,094 (the "Tax Credits"); and

WHEREAS, the Minnesota Housing Finance Agency requires the Project owner to be a duly formed and validly existing limited partnership or limited liability company as a condition to, among other things, entering into the agreement reserving the Tax Credits for the Project; and

WHEREAS, any institutional tax credit investor will require the general partner of the Project Owner to be a single purpose entity as a condition to being admitted as a limited partner in the Project Owner and as a condition to investing capital in the Project Owner; and

WHEREAS, it is in the best interest of the CDA to form a limited partnership pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j, to serve as the owner of the Project (the "Project Owner") that will develop, construct, operate and own the Project; and

WHEREAS, it is in the best interest of the CDA to form a single purpose limited liability company to serve as the general partner of the Project Owner (the "General Partner") pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j; and

WHEREAS, sole member of the General Partner will be the CDA, and, until an institutional tax credit investor is admitted as a limited partner of the Project Owner, the sole limited partner of the Project Owner also will be the CDA.

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

1. There is hereby authorized the formation of a limited partnership to serve as the Project Owner pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 321 for the purpose of, among other things, reserving the Tax Credits for the Project in order to develop, construct, operate and own the Project.

2. There is hereby authorized the formation of a limited liability company pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 322C for the purpose of creating a single purpose entity to serve as the General Partner of the Project Owner.
3. All actions taken by staff of and counsel to the CDA to create the Project Owner and the General Partner in accordance with the laws of the State of Minnesota are hereby ratified and confirmed;
4. The Executive Director is authorized and directed to execute and deliver on behalf of the CDA any and all documents necessary or convenient to transfer the CDA's interests in the Project to the Project Owner. The Executive Director is authorized and directed to take such actions and execute such documents as may be necessary or convenient in connection with the establishment, and the acquisition by the CDA, of the sole membership interest in the General Partner and of a limited partnership interest in the Project Owner, including, without limitation, causing the CDA to make initial capital contributions to such entities in the approximate aggregate amount of \$200;
5. The Certificate of Limited Partnership of the Project Owner, which is to be filed with the Minnesota Secretary of State, is adopted and approved; and when and as received from the Minnesota Secretary of State, the original Certificate of Limited Partnership and the Certificate of Formation for the Project Owner shall be inserted in the Project Owner's minute book and made a permanent part of its records;
6. The form of Agreement of Limited Partnership on file with the CDA as of the date hereof is adopted and approved as the initial partnership agreement of the Project Owner; the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the General Partner in her capacity as Chief Manager and President of the General Partner, and the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the CDA as the initial limited partner in her capacity as the Executive Director of the CDA; and the original of the Agreement of Limited Partnership shall be inserted in the Project Owner's minute book and made a permanent part of its records;
7. The Articles of Organization of the General Partner, which are to be filed with the Minnesota Secretary of State, are adopted and approved; and when and as received from the Minnesota Secretary of State, the original Articles of Organization and the Certificate of Organization for the General Partner shall be inserted in the General Partner's minute book and made a permanent part of its records;
8. The form of Operating Agreement on file with the CDA as of the date hereof is adopted and approved as the Operating Agreement of the General Partner; the Executive Director of the CDA is directed to execute the Operating Agreement on behalf of the CDA as sole member of the General Partner in her capacity as the Executive Director of the CDA; and the original of the Operating Agreement shall be inserted in the General Partner's minute book and made a permanent part of its records;

9. The CDA, as the sole member of the General Partner, is authorized to pay, or cause to be paid, all charges and expenses arising out of the organization of the General Partner and/or the Project Owner, and to reimburse any persons who have made any disbursements therefore, consistent with the policies and procedures of the CDA.

10. The initial fiscal year of the Project Owner and the General Partner shall end December 31, 2024; thereafter the Project Owner and General Partner's fiscal year shall begin the first day of January and shall end on the last day of December; provided, however, the Project Owner's fiscal year may change at a later date depending on the requirements of the institutional tax credit investor;

11. The CDA's Executive Director or her designee is authorized to open an account or accounts in the name of the General Partner and the Partnership with Old National Bank, which is hereby designated as the General Partner's and the Partnership's depository, and to execute such documents or certificates necessary or convenient in order to open such accounts; and that each of the persons named in the master certificate of authority for the CDA and its subsidiaries are authorized and empowered to sign checks and other orders for withdrawals of funds and to take such other actions as are in accordance with such certificate;

12. The Project Owner shall be managed by the General Partner, and the General Partner shall be managed by the CDA, its sole member, rather than by a Board of Governors.

13. As long as the sole member of the General Partner is the CDA and the General Partner is the General Partner of the Project Owner, the Project Owner and the General Partner are and shall be subject to the provisions of Minnesota Statutes, Sections 469.001 to 469.047, and other laws that apply to housing and redevelopment authorities, as if the Project Owner and the General Partner were a housing and redevelopment authority, in accordance with Minnesota Statutes, Section 469.102, Subd. 2j.

#### **PREVIOUS BOARD ACTION**

N/A

#### **ATTACHMENTS**

None

#### **BOARD GOALS**

Focused Housing Programs  Collaboration  Development/Redevelopment  
 Financial Sustainability  Operational Effectiveness

#### **PUBLIC ENGAGEMENT LEVEL**

Inform and Listen  Discuss  Involve  N/A

#### **CONTACT**

Department Head: Allison Streich, Deputy Director

Author: Allison Streich, Deputy Director





# Board of Commissioners

## Request for Board Action

Meeting date: March 21, 2024

Agenda number: 5A

**DEPARTMENT:** Property Management

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Procurement for Brickyard Apartments

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

**SUMMARY:** Brickyard Apartments has had ongoing issues with retaining wall, concrete and building block failures for many years. Most failures are water and salt related damage, and a contributing factor is the original material used. This project was previously awarded in 2021 and the contractor was not able to enter into a contract after prices increased and one of the subcontractors was unable to complete work. Staff has worked with Calyx Design to create a phased approach to allow flexibility if needed in completion due to funding.

The project was put out for bid on January 30 and bids were due back on February 27. Three bids were received by the deadline. However, one vendor did not complete the paperwork necessary for staff to score their bid. Two contractors were scored based on six factors outlined in the bid documents. Calyx Design will oversee all the work on the project.

The project will include multiple phases that include replacing blockwork, replacing the walkway over the garage, replacing the stairs on both sides of the building and work on the sidewalk and landscaping.

Project One will be able to complete all phases of the project. Staff is recommending Project One is awarded the project at a not to exceed of \$950,000, which will include additional funds to anticipate change orders and account for contingency.

Brickyard has a total of \$982,297 between surplus, replacement reserve, operating and retail revenue that is available for this project. Both the CDA and Subway will be responsible for a portion of the cost of this project.

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

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign a contract/contracts for the project with the Best Value bidder/bidders, in an amount not to exceed \$950,000

**PREVIOUS BOARD ACTION**

n/a

**ATTACHMENTS**

Map of phased plan

**BOARD GOALS**

Focused Housing Programs  Collaboration  Development/Redevelopment  
 Financial Sustainability  Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen  Discuss  Involve  N/A

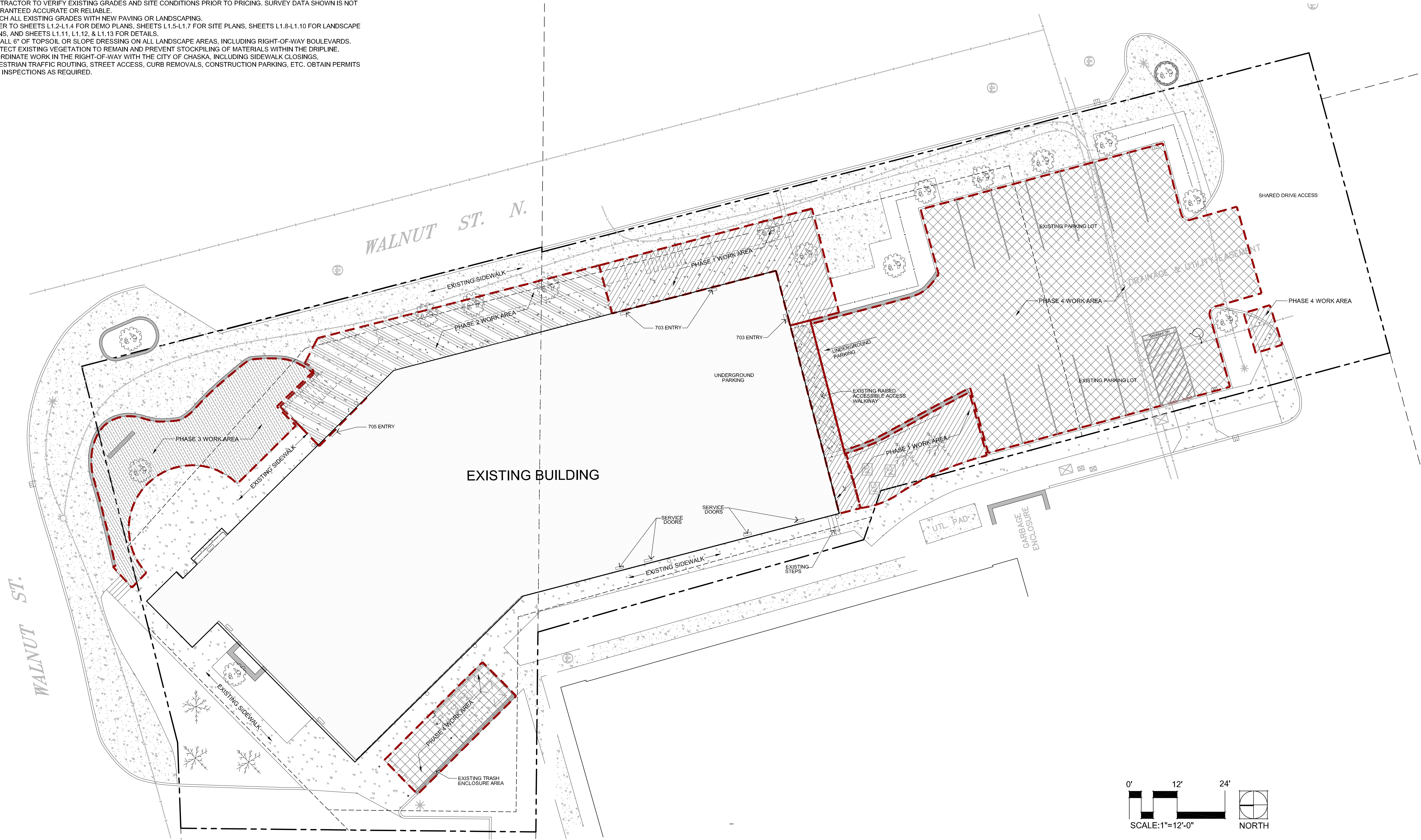
**CONTACT**

Department Head: Shanika Bumphurs, Director of Property Management

Author: Allison Streich, Deputy Director

**GENERAL NOTES:**

1. ALL CONTRACTORS ARE REQUIRED TO CONTACT GOPHER STATE ONE CALL NO LESS THAN 48 HOURS PRIOR TO DIGGING. FOR FIELD LOCATION OF UTILITIES NOTIFY THE OWNER AND LANDSCAPE ARCHITECT OF ANY DISCREPANCIES THAT ARE FOUND IN THE FIELD BETWEEN THE PLAN SET AND EXISTING CONDITIONS.
2. BACK-FILL AREAS RELATED TO DEMOLITION AND NEW CONSTRUCTION WITH IMPORTED TOP SOIL, INCLUDING TRENCHES WHICH SHALL BE COMPACTED, TO SURROUNDING GRADE.
3. PREVENT PEDESTRIANS FROM WALKING THROUGH OR INTERFERING WITH THE CONSTRUCTION SITE AND ITS IMPROVEMENTS. MAKE SURE TO SECURE MATERIALS, TOOLS, ETC. BEFORE LEAVING THE SITE FOR THE DAY TO PREVENT THEFT OR VANDALISM.
4. CONTRACTOR TO VERIFY EXISTING GRADES AND SITE CONDITIONS PRIOR TO PRICING. SURVEY DATA SHOWN IS NOT GUARANTEED ACCURATE OR RELIABLE.
5. MATCH ALL EXISTING GRADES WITH NEW PAVING OR LANDSCAPING.
6. REFER TO SHEETS L1.2-L1.4 FOR DEMO PLANS, SHEETS L1.5-L1.7 FOR SITE PLANS, SHEETS L1.8-L1.10 FOR LANDSCAPE PLANS, AND SHEETS L1.11, L1.12, & L1.13 FOR DETAILS.
7. INSTALL 6" OF TOPSOIL OR SLOPE DRESSING ON ALL LANDSCAPE AREAS, INCLUDING RIGHT-OF-WAY BOULEVARDS.
8. PROTECT EXISTING VEGETATION TO REMAIN AND PREVENT STOCKPILING OF MATERIALS WITHIN THE DRIPLINE.
9. COORDINATE WORK IN THE RIGHT-OF-WAY WITH THE CITY OF CHASKA, INCLUDING SIDEWALK CLOSINGS, PEDESTRIAN TRAFFIC ROUTING, STREET ACCESS, CURB REMOVALS, CONSTRUCTION PARKING, ETC. OBTAIN PERMITS AND INSPECTIONS AS REQUIRED.



PHASE 1 SCOPE: 2024

Phase 1 work consists of demo and removal of the existing retaining wall, concrete sidewalk, and landscaping adjacent to the existing Subway restaurant. A new retaining wall will be constructed, along with a new concrete sidewalk and landscaping. The existing stairs leading to the 703 entry will also be replaced. During Phase 1 construction when the walkway over the garage entry is being replaced, an ADA accessible route and temporary barricade will be coordinated to allow access from the north 705 entry, to the 703 / Subway entry.

PHASE 2 SCOPE: 2025

Phase 2 work consists of demo and removal of the existing concrete sidewalk, retaining wall, and adjacent landscaping from the northern point of Phase 1 to the 705 entry. The new space will incorporate an at grade seating space.

PHASE 3 SCOPE: 2026

Phase 3 work consists of demo and removal of the existing landscaping around the current building monument sign. Existing irrigation will be salvaged for re-installation. New topsoil, plant materials, and mulch will be installed over fabric weed mat.

PHASE 4 SCOPE: 2026

Phase 4 work consists of demo and removal of the existing trash enclosure walls, gate, and interior concrete pad. The western masonry will remain. A new trash enclosure pad and structure will be built. Chip and Seal Existing parking lot, re-stripe & add van accessible parking space/sidewalk access.

The existing south parking lot will be seal-coated and re-stripped. This will include adding an ADA accessible stall and loading space. Sidewalk access with detectable warning plate will utilize the current accessible route along the shared driveway.

**PROPOSED PHASING PLAN:**

**CALYX**

**DESIGN GROUP**  
Landscape Architecture  
Sustainable Design  
Master Planning

475 Cleveland Avenue | Suite 101A  
St. Paul, MN 55104

Telephone: 651.788.9018  
Web: www.calyxdesigngroup.com



Carver County Community Development Agency  
705 Walnut Street - Chaska - MN - 55318 952.448.7715

**PRICING SET**

**Site Improvements Project**

705 North Walnut Street, Chaska, MN 55318

Carver County CDA

Project Number 20130

Date 01/30/2024

Drawn By HL

Checked By BH

I HEREBY CERTIFY THAT THIS SPECIFICATION OR REPORT WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

D. Hartberg, PLA  
Professional License Number 45393

Date

Revision

Rev. No.

**PHASING PLAN**

**L1.1**





# Board of Commissioners

## Request for Board Action

Meeting date: March 21, 2024

Agenda number: 5B

**DEPARTMENT:** Community & Economic Development

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of 2024 Community Growth Partnership Initiative RFP Applications

**PURPOSE/ ACTION REQUESTED:** Approve recommendation of staff.

**SUMMARY:** The Community Growth Partnership Initiative Grant Program (CGPI) started in January 2016 with the goals to increase the tax base and improve the quality of life in Carver County through Affordable Housing, Community Development, and Predevelopment strategies. As part of the 2024 CDA budget \$415,000 was allocated to the CGPI program. 10% (\$41,500) is reserved for Predevelopment grants leaving \$373,500 for Community Development & Housing grants.

We received four (4) Predevelopment applications requesting a total of \$41,300.

Victoria	Downtown TIF Analysis	\$13,800
NYA	Urban Streetscape Consulting	\$7,500
Chaska	Zoning Audit	\$10,000
Watertown	Spring Mill Apartments Design	\$10,000

We received four (4) Community Development/Housing applications requesting a total of \$400,000.

Chanhasen	Cinema & Hotel Redevelopment	\$100,000
Cologne	Historic Cooperative Rehabilitation	\$100,000
Mayer	Old Creamery Reroofing Project	\$100,000
NYA	Tacoma West Industrial Park	\$100,000

**RECOMMENDATION:** Based on the scoring totals from two CDA staff and three independent scorers along with additional CDA staff discussions, the recommendations are as follows:

- Pre-Development: Fund the four (4) applications at for a total of \$37,500

Victoria	Downtown TIF Analysis	\$10,000
NYA	Urban Streetscape Consulting	\$7,500
Chaska	Zoning Audit	\$10,000
Watertown	Spring Mill Apartments Design	\$10,000

- Community Development/Housing: Fund the top three (3) ranked applications at \$100,000 for a total of \$300,000

1) Chanhassen	Cinema & Hotel Redevelopment	\$100,000
2) Cologne	Historic Cooperative Rehabilitation	\$100,000
3) NYA	Tacoma West Industrial Park	\$100,000

The 4<sup>th</sup> ranked application for the City of Mayer is not being recommended for funding based on the scores the application received along with staff determination that the project is incomplete in regard to completing all the rehabilitation needed to bring the building to a usable condition.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County Community Development Agency (CDA) established a Community Growth Partnership Initiative program (Initiative) in 2016 to assist Carver County cities with redevelopment goals and promote the development of affordable housing; and

WHEREAS, the Initiative program has an approved budget of available grant funds of \$415,000 for the fiscal year ending December 31, 2024; and

WHEREAS, Carver County cities and townships can apply up to \$100,000 per community development project (through one or a combination of projects per local government) and up to \$10,000 per pre-development grant (one per local government);

WHEREAS, the CDA received four pre-developments grants and four community development applications from Carver County cities or townships on March 4<sup>th</sup>, 2024, for a total request of \$441,300; and

WHEREAS, the applications were scored by five scorers based upon the threshold and competitive criteria; and

WHEREAS, the results of the scores and analysis of CDA staff recommends four pre-development grants and three community development grants; and

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

That the following projects be awarded upon the grantees meeting program guidelines, and entering into grant agreements with the CDA, in form and content acceptable to the Executive Director of the CDA; and

<b>APPLICANT</b>	<b>PROJECT</b>	<b>GRANT SOURCE</b>	<b>FUNDING AMOUNT</b>
Victoria	Downtown TIF Analysis	Pre-Development	\$10,000
Norwood Young America	Urban Streetscape	Pre-Development	\$7,500
Chaska	Zoning Audit	Pre-Development	\$10,000
Watertown	Spring Mill Apartments	Pre-Development	\$10,000
Chanhausen	Cinema & Hotel Redevelopment	Community Development	\$100,000
Cologne	Historic Cooperative Rehab	Community Development	\$100,000
Norwood Young America	Tacoma West Industrial Park	Community Development	\$100,000

### **PREVIOUS BOARD ACTION**

NA

### **ATTACHMENTS**

2024 CGPI Applications

### **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: Chuck Swanson, Director of Community and Economic Development  
Author: Chuck Swanson, Director of Community and Economic Development



Carver County Community Development Agency

**2024 Chanhassen  
Community Growth  
Partnership Initiative (CGPI)  
Community Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Chanhassen Contact Name: Samantha DiMaggio Address: 7700 Market Blvd Chanhassen MN 55317 Phone Number: 952.227.1148 Email: SDiMaggio@chanhassenmn.gov Authorized representative for the execution of the contract(s): Name: Eric Maass Title: Planning Director
Project Request	Name of Project: Chanhassen Cinema and Hotel Redevelopment Amount of funding request: \$ 100,000 Total environmental costs: \$ 75,000 Total redevelopment costs: \$ 120,509,246

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	575 78 <sup>th</sup> Street Chanhassen MN 55317, and 570 Market Street, Chanhassen MN 55317
Legal Description of Site:	See Exhibit A.
Site Size (acres):	4.05 acres
Number of Parcels:	6
Number of buildings on site:	2
Current Site Owner:	Chanhassen Lodging, LLC and Chanhassen Properties, LLC
Current appraised or assessed value of the Project Area properties:	\$11,243,600
Current property taxes of the Project Area Properties	\$201,939

*The CDA reserves the right to seek additional information after initial review of the application.*





**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**III. COMMUNITY DEVELOPMENT PROJECT INFORMATION**

<p>Describe the city's goals and needs for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project.</p>	<p>The city has begun an effort to break down large auto-centric shopping centers in the downtown area in favor of a more traditional grid development pattern that prioritizes walkability. This project will be a catalyst for future redevelopment and will provide much-needed housing units and leasable commercial space for local retailers and restaurants within the downtown Chanhassen area.</p>
<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>The sites are currently occupied by a closed movie theatre (Chanhassen Cinema), a closed bar/lounge (High Timber Lounge), and an operational but blighted hotel building (Country Inn and Suites). There are significant demolition and utility costs associated with the redevelopment.</p>
<p>Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and an accurate bar scale.</p>	<p>The project will consist of two separate structures each containing market-rate housing as well as leasable commercial space. Each building will contain structured underground parking as well.</p>
<p>Describe the specific components or activities that are part of the Project.</p>	<p>Demolition of existing blighted structures as well as removal/relocation of utilities. The construction of two new buildings will provide additional housing and retail space in the core downtown. This project will also allow for the installation of new sidewalk sections that will fill a large gap in our current downtown sidewalk network.</p>
<p>What is the end use of the Project site?</p>	<p>The project will consist of two vertical mixed-use buildings totaling approximately 313 market-rate apartment units, about 15,000 square feet of commercial space, and over 400 structured parking stalls.</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned</p>
<p>Is demolition of slum or blighted buildings or other structures an activity of the Project?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, please describe.</p>	<p>The properties were assessed by LHB and deemed blighted to qualify for renewal and renovation TIF. A</p>

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

	copy of the blight report is attached to this grant application.
Describe how the Project will make more efficient use of the site.	Two of the three businesses on the redevelopment site are closed and have been closed since at least April of 2023 with no plans to reopen. The Country Inn and Suites, while operational, has many deferred maintenance issues and has been assessed for blight along with the Chanhassen Cinema and High Timber Lounge structures. The current buildings rely entirely on surface parking making inefficient use of downtown property. Additionally, those parking lots separate the buildings from the street impacting the character of the downtown. The proposed project will have over 400 structured parking stalls bring the building edge adjacent to the new sidewalk and establish the pedestrian connectivity desired within the downtown area.
Post-redevelopment Site Owner(s):  <i><u>If end user has committed, attach documentation of commitment.</u></i>	Roers Companies LLC – a to-be-formed affiliate entity
Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.	Roers Companies, LHB, HKGi, ESG Architects, Kimley Horn.

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**IV. ELIGIBLE ACTIVITIES**

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “*Community Growth Partnership Initiative Policy and Procedures Guide*” for a description of the eligible activities.

<u>Eligible Activity</u>		<u>Description</u>	<u>CGPI Funding Requested</u>
<input checked="" type="checkbox"/>	Acquisition	The developer has a purchase agreement to acquire the cinema and hotel properties. Total amount: \$11,000,000.	\$0
<input type="checkbox"/>	Relocation Payments	N/A	\$0
<input checked="" type="checkbox"/>	Clearance and Demolition	The project will require the demolition of 51,731 square feet of building area as well as the removal and replacement of underground utilities for water and sanitary service as well as stormwater management.	\$100,000
<input type="checkbox"/>	Historic Preservation	N/A	\$Click or tap here to enter text.
<input checked="" type="checkbox"/>	Public Improvements	The project will result in the addition of approximately 510 linear feet of new public sidewalk.	\$Click or tap here to enter text.
<input type="checkbox"/>	Soil Corrections	N/A	\$Click or tap here to enter text.
<input type="checkbox"/>	Rehabilitation/Expansion New Const – Job Creation	Will be completed as part of the total project but not part of the grant request.	\$Click or tap here to enter text.

**V. ACQUISITION AND RELOCATION ACTIVITIES**

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	The Chanhassen Cinema closed in April of 2023 and is not planned to reopen or relocate. The High Timber Lounge closed as a result of the COVID-19 pandemic and was not reopened as part of the hotel offering. The hotel operation will not be relocating.
When has/will the acquisition be completed?	June 2024
Attach relocation plan, if applicable.	N/A

**VI. PROJECT ENVIRONMENTAL INFORMATION**

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

Has an environmental assessment been completed for the Redevelopment Project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	Phase I & II ESA have been completed for the site.
Has the Redevelopment Project site been found or suspected to be contaminated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	Click or tap here to enter text.
Describe positive environmental impacts of the activities that are part of the Project.	Click or tap here to enter text.

**VII. HOUSING AFFORDABILITY INFORMATION**

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family	0	0	0	\$0
Townhouse	0	0	0	\$0
Apartments/Condominiums	313	0	313	\$1,600- \$3,500/ month
Duplexes	0	0	0	\$0
Other:	0	0	0	\$0

Will there be any mechanisms to ensure long-term affordability?

- Yes
- No

If yes, please describe. Click or tap here to enter text.

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**VIII. ECONOMIC BENEFITS**

Projected appraised or assessed value of the site after redevelopment:	\$ 101,400,000 Pay Year: 2028
What will be the estimated property taxes after redevelopment?	\$ 1,390,000 Pay Year: 2028
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = 7
Number of new jobs with wages greater than \$17.00 per hour	75 (includes retail workers) Click or tap here to enter text.
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = 0
Number of retained jobs with wages greater than \$17.00 per hour	0

**IX. PROJECT SOURCES AND USES**

Itemize all funding sources for the Project and the Activities identified as part of the Project. Please include the requested CGPI funds in total.

Source of Funds	Amount	Committed	Pending
Equity	\$ 35,000,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TIF	\$ 6,790,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Debt	\$ 78,619,246	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CGPI	\$100,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total:</b>	<b>\$ 120,509,246</b>		

Itemize all Project expenses for the Project and the Activities identified as part of the Project. Be as detailed as possible. Please include the requested CGPI funds in the Funding Sources column.

Project Activities/Expenses	Amount	Funding Source
See Exhibit B for the Breakdown	\$ 120,509,246	Please see above.
<b>Total:</b>	<b>\$ 120,509,246</b>	

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.)  
Click or tap here to enter text.

**X. PROJECT READINESS TO PROCEED**

<p>Please provide a detailed timeline of the Project with all actions, phases, and anticipated dates for completion.</p>	<p>Preliminary Plat and Site Plan was approved at the February 20, 2024, Planning Commission meeting and the TIF will be considered at the March 11, 2024, City Council meeting.</p>		
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> Comprehensive plan amendment: Status: N/A</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: On February 20, 2024, the Planning Commission approved 7-0 the build-to-zone variance for the SW corner of the west building at 29.6' from the property line where the standard build-to-zone is now 0-15'.</p> </td> <td style="width: 50%; vertical-align: top;"> <p><input checked="" type="checkbox"/> Environmental review: Status: Yes, Phase I &amp; II ESA have been completed for the site.</p> <p><input type="checkbox"/> Market or feasibility study: Status: N/A</p> </td> </tr> </table>		<p><input type="checkbox"/> Comprehensive plan amendment: Status: N/A</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: On February 20, 2024, the Planning Commission approved 7-0 the build-to-zone variance for the SW corner of the west building at 29.6' from the property line where the standard build-to-zone is now 0-15'.</p>	<p><input checked="" type="checkbox"/> Environmental review: Status: Yes, Phase I &amp; II ESA have been completed for the site.</p> <p><input type="checkbox"/> Market or feasibility study: Status: N/A</p>
<p><input type="checkbox"/> Comprehensive plan amendment: Status: N/A</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: On February 20, 2024, the Planning Commission approved 7-0 the build-to-zone variance for the SW corner of the west building at 29.6' from the property line where the standard build-to-zone is now 0-15'.</p>	<p><input checked="" type="checkbox"/> Environmental review: Status: Yes, Phase I &amp; II ESA have been completed for the site.</p> <p><input type="checkbox"/> Market or feasibility study: Status: N/A</p>		
<p>If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within 18 months.)</p>	<p>The project will take 18 months for construction and is anticipated to be opened in February of 2026. The grant funds for demolition would be fully utilized before October 31, 2024.</p>		

*The CDA reserves the right to seek additional information after initial review of the application.*



Carver County Community Development Agency

**2024 Cologne  
Community Growth  
Partnership Initiative (CGPI)  
Community Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Cologne Contact Name: Michelle Morrison Address: 1211 Village Parkway, PO Box 120, Cologne, MN 55322 Phone Number: 952-466-2064 Email: Michellem@colognemn.com Authorized representative for execution of contract(s): Name: Michelle Morrison Title: City Administrator
Project Request	Name of Project: Historic Cologne Cooperative Rehabilitation Amount of funding request: \$ 100,000 Total environmental costs: \$ 0 Total redevelopment costs: \$ 100,000

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	Parcel ID: 400750010 102 Lake St West, Cologne, MN 55322
Legal Description of Site:	COMM AT SE CORN OUTLOT 2; TH W 100'; TH N 140'; TH E 100'; TH S 140' TO PT OF BEG
Site Size (acres):	.32
Number of Parcels:	1
Number of buildings on site:	1
Current Site Owner:	Clifford Industries LLC
Current appraised or assessed value of the Project Area properties:	\$487,800 (Carver County)
Current property taxes of the Project Area properties	\$11,060.00

*The CDA reserves the right to seek additional information after initial review of the application.*





**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**III. COMMUNITY DEVELOPMENT PROJECT INFORMATION**

<p>Describe the city's goals and need for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project.</p>	<p>In July of 2023, Clifford Industries LLC purchased a distressed asset, the former historic Mid County cooperative building, located on corner of County 36 and State 284. This parcel was slated for both bank foreclosure and county tax forfeiture (delinquent taxes totaled \$51,365.94) Locally owned and operated Clifford Industries LLC purchased and satisfied the delinquent taxes on this location for the purposes of: Rehabilitating and restoring the existing structure, restoring the Cologne significantly historic building to its relevant condition, partnering with multiple new operating partners (mixed use C-2 commercial tenants) for job growth, catalyze the City of Cologne downtown revitalization effort and redevelopment to further the economic development in rural Carver County</p>
<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>This parcel has been vacant for the past 4 years. There was water damage throughout the building-dilapidated electrical, plumbing and HVAC infrastructure has made the building unusable. The windows of the building were single pane and broken. Previously, the parcel has been apart of at least 2 delinquent tax and mortgage issues (2 different owners) . Previous ownership of property failed to invest in stabilization and maintenance of the building.</p>
<p>Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and an accurate bar scale.</p>	<p>See attached ANNEX A</p>
<p>Describe the specific components or activities that are part of the Project.</p>	<p>. Immediately upon legal possession, Clifford Industries LLC began to restore the infrastructure of this building. (Phase 1) Investing in water management (waterproofing), rework of plumbing damaged infrastructure, demolition, and disposal of unsafe spaces within the building footprint, temporary roof repair, heating upgrades and servicing of refrigeration infrastructure.</p>

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

	<p>Phase 2: Design-Permit- Begin interior buildout of Space A, B, D (Space C to remain for future growth of additional retail facing tenant (Former Inn Towne Liquor store space) Steel and Oak has priority in expansion of a retail BBQ smoke shop/deli style restaurant) (In progress) Building permit has been issued for Space D, as of 2/25/24</p> <p>Phase 3: Roof replacement and electrical service upgrades (Summer 2024)</p> <p>See ANNEX A for examples</p>
<p>What is the end use of the Project site?</p>	<p>Mixed use C-2 Commercial Building (Multi-Tenant)</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned</p>
<p>Is demolition of slum or blighted buildings or other structures an activity of the Project?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p align="center">If Yes, please describe.</p>	<p>Click or tap here to enter text.</p>
<p>Describe how the Project will make more efficient use of the site.</p>	<p>Restoration of a city historically relevant site dating back to 1920, the original location of Mid County Cooperative. Majority of the structure was revamped starting in the 1950's. <a href="https://midcountycoop.com/wp-content/uploads/2016/04/1960_25th-annual-report.pdf">https://midcountycoop.com/wp-content/uploads/2016/04/1960_25th-annual-report.pdf</a></p> <p>This currently vacant and building of despair will be renovated to preserve the exterior history of the building, while providing interior spaces for 4 tenants in this multi-tenant building. A mixture of wholesale, retail and professional offices.</p>
<p>Post-redevelopment Site Owner(s):</p> <p><i><u>If end user has committed, attach documentation of commitment.</u></i></p>	<p>Clifford Industries LLC (Current owners-purchased in July 2023)</p>
<p>Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.</p>	<p>Regulatory Agency for one of the future tenants (Oak and Steel Smokehouse) is Minnesota Department of Agriculture (Contact information is available upon request)</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**IV. ELIGIBLE ACTIVITIES**

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “*Community Growth Partnership Initiative Policy and Procedures Guide*” for a description of the eligible activities.

<u>Eligible Activity</u>		<u>Description</u>	<u>CGPI Funding Requested</u>
<input type="checkbox"/>	Acquisition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Relocation Payments	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Clearance and Demolition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input checked="" type="checkbox"/>	Historic Preservation	Infrastructure Repair-Roof replacement to a City of Cologne Historically relevant building (Original Mid County Farmers Cooperative)-building has been vacant and in neglect/despair for 4 plus years. It is a unique visible building- along historic downtown Main Street	\$80,000
<input type="checkbox"/>	Public Improvements	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Soil Corrections	Click or tap here to enter text.	\$Click or tap here to enter text.
<input checked="" type="checkbox"/>	Rehabilitation/Expansion New Const – Job Creation	Electrical Upgrades-Safety and Service to provide for the multi-tenant building (Currently single phase- to become 3 phase-bury of overhead line that currently is leaning alongside building)	\$20,000

**V. ACQUISITION AND RELOCATION ACTIVITIES**

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	Building has been vacant for 4 plus years, current owner has been working on infrastructure improvements-site water management and repairs and working through tenant acquisition (See attached information on tenants)
When has/will the acquisition be completed?	July 2023
Attach relocation plan, if applicable.	N/A

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**VI. PROJECT ENVIRONMENTAL INFORMATION**

Has an environmental assessment been completed for the Redevelopment Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	N/A
Has the Redevelopment Project site been found or suspected to be contaminated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	N/A
Describe positive environmental impacts of the activities that are part of the Project.	Water management. Re-roof/Gutter work will assist in getting surface water into proper collection routes vs open run off (building penetration) that's currently happening

**VII. HOUSING AFFORDABILITY INFORMATION**

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family	N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Townhouse	N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Apartments/Condominiums	N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duplexes	N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

Other:	N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Will there be any mechanisms to ensure long-term affordability?

- Yes
- No

If yes, please describe. LOC secured with Citizens State Bank NYA, building equity provides for adequate affordability for long term upkeep and affordability



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**VIII. ECONOMIC BENEFITS**

Projected appraised or assessed value of the site after redevelopment:	\$ 675,000 Pay Year: 2025
What will be the estimated property taxes after redevelopment?	\$ 17,830 (@ 2.6%) Pay Year: 2025
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = Click or tap here to enter text. 18
Number of new jobs with wages greater than \$17.00 per hour	18
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = N/A Site is currently vacant
Number of retained jobs with wages greater than \$17.00 per hour	Total retained jobs (FTEs only) = N/A Site is currently vacant

**IX. PROJECT SOURCES AND USES**

Itemize all funding sources for the Project and the Activities identified as part of the Project. Please include requested CGPI funds in total.

Source of Funds	Amount	Committed	Pending
Citizens State Bank NYA LOC	\$ 275,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clifford Industries LLC (Owner)	\$ 208,676	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PMR LLC (Tenant)	\$ 177,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CGPI	\$ 100,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$ 635,000</b>	<b>535,000</b>	<b>100,000</b>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

Itemize all Project expenses for the Project and the Activities identified as part of the Project. Be as detailed as possible. Please include requested CGPI funds in the Funding Sources column.

<b>Project Activities/Expenses</b>	<b>Amount</b>	<b>Funding Source</b>
Site water proofing and mitigation-foundation insulation (Complete)	\$ 71,676	Clifford Industries LLC
Interior Buildout of Space D (In progress-building permit issued 2/25/24)	\$ 177,000	PMR LLC
Build out of Space A (In progress-Design phase)	\$ 50,000	Tenant A (Private-Professional Services)
Build out of Space B (In progress-Approvals received from City of Cologne)	\$ 85,000	Oak and Steel Smokehouse
Window replacement-Energy efficient upgrade of compromised windows in basement and at Space A (Upper and Lower) (Complete)	\$ 25,000	Clifford Industries LLC
CGPI-Roof-Gutter replacement	\$ 80,000	Carver County-City of Cologne
CGPI-Entire building Electrical upgrade-safety and service (Xcel Energy)	\$ 20,000	Carver County-City of Cologne
<b>Total:</b>	<b>\$ 508,676</b>	

List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.)

-Private commercial community bank Loans-line of credits. Additionally leveraged SBA loans with our prospective tenants to advance this project. All sources have been exhausted, unable to source additional grants for this type of non-housing related project (Multi-tenant commercial)

**X. PROJECT READINESS TO PROCEED**

Please provide detailed timeline of the Project with all actions, phases, and anticipated dates for completion.	Phase 1: Building purchase. Water intrusion Mitigation-Basement and Exterior (Completed) Phase 2: Design-Permit- Begin interior buildout of Space A, B, D (Space C to remain for future growth of additional retail facing tenant (Former Inn Towne Liquor store space) Oak
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*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

	<p>and Steel Smokehouse has priority in expansion of a retail BBQ smoke shop/deli style restaurant) (In progress)</p> <p>Phase 3: Roof replacement and electrical service upgrades (Summer 2024)</p>				
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Comprehensive plan amendment: Status: N/A         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Environmental review: Status: N/A         </td> </tr> <tr> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> Zoning amendments or variances: Status: Completed-Resolution 24-05 approved on 2/7/2024 (Steel and Oak Smokehouse space) <a href="https://www.colognemn.com/goverment/city-council/resolutions/">https://www.colognemn.com/goverment/city-council/resolutions/</a> </td> <td style="vertical-align: top;"> <input type="checkbox"/> Market or feasibility study: Status: N/A         </td> </tr> </table>		<input type="checkbox"/> Comprehensive plan amendment: Status: N/A	<input type="checkbox"/> Environmental review: Status: N/A	<input checked="" type="checkbox"/> Zoning amendments or variances: Status: Completed-Resolution 24-05 approved on 2/7/2024 (Steel and Oak Smokehouse space) <a href="https://www.colognemn.com/goverment/city-council/resolutions/">https://www.colognemn.com/goverment/city-council/resolutions/</a>	<input type="checkbox"/> Market or feasibility study: Status: N/A
<input type="checkbox"/> Comprehensive plan amendment: Status: N/A	<input type="checkbox"/> Environmental review: Status: N/A				
<input checked="" type="checkbox"/> Zoning amendments or variances: Status: Completed-Resolution 24-05 approved on 2/7/2024 (Steel and Oak Smokehouse space) <a href="https://www.colognemn.com/goverment/city-council/resolutions/">https://www.colognemn.com/goverment/city-council/resolutions/</a>	<input type="checkbox"/> Market or feasibility study: Status: N/A				
<p>If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)</p>	<p>N/A</p>				

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Carver County Community Development Agency

**2024 Mayer  
Community Growth  
Partnership Initiative (CGPI)  
Community Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Mayer Contact Name: Nicholas Johnson Address: 413 Bluejay Avenue, Mayer, MN 55360 Phone Number: 952-657-1502 Email: cityadmin@cityofmayer.com Authorized representative for execution of contract(s): Name: Nicholas Johnson Title: City Administrator
Project Request	Name of Project: Old Creamery Reroofing Project Amount of funding request: \$ 100,000 Total environmental costs: \$ 0.00 Total redevelopment costs: \$ 355,000

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	500011101
Legal Description of Site:	S 150' OF FOLLOW DESC TRACT: THAT P/O NE1/4 DESC AS: COMM AT NE CORN NE1/4 TH W 366' TH S 300' TO PT OF BEG TH E 183' TH S 33' TH E 183' TO E LINE NE1/4 TH S 489.34' TH N 89°W 366' TH N 518.00' TO PT OF BEG EXC: S 33' THEREOF.
Site Size (acres):	0.89 acres
Number of Parcels:	1
Number of buildings on site:	1
Current Site Owner:	Nick Vlcek
Current appraised or assessed value of the Project Area properties:	\$55,000
Current property taxes of the Project Area properties	\$4,320

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**III. COMMUNITY DEVELOPMENT PROJECT INFORMATION**

<p>Describe the city's goals and need for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project.</p>	<p>The City's goal in supporting the Project is the reactivation of a historic, highly-visible, commercially-zoned structure that has fallen into a state of disrepair, with the ultimate aim of returning the building to commercial use.</p> <p>Public benefits of the Project include the preservation of a historic landmark that would otherwise be slated for demolition, with a dramatic improvement in the appearance of a building that has undergone visible deterioration over the past two decades. The removal of a lean-to addition and roof repair, along with the return of essential services, will vastly improve the overall safety of the site, will increase the value of the structure itself, adding to the tax base.</p> <p>Completion of the Preservation Project will set the stage to attract revenue-generating commercial business to the main floor, thus adding livable wage employment. During the interim period between Project completion and the commencement of custom finishing work for commercial tenants, the first planned activation of the structure is as a public, non-commercial art exhibition/gallery space on the ground floor.</p>
<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>The Mayer Cooperative Creamery is a two-story, roughly 6,000 square foot brick structure with an Art Deco-inspired vestibule that lies on an acre of land at the northern edge of the commercial zone of Mayer. Designed by local architects Kampfer &amp; Buelow, the building was dedicated with great fanfare in 1927 as one of the most technologically advanced operations statewide by then-governor Theo Christianson.</p> <p>It was operated by the Cooperative Creamery Association as a processing and distribution hub for the regional dairy industry for several decades, until sold to Bongard's Creamery in 1951, which conducted business there until the late 1960s. Subsequent uses included furniture restoration, the building of docks and boat trailers, and its last commercial use, a sandblasting service, after which it was turned over to the City of Mayer. The current owner acquired the property in 2016 and undertook extensive patchwork repair work on the deteriorating roof the following year,</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

	<p>which held until 2022, when a partial collapse of the roof occurred.</p> <p>The eastern section of the property was groomed and maintained as an ice skating rink for several decades in the building's early years.</p> <p>While under control of the City, soil contamination was found on the exterior property site. Professional remediation was undertaken in 2013, the costs of which was assessed to the current owner.</p>
<p>Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and an accurate bar scale.</p>	<p>The Mayer Cooperative Creamery Preservation Project is the first phase of a plan to reopen the ground floor for commercial use. The scope of the work is to stabilize the structure, return essential services, and otherwise set the stage for building occupancy.</p> <p>Once the Project is complete, a second phase will involve securing a tenant for long-term leasing, then building-out and finishing an interior design that suits their business needs.</p> <p>The Preservation Project will first demolish and remove a blighted, potentially hazardous lean-to addition, which will reveal original doors, windows, and brickwork that currently lies hidden from public view. The next step is clearing debris from the second story to make way for roof framing that will be repaired and replaced, and re-sheathed, after which new roofing will be installed. At this stage the building will be stabilized and secured from the elements, preventing any further deterioration, and interior improvements may begin: electrical and plumbing services, masonry work, a building-wide radiant heating system, and security and fire suppression systems. A wraparound driveway and off street parking will be added to the property site.</p> <p>During the interim period between completion of the Project — including all improvements as will allow public entry to the ground floor — and the securing of a commitment from a commercial tenant, the planned usage of the raw and unfinished ground floor is as a non-profit exhibition/gallery space for local and regional art. Its closest predecessor in this area in this regard is the similarly unfinished Soap Factory, which filled a vital place in the Twin Cities art community for two decades before it was shuttered in the late 2010s.</p>

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
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	<p>Future use of the second story is as an owner-occupied art studio.</p> <p>An example of the type of commercial tenant we are trying to attract is Mayer's own Sunnyside Dairy, which is owned and operated by local residents Carl and Heather Olson. They have expressed serious interest in the Mayer Cooperative Creamery as a retail outlet for their goods, possibly as early as Autumn 2025.</p>
<p>Describe the specific components or activities that are part of the Project.</p>	<p>Components of the Preservation Project are:</p> <ul style="list-style-type: none"> <li>• demolition of the add-on lean-to structure</li> <li>• removal of interior debris from the building</li> <li>• reframing and rebuilding the second-story roof</li> <li>• reintroducing electricity and water into the building</li> <li>• installing a hydronic radiant heating system</li> <li>• installing fire suppression and security systems</li> <li>• masonry work</li> <li>• creation of off street parking</li> <li>• repainting exterior</li> <li>• additional actions that may be required by building codes, per inspection for occupancy</li> </ul>
<p>What is the end use of the Project site?</p>	<p>Once the project is completed to the stage of obtaining a certificate of occupancy, the immediate first use is as an arts and cultural center.</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned</p>
<p>Is demolition of slum or blighted buildings or other structures an activity of the Project?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p align="center">If Yes, please describe.</p>	<p align="center">Click or tap here to enter text.</p>
<p>Describe how the Project will make more efficient use of the site.</p>	<p>There has been no commercial activity in the building for close to two decades, so preservation and reactivation will create utility for a building that currently has none. Additionally, the introduction of an asphalt driveway and off street parking for the first time on the site will support commercial activity.</p>
<p>Post-redevelopment Site Owner(s):</p>	<p>Mayer Cooperative Creamery, Nick Vlcek, principal</p>

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<p>Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.</p>	<p>New History, reuse consultancy, Kirk Davis, PE, managing partner Meyer Borgman Johnson [MBJ] Engineering, Matt Thomas, PE, project lead Carver County Historical Society, Wendy Petersen Biorn, Executive Director</p>
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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
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**IV. ELIGIBLE ACTIVITIES**

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “**Community Growth Partnership Initiative Policy and Procedures Guide**” for a description of the eligible activities.

<u>Eligible Activity</u>		<u>Description</u>	<u>CGPI Funding Requested</u>
<input type="checkbox"/>	Acquisition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Relocation Payments	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Clearance and Demolition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input checked="" type="checkbox"/>	Historic Preservation	The proposed use of CGPI funds would be to demolish the lean-to, repair/rebuild the roof, perform masonry work, and install infrastructure.	\$100,000
<input type="checkbox"/>	Public Improvements	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Soil Corrections	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Rehabilitation/Expansion New Const – Job Creation	Click or tap here to enter text.	\$Click or tap here to enter text.

**V. ACQUISITION AND RELOCATION ACTIVITIES**

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	Click or tap here to enter text.
When has/will the acquisition be completed?	Click or tap here to enter text.
Attach relocation plan, if applicable.	

**VI. PROJECT ENVIRONMENTAL INFORMATION**

Has an environmental assessment been completed for the Redevelopment Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	Click or tap here to enter text.

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
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Has the Redevelopment Project site been found or suspected to be contaminated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	In 2011-2012 the City of Mayer completed remediation activities under the approval of the MPCA (Site #126640). As part of this Project there are no environmental activities planned.
Describe positive environmental impacts of the activities that are part of the Project.	N/A

**VII. HOUSING AFFORDABILITY INFORMATION**

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Townhouse	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Apartments/Condominiums	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duplexes	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Will there be any mechanisms to ensure long-term affordability?

- Yes
- No

If yes, please describe. Click or tap here to enter text.

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**VIII. ECONOMIC BENEFITS**

Projected appraised or assessed value of the site after redevelopment:	\$ Unknown Pay Year: Unknown
What will be the estimated property taxes after redevelopment?	\$ Unknown Pay Year: Unknown
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = Click or tap here to enter text.
Number of new jobs with wages greater than \$17.00 per hour	Click or tap here to enter text.
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = 0
Number of retained jobs with wages greater than \$17.00 per hour	0

**IX. PROJECT SOURCES AND USES**

Itemize all funding sources for the Project and the Activities identified as part of the Project. Please include requested CGPI funds in total.

Source of Funds	Amount	Committed	Pending
Owner Cash	\$ 218,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CGPI Funds	\$ 100,000	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Lending	Commercial lending options will be explored once the building has been stabilized and is suitable for leveraging as an asset	<input type="checkbox"/>	<input type="checkbox"/>
Further private funding	Expectations are for future private fundraising to cover funds necessary completing the Project [18 month timeline] \$100,000+	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

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Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$ 318,000</b>		

Itemize all Project expenses for the Project and the Activities identified as part of the Project. Be as detailed as possible. Please include requested CGPI funds in the Funding Sources column.

<b>Project Activities/Expenses</b>	<b>Amount</b>	<b>Funding Source</b>
Demolition of lean-to addition [\$11k] removal of debris from the interior, including roofing detritus, [\$13k]	\$ 24,000	CGPI
Roof rebuild [\$65k], new roof support, including wooden upper deck [\$25k], ground floor ceiling repair [\$10k] and engineering plans [\$10k]	\$ 107,000	CGPI/Private
Reinstall basic electrical [\$10k] and water [20k] services	\$ 30,000	Private
Fire suppression system, [\$35k], supporting connectivity, [\$12k]	\$ 47,000	Private
Security system	\$ 5,000	Private
Offstreet parking and wraparound drive [asphalt paving]	\$ 30,000	Private
Masonry work	\$ 25,000	Private
Radiant heat system [\$40k], concrete finishing [\$40k]	\$ 80,000	Private
Other expenses [consultation \$5k, permitting 2k,]	\$ 7,000	Private
<b>Total:</b>	<b>\$ 355,000</b>	

List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.)

Metropolitan Council LCDA Livable Communities Grant – The grant has not been applied for at this time. The grant request amount is unknown at this time.

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
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**X. PROJECT READINESS TO PROCEED**

<p>Please provide detailed timeline of the Project with all actions, phases, and anticipated dates for completion.</p>	<p>2024</p> <p>April: Lean-to demolition; removal of debris from interior of the building, including roofing material; engineering plans for the reframing of the roof</p> <p>May [after last snow]: Upon completion of engineering plans, reframing and re-sheathing of roof</p> <p>May/June: Roof rebuild</p> <p>July/August: Reintroduction of electricity, water; masonry work</p> <p>August/September: Installation of radiant heat, plus concrete finishing</p> <p>September/October: Installation of fire suppression system, and alarm system</p> <p>Fall 2024/Spring 2025: Paving for off street parking</p>
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <p><input type="checkbox"/> Comprehensive plan amendment: Status: Click or tap here to enter text.</p> <p><input type="checkbox"/> Zoning amendments or variances: Status: Click or tap here to enter text.</p>	<p><input type="checkbox"/> Environmental review: Status: Click or tap here to enter text.</p> <p><input type="checkbox"/> Market or feasibility study: Status: Click or tap here to enter text.</p>
<p>If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)</p>	<p>Work is anticipated to be completed within a one-year to fifteen-month period.</p>

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Carver County Community Development Agency

**2024 Norwood Young America  
Community Growth  
Partnership Initiative (CGPI)  
Community Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Norwood Young America Contact Name: Karen Hallquist Address: 310 Elm Street W, PO Box 59, NYA MN 55368 Phone Number: 952-467-1800 Email: economicdev@cityofnya.com Authorized representative for execution of contract(s): Name: Karen Hallquist Title: Community & Economic Development Director
Project Request	Name of Project: Tacoma West Industrial Park – Phase 2 Infrastructure Project (TWIP2) Amount of funding request: \$ 100,000 Total environmental costs: \$ 0 Total redevelopment costs: <b>\$ \$5,000,920 infrastructure project</b> <b>\$7,437,744 total project with land, bond capitalized interest, and</b> <b>legal/financing</b>

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	PID 580146201
Legal Description of Site:	<b>See Attached Exhibit A</b>
Site Size (acres):	60.64 acres
Number of Parcels:	1
Number of buildings on site:	0
Current Site Owner:	City of Norwood Young America
Current appraised or assessed value of the Project Area properties:	\$2,034,000 <b>See Attached Exhibit A</b>
Current property taxes of the Project Area properties	0

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**III. COMMUNITY DEVELOPMENT PROJECT INFORMATION**

Describe the city's goals and need for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project.

The City of Norwood Young America purchased 60 acres of land in March 2023 to expand the current Tacoma West Industrial Park due to business demand and lack of available space for that demand. The Tacoma West Industrial Park Phase 2 (TWIP2) Infrastructure Project is needed to develop and construct the municipal infrastructure required for the industrial expansion. The current Tacoma West Industrial Park, also 60 acres in size, has filled all eleven of the available lots with manufacturing and warehouse/shipping businesses. It has brought approximately 75 jobs into our community ranging from welding positions and warehouse workers to boat repair and storage. The total tax base for our community has increased by \$24 million in the last 15 years because of this industrial park alone. TWIP2 is planned for approximately 14 lots (although custom-sized), at a minimum of 2-acre parcels. The Met Council approved a Comp Plan amendment in March 2023 to accommodate the industrial zoning needs. Several interested manufacturing businesses have contacted the City of NYA because of our regional amenities, including immediate access to Hwy 212, potential rail accessibility with TCW/Prairie Line Railroad, and to the Twin Cities area, including the Minneapolis/St. Paul International Airport. This interest aligns with forecasts in our 2040 Comprehensive Plan, which was prepared by SRF, and a business study in 2021, which both indicated business, manufacturing, and population growth with the expansion of Hwy 212 and the likelihood of growth to the west from the Metro area. These are all a draw for new businesses to take the leap and launch their dreams with success, which has been the feedback we have received from interested parties. The public benefit of the completion of the Tacoma West Industrial Park Phase 2 Infrastructure Project is that Norwood Young America will be able to offer competitive industrial park land, support new job opportunities, and create additional economic stability with the increase in the tax base for not only the city but also District 108 and Carver County.



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
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<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>The site was previously TA Transitional Ag farmland. The parcel and two adjacent parcels were annexed into city limits in 2007 with the anticipation of expanding the current industrial park to the south. There are no contaminations on the site.</p>
<p>Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and an accurate bar scale.</p>	<p>The TWIP2 Infrastructure project consists of expanding and developing the existing industrial park, including site grading, sanitary sewer, watermain, storm sewer, ponding, and street construction, to provide marketable industrial lots ready for facility construction. Also included in the project are improvements to Tacoma Avenue, necessary to provide access and municipal services to the industrial park site and adjacent future developments. <b>See Attached Exhibit B</b></p>
<p>Describe the specific components or activities that are part of the Project.</p>	<p>Within the Phase 2 area, an estimated 9.83 acres are considered "non-buildable", thus resulting in an estimated 50.17 acres of potentially buildable land. The "non-buildable" areas include the proposed street right of way, proposed ponding areas, and potential wetland areas, as identified by the wetland delineation. This entire property is currently within the City limits and is zoned I-1 Light Industrial. This property is currently unused and in a natural state. The TWIP2 Infrastructure Project includes adding municipal utilities, small utilities, site grading, storm sewer, storm sewer ponding and rate control, and potential lot layout to provide marketable industrial lots ready for buildable construction. Also included in the project is the extension of a trunk sanitary sewer main, watermain system, and improvements to Tacoma Avenue.</p>
<p>What is the end use of the Project site?</p>	<p>Click or tap here to enter text. The site will be platted (<b>See Attached Exhibit B</b>) with large outlots to allow maximum flexibility for potential users as they are evaluating land space needs. Appropriate adjustments to the land use and buildable area will be anticipated as the development picture within the future planning area becomes more defined over time. An additional 80-acres of property directly to the south of the 60-acre expansion area is available for future expansion through an option to buy contract with the existing property owner. The ultimate end use of the Project is to provide shovel-ready land for viable businesses to invest in. These investments will create jobs, increased tax-base, and economic stability for the community.</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
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After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Is demolition of slum or blighted buildings or other structures an activity of the Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please describe.	N/A
Describe how the Project will make more efficient use of the site.	<p>Since 2007, when it was annexed into city limits, and according to the 2040 Comp Plan, this land has been identified as a redevelopment area for future growth. Before the City purchased 60 acres, the annual property taxes were approximately \$5,000. Once the infrastructure is in place and all land is sold, the projected tax base could be over \$24M.</p>
Post-redevelopment Site Owner(s):  <i><u>If end user has committed, attach documentation of commitment.</u></i>	TBD
Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.	<p>The City of NYA consults with Bolton &amp; Menk for all engineering services. They evaluated the 60-acre expansion area as well as laid the planning groundwork for future growth to the south with a Feasibility Study, Geotechnical Analysis (Haugo GeoTechnical Services), wetland delineation (approved by Carver Co WMO), and overall cost-effectiveness of the project. B&amp;M and Ehlers Public Finance Advisors will guide the City through the sale of a Chapter 429 Improvement Bond. The City's planning consultants, WSB, along with B&amp;M, presented the preliminary and final plat to the City Council with approval in February 2024. Additional project partners include Certified General Real Property Appraiser Christopher Hokanson, Braun Intertec (Environmental Phase I Study), MN DEED (TEDi Award), Minnesota Valley Electric (MVE Grant and USDA Loan Approval), and Carver Co CDA (Choose Carver County Site Selectors and potential for CGPIDG).</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

**IV. ELIGIBLE ACTIVITIES**

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the "**Community Growth Partnership Initiative Policy and Procedures Guide**" for a description of the eligible activities.

<u>Eligible Activity</u>		<u>Description</u>	<u>CGPI Funding Requested</u>
<input type="checkbox"/>	Acquisition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Relocation Payments	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Clearance and Demolition	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Historic Preservation	Click or tap here to enter text.	\$Click or tap here to enter text.
<input checked="" type="checkbox"/>	Public Improvements	The project consists of expansion and development of the existing industrial park, including site grading, sanitary sewer, watermain, storm sewer, ponding, and street construction, to provide marketable industrial lots ready for facility construction. Also included in the project are improvements to Tacoma Avenue, necessary to provide access and municipal services to the industrial park site and adjacent future developments.	\$100,000
<input type="checkbox"/>	Soil Corrections	Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/>	Rehabilitation/Expansion New Const – Job Creation	Click or tap here to enter text.	\$Click or tap here to enter text.

**V. ACQUISITION AND RELOCATION ACTIVITIES**

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	N/A
When has/will the acquisition be completed?	N/A
Attach relocation plan, if applicable.	N/A

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
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**VI. PROJECT ENVIRONMENTAL INFORMATION**

Has an environmental assessment been completed for the Redevelopment Project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	Braun Intertec conducted a Phase I Environmental Study in December 2023 which showed no contamination concerns ( <b>See Attached Exhibit C</b> ). Bolton & Menk conducted Feasibility Study which included the geotechnical study and performed a wetland delineation approved by CCWMO. Based on the approved wetland delineation, no wetland mitigation is required to complete the improvements. The land was previously TA Transitional Ag farmland.
Has the Redevelopment Project site been found or suspected to be contaminated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	N/A
Describe positive environmental impacts of the activities that are part of the Project.	The TWIP2 Project will not have negative environmental impacts as purposeful consideration and planning have been made to use and improve existing drainage systems and stormwater ponds to accommodate not only the new infrastructure for new businesses but also existing tile systems for abutting farmland.

**VII. HOUSING AFFORDABILITY INFORMATION**

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices

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 COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
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Single Family	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Townhouse	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Apartments/Condominiums	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duplexes	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Will there be any mechanisms to ensure long-term affordability?

- Yes
- No

If yes, please describe. Click or tap here to enter text.

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
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**VIII. ECONOMIC BENEFITS**

Projected appraised or assessed value of the site after redevelopment:	<p>\$ Estimated Assessed Market Value: \$29,361.618 Estimated Tax Capacity \$579,732 According to Ehlers, completed project projections will increase the community's land tax base by approximately 124%; adding growth with buildings would give a projected increase of \$27 million or 1337%. The projected tax base increase would be \$2.5 million and take around ten years to come to fruition. The current industrial park, comprised of around the same amount of acreage, has a tax base value of \$29.2 million. Of that amount, \$24.7 million is the valuation of the buildings in the existing industrial park.</p> <p>Pay Year: 10 years</p>
What will be the estimated property taxes after redevelopment?	<p>\$ Estimated Annual Property Taxes upon completion: \$972,012 Estimated Annual City Property Taxes upon completion: \$260,097</p> <p>Pay Year: 10 years</p>
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = 75
Number of new jobs with wages greater than \$17.00 per hour	75
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = All new employment
Number of retained jobs with wages greater than \$17.00 per hour	N/A

**IX. PROJECT SOURCES AND USES**

Itemize all funding sources for the Project and the Activities identified as part of the Project. Please include requested CGPI funds in total.

Source of Funds	Amount	Committed	Pending
CGPI – application 3/2024	\$ 100,000 grant – TBD 03/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MN DEED TEDI Award (See Attached Exhibit D)	\$ 900,000 grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minnesota Valley Electric	\$ 360,000 grant – TBD 04/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

USDA	\$2,00,000 loan – TBD 04/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ch 429 Improvement Bond – (repaid with land sale revenue, special assessments, future availability charges, and potential grant funds as listed) <b>See Attached Exhibit D</b>	\$ \$5,086,333	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>			

Itemize all Project expenses for the Project and the Activities identified as part of the Project. Be as detailed as possible. Please include requested CGPI funds in the Funding Sources column.

<b>Project Activities/Expenses</b>	<b>Amount</b>	<b>Funding Source</b>
Street Reconstruction	\$3,030,215	\$100,000 CGPI and <b>See Attached Exhibit D</b>
Storm Sewer/Storm Treatment	\$341,114	<b>See Attached Exhibit D</b>
Sanitary Sewer	\$979,856	<b>See Attached Exhibit D</b>
Watermain	\$735,148	<b>See Attached Exhibit D</b>
Click or tap here to enter text.	\$ Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	Click or tap here to enter text.
<b>Total:</b>	<b>\$ \$5,086,333</b>	

List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.)

With the guidance of Bolton & Menk and Ehlers, the City of NYA has done due diligence with seeking alternate sources of funding for the Project, including the applications of an MVE

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
COMMUNITY DEVELOPMENT APPLICATION**

grant and USDA loan opportunities which are still yet to be determined. Applications have been submitted as of March 2024.

**X. PROJECT READINESS TO PROCEED**

<p>Please provide detailed timeline of the Project with all actions, phases, and anticipated dates for completion.</p>	<p>The TWIP2 expansion/infrastructure project has been in the works since 2019. In 2023, a Phase I Environment Study was completed along with a Geotechnical Evaluation Report and Wetland Delineation. The current timeline is aggressive due to demand: Plat Process – Completed February 2024, Preparation of construction plans and bid docs – March 2024, Council authorizing bidding – March 2024, Open Bids – March 2024, Award Contract – April 2024, Begin Construction – May/June 2024. Custom lot sizes will be sold with a minimum of 2 acres with purposeful planning as the overall available land decreases. The range of acreage needed by those interested businesses is anywhere between 2 to 6 acres. If all those interested do proceed with their expansion projects, the TWIP-2 could be filled within a 3-5-year period. For future planning, the City has signed an Option Agreement for an additional 80 acres abutting south of TWIP2. The Option Agreement gives the City 10 years to purchase the additional 80 acres for \$35,000/acre.</p>
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <p><input checked="" type="checkbox"/> Comprehensive plan amendment: Status: Completed March 2023</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: Completed March 2023</p>	<p><input checked="" type="checkbox"/> Environmental review: Status: Completed December 2022</p> <p><input checked="" type="checkbox"/> Market or feasibility study: Status: Completed July 2023</p>
<p>If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)</p>	<p>The project will be completed within the required 12 month timeline.</p>

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Carver County Community Development Agency

**2024 Chaska  
Community Growth  
Partnership Initiative (CGPI)  
Pre-Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

<b>Applicant</b>	Organization: City of Chaska Contact Name: Elizabeth Hanson Address: One City Hall Plaza, Chaska, MN 55318 Phone Number: 952-227-7527 Email: ehanson@chaskamn.gov Authorized representative for execution of contract(s): Name: Elizabeth Hanson Title: City Planner
<b>Project Request</b>	Name of Project: City of Chaska - Zoning Audit Amount of funding request: \$ 10,000 Total environmental costs: \$ 0 Total redevelopment costs: \$ 0

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	Not Applicable
Legal Description of Site:	Not Applicable
Site Size (acres):	Not Applicable
Define boundary of plan area:	Not Applicable
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input type="checkbox"/> Privately owned
Post-redevelopment owners?	NA
Current Appraised or Assessed Value of the Plan Area properties:	Not Applicable

*The CDA reserves the right to seek additional information after initial review of the application.*





**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**III. PRE-DEVELOPMENT PROJECT INFORMATION**

<p>Describe the type and scope of the Plan.</p>	<p>In 2022, the City of Chaska identified the need for a comprehensive review and update of its zoning code. This zoning code update has identified current zoning and subdivision code issues, inconsistencies between the zoning code and the 2040 Comprehensive Plan, opportunities for improvements, and sets priorities for needed code updates. The update makes recommendations to improve the City's zoning code by incorporating changes to better align with State/Federal laws, the City's comprehensive plan updates, contemporary development practices, and evolving community values.</p>
<p>Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.</p>	<p>Recommendations of the Zoning Code Audit are framed by the objective of advancing Chaska's Comprehensive Plan goals. Some key goals of the Comprehensive Plan that the City seeks to advance through a zoning code update include: • Providing a balanced housing supply to meet the varied needs of residents of all ages and socio-economic circumstances. • Development of an integrated area of new neighborhoods, employment districts, neighborhood commercial nodes, a connected street network, and extensive open space network that is environmentally, economically, and socially sustainable for the entire Chaska community and strengthens downtown Chaska as the heart of the community. • Provision of business centers for sustaining the City's economy, providing employment opportunities, and expanding the tax base. Additionally, the need for the zoning code update will help correct inconsistencies and revise outdated regulations.</p>
<p>Describe the desired redevelopment project that will occur.</p>	<p>Updating the zoning code will have a significant impact on the physical development across the City. The changes the City are seeking include a wide range of site planning pieces, such as parking, landscaping, setbacks, and density. Desired goals for projects coming from the zoning audit seek to include greater opportunities for affordable housing, housing variety, expanding connections, minimizing climate impacts, and creating more equitable outcomes.</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

Who will lead the planning efforts (i.e. City, Consultant, etc.)?	To inform the zoning code update, the City contracted with HKGi Associates to conduct a comprehensive zoning code audit. Over the course of the next several months, the City and its consultant will be working with City commissions to review the zoning updates and make amendments.
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	City staff, HKGi, and City Commissions.
Estimated time for Plan completion?	12-16 months

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
LCA Grant	\$ 50,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CDA Grant Request	\$ 10,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City of Chaska	\$ 2,500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$62,500</b>		

*The CDA reserves the right to seek additional information after initial review of the application.*



Carver County Community Development Agency

**2024 Norwood Young America  
Community Growth  
Partnership Initiative (CGPI)  
Pre-Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Norwood Young America Contact Name: Karen Hallquist Address: 310 Elm Street W, PO Box 59, NYA MN 55368 Phone Number: 952-467-1800 Email: economicdev@cityofnya.com Authorized representative for execution of contract(s): Name: Karen Hallquist Title: Community & Economic Development Director
Project Request	Name of Project: Main Street Urban Streetscape Project - Consulting Services Amount of funding request: \$ 7,500 Total environmental costs: \$ Click or tap here to enter text. Total redevelopment costs: \$ 15,000 (total consulting services)

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	10/100/200 Blocks of Main Street, NYA
Legal Description of Site:	See Exhibit A
Site Size (acres):	3.25 city street blocks
Define boundary of plan area:	See Exhibit A
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Post-redevelopment owners?	
Current Appraised or Assessed Value of the Plan Area properties:	TBD

*The CDA reserves the right to seek additional information after initial review of the application.*



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**III. PRE-DEVELOPMENT PROJECT INFORMATION**

<p>Describe the type and scope of the Plan.</p>	<p>The Downtown Redevelopment Plan identified the Main Street Light Project as a goal with the intent to install new light poles on the 200 block of Main Street and replace the current light poles (10/100 blocks) with decorative energy-efficient light poles. Carver County Public Works is preparing for a 2026 County Road 34 street project, including a mill and overlay and ped ramp replacements to comply with current ADA standards. Curbs will be addressed if needed. In collaboration and timing with the Carver County project, the City will also be replacing sidewalks, overgrown (Ash) trees, grates, and adding additional garbage receptacles, flower pots, and benches. Urban streetscape services will guide this project.</p>
<p>Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.</p>	<p>Norwood Young America is valued for its traditions, German heritage, and small-town pride. The 2040 Comprehensive Plan and Downtown Redevelopment Plan has given purposeful direction to the City Council, Commissioners, and staff for projects that will continue to prepare the community for growth with housing, community, and economic development. Addressing the lighting and sidewalk situation supports multiple service goals in the 2040 Comprehensive Plan and Downtown Redevelopment Plan to meet the community's needs by addressing safety and connectivity for our citizens. The whole project also conforms to the service goal of maintaining vibrant downtown areas.</p>
<p>Describe the desired redevelopment project that will occur.</p>	<p>The defined area for the Main Street Streetscape Project is zoned C-3 Downtown District which allows for a unique mix of commercial businesses in addition to mixed-use residential. To spur business growth in the downtowns, the City updated City Code to require the front 50% of all properties in the C-3 Downtown District to be used for commercial purposes. The rear 50% of the building and second floors may remain for rental dwelling. This change was made when there were more vacant than occupied buildings, and the 50% requirement would be enforced as the property changed ownership. To date there is one vacant building remaining. The next step in improving the Historic Downtown Young America and supporting the new business ventures is to implement the Main Street Streetscape Project. The return on investment of this project will have positive community and social impact in the Historic Downtown of Young America and the whole community. This particular area of Norwood Young America has not been "visually" connected to anything other than being identified as inactive and unlit. In the last</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

	few years, there has been significant investment into the entire downtown area with new businesses, façade improvements, execution of blighted properties, updated public park facilities, and a mural. People are investing in the community, and the City will continue their due diligence in support. This Main Street Streetscape Project allows for strategically designed plans to bring life, light, and continuity to a growing downtown.
Who will lead the planning efforts (i.e. City, Consultant, etc.)?	The City of NYA will use Kaeding Architecture out of Waconia for urban streetscape consulting.
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	The City will work with Kaeding Architecture for streetscape services, Xcel Energy to utilize its energy-efficient LED lighting program, Bolton & Menk should engineering services be needed, and Carver County Public Works to coordinate with the timeline of their County Rd 34 Street Project. There will also be public engagement sessions with local business owners and residents along Main Street to collaborate on project expectations. The City has CIP funds dedicated to the project thus far with anticipation of applying for a MN DEED Small Cities Streetscape Program Grant in 2024/25.
Estimated time for Plan completion?	To be completed in conjunction with the Carver County Public Works 2026 County Road 34 Street Project.

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
2024 Economic Development Budget	\$ 7,500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carver Co CDA CGPI	\$ 7,500	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$ \$15,000</b>		

*The CDA reserves the right to seek additional information after initial review of the application.*



Carver County Community Development Agency

**2024 Victoria  
Community Growth  
Partnership Initiative (CGPI)  
Pre-Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Victoria Contact Name: Jenn Brewington Address: 1670 Stieger Lake Lane Phone Number: 952-443-4219 Email: jbrewington@ci.victoria.mn.us Authorized representative for execution of contract(s): Name: Dana Hardie Title: City Manager
Project Request	Name of Project: Victoria Downtown Tax Increment Financing Analysis Amount of funding request: \$ \$13,800 Total environmental costs: \$ NA Total redevelopment costs: \$ 15,000,000

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	1715 Steiger Lake Ln (Parcel ID 650133400) 7900 Quamoclit St (Parcel ID 650133800) 1600 Arboretum Blvd (Parcel ID 654900020)
Legal Description of Site:	<ul style="list-style-type: none"> <li>• 1715 Steiger Lake Ln (Parcel ID 650133400) P/O GOVT LOT 1 DESC AS: COMM AT NE CORN OF LOT 1 BLK 1 CITY OF VICTORIA TH N ON A LINE</li> <li>• 7900 Quamoclit St (Parcel ID 650133800) P/O GOVT LOT 1 COMM AT NE CORN LOT 1 BLK 1 VILLAGE OF VICTORIA TH N ON LINE PARALLEL</li> <li>• 1600 Arboretum Blvd (Parcel ID 654900010) LOT 1, BLOCK 1, VICTORIA COMMERCIAL DEVELOPMENT</li> </ul>
Site Size (acres):	The total area covered by these properties is approximately 1.63 acres, broken down as follows: 0.19 acres, 0.08 acres, and 1.36 acres.
Define boundary of plan area:	

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Post-redevelopment owners?	Private Property Owners of the parcels noted above
Current Appraised or Assessed Value of the Plan Area properties:	\$1,912,800

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**III. PRE-DEVELOPMENT PROJECT INFORMATION**

<p>Describe the type and scope of the Plan.</p>	<p>The Community Growth Partnership Initiative provides the City of Victoria with an opportunity to advance its economic development objectives by addressing blighted buildings and collaborating with private property owners to enhance downtown Victoria.</p> <p>This initiative entails conducting a study of a newly proposed Tax Increment Financing (TIF) District located in downtown Victoria. The purpose of this is to determine whether the proposed TIF District satisfies statutory requirements and whether three privately owned buildings meet the criteria for being labeled as "structurally substandard" and qualify for designation as a Redevelopment District.</p> <p>Minnesota Statutes, Section 469.174, Subdivision 10 defines "structurally substandard" in a Redevelopment District as having significant defects in structural elements or essential utilities, fire protection, and interior partitions, warranting substantial renovation or clearance. The statute's definition of "structurally substandard" gives clear rules for deciding when to invest in redevelopment projects. This helps local authorities and developers know which properties can receive TIF assistance.</p> <p>An experienced consultant will carry out a property assessment by visually reviewing building interiors and exteriors, estimate building replacement costs, evaluate building existing conditions, determine building code deficiencies, and prepare a Redevelopment TIF report to discuss what if any buildings have been deemed structurally substandard.</p>
<p>Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.</p>	<p>The downtown area of Victoria contains buildings that are of substandard quality offering an opportunity for redevelopment. The city's objectives for a thriving downtown include revitalizing public spaces and redeveloping buildings to create an inviting environment for residents and visitors. Improved buildings can attract new investment and businesses, generate employment opportunities contributing to a vibrant downtown.</p> <p>The Plan is needed to ensure that properties meet the requirements for receiving assistance, including</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

	<p>property enhancements and compliance with building codes. Buildings identified as substandard can undergo the necessary redevelopment processes within the designated Redevelopment TIF District.</p>
<p>Describe the desired redevelopment project that will occur.</p>	<p>Private property owners will undertake redevelopment initiatives aimed at enhancing their buildings to diversify housing stock in the city, provide for retail/office space, and create jobs which will contribute to the economic growth of downtown.</p> <p>Several potential initiatives have been suggested, including the establishment of a downtown plaza, expansion of public parking and green space, and public art installations. These enhancements seek to draw in more visitors, turning our downtown area into a highly desired destination with plenty of activities and recreational options to enjoy.</p>
<p>Who will lead the planning efforts (i.e. City, Consultant, etc.)?</p>	<p>City staff will hire an experienced consultant to perform the TIF inspections with coordination from private property owners.</p> <p>The consultant will prepare a report to discuss the condition of the structures, providing detailed insights into maintenance needs and any necessary repairs or improvements. This report will provide useful information for both the city and property owners, helping them make better decisions to enhance</p>
<p>Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).</p>	<p>Private property owners will be important partners in the redevelopment process. Their collaboration and input will help shape the revitalization efforts, as they have a vested interest in the success of the project and the enhancement of their properties.</p> <p>In the future, the city anticipates working closely with consultants who bring specialized knowledge and skills relevant to redevelopment projects. These consultants may include urban planners, architects, engineers, and other professionals who can provide valuable insights and expertise in various aspects of redevelopment initiatives.</p>

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

Estimated time for Plan completion?	12 Months

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
City Shared Parking Fund	\$ \$13,800	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$ Click or tap here to enter text.</b>		

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Carver County Community Development Agency

**2024 Watertown  
Community Growth  
Partnership Initiative (CGPI)  
Pre-Development  
Application**



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**I. APPLICANT INFORMATION**

Applicant	Organization: City of Watertown Contact Name: Jake Foster Address: 309 Lewis Ave. S. Phone Number: 952-955-2690 Email: jfoster@watertownmn.gov Authorized representative for execution of contract(s): Name: Jake Foster Title: City Administrator/EDA Executive Director
Project Request	Name of Project: Spring Mill Apartments Amount of funding request: \$ 10,000 Total environmental costs: \$ Click or tap here to enter text. Total redevelopment costs: \$ 50,000

**II. AREA OR SITE CONDITIONS**

General location of Area (Property ID and/or Address):	PID 100091610 or PID 100091800
Legal Description of Site:	P/O SE1/4 NE1/4 LYING N OF STATE AID RD 108 & S OF RR R-O-W & P/O NE1/4 NE1/4 LYING S OF SLY RR R-O-W EXC 2.53 AC: P/O SE1/4 NE1/4 DESC AS: COMM AT NW CORN OF SE1/4 NE1/4 TH S ON W LINE OF SE1/4 NE1/4 72.16' TO PT OF BEG TH S86°E 678.71' TH S7°W 186.60' TO NLY R-O-W OF CO RD 24 TH WLY ON NLY R-O- W LINE TO INTERSECT WITH W LINE SE1/4 NE1/4 TH N ON W LINE TO BEG & THERE TERMINATING-SURVEYED  or  NW1/4 NE1/4 EXC: RR & EXC: 1.39 AC DESC AS: BEG AT NW CORN NW1/4 NE1/4 TH S0°E ALONG W LINE NE1/4 510.47' TH N24°E 526.46' TH N 33' TO N LINE NW1/4 NE1/4 TH W ON N LINE 222.92' TO PT OF BEG & TERMINATING
Site Size (acres):	~ 7 acres
Define boundary of plan area:	Upland area on area on PID 100091610 (eastern portion of property), or eastern portion of PID 100091800 property

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Post-redevelopment owners?	Private – Elk Development, LLC
Current Appraised or Assessed Value of the Plan Area properties:	\$113,700 a land swap scenario would be approximately the same value.

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**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

**III. PRE-DEVELOPMENT PROJECT INFORMATION**

Describe the type and scope of the Plan.	Elk Development, LLC is seeking to complete an 8 building 96-unit apartment complex, with some housing likely dedicated for senior housing. The developer currently owns the PID 100091610 property, but both parties are exploring a land swap with the City for the PID 100091800 property. In order to vet the feasibility of the project at either location additional engineering and concept design work will need to be done.
Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.	The City is in dire need for more "affordable" housing options that are not low-end publicly subsidized housing. The City has not developed a new apartment complex in approximately 30 years. There are several factors that need to be consider with this project, and the pre-development funds will help the City and developer determine the best path forward
Describe the desired redevelopment project that will occur.	Click or tap here to enter text.
Who will lead the planning efforts (i.e. City, Consultant, etc.)?	City and developer
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	City and developer
Estimated time for Plan completion?	Phase 1 construction (4 buildings) to start construction in fall of 2024 or spring of 2025 with anticipated completion in fall of 2025 or spring 2026

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
Privately funded	~\$50,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private funded (if approved)	\$1,000,000+	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

*The CDA reserves the right to seek additional information after initial review of the application.*





**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY  
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)  
PRE-DEVELOPMENT APPLICATION**

Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>	<b>\$ Click or tap here to enter text.</b>		

*The CDA reserves the right to seek additional information after initial review of the application.*