



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

October 28th, 2025

5:00 p.m. - Special Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: October 28, 2025

5:00 pm

CDA Boardroom, Chaska, MN

1. Call to Order by Chair

2. Audience

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

3. Approval of Agenda and Meeting Minutes

A. Approval of Meeting Minutes – September 18th, 2025, Regular Meeting

4. Consent Agenda

A. Approval of October 2025 Dashboard

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

C. Approval of Record of Disbursements – September 2025

D. Approval of the Dissolution of CCCDA Waybury LLC and Conveyance of CCCDA Waybury LLC, DBA Waybury Apartments to the Carver County Community Development Agency

5. Regular Agenda

A. Approval of Purchase 110 Benton St Cologne

B. Motion to Approve Release of Request for Proposal for Watertown Land

C. Motion to Pursue Letter of Intent for Acquisition of Project-Based Section 8 Property

6. Information

A. John Fahey, Carver County Commissioner

B. Nick, Koltavy, Assistant County Administrator Carver County

7. Adjournment

For More Information, call 952-448-7715

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

November 20th, 2025, at 5:00 pm

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



Board of Commissioners
Meeting Minutes

Meeting Date: September 18, 2025

5:00 pm

CDA Boardroom, Chaska, MN

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

COMMISSIONER ROLL CALL:

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

CDA Staff in attendance:

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

Others in attendance:

- John Fahey, Carver County Commissioner
Nick Koltavy, Assistant County Administrator - Carver County
Shane Rudlang - Ehlers
Ryan Miles - Ehlers

AUDIENCE

No audience members addressed the board.

25-74 Approval of Agenda and Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the September 18, 2025, CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the August 19, 2025, special meeting be approved as written.

Motion: Teske

Second: Williams

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

CONSENT AGENDA

25-75 Approval of the September 2025 Dashboard

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

25-76 Approval of the Write-Off of Past Tenant Balance for August 2025

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

25-77 Approval of Record of Disbursements – August 2025

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

Motion: Haga

Second: Teske

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

REGULAR AGENDA

Ehlers Presentation

Shane Rudlang and Ryan Miles presented.

25-78 Approval of Investment Policy

BE IT RESOLVED that the CCCDA Board hereby approves and adopts the Final Investment Policy as the governing document for all investment activities of the Agency. The Director of Finance is authorized to implement the policy and establish procedures consistent with its provisions. Any future amendments shall be subject to Board approval following internal annual review.

Motion: Haga

Second: MateKole

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

INFO - Carver County Update

Carver County Commissioner Fahey provided an update.

- Commissioner Fahey attended the Carver Place Ribbon Cutting and CDA 45th Anniversary event on September 10th.
- Commissioner Fahey was in Washington D.C. this week working to finalize funding for the Highway 5 project that will begin next year.
- Carver County finalized their budget at the last County Board meeting.

Carver County Assistant County Administrator Kuktavy provided an update.

- Nick Kuktavy extended a “thank you” to Allison and team that attended the Carver County Board meeting on September 2nd for the Carver County CDA’s levy approval.
- There is an open house at the Sheriff’s Department on October 4th, 2025, from 10:00am-2:00pm.
- On September 2nd, 2025, the Victoria Library launched extended access from 7:00am-10:00pm.
- Carver County Parks launched an app that is available in the app store.

INFORMATION

Allison Steich presented an update on the Arboretum homes and the housing fund.

Melodie Bridgeman provided an update on the Chaska Yards Ribbon Cutting and Open House event that is scheduled for October 2nd, 2025, along with an update on the 413 Franklin House in Watertown

Ellie Logelin provided an update on marketing and community event attendance.

REGULAR AGENDA

Executive Director Performance Review – Closed Meeting

Watertown Land Appraisal – Closed Meeting

Closure of September 18th, 2025, Regular Board Meeting

Motion to close the meeting at 5:40p.m.

Motion: Teske

Second: Williams

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

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

The CDA Board meeting closed at 5:40p.m.

ADJOURNMENT

25-79 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Tuesday, October 28th, 2025.

Motion: Williams

Second: Teske

Ayes: 4

Nays: 0

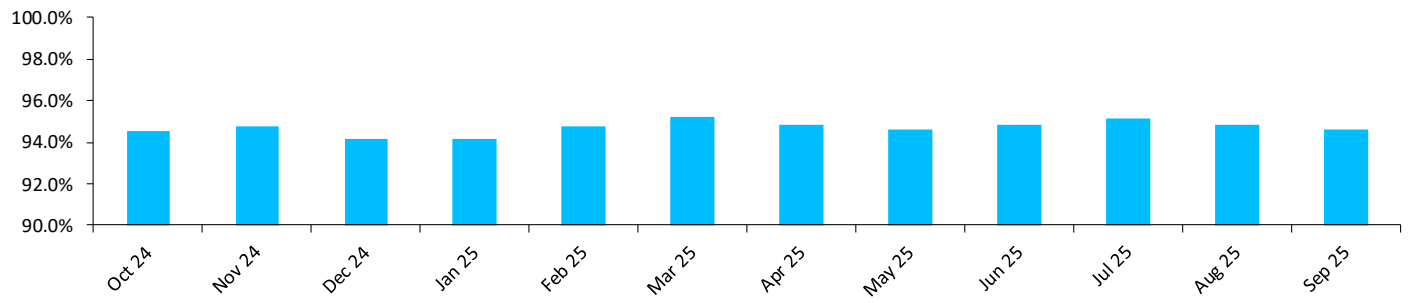
Absent: 1

Abstain: 0

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

The CDA Board meeting adjourned at 6:21 p.m.

HOUSING UPDATES



2025 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> Exterior Work 	<ul style="list-style-type: none"> Contractor selected, work will start in Spring 2026.
Bluff Creek	<ul style="list-style-type: none"> Deck Repairs Mansards Cameras 	<ul style="list-style-type: none"> Bids received, working with the city on permits. The project is expected to start in mid-2026. Material selected, the project will start when deck work starting in 2026 is completed. Five additional cameras were added to the interior.
Centennial	<ul style="list-style-type: none"> Floor Drains 	<ul style="list-style-type: none"> Project has started.
Hilltop/Mayer	<ul style="list-style-type: none"> A/C Cages Community Rooms Grounds ADA Entry Door Openers Entry Signs Lights 	<ul style="list-style-type: none"> Project completed in late September. Hilltop Community Room is scheduled to be completed in mid-November. Tree removal was completed in September. Adding ADA-accessible door openers to entries, we are waiting on a start date. Updated property entry signs at both properties. LED lights were added to the parking lots.
Lake Grace	<ul style="list-style-type: none"> Intercom System Window Replacement (D building) Concrete Work/Stoop Replacement Grounds 	<ul style="list-style-type: none"> Project was completed the first week in October. Project started. First floor units completed, and the entire project expected to be completed by the end of October. Project expected to be completed by the end of October. Maintenance will replace railings once project is completed. Tree removal project was completed at the end of September.
Oak Grove	<ul style="list-style-type: none"> Water Heaters 	<ul style="list-style-type: none"> Project completed at the beginning of October.
Carver Homes	<ul style="list-style-type: none"> 1385 Marigold 116 South Street 800 Arboretum Clover Ridge 8075 Victoria 110 2nd Street 	<ul style="list-style-type: none"> Siding project expected to start in Spring 2026. Exterior stoops work is anticipated to be completed at the end of October. Sold. Closed on September 18, 2025. Completed replacement of two decks. Stucco work was completed in early October. Working on bids for the work we plan to complete. Work expected to start in mid-November.
Waybury	<ul style="list-style-type: none"> Exterior Work 	<ul style="list-style-type: none"> Catch Basin work completed in early October.
Windstone	<ul style="list-style-type: none"> Concrete Work Exterior Work 	<ul style="list-style-type: none"> Concrete work was completed in early October. Contracts signed for the dead ash trees' removal, currently waiting on a project start date.
All Properties	<ul style="list-style-type: none"> Exterior Signs Offices Upgrades 	<ul style="list-style-type: none"> Private Property Signs and Stickers have been placed at all building entries and common area doors. Getting proposals to install Dutch Doors and video doorbell monitors for onsite offices.

Staffing Update:

- **Housing Quality Specialist (HQS)**
The Housing Quality Specialist position remains vacant. We are updating the job description and will be posting this position before the end of 2025.
- **Caretaker**
We will be using contract cleaning services to cover Caretaker duties at Waybury and Trail's Edge South while these positions are vacant.
- **Property Manager**
We want to welcome Christen B. Christen started as Property Manager on October 6th. Christen will be overseeing Centennial Hill/Brickyard. We are still actively recruiting for Crossings/Spruce and Trail's Edge South.

Miscellaneous Updates:

- **Carver Place**
We currently have thirty-five (**35**) units occupied and an additional nineteen (**19**) units leased, leaving only six (**6**) units available for applications at Carver Place. Carver Place is operating on a three-month lease-up schedule, which is an extremely tight timeline for a new construction project and carries substantial consequences if not met. As part of that schedule, we were required to have thirty-two (**32**) units leased by the end of September to qualify for Tax Credits for the month. I am proud to share that the team not only met that goal but exceeded it by leasing and occupying thirty-four (**34**) total units by September 30th. Meeting this milestone is a true testament to the team's hard work, dedication, and professionalism under pressure. It also demonstrates the power of a cohesive team, where every role matters and supports the success of the whole. Each person brought valuable experience and commitment to ensure our lease-up goal was achieved. Great job everyone!
- **Waybury NSPIRE/REAC Inspection**
On September 16, 2025, Waybury completed its first Real Estate Assessment Center (REAC) inspection under the new National Standards for the Physical Inspection of Real Estate (NSPIRE) guidelines. We received our preliminary inspection score on September 30th, which was an impressive **97(A)** out of 100. The "**A**" rating indicates that the property is in excellent condition with only very minor findings. While the final score may shift slightly, it is expected to remain close to the preliminary score. Because REAC inspections under NSPIRE place greater emphasis on how well a property supports safe and decent living conditions for residents, rather than solely on cosmetic or technical details, the team had to adjust its preparation approach from what had been done in previous inspection years. This required a proactive focus not only on the day-to-day property upkeep but also on operations, health/safety standards, and preventive maintenance. Achieving this outcome reflects the team's dedicated hours, attention to detail, and strong collaboration across multiple departments.

- **Certifications**

Congratulations to the following team members who completed training and passed exams to receive certifications in some of our Compliance Programs this month:

- **Amber LeDoux, Housing Assistance Manager**
 - Certified Occupancy Specialist, **COS**
 - HCCP Tax Credit Certification, **HCCP**
 - HCM-R Rural Development Certification, **HCM-R**
- **Mai Chang, Compliance Specialist**
 - HCCP Tax Credit Certification, **HCCP**
- **Susan Ortner-Roghair, Property Manager**
 - HCCP Tax Credit Certification, **HCCP**

All three of these certifications are highly respected in the affordable housing industry and are known for their rigorous coursework and challenging proctored exams. Earning them is a tremendous accomplishment and speaks to these team members' dedication and hard work. It also reflects our department's ongoing focus on building strong expertise and maintaining a high standard when it comes to housing compliance.

- **Scarecrow Contest**

Trail's Edge South is participating in the Scarecrow Tour Contest in Waconia; one of fifty sites featured across the city. Our display's theme is *The Wizard of Oz* – “*There’s No Place Like Home. Find Yours with CCCDA.*” Voting was open from October 9th through October 19th.



- **110 2nd Street West Property**

We closed 110 2nd Street West in Chaska on October 1st! The property includes first floor commercial space currently leased to a division of the Scott Carver Dakota CAP Agency, along with two fully occupied second-floor, two-bedroom residential units. The property will be added to our Scattered Sites (Carver Homes) Portfolio.



- **New Germany Update**

We are on track to close on 100 State Avenue in New Germany on October 24th, marking an exciting milestone as this will be our first property in New Germany! The site consists of five occupied one- and two-bedroom units. Once closing is complete, this property will also be added to our Scattered Sites (Carver Homes) Portfolio, expanding our presence and continuing our commitment to providing quality affordable housing throughout the County.

- **HOTMA Implementation: January 2026**

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

- **NSPIRE-V: February 2027**

HUD extended the mandatory compliance date for the new voucher inspection protocol, NSPIRE-V, to February 1, 2027, to give additional time to implement the requirements effectively. This extension also applies to HQS changes from both the NSPIRE and HOTMA final rules.

SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	15	87% 12-under contract, 1-searching; 1-need immediate risk
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	10	70% 2-non-renewal searching, 1-searching, 10-cut due to budget (not adding)
CoC PSH	8/1/24-7/31/25	14	79% 11-under contract, 2-searching, 1 referral CAP is processing, 1-terminated.

Resident Services

Presentations 2025

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

2025 YTD

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

CDA SERVICES BY COMMUNITY

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

Updated as of December 31, 2024:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2025)	NextStage – 2024 Year End Activity	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	17	9	9	6	3	3		
Chanhassen	45	59	20	2	7	10		
Chaska	145	183	174	24	4	11	32	2
Cologne			3	2	3	1	1	
Hamburg								
Mayer			10		4	2	2	
New Germany				1	5			
NYA	3	47	10	1	7	4		3
Victoria		3	3		7	2	1	
Waconia	13	119	51	7	6	2	11	
Watertown	2		34		7	4	1	7
Townships					5			
Other						8		
TOTAL	225	420	314	43	62	46	48	12

FINANCE

FINANCE

		September 2025 YTD Actual	September 2025 YTD Budget	Variance
CDA	Revenue	14,763,542	13,130,307	1,633,235
	Expenses	9,155,719	10,149,492	993,773
	Cash Balance	6,302,814		

		September 2025 YTD Actual	September 2025 YTD Budget	Variance
Properties	Revenue	7,864,121	7,612,453	251,668
	Expenses	5,450,284	5,603,390	153,106
	Cash Balance	3,634,930		

Revenue Recapture collected through September

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$ 28,851	\$14,275	
Carver Homes	\$113,395	\$35,005	
Bluff Creek		\$883	
Brickyard			
Centennial Hill	\$2,796	\$1,289	
Hilltop	\$4,917		
Oakgrove			
Trails	\$15,126	\$15,363	
Crossings			
Waybury	\$11,050	\$257	
Windstone	\$3,880	\$ 2,628	
Total:	\$174,665	\$68,154	

Other Finance updates

Consolidated YTD revenues for the CDA through September were \$14,763,542 and expenses were \$13,130,307. **Net Operating Income was \$5,607,822, 88% over budget primarily due to the receipt of \$1,000,000 in grant funds from the County to be utilized in the construction of Carver Oaks.** YTD Revenues for the properties were \$7,864,121 and expenses were \$5,450,284. **Net Operating Income was \$2,413,838, 20% over budget.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

Total Units	48
Total resales YTD	1
# of families helped	78
Interest/Waiting list	56
Homebuyer Initiated Program Commitment	4
Re-purchase/Acquisition YTD	1

Notes:

Community Land Trust

With two additional Homebuyer Initiated Program (HIP) home closings and the recent receipt of certificates of occupancy for the Chaska Yards homes, the Community Land Trust (CLT) portfolio now includes **48 homes**. We anticipate reaching **50 homes** by the end of the year.

Funding for these new homes was made possible through a combination of sources, including grants from **Minnesota Housing**, the **Metropolitan Council**, the **City of Chaska**, the **City of Waconia**, and **CDA levy funds**.

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

- 211 N. Walnut Street, Chaska – Ernst Home Rehab
- 213 N. Walnut Street, Chaska – Chaska Yards new construction
- 215 N. Walnut Street Chaska – Chaska Yards new construction
- 217 N. Walnut Street Chaska – Chaska Yards new construction
- 1711 Redhawk Way, Mayer – HIP home added on July 18, 2025
- 1215 Spring Hill Rd, Waconia – HIP home added on October 17, 2025
- 1608 Pinecone Ln, Mayer – HIP home to be added on October 28, 2025
- 413 Franklin Ave NW, Watertown – New construction home *to be completed ~ November 2025*

Chaska Yards Update: The Grand Opening and Ribbon Cutting event held on October 2 was well attended and joyfully celebrated. Speakers included Mayor Hubbard, CDA Board Chair Anderson, Commissioner Fahey, and CDA Executive Director Allison Streich. The homes are now listed on the MLS and have generated strong market interest. To ensure buyers are well-qualified, we follow a thorough vetting process. Applicants must:

- Meet income verification and first-time homebuyer eligibility requirements
- Attend a CDA orientation
- Complete the Home Stretch education course
- Obtain mortgage pre-approval from a lender familiar with the CLT model

To date, we've held 25 CLT orientations with prospective CLT homebuyers and expect to begin receiving purchase agreements soon.

Down Payment Closing Assistance Program

Carver County CDA Down Payment Closing Cost Assistance applications are now closed. We have committed / expended \$1,003,000. Fourteen closings have occurred since the launch in May 2025. Six households are in the process of finding their homes.

Summary of DPA Use (20 closed/reservations)

- **Average Household Size:** 2.60 people
- **Average Income:** \$76,124
- **Average AMI (Area Median Income):** 57.50% (not adjusted for household size)
- **Average Purchase Price:** \$318,082
- **Average Mortgage Amount:** \$265,707
- **Average Interest Rate:** 6.518%.
- **County Residents:** 45% of borrowers were county residents.

Property Types:

- Single Family (SF): 8
- Townhouse/Condo (TH): 6
- **Top Locations:**
 - Chaska: 5
 - Waconia: 3
 - Others include Carver, Chanhasen, Hamburg, Mayer, New Germany, NYA

Homebuyer Education

The Community Development Department will be holding a Home Stretch homebuyer education course on **Friday, November 7, 2025**, at the CDA office in partnership with Dakota County CDA. Homebuyer education is a requirement for our Community Land Trust and Down Payment Assistance Programs.

CD Staff attended the Midwest CLT Conference in Madison, WI from October 7-9. Many topics were covered to help with CLT structuring, expansion, marketing and stewardship. We anticipate updating our CLT Guidelines to incorporate some of these learnings.



BUSINESS DEVELOPMENT - NEXTSTAGE

	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Total 4 Qtrs
Total Carver County Clients Assisted	46	23	11	48	128
# of Financing Events	1	2	1	3	7
Total Financing/Investment	\$1,013,150	\$271,600	\$356,600	\$1,281,100	\$2,922,450
New Business Starts	1	1	1	2	5
Business Expansions	0	1	0	3	4
New FT Jobs	0	6	0	19	25
New PT Jobs	0	10	0	6	16

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

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	15	\$3,654,680	171%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	2	\$679,867	N/A
Fix Up Loans	1	\$13,100	N/A
Down Payment and Closing Cost Loans		\$246,500	89%
TOTALS	18	\$4,347,647	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2026 new assessments	Underway (anticipated 2026 assessment)	2025 Paid Off	Total active assessments
Applications	8	28	1	70

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

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

SOCIAL MEDIA & MARKETING

FACEBOOK* Carver County CDA					
	Q2 2025 CDA	Q3 2025 CDA			Totals
<i>Facebook Views</i>	972	6,149			7,121
<i>Total Interactions</i>	31	184			215
<i>Total New Followers</i>	+ 14	+ 23			+ 37
<i>Total Facebook Followers</i>	14	37			

*CDA Facebook created beginning of Q4 2025

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

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

FACEBOOK Choose Carver County

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

CHOOSECARVERCOUNTY.COM

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

Community Events

Carver County CDA

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

*Began tracking at end of Q3 2025

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

The Executive Director was on a panel on October 10 at the LiUNA (Laborer's International Union of North America) Infrastructure Summit. She was on a Housing Panel, which also included Senator Port (Chair of the Housing and Homelessness Prevention Committee) and Representative Igo (Chair of the Housing Finance and Policy Committee), Dr. Aaron Rosenthal with North Star Policy Action and Steve Minn with Lupe Development.

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

- EDAM (Economic Development Association of Minnesota) on November 12 to present on how the CDA, County and Cities are using LAHA (local affordable housing aid) funds.
- The 2nd Annual Industry Insights and Legislative Perspectives event on December 9, hosted by the Twin Cities Housing Alliance.

Our Executive Director was officially announced as the new President of the Board for the MN Chapter of NAHRO (National Association of Housing and Redevelopment Officials) at the September annual conference. As her role as State President, she is now automatically on the NCRC (North Central Regional Council of NAHRO) Board. She is also required in her role on the NCRC board to recruit two at large members from Minnesota. We are pleased to announce our Director of Housing will be one of the at-large members.

Staff will be dressing up for Halloween once again this year. The theme will be The Wizard of Oz. We will be hosting a trick or trick event at Trail's Edge South for residents from Trail's Edge South, Spruce and the scattered sites in Waconia that afternoon.

Effective November 1, SNAP and MFIP food benefits are expected to be halted due to the government shutdown. We have a plan in place to work with residents affected by this, being furloughed, or any issues related to the shutdown.

Carver Oaks





Board of Commissioners

Request for Board Action

Meeting Date: October 28, 2025

Agenda number: 4B

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

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

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

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

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

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Past tenant balances

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
lakegrc				
Resident 1	Past	SECREF	\$520.00	\$0.00
Total For Resident 1			\$520.00	\$0.00
ph				
Resident 2	Past	DAMAGE	\$4,702.68	\$0.00
Total For Resident 2			\$4,702.68	\$0.00
waybury				
Resident 3	Past	RENT	\$599.00	\$0.00
Total For Resident 3			\$599.00	\$0.00
Resident 4	Past	DAMAGE	\$89.30	\$140.70
Total For Resident 4			\$89.30	\$140.70
Totals:			\$5,910.98	\$140.70



Board of Commissioners

Request for Board Action

Meeting date: October 28, 2025

Agenda number: 4C

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - September 2025

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

SUMMARY: In September 2025, the Carver County Community Development Agency (CDA) had \$1,257,964 in disbursements and \$173,278 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 September, 2025.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

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

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - September 2025

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Brittany Larson, Director of Finance

Author: Brittany Larson, Director of Finance

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

	Date	Amount	Total
CDA	09/03/25	\$419,323	(1)
	09/10/25	\$47,716	
	09/17/25	\$41,033	
	09/24/25	\$152,569	
		<hr/>	\$660,641
Properties	09/03/25	\$111,152	(2)
	09/10/25	\$52,963	
	09/17/25	\$76,462	
	09/24/25	\$356,746	(3)
		<hr/>	\$597,322
Total September 2025 Disbursements			<u><u>\$1,257,964</u></u>
 September 2025 Payroll			
	09/10/25	\$86,508	
	09/24/25	\$86,769	
		<hr/>	<hr/> \$173,278

Disbursement detail is available in the Finance Office

- (1) DDK Construction - progress billing on Chaska Yards - \$251,477**
- (2) US Bank - Waybury Bond Payment - \$34,368**
- (3) Diversified Plumbing & Heating - 3 New Water Heaters for Oak Grove - \$12,090
Pacific Life - Trails Edge South Mortgage Payment - \$31,534**



Board of Commissioners

Request for Board Action

Meeting date: October 28, 2025

Agenda number: 4D

DEPARTMENT: Housing

FILE TYPE: Regular Consent

TITLE: Approval of the Dissolution of CCCDA Waybury LLC and Conveyance of CCCDA Waybury LLC dba Waybury Apartments to the Carver County Community Development Agency

PURPOSE/ ACTION REQUESTED: Approval that title and associated real estate be conveyed to the CDA and CCCDA Waybury LLC be dissolved.

SUMMARY: The CDA purchased Waybury Apartments in 2011. The CDA approved the creation of CCCDA Waybury LLC pursuant to Resolution 11-13 as a requirement to assume the first mortgage from the seller. The lender required that the borrow of the loan be a single asset entity. The CDA is the sole member of the LLC. The CDA refinanced the project in 2021 and paid off the first mortgage to MN Housing. Once we receive Board approval, we will complete the Request for Action process with MN Housing for their approval.

RECOMMENDATION: Approval that title in the Project and associated real estate be conveyed to Carver County CDA dba Waybury Apartments and the single asset entity, CCCDA Waybury LLC, be dissolved.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver Community Development Agency (the “Agency”), pursuant to Agency Resolution No. 11-13, approved the creation of CCCDA Waybury LLC (the “Project”) for an

Agency property located at 705 Walnut Street North, PID 301100180 in the City of Chaska, County of Carver, Minnesota (the “Property”); and

WHEREAS, the Lender for the Project required the borrower of the Loan to be a single asset entity; and

WHEREAS, the Project debt has been retired and the single-asset entity is no longer necessary; and

WHEREAS, the Project is commonly known as Waybury Apartments; and

WHEREAS, Agency staff recommends that title in the Project and associated real estate be conveyed to the Agency and the single asset entity be dissolved.

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

That the Executive Director, staff and Agency counsel are hereby authorized to take all actions necessary to carry out the dissolution of CCCDA Waybury LLC in accordance with Minnesota law and transfer of title of the Property to the Agency as set forth in the attached deed.

Passed and adopted on this 28th day of October 2025.

PREVIOUS BOARD ACTION

11-13 Approving the Creation of the CCCDA Waybury LLC with the CDA as the sole member

ATTACHMENTS

none

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

- Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Deputy Director



Board of Commissioners

Request for Board Action

Meeting date: October 28, 2025

Agenda number: 5A

DEPARTMENT: Housing

FILE TYPE: Regular Agenda

TITLE: Approval of Purchase of 110 Benton St E Cologne

PURPOSE/ ACTION REQUESTED: Approve the purchase of 110 Benton St E Cologne at a not to exceed of \$246,900.

SUMMARY: 110 Benton St E in Cologne is part of a small HOA in Cologne comprised of eight (8) townhomes. The CDA currently owns six units (two are part of our RAD-former public housing portfolio). This would be a great opportunity for the CDA to provide a non-subsidized affordable housing option in the City of Cologne. The CDA would add this property to our Carver Homes portfolio. We would close on this property in January 2026.

Features of the house include:

- 3 bedrooms
- 1 bathroom
- open floor plan with vaulted ceiling, private laundry in the unit, attached 2 car garage + deck looking out into the wooded backyard with a creek
- 1408 finished square feet

RECOMMENDATION: Approve the purchase of 110 Benton St E Cologne for \$246,900

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, pursuant to the laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.001 through 469.047 (the “Act”), the Carver Community Development Agency (the “Agency”) desires to purchase 110 Benton St E, Cologne, Minnesota.

WHEREAS, on this 28th day of October, 2025, there has been presented to the meeting of the members of the CDA a proposal for the CDA to purchase 110 Benton St E at a not to exceed amount of \$246,900.

WHEREAS, the Agency has the desire to purchase 110 Benton St E in Cologne as another potential affordable rental option within the community.

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

1. That the Executive Director is hereby authorized to execute and deliver a purchase agreement in a not to exceed amount of \$246,900, to purchase said Property on behalf of the Agency.

PREVIOUS BOARD ACTION

None

ATTACHMENTS

none

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

- Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Shanika Bumphurs, Director of Housing
Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting date: October 28, 2025

Agenda number: 5B

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Motion to Approve Release of Request for Proposal for Watertown Land

PURPOSE/ ACTION REQUESTED: The CDA is requesting approval to proceed with the sale of agency-owned land located in Watertown. The purpose of this sale is to support strategic redevelopment efforts, encourage private investment, and promote housing development consistent with the community's long-term planning goals. Proceeds from the sale will be reinvested into future CDA initiatives that enhance housing stability and economic growth within Carver County.

SUMMARY: The CDA owns just over 25 acres of land in the City of Watertown that was donated. Staff is working on an appraisal of approximately 20 acres of the parcel and requesting the initiation and release of a Request for Proposal (RFP) for the sale of land. This action aligns with our strategic goals to optimize the use of CDA assets and support community development.

Upon Board approval, staff will finalize and publish the RFP, establish a timeline for proposal submission and review, and return to the Board with a recommendation for award following the evaluation process. Staff intends to retain a portion of the land for CDA future development of a multi-family development, per prior discussion.

RECOMMENDATION: Staff is requesting a motion to release a Request for Proposal (RFP) for the sale of the CDA-owned land in Watertown once the appraisal is received. The RFP will solicit proposals from qualified buyers interested in purchasing and developing the property in a manner consistent with local planning objectives and CDA priorities.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

Motion to Approve Release of Request for Proposal for Watertown Land

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: Melodie Bridgeman, Director of Community Development

Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting date: October 28, 2025

Agenda number: 5C

DEPARTMENT: Housing

FILE TYPE: Regular Agenda

TITLE: Motion to Pursue Letter of Intent for Acquisition of Project-Based Section 8 Property

PURPOSE/ ACTION REQUESTED: Staff requests that the Board authorize the Executive Director to begin negotiations and take necessary steps toward drafting a Letter of Intent (LOI) for the potential acquisition of a Project-Based Section 8 property located at 100 W 3rd St Waconia.

SUMMARY: Evergreen Apartments is a 46-unit multifamily housing development currently operating under a Project-Based Section 8 Housing Assistance Payments (HAP) contract. The property presents a strategic opportunity for the Carver County CDA to preserve long-term affordability and expand its portfolio of deeply affordable housing units.

The CDA was contacted in early October regarding the sale of the property. The Executive Director has been working with Ehlers to review the potential purchase. Entering into a non-binding LOI would allow the CDA to outline key terms and conditions for a potential acquisition, including price, due diligence timelines, and contingencies, while preserving flexibility and minimizing risk.

At this stage, there is no financial obligation. Any future financial commitments will be brought before the Board for approval following completion of due diligence and negotiation of purchase terms.

RECOMMENDATION: Staff recommends approval of the motion to authorize the Executive Director to work toward a Letter of Intent for the acquisition of the Project-Based Section 8 property Evergreen Apartments.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

Motion to Pursue Letter of Intent for Acquisition of Project-Based Section 8 Property

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: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Executive Director