



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

September 17th, 2026

5:00 p.m. - Regular Meeting

LOCATION CHANGE: Carver Oaks Community Room

1595 Hartwell Dr., Carver, MN 55315





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: September 17, 2026

5:00 pm

**Carver Oaks Community Room –
1595 Hartwell Dr, Carver, MN**

1. Call to Order by Chair

2. Roll Call

3. 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.

4. Approval of Agenda

A. Approval of Agenda – September 17th, 2026, Regular Meeting

Pg. 2

5. Approval of Meeting Minutes

A. Approval of Meeting Minutes – July 23rd, 2026, Regular Meeting

Pg. 4

6. 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 August 2026 Dashboard

Pg. 9

B. Approval of September 2026 Dashboard

Pg. 19

C. Approval of Write-Off of Past Tenant Balances for July 2026

Pg. 35

D. Approval of Write-Off of Past Tenant Balances for August 2026

Pg. 38

E. Approval of Record of Disbursements – July 2026

Pg. 41

F. Approval of Record of Disbursements – August 2026

Pg. 44

G. Approval of the CGPI Predevelopment Grant to the City of Watertown

Pg. 47

H. Approval of the Execution and Delivery of Certain Documents Relating to the Development of Trail's Edge Senior Apartments

Pg. 56

7. Regular Agenda

A. Investment Policy Report

Pg. 63

B. CDA Office Hours

Pg. 71

C. Approval of Top of Range Policy

Pg. 73

D. Approval of Dental Carrier - MetLife

Pg. 77

E. Close office for end of year staff event on Friday, December 18th, 2026

F. Update on Foreclosure Prevention Presentation and Request from June board meeting

8. Information

A. Lisa Anderson, Carver County Commissioner

B. Nick Koktavy, Assistant County Administrator Carver County

9. Closed Session

A. Executive Director Performance Review

10. Adjournment

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:

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

Next Meeting:

CDA Board of Commissioners Regular Meeting

October 15th, 2026, at 5:00 pm

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



Board of Commissioners Meeting Minutes

Meeting Date: July 23, 2026

5:00 pm

Carver Oaks Community Room –
1595 Hartwell Dr., Carver MN

Chair Celi Haga called the meeting to order at 5:00 p.m.

COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Celi Haga	☒	☐
Vice Chair	Sylvia MateKole	☐	☒
Secretary	Adam Teske	☒	☐
Commissioner	Troy Williams	☒	☐
Commissioner	Gretchen Opprieht de Garcia	☒	☐

Commissioner Opprieht de Garcia left the meeting at 5:58 p.m.

CDA Staff in attendance:

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

Others in attendance:

Lisa Anderson, Carver County Commissioner
Carver County Commissioner Anderson left the meeting at 6:08 p.m.

AUDIENCE

No audience members addressed the board.

26-63 Approval of Agenda

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the agenda for the July 23, 2026, CDA Board meeting be approved as written.

Motion: Opprieht de Garcia

Second: Teske

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Opprieht de Garcia	☒	☐	☐	☐

26-64 Approval of Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the June 18, 2026, meeting be approved as written.

Motion: Oppriecht de Garcia**Second: Teske**

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

CONSENT AGENDA**26-65 Approval of the July 2026 Dashboard**

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the July 2026 Dashboard is approved as written.

26-66 Approval of the Write-Off of Past Tenant Balances for June 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for June 2026 is hereby approved to be written off.

26-67 Approval of Record of Disbursements – June 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the June 2026 Record of Disbursements is approved as written.

Motion: Williams**Second: Teske**

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

REGULAR AGENDA**26-68 Approval of the Artificial Intelligence (AI) Governance and Responsible Use Policy**

Shanika Bumphurs presented.

WHEREAS, the Carver County CDA Board approves the resolution to approve the new Artificial Intelligence (AI) Governance and Responsible Use Policy. THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the new Artificial Intelligence (AI) Governance and Responsible Use Policy will be approved as written.

Motion: Oppriecht de Garcia**Second: Williams**

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Opprieht de Garcia	☒	☐	☐	☐

26-69 Approval of the Social Media and Digital Communications Policy

Janette Meyer presented.

WHEREAS, the Carver County CDA Board approves the resolution to approve the new Social Media and Digital Communications Policy. THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the new Social Media and Digital Communications Policy will be approved as written.

Motion: Williams

Second: Opprieht de Garcia

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0

	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Opprieht de Garcia	☒	☐	☐	☐

26-70 Approval of 2027 Budget and Levy

Allison Streich, Shanika Bumphurs, Brittany Larson, Janette Meyer, and Melodie Bridgeman presented.

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

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

WHEREAS, the Agency has prepared its 2027 General Administrative Operating Budget (the “2027 Budget”) and seeks the approval of the Carver County Board for the 2027 Budget and, to the extent required by law, the Agency’s levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the “Auditor”) on or before September 30th, 2026, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 28, 2026, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

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

1. The 2027 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.
2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is hereby authorized to certify to the Auditor on or before September 30, 2026, a proposed levy of the Agency’s special benefits tax for taxes payable in 2027 in the amount of \$3,931,350 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 28, 2026.

3. Upon approval of the Carver County Board of the Agency's budget and levy of the special benefits tax, the County's approving resolution shall be attached hereto and made a part of this resolution.

Motion: Opprieht de Garcia

Second: Teske

	Ayes: 4	Nays: 0	Absent: 1	Abstain: 0
	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Opprieht de Garcia	☒	☐	☐	☐

PSH Renewal Update

Allison Streich provided an update.

Discussion on CCCDA Emails for Board and Tablets

A discussion was held regarding CCCDA emails for Board members and the option to implement tablets.

August Board Meeting – Move Meeting Date to August 27th, 2026

Allison Streich presented. The Regular August Board Meeting has been moved from August 20th, 2026, to August 27th, 2026, due to scheduling conflicts.

INFORMATION - Carver County Updates

Carver County Commissioner Anderson provided an update.

- Commissioner Anderson provided an update on the 2027 Carver County budget.
- Commissioner Anderson provided an update on the upcoming elections.

INFORMATION – Staff Updates

July 28th, 2026: County Board Work Session with Carver County CDA to discuss 2027 Levy

September 1st, 2026: County Board meeting for Carver County CDA 2027 Levy approval

Brittany Larson provided an update on the CDA property budgets for 2027.

Melodie Bridgeman provided an update on the 'Worm house' and Minnesota Coalition of Land Trusts.

Shanika Bumphurs provided an update on the status with Subway.

Ellie Logelin provided an update on marketing and upcoming events.

Allison Streich provided an update on upcoming NAHRO conferences and Trail's Edge Senior.

ADJOURNMENT

26-71 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, August 27th, 2026.

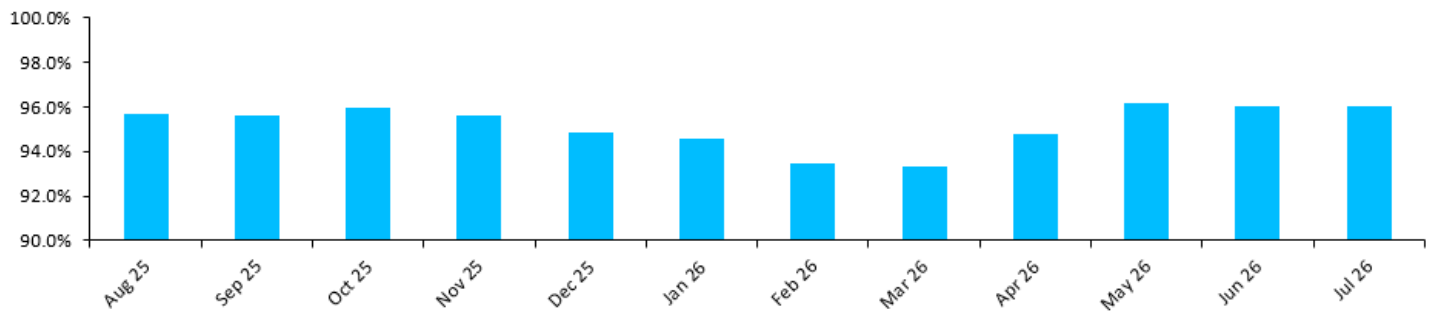
Motion: Teske

Second: Williams

Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
---------	---------	-----------	------------

	Yes	No	Absent	Abstain
Haga	☒	☐	☐	☐
MateKole	☐	☐	☒	☐
Teske	☒	☐	☐	☐
Williams	☒	☐	☐	☐
Opprieht de Garcia	☐	☐	☒	☐

The CDA Board meeting adjourned at 6:19 p.m.

HOUSING UPDATES**2026 Capital Improvement Projects in Process:**

Property	Improvement Project	Status and Tentative Schedule
Brickyard	- Exterior Work - Patio - Office Remodel	- Contractor selected, start date pending. - Project One is the contractor. Project started in April, on schedule, updated anticipation date to be completed September.
Carver Homes	100 State Ave 110 W 2nd Street - Ten (10) scattered sites 1109 Parallel Street 622 W. 1st, 1450 Fieldcreek, 1109 Parallel, 1013 Holtz 421 Franklin	- Received bids to replace siding, windows and exterior doors. Start date week of September 8. Contractor has been selected. Concrete work completed. Roof replacement starting September 2. Paving parking lot starting end of September. - Working with structural engineers on plans. Start date pending. - Seal coating driveways - completed. - New roof - completed. - Replacing driveway. - Roof replaced in August.
Lake Grace	- Replacing flat roof on A Building - Replacing all shingles A, B and C buildings	- Contractor selected, work starting week of August 31. - Contractor selected, work completed.
Bluff Creek, Waybury and Crossings	Parking lot sealed and striped	Work completed in August.
Brickyard and Centennial	Garages cleaned	Work completed in August.
Windstone	Replace four (4) concrete stoops	Start date September.

Miscellaneous Updates:

- **Tina Harpke** has been hired as the Rural Development/Scattered Site Property Manager, welcome Tina!
- **Five (5) Move Up Vouchers** have been secured through Metro HRA for some of our Permanent Supportive Housing (PSH) clients, a subsidy administered by our office through MN Housing. With the uncertainty of the funding for the PSH program we have been trying to find these clients other subsidy options or housing.
- **Night to Unite** on August 4th was a success at all the properties. Property Managers did an amazing job planning fun activities including games, meals and treats for their residents!
- **Carver Oaks leasing update:** We currently have forty-one **(41)** units leased with thirty-seven **(37)** occupied. The property is operating on a six **(6)** month lease-up schedule.
- **Carver Place Tax Credit and Section 811 Inspection:** A Management and Occupancy Review (MOR) with Minnesota Housing was completed on August 11th for the Section 811 units. There were minimal file findings, final report is pending. There was also a second inspection for compliance with Housing Tax Credits on August 13th. This included a physical inspection that had no findings, a tenant file review and a supportive housing review, final report pending for file review.
- **Rural Development inspection:** A physical inspection of our Rural Development properties in Watertown and Mayer occurred on July 20th. Overall, the inspection went well. There was also a file review, final report pending.
- **Trail's Edge South inspections:** There was an inspection with MN Housing for compliance with Housing Tax Credits on August 13th. This included a physical inspection that had minimal findings, a tenant file review and a supportive housing review, final report pending for file review. There is also an upcoming physical inspection required by the Loan Agreement on September 10th.
- **HOTMA Implementation: January 2027**
The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1st, 2027. 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 1st, 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	7/1/25-6/30/27	15	100%
Bridges RTC	7/1/25-6/30/27	2	100%
Housing Trust Fund	10/1/25-9/30/27	10	130% (13 units) Will reduce to 10 units as no additional households will be added.
CoC PSH	8/1/25-7/31/26	14	(10)71% -5 in process of Move Up Vouchers

Resident Services
Presentations 2026

Agency	Property	Number of Residents
Fraud and Scams-MN Aging Pathways	Centennial	16
	Waybury	7
	Crossings	18
	Oak Grove	7
SW Prime	Centennial	9
	Waybury	14
	Carver Place	0
	Carver Oaks	7
Help at Your Door	Centennial	3
	Waybury	9
WeCAB	Centennial	1
	Waybury	12
	Crossings	7
	Spruce	1
	Trail's Edge	3
	Carver Oaks	1
	Carver Place	2
SmartLink	Centennial	4
	Waybury	4
	Carver Place	0
	Carver Oaks	1
	Crossings	5
	Spruce	0
	Trail's Edge	0
	Oak Grove	11

2026 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance/SNAP Program Application assistance
5	YTD for 2026: 136 services provided to 34 households with 2,277 lbs of food distributed (34 on avg/month served)	0, season ended 5/31/26, will open again 10/1/26

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). Information on this table will be updated on a quarterly basis.

Quarter 3 Reporting:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2026)	NextStage	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	14	9	9	6	3	3		
Chanhassen	24	59	20	2	7	10		
Chaska	49	183	174	24	4	11	32	2
Cologne	5		3	2	3	1	1	
Hamburg								
Mayer			10		4	2	3	
New Germany				1	5			
NYA	5	47	10	1	7	4		3
Victoria	1	3	3		7	2	1	
Waconia	36	119	51	7	6	2	11	
Watertown	2		34		7	4	3	7
Townships					5			
Other						8		
TOTAL	225	420	314	43	62	46	51	12

FINANCE

FINANCE

		July 2026 YTD Actual	July 2026 YTD Budget	Variance
CDA	Revenue	11,667,765	11,497,093	170,672
	Expenses	7,565,193	8,407,236	842,043
	Cash Balance	6,647,141		

		July 2026 YTD Actual	July 2026 YTD Budget	Variance
Properties	Revenue	6,284,343	6,248,148	36,195
	Expenses	4,252,613	4,327,396	74,783
	Cash Balance	3,402,337		

Revenue Recapture collected through July

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$20,523	\$5,090	
Carver Homes	\$9,206	\$46,782	
Bluff Creek	\$9,296	\$2,891	
Brickyard			
Centennial Hill			
Hilltop	\$45	\$183	
Oakgrove	\$795		
Trails	\$6,992	\$4,504	
Crossings			
Waybury	\$1,345	\$1,262	
Windstone		\$4,390	
Total:	\$48,202	\$65,102	

Other Finance updates

Consolidated YTD revenues for the CDA through July were \$11,667,765 and expenses were \$7,565,193. **Net Operating Income was \$4,102,572, 32.78% over budget primarily due to employee salaries and benefits and not being fully staffed.** YTD Revenues for the properties were \$6,284,343 and expenses were \$4,252,613. **Net Operating Income was \$2,031,730, 5.78% over budget.** YTD CDA investments income through Pershing is \$39,820 with fees of \$2,934 creating a \$36,886 profit on investments.

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT) Total Units	52
Total resales YTD	1
# of families helped	86
Interest/Waiting list	98
Homebuyer Initiated Program Commitment	6
Re-purchase/Acquisition YTD	1

Notes:

Down Payment Assistance Program

We have received substantial interest in the DPA Programs. So far, we have issued eight Standard DPA reservations for first-time homebuyer households totaling \$400,000 or 53% of the \$750,000 allocated funds. Additionally, two First-Generation Set-Aside DPA reservations have been issued, totaling \$100,000 or 20% of the \$500,000 allocated funds. We have not received an executed purchase agreement, or scheduled closings yet.

BUSINESS DEVELOPMENT - NEXTSTAGE					
	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Total 4 Qtrs
Total Carver County Clients Assisted	14	2	19	13	48
# of Financing Events	3	0	4	0	7
Total Financing/Investment	\$1,281,100	\$831,100	\$617,500	\$617,500	\$2,729,700
New Business Starts	2	0	4	0	6
Business Expansions	3	0	1	0	4
New FT Jobs	19	1	7	1	28
New PT Jobs	6	0	10	1	17

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) – 2026 allocation is \$2,222,884 numbers through August 2026

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	7	\$1,675,991	75%
Additional Start-up loans	3	\$935,564	N/A
Step Up loans	5	\$1,460,487	N/A
Fix Up Loans	1	\$17,800	N/A
Down Payment and Closing Cost Loans		\$212,600	88%
TOTALS	16	\$4,089,842	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2027 new assessments	Underway (anticipated 2027 assessment)	2026 Paid Off	Total active assessments
Applications	1	31	2	69

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2025	Pre-Development	Victoria	Transportation	\$10,000
2025	Community Development	NYA	Apt. Building	\$100,000
2025	Community Development	Waconia	Well Abandonment	\$50,000
2026	Technology Assistance	Chanhassen	Software	\$875
2026	Pre-Development	Waconia	Small Area Plan	\$10,000
2026	Pre-Development	NYA	Historical Study	\$10,000
2026	Community Development	Chanhassen	West One Redevelop	\$100,000
2026	Community Development	NYA	Apt. Building	\$100,000
2026	Community Development	Watertown	Hive Haus Redevelop	\$100,000

SOCIAL MEDIA & MARKETING

FACEBOOK* Carver County CDA

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>Facebook Views</i>	6,149	9,598	19,598	8,955	44,300
<i>Total Engagement</i>	485	789	1,587	615	3,476
<i>Total New Followers</i>	+ 23	+ 19	+ 43	+ 24	+ 109
<i>Total Facebook Followers</i>	37	56	99	125	

*CDA Facebook created beginning of Q2 2025

CARVERCDA.ORG

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>Views</i>	21,010	17,232	20,031	20,015	78,288
<i>Total Users</i>	5,732	7,007	7,079	6,921	26,739
<i>Top 3 Pages</i>	Carver County CDA, CDA Owned Properties, DPA Program	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, CDA Owned Properties, DPA Program	

LINKEDIN Carver County CDA

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>LinkedIn Reach/Impressions</i>	9,148	9,043	13,407	6,990	38,588
<i>Total Activity (Reactions + Comments + Reposts)</i>	436	353	529	295	1,613
<i>Total New Followers</i>	+ 28	+ 25	+ 22	+ 21	96
<i>Total LinkedIn Followers</i>	458	483	505	525	

Community Events

Carver County CDA

	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Totals
<i>Total Events* Attended/ Participated in as an Agency</i>	7		1	6	14
<i>List of Events*</i>	Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia		SW Chamber Health & Wellness Expo	Waconia Comm. Expo FRC Spring Family Night Taste of Chaska Chaska Produce Market NYA Produce Market Watertown Produce Market	
<i>Total Events* Hosted as an Agency</i>	4	4	3	0	11
<i>List of Events*</i>	Homestretch Course NNO @12 CDA Locations CP Ribbon Cutting/CDA 45 th Anniversary Event Chaska Yards Ribbon Cutting	CP Ribbon Cutting with SW Metro Chamber Trunk or Treat @TES Homestretch Course Loucks Presentation	Chaska Yards Open House What Home Means to Me Poster Contest Events (5 locations) CO Ribbon Cutting & Open House Event		

*Began tracking at end of Q3 2025

UPCOMING EVENTS:

DEPUTY DIRECTOR REPORT

SharePoint/Yardi Implementation:

We are continuing to move forward with the implementation of SharePoint integration with our Yardi property management software and for the Agency as a whole.

Ellie and Gabrielle attended introductory training in August. We will begin working together on the implementation and development of the Agency's SharePoint platform.

EXECUTIVE DIRECTOR REPORT

The next Coffee with the Boss is scheduled for September 29th at the CDA main office. I will present the CDA budget and levy presentation to staff, and we will also roll out our new AI and Social Media policies.

The office expansion project is progressing well. Project One is anticipating a completion date of September 18th, and we are currently anticipating the new office furniture to be here on September 21st.

The levy presentation to the County board was held on Tuesday, August 28th and went very well. Final presentation will be held on Tuesday, September 1st.

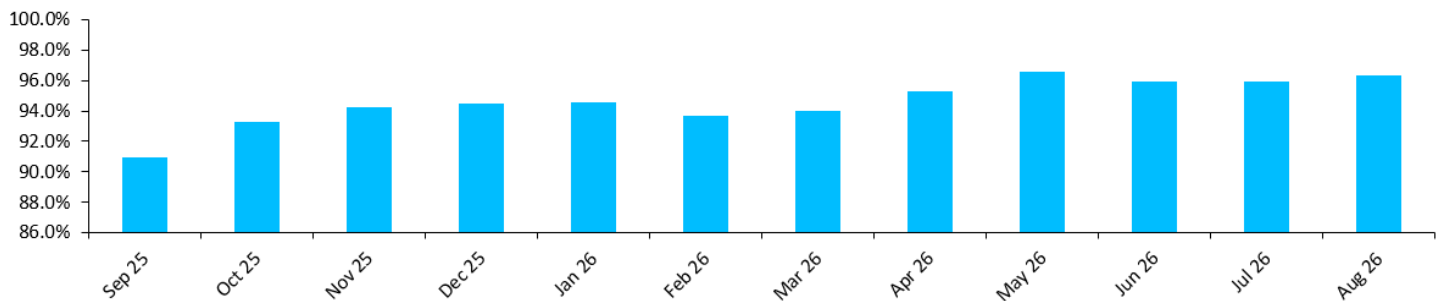
In August, the Director of Finance and I met with our auditors, Abdo, for a listening session. The meeting provided an opportunity to reflect on the 2025 audit, discuss overall experiences and observations, and review potential changes or new considerations for the 2026 audit.

I am currently working on post construction due diligence items for both Carver Oaks and Carver Place. I am working on the construction completion equity installment for Carver Oaks and the Rental Achievement equity installment for Carver Place. I am working on pre-construction due diligence items for Trail's Edge Senior. We are anticipating breaking ground in October or November for an early start and closing later in the year with MN Housing.

Round two of first-time homebuyer DPA was launched in July, as well as the first round of first gen down payment assistance. As of August 24th, we have five (5) closing scheduled, five (5) reservations and 41 pre-applications.

The Deputy Director and I were in Indianapolis from August 19th-22nd for NCRC (North Central Regional Council of NAHRO) for a board meeting and regional conference. Both of us sit on the NCRC board. There were a variety of topics covered at the event. I presented on the CDA's Community Land Trust program as well. The biggest themes at NCRC were preserving aging housing assets, adapting to new HUD requirements, leveraging technology and AI, and finding innovative ways to expand affordable housing opportunities. There was also significant emphasis on leadership development, customer service, and strategies such as Community Land Trusts and tax-credit partnerships to increase housing attainability.

HOUSING UPDATES



2026 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	- Exterior Work - Patio - Office Remodel	- Contractor selected, start date pending. - Project One is the contractor. Project started in April, on schedule, updated anticipation date to be completed September.
Carver Homes	100 State Ave 110 W 2nd Street 1013 Pontiac Court - Spruce Apartments	- Received bids to replace siding, windows and exterior doors. Start date week of September 22. Contractor has been selected. Concrete work completed. Roof replacement complete. Paving parking lot starting end of September. - Working with structural engineers on plans. Start date pending. Demolition has started to prepare for rehab. - Replaced deck in September - Parking lot replaced-to be start in September. Soffit, fascia and gutters being replaced in October. Underground water lines getting lined in September to prevent leaks.
Lake Grace	Replacing flat roof on A Building	Contractor selected, work started week of September 8.
Windstone	Replace four (4) concrete stoops	Work completed.
Crossings	- Parking garage cleaned/sealed - Concrete work-replaced sidewalk	- Work to start week September 15. - Work completed in August.
Waybury	Parking lot sealed/stripped	Work completed.
Trail's Edge South	Parking lot sealed/stripped	Work to be completed in September.

Miscellaneous Updates:

- **Carver Oaks leasing update:** We currently have forty-two **(42)** units leased out of forty-three **(43)** with forty-one **(41)** occupied. The property is operating on a six **(6)** month lease-up schedule which was up 8/31/26.
- **Carver Place Tax Credit and Section 811 Inspection:** A Management and Occupancy Review (MOR) with Minnesota Housing was completed on August 11th for the Section 811 units. We received a Satisfactory rating, which is a good score overall. There was also a second inspection for compliance with Housing Tax Credits on August 13th. This included a physical inspection that had no findings, a tenant file review and a supportive housing review, final report pending for file review.
- **Rural Development inspection:** A physical inspection of our Rural Development properties in Watertown and Mayer occurred on July 20th, all findings from that inspection have been cleared by the USDA. There was also a file review, final report pending.
- **Trail's Edge South inspections:** There was an inspection with MN Housing for compliance with Housing Tax Credits on August 13th. This included a physical inspection that had minimal findings, a tenant file review and a supportive housing review, final report pending for file review. There was also a physical inspection required by the Loan Agreement on September 10th, this inspection went well, final report pending.
- **HOTMA Implementation: January 2027**
The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1st, 2027. 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 1st, 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	7/1/25-6/30/27	15	100%
Bridges RTC	7/1/25-6/30/27	2	100%
Housing Trust Fund	10/1/25-9/30/27	10	130% (13 units) Will reduce to 10 units as no additional households will be added.
CoC PSH	8/1/25-7/31/26	14	(10)71% -working on offboarding clients to other subsidy types

Resident Services
Presentations 2026

Agency	Property	Number of Residents
Fraud and Scams-MN Aging Pathways	Centennial	16
	Waybury	7
	Crossings	18
	Oak Grove	7
SW Prime	Centennial	9
	Waybury	14
	Carver Place	0
	Carver Oaks	7
Help at Your Door	Centennial	3
	Waybury	9
WeCAB	Centennial	1
	Waybury	12
	Crossings	7
	Spruce	1
	Trail's Edge	3
	Carver Oaks	1
	Carver Place	2
SmartLink	Centennial	4
	Waybury	4
	Carver Place	0
	Carver Oaks	1
	Crossings	5
	Spruce	0
	Trail's Edge	0
	Oak Grove	11
CAP Agency	Crossings	Scheduled for 9/17/26
	Spruce Apartments	Scheduled for 9/17/26
	Carver Oaks	Scheduled for 9/24/26
	Carver Place	Scheduled for 9/24/26
	Hilltop	Scheduled for 10/1/26
	Mayer Elderly	Scheduled for 10/1/26
	Centennial	Scheduled for 10/8/26
	Waybury	Scheduled for 10/8/26
	Oak Grove	Scheduled for 10/22/26
	Trail's Edge South	Scheduled for 10/22/26
Flu/Covid Clinic	Centennial Hill	Scheduled for 9/29/26

	Waybury Carver Oaks Hilltop Crossings Oak Grove	Scheduled for 9/29/26 Scheduled for 9/29/26 Scheduled for 9/30/26 Scheduled for 9/30/26 Scheduled for 10/7/26
Medicare Annual Update		November 5

2026 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance/SNAP Program Application assistance
5	YTD for 2026: 136 services provided to 34 households with 2,277 lbs of food distributed (34 on avg/month served)	0, season ended 5/31/26, will open again 10/1/26

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). Information on this table will be updated on a quarterly basis.

Quarter 3 Reporting:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2026)	NextStage	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	14	9	9	6	3	3		
Chanhassen	24	59	20	2	7	10		
Chaska	49	183	174	24	4	11	32	2
Cologne	5		3	2	3	1	1	
Hamburg								
Mayer			10		4	2	3	
New Germany				1	5			
NYA	5	47	10	1	7	4		3
Victoria	1	3	3		7	2	1	
Waconia	36	119	51	7	6	2	11	
Watertown	2		34		7	4	3	7
Townships					5			
Other						8		
TOTAL	225	420	314	43	62	46	51	12

FINANCE

FINANCE

		August 2026 YTD Actual	August 2026 YTD Budget	Variance
CDA	Revenue	13,517,818	12,317,902	1,199,916
	Expenses	8,334,861	9,070,331	735,470
	Cash Balance	6,704,559		

		August 2026 YTD Actual	August 2026 YTD Budget	Variance
Properties	Revenue	7,228,143	7,148,956	79,187
	Expenses	4,773,554	4,909,957	136,403
	Cash Balance	3,443,361		

Revenue Recapture collected through August

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$20,523	\$5,648	
Carver Homes	\$9,206	\$46,782	
Bluff Creek	\$9,296	\$2,891	
Brickyard			
Centennial Hill			
Hilltop	\$53	\$183	
Oakgrove	\$795		
Trails	\$6,992	\$4,504	
Crossings			
Waybury	\$1,345	\$1,262	
Windstone		\$4,390	
Total:	\$48,210	\$65,660	

Other Finance updates

Consolidated YTD revenues for the CDA through August were \$13,517,818 and expenses were \$8,334,861. **Net Operating Income was \$5,182,957, 60% over budget primarily due to employee salaries and benefits and not being fully staffed. We also received Trails Edge Senior grant revenue and Chaska Yards funding in 2026.** YTD Revenues for the properties were \$7,228,143 and expenses were \$4,773,554. **Net Operating Income was \$2,454,589, 9.63% over budget. YTD CDA investments income through Pershing is \$43,239 with fees of \$3,367 creating a \$39,872 profit on investments.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT) Total Units	52
Total resales YTD	1
# of families helped	86
Interest/Waiting list	101
Homebuyer Initiated Program Commitment	6
Re-purchase/Acquisition YTD	1

Notes:

Down Payment Assistance Program

We have issued ten Standard DPA reservations for first-time homebuyer households totaling \$497,750 or 66% of the \$750,000 allocated funds. Additionally, four First-Generation Set-Aside DPA reservations have been issued, totaling \$200,000 or 40% of the \$500,000 allocated funds. We have four closings scheduled for the month of September, and two scheduled for the month of October.

BUSINESS DEVELOPMENT - NEXTSTAGE					
	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Total 4 Qtrs
Total Carver County Clients Assisted	14	2	19	13	48
# of Financing Events	3	0	4	0	7
Total Financing/Investment	\$1,281,100	\$831,100	\$617,500	\$617,500	\$2,729,700
New Business Starts	2	0	4	0	6
Business Expansions	3	0	1	0	4
New FT Jobs	19	1	7	1	28
New PT Jobs	6	0	10	1	17

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) – 2026 allocation is \$2,222,884 numbers through September 2026

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	9	\$2,165,303	97%
Additional Start-up loans	3	\$935,564	N/A
Step Up loans	5	\$1,460,487	N/A
Fix Up Loans	1	\$17,800	N/A
Down Payment and Closing Cost Loans		\$244,600	89%
TOTALS	18	\$4,579,154	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2027 new assessments	Underway (anticipated 2027 assessment)	2026 Paid Off	Total active assessments
Applications	4	28	2	78

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2025	Pre-Development	Victoria	Transportation	\$10,000
2025	Community Development	NYA	Apt. Building	\$100,000
2025	Community Development	Waconia	Well Abandonment	\$50,000
2026	Technology Assistance	Chanhassen	Software	\$875
2026	Pre-Development	Waconia	Small Area Plan	\$10,000
2026	Pre-Development	NYA	Historical Study	\$10,000
2026	Community Development	Chanhassen	West One Redevelop	\$100,000
2026	Community Development	NYA	Apt. Building	\$100,000
2026	Community Development	Watertown	Hive Haus Redevelop	\$100,000

SOCIAL MEDIA & MARKETING

FACEBOOK* Carver County CDA

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>Facebook Views</i>	6,149	9,598	19,598	8,955	44,300
<i>Total Engagement</i>	485	789	1,587	615	3,476
<i>Total New Followers</i>	+ 23	+ 19	+ 43	+ 24	+ 109
<i>Total Facebook Followers</i>	37	56	99	125	

*CDA Facebook created beginning of Q2 2025

CARVERCDA.ORG

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>Views</i>	21,010	17,232	20,031	20,015	78,288
<i>Total Users</i>	5,732	7,007	7,079	6,921	26,739
<i>Top 3 Pages</i>	Carver County CDA, CDA Owned Properties, DPA Program	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, CDA Owned Properties, DPA Program	

LINKEDIN Carver County CDA

	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
<i>LinkedIn Reach/Impressions</i>	9,148	9,043	13,407	6,990	38,588
<i>Total Activity (Reactions + Comments + Reposts)</i>	436	353	529	295	1,613
<i>Total New Followers</i>	+ 28	+ 25	+ 22	+ 21	96
<i>Total LinkedIn Followers</i>	458	483	505	525	

Community Events

Carver County CDA

	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Totals
<i>Total Events* Attended/ Participated in as an Agency</i>	7		1	6	14
<i>List of Events*</i>	Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia		SW Chamber Health & Wellness Expo	Waconia Comm. Expo FRC Spring Family Night Taste of Chaska Chaska Produce Market NYA Produce Market Watertown Produce Market	
<i>Total Events* Hosted as an Agency</i>	4	4	3	0	11
<i>List of Events*</i>	Homestretch Course NNO @12 CDA Locations CP Ribbon Cutting/CDA 45 th Anniversary Event Chaska Yards Ribbon Cutting	CP Ribbon Cutting with SW Metro Chamber Trunk or Treat @TES Homestretch Course Loucks Presentation	Chaska Yards Open House What Home Means to Me Poster Contest Events (5 locations) CO Ribbon Cutting & Open House Event		

*Began tracking at end of Q3 2025

UPCOMING EVENTS:

DEPUTY DIRECTOR REPORT

SharePoint/Yardi Implementation:

We are continuing to move forward with the implementation of SharePoint integration with our Yardi property management software and for the Agency as a whole.

Staff involved in the implementation have completed initial SharePoint training and are now working on creating the Agency's sites as well as finalizing the overall structure and implementation plan. Part of this implementation will include determining how department sites will be organized, what information and resources will be housed within each site, and how the sites will connect across the platform.

We continue to anticipate an implementation timeframe of approximately 6 to 12 months based on the scope of the project and level of customizations.

CivicPlus Implementation:

We will begin working with CivicPlus to standardize and improve management of Board meetings, agendas, minutes, and any Board related documents. This platform will provide a more streamlined process for developing and managing Board packets, including standardized agenda, minutes, and staff report formats. The implementation will also include tools to improve the accessibility of documents published on our website and provide the ability to archive our social media content.

We will begin working with CivicPlus on implementation in September, with completion anticipated for January 2027.

Envisio Implementation:

We are moving forward with the implementation of Envisio. Envisio is a strategic planning and performance management platform. Envisio will provide the Agency with a centralized system to track strategic plan goals, projects, performance measures, and progress across the organization.

As part of the implementation, Envisio will be working with staff to develop action items, performance measures, configure dashboards, and reporting tools. The platform will provide the option to create a public facing dashboard.

We are currently finalizing the agreement and will begin the partnership kickoff and implementation process once completed.

Website:

We will begin working on a redesign of our website this fall. The project will focus on improving accessibility, navigation, mobile use, and our ability to manage and update website content internally. Additional information regarding the project and transition will be shared as we move forward.

Hearing Officer Training:

Amber and I attended a two-day Hearing Officer Specialist Training facilitated by Nan McKay. The training focused on conducting fair and effective hearings based on program guidelines. In the past, we have had to use a third party to conduct these hearings. By completing this training and becoming certified, we will now be able to conduct certain hearings in-house related to program terminations, lease violations, and/or compliance violations.

Active Threat Training:

All staff will participate in an in-person Active Threat Training course on September 23rd. The training will focus on how staff should respond in the event of an active threat at one of our properties, inside a resident unit, or at the main office.

Recent incidents involving violence and safety concerns affecting housing professionals have reinforced the importance of reviewing how we prepare for and respond to potential threats. Because our staff work in a variety of environments, the training will be tailored to situations they may encounter based on their roles and work locations.

In addition to the training, we are currently evaluating security measures at our properties and offices and identifying adjustments that can be made to further support employee safety. This work is part of our continued focus on providing a safe working environment and ensuring staff are prepared to respond appropriately in an emergency.

Multifamily Economics, Finance, & Technology Summit:

I will be attending the 14th Annual Multifamily Economics, Finance and Technology Summit at the Club at Golden Valley on September 25th. The Summit will focus on current trends and issues impacting multifamily housing, including finance and technology.

Senior Housing Summit:

On September 30th, Andra and I will attend the 20th Annual Senior Housing Summit, also at the Club at Golden Valley. The Summit will focus on items impacting senior housing, including market conditions, development, operations, technology, and policy.

NAHRO Fall Conference:

Allison, a maintenance team member, and I will be attending the Minnesota NAHRO Annual Conference at Treasure Island Resort and Casino, October 7th through October 9th. The conference will focus on topics impacting housing programs, operations, management, compliance, and emerging industry trends.

I will also be participating as a panelist for a session focused on the use of Artificial Intelligence within housing and redevelopment agencies. The panel will discuss how agencies are currently using AI, opportunities for its use, and policies and safeguards that should be considered when implementing AI within an organization.

EXECUTIVE DIRECTOR REPORT

Coffee with the Boss

The next Coffee with the Boss session is scheduled for September 29 at the CDA main office. During this meeting, I will present the CDA budget and levy information to staff and introduce our new AI and Social Media policies.

Office Expansion Update

The office expansion project continues to move forward successfully. Project One anticipates substantial completion by September 18, and our new office furniture is currently expected to arrive on September 21. This project has been a long journey, and I am incredibly grateful for the patience, flexibility, and support demonstrated by our staff throughout the process. We are excited to showcase the new space and will soon begin planning an open house.

Budget and Levy

The final budget and levy presentation was held on September 1. Thank you to the board members who attended and showed their support for CDA staff. I am pleased to report that the County Board approved our requested levy, allowing us to continue expanding our capacity, advancing key projects, and enhancing the services we provide to Carver County residents.

Development Activities

I am currently working on several post-construction due diligence items for both Carver Oaks and Carver Place. This includes the construction completion equity installment for Carver Oaks and the rental achievement equity installment for Carver Place.

At the same time, I am advancing pre-construction due diligence activities for Trail's Edge Senior. We anticipate breaking ground in October or November to allow for an early start, with project closing expected in early 2026 in partnership with Minnesota Housing.

Homeownership Programs

The second round of First-Time Homebuyer Down Payment Assistance (DPA) launched in July, along with the first round of First-Generation Down Payment Assistance. As of September 11, we have completed two closings, with four additional closings scheduled.

MN NAHRO Conference

In October, I will be attending the Minnesota NAHRO Annual Conference along with our Deputy Director and one of our Maintenance Technicians. I am excited to have additional agency staff represent the CDA and take advantage of opportunities to expand their knowledge, share experiences, and connect with housing professionals from across the state. I have also been invited to present on two conference panels: Advocacy 101 and The Digital Front Door.

Comprehensive Plan Support

I have begun presenting to city councils as part of our effort to provide Comprehensive Plan resources to communities throughout the county. The CDA is currently partnering with Maxfield Research to update affordable housing studies for each city as they work through their Comprehensive Plan updates. Maxfield anticipates completing this work by the end of 2026.

One exciting component of this initiative is the development of an executive summary dashboard that will be embedded on the CDA website and draw information directly from these studies. While the launch timeline is still being determined, we believe it will be a valuable tool for communities and stakeholders.

In addition to the housing studies, the CDA will provide a variety of supporting resources to cities. My presentations include a CDA 101 overview, highlighting who we are and the programs and services we provide, followed by an update on the Comprehensive Plan resources available to each community.

I presented to the City of Watertown on September 8 and currently have presentations scheduled with New Germany, Hamburg, and Mayer. I am also working to schedule meetings with the remaining cities throughout the county.

Staff Safety and Well-Being

The safety and well-being of our staff continue to be a top organizational priority. Following a recent tragic incident involving housing professionals in the Twin Cities, we communicated with staff to acknowledge the challenges that property management, maintenance, and housing professionals can face while serving residents and communities. While such events are rare, they reinforce the importance of maintaining a strong culture of safety throughout the agency.

We continue to encourage staff to remain vigilant, follow established safety protocols, and promptly report any concerning behavior, threats, or unsafe situations. Employees have been reminded that no task is more important than their personal safety and that they should remove themselves from situations where they feel at risk and seek assistance when needed.

The CDA remains committed to supporting staff through ongoing safety training, operational improvements, and the implementation of additional safety measures where appropriate. We also continue to foster open communication, encouraging employees to share concerns and provide feedback on ways we can further enhance workplace safety. Our goal is to ensure that every team member feels supported, valued, and equipped to safely carry out our mission of serving Carver County residents.

Carver County

2026 COUNTY PROFILES

41,175 Households

HOMEOWNER HOUSEHOLDS

33,548 | 81% of households



RENTER HOUSEHOLDS

7,627 | 19% of households



Income and Housing Costs: Change Over Five Years

In many counties, home values outpace incomes. Housing older than 50 years may require reinvestment or rehab.

From 2019 to 2024

Owner income: **3%** change to \$146,916

Home values: **18%** change to \$453,600

15% of homes were built before 1970.

From 2019 to 2024

Renter income: **14%** change to \$68,811

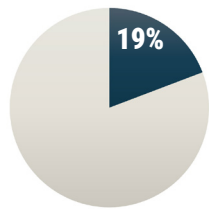
Rent: **7%** change to \$1,514

14% of rental homes were built before 1970.

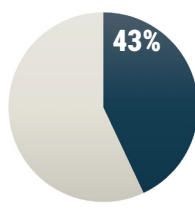
Cost-Burden Rates by Household Types

Housing cost-burdened families have less to spend on food, healthcare, and other basic needs.

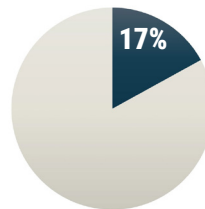
There are **9,561** cost-burdened Carver County households, or **24%** of all households.



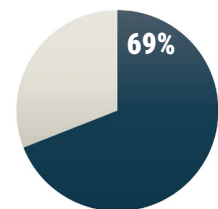
6,405
owners
are cost burdened
(19% of all owners)



3,156
renters
are cost burdened
(43% of all renters)



1,250
renters
are severely cost burdened
(17% of all renters)



1,260
senior renters
are cost burdened
(69% of all senior renters)

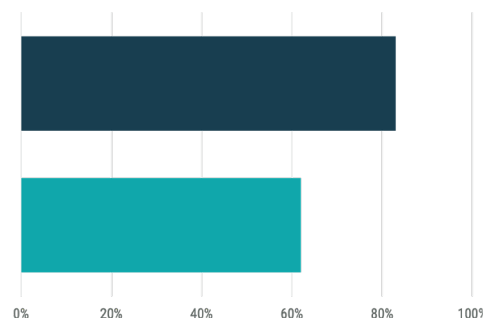
Cost burden: occurs when a household spends more than 30% of its income on housing costs. | **Severe cost burden** occurs when a household spends more than 50%.

White Compared to Black, Indigenous, and People of Color (BIPOC) Homeownership Rate

There are racial disparities in who owns a home in Carver County.

White Homeowners: **30,504**

BIPOC Homeowners: **3,507**



83% of white households own a home.

62% of BIPOC households own a home.

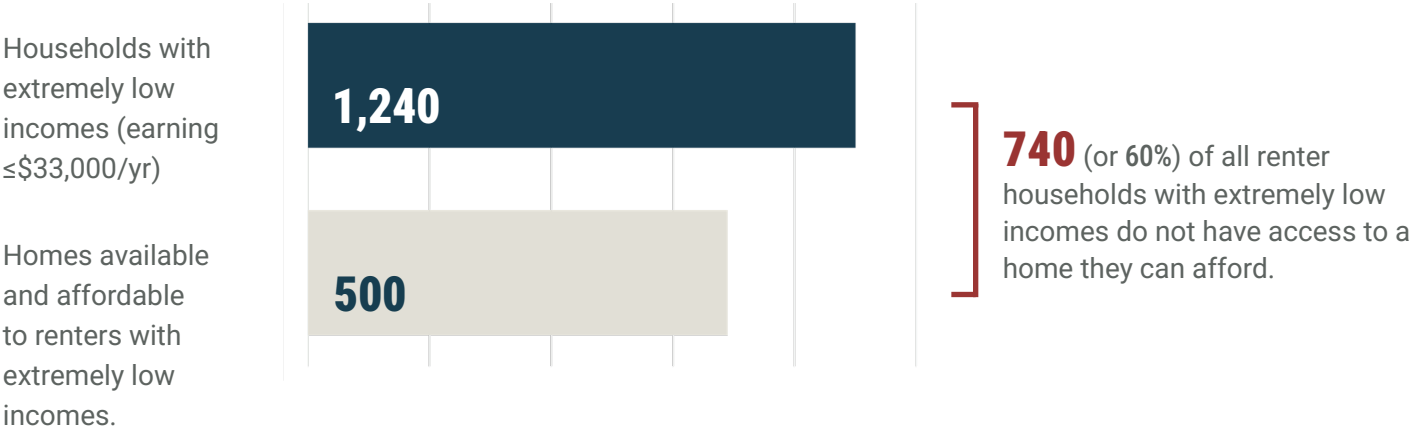
That means white homeownership is **21%** points higher than BIPOC homeownership in the county.



All homeownership rates are rounded to the nearest whole number.

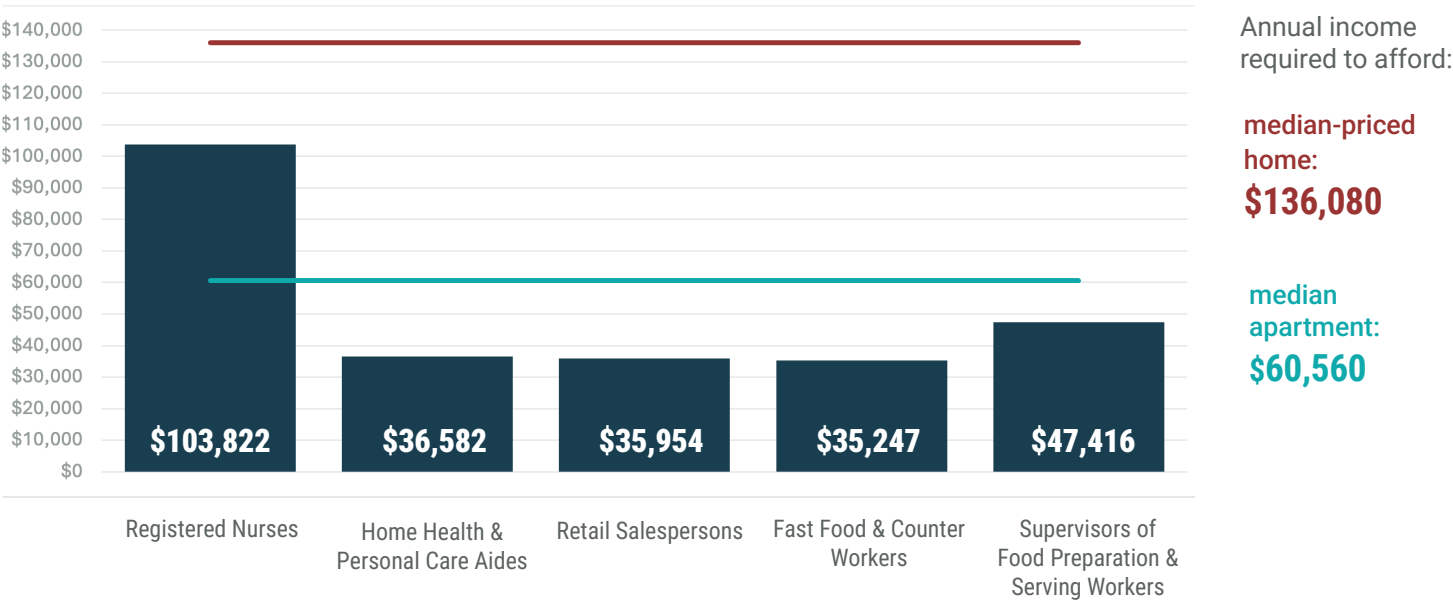
Affordable Homes Available to Extremely Low-Income Renters in Carver

The supply of available and affordable homes falls far short for renters with extremely low incomes.



Earnings in the Region’s Highest-Demand Jobs Compared to the County’s Housing Costs

The cost of housing is out of reach for many hard-working renters and homeowners.



DATA & SOURCES

Research reflects the most recent data available. Unless otherwise indicated, data is from 2024. Income and housing cost data reflect median values. Change in income, rent, and home values have been adjusted for inflation. The top in-demand jobs are geographically organized by MN DEED’s six planning areas, ordered left to right by demand.

- **Cost burden and homeownership:** U.S. Census Bureau, American Community Survey (ACS), 2024 5-year estimates.
- **ELI renters and affordable homes:** U.S. Department of Housing and Urban Development (HUD), ACS 5-year Comprehensive Housing Affordability Strategy (CHAS) county estimates, 2025 release based on 2018-2022 data
- **In-demand jobs:** Minnesota Department of Employment and Economic Development (MN DEED), Occupations in Demand, 2025

DEFINITIONS

Affordable housing is defined as housing costing no more than 30% of a household’s adjusted income.
An **affordable and available home** is housing which is both affordable and vacant or not occupied by a higher-income household.
Cost burden occurs when a household spends more than 30% of its income on housing costs. **Severe cost burden** occurs when a household spends more than 50%.
Median values are the midpoint (50th percentile) of their respective distributions, meaning half of the households earn or pay more, and half earn or pay less. Median values are used instead of averages because they are less affected by unusually high or low (outlier) numbers.

RESEARCH INQUIRIES: Gabriela Norton, Director of Research | Gabriela.Norton@mhponline.org | mhponline.org/publications
MHP is an equal opportunity employer and provider. ©2026 Minnesota Housing Partnership.





Board of Commissioners

Request for Board Action

Meeting Date: September 17, 2026

Agenda number: 6C

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for July 2026

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 July 2026 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: Andra Willis, Director of Housing

Author: Andra Willis, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
carverpl				
Resident 1				
	Past	DAMAGE	\$155.60	\$114.40
Total For Resident 1			\$155.60	\$114.40
Resident 2				
	Past	RENT	\$1,733.32	\$1,200.68
	Past	DAMAGE	\$1,382.90	\$0.00
Total For Resident 2			\$3,116.22	\$1,200.68
hilltop				
Resident 3				
	Past	DAMAGE	\$1,885.32	\$165.75
Total For Resident 3			\$1,885.32	\$165.75
lakegrc				
Resident 4				
	Past	DAMAGE	\$2,468.14	\$809.86
Total For Resident 4			\$2,468.14	\$809.86
Resident 5				
	Past	RENT	\$209.00	\$0.00
	Past	DAMAGE	\$3,667.18	\$348.59
Total For Resident 5			\$3,876.18	\$348.59
nonrad				
Resident 6				
	Past	DAMAGE	\$498.00	\$0.00
Total For Resident 6			\$498.00	\$0.00
windstn				
Resident 7				
	Past	DAMAGE	\$276.51	\$0.00
	Past	RENT	\$428.49	\$1,238.84
Total For Resident 7			\$705.00	\$1,238.84
Resident 8				
	Past	DAMAGE	\$3,226.34	\$1,013.66
Total For Resident 8			\$3,226.34	\$1,013.66
Total			\$15,930.80	\$4,891.78



Board of Commissioners

Request for Board Action

Meeting Date: September 17, 2026

Agenda number: 6D

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for August 2026

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 August 2026 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: Andra Willis, Director of Housing

Author: Andra Willis, Director of Housing

Tenant Unpaid
Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
lakegrc				
resident 1				
	Past	RENT	\$214.53	\$115.47
	Past	DAMAGE	\$1,851.52	\$0.00
Total For resident 1			\$2,066.05	\$115.47
resident 2				
	Past	DAMAGE	\$2,029.36	\$382.71
Total For Resident 2			\$2,029.36	\$382.71
ph				
Resident 3				
	Past	RENT	\$201.71	\$0.00
	Past	DAMAGE	\$7,057.28	\$536.72
Total For Resident 3			\$7,258.99	\$536.72
Total			\$11,354.40	\$1,034.90



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 6E

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - July 2026

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for July 2026

SUMMARY: In July 2026, the Carver County Community Development Agency (CDA) had \$1,704,689 in disbursements and \$279,142 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 July 2026.

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 July 2026 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - July 2026

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 July 2026**

	Date	Amount		Total
CDA	07/01/26	\$41,504		
	07/08/26	\$155,263		
	07/15/26	\$116,341	(1)	
	07/22/26	\$245,597	(2)	
	07/29/26	<u>\$232,687</u>	(3)	
				\$791,392
Properties	07/01/26	\$77,087	(4)	
	07/08/26	\$405,317		
	07/15/26	\$157,551		
	07/22/26	\$81,707	(5)	
	07/29/26	<u>\$191,635</u>	(6)	
				\$913,297
Total July 2026 Disbursements				<u><u>\$1,704,689</u></u>
July 2026 Payroll	07/01/26	\$92,180		
	07/15/26	\$90,408		
	07/29/26	<u>\$96,554</u>		
				<u><u>\$279,142</u></u>

Disbursement detail is available in the Finance Office

- (1) Minnesota Office Furniture - Deposit for CDA Office Expansion - \$66,997**
- (2) Project One Construction - CDA Office Expansion - \$152,185**
- (3) Project One Construction - CDA Office Expansion - \$190,274**
- (4) Minnesota Housing Finance Agency - Carver Oaks - Loans - \$32,427
Minnesota Housing Finance Agency - Carver Place - Loans - \$17,817
US Bank - Waybury - Bond Payments - \$34,818**
- (5) Assa Abloy Entrance Systems - Carver Oaks - Entrance System - \$13,400**
- (6) Merchants Capital - Trails Edge South - Mortgage Payment - \$33,340**



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 6F

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - August 2026

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for August 2026

SUMMARY: In August 2026, the Carver County Community Development Agency (CDA) had \$2,299,669 in disbursements and \$186,018 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 August 2026.

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 August 2026 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - August 2026

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 August 2026**

	Date	Amount	Total
CDA	08/05/26	\$61,005	
	08/12/26	\$161,471 (1)	
	08/19/26	\$206,647 (2)	
	08/26/26	\$38,871	
			\$467,994
Properties	08/05/26	\$436,089 (3)	
	08/12/26	\$100,767	
	08/19/26	\$191,754 (4)	
	08/26/26	\$1,103,065 (5)	
			\$1,831,675
Total August 2026 Disbursements			<u>\$2,299,669</u>
August 2026 Payroll			
	08/12/26	\$93,280	
	08/26/26	\$92,738	
			<u>\$186,018</u>

Disbursement detail is available in the Finance Office

- (1) KAAS - Trails Edge Senior Architect Fee - \$86,406
- (2) Project One Construction - CDA Office Expansion - \$72,723
Yardi - Annual Fee (billed back to properties) - \$73,547
- (3) Minnesota Housing Finance Agency -Carver Place - Loan - \$44,626
US Bank - Waybury - Bond Payments - \$34,818
School Outfitters LLC - Windstone - Community Room Tables and Chairs - \$13,374
- (4) Summit Fire Protection - Card Access and Camera Addition - \$13,175
Minnesota Housing Finance Agency -Carver Oaks - Loans - \$32,427
State Farm -Carver Place - Insurance - \$49,252
Twin City Outdoor Services -Nonrad - New Germany Concrete Work - \$13,875
Interior Designer's Carpet -Crossings - Unit Turn Costs - \$11,391
- (5) Merchants Capital - Trails Edge South - Mortgage Payment - \$33,340



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 6G

DEPARTMENT: Community Development

FILE TYPE: Consent Agenda

TITLE: Approval of CGPI Pre-Development Grant to City of Watertown

PURPOSE/ ACTION REQUESTED: Approval of CGPI Pre-Development Grant to City of Watertown for the Downtown Small Area Plan

SUMMARY: The Community Growth Partnership Initiative Program (CGPI) was created and funded by the Carver County Community Development Agency (CDA) in January of 2016. The goals of the CGPI Program are to increase the tax base and improve the quality of life in Carver County through three specific strategies: Affordable Housing, Community Development, and Redevelopment strategies. The CDA allocated \$415,000 in 2026 for the CGPI Program.

Cities and townships are eligible to apply for and receive one (1) Pre-Development grant up to \$10,000, one (1) Technology Assistance grant up to \$1,500, and one (1) Community Development grant up to \$100,000 per calendar year.

The City of Watertown is requesting \$10,000. The Downtown Watertown Small Area Plan and Visioning document is a planning study, to be prepared by DJR Architecture, focused on the City's downtown "Loop District" and its relationship to the Crow River and the Luce Line Regional Trail. The Plan will establish an overall vision and identify specific building and site improvements needed to better connect the existing downtown boardwalk and Main Street buildings to the Crow River and to downtown Watertown generally.

The total cost of the work is estimated at \$29,000, exceeding the required 1:1 match.

RECOMMENDATION: Approve the CGPI Pre-Development funding request from the City of Watertown for \$10,000 for the Downtown Small Area Plan.

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 (CGPI) in 2016 to assist Carver County cities and townships with increasing their tax base and improving the quality of life through redevelopment, community development and affordable housing strategies; and

WHEREAS, the CGPI has an approved budget of available grant funds of \$415,000 for the fiscal year ending December 31, 2026; and

WHEREAS, Carver County cities and townships are eligible to apply for and receive one (1) Pre-Development grant up to \$10,000, one (1) Technology Assistance grant up to \$1,500, and one (1) Community Development grant up to \$100,000 per calendar year; and

WHEREAS, the CDA has a balance of \$94,125 for 2026 CGPI funding; and

WHEREAS, the City of Watertown has submitted a Pre-Development grant application for a project that meets the CGPI requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners to award a CGPI Pre-Development grant to the City of Watertown for \$10,000 for the Downtown Small Area Plan and enter into a grant agreement with the CDA, in form and content acceptable to the Executive Director of the CDA.

PREVIOUS BOARD ACTION

2026 CGPI Policy and Procedure Guide - March 19, 2026

ATTACHMENTS

City of Watertown Pre-Development Application

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: Position currently open

Author: Allison Streich, Executive Director



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

I. APPLICANT INFORMATION	
Organization:	City of Watertown, Minnesota
Contact Name:	Dan Tolsma, City Administrator
Address:	309 Lewis Ave S, Watertown, MN 55388
Phone Number:	(952) 955-2681
Email:	dtolsma@watertownmn.gov
Authorized representative for execution of contract(s):	Name: Dan Tolsma Title: City Administrator

Name of Project:	Downtown Watertown Small Area Plan
Amount of funding request:	\$10,000
Total Project costs:	\$29,000 (DJR Architecture proposal: \$29,000.00)

II. AREA OR SITE CONDITIONS	
General location of Area (Property ID and/or Address):	Downtown Watertown “Loop District” — the Main Street corridor and downtown boardwalk area along the Crow River, between the downtown business district and the Luce Line Regional Trail.
Legal Description of Site:	<i>Not applicable — the Plan Area encompasses multiple downtown parcels under separate ownership; a single parcel legal description does not apply to this district-wide planning study.</i>
Site Size (acres):	<i>To be determined — multi-parcel downtown study area; consolidated acreage has not been calculated for this application.</i>
Define Boundary of plan area:	The Plan Area generally includes the downtown Main Street corridor, the existing boardwalk along the Crow River, and adjoining downtown properties within Watertown's “Loop District,” extending toward the Luce Line Regional Trail.
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	☒ Publicly owned ☒ Privately owned
Post-redevelopment owners?	Mix of public and private ownership. The City will continue to own and maintain public amenities (the downtown boardwalk and any public trail connections); existing downtown Main Street buildings and business properties will remain privately owned.
Current Appraised or Assessed Value of the Plan Area properties:	<i>To be determined — the Plan Area includes multiple properties under separate ownership; a consolidated assessed value has not been compiled for this application.</i>

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 GRANT APPLICATION**

III. PRE-DEVELOPMENT PROJECT INFORMATION	
Type of Activity:	☐ Market Analysis ☒ Concept Design ☐ Site Design ☐ Zoning Study ☒ Other: Small Area Plan / Visioning Study
Describe the type and scope of the Plan.	The Downtown Watertown Small Area Plan and Visioning document is a planning study, to be prepared by DJR Architecture, focused on the City's downtown "Loop District" and its relationship to the Crow River and the Luce Line Regional Trail. The Plan will establish an overall vision and identify specific building and site improvements needed to better connect the existing downtown boardwalk and Main Street buildings to the Crow River and to downtown Watertown generally.
Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.	The City has long recognized that the existing downtown boardwalk and downtown buildings do not adequately connect to, or relate to, the Crow River, notwithstanding that the River is among the City's most significant community amenities. The Plan is needed to establish a shared vision and specific recommendations for redevelopment and development opportunities for existing downtown buildings, and to identify strategies to better connect Main Street to the Crow River and the Luce Line Regional Trail, before the City, the EDA, or private property owners can pursue individual projects.
Describe the desired redevelopment project that will occur.	The City and its Economic Development Authority (EDA) anticipate using the vision and recommendations established through the Plan to inform specific building and site improvements that better connect downtown buildings and the boardwalk to the Crow River, and to potentially reestablish a grant or loan program, similar to the City's existing Main Street façade improvement program, to help property and business owners implement the improvements identified in the Plan.
Who will lead the planning efforts (i.e. City, Consultant, etc.)?	City staff and the Watertown Economic Development Authority (EDA), with DJR Architecture and Terramark serving as the planning and architectural consultant.
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	DJR Architecture, Terramark (planning/architectural consultant); Watertown Economic Development Authority; downtown property and business owners; Carver County Community Development Agency.
Estimated time for Plan completion?	<i>To be determined (timeline to be confirmed) upon grant award.</i>

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 GRANT APPLICATION**

Provide details of funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
Carver County CDA – CGPI Grant	\$10,000		☒
City of Watertown EDA (local match, budgeted)	\$19,000	☒	
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
Total:	\$29,000		

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 GRANT APPLICATION**

REQUIRED RESOLUTION

The City Council of the City of Watertown, Minnesota adopted Resolution No. 2026-26 on July 28, 2026, approving submittal of this application and authorizing the City Administrator to execute any resulting grant agreement. The adopted resolution is enclosed as Attachment A to this application.

Attachment A: Resolution No. 2026-26, A Resolution Approving Submittal of an Application to the Carver County Community Development Agency for a Community Growth Partnership Initiative Grant for the Downtown Watertown Small Area Plan (adopted July 28, 2026).

Attachment A

(Resolution No. 2026-26, A Resolution Approving Submittal of an Application to the Carver County Community Development Agency for a Community Growth Partnership Initiative Grant for the Downtown Watertown Small Area Plan (adopted July 28, 2026)).

CITY OF WATERTOWN, MINNESOTA**RESOLUTION NO. 2026-26****A RESOLUTION APPROVING SUBMITTAL OF AN APPLICATION TO THE
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY FOR A COMMUNITY
GROWTH PARTNERSHIP INITIATIVE GRANT FOR THE DOWNTOWN
WATERTOWN SMALL AREA PLAN**

WHEREAS, the City of Watertown, Minnesota (the “City”) has identified a proposed project within the City that meets the Carver County Community Development Agency's (“CDA”) Community Growth Partnership Initiative Grant (“CGPI”) program's purpose and criteria; and

WHEREAS, the City has identified a pre-development, early-stage planning activity — preparation of the Downtown Watertown Small Area Plan (the “Plan”) — that is directly related to current and future redevelopment and development projects within the City that will meet the objectives of the CGPI; and

WHEREAS, the Plan will establish redevelopment and development opportunities for existing downtown buildings and will identify strategies to better connect Main Street to the Crow River and the Luce Line Regional Trail; and

WHEREAS, the City has long recognized that the existing downtown boardwalk and downtown buildings do not adequately connect to, or relate to, the Crow River, notwithstanding that the River is among the City's most significant community amenities; and

WHEREAS, City staff and the City's Economic Development Authority (“EDA”) have discussed retaining an experienced architectural and planning firm to establish an overall vision, and to identify specific building and site improvements, that would better connect the boardwalk and downtown buildings to the Crow River and to downtown Watertown generally; and

WHEREAS, if successful, the EDA anticipates using the vision and recommendations established through the Plan to inform the potential future creation of a grant or loan program, similar to the City's existing Main Street façade improvement program, to help realize the improvements identified in the Plan; and

WHEREAS, the City is requesting \$10,000 in CGPI grant funding to offset the cost of preparing the Plan; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the CGPI guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

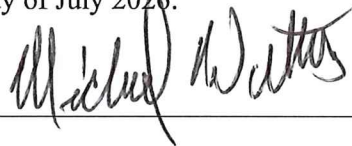
WHEREAS, the City is supportive of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown, Minnesota, approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant program in the amount of \$10,000 to offset the cost of the Downtown Watertown Small Area Plan.

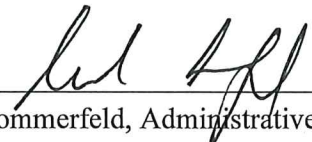
BE IT FURTHER RESOLVED that if the application is approved by the Carver County CDA, the City Administrator is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

CITY OF WATERTOWN, MINNESOTA

Adopted by the City Council of Watertown this 28th day of July 2026.



Michael Walters, Mayor

ATTEST: 
Michael Sommerfeld, Administrative Services Director



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 6H

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of the Execution and Delivery of Certain Documents Relating to the Development of Trail's Edge Senior Apartments

PURPOSE/ ACTION REQUESTED: Approve documents for an early start on Trail's Edge Senior.

SUMMARY: The CCCDA submitted a funding application to MN Housing for funding of Trail's Edge Senior in 2025 and was awarded funding in December 2025. Trail's Edge Senior will be a senior housing project consisting of 43 units, with a mix of 1- and 2-bedroom units. The development will be located at 905 Airport Rd in Waconia. A limited liability company will serve as the developer of the project. The CCCDA will be the sole member of the Developer.

The CCCDA, CCCDA Trail's Edge Senior LP, and CCCDA Trail's Edge Senior GP LLC need to adopt resolutions prior to commencing an early start on Trail's Edge Senior. This includes the acquisition of the property, entering into the construction and architect's agreements, and entering into development documents. Prior to closing on the project, adoption of a resolution for other items will include the construction loan from MN Housing, the investment in the Partnership by Midwest Housing Equity Group, the acceptance of additional funds, assistance and entering into a property management agreement.

RECOMMENDATION: Approve the Resolution to acquire the property and enter into the construction and architect's agreements and the development agreements for an early start for Trail's Edge Senior.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

See attached Resolution

PREVIOUS BOARD ACTION

Resolution 26-58-Approval of the Creation of a Limited Partnership and Limited Liability Company General Partner for Trail's Ege Senior

ATTACHMENTS

N/A

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

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

CONTACT

Department Head: Allison Streich, Executive Director

Author: Allison Streich, Executive Director

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
OF
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

Resolution No:

The Board of Commissioners (the “Board of Commissioners”) of Carver County Community Development Agency, a public body corporate and politic of the State of Minnesota (the “CCCD”), the sole member of CCCDA Trail’s Edge Senior GP LLC, a Minnesota limited liability company (the “General Partner”), the general partner of CCCDA Trail’s Edge Senior 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:

Acquisition of the Property 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 low-income multifamily housing development to be located on the Property, as defined herein (the “Project”);

WHEREAS, the CCCDA desires to contribute to the General Partner, and the General Partner desires to accept such contribution (the “GP Real Estate Acquisition”), that certain real property located in the City of Waconia, Minnesota, legally described on Schedule 1 attached hereto (the “Property”), pursuant to the terms of that certain Land Contribution Agreement by and between the CCCDA and the General Partner;

WHEREAS, the General Partner desires to contribute the Property to the Partnership, and the Partnership desires to accept such contribution (the “Partnership Real Estate Acquisition” and, together with the GP Real Estate Acquisition, the “Real Estate Acquisition”);

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 complete the Real Estate Acquisition; and

WHEREAS, the CCCDA, the General Partner, and the Partnership must enter into various documents for the Real Estate Acquisition to occur (collectively, the “Real Estate Acquisition Documents”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the CCCDA, authorizes and approves the Real Estate Acquisition and the execution of the Real Estate Acquisition Documents and any additional documents that may be required with respect to the Real Estate Acquisition.

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Allison Streich, Shanika Bumphurs, or Brittany Larson, the Executive Director, Deputy Director and Finance Director of the CCCDA, respectively, and the President, the Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively (each an

“Authorized Signatory”), is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver the Real Estate Acquisition Documents, as applicable.

Construction and Architect’s Contract

WHEREAS, the Partnership is entering into a contract for construction of the Project (the “GC Contract”) with Frana Companies Inc. (the “Contractor”), and an architect’s contract (the “Architect’s Agreement” and, together with the GC Contract, the “Construction Contracts”) with Kaas Wilson National PC (the “Architect” and, together with the Contractor, the “Contractors”); and

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of the Partnership to enter into the Construction Contracts.

NOW, THEREFORE, BE IT RESOLVED, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner, and/or the Partnership any and all documents, contracts and instruments with the respect to the Construction Contracts:

1. That certain AIA Document A101 – 2017 Standard Form of Agreement Between Owner and Contractor between the Partnership and the Contractor, together with all exhibits and addenda thereto;
2. That certain AIA Document B109 – 2020 Standard Form of Agreement Between Owner and Architect between the Partnership and the Architect, together with all exhibits and addenda thereto; and
3. Any and all other documents, contracts and instruments to be executed by the Partnership in connection with the Construction Contracts.

Development Documents

WHEREAS, in connection with the development of the Project, the CCCDA is entering into an easement with the City of Waconia, a Minnesota municipal corporation (the “Grantee”), for the installation, maintenance, repair, and use of private and public utility lines, including but not limited to water, sanitary sewer, storm sewer, gas, electric and telecommunications lines and conduits (the “Utility Easement”);

WHEREAS, the Board of Commissioners has determined it to be in the best business and pecuniary interests of the CCCDA, the General Partner, and the Partnership to enter into the Utility Easement.

NOW, THEREFORE, BE IT RESOLVED, that any one Authorized Signatory be and is authorized on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to execute and deliver on behalf of the CCCDA, the General Partner, and/or the Partnership any and all documents, contracts and instruments with the respect to the Utility Easement:

1. That certain Utility Easement Agreement between the CCCDA and the Grantee, together with all exhibits thereto;
2. Any and all other documents, contracts and instruments to be executed by the CCCDA, the General Partner, or the Partnership in connection with the Utility Easement (collectively, the “Development Documents”).

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 Real Estate Acquisition, the Construction Contracts, and the Development Documents (collectively, the “Resolved Matters”) 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 Matters.

RESOLVED FURTHER, that any one Authorized Signatory 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 Matters on behalf of the CCCDA, the General Partner, and/or the Partnership as applicable.

RESOLVED FURTHER, that any and all actions regarding the Resolved Matters 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 Matters, that any one Authorized Signatory 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 Matters as they have been approved by the Board of Commissioners.

The remainder of this page has been left intentionally blank.

Adopted this 17th of September, 2026

Chair

Attest:

Secretary

SCHEDULE 1

Legal Description

Lot 2, Block 2, Interlaken 3rd Addition, according to the recorded plat thereof, Carver County, Minnesota.

(Abstract Property)

43439338v3



Carver County Community Development Agency

For the Period Ending:
6/30/2026

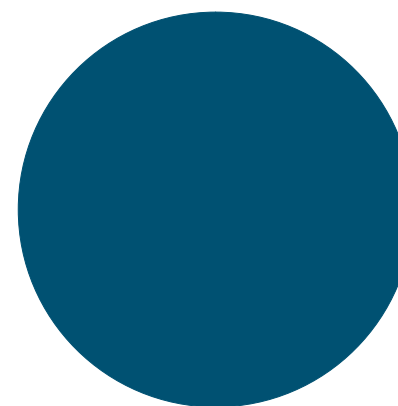
Portfolio Summary

Total Bond Par Value	\$2,035,884.37
Total Market Value	\$2,035,884.37
Accrued Interest	\$0.00
Total Portfolio Value	\$2,035,884.37
Estimate Annual Income	\$73,530.36
Average Maturity	0.00
Average Duration	0.00
Average Book Yield (ex-cash)	-
Average YTM	3.61%
Average YTW	3.61%
Average Credit Rating	
Total Number of Positions	2

Rating Distributions

Rating Bands	Market Value (\$)	% of Assets
AAA	\$2,035,884.37	100.00%
Total:	\$2,035,884.37	100.00%

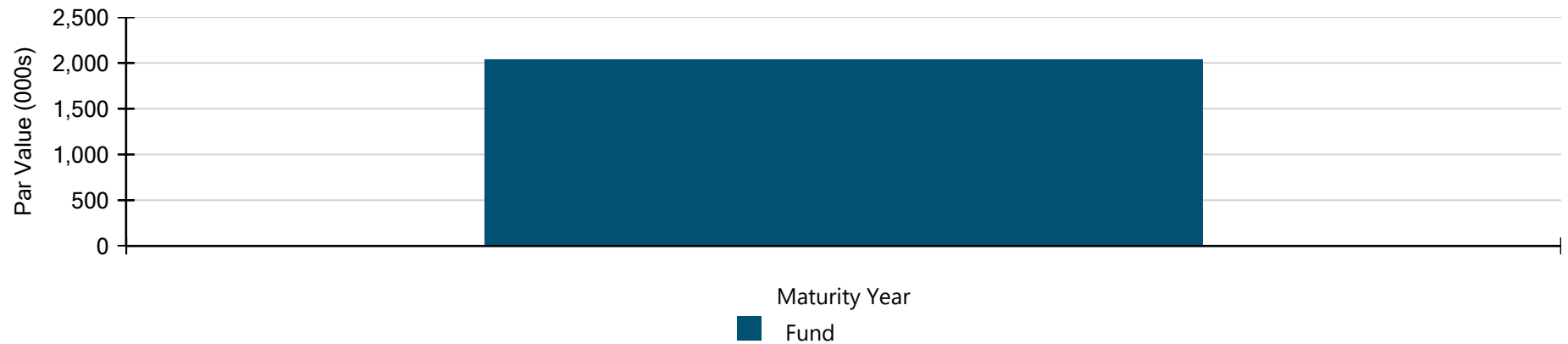
Cash & Fixed Income Allocation



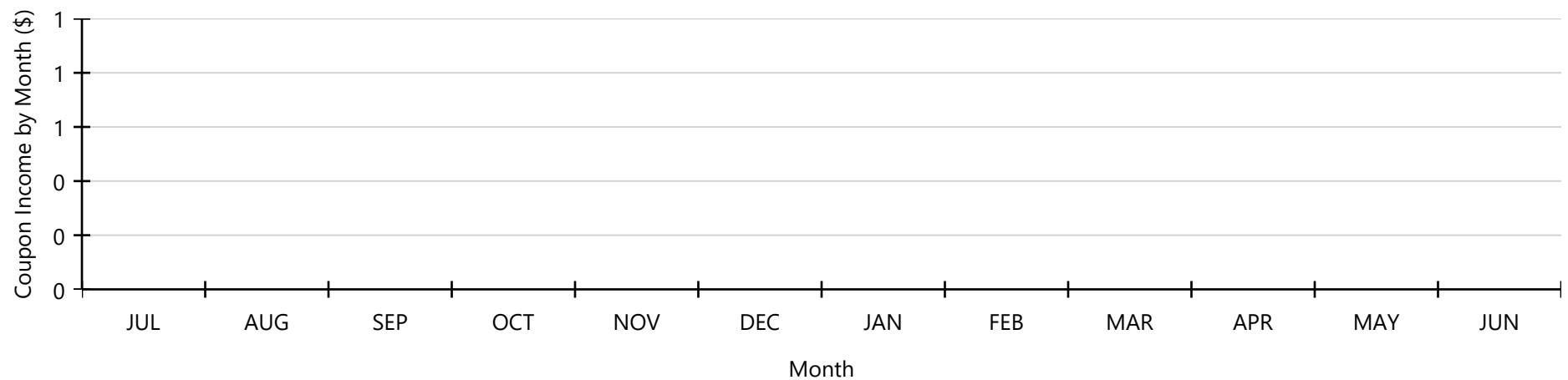
Fund: 100.00%

Security Type	Market Value (\$)	% of Assets
■ Fund	\$2,035,884.37	100.00%
Total:	\$2,035,884.37	100.00%

Maturity Schedule



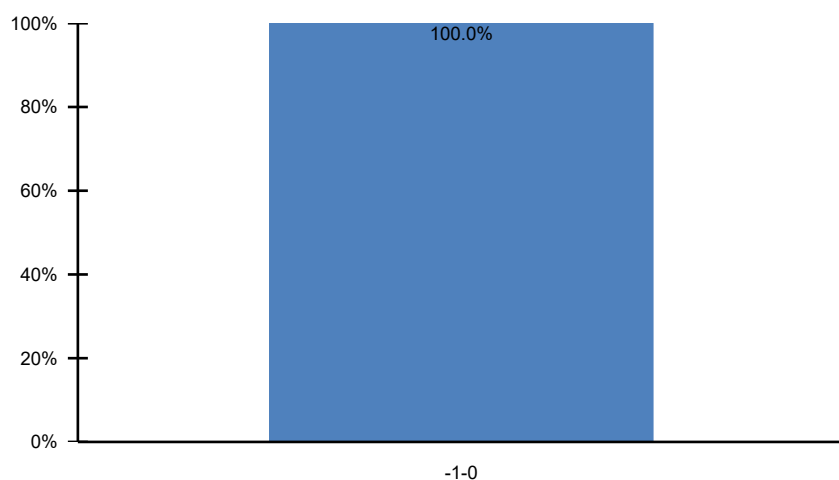
Coupon Income by Month



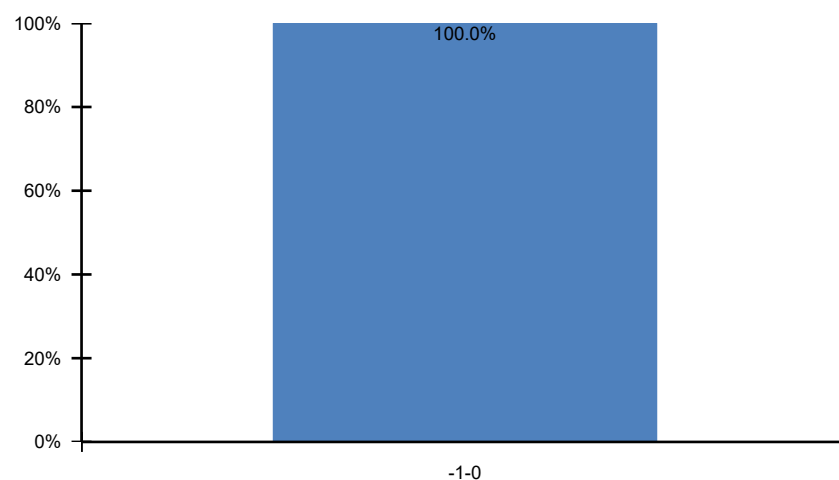
Distribution by Maturity					
Maturity Bucket	# of Bonds	Market Value	Avg. YTM	Avg. Cpn	Avg. Dur
0-1 yrs	2	\$2,035,884	3.61%	-	0.00
1-2 yrs	0	-	-	-	-
2-3 yrs	0	-	-	-	-
3-5 yrs	0	-	-	-	-
5-7 yrs	0	-	-	-	-
7-10 yrs	0	-	-	-	-
10+ yrs	0	-	-	-	-
TOTAL	2	\$2,035,884	3.61%		0.00

Distribution by Duration					
Duration Bucket	# of Bonds	Market Value	Avg. YTM	Avg. Cpn	Avg. Dur
0-1 yrs	2	\$2,035,884	3.61%	-	0.00
1-3 yrs	0	-	-	-	-
3-5 yrs	0	-	-	-	-
5-7 yrs	0	-	-	-	-
7-11 yrs	0	-	-	-	-
11+ yrs	0	-	-	-	-
TOTAL	2	\$2,035,884	3.61%		0.00

Distribution by Maturity

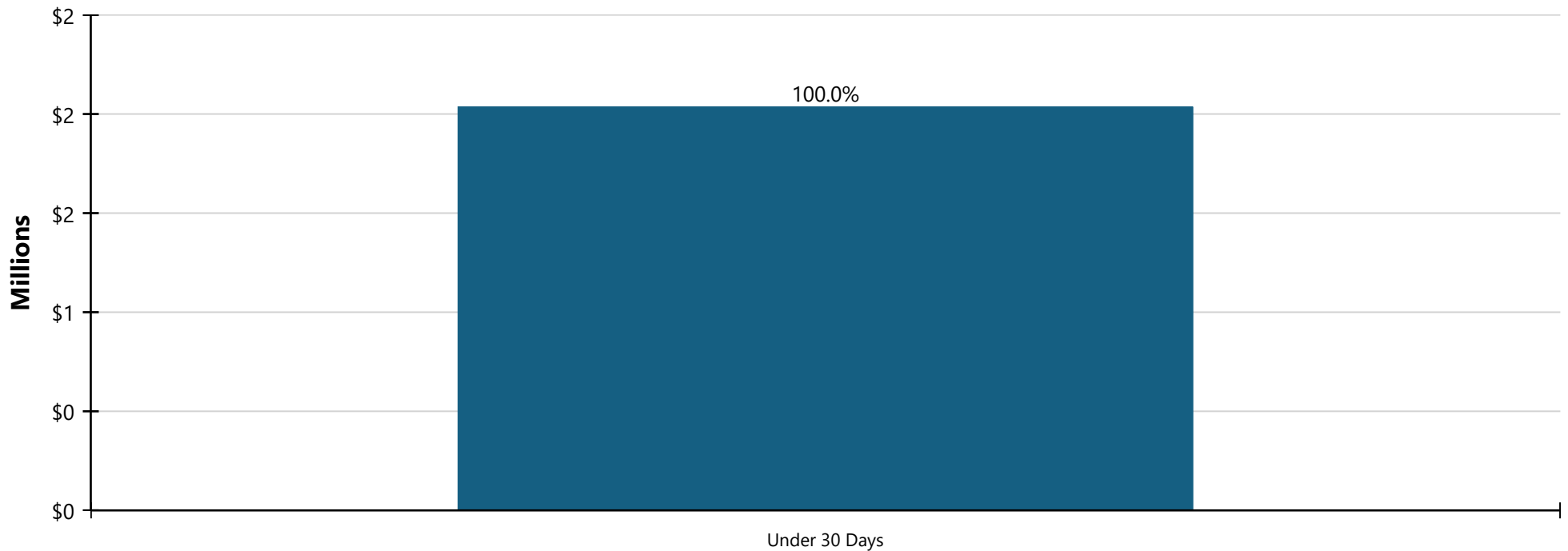


Distribution by Duration



Maturity Schedule

Maturity Distribution Weighted Average Maturity: 0 Days



Holdings

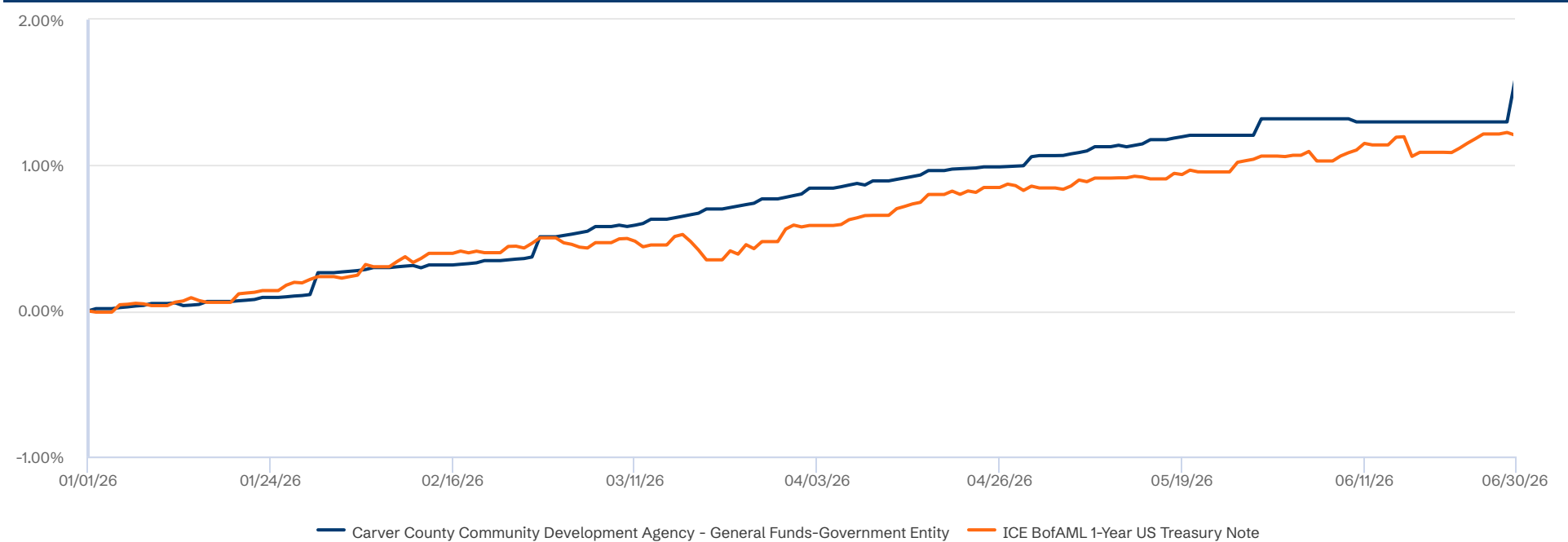
Security Details	CUSIP	Quantity	Maturity	Original Cost	Market Price (\$)	Market Value (\$)	Unrealized G/L (\$)	YTM (%)	YTW (%)	Moody's Rating	S&P Rating
Cash & Equivalents		2,035,884			1.00	2,035,884		3.61	3.61	Aaa	AAA
Totals						2,035,884	0				

Performance Report

Account: Carver County Community Development Agency - General Funds
Report Date: 1/1/2026 - 6/30/2026



Performance And Benchmark



	Market Value	Period
■ Carver County Community Development Agency - General Funds	\$2,035,884.37	1.58 %
ICE BofAML 1-Year US Treasury Note		1.21 %

Disclosures

Ehlers Investment Partners ("Ehlers") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV) on our website at www.ehlers-inc.com/disclosures.

Information contained in this performance summary is confidential and for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this summary but may become outdated or superseded at any time without notice.

Custody: Your qualified custodian bank/brokerage maintains control of all assets reflected in this summary and we urge you to compare this summary to the one you receive from your qualified custodian. Ehlers does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Ehlers will obtain pricing from an alternative approved third-party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed on our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Source ice Data Indices, LLC ("ICE"), used with permission. ICE PERMITS USE OF THE ICE INDICES AND RELATED DATA ON AN "AS IS" BASIS; ICE, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY SUPPLIERS DISCLAIM ANY AND ALL WARRANTIES AND REPRESENTATIONS, EXPRESS AND/OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, INCLUDING THE INDICES, INDEX DATA AND ANY DATA INCLUDED IN, RELATED TO, OR DERIVED THEREFROM. NEITHER ICE DATA, ITS AFFILIATES OR THEIR RESPECTIVE THIRD PARTY PROVIDERS GUARANTEE THE QUALITY, ADEQUACY, ACCURACY, TIMELINESS OR COMPLETENESS OF THE INDICES OR THE INDEX DATA OR ANY COMPONENT THEREOF, AND THE INDICES AND INDEX DATA AND ALL COMPONENTS THEREOF ARE PROVIDED ON AN "AS IS" BASIS AND LICENSEE'S USE IS AT LICENSEE'S OWN RISK. ICE DATA, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY DO NOT SPONSOR, ENDORSE, OR RECOMMEND EHLERS, OR ANY OF ITS PRODUCTS OR SERVICES.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Ratings: Ratings information have been provided by S&P, Moody's, and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 7B

DEPARTMENT: Administration

FILE TYPE: Regular Agenda

TITLE: Motion to Approve updated public office hours for the Carver County Community Development Agency (CDA).

PURPOSE/ ACTION REQUESTED: To update the CDA's office hours

SUMMARY: During the CDA office expansion and remodel, the agency implemented temporary office hours that also aligned with seasonal summer scheduling. Under this arrangement, the office has been open to the public Monday through Thursday from 10:00 a.m. to 3:00 p.m. and closed on Fridays.

As summer hours conclude at the end of September, staff reviewed office traffic, walk-in visits, and phone call activity to determine the most effective schedule moving forward. Based on this review, the following office hours are recommended:

- Summer Hours (June through September): Monday through Thursday, 9:00 a.m. to 3:00 p.m.; closed Fridays.
- Regular Hours (October through May): Monday through Friday, 9:00 a.m. to 3:00 p.m.

The proposed schedule balances public accessibility with operational efficiency. Usage data indicates that the recommended hours provide sufficient opportunity for residents and clients to access CDA services while allowing staff dedicated time to focus on administration, program delivery, and resident assistance. Staff will continue to offer appointments outside of public office hours when needed to accommodate resident and client schedules.

RECOMMENDATION: Staff recommends approval of the proposed office hours schedule.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

Motion to approve the Carver County CDA office hours as follows:

- Summer Hours (June through September): Monday through Thursday, 9:00 a.m. to 3:00 p.m., closed Fridays.
- Regular Hours (October through May): Monday through Friday, 9:00 a.m. to 3:00 p.m.

PREVIOUS BOARD ACTION

ATTACHMENTS

n/a

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

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

CONTACT

Department Head: Allison Streich, Executive Director

Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 7C

DEPARTMENT: Human Resources

FILE TYPE: Regular - Agenda

TITLE: Approval of the Top of Range Policy

PURPOSE/ ACTION REQUESTED: Approve the Top of Range Policy

SUMMARY: This policy is intended to recognize and reward employees who consistently demonstrate strong work performance and have reached, or will reach, the maximum salary range for their position.

This policy provides a one-time annual lump sum payment to acknowledge the continued contributions and dedication while supporting the retention of high-performing employees.

RECOMMENDATION: Recommend the CDA Board of Commissioners approve the resolution for the Top of Range Policy.

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency Board of Commissioners is being asked to review and approve the Top of Range Policy.

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that the Top of Range Policy is approved as written..

PREVIOUS BOARD ACTION

None

ATTACHMENTS

Top of Range Policy

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

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

CONTACT

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

Author: Janette Meyer, Director of Human Resources & Operations

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**FINAL DRAFT - TOP OF RANGE POLICY****Adopted: Resolution No.:****Purpose**

The purpose of the Top of Range Policy within Carver County Community Development Agency (CCCD) is to recognize and reward employees who consistently demonstrate strong performance and have reached, or will reach, the maximum salary range for their position.

This policy provides a one-time annual lump sum payment to acknowledge the continued contributions, dedication, and retention of high-performing employees at the top of their pay range.

Scope

Eligible employees may receive a one-time lump-sum payment, once per year, in conjunction with their annual performance.

Definitions

- Pay Range: The salary range for a position, from minimum to maximum allowable compensation.
- Top of Range: The maximum salary an employee may earn within their assigned pay range.
- Exempt: An employee who is paid a fixed salary.
- Nonexempt: An employee who is paid hourly and tracked for all hours worked.

Requirements

To qualify for a Top of Range payment, employees must meet all the following criteria:

- Have completed at least one (1) year of employment with CCCDA;
- Be at the maximum salary for their position at the time of the annual review or be projected to exceed the maximum salary due to the merit increase; and
- Demonstrate satisfactory or higher performance as determined through the annual review process.

Authorization

The Executive Director is responsible for reviewing and approving or denying all Top of Range payment requests. Each request must include:

- The employee's current salary;
- The maximum salary for the position;
- The one lump sum payment amount; and
- The pay period in which the payment will be issued.

Process

1. At the beginning of the calendar year, after the approved Cost of Living Adjustment has been applied, Human Resources will identify and notify employees who will be close to or at top of range for the current year.
2. Prior to the employee completing the self-evaluation, Human Resources will remind the top of range employee and the supervisor of the Top of Range payment.
3. When the employee receives a satisfactory or higher performance, the employee will either receive a lump-sum payment, or the merit increase up to the maximum top of range for the position. The difference in the increase the employee did not receive (over the maximum top of range) will be paid out at a percentage of the lump sum payment.
 - For example: The employee currently makes \$29.50 per hour and the top of range is \$30.00 per hour. The employee receives a 3% increase, which is an 88-cent increase. The employee will receive a 50-cent increase to the maximum top of range of \$30.00 per hour. The employee received 56.81% of the 88-cent increase to get to the maximum; therefore, employee will receive the difference which is 43.19% of the lump sum payment. If the lump sum payment is \$1,000, the employee will receive \$431.90. The following year, the employee will be at or above the maximum top of range and will receive the full lump sum payment.
4. The Director of Human Resources will complete and submit a Top of Range Request Form to the Executive Director for review and approval.
5. Upon approval, the employee will either receive a one-time lump sum payment or a combination of an increase and lump sum on the following pay period after the anniversary date.

The annual lump sum payment amount shall be \$1,000 for non-exempt employees and \$2,000 for exempt employees.

Additional Disclosures

- The one-time payment does not increase the employee's base salary.
- Base salary increases above the established maximum range will only occur when authorized through an approved Cost of Living Adjustment (COLA) and when budget conditions allow.
- This policy does not guarantee payment and is subject to budget availability and executive approval.



Board of Commissioners

Request for Board Action

Meeting date: September 17, 2026

Agenda number: 7D

DEPARTMENT: Human Resources

FILE TYPE: Regular Agenda

TITLE: Approval of Dental Carrier

PURPOSE/ ACTION REQUESTED: Approval of Dental Carrier - MetLife

SUMMARY: Following Board approval, we completed a Request for Proposal (RFP) for dental benefits through Integrity for the 2027 plan year. From that RFP, we received and evaluated five competitive proposals and after careful review and assessment of all proposals received, MetLife emerged as the most competitive carrier.

The CCCDA has, in the past, participated in Carver County's dental plan. However, last year the County made the decision to transition to a self-insured model, under which participating entities assume the financial responsibility for eligible claim costs rather than paying a fixed premium under a traditional fully insured plan. As a result, the CCCDA could incur additional varied costs throughout the year that would then make us responsible for reimbursing the County for those expenses incurred.

Based on the proposal reviewed, from MetLife, they would provide us a more competitive and predictable financial obligation. In addition, MetLife offers a consolidated benefits administration portal that is already utilized by several CCCDA benefit plans. This will be a more streamlined experience for both employees and plan administration.

Approval of this recommendation will result in cost savings for both employees and the CCCDA while simplifying plan administration and enhancing operational efficiency.

RECOMMENDATION: Approve the Dental Carrier - MetLife

EXPLANATION OF FISCAL/ FTE IMPACTS:

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

RESOLUTION:

WHEREAS, the Carver County Community Development Agency Board of Commissioners is being asked to review and approve the recommendation to select MetLife as the private carrier to manage the 2027 dental plan.

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that MetLife is approved as the private carrier to manage the CCCDA dental benefit for 2027 and will be approved as written.

PREVIOUS BOARD ACTION

n/a

ATTACHMENTS

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

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

CONTACT

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

Author: Janette Meyer, Director of Human Resources & Operations