



CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY

## Board of Commissioners Packet

September 19, 2024

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska





**CARVER COUNTY CDA  
BOARD OF COMMISSIONERS**

**Agenda**

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<b>Meeting Date: September 19, 2024</b>	<b>5:00 pm</b>	<b>CDA Boardroom, Chaska, MN</b>
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**1. Call To Order and Roll Call**

**2. Audience**

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

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

A. Approval of Meeting Minutes – August 15, 2024 Regular Meeting

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

- A. Approval of September 2024 Dashboard
- B. Approval of Write-Off of Past Tenant Balances for August 2024
- C. Approval of Record of Disbursements – August 2024
- D. Approval of Acceptance of LAHA funding from Carver County
- E. Approval of the Dissolution of Jonathan Acres LLC
- F. Approval of 2024-2027 CDA Strategic Plan

**5. Regular Agenda**

- A. Approval of Revised 2025 Budget and Levy
- B. Approval of Purchase of 107 Benton Cologne
- C. Approval of Procurement for Hilltop/Rural Development
- D. October Board Meeting discussion (reschedule)
- E. Open Meeting Law training - Kutak Rock

**6. Information**

- A. John Fahey, Carver County Commissioner
- B. Nick, Koktavy, Assistant County Administrator Carver County

**F. 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 17, 2024 at 5:00 pm

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



## Board of Commissioners

### Meeting Minutes

**Meeting Date: August 15, 2024**

**5:00 pm**

**CDA Boardroom, Chaska, MN**

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

#### **COMMISSIONER ROLL CALL:**

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

#### **CDA Staff in attendance:**

Executive Director	Julie Frick
Deputy Director	Allison Streich
Director, Comm. Development	Melodie Bridgeman
Director, Finance	Karen Reed
Director, Housing	Shanika Bumphurs
Director, HR & Operations	Janette Meyer
HR & Operations Specialist	Ellie Logelin
Assistant Director of Finance	John Hackett

#### **Others in attendance:**

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

#### **AUDIENCE**

*No audience members addressed the board.*

#### **24-57 Approval of Agenda and Meeting Minutes**

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

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

**Motion: Teske**

**Second: Williams**

	Ayes: 3	Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CONSENT AGENDA**

**24-58 Approval of the August 2024 Dashboard**

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

**24-59 Approval of Record of Disbursements – July 2024**

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

Motion: Williams		Second: Teske		
Ayes: 3		Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain
Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**REGULAR AGENDA**

**24-60 Approval of Contract with DDK Construction, Inc. for the Chaska Yards Community Land Trust Project**

WHEREAS, the Carver County Community Development Agency (CDA) runs the Carver County Community Land Trust (CCCLT) which seeks to provide permanently affordable homeownership options in Carver County; and

WHEREAS, the City of Chaska and the CDA have partnered together to preserve one unit and develop three new units of permanently affordable housing in the City’s historic downtown area; and

WHEREAS, funding has been received from a number of sources for gap financing in order to bring these units into the CCCLT portfolio; and

WHEREAS, the City of Chaska Heritage Preservation Commission, the City of Chaska Planning Commission, and the City of Chaska City Council have approved the final plat for development.

WHEREAS, the CDA entered into a Redevelopment Agreement with the City of Chaska; NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners as follows

:  
The CDA Board of Commissioners approves execution of a contract with DDK Construction, Inc. for the Chaska Yards Project in the amount not to exceed Two Million, Five Hundred Thousand Dollars (\$2,500,000).

Motion: Williams		Second: Teske		
Ayes: 3		Nays: 0	Absent: 2	Abstain: 0
	Yes	No	Absent	Abstain

Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rohe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kummer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### **INFO – Groundbreaking for Carver Place**

Allison Streich presented an update on Carver Place. There will be a groundbreaking event at the Carver Place site on Thursday, August 29<sup>th</sup>, 2024.

### **INFO - Carver County update**

Carver County Commissioner Fahey provided an update.

- The Carver County Fair wrapped up this past weekend and had a great turnout.
- Begin canvassing for Primary Election results.
- Provided an update on Cannabis in Carver County.
- Groundbreaking for highway 212 and involvement of Senators and TV coverage in the community.

Carver County Assistant County Administrator Koltavy provided an update.

- Carver County continues to work on their budget.
- Allison Streich will be at the County Board work session on August 20<sup>th</sup>, 2024, to discuss the CDA's budget – the county will take action at the September 3<sup>rd</sup> Board meeting.

### **INFORMATION**

The Carver County Levy schedule is as follows: August 20<sup>th</sup>, 2024 – County Board work session, September 3<sup>rd</sup>, 2024 – County Board meeting.

There is a work session following the August board meeting to discuss the 2024-2027 Strategic Plan. Board and CDA staff will discuss the proposed Strategic Plan. After discussion, staff will update the plan and bring it back for the Board's final approval in September.

### **ADJOURNMENT**

#### **24-61 Adjournment**

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, September 19, 2024.

#### **Motion: Teske**

#### **Second: Williams**

Ayes: 3

Nays: 0

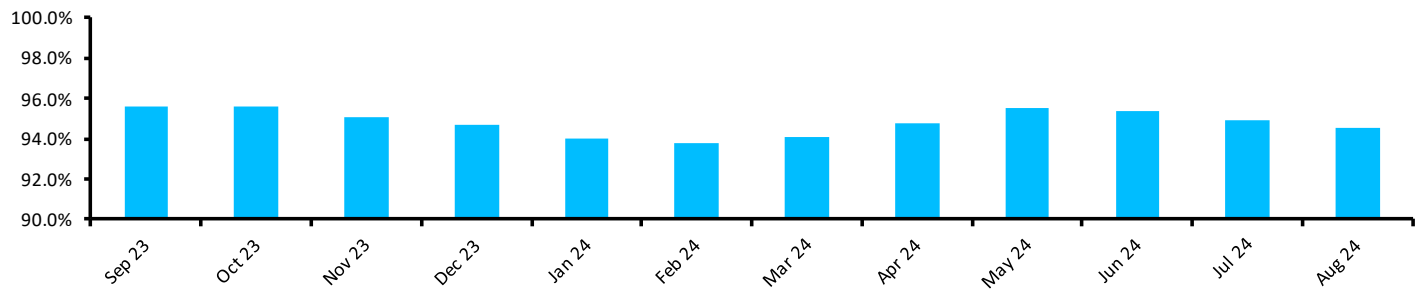
Absent: 2

Abstain: 0

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

*The CDA Board meeting adjourned at 5:28 p.m.*

## HOUSING UPDATES



### 2024 Capital Improvements in Process

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> <li>Brick and Concrete repairs around entire building.</li> </ul>	<ul style="list-style-type: none"> <li>Project in Progress scheduled to be completed early October.</li> </ul>
Hilltop/Mayer	<ul style="list-style-type: none"> <li>Gutter Project &amp; Attic Insulation</li> <li>Parking lot Repairs</li> <li>Residing of Mayer</li> </ul>	<ul style="list-style-type: none"> <li>Project awarded to MJS Construction. Will start this month.</li> <li>Project started on 9/12. Sidewalks removed. Scheduled to be completed by end of Sept.</li> <li>Scheduled to start the week of the 16<sup>th</sup>.</li> </ul>
Windstone	<ul style="list-style-type: none"> <li>Concrete Entryway Stoop Replacement (4)</li> <li>Sealing Coating/Striping of Parking Lot at Fieldstone</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled to start the week of the 23<sup>rd</sup>.</li> <li>Scheduled to start on 9/19.</li> </ul>
Crossings	<ul style="list-style-type: none"> <li>Seal Coating and Striping Parking Lots</li> <li>Magic Pak Replacement</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled to start 9/17.</li> <li>Currently replacing 15 total, install has been delayed, expect to start late fall.</li> </ul>
Bluff Creek	<ul style="list-style-type: none"> <li>Deck Repairs</li> </ul>	<ul style="list-style-type: none"> <li>In-House Rebuilding of 2 Decks, still waiting for Permit Approval from the City.</li> </ul>
Lake Grace	<ul style="list-style-type: none"> <li>Retaining Wall Replacement</li> <li>Install Bullet Edgers and Mulch around the D Building Entryways.</li> </ul>	<ul style="list-style-type: none"> <li>Expected to start by end of Sept.</li> <li>Scheduled to start by early October.</li> </ul>
Centennial Hill	<ul style="list-style-type: none"> <li>Parking Lot Repairs</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled to start 9/18.</li> </ul>
Waybury	<ul style="list-style-type: none"> <li>Drainage Project (Northside of Building)</li> </ul>	<ul style="list-style-type: none"> <li>Project to start by the end of the month.</li> </ul>
Carver Homes	<ul style="list-style-type: none"> <li>310 Maple (Chaska)</li> <li>Energy Efficiency Audits</li> </ul>	<ul style="list-style-type: none"> <li>Drain Tile and Sump Pump Installation.</li> <li>Audit will be completed by the end of 2024. Work pending audit completion.</li> </ul>

### **Carver Place Groundbreaking:**



### **Brickyard Project:**



### **Staffing News:**

- We have the following vacant positions to fill: Housing Quality Specialist (1), Maintenance Technician (2), Property Manager (1).

### **Miscellaneous Updates:**

- We are continuing to work through the implementation process for Yardi Case Manager. Yardi Case Manager can be best described as a centralized tracking system that can be used to track and complete processes that are associated with residents and applicants that cannot be tracked within Yardi Voyager. An example of some of these tasks include but are not limited to the following: Reasonable Accommodation and Modification requests, Lease Violations, Lease Terminations, Tenant Adjustments Approvals/Denials, and/or Applicant Appeals.

**SPECIAL PROGRAMS**

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/23-6/30/25	13	100%
Bridges RTC	7/1/23-6/30/25	2	100%
Housing Trust Fund	10/1/23-9/30/25	15	86%
CoC PSH	8/1/23-7/31/24	14	86%

## Resident Services

## Presentations (2024)

Agency	Property	Number of Residents
SmartLink	Waybury	13
	Centennial	17
	Crossings	16
	Spruce	4
	Oak Grove	9/17/24
	Crossings	9/17/24
	Spruce	9/17/24
	Trail's Edge	9/17/24
SW Transit	Centennial	15
CAP Agency	Waybury	10/24/24
	Centennial	9/26/24
	Oak Grove	10/24/24
	Crossings	9/26/24
	Spruce	9/26/24
	Trail's Edge	10/24/24
Flu Clinic	Waybury	10/22/24
	Centennial	10/22/24
	Oak Grove	10/15/24
	Crossings	10/15/24

## 2024 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
4	9	42	5

## CDA SERVICES BY COMMUNITY

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

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



FINANCE

FINANCE				
		August 2024 YTD Actual	August 2024 YTD Budget	Variance
CDA	Revenue	12,646,918	10,895,543	1,751,375
	Expenses	7,180,756	8,380,281	1,199,525
	Cash Balance	6,272,486		

		August 2024 YTD Actual	August 2024 YTD Budget	Variance
Properties	Revenue	6,607,046	6,431,634	175,412
	Expenses	4,228,449	4,733,717	505,268
	Cash Balance	3,763,973		

Revenue Recapture collected through August

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$ 5,256	\$ 745	
Carver Homes	\$23,092	\$18,281	
Bluff Creek	\$3,379		
Oak Grove			
Hilltop	\$3,687		
Trails	\$ 7,960	\$1,393	
Crossings	\$ 5,196		
Waybury	\$ 21	\$345	
Windstone	\$ 3,194	\$4,381	
Total:	\$51,785	\$25,145	

Other Finance updates

Consolidated YTD revenues for the CDA through August were \$12,646,918 and expenses were \$7,180,756. **Net Operating Income was \$5,466,162, 117% over budget.** The increase in revenues is due to a reclassification of grant funds from County of \$1,000,000, which in turn was loaned to Carver Place. YTD Revenues for the properties were \$6,607,046 and expenses were \$4,228,449. **Net Operating Income was \$2,378,597, 40% over budget.**

## COMMUNITY & ECONOMIC DEVELOPMENT

### COMMUNITY LAND TRUST (CCCLT)

Total Units	42
Total resales YTD	1
# of families helped	74
Waiting list	15
Acquisition this month	0

**Notes:**

RFP application submitted for MN Housing Community Homeownership Impact Funds

Funds will be used for a CCCLT Homebuyer Initiated Program (HIP) expansion

Selection decisions released by December 31, 2024

The CDA is committing \$100,000 in leverage funding for this application.

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

Working to issue RFP for general contractor

Chaska Yards (Ernst House) project general contractor chosen; DDK Construction

### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Total 4 Qtrs
Total Carver County Clients Assisted	12	10	19	24	65
# of Financing Events	2	1	2	1	6
Total Financing/Investment	\$375,000	\$275,000	\$483,150	\$460,000	\$1,593,150
New Business Starts	0	0	1	1	2
Business Expansions	2	0	0	0	2
New FT Jobs	2	2	2	2	8
New PT Jobs	3	1	6	1	11

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

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

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	18	\$4,513,133	227%
Additional Start-up loans	3	\$806,585	N/A
Step up loans	10	\$3,600,933	N/A
Down payment assistance		\$436,000	N/A
TOTALS	31	\$8,920,651	N/A

**COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)**

Open Grants:

Year	Grant	City	Project	Budget
2020	Comm. Development	CDA – Chaska	Ernst House Rehab	\$85,000
2021	Comm. Development	CDA – Chaska	Ernst House Rehab	\$92,500
2023	Pre Development	Norwood Young Am	Housing Study	\$7,500
2023	Pre Development	Waconia	Waterford Assoc.	\$7,500
2023	Comm. Development	Mayer	Old Firehall	\$90,000
2023	Comm. Development	Waconia Township	Sovereign Estates	\$90,000
2023	Pre Development	Mayer	Creamery Bldg	\$7,500
2024	Pre Development	NYA	Urban Streetscape	\$7,500
2024	Pre Development	Watertown	Spring Hills	\$10,000
2024	Pre Development	Victoria	Tif Analysis	\$10,000
2024	Pre Development	Chaska	Zoning Audit	\$10,000
2024	Comm. Development	Cologne	Cooperative	\$100,000
2024	Comm. Development	Chanhassen	Downtown	\$100,000
2024	Comm. Development	NYA	Industrial Park	\$100,000

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

	2025 new assessments	Underway (anticipated 2025 assessment)	2024 Paid Off	Total active assessments
Applications	6	22	0	64

ECONOMIC DEVELOPMENT (social media)

FACEBOOK    choosecarvercounty

	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Totals
Facebook Reach	1,091	10,700	17,100	5,800	34,691
Facebook Visits	341	404	502	513	1,760
Facebook Page new likes	13	9	22	84	
Total Facebook Likes			160	244	
Total Facebook Followers			232	314	

- Note: Social media advertisements ran in Q4 2023 through Q2 2024.

CHOOSECARVERCOUNTY.COM

	Q3 2023 VCC	Q4 2023 VCC	Q1 2024 CCC	Q2 2024 CCC	Totals
Page Views	1,200	2,467	2,605	3,446	9,718
Average Engagement	51s			2:15m	
Top 3 Pages	Events, Home, Things to Do	Home, Events, Things to Do	Events, Home, Work Here	Events, Home, Contact Our Staff	

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

Staff presented and provided an overview of the CDA to Ridgeview employees on September 11.

Staff will be presenting on Section 515 Rural Housing/Rural Development at the MN NAHRO fall conference on September 18.

Staff will be presenting information from the housing study at the September 26 Southwest Metro Chamber meeting.

Carver Oaks is anticipating an early start for this project and will bring forward a resolution to the board in October.



# Board of Commissioners

## Request for Board Action

Meeting Date: September 19, 2024,

Agenda number: 4B

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Consent

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

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

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

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

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Past tenant balances

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Shanika Bumphurs, Director of Housing



Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
lakegrc				
Resident 1				
	Past	RENT	\$5,035.12	\$109.68
	Past	DAMAGE	\$2,131.75	\$0.00
Total For Resident 1			\$7,166.87	\$149.68
Resident 2				
	Past	CLEAN	\$275.00	\$0.00
	Past	DAMAGE	\$524.86	\$1,018.14
Total For Resident 2			\$799.86	\$1,018.14
trails				
Resident 3				
	Past	RENT	\$1,853.27	\$2,130.81
	Past	DAMAGE	\$898.66	\$0.00
Total For Resident 3			\$2,751.93	\$2,130.81
Resident 4				
	Past	DAMAGE	\$3,593.34	\$1,015.34
Total For Resident 4			\$3,593.34	\$1,015.34
waybury				
Resident 5				
	Past	RENT	\$355.00	\$291.00
	Past	DAMAGE	\$38,954.60	\$270.20
Total For Resident 5			\$39,309.60	\$561.20
Total			\$53,621.60	\$3,965.17



## Board of Commissioners

### Request for Board Action

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Meeting date: September 19, 2024

Agenda number: 4C

**DEPARTMENT:** Finance

**FILE TYPE:** Regular - Consent

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

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

**SUMMARY:** In August 2024, the Carver County Community Development Agency (CDA) had \$2,991,149.45 in disbursements and \$163,314.03 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, 2024.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

N/A

**ATTACHMENTS**

Attachment A: Record of Disbursements - August 2024

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

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

	<b>Date</b>	<b>Amount</b>	<b>Total</b>
<b>Carver Homes</b>	08/01/24	\$2,147.16	
	08/13/24	\$23,740.34	
	08/21/24	\$4,345.43	
	08/28/24	\$20,505.62	
			\$50,738.55
<b>CDA</b>	08/01/24	\$158,904.84	(1)
	08/07/24	\$686,283.08	(2)
	08/13/24	\$1,571,527.75	(3)
	08/21/24	\$74,734.62	(4)
	08/28/24	\$15,586.85	
			\$2,507,037.14
<b>Properties</b>	08/01/24	\$20,534.61	
	08/07/24	\$118,919.91	(5)
	08/13/24	\$184,754.02	(6)
	08/21/24	\$32,201.32	
	08/28/24	\$76,963.90	(7)
			\$433,373.76
<b>Total August 2024 Disbursements</b>			<b>\$2,991,149.45</b>
<b>August 2024 Payroll</b>	08/14/24	\$81,792.80	
	08/28/24	\$81,521.23	
			<b>\$163,314.03</b>

Disbursement detail is available in the Finance Office

- (1) MHFA - Carver Place - 1st mortgage/bridge loan origination fee - \$118,475
- (2) City of Carver - Carver Place - permit fees - \$658,261
- (3) Carver Place - CDA loan funds escrowed at closing - \$1,502,500
- (4) Carver County - health, dental, life - \$34,000  
HART - pension contribution - \$17,500
- (5) SR Mechanical, Inc - Crossings (15 magic paks) \$75,000  
US Bank - Waybury debt service - \$34,000
- (6) Project One - progress billing Brickyard exterior project - \$96,000
- (7) Pacific Life - Trail's Edge debt service - \$32,000



# Board of Commissioners

## Request for Board Action

Meeting date: September 19, 2024

Agenda number: 4D

**DEPARTMENT:** Administration

**FILE TYPE:** Regular-Consent

**TITLE:** Approval of Acceptance of LAHA (Local Affordable Housing Aid) funding

**PURPOSE/ ACTION REQUESTED:** To accept LAHA funding into the CDA's Local Housing Trust Fund (LHTF) to be used for qualifying LAHA projects.

**SUMMARY:** In 2023, the Minnesota Legislature authorized aid payments to counties, cities and Tribal Nations and in 2024 the legislature adopted changes to the aid programs. The goal is to fund affordable housing projects and help organizations provide affordable and supportive housing.

CDA staff has met with CCHHS (Carver County Health and Human Services) staff and in partnership are developing a LAHA spending plan. The two entities will continue to work closely together to ensure dollars are spent on qualifying projects that meet the intended goal for funding. Based on discussion and a presentation to the County board on July 9, CCHHS recommended, with agreement from the CDA, for the funds to be distributed utilizing the following percentages: 30% to Carver County Health and Human Services and 70% to Carver County CDA. The CDA's portion will be deposited into our Local Housing Trust Fund.

On July 28, 2024, Carver County received the first installment of LAHA funds in the amount of \$815,183.99 (\$570,628.79 would be 70%). The second installment for 2024 will arrive in December. These funds, per legislation, are ongoing with no end date listed. These funds originate from a metro sales and use tax. The allocation is sent to counties from the Minnesota Department of Revenue. With the first report due in 2025, annual reporting to MN Housing is required regarding use of the funds, including certification that LAHA funds will only supplement and not supplant existing locally funded housing expenditures.

The Carver County Board of Commissions approved this on the consent agenda during an August 20, 2024 meeting.

**RECOMMENDATION:** Approve acceptance of LAHA funding to the CDA.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

Motion to approve acceptance of Local Affordable Housing Aid funds with a distribution of 70% of the funds from Carver County Health and Human Services to the CDA.

**PREVIOUS BOARD ACTION**

n/a

**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, Deputy Director

Author: Allison Streich, Deputy Director





# Board of Commissioners

## Request for Board Action

Meeting date: September 19, 2024

Agenda number: 4E

**DEPARTMENT:** Housing

**TYPE:** Regular-Consent

**TITLE:** Approval of the Conveyance of Jonathan Acres LLC dba Windstone Townhomes to the Carver County Community Development Agency

**PURPOSE/ ACTION REQUESTED:** Approve that title and associated real estate be conveyed to the CDA and Jonathan Acres LLC be dissolved.

**SUMMARY:** The CDA purchased Jonathan Acres in 1998. The CDA approved the creation of Jonathan Acres LLC pursuant to Resolution 10-12 as a requirement of the lender for the project when the CDA refinanced the project in 2010. The lender required that the borrow of the loan be a single asset entity. The CDA is the sole member of the LLC. The CDA refinanced the project in 2021 and therefore the single asset entity is no longer required.

**RECOMMENDATION:** Approval that title in the Project and associated real estate be conveyed to Carver County CDA dba Windstone Townhomes and the single asset entity, Jonathan Acres LLC, be dissolved.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver Community Development Agency (the “Agency”), pursuant to Agency Resolution No. 10-12, approved the creation of Jonathan Acres LLC (the “Project”) for an Agency property located at 705 Walnut Street North, PID 305170021 in the City of Chaska, County of Carver, Minnesota (the “Property”); and

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

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

WHEREAS, the Project is commonly known as Windstone Townhomes; and

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

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

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

Passed and adopted on this 19th day of September 2024.

#### **PREVIOUS BOARD ACTION**

10-12 Approving the Creation of the Jonathan Acres LLC with the CDA as the sole member

#### **ATTACHMENTS**

Quit Claim Deed

#### **BOARD GOALS**

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

#### **PUBLIC ENGAGEMENT LEVEL**

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

#### **CONTACT**

Department Head: Shanika Bumphurs, Director of Housing

Author: Allison Streich, Deputy Director

(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED**  
**Business Entity to Business Entity**

**Minnesota Uniform Conveyancing Blanks**  
**Form 10.3.5 (2013)**

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$ \_\_\_\_\_

DATE: \_\_\_\_\_  
(month/day/year)

FOR VALUABLE CONSIDERATION, \_\_\_\_\_ Jonathan Acres LLC  
(insert name of Grantor)

a \_\_\_\_\_ limited liability company \_\_\_\_\_ under the laws of \_\_\_\_\_ the State of Minnesota \_\_\_\_\_ ("Grantor"),  
hereby conveys and quitclaims to \_\_\_\_\_ Carver County Community Development Agency \_\_\_\_\_  
(insert name of Grantee)

a \_\_\_\_\_ public corporation and body politic \_\_\_\_\_ under the laws of \_\_\_\_\_ the State of Minnesota \_\_\_\_\_ ("Grantee"),  
real property in \_\_\_\_\_ Carver \_\_\_\_\_ County, Minnesota, legally described as follows:

See attached Exhibit A

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Jonathan Acres LLC

(name of Grantor)

By: \_\_\_\_\_  
(signature)

Its: Chief Manager  
(type of authority)

By: \_\_\_\_\_  
(signature)

Its: Board Chair  
(type of authority)

State of Minnesota, County of Carver

This instrument was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_  
(month/day/year) (name of authorized signer)

\_\_\_\_\_ as \_\_\_\_\_  
(type of authority)

and by \_\_\_\_\_  
(name of authorized signer)

as \_\_\_\_\_ of \_\_\_\_\_  
(type of authority) (name of Grantor)

(Stamp)

\_\_\_\_\_  
(signature of notarial officer)

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:  
(insert name and address)

Timothy J. Keane  
Kutak Rock LLP  
60 South Sixth Street, Suite 3400  
Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS  
INSTRUMENT SHOULD BE SENT TO:  
(insert legal name and residential or business address of Grantee)

Carver County Community Development Agency  
Attn: Finance Director  
705 Walnut Street North  
Chaska, MN 55318-2039

## **EXHIBIT A**

### **LEGAL DESCRIPTION**

Real property in the City of Chaska, County of Carver, State of Minnesota, described as follows:

Parcel A (Part of Certificate of Title No. 25304.0):

Tract 1:

That part of Tract D, Registered Land Survey No. 46, files of Registrar of Titles, Carver County, Minnesota, which lies easterly of the following described line and its extensions:

Beginning at an angle point on the southerly line of said Tract D distant 573.09 feet westerly from the most easterly corner of said Tract D, as measured along said southerly line; thence on a bearing of North 9 degrees 38 minutes 36 seconds West, assuming the east line of said Tract D has an assumed bearing of North 19 degrees 50 minutes 46 seconds West, a distance of 383.28 feet to the north line of said Tract D, and said line there terminating; and

Tract 2:

Tract H, Registered Land Survey No. 46, files of Registrar of Titles, Carver County, Minnesota, except that part which lies northerly and westerly of the following described line and its northerly extension:

Beginning at the most westerly corner of Tract I in said Registered Land Survey; thence on an assumed bearing of North 60 degrees 37 minutes 40 seconds East, along the northwesterly line of said Tract I, a distance of 135.00 feet to an angle point in said Tract I; thence North 23 degrees 07 minutes 17 seconds West a distance of 125.09 feet, to an angle point in the northerly line of said Tract H, and said line there terminating.

Parcel B:

Non-exclusive easements for sanitary sewer, storm sewer, driveway, and parking purposes over parts of Tract I, Registered Land Survey No. 46, as contained in the Warranty Deed, dated February 18, 1971, recorded February 18, 1971, in the office of the Carver County Registrar of Titles as Doc. No. 15169, as amended by the Easement Amendment Agreement, dated December 27, 1971, recorded December 30, 1971, as Doc. No. 16396.

Parcel C:

Non-exclusive easements for access and utility purposes over parts of Tracts D and H, Registered Land Survey No. 46, as contained in the Declaration of Land Use Restrictive Covenants, dated March 3, 1998, recorded March 3, 1998, in the office of the Carver County Registrar of Titles as Doc. No. T 100528.

Parcel D:

Non-exclusive easements for utility purposes over parts of Tracts F and G, Registered Land Survey No. 46, which were reserved in the Quit Claim Deed, dated March 3, 1998, recorded March 13, 1998, as Doc. No. T 100701.

Exhibit A

Parcel E:

Non-exclusive easements pursuant to the Residential Standards, Covenants, Conditions and Restrictions, which are attached to the Second Amendment to Jonathan Development Corporation Townhouse Residential Standards, dated August 23, 1971, recorded March 29, 1972, in the office of the Carver County Registrar of Titles as Doc. No. 16700.

Exhibit A





# Board of Commissioners

## Request for Board Action

Meeting date: September 19, 2024

Agenda number: 4F

**DEPARTMENT:** Administration

**FILE TYPE:** Regular-Consent

**TITLE:** Approval of the CDA 2024-2027 Strategic Plan

**PURPOSE/ ACTION REQUESTED:** Approve 2024-2027 Strategic Plan

**SUMMARY:** On August 10, 2023, the CDA Board and Staff held a strategic planning session. Staff meet interally after the session to finalize a proposed 2024-2027 Strategic Plan. Staff discussed the proposed Strategic Plan with the Board on August 17, 2024 during a Board work session. Staff made minor edits based on feedback during the work session.

**RECOMMENDATION:** Approval of the CDA 2024-2027 Strategic Plan

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

**PREVIOUS BOARD ACTION**

**ATTACHMENTS**

Revised 2024-2027 Strategic Plan

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Allison Streich, Deputy Director

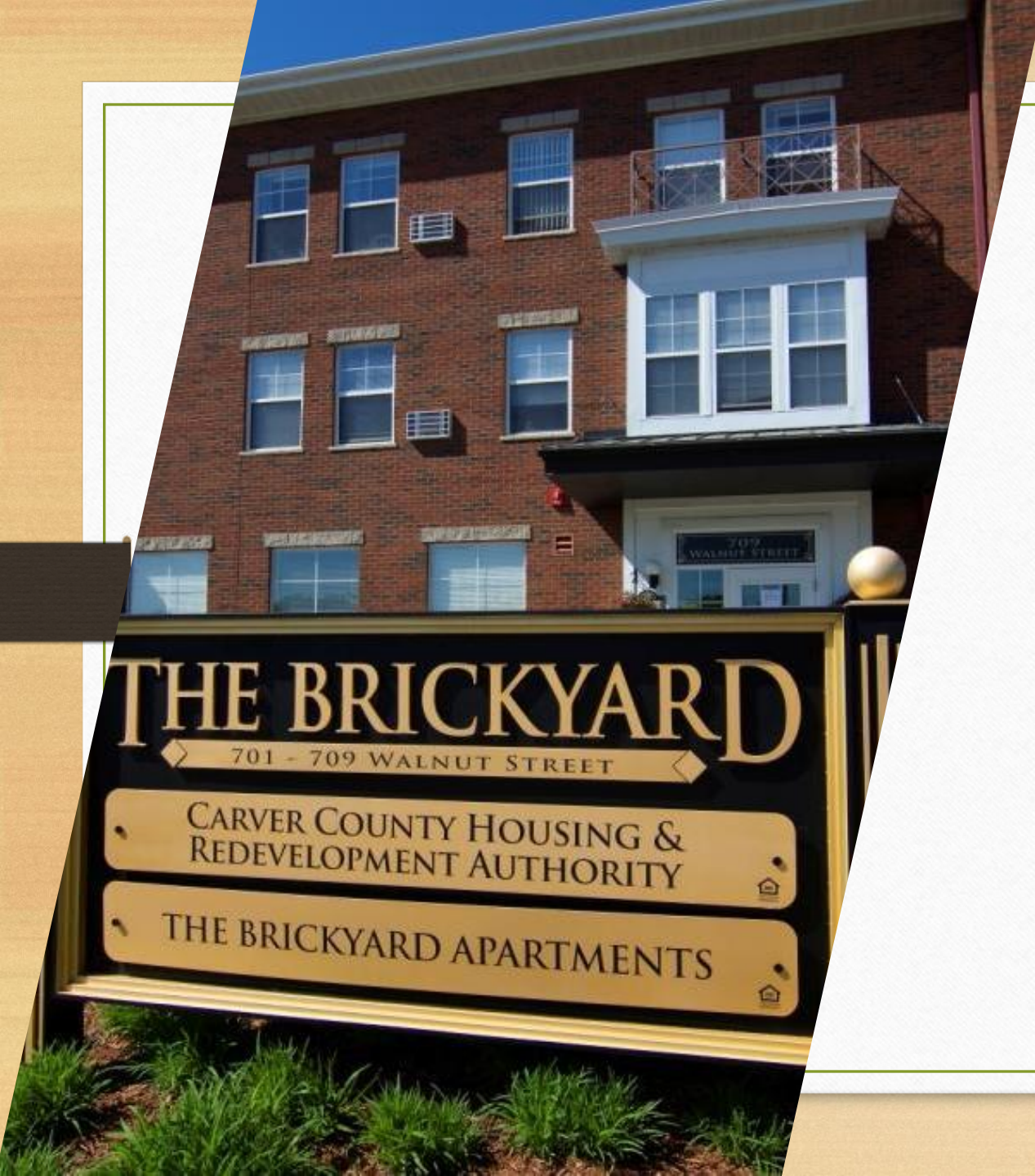
Author: Allison Streich, Deputy Director



CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY

# Strategic Plan 2024-2027

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# Carver County CDA

MISSION AND VALUES

OVERVIEW

GOALS AND STRATEGIES



## MISSION

The Carver County Community Development Agency provides Affordable Housing opportunities and fosters Economic and Community Development in Carver County.

## VISION

To be an innovative leader in creating housing and economic opportunities to create "Communities for Lifetime" in Carver County.



# Overview

## **Introduction:**

The Staff of Carver County CDA developed this strategic plan. It provides the CDA with a three-year roadmap for services, projects and organization development. The Board of Directors and staff review progress and update the plan as needed. The staff coordinated the planning process and provided important support and analysis to complete this plan.

## **History of CDA:**

Minnesota State Legislature formed the Carver County Housing and Redevelopment Authority in 1980. Through the years we've seen incredible growth in large part due to the continued growth and development of Carver County. In 1992 the HRA was granted the first County-wide Levy payable in 1993. In 2002, the HRA was granted Economic Development Authority powers by the state legislature. Although the focus of the Carver County HRA hadn't changed, our roles in Carver County communities began to expand, leading us to a legislative name change in 2006 from the Carver County Housing and Redevelopment Authority (CCHRA) to the Carver County Community Development Agency (CDA). Through the name change we wanted residents and businesses to know that we had expanded our role and services even further.

Our Board and Staff partner with our cities, chambers of commerce, local businesses and residents to promote Carver County as an exceptional place to live, work and play in the Twin Cities metro area.

The CDA has invested millions of dollars into our communities for downtown and neighborhood revitalization. CDA staff assists clients with various housing needs. These needs will increase as Carver County's population is expected to approach 160,000 by 2040. The County has one of the strongest housing markets in the metro area, outperforming the region. This growth has been generated by a growing recognition of Carver County's outstanding quality of life and the Highway 212 extension and other major highway improvements.

The CDA has a focus on Affordable Housing, Community and Economic Development and providing various areas of support to the Cities in Carver County.





CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY

# Goals and Key Strategies

Developed by the cda board and staff

# Build organizational improvement

## *Cultivate a thriving organization by focusing on six key areas*

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Through strategic recruitment, professional development, and a commitment to diversity, we aim to fulfill our staff needs and assemble a dynamic team that embodies our mission.



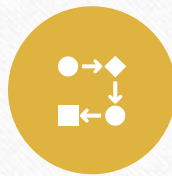
Enhance our board's effectiveness through targeted training/feedback on roles and collaborative planning, ensuring strong governance and strategic guidance.



Provide comprehensive staff support systems, including mentorship, well-being initiatives, and growth opportunities, fostering a culture of continuous learning with new technologies and innovation for all staff at all levels.



Pursue new office space for CCCDA for organizational capacity and efficiencies



Reassess our programs and processes for "Best Practices"



Build funding expansion and financial flexibility



# EXPAND HOUSING OPPORTUNITIES

Increase communication of our purpose/mission around affordable housing in our Marketing Plan

Expanding Affordable Housing Markets  
*(informed by results of County-wide Study on Housing Needs in 2024)*

Create strategies to increase access to affordable housing

Continue to provide diverse affordable housing opportunities

Grow senior housing throughout the County, based on community needs and housing study

New Projects: Develop Carver Place & Carver Oaks Senior (funded) & Trail's Edge Senior

Expand Funding Opportunities

## Community and Business Development

Be the catalyst for new development/redevelopment within the Cities of Carver County by positioning the CCCDA as a go-to resource for businesses and individuals seeking community/economic information.





# Community and Business development

Create and Implement new Marketing Plan that incorporates the “Cities First” Strategy

Build strong collaborative partnerships with Cities

Further define economic development initiatives, such as “gardening” – growing existing businesses, and working with Chambers of Commerce.

Promote Employer Engagement with CC Workforce Center

Increase marketing/outreach of NextStage

Explore hosting a county broker event and/or developer’s event (with MN Real Estate Journal if developer’s)

Work in partnership with Greater MSP and DEED

Community Growth Partnership Initiative



Incorporate Partnership Expansion into CDA Marketing Plan



Expanding partnership and measurable (create metrics) collaborative efforts with existing partners and new partners.



Marketing and outreach of the CDA and our programming

# Partnerships



# Board of Commissioners

## Request for Board Action

Meeting date: September 19, 2024

Agenda number: 5A

**DEPARTMENT:** Finance

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of the Revised 2025 Budget and Levy

**PURPOSE/ ACTION REQUESTED:** Approving the Revised 2025 General Administrative Operating Budget and the 2025 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County for the fiscal year ending December 31, 2025.

**SUMMARY:** The budget approved at the July 18, 2024 Board meeting for the fiscal year ending December 31, 2025, projected revenue of \$17,473,071.00 and expenses of \$17,473,071.00. The proposed revised budget for the fiscal year ending December 31, 2025, projects revenue of \$17,072,256.00 and expenses of \$17,072,256.00. The CDA was directed to decrease its levy request by \$400,000 at the August 20, 2024 County board work session. CDA staff worked to propose cuts to the budget in order to arrive at the final levy request of a 6.19% increase for a total of \$3,583,402. Proposed budget cuts are reflected on the attached revised budget. The CountyBoard approved the revised levy request on September 3, 2024 via Resolution 82-24.

**RECOMMENDATION:** Staff recommends approval of the revised general administrative operating budget and the 2025 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County request for the fiscal year ending December 31, 2025.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

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

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

WHEREAS, the Agency has prepared its 2025 General Administrative Operating Budget (the “2025 Budget”) and seeks the approval of the Carver County Board for the 2025 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, 2024, 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 27, 2024, 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 revised 2025 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, 2024, a proposed levy of the Agency’s special benefits tax for taxes payable in 2025 in the amount of \$3,984,217 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 27, 2024.
3. Upon approval of the Carver County Board of the Agency’s budget and levy of the special benefits tax, the County’s approving resolution shall be attached hereto and made a part of this resolution.

**PREVIOUS BOARD ACTION** Resolution 24-54 Approval of the 2025 CDA Budget and Levy

## **ATTACHMENTS**

Attachment 6B

## **BOARD GOALS**

☐ Focused Housing Programs   ☐ Collaboration   ☐ Development/Redevelopment

☒ Financial Sustainability ☐ Operational Effectiveness

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head: Karen Reed, Director of Finance

Author: Karen Reed, Director of Finance

Carver County CDA							
2025							
Budget Detail							
		2024	2025	2025	2025 Revised	2024-2025	
		Annual	Annual	Revised	Change	Change	
<b>3000-00-000</b>	<b>REVENUE</b>						
<b>3101-00-000</b>	<b>RENTAL INCOME</b>						
3111-05-000	Ground Lease Rent - Land Trust	10,800.00	12,600.00	12,600.00	0.00	1,800.00	
3111-06-000	Owners Association Dues	12,600.00	15,480.00	15,480.00	0.00	2,880.00	
<b>3112-50-000</b>	<b>GROSS RENTAL REVENUE</b>	<b>23,400.00</b>	<b>28,080.00</b>	<b>28,080.00</b>	<b>0.00</b>	<b>4,680.00</b>	
<b>3119-00-000</b>	<b>EFFECTIVE RENTAL REVENUE</b>	<b>23,400.00</b>	<b>28,080.00</b>	<b>28,080.00</b>	<b>0.00</b>	<b>4,680.00</b>	
<b>3199-00-000</b>	<b>NET TENANT INCOME</b>	<b>23,400.00</b>	<b>28,080.00</b>	<b>28,080.00</b>	<b>0.00</b>	<b>4,680.00</b>	
<b>3200-00-000</b>	<b>GRANT INCOME</b>						
<b>3201-00-000</b>	<b>Federal</b>						
3201-03-000	SNAP Grant	120,174.00	137,978.00	137,978.00	0.00	17,804.00	
3201-99-000	Total Federal Grant Revenue	<b>120,174.00</b>	<b>137,978.00</b>	<b>137,978.00</b>	<b>0.00</b>	<b>17,804.00</b>	
<b>3205-00-000</b>	<b>State</b>						
3205-01-000	MHFA Housing Trust Fund	69,000.00	152,232.00	152,232.00	0.00	83,232.00	
3205-02-000	MHFA - Bridges	140,257.00	137,832.00	137,832.00	0.00	-2,425.00	
3205-02-001	MHFA - Bridges RTC	20,308.00	19,080.00	19,080.00	0.00	-1,228.00	
3205-99-000	Total State Grant Revenue	<b>229,565.00</b>	<b>309,144.00</b>	<b>309,144.00</b>	<b>0.00</b>	<b>79,579.00</b>	
<b>3215-99-000</b>	<b>TOTAL GRANT REVENUE</b>	<b>349,739.00</b>	<b>447,122.00</b>	<b>447,122.00</b>	<b>0.00</b>	<b>97,383.00</b>	
<b>3300-00-000</b>	<b>ECONOMIC DEVELOPMENT REVENUE</b>						
3300-01-000	Business Loan Interest	5,105.00	4,558.00	4,558.00	0.00	-547.00	
<b>3300-99-000</b>	<b>TOTAL ECONOMIC DEVELOPMENT REVENUE</b>	<b>5,105.00</b>	<b>4,558.00</b>	<b>4,558.00</b>	<b>0.00</b>	<b>-547.00</b>	
<b>3450-00-000</b>	<b>ADMINISTRATIVE REVENUE</b>						
<b>3450-01-000</b>	<b>Federal</b>						
3450-03-000	HUD - SNAP	9,100.00	10,385.00	10,385.00	0.00	1,285.00	
3450-20-000	Total Federal Grant Administrative Revenue	<b>9,100.00</b>	<b>10,385.00</b>	<b>10,385.00</b>	<b>0.00</b>	<b>1,285.00</b>	
<b>3450-21-000</b>	<b>State</b>						
3450-23-000	MHFA - Bridges	9,360.00	11,388.00	11,388.00	0.00	2,028.00	
3450-23-001	MHFA - Bridges RTC	1,752.00	1,752.00	1,752.00	0.00	0.00	
3450-24-000	MHFA - Housing Trust Fund	5,760.00	12,768.00	12,768.00	0.00	7,008.00	
3450-40-000	Total State Grant Administrative Revenue	<b>16,872.00</b>	<b>25,908.00</b>	<b>25,908.00</b>	<b>0.00</b>	<b>9,036.00</b>	
<b>3450-41-000</b>	<b>Other Administrative Revenue</b>						
3450-42-000	Management Fees	704,975.00	727,303.00	727,303.00	0.00	22,328.00	
3450-42-001	Enterprise Chargebacks	2,207,142.00	2,521,700.00	2,521,700.00	0.00	314,558.00	
3450-45-000	Carver County Septic Program	600.00	4,000.00	4,000.00	0.00	3,400.00	
3450-70-000	Total Other Administrative Revenue	<b>2,912,717.00</b>	<b>3,253,003.00</b>	<b>3,253,003.00</b>	<b>0.00</b>	<b>340,286.00</b>	
<b>3450-99-000</b>	<b>TOTAL ADMINISTRATIVE REVENUE</b>	<b>2,938,689.00</b>	<b>3,289,296.00</b>	<b>3,289,296.00</b>	<b>0.00</b>	<b>350,607.00</b>	
<b>3500-00-000</b>	<b>TAX REVENUE</b>						
<b>3500-01-000</b>	<b>Special Benefit Tax Levy - Current</b>	<b>3,374,610.00</b>	<b>3,984,217.00</b>	<b>3,583,402.00</b>	<b>-400,815.00</b>	<b>208,792.00</b>	6.19% increase - \$208,792
<b>3500-10-000</b>	<b>TOTAL TAX REVENUE</b>	<b>3,374,610.00</b>	<b>3,984,217.00</b>	<b>3,583,402.00</b>	<b>-400,815.00</b>	<b>208,792.00</b>	
<b>3550-00-000</b>	<b>OTHER REVENUE</b>						
3550-01-000	Miscellaneous - Other	2,160.00	2,160.00	2,160.00	0.00	0.00	
<b>3699-00-000</b>	<b>TOTAL OTHER REVENUE</b>	<b>2,160.00</b>	<b>2,160.00</b>	<b>2,160.00</b>	<b>0.00</b>	<b>0.00</b>	



Carver County CDA						
2025						
Budget Detail						
		2024	2025	2025	2025	
		Annual	Annual	Revised	Change	2024-2025
						Change
3999-00-000	TOTAL REVENUE	6,693,703.00	7,755,433.00	7,354,618.00	-400,815.00	660,915.00
4000-00-000	EXPENSES					
4100-00-000	ADMINISTRATIVE					
4100-99-000	ADMINISTRATIVE SALARIES					
4110-00-000	Administrative Salaries	2,909,685.00	3,156,643.00	3,156,643.00	0.00	246,958.00
4110-05-000	Unemployment Insurance	0.00	31,000.00	31,000.00	0.00	31,000.00
4110-99-000	TOTAL ADMINISTRATIVE SALARIES	2,909,685.00	3,187,643.00	3,187,643.00	0.00	277,958.00
4120-00-000	EMPLOYEE BENEFITS CONTRIBUTION - ADMIN					
4120-01-000	Employee Benefits	0.00	0.00			0.00
4120-02-000	Medicare	44,000.00	46,000.00	46,000.00	0.00	2,000.00
4120-03-000	Social Security	800.00	700.00	700.00	0.00	-100.00
4120-04-000	Workers Compensation	56,000.00	60,000.00	60,000.00	0.00	4,000.00
4120-05-000	Health Insurance	590,000.00	855,000.00	855,000.00	0.00	265,000.00
4120-06-000	Health Savings Account	50,000.00	76,000.00	76,000.00	0.00	26,000.00
4120-07-000	Dental Insurance	20,000.00	23,500.00	23,500.00	0.00	3,500.00
4120-07-001	Vision Insurance	0.00	0.00		0.00	0.00
4120-08-000	Life Insurance	6,000.00	6,000.00	6,000.00	0.00	0.00
4120-09-000	Disability	20,000.00	25,000.00	25,000.00	0.00	5,000.00
4120-10-000	Supplemental Insurance	0.00	0.00		0.00	0.00
4120-11-000	Pension	347,700.00	360,000.00	360,000.00	0.00	12,300.00
4120-12-000	Pension Administration Fee	15,000.00	17,000.00	17,000.00	0.00	2,000.00
4120-13-000	Employee Wellness	6,000.00	6,000.00	6,000.00	0.00	0.00
4120-99-000	TOTAL EMPLOYEE BENEFITS CONTRIB - ADMIN	1,155,500.00	1,475,200.00	1,475,200.00	0.00	319,700.00
4130-00-000	LEGAL EXPENSE					
4130-04-000	General Legal Expense	116,000.00	78,000.00	78,000.00	0.00	-38,000.00
4131-00-000	TOTAL LEGAL EXPENSE	116,000.00	78,000.00	78,000.00	0.00	-38,000.00
4140-00-000	ADMIN EXPENSES - OFFICE					
4140-05-000	Computers and Parts	0.00	20,000.00	20,000.00	0.00	20,000.00
4140-10-000	Copiers	0.00	10,000.00	10,000.00	0.00	10,000.00
4140-30-000	Office Rent	76,000.00	73,000.00	73,000.00	0.00	-3,000.00
4140-32-000	Parking Rent CDA Vehicles	0.00	4,000.00	4,000.00	0.00	4,000.00
4140-35-000	Office Supplies	14,000.00	18,000.00	18,000.00	0.00	4,000.00
4140-37-000	Payroll Processing Fees	9,000.00	11,000.00	11,000.00	0.00	2,000.00
4140-40-000	Postage	6,000.00	10,000.00	10,000.00	0.00	4,000.00
4140-50-000	Small Office Equipment	26,600.00	29,000.00	29,000.00	0.00	2,400.00
4140-55-000	Telephone	15,000.00	15,000.00	15,000.00	0.00	0.00
4140-60-000	Temporary Help - admin	50,000.00	50,000.00	50,000.00	0.00	0.00
4140-99-000	TOTAL - ADMIN EXPENSES - OFFICE	196,600.00	240,000.00	240,000.00	0.00	43,400.00
4150-00-000	ADMIN EXPENSE - OTHER					
4150-10-000	Bank Fees	3,000.00	3,000.00	3,000.00	0.00	0.00
4150-15-000	Board Per Diem	7,100.00	7,100.00	7,100.00	0.00	0.00
4150-20-000	Cell Phones	30,000.00	32,000.00	32,000.00	0.00	2,000.00
4150-23-000	Credit Bureau	750.00	750.00	750.00	0.00	0.00
4150-25-000	Dues & Membership Fees	63,000.00	98,000.00	68,000.00	-30,000.00	5,000.00 cut Greater MSP of \$30K (Greater MSP was in Econ Dev lin item in 2024)
4150-30-000	HR Recruiting Expenses	40,000.00	40,000.00	40,000.00	0.00	0.00
4150-35-000	Licenses & Permits	0.00	750.00	750.00	0.00	750.00
4150-40-000	Marketing	115,000.00	39,695.00	39,695.00	0.00	-75,305.00

Carver County CDA						
2025						
Budget Detail						
		2024	2025	2025	2025	
		Annual	Annual	Revised	Revised	2024-2025
					Change	Change
4150-42-000	Meetings	5,000.00	8,000.00	8,000.00	0.00	3,000.00
4150-45-000	Miscellaneous Admin Expense - Other	12,544.00	12,000.00	12,000.00	0.00	-544.00
4150-50-000	Publications	0.00	2,000.00	2,000.00	0.00	2,000.00
4150-57-000	Software License Fees	25,000.00	25,000.00	25,000.00	0.00	0.00
4150-60-000	Recorder Fees	1,000.00	1,000.00	1,000.00	0.00	0.00
4150-70-000	Staff Training	20,000.00	40,000.00	19,185.00	-20,815.00	-815.00 cut \$20K proposed increase plus reduce by \$815 from 2024
4150-75-000	Travel	24,000.00	28,000.00	28,000.00	0.00	4,000.00
4150-99-000	TOTAL ADMIN EXPENSE - OTHER	346,394.00	337,295.00	286,480.00	-50,815.00	-59,914.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	4,724,179.00	5,318,138.00	5,267,323.00	-50,815.00	543,144.00
4200-00-000	PROFESSIONAL FEES					
4200-01-000	Association Fees	0.00	0.00	0.00	0.00	0.00
4200-03-000	Auditing Fees	57,000.00	54,000.00	54,000.00	0.00	-3,000.00
4200-05-000	Consultants - General	151,000.00	40,000.00	40,000.00	0.00	-111,000.00
4200-06-000	Consultants - IT	110,000.00	116,000.00	116,000.00	0.00	6,000.00
4200-99-000	TOTAL PROFESSIONAL FEES	318,000.00	210,000.00	210,000.00	0.00	-108,000.00
4210-00-000	INSURANCE & REAL ESTATE TAXES					
4210-01-000	Property Insurance	5,017.00	5,800.00	5,800.00	0.00	783.00
4210-03-000	Insurance - General Liability	24,983.00	30,000.00	30,000.00	0.00	5,017.00
4210-11-000	Real Estate Taxes	3,000.00	11,500.00	11,500.00	0.00	8,500.00
4210-99-000	TOTAL INSURANCE & REAL ESTATE TAXES	33,000.00	47,300.00	47,300.00	0.00	14,300.00
4220-00-000	TENANT SERVICES					
4220-01-000	Resident Activities	0.00	0.00	0.00	0.00	0.00
4220-02-000	Interpreter Services	0.00	2,000.00	2,000.00	0.00	2,000.00
4220-99-000	TOTAL TENANT SERVICES	0.00	2,000.00	2,000.00	0.00	2,000.00
4300-00-000	UTILITIES					
4310-00-000	Water	900.00	900.00	900.00	0.00	0.00
4320-00-000	Electricity	800.00	300.00	300.00	0.00	-500.00
4320-01-000	Electricity-Vacant Units	800.00	0.00	0.00	0.00	-800.00
4340-00-000	Garbage/Trash Removal	0.00	5,200.00	5,200.00	0.00	5,200.00
4399-00-000	TOTAL UTILITY EXPENSES	2,500.00	6,400.00	6,400.00	0.00	3,900.00
4400-00-000	MAINTENANCE AND OPERATIONS					
4420-00-000	MAINTENANCE OPERATIONS - MATERIALS & OTHER					
4420-53-000	Vehicle Maintenance	30,000.00	30,000.00	30,000.00	0.00	0.00
4420-99-000	TOTAL MAINTENANCE OPERATIONS - MATERIALS & OTHER	30,000.00	30,000.00	30,000.00	0.00	0.00
4430-00-000	MAINTENANCE OPERATIONS - CONTRACT COSTS					
4430-10-000	Contract-Cleaning	0.00	31,200.00	31,200.00	0.00	31,200.00
4430-50-000	Contract - Lawn Service	2,100.00	11,100.00	11,100.00	0.00	9,000.00
4430-66-000	Contract - Snow Removal	7,765.00	7,765.00	7,765.00	0.00	0.00
4430-72-000	Contract-Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00
4430-99-000	TOTAL MAINTENANCE OPERATIONS - CONTRACT COSTS	9,865.00	50,065.00	50,065.00	0.00	40,200.00
4499-00-000	TOTAL MAINTENANCE EXPENSES	39,865.00	80,065.00	80,065.00	0.00	40,200.00
4500-00-000	OTHER EXPENSES					
4570-00-000	Bad Debt-Tenant Rents	1,000.00	1,000.00	1,000.00	0.00	0.00
4599-00-000	TOTAL OTHER EXPENSES	1,000.00	1,000.00	1,000.00	0.00	0.00

Carver County CDA						
2025						
Budget Detail						
		2024	2025	2025	2025	
		Annual	Annual	Revised	Revised	2024-2025
					Change	Change
<b>4700-00-000</b>	<b>HOUSING ASSISTANCE PAYMENTS</b>					
4715-00-000	HAP - Shelter + Care	120,174.00	137,978.00	137,978.00	0.00	17,804.00
4715-01-000	HAP - Bridges	140,257.00	137,832.00	137,832.00	0.00	-2,425.00
4715-01-001	HAP - Bridges RTC	20,308.00	19,080.00	19,080.00	0.00	-1,228.00
4715-02-000	HAP - Housing Trust Fund	69,000.00	152,232.00	152,232.00	0.00	83,232.00
<b>4720-00-000</b>	<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>349,739.00</b>	<b>447,122.00</b>	<b>447,122.00</b>	<b>0.00</b>	<b>97,383.00</b>
<b>4750-00-000</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>5,468,283.00</b>	<b>6,112,025.00</b>	<b>6,061,210.00</b>	<b>-50,815.00</b>	<b>592,927.00</b>
<b>4755-00-000</b>	<b>NET OPERATING INCOME (LOSS)</b>	<b>1,225,420.00</b>	<b>1,643,408.00</b>	<b>1,293,408.00</b>	<b>-350,000.00</b>	<b>67,988.00</b>
<b>4800-00-000</b>	<b>NON-OPERATING (REVENUES)EXPENSES</b>					
<b>4805-00-000</b>	<b>INVESTMENT INCOME - UNRESTRICTED</b>					
4805-05-000	Interest Income - Savings	5,580.00	5,580.00	5,580.00	0.00	0.00
<b>4805-99-000</b>	<b>TOTAL INVESTMENT INCOME - UNRESTRICTED</b>	<b>5,580.00</b>	<b>5,580.00</b>	<b>5,580.00</b>	<b>0.00</b>	<b>0.00</b>
<b>5200-00-000</b>	<b>OTHER NON-OPERATING ITEMS</b>					
<b>5225-00-000</b>	<b>Community Development Initiative</b>	<b>415,000.00</b>	<b>430,000.00</b>	<b>347,500.00</b>	<b>-82,500.00</b>	<b>-67,500.00</b> cut proposed \$15K increase plus \$67500 from 2024
5225-05-000	Development Costs - New Projects	440,000.00	400,000.00	400,000.00	0.00	-40,000.00
<b>5225-06-000</b>	<b>Local Housing Trust Fund</b>	<b>100,000.00</b>	<b>300,000.00</b>	<b>32,500.00</b>	<b>-267,500.00</b>	<b>-67,500.00</b> cut proposed \$200K increase plus \$67500 from 2024
5225-11-000	Land Trust - other		242,988.00	242,988.00	0.00	242,988.00
<b>5299-00-000</b>	<b>TOTAL OTHER NON-OPERATING ITEMS</b>	<b>955,000.00</b>	<b>1,372,988.00</b>	<b>1,022,988.00</b>	<b>-350,000.00</b>	<b>67,988.00</b>
<b>5999-00-000</b>	<b>TOTAL NON-OPERATING(REVENUES)EXPENSES</b>	<b>949,420.00</b>	<b>1,367,408.00</b>	<b>1,017,408.00</b>	<b>-350,000.00</b>	<b>67,988.00</b>
<b>6500-00-000</b>	<b>NET INCOME (LOSS) BEFORE TRANSFERS</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6600-00-000</b>	<b>TRANSFERS</b>					
6600-02-001	Transfers out - Bluff Creek	25,000.00	25,000.00	25,000.00	0.00	0.00
6600-02-002	Transfers out - Brickyard	70,000.00	70,000.00	70,000.00	0.00	0.00
6600-02-003	Transfers out - Centennial Hill	31,000.00	31,000.00	31,000.00	0.00	0.00
6600-02-004	Transfers out - Crossings	35,000.00	35,000.00	35,000.00	0.00	0.00
6600-02-006	Transfers out - Lake Grace	40,000.00	40,000.00	40,000.00	0.00	0.00
6600-02-007	Transfers out - Oak Grove	75,000.00	75,000.00	75,000.00	0.00	0.00
<b>6600-99-000</b>	<b>TOTAL TRANSFERS</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL EXPENSES</b>	<b>6,693,703.00</b>	<b>7,755,433.00</b>	<b>7,354,618.00</b>	<b>-400,815.00</b>	<b>660,915.00</b>
	<b>HOUSING REVENUES</b>	<b>9,449,806.00</b>	<b>9,717,638.00</b>	<b>9,717,638.00</b>	<b>0.00</b>	<b>267,832.00</b>
	<b>HOUSING EXPENSES</b>	<b>9,449,806.00</b>	<b>9,717,638.00</b>	<b>9,717,638.00</b>	<b>0.00</b>	<b>267,832.00</b>
	<b>TOTAL INCOME</b>	<b>16,143,509.00</b>	<b>17,473,071.00</b>	<b>17,072,256.00</b>	<b>-400,815.00</b>	<b>928,747.00</b>
	<b>TOTAL EXPENSES</b>	<b>16,143,509.00</b>	<b>17,473,071.00</b>	<b>17,072,256.00</b>	<b>-400,815.00</b>	<b>928,747.00</b>



# Board of Commissioners

## Request for Board Action

Meeting date: September 19, 2024

Agenda number: 5B

**DEPARTMENT:** Community Development

**FILE TYPE:** Regular Agenda

**TITLE:** Approval of Purchase of 107 Benton St E Cologne

**PURPOSE/ ACTION REQUESTED:** Approve the purchase of 107 Benton St E Cologne at a not to exceed of \$305,000, subject to appraisal at that amount.

**SUMMARY:** 107 Benton St E in Cologne is part of a small HOA in Cologne comprised of eight (8) townhomes. The CDA currently owns two units are part of our RAD (former public housing) portfolio. This would be a great opportunity for the CDA to provide a non-subsidized affordable housing option in the City of Cologne. The CDA would add this property to our Carver Homes portfolio. The owner of this project owns several other units and would consider selling them to the CDA in the future.

Features of the house include:

- 3 bedrooms (potential for 4<sup>th</sup> bedroom in basement in lieu of family room)
- 2 1/2 bathrooms
- Living room, dining room family room, and kitchen
- 2 car attached garage
- 2100 finished square feet

Recent improvements:

\*new flooring and paint throughout, new toilets, new tub and surround upstairs, furnace and a/c about one year old, new roof, stainless steal appliances,

**RECOMMENDATION:** To approve the purchase of 107 Benton St E Cologne for a Not to Exceed of \$305,000, subject to appraisal.

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, pursuant to the laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.001 through 469.047 (the “Act”), the Carver Community Development Agency (the “Agency”) desires to purchase 107 Benton St E, Cologne, Minnesota.

WHEREAS, on this 19th day of September, 2024, there has been presented to the meeting of the members of the CDA a proposal for the CDA to purchase 107 Benton St E at a not to exceed amount of \$305,000.

WHEREAS, the Agency has the desire to purchase 107 Benton St E in Cologne as another potential affordable rental option within the community.

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

1. That the Executive Director is hereby authorized to execute and deliver a purchase agreement in a not to exceed amount of \$305,000, to purchase said Property on behalf of the Agency, subject to appraisal.

**PREVIOUS BOARD ACTION**

None

**ATTACHMENTS**

none

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

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

**CONTACT**

Department Head:

Author: Julie Frick, Executive Director



# Board of Commissioners

## Request for Board Action

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Meeting date: September 19, 2024

Agenda number: 5C

**DEPARTMENT:** Housing

**FILE TYPE:** Regular Agenda

**TITLE:** Procurement for Hilltop I, Hilltop II and Mayer Elderly

**PURPOSE/ ACTION REQUESTED:** Approval of Procurement for Rural Development

**SUMMARY:** The CDA purchased the Rural Development properties in 2021. As part of that purchase, the CDA needs to complete certain capital improvement items. Staff solicited bids through an RFP for the replacement of the concrete and asphalt. The project received two bids that complied with the RFP. Those contractors were scored based on six factors outlined in the bid documents.

Bituminous Roadways was approved as the vendor for this project at the May 16, 2024 Board meeting at a Not to Exceed of \$225,000. A contract has been executed. The vendor took soil samples and found the subgrade to be in poor condition at Hilltop. Bituminous has proposed Cementitious Soil Stabilization. In order to add this work, we need to increase the Not to Exceed to \$256,000. This work will be paid by the CDA loan to the project.

**RECOMMENDATION:** Approving the Procurement for Rural Development

**EXPLANATION OF FISCAL/ FTE IMPACTS:**

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

**RESOLUTION:**

WHEREAS, the Carver County Community Development Agency (herein called the CDA) accepted a Best Value bid for the concrete and asphalt work at Hilltop I, II and Mayer Elderly;

WHEREAS, the CDA purchased Hilltop I, II and Mayer Elderly in 2021 with outlined work that needed to be completed as part of the purchase under a Capital Needs Assessment (the “Improvements”); and

WHEREAS, the CDA board has authorized a loan from the CDA to the property for the Improvements; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign a change order for the project and increase the not to exceed to \$256,000.

**PREVIOUS BOARD ACTION**

Resolution 24-38 Approval of Procurement for Rural Development

**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: Shanika Bumphurs, Director of Property Management

Author: Allison Streich, Deputy Director