



Board of Commissioners Packet

April 20, 2023

5:00 p.m. - Regular Meeting

CDA Office, 705 N. Walnut Street, Chaska



- I. CONVENE CARVER COUNTY CDA BOARD MEETING**
- II. CALL TO ORDER BY CHAIR**
- III. AGENDA REVIEW & ADOPTION**
- IV. CONSENT AGENDA**
- V. PUBLIC PARTICIPATION**

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN

April 20, 2023 – 5:00 p.m.

AGENDA - Revised

I. CONVENE CARVER COUNTY CDA BOARD

II. CALL TO ORDER BY CHAIR

III. AGENDA REVIEW AND ADOPTION

IV. CONSENT AGENDA

A. Approve Minutes from March 16, 2023, Regular Board Meeting

B. Approve April 2023 Dashboard

C. Approve the Write-off of Past Tenant Balances for March 2023

V. PUBLIC PARTICIPATION

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 23-08 – Approving the March 2023 Record of Disbursements

B. Community and Economic Development

1. Update on Ernst/Ess House

C. Housing

1. Resolution No. 23-09 – Approval of Procurement for Hilltop and Mayer Elderly

2. Resolution No. 23-11 – Approval of Rejection of all Bids and Authorizing Staff to Re-Bid Crossings Roof Project

D. Administrative

1. Resolution 23-10 -Approval of Appointment of Authorized Signatory

VII. OTHER BUSINESS

A. John Fahey, Carver County Commissioner

B. Nick Koktavy, Assistant County Administrator Carver County

VIII. UNFINISHED BUSINESS / ITEMS OF INTEREST

IX. ADJOURN

Next Board Meeting/Annual Meeting will be held at the Carver County CDA office, May 18, 2023, at 5 p.m.

The Carver County CDA is committed to the policy that all persons have equal access to its programs, services, activities, facilities, and employment without regard to Race, Color, Creed, Religion, National Origin, Sex, Disability, Age, Marital Status, Familial Status, Sexual Orientation or Status with Regard to Public Assistance. Auxiliary aids for persons with disabilities will be provided upon advance notice of at least 96 hours. If a notice of less than 96 hours is received, the Carver County CDA will attempt to provide such.

CARVER COUNTY CDA REGULAR BOARD MEETING

705 N. Walnut Street, Chaska, MN 55318

March 16, 2023

MINUTES

PRESENT:

CDA Board: Sarah Carlson, Darrel Sudheimer, Adam Teske, Greg Anderson

Staff: Julie Frick, Allison Streich, Karen Reed, Shanika Bumphurs, Chuck Swanson, Janette Meyer, Kari Steen

Other: John Fahey, Carver County Commissioner
Nick Koktavy, Assistant County Administrator
Angie Stacken, Community and Economic Development Coordinator

Absent: Molly Koivumaki

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY BOARD CHAIR

The meeting was called to order at 5:00 pm by Board Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

Motion to approve the agenda as presented. Motion by Anderson, Second by Sudheimer. Motion carried.

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from February 16, 2023, Regular Board Meeting
- Approve March 2023 Dashboard

Motion by Teske, Second by Anderson. Motion carried.

V. PUBLIC PARTICIPATION - NONE

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 23-07 – Approving the February 2023 Record of Disbursements
Motion by Sudheimer, Second by Teske to approve Resolution No. 23-07 as presented.
Motion Carried.
2. Resolution No. 23-08 – Approving the Creation of the Carver County Community Land Trust limited liability company
Motion by Anderson, Second by Teske to approve Resolution No. 23-08 as presented.
Motion Carried.

B. Economic and Community Development

1. Cooper's update – the CDA would own the land under the building while Cooper's will own the building. The city is paying for the project and the intent is to keep it a grocery store.

C. Housing

1. Annual inspections are under way.
2. Many new projects are planned for properties starting this spring.
3. Maintenance and Caretakers have gotten new uniforms that are delivered and laundered for us – a hiring perk.
4. Bluff Creek rehab funded by ARPA is almost complete.

D. Administrative

1. Working on Survey Monkey that will go out soon.

VII. OTHER BUSINESS

1. Commissioner Fahey gave updates:
 - a. On February 27, a kick-off event for the Greater MSP 2023 took place at the Guthrie Theater to push for more business in the greater MSP area.
 - b. February 28 – a new bus was donated to the Carver County Veteran Services Transportation Program that provides veterans rides to their healthcare appointments.
 - c. Annual township meetings taking place to discuss “Connect up Carver” – a program that will provide broadband fiber optic network to bring high-speed internet access to Carver County residents.
 - d. Bountiful Baskets will still be happening in Cologne, just without a kitchen and food preparation.
2. Assistant County Administrator Carver County Nick Kuktavy gave updates:
 - a. “Connect up Carver” will be focusing on bringing fiber optics to rural areas. The first properties to be connected have been businesses south of Watertown. The next phase will plant fiber optics following the highways in an “artery” likeness.
 - b. Veteran units are vacant and referrals to fill them are in process.

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

1. Deputy Director, Allison Streich, gave a speech at the Rotary Club of Chanhassen. The speech was the first of three to happen at the Rotary Club of Chanhassen and focused on housing for those without homes.
2. The first meeting with Golden Shovel Agency has taken place that concentrated on answering branding and logo design questions. A schedule to hit main project points has been created and coincides with most board meetings.
3. Applications are being submitted and processed for the last 3-acres in Waconia that the CDA owns.
4. The main office building of the CDA has hit its space capacity for employees – that capacity does not include maintenance. Administration continues to work on finding a new building for the CDA to move into.
5. Recruitment for new property site managers and maintenance is still on-going.

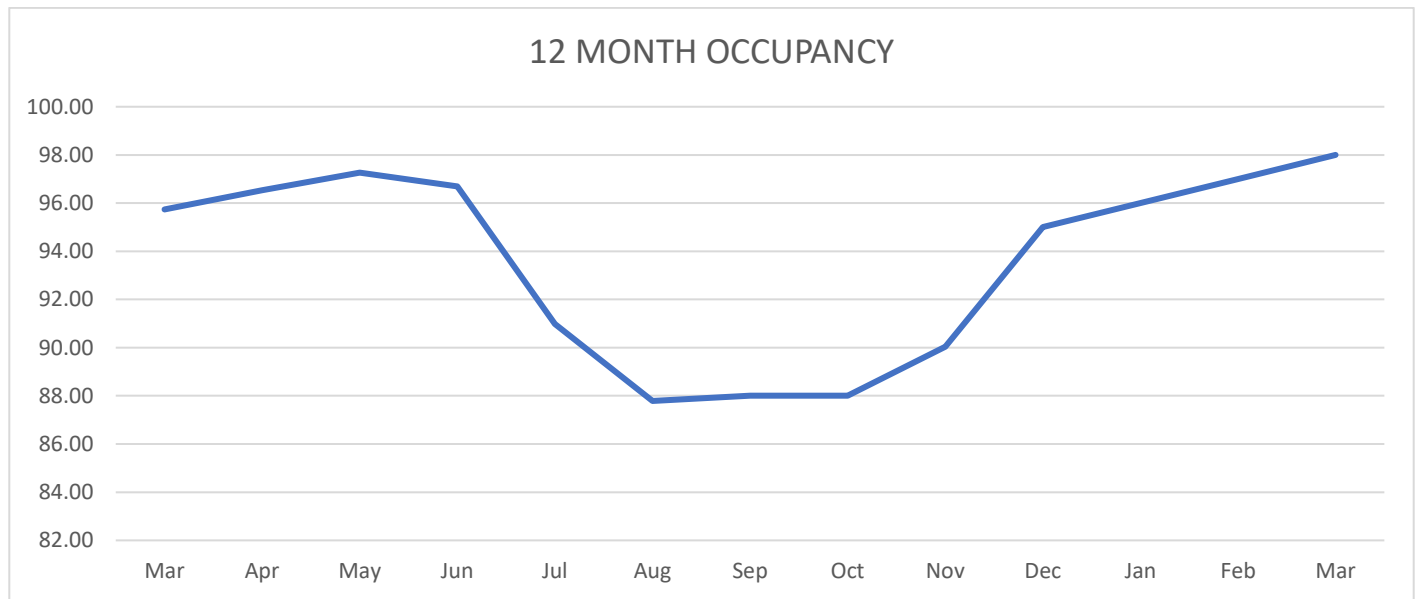
IX. ADJOURNMENT

Motion by Anderson, second by Sudheimer to adjourn the meeting at 5:45 p.m. Motion Carried.

HOUSING UPDATES

HOUSING OCCUPANCY

| | Workforce | Senior | Total (excluding Trail's Edge) | Trail's Edge South |
|----------------|------------------|---------------|---------------------------------------|---------------------------|
| # Units | 335 | 339 | 674 | 60 |
| # Leased | 327 | 325 | 652 | 58 |
| Occupancy Rate | 98% | 96% | 98% | 97% |



2023 Capital Improvements in Process

| Property | Improvement Project | Status and Tentative Schedule |
|-----------------|--|--|
| Brickyard | Brick and concrete repairs around entire building. | Will need to rebid out this project this spring. |
| Centennial | Roof Garage make-up air system | Work to start on or around June 1. Work to start on April 19. |
| Crossings | Roof | Going to rebid. |
| Hilltop | Property Transition and Rehab | Unit rehabs bid out. Working on bidding out parking lot. |

Property Management updates:

Staffing Update:

- Here is a current staffing update with open positions:
 - We have 4 vacant Property Manager Positions at the following Sites: Centennial Hill, Brickyard, Lake Grace, Bluff Creek, Scattered Sites/Carver Homes, and Trail's Edge.
 - We have 2 vacant Maintenance Technician Positions at the following Sites: Centennial Hills, Brickyard, and Trail's Edge.
 - We have 3 open Caretaker Positions at the following Sites: Windstone, Waybury, and Trail's Edge.

Hilltop:

- While we work to rehab the units, we have decided to not backfill any open units to allow them to be rehabbed first. This will help transition residents into these units to allow us to work on un-occupied units first. Residents will then move into the vacant units once they are completed. Due to this, you may see a decline in the Occupancy Rate in the Senior Column on the Housing Occupancy Chart. We currently have 9 units available with none on notice as of March 31st.

Trail's Edge Update:

- We currently have 57 units occupied! We met our March 31st goal of having 90% units occupied. In addition to the 57 occupied units, we have 2 applicants pending and are in the process of marketing the last unit for a move-in on June 1st.
- On March 17th there was a fire in unit 105. The cause of this fire is still under investigation, thankfully the quick response from emergency personnel, the on-call maintenance technician, and the mitigation company only two units were affected. The tenant in 104 was able to go back into her unit within a few days of the water mitigation. The tenant in 105 where the fire started, has since vacated the unit and we are working on restoring the unit back to its original condition and marketing it for a June 1st move in.
- The May Report will include Trail's Edge in the total unit count on the Housing Occupancy Report.

Waybury:

- There will be a Management Occupancy Review (MOR) at Waybury on May 3rd. Management and our Housing Assistance Manager have completed the initial file review and completed all reports due prior to the inspection date. This inspection includes not only a review of our tenant files, but also an inspection of selected units and the property as well. Last year we scored Above Average and if we score the same this year, we will not have another MOR for 3 years due to new HUD rules implemented last year.

Safety Inspections:

- Property Management along with the Safety Committee have started the annual safety site inspections for all properties. These inspections focus on everything from Medical and First Aid Compliance on site to General Work Environments and upkeep in our maintenance shops, management offices, janitorial closets, grounds, and common areas.

Annual Inspections:

- Our Housing Quality Inspector completed 124 annual unit inspections in the month of March. This includes not only our apartment communities but our scattered site homes.

Maintenance Achievements:

- Congratulations to Will Currie and Robert Reichardt, who recently completed the Certified Maintenance Technician Certification Program through MHA. This is a nine-month program that includes meetings two to three times a month, attending specific industry training seminars, an exam, and a final project.

SPECIAL PROGRAMS

| Program | Grant Term | # Units Under Contract | % Under Contract |
|--------------------|-----------------|------------------------|--|
| Bridges | 7/1/21-6/30/23 | 13 | 93% (1 searching) |
| Bridges RTC | 7/1/21-6/30/23 | 3 | 100% |
| Housing Trust Fund | 10/1/21-9/30/23 | 16 | 87% (1 searching, 1 application) |
| CoC PSH | 8/1/22-7/31/23 | 14 | 79% (1 searching, 1 briefing, 1 application) |

Resident Services

Presentations (2023)

| Agency | Property | Number of Residents |
|------------------------------|------------|---------------------|
| U of M SNAP ED | Waybury | 7 |
| River Valley Health Services | Waybury | 10 |
| Medicare Update | Waybury | 12 |
| | Centennial | 1 |
| | Oak Grove | 6 |
| | Crossings | 15 |

2023 YTD:

| # of appointments | # of residents/clients | Mobile food shelf participants | Energy Assistance Program Application assistance |
|-------------------|------------------------|--|--|
| 16 | 18 | Waybury-26 Centennial-3 Crossings-4 Brickyard-4 Trail's Edge-5 | 7 new |

New resident resource packets have been created for all the properties with information specific to the property community.

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).

| | Housing Counselors (includes foreclosure prevention, homebuyers, rental, & homeless)-2021 | 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 | 1 | 17 | 11 | 9 | 5 | | 3 | 3 | | | |
| Chanhassen | 3 | 45 | 60 | 20 | 1 | | 5 | 3 | | | |
| Chaska | 16 | 145 | 200 | 174 | 21 | | 3 | 9 | 23 | 2 | |
| Cologne | | | | 3 | | | 1 | 5 | 1 | | |
| Hamburg | | | | | | | | | | | |
| Mayer | | | | 10 | 1 | | | | 1 | | |
| New Germany | | | | | | | 4 | | | | |
| NYA | | 3 | 49 | | 1 | | 3 | 5 | | 3 | 7 |
| Victoria | 1 | | 1 | 3 | | | 4 | 4 | 1 | | |
| Waconia | 3 | 13 | 69 | 44 | 3 | | 2 | 4 | 9 | | |
| Watertown | 2 | 2 | | 34 | | | 4 | 2 | 1 | 7 | 9 |
| Townships | | | | | | 17 | 1 | | | | |
| Other | 29 | | | | | | | 1 | | | |
| TOTAL | 55 | 225 | 390 | 297 | 32 | 17 | 30 | 36 | 36 | 12 | 16 |

FINANCE

| FINANCE | | | | |
|---------|--------------|--------------------------|--------------------------|-----------|
| | | March 2023 YTD Actual | March 2023 YTD Budget | Variance |
| CDA | Revenue | 3,626,387 | 3,754,534 | (128,147) |
| | Expenses | 2,614,285 | 2,785,751 | 171,466 |
| | Cash Balance | 7,684,526 | | |
| | | | | |

| | | March 2023 YTD Actual | March 2023 YTD Budget | Variance |
|------------|--------------|--------------------------|--------------------------|----------|
| Properties | Revenue | 1,830,551 | 1,909,146 | (78,595) |
| | Expenses | 1,196,579 | 1,265,076 | 68,497 |
| | Cash Balance | 2,496,203 | | |

Revenue Recapture collected through March

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

| Property: | Written off: | Collected: | Notes: |
|---------------|-----------------|-----------------|--------|
| Lake Grace | \$2,761 | \$836 | |
| Carver Homes | \$10,568 | \$12,739 | |
| Bluff Creek | \$ 21 | | |
| Oak Grove | | | |
| Centennial | \$1,289 | | |
| Crossings | | | |
| Waybury | \$569 | | |
| Windstone | | | |
| Total: | \$15,208 | \$13,575 | |

Other Finance updates

Consolidated YTD revenues for the CDA through March were \$3,626,387 and expenses were \$2,614,285. **Net Operating Income was \$1,012,102, 4% over budget.** YTD Revenues for the properties were \$1,830,551 and expenses were \$1,196,579. **Net Operating Income was \$633,972, 1.5% under budget.** An audit adjustment was made to recognize the ARPA funds paid for the Bluff Creek rehab, in 2022, to tie with the County's reporting.

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT)

| | |
|---|-----|
| Total Units | 38 |
| Total resales YTD | 0 |
| # of families helped | 68 |
| Waiting list | 0 |
| Acquisition this month | 0 |
| Funding amount by source for current acquisitions | N/A |
| Community | N/A |

Notes:

2822 Faulkner Drive for sale. Property closing scheduled for April 26th, 2023

2817 Faulkner Drive: Received Notice Of Intent To Sell from owner. Homeowner currently considering their options

Vacant Lot at 413 Franklin Ave NE, Watertown, MN. Looking to write for new funds in 2023

Chaska yards at the Historic Ess Site: (Ernst House Project site) (4 CLT Units) Timeframe: Spring 2023 Permitting and bidding phase
Summer 2023 - Summer 2024 Construction/Rehab phase
Project was approved by Heritage and Planning Commission in February 2023. We have redrawn the lot lines, working with the City and resubmitted to the Planning Commission which was approved April 12th, 2023. Next step is City Council on April 17th, 2023.

Habitat for Humanity (4 CLT Units) Two duplexes Currently weathered in Timeframe: Completion Summer/Early Fall 2023

BUSINESS DEVELOPMENT - NEXTSTAGE

| | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | Total 2023 |
|--------------------------------------|-----------|---------|---------|---------|------------|
| Total Carver County Clients Assisted | 15 | | | | |
| # of Financing Events | 3 | | | | |
| Total Financing/Investment | \$111,000 | | | | |
| New Business Starts | - | | | | |
| New FT Jobs | - | | | | |
| New PT Jobs | - | | | | |

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

| Year | Grant | City | Project | Budget |
|------|-----------------------|-----------------------|---------------------------------|-----------|
| 2020 | Community Development | CDA – Carver | 103 Unit Senior Workforce Hsg | \$85,000 |
| 2020 | Community Development | CDA – Chaska | Ernst House Rehab | \$85,000 |
| 2021 | Community Development | CDA – Chaska | Ernst House Rehab | \$92,500 |
| 2021 | Pre Development | Victoria | Victoria South Commercial/Mixed | \$5,000 |
| 2022 | Community Development | Norwood Young America | Tacoma West Industrial Park | \$100,000 |
| 2022 | Pre Development | Mayer | Old Firehall | \$7,500 |
| 2022 | Pre Development | Victoria | Downtown West | \$7,500 |
| 2022 | Pre Development | Chaska | Sewer Feasibility | \$7,500 |
| | | | | |

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

2023 allocation is \$1,943,009 (increase of 9.4% from 2022). Numbers through March 2023.

| | # Committed loans | Total \$ | % of allocated funds |
|---------------------------|-------------------|-------------|----------------------|
| First Mortgage Loans | 2 | \$511,805 | 26% |
| Additional Start-up loans | 2 | \$556,689 | N/A |
| Step up loans | 2 | \$518,335 | N/A |
| Down payment assistance | | \$41,000 | N/A |
| TOTALS | 6 | \$1,586,829 | N/A |

SEPTIC / WELL LOAN PROGRAM (SSTS)

| | 2024 new assessments | Underway (anticipated 2024 assessment) | 2023 Paid Off | Total active assessments |
|--------------|----------------------|--|---------------|--------------------------|
| Applications | 0 | 0 | 1 | 53 |

TOURISM

| TOURISM WEBSITE visitcarvercounty.com | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Q1 2022 | Q2 2022 | Q3 2022 | Q4 2022 | Total 2022 |
| Page Views | 763 | 747 | 868 | 734 | 3,112 |
| Average Engagement | 1m 51s | 46s | 1m 27s | 1m 45s | 1m 33s |
| Top 3 Pages | Home/Events/To Do | Home/Events/To Do | Home/Events/To Do | Home/Events/To Do | Home/Events/To Do |
| | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | Total 2023 |
| Page Views | | | | | |
| Average Engagement | | | | | |
| Top 3 Pages | | | | | |

We are currently working through logo and website design options

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

The installation of office cubes is scheduled to start by June.
Replacement of CDA vehicles will start as new vehicles can be identified.

Currently waiting for an appraisal on the current Humanity Alliance property, Unite Lodge, in Victoria.

[Past and Upcoming Events](#)

West Creek Apartments is having a groundbreaking celebration May 4th from 4-6:30 at Schram Haus Brewery. Located at 3700 Chaska Blvd, Chaska, MN 55318

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: April 20, 2023

AGENDA ITEM: Approval of Write-Off of Past Tenant Balances for March 2023

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture.

History

When past tenants move out with a balance, the tenant has 45 days to contact the CDA to either pay the balance 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. Leaving the balance on the books overstates property income.

However, 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.

The Board approved the CDA Write-Off Policy at the October 2016 meeting.

Current

The Carver County CDA Past Tenant Aged Receivable Write-off amount for March 2023 is \$4,635.60.

**FINANCIAL
IMPACT:** \$0

ALTERNATIVES: 1. Approve the motion
2. Do not approve the motion

**STAFF
RECOMMENDED
MOTION:** 1. Board approval of the motion

ATTACHMENTS: 1. CDA Past Tenant Aged Receivable Write-Off for March 2023

Reviewed by:

Julie Frick, Executive Director

Tenant Unpaid Charges

Status = Past

| Property Code | Control Number | Unit Code | Tenant Status | Date Occurred | Period | Charge Type | Current Owed | Amount Paid | Remark |
|-----------------------------|----------------|--------------------|---------------|-----------------|---------|--------------------|-------------------|-----------------|---|
| Lakegrc | | | | | | | | | |
| Resident 1 | | | | | | | | | |
| | C-188437 | C13 | Past | 02/10/2023 | 02/2023 | MISCTENA | \$1,982.14 | \$0.00 | Disposal of Personal Items re: Junk King |
| | C-190362 | C13 | Past | 02/10/2023 | 03/2023 | PARKRENT | \$14.00 | \$0.00 | Parking Rent (02/2023) 10 days |
| | C-190363 | C13 | Past | 02/10/2023 | 03/2023 | PARKRENT | \$14.00 | \$0.00 | Parking Rent (02/2023) 10 days |
| | C-190364 | C13 | Past | 02/10/2023 | 03/2023 | PARKRENT | \$14.00 | \$0.00 | Parking Rent (02/2023) 10 days |
| | C-186468 | C13 | Past | 01/01/2023 | 01/2023 | RENT | \$453.34 | \$386.66 | January rent (full rent due to subsidy ending 12/31) |
| | C-190360 | C13 | Past | 02/10/2023 | 03/2023 | RENT | \$154.00 | \$0.00 | Tenant Rent (02/2023) 10 days |
| Total For resident 1 | | | | | | | \$2,631.48 | \$386.66 | |
| Windstn | | | | | | | | | |
| Resident 2 | | | | | | | | | |
| | C-186336 | F110519 | Past | 01/13/2023 | 01/2023 | DAMAGE | \$912.31 | \$726.22 | Replaced back door because of broken door and frame |
| Total For resident 2 | | | | | | | \$912.31 | \$726.22 | |
| Resident 3 | | | | | | | | | |
| | C-186524 | F110525 | Past | 01/30/2023 | 01/2023 | DAMAGE | \$100.00 | \$0.00 | Charge for 2 couches disposed of 1.28.23... on camera |
| | C-188360 | F110525 | Past | 02/15/2023 | 02/2023 | DAMAGE | \$260.00 | \$0.00 | Painter charges for priming ink & marker stains, removal of boogers on bedroom walls & ceiling |
| | C-188361 | F110525 | Past | 02/15/2023 | 02/2023 | CLEAN | \$135.00 | \$0.00 | 3 hrs cleaning of unit |
| | C-185390 | F110525 | Past | 01/01/2023 | 01/2023 | RENT | \$535.81 | \$540.19 | Tenant Rent (01/2023) |
| | C-188417 | F110525 | Past | 01/01/2023 | 01/2023 | RENT | \$11.00 | \$0.00 | adjust January rent to \$1087 |
| | C-185458 | F110525 | Past | 01/01/2023 | 01/2023 | MISC | \$50.00 | \$0.00 | Miscellaneous Income (01/2023) |
| Total For resident 3 | | | | | | | \$1,091.81 | \$540.19 | |
| Summary | | | | | | | | | |
| Property Code | | Charge Type | | SubTotal | | | | | |
| windstn | | | | | | | | | |
| | | | | | | CLEAN | 135.00 | | |
| | | | | | | DAMAGE | 1,272.31 | | |
| | | | | | | MISC | 50.00 | | |
| | | | | | | RENT | 546.81 | | |
| | | | | | | windstn | 2,004.12 | | |
| lakegrc | | | | | | | | | |
| | | | | | | MISCTENA | 1,982.14 | | |
| | | | | | | PARKRENT | 42.00 | | |
| | | | | | | RENT | 607.34 | | |
| | | | | | | lakegrc | 2,631.48 | | |
| | | | | | | Grand Total | 4,635.60 | | |

VI. DEPARTMENT REPORTS

A. Finance

B. Economic and Community Development

C. Housing

D. Administrative

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 23-08

RESOLUTION APPROVING THE MARCH 2023 RECORD OF DISBURSEMENTS

BE IT RESOLVED BY CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS, that after review and consideration, the following are approved as presented:

- a.) CDA Record of Disbursements for March, 2023.

Adopted on this 20th day of April, 2023.

**Carver County CDA
Record of Disbursements
For the Month of March 2023**

| | Date | Amount | Total |
|---------------------------------------|-------------|---------------|------------------------------|
| Carver Homes | 03/01/23 | \$13,869.35 | |
| | 03/10/23 | \$10,017.49 | |
| | 03/17/23 | \$12,450.11 | |
| | 03/23/23 | \$22,495.51 | |
| | | | \$58,832.46 |
| CDA | 03/01/23 | \$115,448.48 | (1) |
| | 03/10/23 | \$69,519.40 | |
| | 03/17/23 | \$56,075.73 | |
| | 03/23/23 | \$191,005.18 | (2) |
| | | | \$432,048.79 |
| Properties | 03/01/23 | \$248,670.92 | (3) |
| | 03/10/23 | \$144,137.17 | (4) |
| | 03/17/23 | \$46,987.92 | |
| | 03/23/23 | \$321,319.57 | (5) |
| | | | \$761,115.58 |
| Total March 2023 Disbursements | | | <u>\$1,251,996.83</u> |
| March 2023 Payroll | 03/01/23 | \$76,983.66 | |
| | 03/15/23 | \$75,148.75 | |
| | 03/29/23 | \$77,992.17 | |
| | | | <u>\$230,124.58</u> |

- (1) Nextstage - \$25,000 - 1st half payment - Entrepreneur support
MacDonald & Mack Architects - \$26,000 Ernst House
City of Waconia - \$7,500 - 2022 pre-development grant
- (2) Clear interfund to Bluff Creek - \$95,500 - funds for rehab
Carver County - \$32,000 - Health, dental, life
MacDonald & Mack Architects - \$8,300 Ernst House
Visa - \$18,400 - March statement - rebillable to properties
- (3) Clear interfund Properties to CDA - \$160,000
Hanbery & Turner - \$9,300 - legal
Value Plus Flooring \$5,000 - unit turns - Lake Grace
Roy C - \$6,200 - ADA compliant equipment for common bathrooms - Crossings
- (4) US Bank - \$34,000 debt service - Waybury
Premier Heating & Cooling - \$8,400 - HVAC - Windstone
Renovation Systems - \$8,200 cabinets for rehab units - Lake Grace
- (5) Clear interfund Properties to CDA - \$275,000

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: April 20, 2023

AGENDA ITEM: Resolution No. 23-09 Approval for Procurement at Rural Development Properties

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

The CDA purchased Hilltop I, II and Mayer Elderly in 2021. At the time a Capital Needs Assessment was completed and that determined what rehab work needed to be completed as part of the purchase.

Current

The CDA put out a Request for Proposals for the rehab work of the resident units. This includes replacing all flooring, kitchen cabinets, doors and trim, bathroom vanity and toilets, new appliances and painting. The unit rehab work is the bulk of what needs to be completed for the rehab work. The RFP allows for vendors to be scored to determine the successful bidder. Staff is recommending that the project be awarded to Project One.

The improvement project will not exceed \$1,470,000. Funds for the project will come from the CDA loan to the project.

**FINANCIAL
IMPACT:**

\$1,470,000

ALTERNATIVES:

1. Approve resolution 23-09
2. Do not approve the resolution
3. Table upon additional information requested

**STAFF
RECOMMENDED
MOTION:**

1. Board approval of Resolution No. 23-09

ATTACHMENTS: 1. Resolution No.23-09

Reviewed by:

Julie Frick, Executive Director

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION 23-09

Approval of Procurement for Rural Development Properties (Hilltop I, II and Mayer Elderly)

WHEREAS, the Carver County Community Development Agency (herein called the CDA) will be accepting a Best Value bid for the unit rehab 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 contract/contracts for the project with the Best Value bidder/bidders, in the amount not to exceed \$1,470,000.

Date Adopted: April 20, 2023

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

Resolution No. 23-11

Approving the Rejection of All Bids and Authorizing Staff to Re-Bid

WHEREAS, pursuant to the laws of the State of Minnesota, Minnesota Statutes Section 471.345, the Carver Community Development Agency (the “Agency”) solicited bids for a roof replacement pursuant to the specifications set forth in Roof Spec Project No. 22-11206-02 (the “Project”) for an Agency property located at 200 South Olive Street, Waconia, MN; and

WHEREAS, Agency staff recommends that all bids be rejected and direct that the Project be re-bid.

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

That the Executive Director is hereby authorized to reject all bids submitted for the Project and directed to solicit bids for the Project.

Passed and adopted on this 20th day of April 2023.

Attest:

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: April 20, 2023

AGENDA ITEM: Resolution No. 23-10 -Approve Authorized Signatory

PREPARED BY Julie Frick, Executive Director

DISCUSSION: Current Circumstances

The current circumstances state that the Official Signatory for the Carver County Community Development Agency is the Executive Director, Julie Frick. It is in the best interest of the Agency that there be an additional signatory in the event that the Executive Director is unable to sign and that the business of the CDA continues to operate.

ALTERNATIVES:

1. Motion to approve via Resolution No. 23-10
2. Do not approve the resolution
3. Delay action for additional information

**STAFF
RECOMMENDED
MOTION:**

1. Approve

ATTACHMENTS: 1. Resolution No. 23-10

Reviewed by:

Julie Frick, Executive Director

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

RESOLUTION NO. 23-10

Approving the appointment of authorized signatory

WHEREAS, pursuant to Minnesota Statutes Section 469.006, et. seq. Carver County Community Development Agency (“CDA”) Executive Director Julie Frick is the duly authorized official signatory for the CDA; and

WHEREAS, it is in the best interest of the CDA to add Deputy Director Allison Streich as an official authorized signatory.

Appointment of Authorized Signatory

Deputy Director Allison Streich indicated her willingness to act as authorized signatory of the CDA.

NOW THEREFORE, BE IT RESOLVED that Deputy Director Allison Streich be and is hereby appointed as an authorized signatory of the CDA effective immediately upon passage and execution.

FURTHER RESOLVED that CDA Deputy Director Allison Streich is hereby appointed to do and perform any and all such acts, including execution of any and all documents and certificates as said person shall deem necessary or advisable, to carry out the purposes of the CDA in the foregoing resolution.

Adopted this 20th day of April 2023.

Chair

IX. ADJOURNMENT