



Carver County Community Development Agency

# Board of Commissioners Packet

January 19, 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**

**January 19, 2023 – 5:00 p.m.**

**AGENDA**

**I. EXECUTIVE DIRECTOR TO CONVENE CARVER COUNTY CDA BOARD MEETING**

**II. NOMINATION AND ELECTION OF CHAIR FOR 2023**

- A. Executive Director to Turn Meeting to Chair

**III. NOMINATION AND ELECTION OF VICE CHAIR FOR 2023**

**IV. NOMINATION AND ELECTION OF SECRETARY/TREASURER FOR 2023**

**V. SWEAR IN OFFICERS AND COMMISSIONERS**

**VI. CALL TO ORDER BY CHAIR**

**VII. AGENDA REVIEW AND ADOPTION**

**VIII. CONSENT AGENDA**

- A. Approve Minutes from December 15, 2022 Board Meeting
- B. Resolution No. 23-01 2023 Recommended Official Newspaper
- C. Resolution No. 23-02 2023 Recommended Financial Institutions
- D. 2023 Official meeting dates, time and place
- E. Approve January 2023 Dashboard
- F. Approve the Write-off of Past Tenant Balances for December 2022

**IX. PUBLIC PARTICIPATION**

**X. DEPARTMENT REPORTS**

**A. Finance**

- 1. Resolution No. 23-03 - Approving the December 2022 Record of Disbursements

**B. Community and Economic Development**

- 1. Resolution No. 23-04 – Choose Carver County
- 2. Resolution No. 23-05 – Golden Shovel Agency

**C. Housing**

- 1. Staffing Update-See Org Chart

**D. Administrative**

- 1. Office Space Discussion-Follow Up to County Board Presentation in December
- 2. Employee Handbook Review Committee

**XI. OTHER BUSINESS**

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

**XII. UNFINISHED BUSINESS**

**XIII. ADJOURN**

**Next Board Meeting will be held at the Carver County CDA office, February 16, 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

December 15, 2022

## **MINUTES**

### **PRESENT:**

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

Staff: Julie Frick, Allison Streich, Karen Reed, Chuck Swanson, Angie Stacken, Kari Steen

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

Absent: Shanika Bumphurs,

### **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 Teske. Motion carried.

### **IV. CONSENT AGENDA**

Motion to approve the Consent Agenda,

- Approve Minutes from November 17, 2022, Regular Board Meeting
- Approve December 2022 Dashboard

Motion by Sudheimer, Second by Koivumaki. Motion carried.

### **V. PUBLIC PARTICIPATION-NONE**

### **VI. DEPARTMENT REPORTS**

#### **A. Finance**

1. Resolution No. 22-28 – Approving the November 2022 Record of Disbursements  
Motion by Anderson, second by Teske to approve Resolution No. 22-28 as presented.  
Motion Carried.

#### **B. Economic and Community Development**

1. Resolution No. 22-29 – Approving the 2022 Community Growth Partnership Initiative Grant Award. Motion by Teske, second by Anderson to approve Resolution No. 22-29 as presented. Motion Carried.
2. Ernst House Update-Architects are currently working with the City of Chaska. Hopes to break ground in the May. Conversation with the attorney about HOA/maintenance scheduled beginning of 2023.

#### **C. Housing**

1. Carver Place was recommended for funding from MN Housing, Senior side was not included

2. Trails Edge South is hopeful to have their goal of 25 by years end.

**D. Administrative-NONE**

**VII. OTHER BUSINESS**

1. Koltavy gave updates on the county:
  - a. The Federal Communications Commission (FCC) high-speed internet map of Minnesota is available to the general public. Minnesotans, including Carver County, can find their eligibility to funded fiber optics for high-speed internet
  - b. Another meeting presented by Leo A Daly will take place to further discuss options for CDA's potential office move
2. Commissioner Fahey gave updates:
  - a. The average Carver County home price is \$450,000 in 2022, creating a net value of \$20 billion in total homes within Carver County.
  - b. Levy was approved for 4.9%
  - c. Lake Waconia Regional Park had ground broke for a waterfront service center
  - d. An official plan has been set in place for the rerouting of Highway 51, there will be an overpass placed where Highway 51 and Highway 212 intersect at Bongards, rerouting traffic and displacing any stop signs

**VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST-NONE**

**X. Closed Session, Executive Director Review**

Motion by Koivumaki, second by Sudheimer to close the meeting.

Motion by Sudheimer, second by Koivumaki to open the meeting

Motion by Sudheimer, second by Koivumaki, the Executive Director will receive a 3% increase.

Motion Carried.

**IX. ADJOURNMENT**

Motion by Anderson, second by Sudheimer to adjourn the meeting at 6:20 p.m. Motion Carried.

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-01**

**Resolution approving the Chaska Herald as the Carver County Community Development Agency's (CDA) 2023 Official Newspaper**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Community Development Agency (CDA) that after review and consideration, the Chaska Herald is approved as the 2023 Official Newspaper.

Date Adopted: January 19, 2023

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-02**

**Resolution approving the following list of qualified depositories for the year 2023**

<b><u>BANK NAME</u></b>	<b><u>CITY</u></b>	<b><u>PHONE</u></b>
Americana Community	Chanhasen	952-937-9596
Bremer Bank	Watertown	952-955-1916
Citizen's Bank	NYA	952-467-3000
Charter Bank	Chaska	952-361-2265
CorTrust	Mayer	952-657-2500
Old National Bank	Chaska	952-361-5390
Old National Bank	Shakopee	952-403-0400
Old National Bank	Victoria	952-443-2491
Old National Bank	Waconia	952-442-2265
Old National Bank	NYA	952-467-2313
M & I Bank	Chanhasen	612-798-3415
Magic Fund	Minneapolis	651-257-4172
MidCountry Bank	Waconia	952-442-2141
Northland Securities	Minneapolis	612-851-5900
Security Bank	Chaska	952-448-2265
TCF Bank	Chanhasen	952-470-5850
US Bank	All Locations	
Wells Fargo	Chaska	800-827-6535

Date Adopted: January 19, 2023





## **2023 Board Meeting Dates**

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

July 20, 2023

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2023

Meetings are scheduled for the third Thursday of the month at 5:00 p.m. at the Carver County CDA Office, unless otherwise noted.

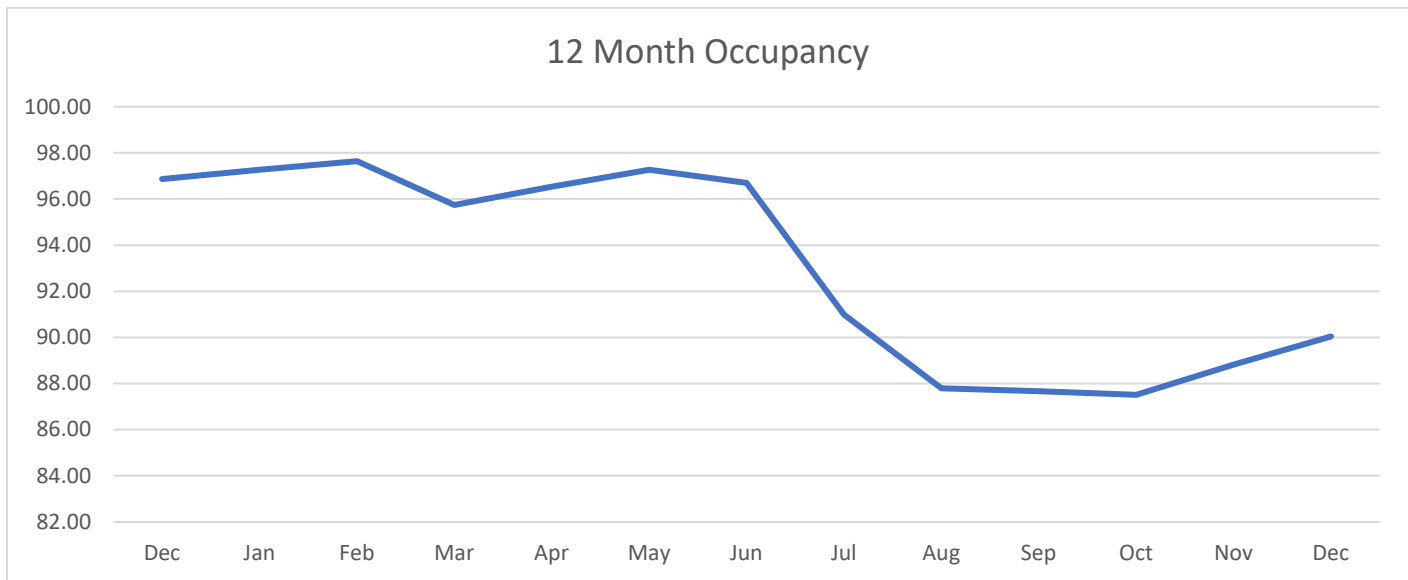
Work sessions are scheduled as needed.

# DASHBOARD/DEPARTMENT BOARD REPORT JANUARY 2023

## HOUSING UPDATES

### HOUSING OCCUPANCY

	Workforce	Senior	Total (excluding Trail's Edge)	Trail's Edge South
# Units	335	339	674	60
# Leased	320	325	645	25
Occupancy Rate	96%	96%	96%	41%



**\*\*\* Please note the decrease in occupancy this month is that Trail's Edge has now been added to this report (going back to July)**

### 2022 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 next spring.
Centennial	Roof	To be completed in the spring.
Crossings	Roof	To be bid out in the spring
Hilltop	Property Transition and Rehab	Indoor projects are in the process of being bid out.

Project Photos

Hilltop cabinets:

Before



After



8075 Victoria

Before:



After kitchen and bathroom



Bluff Creek rehab  
Before:





After hallway



**SPECIAL PROGRAMS**

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/21-6/30/23	13	100%
Bridges RTC	7/1/21-6/30/23	3	100%
Housing Trust Fund	10/1/21-9/30/23	16	80% (2 searching, 1 application)
CoC PSH	8/1/22-7/31/23	14	65% (1 searching, 2 referrals)

## Resident Services

## Presentations (2022)

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

## 2022 YTD:

# of appointments	# of residents/clients	Mobile food shelf participants	Energy Assistance Program Application assistance
22	29	Waybury-26 Centennial-3 Crossings-3 Brickyard-4 Spruce-2	13 new 1 renewal

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				
		December 2022 YTD Actual	December 2022 YTD Budget	Variance
CDA	Revenue	13,828,460	14,080,464	-252,004
	Expenses	9,381,750	9,992,552	610,802
	Cash Balance	8,130,825		

		December 2022 YTD Actual	December 2022 YTD Budget	Variance
Properties	Revenue	6,916,844	6,737,947	178,897
	Expenses	4,052,347	4,416,657	364,310
	Cash Balance	2,422,427		

### Revenue Recapture collected through December

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

Property:	Written off:	Collected:	Notes:
Lake Grace	\$1,428		
Carver Homes	\$5,712	\$4,584	
Bluff Creek			
Oak Grove			
Centennial	\$2,931		
Crossings			
Waybury		\$210	
Windstone	\$5,193		
<b>Total:</b>	<b>\$15,264</b>	<b>\$4,794</b>	

### Other Finance updates

Consolidated YTD revenues for the CDA through December were \$13,828,460 and expenses were \$9,381,750. **Net Operating Income was \$4,446,710, 9% over budget.** YTD Revenues for the properties were \$6,916,844 and expenses were \$4,052,347. **Net Operating Income was \$2,864,497, 23% over budget.**

ARPA Residential funds disbursed for the month of December totaled \$80,215, with YTD disbursements of \$432,566. Funds available for disbursement are as follows: ARPA - \$0, BSA (Budget Stabilization Account – County) - \$17,656.



## 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 for sale. Appraised value: (Land = \$100,000 + House = \$235,000) = \$335,000 Listed with Realtor, 13 Showings to date

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

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

### BUSINESS DEVELOPMENT - NEXTSTAGE

	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Total 2022
Total Carver County Clients Assisted	▶	15	▶	25	40
# of Financing Events	▶	6	▶	3	9
Total Financing/Investment	▶	\$1,285,950	▶	\$569,100	\$1,855,050
New Business Starts	▶	4	▶	2	6
New FT Jobs	▶	4	▶	4	8
New PT Jobs	▶	11	▶	12	23

### 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
2021	Pre Development	Chaska	Hwy 41	\$7,500
2022	Pre Development	Waconia	Hartmann Small Area Plan	\$7,500
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) –**

2022 allocation is \$1,775,333 (increase of 14% from 2021). Numbers through November 2022

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	24	\$5,615,808	316%
Additional Start-up loans	6	\$1,420,959	N/A
Step up loans	12	\$4,103,263	N/A
Down payment assistance		\$566,900	N/A
TOTALS	42	\$11,140,030	N/A

Notes: 2023 Application and Contract has been signed, no information about December 2022 or Program Year 2023 available at this time

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

	2023 new assessments	Underway (anticipated 2024 assessment)	2024 new assessments*	Total active assessments
Applications	11	1	0	53

\*These are completed projects and will be added to the assessment rolls in late 2023.

**COVID HOUSING ASSISTANCE PROGRAM**

The 2022 COVID Housing Assistance program is still underway to assist those affected by COVID with their rent, HOA, mortgage, or utilities. Through January 6<sup>th</sup>, 2023:

Applications received	252
Applications approved*	92
Applications in review	0
Applications denied/withdrawn/not eligible	47
Applications waiting information/pending	36
Applications with no response	77

Note: \$50,000 in funding remaining as of 1/6/2023. No additional funds are expected from the County or other sources

**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

Looking to rebrand tourism website with better tracking and key performance indicators

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

Past and Upcoming Events

## CARVER COUNTY CDA REQUEST FOR ACTION

**MEETING DATE:** January 19, 2023

**AGENDA ITEM:** Approval of Write-Off of Past Tenant Balances for December 2022

**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 December 2022 is \$25,511.35.

**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 December 2022

Reviewed by:

\_\_\_\_\_  
Julie Frick, Executive Director

**Tenant Unpaid Charges****Status = Past****lakegrc****Resident 1**

C-178666	B17	Past	08/31/2022	09/2022	DAMAGE	312003000	\$269.13 WALL REPAIR : NAILS, HOLES, SMOKE DAMAGE FROM CANDLES
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**Total For Resident 1****\$269.13****ph****Resident 2**

C-145352	1013HOLT	Past	10/04/2020	01/2021	TPA	311100002	\$180.06 Repayment agreement balance
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**Total For Resident 2****\$180.06****Resident 3**

C-180382	6052W1ST	Past	09/06/2022	10/2022	MISC	365000000	\$265.00 Wall repairs
C-180383	6052W1ST	Past	09/29/2022	10/2022	MISC	365000000	\$225.00 Cleaning fees
C-173658	6052W1ST	Past	05/26/2022	06/2022	MISCTENA	312009000	\$55.92 Pest control treatment
C-175274	6052W1ST	Past	07/04/2022	07/2022	MISCTENA	312009000	\$52.25 Resident requested to change all the locks
C-180381	6052W1ST	Past	09/20/2022	10/2022	MISCTENA	312009000	\$353.00 Trash/items removal
C-180384	6052W1ST	Past	09/28/2022	10/2022	MISCTENA	312009000	\$349.00 Pest control after MO
C-180433	6052W1ST	Past	09/01/2022	10/2022	RENT	311100000	\$38.00 Tenant Rent (09/2022) 1 days

**Total For Resident 3****\$1,338.17****Resident 4**

C-180368	830WELM	Past	02/15/2022	10/2022	DAMAGE	312003000	\$800.00 doors x 4
C-180369	830WELM	Past	02/15/2022	10/2022	DAMAGE	312003000	\$7,335.68 junk removal
C-180370	830WELM	Past	02/15/2022	10/2022	DAMAGE	312003000	\$886.00 storage of removed items
C-166511	830WELM	Past	02/04/2022	02/2022	LEGAL	312005000	\$158.81 Eviction process fee
C-166512	830WELM	Past	02/04/2022	02/2022	LEGAL	312005000	\$110.00 Eviction process - Sheriff fee
C-166890	830WELM	Past	02/16/2022	02/2022	LEGAL	312005000	\$55.00 WRIT processing fee
C-166891	830WELM	Past	02/16/2022	02/2022	LEGAL	312005000	\$110.00 Sheriff fee to process WRIT
C-180371	830WELM	Past	02/15/2022	10/2022	CLEAN	312002000	\$1,710.00 Cleaning charges x 38 hours
C-166817	830WELM	Past	02/06/2022	02/2022	LATE	312004000	\$48.00 Tenant Late Charge, 8% of \$606.00

**Total For Resident 4****\$11,213.49****Resident 5**

C-182575	2942CLOV	Past	09/29/2022	11/2022	MISCTENA	312009000	\$735.14 Storage of personal items for 28 days after MO
C-182576	2942CLOV	Past	10/11/2022	11/2022	MISCTENA	312009000	\$100.00 Kitchen drawer repairs
C-182577	2942CLOV	Past	10/17/2022	11/2022	MISCTENA	312009000	\$770.99 50% cost for replacing damaged appliances

C-182578	2942CLOV	Past		11/2022	MISC TEN A	312009000	\$1,063.00	Charges for wall repairs at MO
C-182582	2942CLOV	Past		11/2022	MISC TEN A	312009000	\$3,402.00	Trash removal after MO

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**Total For Resident 5** **\$6,071.13**

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**waybury**

**Resident 6**

C-179791	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$177.68	Paint walls, double coat primer-smoke dmg
C-179792	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$380.00	Paint ceilings, double coat in primer-smoke damage
C-179793	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$20.00	1 closet shelf, double coat in primer
C-179794	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$60.00	3 closets, double coat in primer-smoke dmg
C-179795	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$120.00	Apply third coat of primer to living room ceiling-smoke dmg
C-179796	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$198.94	primer product-smoke damage
C-179797	216	Past	09/27/2022	09/2022	DAMAGE	312003000	\$135.00	3 hours cleaning @\$45/hour
C-179964	216	Past	10/05/2022	10/2022	RENT	311100000	\$184.00	Sept rent 1-15

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**Total For Resident 6** **\$1,275.62**

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**Windstone**

**Resident 7**

C-175255	F110533	Past	07/08/2022	07/2022	LEGAL	312005000	\$415.00	LEGAL UD FILING FEE \$305 AND \$110 sHERIFF'S FEE ON 7/1/22
C-180459	F110533	Past	07/31/2022	10/2022	DAMAGE	312003000	\$550.00	Painters charges - clean grease off kitchen soffit, walls and ceiling then
C-180460	F110533	Past	07/31/2022	10/2022	DAMAGE	312003000	\$412.50	Disposal charge for Couch, 2 chairs, 3 headboards, 2 mattresses, 1
C-180461	F110533	Past	07/31/2022	10/2022	DAMAGE	312003000	\$1,030.05	Replacement of 4 doors due to holes in them
C-180462	F110533	Past	07/31/2022	10/2022	DAMAGE	312003000	\$450.00	Light fixtures, 10 hrs @ \$45 an hour
C-174714	F110533	Past	07/01/2022	07/2022	MISCTENA	312009000	\$50.00	Misc Tenant Charges (07/2022)
C-173045	F110533	Past	06/01/2022	06/2022	MISCTENA	312009000	\$50.00	Misc Tenant Charges (06/2022)
C-172976	F110533	Past	06/01/2022	06/2022	RENT	311100000	\$707.71	Tenant Rent (06/2022)
C-174645	F110533	Past	07/01/2022	07/2022	RENT	311100000	\$1,243.00	Tenant Rent (07/2022)
C-173526	F110533	Past	06/06/2022	06/2022	LATE	312004000	\$50.00	Tenant Late Charge, 8% of \$1243.00, Maximum \$50.00
C-175177	F110533	Past	07/06/2022	07/2022	LATE	312004000	\$50.00	Tenant Late Charge, 8% of \$1243.00, Maximum \$50.00

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**Total For Resident 7** **\$5,008.26**

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**Resident 8**

C-180363	W110548	Past	08/31/2022	10/2022	CLEAN	312002000	\$155.49	Cleaning charges x 4 hours
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**Total For Resident 8** **\$155.49**

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Property Code	Charge Type	SubTotal
lakegrc	DAMAGE	269.13
	<b>lakegrc</b>	<b>269.13</b>

<b>ph</b>	CLEAN	1,710.00
	DAMAGE	9,021.68
	LATE	48.00
	LEGAL	433.81
	MISC	490.00
	MISCTENA	6,881.30
	RENT	38.00
	TPA	180.06
	<b>ph</b>	<b>18,802.85</b>
<b>windstn</b>	CLEAN	155.49
	DAMAGE	2,442.55
	LATE	100.00
	LEGAL	415.00
	MISCTENA	100.00
	RENT	1,950.71
	<b>windstn</b>	<b>5,163.75</b>
<b>waybury</b>	DAMAGE	1,091.62
	RENT	184.00
	<b>waybury</b>	<b>1,275.62</b>
	<b>Grand Total</b>	<b>25,511.35</b>



## **VI. DEPARTMENT REPORTS**

**A. Finance**

**B. Economic and Community Development**

**C. Housing**

**D. Administrative**

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-03**

**RESOLUTION APPROVING THE DECEMBER 2022 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 December, 2022.

Adopted on this 19th day of January, 2023.

**Carver County CDA  
Record of Disbursements  
For the Month of December 2022**

	Date	Amount		Total
<b>Carver Homes</b>	12/01/22	\$7,763.09		
	12/12/22	\$41,993.76	(1)	
	12/20/22	\$18,410.00		
	12/27/22	\$18,352.92		
		<hr/>		\$86,519.77
<b>CDA</b>	12/01/22	\$97,493.70	(2)	
	12/06/22	\$117,194.92	(3)	
	12/12/22	\$236,627.48	(4)	
	12/21/22	\$16,204.16		
	12/27/22	\$80,990.26	(5)	
		<hr/>		\$548,510.52
<b>Properties</b>	12/01/22	\$55,101.29		
	12/12/22	\$325,391.86	(6)	
	12/20/22	\$135,265.83	(7)	
	12/27/22	\$15,081.60		
		<hr/>		\$530,840.58
<b>Total December 2022 Disbursements</b>				<b><u>\$1,165,870.87</u></b>
<b>December 2022 Payroll</b>	12/07/22	\$69,213.03		
	12/21/22	\$70,059.88		
		<hr/>		<b><u>\$139,272.91</u></b>

- (1) **Iron River Construction - \$15,000 - 340 W 2nd, Waconia - Roof project  
Robb's Electric \$8,500 - Spruce Apts, Waconia - final payment on exterior lighting project**
- (2) **HART - pension contribution - \$16,000  
Carver County - health, dental, life - \$40,300**
- (3) **City of Watertown - \$100,000 - CGPI grant Jefferson Ave LLC Project**
- (4) **HART - pension contribution - \$16,000  
City of Cologne - \$100,000 - CGPI grant Stars ELA Project  
MacDonald & Mack Architects - \$22,800 - design development- Ernst House  
ARPA/County Residential Assistance payments - \$41,280  
Ivy Properties - \$27,700 - consultant for Trail's Edge - final payment**
- (5) **ARPA/County Residential Assistance payments - \$39,000  
HART - pension contribution - \$15,700**
- (6) **Clear interfund Properties to CDA - \$285,000**
- (7) **US Bank - \$34,500 debt service - Waybury  
Interior Designer's Carpet Installation - \$6,800 - Crossings - 3 unit turns  
Robb's Electric \$6,100 - Oak Grove - Snow Mats  
Clear interfund Properties to CDA - \$48,000**

## CARVER COUNTY CDA REQUEST FOR ACTION

- MEETING DATE:** January 19<sup>th</sup>, 2023
- AGENDA ITEM:** Resolution No. 23-04 create the Choose Carver County brand, website, social media and related content
- PREPARED BY** Chuck Swanson, Director of Community and Economic Development
- DISCUSSION:**
- Introduction  
The CDA Board is being asked to approve developing a new brand, website, social media, and related content named "Choose Carver County"
- History  
In early 2018 the CDA was requested to explore a tourism strategy for Carver County. As part of this process, meetings were held and a recommendation to create a tourism website was approved. The website is "visitcarvercounty.com"
- Current Circumstances  
The website "visitcarvercounty.com" has been in up and running just over two years. The website creation, content, and maintenance has all been performed by a 3<sup>rd</sup> party contractor. We have come to realize the content on the website is often outdated and the links do not work.
- While the "visitcarvercounty.com" website is acceptable for tourism, it doesn't work well to expand into our other goals such as economic development and housing. We have had staff meetings to determine a better route to tell our story and promote Carver County.
- As a result of staff meetings, it has been determined that trying to have multiple websites (tourism, economic development, housing, CDA) doesn't make logistical sense. Staff had brainstorming sessions and multiple meetings to come up with a name that could be used for all of our programs and goals going forward. The result is Choose Carver County.
- .
- ALTERNATIVES:**
1. Approve Resolution No. 23-04 providing for the approval creating "Choose Carver County" for a new brand, website, and related content.
  2. Do not approve the resolution.
  3. Delay action pending additional information.
- STAFF RECOMMENDED MOTION:**
1. Approve
- ATTACHMENTS:**
1. Resolution No. 23-04
  2. 23-04 Choose Carver County doc

Reviewed by:

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Julie Frick, Executive Director

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-04**

**Resolution Authorizing creating a tourism, economic development, and housing brand, website, and social media sites named: “Choose Carver County”**

WHEREAS, the Carver County Community Development Agency (CDA) has been tasked with tourism, economic development, and housing for Carver County; and

WHEREAS, the Carver County CDA has a website and brand “visitcarvercounty.com” to market tourism in Carver County; and

WHEREAS, the Carver County CDA has been looking to expand the website to include economic development and increase marketing and awareness;

WHEREAS, the Carver County CDA staff have had roundtable discussions to develop names, ideas and plans to move forward with a more direct brand, website, and social media content; and

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

The Carver County CDA shall authorize the staff of the CDA create the brand, website, social media, and all other related content named “Choose Carver County”

Adopted this 19<sup>th</sup> day of January 2023.

# CHOOSE CARVER COUNTY

Tourism	Economic Development	Housing
ADVENTURES EVENTS EXPLORE  PACKAGES DISCOUNTS	WHY CARVER CTY INCENTIVES INNOVATION WORKFORCE PROPERTIES RESOURCES	APARTMENTS SENIOR LIVING SINGLE FAMILY LAND TRUST

## Choose Carver County

Vacations

To bring your family for the weekend, for girls night, for a day with the guys

Start your business

Expand your business

Relocate your business

Start your family

Expand your family

Move your family

Buy your home

Build your home

Live here



**choosecarvercounty.com**

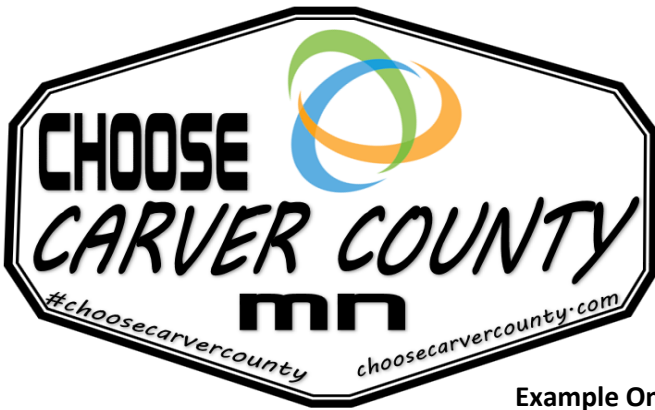
*(domain available)* Golden Shovel develop

choosecarvercounty

Social Media

#choosecarvercounty

*(Tag for all events)*



Example Only

*(develop eye catching logo)*

Golden Shovel

BRAND IDENTITY

Window stickers

Businesses

Vehicle back windows

Print media

Hats

Polo's

## Visit, Stay, Build, Grow with us!

Concept:

Easy to say, rolls off tongue effortlessly, direct to the point, tells everyone what we want.

## CARVER COUNTY CDA REQUEST FOR ACTION

**MEETING DATE:** January 19<sup>th</sup>, 2023

**AGENDA ITEM:** Resolution No. 23-05 Golden Shovel Agency

**PREPARED BY** Chuck Swanson, Director of Community and Economic Development

**DISCUSSION:** Introduction  
The CDA Board is being asked to approve a proposal by the Golden Shovel Agency to create a brand, website, social media, and other related content.

History  
In early 2018 the CDA was requested to explore a tourism strategy for Carver County. As part of this process, meetings were held and a recommendation to create a tourism website was approved. The website is "visitcarvercounty.com"

Current Circumstances  
The website "visitcarvercounty.com" has been in up and running just over two years. The website creation, content, and maintenance has all been performed by a 3<sup>rd</sup> party contractor. We have come to realize the content on the website is often outdated and the links do not work.

While the "visitcarvercounty.com" website is acceptable for tourism, it doesn't work well to expand into our other goals such as economic development and housing. We have had staff meetings to determine a better route to tell our story and promote Carver County.

As a result of staff meetings, it has been determined that trying to have multiple websites (tourism, economic development, housing, CDA) doesn't make logistical sense. A presentation was given by Golden Shovel Agency and they proved to us we could combine a website with our three main tasks of the CDA.

Golden Shovel Agency customized website development and launch is \$18,500, and a gatekeeper services, ongoing training, hosting, maintenance, and technical support is \$11,350/year for a total one-year investment of \$29,850. There are also optional services such as website copywriting \$6,500 one-time fee and website lead generation and tracking \$4,500/year.

**ALTERNATIVES:**

1. Approve Resolution No. 23-05 providing for the approval of the proposal for a new brand, website, and related content.
2. Do not approve the resolution.
3. Delay action pending additional information.

**STAFF RECOMMENDED MOTION:**

1. Approve

**ATTACHMENTS:**

1. Resolution No. 23-05
2. 23-05 Golden Shovel overview of website services & pricing

Reviewed by:

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Julie Frick, Executive Director

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY**

**RESOLUTION NO. 23-05**

**Resolution Authorizing a Contract for Services By and Between the Carver County Community Development Agency and Golden Shovel Agency**

WHEREAS, the Carver County Community Development Agency (CDA) has been tasked with tourism, economic development, and housing for Carver County; and

WHEREAS, the Golden Shovel Agency has presented their business services to the Carver County CDA Board; and

WHEREAS, the Carver County CDA staff believes the Golden Shovel Agency services and proven resume directly align with the goals of the CDA for tourism, economic development, and housing; and

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

The Carver County CDA shall engage the services of Golden Shovel Agency to execute a tourism, economic development, and housing brand, website, and related content for Carver County. The Executive Director is hereby authorized to sign and execute all necessary documents.

Adopted this 19<sup>th</sup> day of January 2023.





# OVERVIEW OF WEBSITE SERVICES & PRICING

**AT GOLDEN SHOVEL, WE BELIEVE THAT THRIVING COMMUNITIES IMPROVE EVERYONE'S LIVES. EVERYTHING WE DO CONNECTS BUSINESSES AND TALENT WITH COMMUNITIES THAT THEY'LL THRIVE IN. WE DO THIS BY EMPOWERING ECONOMIC DEVELOPERS THROUGH GROUNDBREAKING ECONOMIC DEVELOPMENT COMMUNICATIONS AND INDUSTRY-SPECIFIC SOFTWARE TOOLS.**

## CUSTOM WEBSITE DESIGN & DEVELOPMENT

Golden Shovel understands the vital role your organization's website plays. Sending the right impression is critical, and it requires a thorough understanding of what you have to offer and what makes you unique. We will take the information we gather from specific economic development research to build a stand-alone website that you can leverage daily. The website will highlight the strengths of your community, focus on your target audiences, and ensure that you have a strong digital first impression.

Our services include website set up, custom design, Content Management System (CMS), Search Engine Optimization (SEO), Google Analytics, content population and training, as well as over 20 customizable modules that are specific to economic development. These insights and experiences enable us to build a dynamic website that effectively supports your organization's digital needs and makes you stand out amongst your competitors.

## GATEKEEPER SERVICE

Our staff works as an extension of your organization's content and marketing division. We create key messaging, content, articles, a content strategy document, and post new content to the website and social media accounts every week. The writers will develop up-to-date posts and articles that resonate with business owners and individuals in the defined target audiences. We will meet with the appropriate personnel monthly to train, coordinate content, and maximize outreach. A complimentary website redesign will also be available to you at no cost at the conclusion of every 3rd year of service. This ensures that your website is always fresh and modern.



## OVERVIEW OF WEBSITE SERVICES

### HOSTING, MAINTENANCE, & TECHNICAL SUPPORT

Golden Shovel will host and maintain your website online. Our customized Economic Gateway platform gives you ongoing updates and tool expansions as Golden Shovel develops them, all at no additional cost. Our maintenance and hosting model will provide your staff with all the necessary support and assistance for content changes, technical issues, and any other support requests related to the website's performance. Our customer support specialists will make sure that your website is accurate and that we are responding to your requests in a timely manner so that your website never gets behind.

### WEBSITE COPYWRITING

Golden Shovel's content team works directly with clients to craft messages that are on-point and relevant to target audiences. This messaging will be incorporated throughout the website content to ensure consistency and to promote brand development. In addition, Golden Shovel will create quality content within your website for the best SEO results. We ensure the content aligns with your organization's identity, goals, and initiatives to produce the most effective results. Content will be populated to your site prior to the live launch.

### WEBSITE LEAD GENERATION & TRACKING

Golden Shovel has developed a strategic partnership with Lead Forensics which generates a real-time online dashboard report that tracks who is visiting, how often, how they found you, and what content they are viewing. Through this report, you will generate leads you didn't know you had and maximize the performance of your website.

### MICROSITE UPGRADE

A site used by an existing Economic Gateway client to promote content which they need to isolate such as a target industry or separate entity within the region (usually for promotional or organizational purposes, or when they're obligated to provide some expertise for an underfunded organization within their community). Uses the client's existing design and hides anything in the template that isn't compatible with whatever organization/content the microsite is promoting. Data and information can be shared between the main site and the microsite.



## OVERVIEW OF WEBSITE SERVICES

### INVESTMENT OVERVIEW

#### Website Design & Setup

Customized Website Development & Launch	<b>\$18,500</b> (one-time fee)
GateKeeper Services, Ongoing Training, Hosting, Maintenance, & Technical Support <i>(Note: Includes an annual Secure Sockets Layer (SSL))</i>	<b>\$11,350/year</b>
Total Investment (one-year)	<b>\$29,850</b>
<b>Optional Recommended Services</b>	
Website Copywriting	<b>\$6,500</b> (one-time fee)
Website Lead Generation & Tracking	<b>\$4,500/year</b>

## **IX. ADJOURNMENT**