



Board of Commissioners Packet

October 20, 2022

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

October 20, 2022 – 5:00 p.m.

AGENDA

I. CONVENE CARVER COUNTY CDA BOARD

II. CALL TO ORDER BY CHAIR

III. AGENDA REVIEW AND ADOPTION

IV. CONSENT AGENDA

- A.** Approve Minutes from September 15, 2022, Regular Board Meeting
- B.** Approve October 2022 Dashboard
- C.** Approve the Write-Offs of Past Tenant Balances for September 2022
- D.** Approve Additional Costs for Centennial Hill Roof Project

V. PUBLIC PARTICIPATION (Anyone wishing to address the Board may email comments to julief@carvercda.org prior to the 5:00 p.m. board meeting and it will be accepted into the official record)

VI. DEPARTMENT REPORTS

A. Finance

- 1. Resolution No. 22-23 – Approving the September 2022 Record of Disbursements

B. Economic and Community Development

- 1. Resolution No. 22-24 - Approving 2022 Community Growth Partnership Initiative Grant Awards

C. Housing

- 1. Trail's Edge South update
- 2. Staffing update

D. Administrative

- 1. Office Space discussion

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 will be held at the Carver County CDA office, November 17, 2022, 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

September 15, 2022

MINUTES

PRESENT:

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

Staff: Julie Frick, Allison Streich, Karen Reed, Shanika Bumphurs, Chuck Swanson, and Angie Stacken

Other: John Fahey, Carver County Commissioner
Nick Koltavy, Assistant County Administrator
Tom Kaliher, Waconia American Legion

Absent: Darrel Sudheimer

I. CONVENE CARVER COUNTY CDA BOARD MEETING

II. CALL TO ORDER BY BOARD CHAIR

The meeting was called to order at 5:05 pm by Board Chair Carlson.

III. AGENDA REVIEW AND ADOPTION

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

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from August 18, 2022, Regular Board Meeting
- Approve October 2022 Dashboard
- Approve the Write-Offs of Past Tenant Balances for August 2022

Motion by Anderson, Second by Koivumaki. Motion carried

V. PUBLIC PARTICIPATION

Waconia Legion representative requested up to the \$92,000 funding shortfall that the organization has from the increased costs of moving to a new location.

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 22-20 – Approving the August 2022 Record of Disbursements
Motion by Koivumaki, Second by Teske to approve Resolution No. 22-20 as presented.
Motion Carried.

B. Community and Economic Development

1. Ernst Project
 - a. Swanson gave an update on Ernst Project. Motion by Koivumaki Second by Teske to move forward in supporting of funding for the Ernst House Project.

- b. Resolution No. 22-21 – Approving the 2022 Community Growth Partnership Initiative Grant Awards. Motion by Anderson, Second by Koivumaki to approve Resolution No. 22-21 as presented. Motion Carried.

C. Housing

- a. Resolution No. 22-22 – Approval of Procurement for Centennial. Motion by Teske, Second by Anderson to approve Resolution No. 22-22 as presented. Motion Carried.

D. Administrative

- c. Office space - After discussion, the CDA board in favor of moving forward with the Letter of Intent. Motion by Anderson, Second by Teske. Motion Carried.

VII. OTHER BUSINESS

- 1. Koltavy provided a county update:
 - a. Thanked all who attended the County Budget
 - b. The County will be doing a study for office space needed.
- 2. Commissioner Fahey provided an update
 - a. County approved tax levy 4.7%
 - b. Home values have gone up 21%

VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST

IX. ADJOURNMENT

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

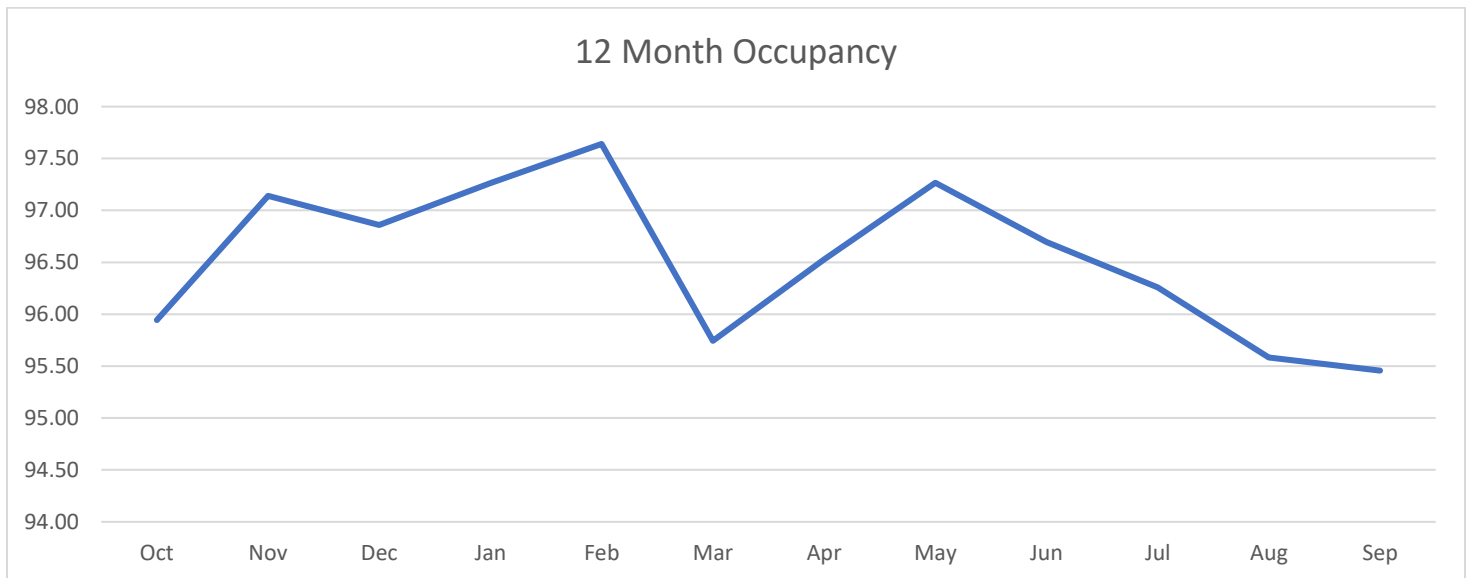
DASHBOARD/DEPARTMENT BOARD REPORT AUGUST 2022

HOUSING UPDATES

HOUSING OCCUPANCY

| | Carver County Homes | Senior | Workforce | TOTAL |
|--|---------------------------|----------------------------|-----------------------------|------------------------------|
| # Units | 112 | 339 | 223 | 674 |
| # Occupied (as of the last day of the prior month) | 97 *3 units are rented | 330 *3 units are rented | 210 *12 units are rented | 637 |
| Occupancy Rate | 87% 89% leased | 97% 98% leased | 94% 99% leased | 93% 97%-percentage leased |
| Waiting Lists (# households) | 21 | 515 | 44 | 580 |

- **200 households on Project Based Voucher (PBV) interest list. Units are scattered throughout all CDA properties.**



2022 Capital Improvements in Process

| Property | Improvement Project | Status and Tentative Schedule |
|-------------|---|---|
| Bluff Creek | Common area upgrades: lighting, flooring, doors, painting | Flooring scheduled for the week of 10/17. All other projects complete. |
| Brickyard | Brick and concrete repairs around entire building. | Will need to rebid out this project. |
| Centennial | Roof Project | Planned to be completed as a fall project. |
| Hilltop | Property Transition and Rehab | Initial emergency repairs and clean-up completed. Rehab to start. Ready to start bidding out projects and move forward. |

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 | 74% (2 searching, 1 application, 2 referrals) |
| CoC PSH (Shelter Plus Care) | 8/1/22-7/31/23 | 14 | 72% (1 app, 3 referrals) |

Community Land Trust – Affordable Homeownership

| | |
|---|---|
| Total Units | 36 |
| Total resales YTD | 0* |
| # of families helped | 68 |
| Waiting list | 3 |
| Acquisition this month | 1* (repurchased in February and will be on the market this month) |
| Funding amount by source for current acquisitions | N/A |
| Community | N/A |

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) –

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

| | # Committed loans | Total \$ | % of allocated funds |
|---------------------------|-------------------|--------------|----------------------|
| First Mortgage Loans | 22 | \$5,299,526 | 299% |
| Additional Start-up loans | 5 | \$1,167,202 | N/A |
| Step up loans | 12 | \$4,103,263 | N/A |
| Down payment assistance | | \$528,200 | N/A |
| TOTALS | 39 | \$10,569,991 | N/A |

Septic/Well Loan Program

| | 2022 new assessments | Underway (anticipated 2023 assessment) | 2023 new assessments* | Total active assessments |
|--------------|----------------------|--|-----------------------|--------------------------|
| Applications | 9 | 12 | 1 | 54 |

*These are completed projects and will be added to the assessment rolls in late 2022.

Other Housing updates

Carver County Community Land Trust

2822 Faulkner is ready and available for resale. Two potential applicants have dropped out and we are now looking to list with a realtor

Resident Services

Presentations (2022)-Will begin to start scheduling presentations again.

| Agency | Property | Number of Residents |
|------------------------------|---|---------------------|
| U of M SNAP ED | Waybury | 7 |
| River Valley Health Services | Waybury | 10 |
| Medicare Update | Waybury-11/15 Centennial-11/2 Oak Grove-11/15 Crossings-11/2 Spruce, Hilltop, Mayer-offering 11/2 or 11/15 | |

2022 YTD:

| # of appointments | # of residents/clients | Mobile food shelf participants | Energy Assistance Program Application assistance |
|-------------------|------------------------|--|--|
| 22 | 23 | Waybury-30 Centennial-3 Crossings-3 Brickyard-3 Spruce-2 | 11 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 | | | |
| Chanhasen | 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

| | | September 2022 YTD Actual | September 2022 YTD Budget | Variance |
|-----|--------------|------------------------------|------------------------------|----------|
| CDA | Revenue | 10,141,491 | 10,415,564 | -274,073 |
| | Expenses | 6,825,676 | 7,427,410 | 601,734 |
| | Cash Balance | 7,673,841 | | |

| | | September 2022 YTD Actual | September 2022 YTD Budget | Variance |
|------------|--------------|------------------------------|------------------------------|----------|
| Properties | Revenue | 5,167,232 | 5,033,793 | 133,439 |
| | Expenses | 3,064,100 | 3,348,847 | 284,747 |
| | Cash Balance | 2,286,154 | | |

Revenue Recapture collected through September

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

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

Other Finance updates

Consolidated YTD revenues for the CDA through September were \$10,141,491 and expenses were \$6,825,676. **Net Operating Income was \$3,315,815 11% over budget.** YTD Revenues for the properties were \$5,167,232 and expenses were \$3,064,100. **Net Operating Income was \$2,103,132, 25% over budget.**

ARPA Residential funds disbursed for the month of September totaled \$40,486, with YTD disbursements of \$200,215. Funds available for disbursement are as follows: ARPA - \$0 (Budget Stabilization Account – County) - \$7. We are anticipating additional funding of \$150,000.

COMMUNITY DEVELOPMENT

TOURISM WEBSITE

| | September | YTD | 2021 |
|----------------------------|--|-----|-------|
| Page Views | | | 1,128 |
| Top cities viewing website | Medina (hub for Mediacom users-so may not necessarily be Medina), Minneapolis and Chaska | | |

Other Community Development Updates

The 2022 COVID Housing Assistance program is still underway to assist those affected by COVID with their rent, HOA, mortgage, or utilities. Through October 14, 2022:

| | |
|--|-----|
| Applications received | 178 |
| Applications approved* | 47 |
| Applications in review | 1 |
| Applications denied/withdrawn/not eligible | 44 |
| Applications waiting information/pending | 39 |
| Applications with no response | 47 |

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Past and Upcoming Events

Update:

Southern Valley Alliance was awarded the transitional housing grant. The CDA signed a MOU with SVA for this grant. The grant is effective October 1 but SVA added in six months to get the grant up and running.

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: October 20, 2022

AGENDA ITEM: Approval of Write-Off of Past Tenant Balances for September 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 September 2022 is \$443.96.

**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 September 2022

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 |
|-----------------------------|----------------|-----------|---------------|---------------|---------|-------------|-----------------|-----------------|--|
| Waybury | | | | | | | | | |
| Resident 1 | | | | | | | | | |
| | C-173596 | 109 | Past | 06/13/2022 | 06/2022 | DAMAGE | \$203.96 | \$452.52 | Replace bedroom & bathroom doors-holes |
| | C-173597 | 109 | Past | 06/13/2022 | 06/2022 | DAMAGE | \$240.00 | \$0.00 | Disposal of dresser, queen size bed and frame and 2 arm chairs |
| Total For Resident 1 | | | | | | | \$443.96 | \$452.52 | |

| Property Code | Charge Type | SubTotal |
|----------------|--------------------|---------------|
| waybury | DAMAGE | 443.96 |
| | waybury | 443.96 |
| | Grand Total | 443.96 |

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: October 20, 2022

AGENDA ITEM: Approval for Procurement at Centennial Hill

PREPARED BY: Allison Streich, Deputy Director

DISCUSSION: Introduction

Roof replacement at Centennial Hill Apartments

History

Roof Spec completed an inspection of the roof at Centennial Hill in 2021. It was determined that the roof would need to be replaced in 2022.

Current

The project has been awarded to MN Exteriors Commercial. Staff is recommending an additional \$29,453.25 be approved for this project to replace the gutters. The cost for the roof was \$180,559.84.

**FINANCIAL
IMPACT:** \$29,453.25

ALTERNATIVES: 1. Approve
2. Do not approve
3. Table upon additional information requested

**STAFF
RECOMMENDED
MOTION:** 1. Board approval

ATTACHMENTS: 1. None

Reviewed by: _____
Julie Frick, Executive Director

VI. DEPARTMENT REPORTS

A. Finance

B. Economic and Community Development

C. Housing

D. Administrative

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 22-23

**RESOLUTION APPROVING THE SEPTEMBER 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 September, 2022.

Adopted on this 20th day of October, 2022.

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

| | Date | Amount | | Total |
|---|-------------|---------------|-----|---------------------------------|
| Carver Homes | 09/02/22 | \$20,650.69 | (1) | |
| | 09/13/22 | \$14,730.84 | | |
| | 09/20/22 | \$15,122.26 | | |
| | 09/26/22 | \$7,359.76 | | |
| | | | | <hr/> |
| | | | | \$57,863.55 |
| CDA | 09/02/22 | \$72,510.31 | (2) | |
| | 09/13/22 | \$69,101.53 | (3) | |
| | 09/20/22 | \$70,375.89 | (4) | |
| | 09/26/22 | \$53,574.72 | | |
| | | | | <hr/> |
| | | | | \$265,562.45 |
| Properties | 09/02/22 | \$47,497.48 | | |
| | 09/13/22 | \$92,704.86 | (5) | |
| | 09/20/22 | \$23,150.90 | | |
| | 09/26/22 | \$198,857.51 | (6) | |
| | | | | <hr/> |
| | | | | \$362,210.75 |
| Total September 2022 Disbursements | | | | <hr/> \$685,636.75 <hr/> |
| September 2022 Payroll | 09/14/22 | \$63,891.91 | | |
| | 09/28/22 | \$70,004.92 | | |
| | | | | <hr/> |
| | | | | \$133,896.83 <hr/> |

- (1) **Iron River Construction - \$12,000 - Roof replacement (340 W. 2nd)**
- (2) **HART, MN Deferred, HSA Bank - \$18,800 - pension and HSA contributions
ARPA/County Residential Assistance payments - \$12,000**
- (3) **ARPA/County Residential Assistance payments - \$22,100**
- (4) **HART, HSA Bank - \$17,00 - pension and HSA contributions
Carver County - \$35,500 - Health, Dental Life Insurance**
- (5) **US Bank - \$34,500 debt service - Waybury**
- (6) **Gardeneer - \$13,000 landscaping - Waybury
Clear interfund Properties to CDA - \$127,000**

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: October 20th, 2022
AGENDA ITEM: Resolution No. 22-24 - Approve 2022 Pre-Development Grant Award
PREPARED BY: Chuck Swanson, Director of Community and Economic Development
DISCUSSION:

Introduction

The Carver County CDA Community Growth Partnership Initiative (CGPI) Program was created and funded in January 2016. The goals of the program are to increase the tax base and improve the quality of life in Carver County through three specific strategies: affordable housing, job creation and redevelopment. Carver County cities are the eligible applicants.

The program supports two grants: pre-development and community development. Pre-development applications, which are accepted on a pipeline basis until all funds are committed, focus on getting cities ready for current or future development projects with eligible activities such as market analysis, feasibility studies, blight analysis and environmental assessments. The community development grant applications are accepted through a competitive solicitation process held in February and August (if funds are available). The application must focus specifically on a development or business project and can assist with activities such as acquisition, public improvements, streetscaping, and construction for buildings where living wage jobs are being created.

Pre-development

The CGPI guidelines set aside 10% of the current year's funds (\$40,000) each year for pre-development grants. Maximum awards are \$7,500 per city with a minimum leverage of 1:1 (\$1 of non-CDA funding for every \$1 of CDA funding). Cities must submit an application and a resolution of support from their City Council. They are accepted on a year-round basis and will be brought forth to the board as they are received.

There is one application for Pre-development funds:

| APPLICANT | REQUEST AMOUNT | PROJECT |
|-------------------|----------------|-------------------------|
| Laketown Township | \$7,500 | Sewer Feasibility Study |
| Total | \$7,500 | |

Review

For pre-development funds, so long as there is sufficient funding, and the applicant has met the threshold criteria of a resolution of support and minimum 1:1 leverage, the requested funding is not scored competitively.

Recommendation

The CGPI review panel recommends the CDA Board fund the following projects:

| APPLICANT | GRANT SOURCE | REQUEST AMOUNT | RECOMMENDED AMOUNT |
|-------------------|-----------------|----------------|--------------------|
| Laketown Township | Pre-Development | \$7,500 | \$7,500 |

ALTERNATIVES:

1. Approve Resolution No. 22-24
2. Do not approve Resolution No. 22-24
3. Table for additional information

STAFF RECOMMENDED MOTION:

1. Approve Resolution No. 22-24

ATTACHMENTS:

1. Resolution
2. Application Summary

Reviewed by: _____
Julie Frick, Executive Director

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

**RESOLUTION NO. 22-24
Community Growth Partnership Initiative Grant Awards**

WHEREAS, the Carver County Community Development Agency (CDA) established a Community Growth Partnership Initiative program (Initiative) in 2016 to assist Carver County cities with redevelopment goals and promote the development of affordable housing; and

WHEREAS, Carver County cities can apply up to \$100,000 per community development project (through one or a combination of projects per local government) and up to \$7,500 per pre-development grant (one per local government); and

WHEREAS, the CDA received one pre-developments grant application for the month of September 2022; and

WHEREAS, the CDA Staff reviewed applications based upon the threshold and competitive criteria; and

WHEREAS, the CDA Staff recommends one pre-development grant; and

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

That the following projects be awarded upon the grantees meeting program guidelines, and entering into grant agreements with the CDA, in form and content acceptable to the Executive Director of the CDA; and

| APPLICANT | PROJECT | GRANT SOURCE | FUNDING AMOUNT |
|-------------------|-------------------|---------------------|-----------------------|
| Laketown Township | Sewer Feasibility | Pre-Development | \$7,500 |

Adopted this 20th day of October, 2022.



Community Growth Partnership Initiative 2022 Pre-development Grant Application

Project name:

Applicant:

Contact name:

Contact email and phone:

Authorized official for contract execution (name and title)

Request amount:

Project Summary for which Pre-development funds are sought:

1. Project/ Site Information

1a. Site address(es)/site boundaries if a larger area:

1b. Site size:

Number of parcels:

1d. Current site owner(s):

1f. Post development site owner(s) if different:

1g. Current taxable market value of the site:

1h. How many residential buildings are on the site:

How many are vacant:

How many commercial buildings are on the site:

How many are vacant:

1i. Provide a brief history of the site (include such things as types of uses, activities, contamination, other attempts at development).

2. Pre-development Project

2a. What is the need for this pre-development project and how was it determined?

2b. What are the city's goals and expected outcomes for this pre-development project?

2c. Describe the development project, if known, for which this pre-development work will inform (include potential uses and timeline)

2d. Describe the scope of the work and timeline for completion for the pre-development work.

2e. Who will be conducting and participating in this pre-development work (consultants, city staff, county staff, others)?

2f. Will there be any community engagement as part of the pre-development work? If so, explain.

Budget

| | Amount | Committed/Pending |
|----------------|--------|-------------------|
| <i>Uses</i> | | |
| | | Not Applicable |
| | | Not Applicable |
| | | Not Applicable |
| | | Not Applicable |
| <i>Sources</i> | | |
| City | | |
| CDA | | |
| Other (list) | | |
| Other (list) | | |

Attachments

1. City Resolution (sample is attached and must contain all provisions listed)
2. Location map
3. Existing conditions photos (if applicable)
4. Site plan (if applicable)
5. Redevelopment plan (if applicable)
6. Scope of work/consultant proposal

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

OPERATIONS & FACILITY ANALYSIS

CCCCDA Mission Statement

"The Carver County Community Development Agency provides affordable housing opportunities and fosters community and economic development in Carver County."

CCHRA Operations & Operational Changes

In 2000, the CCCDA moved into its current facility on Walnut Street with a staff of 12 to administer various programs to serve the communities and residents of Carver County. Those programs included rental assistance, transitional housing, home ownership and home improvement programs. Currently we are a staff of is twenty-eight and are in the process of hiring four and possibly five positions. In addition, the CCCDA manages over 1000 units of affordable rental housing for working families and seniors and have 18 on-site property management/maintenance personnel at this time until the additional positions are filled.

Within the past twenty-two years, the CCCDA has added an Economic Development department and Tourism and has broadened their emphasis to include commercial development in addition to housing services. The economic development department deals with people starting, reorganizing, financing, or selling a business – from sole proprietorships to large corporations. It is the desire of the CDA to provide options for entrepreneurs to have a incubator space to grow their ideas, and eventually create jobs for Carver County residents.

The Metropolitan Council numbers on population growth in Carver County show that by 2030 the population is estimated to be 135,960.

As the growth continues in the County the anticipated demand for community and economic development services and housing services are expected to grow.

CCCCDA Current Facility, Needs & Projected Growth Analysis

Over the past two months, it became apparent that to manage staff and the operations of the properties in a more efficient and cost-effective manner, the current office space is not adequate to meet our needs. As the CDA grows, the need for a cohesive team is essential to the success of the CDA.

An assessment of the existing facility was completed:

- Current office is full and lacks enough space to have all staff report to the main office in the morning.
- Meeting space is in very short supply with only the kitchen and one large meeting room (Hamerski).
- Meeting spaces are improperly sized. There are often many small group meetings that make using Hamerski inefficient. It is also not large enough for all staff meetings, large classes and community meetings.
- Long-term file storage takes place in a garage in Waconia.
- The main data/communications room is undersized and is currently used for files and other storage. These functions should be separated.
- There are accessibility issues including challenges with the raised entry point and lack of 2nd additional accessible parking space. Accessibility is a major issue for the CCCDA's.
- There is inadequate storage space, especially related to the maintenance function. Space to store supplies purchased in bulk is not available.
- Maintenance space for the rental properties is a problem. The maintenance shop function also utilizes garages in other locations. These do not have adequate power or computer access and are not climate controlled for storage.
- There is no loading/receiving area and inadequate storage for deliveries.
- There is a shortage of parking, much of which is on-street parking. For large events, the CCCDA must contact the adjacent grocery store to request use of their lot.
- Expansion options within the existing facility are not desirable. The adjacent space is occupied by a Subway restaurant. The floors above provide housing for people with special needs, the very clientele that the CDA seeks to serve.

Facility Needs

Based upon the existing facility analysis, discussion of facility needs and projected growth, the CCCDA will be a staff of approximately 46 by 2030.

The current square footage of CCCDA's facility is just over 7,000 square feet. The projected space requirement to house adequate maintenance shop/storage and office space needs for all staff to report to the main office every morning is approximately 22,000 s.f. for CDA needs today and we were looking to create an incubator space of 10,000 s.f.

I am just looking for direction on how to proceed. Are the CDA Board of Commissioners supportive of a new office location and what are the acceptable parameters?

VII. OTHER BUSINESS

VIII. UNFINISHED BUSINESS

IX. ADJOURNMENT