



Board of Commissioners Packet

December 15, 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

December 15, 2022 – 5:00 p.m.

REVISED 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 November 17, 2022, Regular Board Meeting

B. Approve December 2022 Dashboard

V. PUBLIC PARTICIPATION

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 22-28 – Approving the November 2022 Record of Disbursements

B. Economic and Community Development

1. Resolution No. 22-29 – Approving 2022 Community Growth Partnership Initiative Grant Award

C. Housing – None.

D. Administrative - None

VII. OTHER BUSINESS

A. John Fahey, Carver County Commissioner

B. Nick Koktavy, Assistant County Administrator Carver County

VIII. UNFINISHED BUSINESS / ITEMS OF INTEREST

IX. Executive Director Performance Review – Close Meeting

X. ADJOURN

Next Board Meeting/Annual Meeting will be held at the Carver County CDA office, January 19, 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

November 17, 2022

MINUTES

PRESENT:

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

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

Other: John Fahey, Carver County Commissioner
Nick Koktavy, Assistant County Administrator
Cindy McCleary, Leo A Daly
Daisy Fulk, Leo A Daly
Warren Westscott, Vice President of Sales – Golden Shovel Agency

Absent: Greg Anderson

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 Koivumaki, Second by Teske. Motion carried.

IV. CONSENT AGENDA

Motion to approve the Consent Agenda,

- Approve Minutes from October 20, 2022, Regular Board Meeting
- Approve November 2022 Dashboard

Motion by Teske, Second by Koivumaki. Motion carried.

V. PUBLIC PARTICIPATION-NONE

VI. DEPARTMENT REPORTS

A. Finance

1. Resolution No. 22-25 – Approving the October 2022 Record of Disbursements
Motion by Sudheimer, second by Teske to approve Resolution No. 22-25 as presented.
Motion Carried.

B. Economic and Community Development

1. Warren Wescott with Golden Shovel Agency-Presentation on Economic Development and Tourism website options
2. Resolution No. 22-26 – Approving the 2023 Contract with NextStage for Carver County Entrepreneur Development and Support. Motion by Koivumaki, Second by Teske to approve Resolution No. 22-26 as presented. Motion Carried.

3. Resolution No. 22-27 – Approving the CDA’s 2023 Participation in MHFA MCPP. Motion by Sudheimer, Second by Teske. Motion carried.

C. Housing

1. Trails Edge South Update
 - a. Bumphurs gave an update, at Trails Edge South 10 have moved in and 24 are process. The goal is still to have 25 leased by the years end. There is an overall occupation of 96%.
2. Staffing
 - a. Meyer gave an update on new staff. A new property manager was hired, but we are still in need of one more. There is still a staffing shortage for caretakers. Private sectors are offering higher starting pay than us.

CI. Administrative

1. Office Space – Presentation by Leo A Daly given. Currently, CDA Office is operating at 7,923 (CDA 5,756 sqf with additional off-site storage in Waconia. CDA expected to need 26,000 +/-sqf for expansion – three existing properties were proposed. After discussion, it was agreed that more options with financial data needed. Presentation to the county board on December 20.
2. There will be changes to overall employee reviews in 2023. Survey Monkey will be utilized starting in 2023 for Executive Director review for input. Surveys will be sent to CDA employees, board members, and County administrators, etc.

VII. OTHER BUSINESS

1. Koltavy reported that re-elections happened across the board for Carver County.
2. Commissioner Fahey provided no updates.

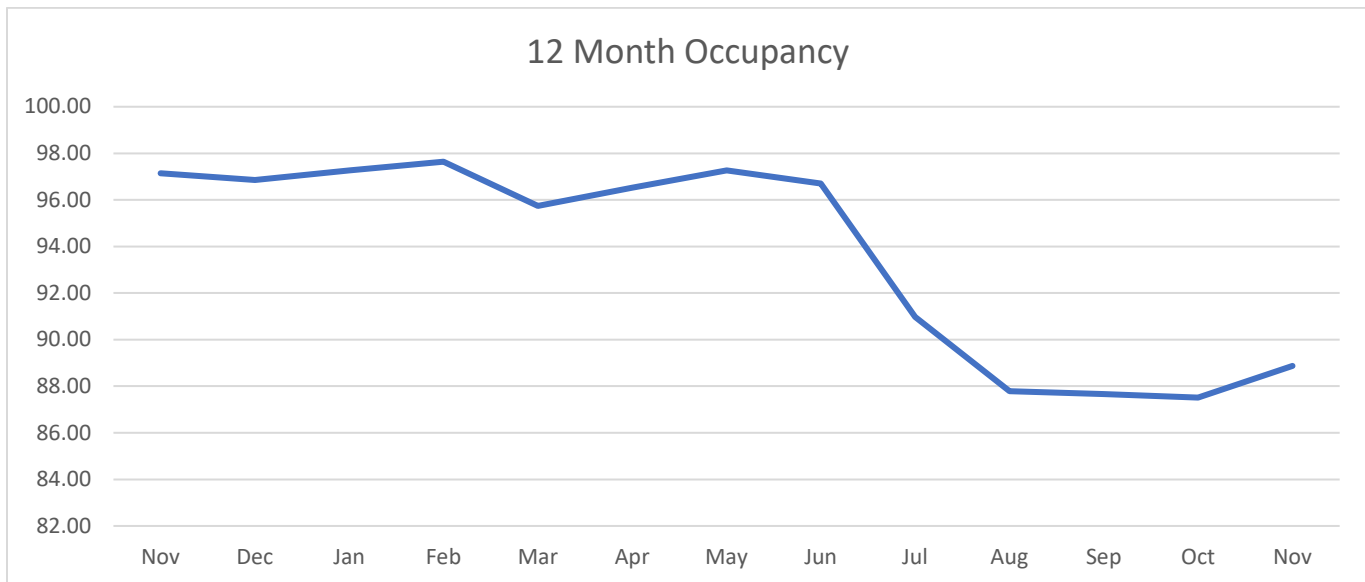
VIII. UNFINISHED BUSINESS/ITEMS OF INTEREST-NONE

IX ADJOURNMENT

Motion by Koivumaki, second by Teske to adjourn the meeting at 6:22 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	321	332	653	25
Occupancy Rate	96%	98%	97%	42%



***** 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.
Hilltop	Property Transition and Rehab	Indoor projects are in the process of being bid out.

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	87% (2 referrals)
CoC PSH	8/1/22-7/31/23	14	72% (2 searching, 1 referral)

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 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

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	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	28	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

		November 2022 YTD Actual	November 2022 YTD Budget	Variance
CDA	Revenue	12,552,650	12,849,559	-296,909
	Expenses	8,431,990	9,141,005	709,015
	Cash Balance	6,969,594		

		November 2022 YTD Actual	November 2022 YTD Budget	Variance
Properties	Revenue	6,321,898	6,163,417	158,481
	Expenses	3,691,753	4,060,831	369,378
	Cash Balance	2,509,389		

Revenue Recapture collected through November

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 November were \$12,552,650 and expenses were \$8,431,990. **Net Operating Income was \$4,120,660, 11% over budget.** YTD Revenues for the properties were \$6,321,898 and expenses were \$3,691,753. **Net Operating Income was \$2,630,145, 25% over budget.**

ARPA Residential funds disbursed for the month of November totaled \$83,820, with YTD disbursements of \$352,351. Funds available for disbursement are as follows: ARPA - \$0 (Budget Stabilization Account – County) - \$97,871. The County deposited and additional \$100,000 into the program account.

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 December 9, 2022:

Applications received	225
Applications approved*	68
Applications in review	0
Applications denied/withdrawn/not eligible	45
Applications waiting information/pending	43
Applications with no response	69

ADMINISTRATIVE/OTHER ITEMS OF INTEREST

Past and Upcoming Events

VI. DEPARTMENT REPORTS

A. Finance

B. Economic and Community Development

C. Housing

D. Administrative

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 22-28

RESOLUTION APPROVING THE NOVEMBER 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 November, 2022.

Adopted on this 15th day of December, 2022.

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

	Date	Amount	Total
Carver Homes	11/01/22	\$1,230.74	
	11/15/22	\$4,596.03	
	11/17/22	\$36,221.67	
	11/20/22	\$22,008.22	
			\$64,056.66
CDA	11/01/22	\$44,635.21	
	11/15/22	\$70,733.57 (1)	
	11/17/22	\$242,384.83 (2)	
	11/29/22	\$175,809.58 (3)	
			\$533,563.19
Properties	11/01/22	\$69,964.64 (4)	
	11/15/22	\$46,476.19 (5)	
	11/17/22	\$85,551.79 (6)	
	11/20/22	\$28,391.06	
			\$230,383.68
Total November 2022 Disbursements			\$828,003.53
November 2022 Payroll	11/09/22	\$66,765.47	
	11/29/22	\$70,570.85	
			\$137,336.32

- (1) ARPA/County Residential Assistance payments - \$42,735
State Farm - \$22,000 - Insurance for Trail's Edge
- (2) City of Waconia - \$150,000 - 2 CGPI grants JD Rentals Renovation \$100,000,
American Legion - \$50,000
Ivy Properties - \$55,485 - consultant for Trail's Edge
- (3) Levy payments - \$108,000 - Oak Grove \$37,500, Lake Grace - \$40,000,
Centennial Hill \$15,500, Brickyard - \$35,000
ARPA/County Residential Assistance payments - \$41,085
- (4) US Bank - \$34,500 debt service - Waybury - Oct.
Roof Spec. Inc. - \$17,000 - Centennial Hill \$5,000, Crossings \$12,000 - Design Services
- (5) US Bank - \$34,500 debt service - Waybury - Nov.
- (6) Premier Heating & Cooling \$15,000 0 3 HVAC units Oak Grove

CARVER COUNTY CDA REQUEST FOR ACTION

MEETING DATE: December 15th, 2022
AGENDA ITEM: Resolution No. 22-29 - 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
City of Chaska	\$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
City of Chaska	Pre-Development	\$7,500	\$7,500

ALTERNATIVES:

1. Approve Resolution No. 22-29
2. Do not approve Resolution No. 22-29
3. Table for additional information

STAFF RECOMMENDED MOTION:

1. Approve Resolution No. 22-29

ATTACHMENTS:

1. Resolution
2. Application Summary

Reviewed by: _____
Julie Frick, Executive Director

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

**RESOLUTION NO. 22-29
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 December 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
City of Chaska	Sewer Feasibility	Pre-Development	\$7,500

Adopted this 15th day of December, 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:

To partner with Laketown Township to fund a comprehensive feasibility study to evaluate and plan for rehabilitation or replacement of the existing 201 wastewater sewer system which was installed 45 years ago with a life expectancy of 20 years. The system is in dire need of repairs and replacement of vital portions. The study engineer, Bolton and Menk, will be working with the township as well as all 3 annexing cities (see attached letters of support) to figure out the best solution.

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).

The 201 community wastewater sewer system was installed with a federal grant approx 45 years ago to remove lake area residents off private septic systems that were experiencing seepage into our lakes, in order to protect the lakes. The system was designed with a life expectancy of 20 years, which at the time was plenty as according to the 1979 Orderly Annexation agreement and various County Comprehensive plans, these areas of Laketown would have been fully annexed by Victoria, Chaska and Waconia within 20 years. Since that process has been delayed, we are happy to work with Laketown Township to assist them in developing a plan as this is important to us as portions of Laketown Township will be annexed into the city of Chaska in the future.

2. Pre-development Project

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

A plan needs to be in place to make an informed decision of how to proceed with the 201 system. The estimate for this engineering study from Bolton & Menk is \$86,000 (see attached) with the Chaska portion of the study being \$ 23,000.

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

The 201 system is now listed on the MPCA Project Priority List (PPL) so when the engineering study is complete and there is a decisive direction, the township will be ready to apply for funding. They also hope to be included in the 2024 bonding bill (this study was included in the 2022 bill, however that bill did not pass this year). While this work is happening in the current township, our Comprehensive Plan shows that portions of Laketown Township will be annexed into the City over the coming years.

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

A significant rehabilitation of the system, replacement of the system, or possible annexation into the 3 cities if these options are not financially feasible. Part of the scope of work of the study is to have the 3 cities involved in wastewater system goals, design recommendations, and connection options.

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

Please see the proposal from Bolton & Menk, attached.

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

Bolton & Menk staff, Laketown Township staff, City of Waconia staff, City of Chaska staff, City of Victoria staff and Carver County staff. Please see attached letters of support.

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

The Township currently has a "201 Sewer Committee" comprised of residents of Laketown Township that are on the 201 system. These residents have a variety of backgrounds, skills and experiences and are able to provide help in forming the plan of how to proceed.

Budget

	Amount	Committed/Pending
Uses		
Feasibility Study	\$ 86000	Not Applicable
		Not Applicable
		Not Applicable
		Not Applicable
Sources		
City	7500	
CDA	\$ 7500	
Other (list) Laketown	7500	
Other (list)	0	

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

IX. ADJOURNMENT