



Dakota County CDA Board of Commissioners

Agenda

Meeting Date: August 26, 2025	3:00 PM	CDA Boardroom, Eagan, MN
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1. Call To Order And Roll Call

2. Audience

Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda may notify the Clerk to the Board and instructions will be given to participate during the meeting. Comments can be sent to sjacobson@dakotacda.org. Verbal Comments are limited to five minutes.

3. Approval Of Agenda And Meeting Minutes

A. Approval Of Meeting Minutes – July 29, 2025 Regular Meeting	3
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4. Federal Public Housing And Housing Choice Voucher

Consent

A. Approval Of The 2026 Utility Allowance Schedule For The Public Housing Program	12
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5. Consent Agenda

A. Approval Of Record Of Disbursements – July 2025	15
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B. Approval Of Amendments To Personnel Policy #230 – Training	17
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C. Establish The Date For A Public Hearing Regarding The Disposition Of DCCDA Section 18, LLC Properties	25
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D. Authorization To Award Contract For The Parking Lot Replacement Project At Country Lane Townhomes (Lakeville)	30
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E. Authorization To Accept Bring It Home Funding Award And Execute A Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing	35
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6. Regular Agenda

- A. Conduct Public Hearing To Receive Comments On The Disposition Of DCCDA Section 18, LLC Property And Authorization To Enter Into Purchase Agreement With Qualified Buyer 39
- B. Continue Public Hearing To Receive Comments On The Conveyance Of Property In Rosemount To Dakota County 43
- C. Commitment Of The Dakota County CDA's 2026 9% Low Income Housing Tax Credits 45
- D. Discussion Of Capital Improvement Needs At Dakota Woodlands Shelter (Eagan) 52
- E. Executive Director Update

7. Information

- A. Open To Business, Q2 2025 Report 59

8. Adjournment

For more information, call 651-675-4434.

Dakota County CDA Board meeting agendas are available online at:
http://www.dakotacda.org/board_of_commissioners.htm

Next Meetings:

September 23, 2025

CDA Board of Commissioners Regular Meeting – 3 p.m.

Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123



Board of Commissioners

Meeting Minutes

Meeting Date: July 29, 2025	3:00 PM	Boardroom; CDA Office, Eagan, MN
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Commissioner Atkins called the meeting to order at 3:02 p.m.

COMMISSIONER ROLL CALL

	Present	Absent
Commissioner Slavik, District 1	X	
Commissioner Atkins, District 2	X	
Commissioner Halverson, District 3	X	
Commissioner Droste, District 4	X	
Commissioner Workman, District 5	X	
Commissioner Holberg, District 6	X	
Commissioner Hamann-Roland, District 7	X	
Commissioner Velikolangara, At Large		X

CDA staff in attendance:

Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration & Communications
Sarah Jacobson, Administrative Coordinator
Lisa Alfson, Director of Community & Economic Development
Maggie Dykes, Assistant Director of Community & Economic Development
Kathy Kugel, Housing Finance Manager
Ken Bauer, Director of Finance
Chris Meyer, Assistant Director of Finance
Travis Finlayson, Assistant Director of Housing Assistance
Anna Judge, Director of Property Management

Others in attendance:

Erin Stwora, Dakota County
Brian Wisdorf, Dakota County
Heidi Welch, Dakota County
Colin Manson, Realtor

AUDIENCE

No audience members addressed the Board.

APPROVAL OF AGENDA AND MEETING MINUTES

25-6985 Approval Of Agenda And Meeting Minutes

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, that the agenda for the July 29, 2025 Regular Board meeting be approved as written.

BE IT FURTHER RESOLVED by the Dakota County Community Development Agency Board of Commissioners, that the minutes for the June 24, 2025 Regular board meeting be approved as written.

Motion: Commissioner Workman

Second: Commissioner Droste

Ayes: 7

Nays: 0

Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			
Velikolangara			X	

FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

No Items.

CONSENT AGENDA

25-6986 Approval Of Record Of Disbursements – June 2025

BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the June 2025 Record of Disbursements is approved as written.

25-6987 Approval Of Carryover Of Fiscal Year Ended June 30, 2025 Budget Authority To Fiscal Year Ending June 30, 2026

WHEREAS, the Dakota County CDA has adopted an operating budget for the Fiscal Year Ended June 30, 2025; and

WHEREAS, the CDA had \$4,519,111 of uncompleted projects and work items relating to the operating budget for the Fiscal year Ended June 30, 2025; and

WHEREAS, the CDA wishes to carry forward the unspent budget authority relating to these uncompleted projects and items to the operating budget for the Fiscal Year Ending June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That \$4,519,111 of Fiscal Year Ended June 30, 2025 budget authority be carried to the operating budget for the Fiscal Year Ending June 30, 2026.

25-6988 Authorization To Execute Joint Powers Agreement With Dakota County To Accept Local Affordable Housing Aid Funds

WHEREAS, Local Affordable Housing Aid (LAHA) is aid to the metropolitan local governments of seven counties, including Dakota County, and 63 cities; and

WHEREAS, LAHA is funded through a dedicated sales tax in the seven-county metro area for the purpose of developing and preserving affordable housing to prevent families from losing housing and to help those experiencing homelessness find housing; and

WHEREAS, since October 2024, the Dakota County Board of Commissioners has discussed its interest in allocating County LAHA funds to the CDA for qualified projects; and

WHEREAS, on June 10, 2025, the Board gave direction to allocate 50 percent of Dakota County's 2025 LAHA funds to the Dakota County CDA for eligible activities and projects; and

WHEREAS, on June 24, 2025, the Dakota County Board of Commissioners authorized the execution of a Joint Powers Agreement (JPA) with the Dakota County CDA to provide 50 percent of 2025 LAHA funds; and

WHEREAS, the certified 2025 LAHA allocation to Dakota County is \$10,926,496.67; and

WHEREAS, 50 percent of the certified 2025 LAHA funds (\$5,463,348.34) will be distributed to the Dakota County CDA through a JPA with Dakota County; and

WHEREAS, the CDA's Fiscal Year Ending (FYE) 2026 budget will be amended to include the County LAHA funds to the CDA.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to accept the Local Affordable Housing Aid (LAHA) funding from Dakota County; and

BE IT FURTHER RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute a Joint Powers Agreement with Dakota County to accept 50 percent of the certified 2025 LAHA funds to be used on qualifying projects; and

BE IT FURTHER RESOLVED, That the Dakota County Community Development Agency hereby amends the Fiscal Year Ending 2026 Budget to include 50 percent of Dakota County's certified 2025 LAHA funds.

25-6989 **Authorization To Award Contract For Siding, Trim, Windows, And Storm Door Replacement At Marketplace Townhomes (Hastings)**

WHEREAS, The Dakota County Community Development Agency (CDA) accepted bids on July 9, 2025 for siding, window/trim, and storm door replacements at Marketplace Townhomes in Hastings; and

WHEREAS, Marketplace Townhomes is part of the Dakota County CDA Workforce Housing I LLC; and

WHEREAS, SMC Construction, Inc was the lowest responsible bidder with a bid total of \$656,516.86 when Alternate 1 and Alternate 2 are accepted; and

WHEREAS, a budget amendment is being requested to utilize LAHA funds from Dakota County for this unbudgeted project.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a contract in the name of the Dakota County CDA Workforce Housing I LLC for the Marketplace Townhome Siding, Window/Trim, and Storm Door Replacement Project with SMC Construction Inc. in the amount of \$656,516.86; and

BE IT FURTHER RESOLVED, That the Deputy Executive Director is authorized to execute change orders not to exceed \$65,651 (10% of the contract amount); and

BE IT FURTHER RESOLVED, That the FYE26 budget be amended to utilize \$722,167 from Local Affordable Housing Aid (LAHA) funds for this exterior rehabilitation project.

Motion: Commissioner Hamann-Roland Second: Commissioner Workman
Ayes: 7 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			

REGULAR AGENDA

- 25-6990 **Conduct Public Hearing To Receive Comments On The Disposition Of DCCDA Section 18, LLC Property And Authorization To Enter Into Purchase Agreement With The Qualified Buyer**
Kari Gill presented information and answered questions.

WHEREAS, the Dakota County CDA is able to dispose of property after holding a public hearing for which notice is published; and

WHEREAS, a notice of the public hearing was published in the Dakota County Tribune per Minnesota Statute Sec. 469.105; and

WHEREAS, the properties being sold are part of the DCCDA Section 18, LLC that was created for the transition of public housing units through the U.S. Housing and Urban Development's Section 18 Demo/Dispo program; and

WHEREAS, the U.S. Department of Housing and Urban Development's Special Applications Center has approved the disposition of the Section 18 units on the open market through public bid; and

WHEREAS, Courtney Hopps, a qualified buyer, submitted a full price offer to purchase 1361 and 1363 Easter Lane, Eagan and Trang Mai, submitted the second highest and/or best offer/bid; and

WHEREAS, a public hearing was conducted on July 29, 2025 on the proposed terms of the sale of the property located at 1361 and 1363 Easter Lane, Eagan.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to negotiate with and enter into a Purchase Agreement with the buyer; and

<u>ADDRESS</u>	<u>BUYER</u>	<u>CONTINGENCY BUYER</u>
1361 and 1363 Easter Ln	Courtney Hopps	Trang Mai

BE IT FURTHER RESOLVED, That if the Dakota County Community Development Agency and the Buyer cannot agree to terms on a purchase agreement or the purchase agreement is cancelled by either party, the Executive Director is authorized to negotiate with and enter into a purchase agreement with the Contingency Buyer for the property; and

BE IT FURTHER RESOLVED, That the public hearing is continued to the August 26, 2025 CDA Board meeting for the remaining three properties that have been previously noticed for sale.

Motion: Commissioner Slavik

Second: Commissioner Droste

Ayes: 7

Nays: 0

Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			

25-6991

Authorization To Enter Into A Purchase Agreement for Acquisition Of Property At 1544 Concord Street South, South St. Paul
Kari Gill presented information and answered questions.

WHEREAS, an area long Concord Street South located south of Chestnut Street and north of Poplar Street East in the City of South St. Paul has been identified as a possible redevelopment area; and

WHEREAS, the Dakota County Community Development Agency (CDA) contacted existing property owners to seek their interest in selling their property to the CDA; and

WHEREAS, the property owner of 1544 Concord Street South, South St. Paul has indicated an interest in selling their property to the CDA and has signed a purchase agreement for the CDA's consideration.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to enter into a purchase agreement for 1544 Concord Street South, South St. Paul, pay relocation expenses and demolish existing structures in an amount not to exceed \$375,000; and

BE IT FURTHER RESOLVED, That the Fiscal Year Ending 2026 operating budget be amended to include \$375,000 of budget authority for land acquisition, taxes and incidental costs associated with the acquisition, relocation and demolition of 1544 Concord Street South, South St. Paul.

Motion: Commissioner Hamann-Roland Second: Commissioner Halverson
Ayes: 7 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			

25-6992

Authorization To Execute Contract For Building Abatement And Demolition For 1500 Towerview Road, Eagan

Maggie Dykes provided information and answered questions.

WHEREAS, the Dakota County Community Development Agency (CDA) Board of Commissioners authorized the purchase of the property located at 1500 Towerview Road (Site) in June 2024; and

WHEREAS, the CDA purchased the Site to ensure proper environmental clean-up and that the Site is redeveloped cooperatively with the City of Eagan to include affordable housing on a portion of the Site; and

WHEREAS, the Site requires environmental clean-up, demolition of approximately 335,000 sq. ft. vacant office building and 2,200 sq. ft. generator building (the subject buildings), and site grading to prepare It for future redevelopment; and

WHEREAS, the CDA issued a Request for Bids on July 4, 2025, for abatement and demolition of the subject building and a mandatory pre-bid walkthrough was held on July 14, 2025; and

WHEREAS, formal bids were received on July 22, 2025, for the abatement and demolition of the subject building and site grading; and

WHEREAS, CDA Staff received and evaluated eight bids from qualified bidders and Rachel Contracting is the lowest responsive and responsible bidder with a base bid of \$1,867,581; and

WHEREAS, references have been checked for Rachel Contracting and the staff assigned to the abatement and demolition of the subject building.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director or his designee is authorized to sign a construction contract with Rachel Contracting for the abatement and demolition of the subject buildings, including site grading, with a base bid of \$1,867,581; and

BE IT FURTHER RESOLVED, That the Executive Director be authorized to approve change orders in an amount not to exceed \$186,758 (10% of the contract amount); and

BE IT FURTHER RESOLVED, That the FYE26 Real Estate Operations budget be amended to include \$2,254,339 from fund balance for holding costs, abatement and demolition and site grading, of the approximately 335,000 sq. ft. building at 1500 Towerview Road in Eagan.

Motion: Commissioner Halverson

Ayes: 7

Nays: 0

Second: Commissioner Slavik

Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			

25-6993

Approval Of Budget Amendment For Supportive Services And Rental Assistance At Denmark Trail Townhomes (Farmington)

Lisa Alfson and Anna Judge presented and answered questions.

WHEREAS, The Dakota County Community Development Agency (CDA) has developed Denmark Trail Townhomes in Farmington, a 40-unit development funded primarily with 9% low-income housing tax credits (LIHTC); and

WHEREAS, as part of the 9% LIHTC award, the CDA committed to set-aside two units for homeless families, in addition to providing supportive services and rental assistance; and

WHEREAS, the CDA issued a Request For Proposals seeking a qualified contractor to provide supportive services to the set-aside households; and

WHEREAS, the CDA received one response from the Amherst H. Wilder Foundation (Wilder) by the June 2 deadline; and

WHEREAS, the staff interviewed Wilder staff on June 20 and entered into an agreement with Wilder for services at an annual cost of \$13,569; and

WHEREAS, U.S. Bank, the CDA's limited partner in the Denmark Trail Workforce Housing Limited Partnership, is requesting rental assistance be available for the set-aside units, as needed, which as an estimated annual cost of \$30,000; and

WHEREAS, supportive services and rental assistance for homeless families are eligible uses of the Local Affordable Housing Aid (LAHA) fund.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the CDA Fiscal Year Ending 2026 and Fiscal Year 2025 Denmark Trail Workforce Housing Limited Partnership be amended to provide up to \$45,000 of Local Affordable Housing Aid (LAHA) funds for the supportive services and rental assistance for the set-aside units.

Motion: Commissioner Slavik
Ayes: 7 Nays: 0

Second: Commissioner Halverson
Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			

INFO **Executive Director Update**
Tony Schertler provided updates.

INFO **Information**
No informational items this month.

25-6994 **Adjournment**

BE IT RESOLVED, that the Dakota County Community Development Agency Board of Commissioners, hereby adjourns until Tuesday, August 26, 2025.

Motion: Commissioner Halverson

Second: Commissioner Droste

Ayes: 7

Nays: 0

Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson	X			
Droste	X			
Workman	X			
Holberg	X			
Hamann-Roland	X			
Velikolangara			X	

The CDA Board meeting adjourned at 3:41 p.m.

Clerk to the Board



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 4A

DEPARTMENT: Property Management

FILE TYPE: Federal - Consent

TITLE

Approval Of The 2026 Utility Allowance Schedule For The Public Housing Program

PURPOSE/ACTION REQUESTED

Approval of the 2026 Utility Allowance Schedule for the Public Housing Program.

SUMMARY

The U.S. Department of Housing and Urban Development (HUD) requires that utility allowances for resident paid utilities in the Public Housing Program be reviewed annually and revised, if necessary. The utility allowance amount is subtracted from the resident's gross rent calculation to arrive at the net rent payable to the CDA and is supposed to represent the amount an "energy conservative" household would spend for utilities. This is done so the amount a resident pays for rent and utilities is not likely to exceed 30% of their income. Residents in family units pay for their electricity and natural gas while residents at Colleen Loney Manor pay for their electricity. The CDA pays for water, sewer and trash collection at all public housing locations. Phone and cable are not included in the utility allowance.

The method for calculating the allowance is the *engineering method*. This method considers the physical characteristics of the units and the utility rate to arrive at an allowance amount. Some of the characteristics considered are construction type, location, size and type of heat source. This approach removes the variable of individual consumption habits from the equation and more accurately reflects the costs of utilities for an "energy conservative" household.

The CDA provided our unit and utility provider information to The Nelrod Company, a firm that works with housing authorities throughout the country, including several in Minnesota, and has a database of over 17,000 units. The Nelrod Company calculated utility allowances based on the *engineering method*.

The current and proposed allowance amounts are in Attachment A.

RECOMMENDATION

Staff recommends approval of the proposed utility allowances for the Public Housing Program to be effective for re-certifications and interim rent changes occurring January 1, 2026 and later.

EXPLANATION OF FISCAL/FTE IMPACTS

HUD provides operating subsidies for the Public Housing Program. Any adjustments to rents (increases or decreases) will be supplemented by that subsidy.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, the Dakota County CDA administers the federal Public Housing Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires all housing authorities to review and revise, as necessary, allowances for resident paid utilities in Public Housing properties on an annual basis; and

WHEREAS, the Dakota County CDA has contracted with The Nelrod Company to conduct a review of utility allowances and make recommendations based on an engineering method.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the updated Utility Allowance Schedule in Attachment A is approved effective January 1, 2026 for the Public Housing Program.

PREVIOUS BOARD ACTION

Click or tap here to enter text.

ATTACHMENTS

Attachment A – Proposed 2026 Utility Allowance Schedule

CONTACT

Department Head: Anna Judge, Director of Property Management

Author: Anna Judge

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY, MN
PUBLIC HOUSING

COMPARISON OF PREVIOUS AND PROPOSED UTILITY ALLOWANCES
Chart 2

UPDATE 2025

Development	Bedroom Size	Previous Allowance	Proposed* Allowance	Difference**
Scattered Sites 147-2 (RH)	3	\$126.00	\$133.00	\$7.00
McKay Manor 147-5 (RH)	3	\$120.00	\$134.00	\$14.00
Colleen Loney Manor 147-6 (Apt)	1	\$56.00	\$53.00	-\$3.00
	2	\$58.00	\$55.00	-\$3.00
Oliver/Terrace 147-7 (RH)	3	\$122.00	\$121.00	-\$1.00
Biscayne/Portland 147-9 (RH)	2	\$105.00	\$111.00	\$6.00
	3	\$116.00	\$122.00	\$6.00
Glazier 147-11 (RH)	2	\$100.00	\$112.00	\$12.00
Ideal Way 147-14 (RH)	2	\$99.00	\$101.00	\$2.00
	3	\$110.00	\$110.00	\$0.00
Scattered Sites 147-21 (SD)	3	\$145.00	\$144.00	-\$1.00

*Proposed allowances include the average for electric and natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.

Apt= Apartment

RH= Row House/Townhouse



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 5A

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE

Approval Of Record Of Disbursements – July 2025

PURPOSE/ACTION REQUESTED

Approve Record of Disbursements for July 2025.

SUMMARY

In July 2025, the Dakota County Community Development Agency (CDA) had \$13,037,874.29 in disbursements and \$589,959.89 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance Department.

RECOMMENDATION

Staff recommend approval of the Record of Disbursements for July 2025.

EXPLANATION OF FISCAL/FTE IMPACTS

These disbursements are included in the Fiscal Year Ending June 30, 2026 budget.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the July 2025 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements – July 2025

CONTACT

Department Head: Ken Bauer, Finance Director

Author: Chris Meyer, Assistant Director of Finance

**Dakota County CDA
Record of Disbursements
For the month of July 2025**

	Date	Amount	Total
Common Bond Housing			
	07/18/25	<u>\$ 14,137.98</u>	
			\$ 14,137.98
Disbursing			
	07/01/25	\$ 30,106.00	
	07/03/25	\$ 1,922,050.07	
	07/10/25	\$ 979,576.26	
	07/17/25	\$ 734,983.10	
	07/24/25	\$ 738,928.03	
	07/31/25	<u>\$ 839,638.26</u>	
			\$ 5,245,281.72
Housing Assistance			
	07/01/25	\$ 3,020,360.01	
	07/17/25	<u>\$ 79,349.00</u>	
			\$ 3,099,709.01
Housing Development & Renewal			
	07/01/25	<u>\$ 1,851,988.78</u>	
			\$ 1,851,988.78
Real Estate Operations			
	07/01/25	<u>\$ 26,756.80</u>	
			\$ 26,756.80
Tax Levy			
	07/16/25	<u>\$ 2,800,000.00</u>	
			\$ 2,800,000.00
Total Disbursements			<u><u>\$ 13,037,874.29</u></u>
July 2025 Payroll			
	07/11/25	\$ 309,913.31	
	07/25/25	<u>\$ 280,046.58</u>	
Total Payroll			<u><u>\$ 589,959.89</u></u>

Disbursement detail is available in the Finance Office



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 5B

DEPARTMENT: Administration

FILE TYPE: Regular - Consent

TITLE

Approval Of Amendments To Personnel Policy #230 - Training

PURPOSE/ACTION REQUESTED

Approve amendments to Personnel Policy #230 – Training.

SUMMARY

Periodically, staff review personnel policies to make amendments that comply with best practices in human resources.

Policy #230 – Training has been updated to adjust reimbursement for tuition from 50% to 75%. Management requested this policy change to encourage professional development for staff which will aid in professional growth and succession planning.

An edited version of the policy is Attachment A. A clean copy of the updated policy is Attachment B.

RECOMMENDATION

Staff recommends approval of the updated policy.

EXPLANATION OF FISCAL/FTE IMPACTS

Training and tuition reimbursement are budgeted on an annual basis by departments. There are no current tuition reimbursement requests.

☒ None ☐ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, the Dakota County CDA's Administration Department regularly reviews policies and procedures and makes recommendations in order to comply with Federal, State and local laws and best practices in human resources; and

WHEREAS, updates have been made to Policy #230 – Training.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the amendments to Policy #230 – Training are hereby approved.

BE IT FURTHER RESOLVED, the Human Resources Manager is authorized to implement the policies and communicate the changes to CDA staff.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Amended Policy #230 – edited copy

Attachment B: Amended Policy #230 – clean copy

CONTACT

Department Head: Sara Swenson, Director of Administration and Communications

Author: Sara Swenson

TRAINING

#230

It is the Dakota County CDA's policy to provide employees the opportunity to achieve their full potential in an environment that values personal and professional development at all levels. This environment is sustained by actively encouraging and supporting professional growth, career development, and providing appropriate resources to permit the cost-effective skill and knowledge enhancement of all CDA staff.

MANDATORY AND REQUIRED TRAINING

Mandatory and required training will be assigned to CDA employees as deemed necessary by leadership team to ensure employees receive appropriate and adequate training that is both useful and necessary to perform their respective functions safely, securely, productively and within regulatory compliance as well as organizational standards. Any assigned agencywide mandatory and required training must be completed by all CDA employees within the designated timeframe. All mandatory and required training will be tracked, reported, and escalated as necessary if not completed within the specified timeframe.

ON-SITE TRAINING

Where there is need to improve and maintain quality of service, on-site training may be provided by employees who conduct training as part of their normal job duties or by an outside individual or agency who agrees to conduct training for CDA staff on either a fee or non-fee basis. All on-site training must be approved by the Department Director prior to scheduling training.

OFF-SITE TRAINING

In recognition that employee development is a mechanism for employee recruitment and retention and a mechanism to enhance individual and organizational performance, the CDA is committed to providing opportunities for professional growth and development for all employees as they work to achieve their full potential through personal growth and career development.

Employees are encouraged to develop and maintain the knowledge and skills necessary for effective job performance, job enrichment and mobility. This process is a shared responsibility and opportunity for both the employee and the employer.

If the desired training is a short-term investment and relates directly to the employee's daily work requirements, reimbursement will be 100% of the training costs and all required expenses such as travel, meals, etc. The budgeting and approval process for this level of reimbursement is at the department level.

Examples of training which qualifies for 100% reimbursement are seminars, workshops and conferences. All training which is to be reimbursed at 100% must be budgeted and pre-approved by the Department Director before payment will be made.

PARKING

Employees using a personal vehicle or CDA vehicle shall be reimbursed for actual expenses for parking. Receipts for such payments shall be submitted with the expense reimbursement request whenever possible.

MEALS

Employees may request to be reimbursed for meal expenses incurred if the training takes them away from the office for the full 8-hour day and lunch is not already provided in the training expense. Receipts for such payments shall be submitted with the expense reimbursement request.

Reimbursements may be taxable per IRS guidelines.

For training that requires travel, an approved Out of Town Travel Request Form must accompany each request for payment. All required expenses such as travel, meals, etc. will be paid 100% by the CDA. If the employee is not able to attend, every effort should be made to obtain a refund for the CDA or give the opportunity to another employee.

Media, such as books, videos, ~~CDs, or DVDs or internet downloads~~ purchased for educational purposes will become the property of the CDA.

EDUCATIONAL REIMBURSEMENT

Any non-limited employee working at least 20 hours a week, who has successfully completed one year of service with the CDA, may receive a reimbursement of up to ~~5075%~~ of tuition upon submission of evidence of successful completion of such courses taken to improve ~~his/her~~their work performance or in pursuit of an undergraduate or graduate degree program which has a direct beneficial relationship to ~~his/her~~their work or the ~~CDA~~Agency.

All reimbursements are limited to ~~5075%~~ of the tuition; ~~based on an annually established maximum no greater than 50% of the highest tuition rate of public institutions of higher education in Minnesota (e.g. University of Minnesota)~~. Parking, books, student activity fees, and other fees are not eligible for reimbursement. Reimbursement is limited to one course per academic semester per employee.

The maximum amount of tuition reimbursement that the ~~CDA~~Agency will issue one employee during the fiscal year (July 1 to June 30) is equal to the current IRS limit; amounts greater than the IRS limit in a calendar year will be taxed as income.

Courses submitted for reimbursement must be related to the employee's current job function or a job function the employee can reasonably expect to achieve within the CDA. An employee desiring to take advantage of the CDA's tuition reimbursement program must have the course work approved by ~~his/her~~their Department Director and the Executive Director prior to enrollment and the tuition reimbursement ~~is~~included in the CDA's operating budget. Factors upon which an employee's eligibility depends on the past work record of the employee, ~~his/her~~their performance ratings, ~~his/her~~their current job performance, length of service, the relevancy of the course work to the position or ~~the CDA~~Agency, the status of the educational institution, and the availability of funds.

Following pre-approval, employees pre-pay the tuition and related costs. After completing the course and when a final grade has been awarded, the employee resubmits the pre-approved Tuition Reimbursement Request form with the final approval signature from their supervisor, original receipt showing tuition and related costs paid and a copy of the grade report reflecting a grade "C" or higher (or that the course has been passed). ~~This must be completed within 30 days of class completion.~~ Reimbursement will be made to the employee following receipt of this documentation.

Non-limited part-time employees receive pro-rated reimbursements based upon their budgeted FTE.

When possible, classes are to be scheduled during non-working time. If an approved class is scheduled during work hours, an employee may use accrued leave time, compensatory time, or make up the time to cover the hours used for class attendance.

The Retention Period is defined as the twelve months following the completion of a reimbursed course. If an employee's employment with the CDA ends before the Retention Period concludes — excluding cases of layoff or job elimination — the employee must repay the full amount received for the course(s). Repayment may be made through direct payment to the CDA, or, alternatively, deducted through wage withholdings as authorized by the employee in the reimbursement request.

MEMBERSHIP AND DUES

~~Dakota County CDA encourages employees to participate in professional organizations to exchange ideas and information, to stay current on issues and concerns which may affect the delivery of services, and to establish professional contacts in other organizations. The purpose of memberships in various professional organizations must be directly related to the betterment of the functions of the CDA. Individual employee memberships will be approved by the Department Director or designee, providing funds are available. CDA memberships are obtained through individual memberships rather than department memberships when doing so reduces the total cost. The decision as to whether a professional organization membership is individual, position based or departmental is determined by the Department Director or designee. The purpose of memberships to various professional organizations must be directly related to the betterment of the functions of Dakota County CDA. One agency membership per professional organization as determined by the Executive Director shall be allowed providing funds are available.~~

~~When membership can be obtained through an individual membership at a lesser cost per capita than an agency membership, the former shall be used.~~

Upon separation of employment, the individual membership remains with the Dakota County CDA and ~~shall be~~will be transferred to another employee or terminated as ~~shall be~~ determined by the ~~Executive Department Director or designee.~~

TRAINING**#230**

It is the Dakota County CDA's policy to provide employees the opportunity to achieve their full potential in an environment that values personal and professional development at all levels. This environment is sustained by actively encouraging and supporting professional growth, career development, and providing appropriate resources to permit the cost-effective skill and knowledge enhancement of all CDA staff.

MANDATORY AND REQUIRED TRAINING

Mandatory and required training will be assigned to CDA employees as deemed necessary by leadership team to ensure employees receive appropriate and adequate training that is both useful and necessary to perform their respective functions safely, securely, productively and within regulatory compliance as well as organizational standards. Any assigned agencywide mandatory and required training must be completed by all CDA employees within the designated timeframe. All mandatory and required training will be tracked, reported, and escalated as necessary if not completed within the specified timeframe.

ON-SITE TRAINING

Where there is need to improve and maintain quality of service, on-site training may be provided by employees who conduct training as part of their normal job duties or by an outside individual or agency who agrees to conduct training for CDA staff on either a fee or non-fee basis. All on-site training must be approved by the Department Director prior to scheduling training.

OFF-SITE TRAINING

In recognition that employee development is a mechanism for employee recruitment and retention and a mechanism to enhance individual and organizational performance, the CDA is committed to providing opportunities for professional growth and development for all employees as they work to achieve their full potential through personal growth and career development.

Employees are encouraged to develop and maintain the knowledge and skills necessary for effective job performance, job enrichment and mobility. This process is a shared responsibility and opportunity for both the employee and the employer.

If the desired training is a short-term investment and relates directly to the employee's daily work requirements, reimbursement will be 100% of the training costs and all required expenses such as travel, meals, etc. The budgeting and approval process for this level of reimbursement is at the department level.

Examples of training which qualifies for 100% reimbursement are seminars, workshops and conferences. All training which is to be reimbursed at 100% must be budgeted and pre-approved by the Department Director before payment will be made.

PARKING

Employees using a personal vehicle or CDA vehicle shall be reimbursed for actual expenses for parking. Receipts for such payments shall be submitted with the expense reimbursement request whenever possible.

MEALS

Employees may request to be reimbursed for meal expenses incurred if the training takes them away from the office for the full 8-hour day and lunch is not already provided in the training expense. Receipts for such payments shall be submitted with the expense reimbursement request.

Reimbursements may be taxable per IRS guidelines.

For training that requires travel, an approved Out of Town Travel Request Form must accompany each request for payment. All required expenses such as travel, meals, etc. will be paid 100% by the CDA. If the employee is not able to attend, every effort should be made to obtain a refund for the CDA or give the opportunity to another employee.

Media, such as books, videos or internet downloads purchased for educational purposes will become the property of the CDA.

EDUCATIONAL REIMBURSEMENT

Any non-limited employee working at least 20 hours a week, who has successfully completed one year of service with the CDA, may receive a reimbursement of up to 75% of tuition upon submission of evidence of successful completion of such courses taken to improve their work performance or in pursuit of an undergraduate or graduate degree program which has a direct beneficial relationship to their work or the CDA.

All reimbursements are limited to 75% of the tuition. Parking, books, student activity fees, and other fees are not eligible for reimbursement. Reimbursement is limited to one course per academic semester per employee.

The maximum amount of tuition reimbursement that the CDA will issue one employee during the fiscal year (July 1 to June 30) is equal to the current IRS limit; amounts greater than the IRS limit in a calendar year will be taxed as income.

Courses submitted for reimbursement must be related to the employee's current job function or a job function the employee can reasonably expect to achieve within the CDA. An employee desiring to take advantage of the CDA's tuition reimbursement program must have the course work approved by their Department Director and the Executive Director prior to enrollment and the tuition reimbursement included in the CDA's operating budget. Factors upon which an employee's eligibility depends on the past work record of the employee, their performance ratings, their current job performance, length of service, the relevancy of the course work to the position or the CDA, the status of the educational institution, and the availability of funds.

Following pre-approval, employees pre-pay the tuition and related costs. After completing the course and when a final grade has been awarded, the employee resubmits the pre-approved Tuition Reimbursement Request form with the final approval signature from their supervisor, original receipt showing tuition and related costs paid and a copy of the grade report reflecting a grade "C" or higher (or that the course has been passed). This must be completed within 30 days of class completion. Reimbursement will be made to the employee following receipt of this documentation.

Non-limited part-time employees receive pro-rated reimbursements based upon their budgeted FTE.

When possible, classes are to be scheduled during non-working time. If an approved class is scheduled during work hours, an employee may use accrued leave time, compensatory time, or make up the time to cover the hours used for class attendance.

The Retention Period is defined as the twelve months following the completion of a reimbursed course. If an employee's employment with the CDA ends before the Retention Period concludes — excluding cases of layoff or job elimination — the employee must repay the full amount received for the course(s). Repayment may be made through direct payment to the CDA, or, alternatively, deducted through wage withholdings as authorized by the employee in the reimbursement request.

MEMBERSHIP AND DUES

Dakota County CDA encourages employees to participate in professional organizations to exchange ideas and information, to stay current on issues and concerns which may affect the delivery of services, and to establish professional contacts in other organizations. The purpose of memberships in various professional organizations must be directly related to the betterment of the functions of the CDA. Individual employee memberships will be approved by the Department Director or designee, provided funds are available. CDA memberships are obtained through individual memberships rather than department memberships when doing so reduces the total cost. The decision as to whether a professional organization membership is individual, position based or departmental is determined by the Department Director or designee.

Upon separation of employment, the individual membership remains with the Dakota County CDA and will be transferred to another employee or terminated as determined by the Department Director or designee.



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 5C

DEPARTMENT: Housing Development

FILE TYPE: Regular - Consent

TITLE

Establish The Date For A Public Hearing Regarding The Disposition Of DCCDA Section 18, LLC Properties

PURPOSE/ACTION REQUESTED

Schedule a public hearing date regarding the disposition of properties owned by the DCCDA Section 18, LLC.

SUMMARY

The Dakota County CDA, as the sole member of the DCCDA Section 18, LLC currently owns 70 properties throughout Dakota County. Two properties, a duplex, closing August 28, 2025 and a single-family home, closing October 3, 2025 are under Purchase Agreement leaving the remaining properties owned at 68 properties. These are single family homes and duplexes that were previously part of the federal Public Housing Program and were acquired by the LLC through the U.S. Department of Housing and Urban Development (HUD) Section 18 Demo/Dispo program. HUD's Special Applications Center has approved the disposition of the Section 18 units. The units must be sold at fair market value or higher.

The proposed hearing is for two new properties going on the market and two properties that are currently on the market. There are two duplexes and two single family homes currently available to be sold through the agency's contracted realtor including:

- 14880-14890 Delft, Rosemount
- 14815-14817 County Road 5, Burnsville
- 4020 64th Street, Inver Grove Heights
- 2116 Cliffview Drive, Eagan

As required by CDA's Disposition Policy, a public hearing must be held to consider the sale of these properties. When interested buyers enter into purchase agreements with the DCCDA Section 18 LLC, staff will return to the Board to hold a public hearing for the property. If offers are not received, staff will recommend continuing the public hearing until there is an interested buyer.

RECOMMENDATION

Staff recommends setting the public hearing for Tuesday, September 23, 2025, at 3 p.m. for the purpose of considering the terms of the sale of the properties.

EXPLANATION OF FISCAL/FTE IMPACTS

N/A

☒ None ☐ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, the Dakota County Community Development Agency (CDA), as sole member of the DCCDA Section 18, LLC (LLC) owns properties located throughout Dakota County; and

WHEREAS, the CDA is accepting offers from the public for the four properties being marketed by The Huerkamp Home Group/Keller Williams Preferred Realty to the public; and

WHEREAS, to ensure the CDA is in a position to sell the properties in a timely manner once buyers are identified, staff recommends setting a public hearing in anticipation that there will be offers prior to the public hearing date of September 23, 2025; and

WHEREAS, if offers are not received by the public hearing date, the public hearing will be continued to the next CDA Board meeting in anticipation that there will be additional offers at that time; and

WHEREAS, the purchase agreements for the properties will be included in the public hearing that will be finalized prior to the closing date; and

WHEREAS, the disposition of the units satisfies the requirements of U.S. Department of Housing and Urban Development's Section 18 Demo/Dispo program; and

WHEREAS, Minnesota Statute 469.105, subds. 1, 2, and 4 requires a public hearing regarding the terms of the sale of real property.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That

1. A public hearing regarding the disposition of the following property will be held by the CDA Board on September 23, 2025, at or after 3 p.m. at the CDA's office:

Properties to be sold through the realtor:

- 14880-14890 Delft, Rosemount
- 14815-14817 County Road 5, Burnsville
- 4020 64th Street, Inver Grove Heights
- 2116 Cliffview Drive, Eagan

2. The Executive Director, or his designee, is hereby authorized and directed to cause notice of such public hearing in substantially the form in Attachment B to be published in a newspaper of general circulation in Dakota County as required by Minnesota Statutes Section 469.105.

PREVIOUS BOARD ACTION

24-6842; 5/22/2024

ATTACHMENTS

Attachment A: Site Map

Attachment B: Public Notice

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Lori Zierden, Real Estate Manager

DCCDA Section 18 LLC Properties Being Sold



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed.
This is not a legal document and should not be substituted for a title search, appraisal, survey, or
for zoning verification.

Map Scale

1 inch = 4.8 miles

0/21/2025

PUBLIC NOTICE

Dakota County Community Development Agency

Notice is provided that the Board of Commissioners of the Dakota County Community Development Agency (CDA), as the sole member of DCCDA Section 18, LLC will hold a public hearing on Tuesday, September 23, 2025, at or after 3:00 p.m. at the CDA offices located at 1228 Town Centre Drive, Eagan, Minnesota to consider the sale, transfer, and/or exchange of the following described property currently owned by DCCDA Section 18 LLC is advisable:

Address	Legal Description
14880 & 14890 Delft Avenue West, Rosemount	Lot 5, Block 1 Broback Eleventh Addition, Dakota County, Minnesota
14815 & 14817 County Road 5, Burnsville	Lot 8, Block 4, Burnsville Hills, Dakota County, Minnesota
4020 64 th Street, Inver Grove Heights	Lots 29 and 30, Block 10, Inver Grove Factory Addition, Dakota County, Minnesota
2115 Cliffview Drive, Eagan	Lot 3, Block 2 in Cedar Cliff Second Addition, according to the plat thereof, Dakota County, Minnesota

The terms and conditions for offers that staff are recommending to the CDA Board will be available at the CDA's office beginning September 23, 2025. For more information on this proposed sale, transfer, and/or exchange of property contact Lori Zierden at the Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123, telephone (651) 675-4479. Public comments may be submitted orally or in writing to the CDA through the public hearing to be held on September 23, 2025.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE DAKOTA COUNTY
COMMUNITY DEVELOPMENT AGENCY

By /s/ Tony Schertler
Executive Director

[Date of Publication]



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 5D

DEPARTMENT: Housing Development

FILE TYPE: Regular - Consent

TITLE

Authorization To Award Contract For The Parking Lot Replacement Project At Country Lane Townhomes (Lakeville)

PURPOSE/ACTION REQUESTED

- Authorize Deputy Executive Director to execute a contract for the parking lot replacement project at Country Lane Townhomes, a family workforce townhome development in Lakeville.
- Authorize Change Order Authority.

SUMMARY

This contract is to replace the ageing parking lot at Country Lane Townhomes (Lakeville). The lot is nearly 25 years old and is dilapidated beyond the point of patching.

On August 8, 2025, at 10 a.m., a public bid opening was held at the Dakota County Community Development Agency (CDA) office. Local contractors were solicited and invited to bid on this project. It was publicly bid with advertisements posted in the Dakota County Tribune as well as our website (see Attachment A). Ten companies attended the pre-bid walkthrough.

Three companies submitted bids; the bid results are on the Bidder's List (Attachment B). Bituminous Roadways provided the lowest responsive Base Bid of \$126,230. There was an alternate in the bid package for installing underground connections between the driveway downspouts and the storm sewer. The cost of the alternate was determined to be too much for the return on investment; therefore, we will not be accepting the alternate and are recommending to contract with Bituminous Roadways for the Base Bid only.

RECOMMENDATION

Staff recommends that the Deputy Executive Director be authorized to sign a contract in the name of the Dakota County CDA Workforce Housing I, LLC with Bituminous Roadways in the amount of \$126,230. The low bidder is responsive, responsible, and has worked on projects of this scope in the past.

In order to keep this project on schedule and deal with any unforeseen issues during the project, it is also recommended that the Deputy Executive Director be authorized to sign change orders not to exceed \$12,623 (10% of the contract amount).

EXPLANATION OF FISCAL/FTE IMPACTS

Funds are available for this project in the current FYE26 Extraordinary Maintenance budget.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, The Dakota County CDA requested bids for the replacement of the parking lot at Country Lane Townhomes located in Lakeville; and

WHEREAS, the project was bid following the CDA's required procurement procedures and bids were received on August 8, 2025; and

WHEREAS, Bituminous Roadways was the low responsive, responsible bidder with a base bid of \$126,230; and Click or tap here to enter text.

WHEREAS, funds are available in the FYE26 Extraordinary Maintenance budget for this project.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a construction contract in the name of the Dakota County CDA Workforce Housing I, LLC with Bituminous Roadways in the amount of \$126,230; and

BE IT FURTHER RESOLVED, That the Deputy Executive Director is authorized to approve change orders in an amount not to exceed \$12,623 (10% of the contract amount).

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Public Ad

Attachment B: Bid Results

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Troy Blakestad, Capital Projects Manager

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
 COUNTY OF DAKOTA

I do solemnly swear that the notice, as per the proof, was published in the edition of the

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:


- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 2 successive week(s); the first insertion being on 07/11/2025 and the last insertion being on 07/18/2025.

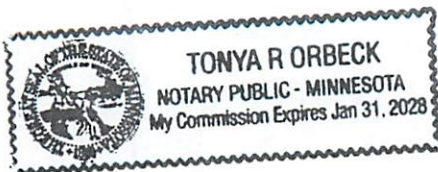
MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: 
 Designated Agent

Subscribed and sworn to or affirmed before me on 07/18/2025.


 Notary Public

**Rate Information:**

(1) Lowest classified rate paid by commercial users for comparable space:

\$27.40 per column inch

Ad ID 1480254

**DAKOTA COUNTY
COMMUNITY DEVELOPMENT AGENCY (CDA)
EAGAN, MN 55123
ADVERTISEMENT FOR BIDS**

Notice is hereby given that sealed bids will be received by the Director of Housing Finance & Development, Dakota County CDA, until **10:00 a.m. Friday, August 8, 2025** at the office of Dakota County Community Development Agency, 1228 Town Centre Drive, Eagan, MN 55123; at which time they will be publicly opened and read aloud for the furnishing of all labor and materials for the **Parking Lot Renovation Project** at Country Lane Family Townhomes, Lakeville MN.

Bids received after this time and date will be rejected. No telephone, email or fax bids will be accepted. Bids shall be on the forms provided for this purpose and according to the Bidding Documents prepared by Dakota County CDA. Bids shall be directed to the Project Manager, securely sealed and endorsed upon the outside wrapper, with the **Project Title** and **Bid Due Date**. Bids will be opened publicly and read aloud. A bid tabulation will be furnished to the Bidders. Bids shall be addressed to:

**Country Lane Parking Lot Renovation Project-Public Bid
c/o Dakota County CDA,
1228 Town Centre Drive, Eagan, MN 55123
Attn: Troy Blakestad**

Interested bidders can contact **Troy Blakestad @ 651-675-4475** of the Dakota County CDA to obtain bid documents and receive more information regarding this project.

There will be a mandatory project walk through at Country Lane on July 22, 2025 at 10:00 a.m. Attendance of this walk-through is required; failure to attend will result in a disqualified bid.

This Project will be subject to Minnesota Statutes 2014, section 16C.285 (the Responsible Contractor's Act) and therefore require a Verification of Compliance form included with the bid.

Bid security in the amount of 5% of the bid must accompany each bid in accordance with the Instruction to Bidders. Any bid not including a bid security will be considered disqualified. Only a bond issued by a Surety, cashier's check or certified check will be accepted. Payment and Performance Bonds will also be required of the awarded party. **Prevailing wages will also be required** on this project. Wage Determinations will be provided with the bid materials.

The CDA hereby notifies all bidders that in regard to any Contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (D.M.E.) will be afforded full opportunity to submit bids and / or proposals and will not be subjected to discrimination on the basis of race, color, sex, age, religion, or national origin.

The Dakota County CDA reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the Contract in the best interest of the CDA.

Troy Blakestad, Capital Projects Manager, Dakota County CDA

Published in the
Dakota County Tribune
July 11, 18, 2025
1480254



PROJECT TITLE: Country Lane Asphalt Improvement
PROJECT ADDRESS: 7754-7870 210th Street West, Lakeville 55044

Bid Opening: Friday, August 8th 2025 10:00 a.m.

BID TABULATION

BIDDER	ADDENDA 1	BID BOND	BASE BID	ALT. #1 Underground connection to storm sewer
BITUMINOUS ROADWAYS	X	X	126,230.00	141,450.00
M.N. PAVING	X	X	181,150.00	125,440.00
PAVE-IT	X	X	129,224.00	112,810.00



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 5E

DEPARTMENT: Housing Assistance

FILE TYPE: Regular - Consent

TITLE

Authorization To Accept Bring It Home Funding Award And Execute A Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing

PURPOSE/ACTION REQUESTED

Authorization to accept Bring It Home funding award and execute a Grant Agreement between the Dakota County Community Development Agency (CDA) and Minnesota Housing.

SUMMARY

The CDA submitted an application to Minnesota Housing for the Bring It Home Program in the amount of \$8,753,920. The funding request included \$101,500 in start-up costs. Minnesota Housing announced on July 31, 2025, that the CDA was awarded \$7,626,250. The funding for this program is awarded on a biennium basis.

The Bring It Home Program was established to provide rental assistance to rent-burdened households with a priority for households with children 18 years of age and under and annual income of up to 30% of the area median income.

RECOMMENDATION

As required by Minnesota Housing, staff is requesting the Executive Director to be authorized to execute the grant agreement for the stated amount and sign any additional or future documents, if necessary.

EXPLANATION OF FISCAL/FTE IMPACTS

The CDA is anticipating serving 300 households through the Bring It Home Program. The grant amount awarded to the CDA for Bring It Home is \$7,626,250 for the biennium.

☐ None ☐ Current budget ☒ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, The Dakota County Community Development Agency (CDA) applied for the Bring It Home Program in the amount of \$8,753,920, including \$101,500 in start-up costs; and

WHEREAS, Minnesota Housing awarded the Dakota County Community Development Agency \$7,626,250, including \$101,500 for the biennium.

WHEREAS, The Bring It Home Program will provide rental assistance to rent-burdened Dakota County residents with a priority for households with children 18 years of age and under and annual income up to 30% of the area median income.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, hereby authorizes the award acceptance and execution of the grant agreement for the Bring It Home Program in the amount of \$7,626,250 and any additional or future documents, if necessary; and

BE IT FURTHER RESOLVED, That the designated signer of the grant agreement and any additional documents be the CDA's Executive Director, Tony Schertler (tschertler@dakotacda.org); and

BE IT FURTHER RESOLVED, That the FYE26 Operating Budget be amended to include the funding award for the Bring It Home program.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment A: Bring It Home Award Letter

CONTACT

Department Head: Lisa Hohenstein, Director of Housing Assistance

Author: Lisa Hohenstein



Minnesota Housing
400 Wabasha St. N
Suite 400
St. Paul, MN 55102

July 31, 2025

Lisa Hohenstein
Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123

Sent via email

RE: Bring It Home Rental Assistance Program funding to Dakota County Community Development Agency

Dear Lisa Hohenstein,

We are pleased to inform you that your application was approved for funding by Minnesota Housing on July 24, 2025.

Your organization will be awarded up to a total grant amount of **\$7,626,250.00**. This is made up of **\$101,500.00** in startup costs to be used in the first twelve months of contracting and **\$7,524,750.00** in Housing Assistance Payments (HAP) and Administrative Fees intended to be used during the full two-year contract term.

The grant term will start upon execution of the Grant Contract Agreement by both parties and will end two years after execution. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing.

Enclosed with this letter is the Due Diligence Checklist. All items listed in the Due Diligence Checklist must be returned to, and approved by, Minnesota Housing prior to the execution of the Grant Contract Agreement.

An informative webinar detailing the Due Diligence Checklist will be held on August 18th at 1:00pm. Registration link to follow.

If you have program specific questions, contact Dani Salus at: danielle.salus@state.mn.us

Thank you for your continued commitment to providing rental assistance to low-income households in Minnesota.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jennifer Bergman', with a long horizontal stroke extending to the right.

Jennifer Bergman

Director of Local Government Housing Programs



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 6A

DEPARTMENT: Housing Development

FILE TYPE: Regular - Action

TITLE

Conduct Public Hearing To Receive Comments On The Disposition Of DCCDA Section 18, LLC Property And Authorization To Enter Into A Purchase Agreement With The Qualified Buyers

PURPOSE/ACTION REQUESTED

- Conduct and close the public hearing regarding the disposition of three vacant properties.
- Authorize the Executive Director to enter into a purchase agreements on behalf of DCCDA Section 18, LLC for one property.

SUMMARY

The Dakota County CDA, as the sole member of the DCCDA Section 18, LLC, owns single family homes and duplexes that were previously part of the Public Housing Program and were acquired by the LLC through the U.S. Department of Housing and Urban Development (HUD) Section 18 Demo/Dispo Program.

HUD's Special Applications Center has approved the disposition of the Section 18 units. If a current resident has an interest in purchasing the property or if a property becomes vacant, CDA staff assesses the property to determine if it should be sold. The units must be sold at Fair Market Value to the current resident or on the market through public bid.

On June 24, 2025, the CDA Board set a public hearing for the disposition of four DCCDA Section 18, LLC properties. One of the properties, a duplex, is scheduled to close on August 28, 2025. The other three properties (single family homes) were put on the market August 1, 2025 and the sale of one of the properties will be considered by the CDA Board at the August 26, 2025 CDA Board meeting. The other two properties, 4020 64th Street, IGH and 2116 Cliffview Drive, Eagan are being added to the September public hearing for consideration at that time.

RECOMMENDATION

Staff recommends conducting and closing the public hearing and approving the sale of one of the three properties to the selected buyer.

EXPLANATION OF FISCAL/FTE IMPACTS

HUD requires the proceeds from the sale of the properties be placed in a restricted bank account to be used for all allowable purposes which includes acquiring and/or constructing replacement affordable housing units.

☐ None ☐ Current budget ☐ Amendment Requested ☒ Other

RESOLUTION

WHEREAS, the Dakota County CDA is able to dispose of property after holding a public hearing for which a notice is published; and

WHEREAS, a notice of the public hearing was published in the Dakota County Tribune per Minnesota Statute Sec. 469.105; and

WHEREAS, one property proposed for sale is part of the DCCDA Section 18, LLC that was created for the transition of public housing units through the U.S. Housing and Urban Development's Section 18 Demo/Dispo program; and

WHEREAS, the U.S. Department of Housing and Urban Development's Special Applications Center has approved the disposition of the Section 18 units on the open market through public bid; and

WHEREAS, Kerly Lucero, a qualified buyer, submitted a full price offer to purchase 2016 Pine Street, Hastings; and

WHEREAS, a public hearing was conducted on August 26, 2025, on the proposed terms of the sale of the one property:

Address	Buyer	Contingency Buyer
2016 Pine Street, Hastings	Kerly Lucero	N/A

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to negotiate with and enter into a Purchase Agreement with the buyer; and

BE IT FURTHER RESOLVED, That the public hearing is closed and the unsold properties have been added to the public hearing for the disposition of DCCDA Section 18, LLC properties for September 23, 2025.

PREVIOUS BOARD ACTION

25-6976; 6/24/2025

25-6990; 7/29/2025

ATTACHMENTS

Attachment A: Affidavit of Public Hearing

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Lori Zierden, Real Estate Manager

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF DAKOTA

I do solemnly swear that the notice, as per the proof, was published in the edition of the

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/11/2025 and the last insertion being on 07/11/2025.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: [Signature]
Designated Agent

Subscribed and sworn to or affirmed before me on 07/11/2025

[Signature]
Notary Public

**Rate Information:**

(1) Lowest classified rate paid by commercial users for comparable space:

\$999.99 per column inch

Ad ID 1479874

PUBLIC NOTICE

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

Notice is provided that the Board of Commissioners of the Dakota County Community Development Agency (CDA), as the sole member of DCCDA Section 18, LLC will hold a public hearing on Tuesday, July 29, 2025, at or after 3:00 p.m. at the CDA offices located at 1228 Town Centre Drive, Eagan, Minnesota to consider the sale, transfer, and/or exchange of the following described property currently owned by DC-CDA Section 18 LLC is advisable:

Address	Legal Description
4020 64th Street, Inver Grove Heights	Lots 29 and 30, Block 10, Inver Grove Factory Addition, Dakota County, Minnesota
1361 & 1363 Easter Lane, Eagan	Lot 2, Block 4, Wilderness Run Fifth Addition, Dakota County, Minnesota
2115 Cliffview Drive, Eagan	Lot 3, Block 2 in Cedar Cliff Second Addition, according to the plat thereof, Dakota County, Minnesota
2016 Pine Street, Hastings	Lot 265, Replat of Westwood Addition Fourth Section, Dakota County, Minnesota

The terms and conditions for offers that staff are recommending to the CDA Board will be available at the CDA's office beginning July 29, 2025. For more information on this proposed sale, transfer, and/or exchange of property contact Lori Zierden at the Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123, telephone (651) 675-4479. Public comments may be submitted orally or in writing to the CDA through the public hearing to be held on July 29, 2025.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE DAKOTA
COUNTY COMMUNITY DEVELOPMENT AGENCY

By /s/ Tony Schertler
Executive Director

Published in the
Dakota County Tribune
July 11, 2025
1479874



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 6B

DEPARTMENT: Housing Development

FILE TYPE: Regular - Action

TITLE

Continue Public Hearing To Receive Comments On The Conveyance Of Property In Rosemount To Dakota County

PURPOSE/ACTION REQUESTED

- Continue a public hearing regarding the conveyance of property in Rosemount to Dakota County.

SUMMARY

The Dakota County CDA as the sole member of the Dakota County CDA Workforce Housing II LLC is interested in selling Outlot B Rosemount Family Housing to Dakota County for the Greenway Trail extension through Rosemount.

As required by CDA's Disposition Policy, a public hearing must be held to consider the sale of the property. After the public notice was published, it was recommended that the sale should be considered by the CDA Board after the Dakota County Board of Commissioners has approved the offer to purchase the property.

This public hearing will be continued to the October 21, 2025 Dakota County CDA Board meeting to consider the offer by Dakota County for Outlot B Rosemount Family Housing.

RECOMMENDATION

Staff recommends continuing the public hearing to the October 21, 2025 CDA Board meeting.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

☐ None ☐ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, Dakota County Community Development Agency (CDA) is able to dispose of property after holding a public hearing for which a notice is published; and

WHEREAS, a notice of the public hearing was published in the Dakota County Tribune per statutory requirements; and

WHEREAS, after the public hearing notice was published CDA staff learned that the Dakota County Board of Commissioners will not consider the acquisition of the property until this fall.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the public hearing be continued to the October 21, 2025 Dakota County CDA Board meeting.

PREVIOUS BOARD ACTION

3/25/2025; 25-6949

5/20/2025; 25-6970

ATTACHMENTS

None.

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Lori Zierden, Real Estate Manager



Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 6C

DEPARTMENT: Community and Economic Development

FILE TYPE: Regular - Action

TITLE

Commitment Of The Dakota County CDA's 2026 9% Low Income Housing Tax Credits

PURPOSE/ACTION REQUESTED

Approve the commitment of the Dakota County CDA's 2026 9% Low Income Housing Tax Credits.

SUMMARY

The Dakota County CDA is a Suballocator of 9% Low Income Housing Tax Credits (Tax Credits) and is currently authorized to allocate \$1,183,124 of 2026 Tax Credits within Dakota County. The Tax Credits are allocable to affordable rental housing developments on a competitive basis according to a selection process set forth in the CDA's Housing Tax Credit Qualified Allocation Plan for 2026 (2026 QAP). In accordance with state and federal requirements, a public hearing was held at the March 25, 2025 CDA Board of Commissioners meeting prior to CDA Board's adoption of the 2026 QAP (Resolution #25-6956).

Three applications were received by the July 10, 2025 deadline, requesting a total of \$4,553,490 in Tax Credits:

Project Name:	Camber Hill Townhomes	Kenyon Green	Lofts on Cahill
City Location	South St. Paul	Lakeville	Inver Grove Heights
Owner	Camber Hill, LLLP	Kenyon Green Limited Partnership	Lofts on Cahill, Limited Partnership
Developer	Twin Cities Housing Development Corporation	Connelly Development, LLC/Ron Clark Construction and Design	Velair Development Company (fka MWF Properties, LLC)
Type	Preservation	New Construction	New Construction
Number of Tax Credit Units	44 units	49 units	48 units
2026 Tax Credit Request	\$1,673,490	\$985,000	\$1,895,000

Tax Credits are allocated to affordable rental housing developments on a competitive basis according to a selection process set forth in the 2026 QAP. The application were scored as follows:

Project Name:	Camber Hill Townhomes	Kenyon Green	Lofts on Cahill
Tax Credit Score	78	110	75

RECOMMENDATION

Based on the review of the application materials submitted and the scores of the three applicants, staff recommends a commitment of the 2026 Tax Credits to Kenyon Green in the amount requested of \$985,000, which will make the project whole with their 2025 Tax Credit award of \$679,617 for a total of . This will be in addition to the \$1,664,614 of Tax Credits.

Staff also recommends a commitment of the remaining 2026 Tax Credits to Camber Hill Townhomes in the amount of \$198,124.

Additionally, staff recommends establishing a wait list for Camber Hill Townhomes, which will allow the CDA to commit additional Tax Credits should they become available from Minnesota Housing. If this occurs the CDA will review Camber Hill Townhomes need for additional Tax Credits at that time. The CDA may continue to commit Tax Credits to both projects until the application deadline for Minnesota Housing's Round 2, tentatively scheduled for January 31, 2026.

EXPLANATION OF FISCAL/FTE IMPACTS

None. The Tax Reform Act of 1986 created the Housing Tax Credit Program as a means of raising private capital to finance affordable rental housing and the CDA is authorized under Minnesota Statutes Section 462A.222 to allocate tax credits for eligible projects in Dakota County. The tax credit is a 10-year annual reduction in the tax liability of investors in affordable housing and does not require any commitment of CDA funds. The investor, typically a private corporation, makes an initial equity contribution to the development to receive the annual tax credit.

Applicants pay fees throughout the process to administer the tax credits that equal 5% of the annual allocation. These fees are used to cover staff administration of the program.

☒ None ☐ Current budget ☐ Amendment Requested ☐ Other

RESOLUTION

WHEREAS, pursuant to Minnesota Statutes §462A.221 through 462A.225 (the Act), the Dakota County CDA is a Suballocator of 9% Low Income Housing Tax Credits (Tax Credits); and

WHEREAS, in accordance with Section 42 of the Internal Revenue Code of 1986, as amended (the Code), by Resolution No. 25-6956, adopted on March 25, 2025, following a public hearing for which notice was duly published, the CDA adopted a Qualified Allocation Plan for 2026 tax credits (the 2026 QAP) setting forth criteria governing the award of the Agency's 2026 Tax Credits; and

WHEREAS, because the members of the Dakota County Board of Commissioners are the ex-officio members of the CDA, the approval of such Resolution by the CDA satisfies the requirement that the 2026 QAP be approved by the applicable elected representative of the CDA; and

WHEREAS, the CDA received three applications for the 2026 Tax Credits by the first-round deadline, with applications from: (1) Camber Hill, LLLP, the developer of which is Twin Cities Housing Development Corporation, for the acquisition and rehabilitation of a 44-units townhome development in South St. Paul, known as Camber Hill Townhomes; (2) Kenyon Green Limited Partnership, the developer of which is Connolly Development, LLC/Ron Clark Construction and Design, for the construction of a 49-unit multifamily development in Lakeville, known as Kenyon Green; and (3) Lofts on Cahill, Limited Partnership, the developer of which is Velair Development Company (fka MWF

Properties LLC), for the construction of a 48-unit multifamily development in Inver Grove Heights known as Lofts on Cahill; and

WHEREAS, pursuant to Minnesota Statutes § 462A.222, Subd. 3, any 2026 Tax Credits which are not committed by the CDA prior to Minnesota Housing's second round of application deadline are required to be returned to Minnesota Housing.

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

1. The CDA hereby finds and determines with respect to the Camber Hill, LLLP, Kenyon Green Limited Partnership, and Lofts on Cahill, Limited Partnership applications that:
 - a. The applications for Tax Credits for Kenyon Green, Camber Hill Townhomes and Lofts on Cahill are complete in all material respects.
 - b. The allocation of Tax Credits requested by each of the applicant does not exceed the amount necessary for the financial feasibility of the respective projects and their viability as qualified low-income housing projects throughout the 15-year compliance period.
 - c. On the basis of the applications submitted, the Tax Credit scores for the applicants are as follows:

Camber Hill, LLLP – Camber Hill Townhomes.....	78 points
Kenyon Green Limited Partnership – Kenyon Green.....	110 points
Lofts on Cahill, Limited Partnership – Lofts on Cahill.....	75 points
2. In making the determination set forth in 1b above, the CDA considered (a) the sources and uses of funds and the total financing planned for each project; (b) any proceeds or receipts expected to be generated by reason of tax benefits; (c) the percentage of the tax credit dollar amount used for project costs other than costs of the intermediaries; and (d) the reasonableness of the development and operational costs of each project.
3. The CDA hereby approves the commitment of a portion of its 2026 Tax Credits to Kenyon Green Limited Partnership for Kenyon Green in the amount of \$985,000.
4. The CDA hereby approves the commitment of the balance of its 2026 Tax Credit to Camber Hill, LLLP for Camber Hill Townhomes in the amount of \$198,124.
5. The CDA hereby authorizes the establishment of a waiting list for additional Tax Credits for the Camber Hill Townhomes project. The purpose of the waiting list is to permit the CDA to commit any 2026 Tax Credit that may become available from Minnesota Housing to the project.
6. Staff is authorized to prepare, execute and deliver all documentation necessary or convenient to provide for the commitment of its 2026 Tax Credits pursuant to this regulation and the subsequent carryover and allocation of the same, based on findings made in accordance with the requirements of the Code as each such steps. Staff is further authorized to take any actions necessary to return any unused 2026 Tax Credits to Minnesota Housing prior to the second round deadline in the event Tax Credits are returned and not fully committed to a project on the waiting list.

PREVIOUS BOARD ACTION

25-6941; 2/18/2025

25-6956; 3/25/2025

ATTACHMENTS

Attachment A: Kenyon Green Location and Site Map

Attachment B: Camber Hill Townhomes Location and Site Map

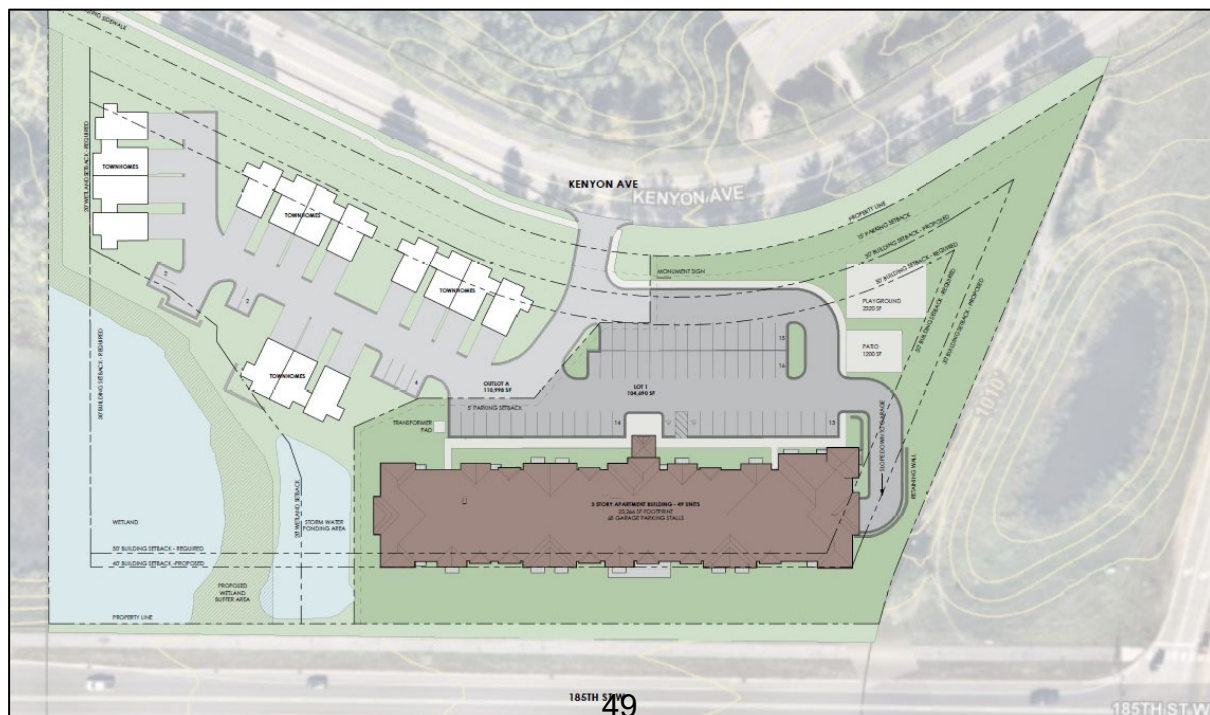
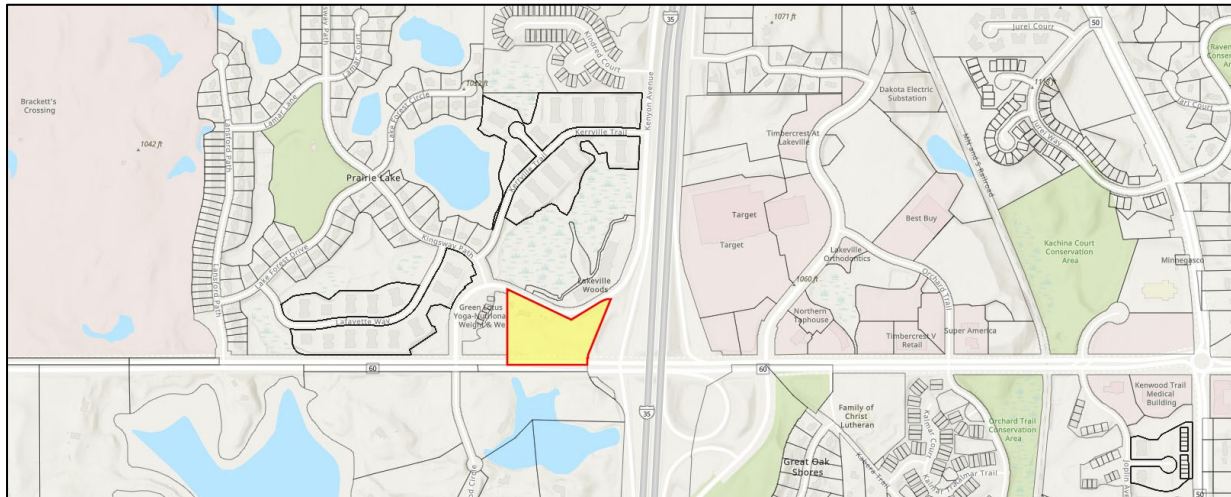
Attachment C: Lofts on Cahill Location and Site Map

CONTACT

Department Head: Lisa Alfson, Director of Community and Economic Development

Author: Kathy Kugel, Housing Finance Manager

Attachment A. Kenyon Green Location and Site Map

KENYON GREEN18430 KENYON AVENUE,
LAKEVILLE, MN 55044

Attachment B. Camber Hill Townhomes Location and Site Map



Delaware Property Information Search Quick Survey

Search Address or Parcel ID: 450 CAMBER AVE SOUTH ST PAUL MN 55075

Property Information (1 of 1)

Parcel ID: 36-64300-19-221
450 CAMBER AVE
SOUTH ST PAUL MN 55075

- [Property Details](#)
- [Property Photo](#)
- [Recent Land Transactions](#)
- [Subdivision Plat](#)
- [Tax Statement](#)
- [Tax Statement History](#)
- [Tax Payment Status](#)
- [Pay Online Now](#)
- [Tax Facts](#)
- [Valuation Notice](#)

Parcel data is current as of: 5/21/2025

Property Information

Owner	CAMBER HILL LTD
Joint Owner	PTVNSP
Owner Address	8441 WAZATA BLVD STE 200 GOLDEN VALLEY MN 55426
Municipality	SOUTH ST PAUL
Primary Use	APARTMENT
Acres	2.74
Square Feet	119,216
Date of Sale (Improved)	
Sale Value (Improved)	

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Board of Commissioners

Request for Board Action

Meeting Date: August 26, 2025

Agenda #: 6D

DEPARTMENT: Administration

FILE TYPE: Regular - Informational

TITLE

Discussion Of Capital Improvement Needs At Dakota Woodlands Shelter (Eagan)

PURPOSE/ACTION REQUESTED

Discuss financial request from Dakota Woodlands for capital improvement needs.

SUMMARY

Dakota Woodlands, a nonprofit organization, is the sole family shelter in Dakota County, serving families for the last 40 years. The shelter currently houses 22 families, up to 95 adults and children. Dakota Woodlands provides crisis housing but also supportive services including financial education, counseling, parenting education, and other resources to help families move on to long-term stability. The Dakota County Supportive Housing Unit provides all intake referrals for Dakota Woodlands.

Tony Schertler received a formal request from Dakota Woodlands on June 12, 2025 seeking \$1.65 million in one-time funds for critical capital improvements for shelter. Critical building issues include: windows that cannot open, recent gas leak that forced a full evacuation, ongoing plumbing breakdowns, and roof damage.

On July 30, 2025, CDA staff learned from Dakota Woodlands leadership that recent significant storms left several client rooms with leaks and additional leaks occurred in other areas of the building. Evidence of mold was also seen in these areas.

Essential capital improvement estimates have been updated since the recent storms, with a request for \$507,570 to immediately address essential repairs – roofing, windows, and siding replacements (Attachment A).

Staff is seeking input from the CDA Board on providing funding for capital improvement needs. Potential funding sources available to assist with this request include available pooled tax increment financing from existing CDA TIF districts, CDA levy, and general fund dollars.

If the Board supports providing funding for these capital improvements, CDA staff will bring a budget amendment request to the September 23 Board meeting.

ATTACHMENTS




Attachment A: Dakota Woodlands request

CONTACT

Department Head: Tony Schertler, Executive Director

Author: Lisa Alfson



 3430 Wescott Woodlands
 Eagan, MN 55123
 651-456-9110
 651-456-9244

***Our mission is to empower displaced families
on their journey to independence!***

To: Tony Schertler, Executive Director, Dakota County Community Development Association

From: Colleena Carlisle, Executive Director, Dakota Woodlands

Date: Friday, August 15, 2025

Subject: Urgent Request for Funding – Critical Shelter Repairs

Dear Tony,

I am writing with urgency on behalf of Dakota Woodlands to request the Dakota County Community Development Association's partnership in addressing **critical capital needs** at our family shelter in Eagan.

Dakota Woodlands is the **only family shelter in Dakota County**, serving hundreds of parents and children each year who are experiencing homelessness. Our building is not just a facility—it is a safe haven and a lifeline. Yet after decades of continuous use, the infrastructure that keeps our residents safe, warm, and secure is failing.

Recent assessments have identified **immediate repairs** that cannot be delayed without jeopardizing the safety and wellbeing of our residents:

- **Roof Replacement** – \$202,116
- **Window Replacement** – \$195,864
- **Siding Replacement** – \$80,790
- **Damp Proofing & Site Work** – \$28,800

These projects, totaling **\$507,570**, are essential to prevent water intrusion, mold, security risks, and escalating repair costs. Many windows no longer open or close properly, the siding is deteriorating, and the roof is at risk of failure. I am attaching the quote from Sullivan Day with more details about these crucial building needs.

If left unaddressed, these issues will not only increase our maintenance costs but could also force us to reduce capacity or shut down sections of the shelter—leaving fewer safe options for families in crisis.

We understand the challenges of today's funding environment, and we are deeply committed to working in partnership with Dakota County to ensure stable, dignified housing for families. We respectfully request the CDA's support in funding these urgent improvements so we can continue providing a safe, healthy, and welcoming environment for the families who depend on us.

I welcome the opportunity to meet, answer any questions, or provide a site tour to see these needs firsthand. Thank you for your leadership and for helping ensure no family in Dakota County faces homelessness without a safe place to turn.

Sincerely,

Colleena Carlisle

Executive Director

Dakota Woodlands

August 14, 2025

Mr. Mario Fuentes
Director of Operations & Administration
Dakota Woodlands
3430 Wescott Woodlands
Eagan, MN 55123

Re: Dakota Woodlands Capital Improvement Projects - Revised

Dear Mario:

SullivanDay Construction is pleased to present this construction proposal for the various capital improvement projects located at 3430 Wescott Woodlands, Eagan, Minnesota. This proposal is based on the following:

- Historical construction documents provided by you
- Site visit on August 22, 2023
- Site visit on March 18, 2024

SullivanDay Construction proposes to complete the following scope of work outlined below for the amounts shown adjacent to each category. The general conditions and contractor fee are included in the quoted prices.

These costs are subject to revision after thirty days and review of final plans and specifications. Project has been bid for work during regular working hours subject to the rules of the property. Costs are subject to change if the scope of work is reduced or increased.

The following is included:

- General Conditions
 - Project supervision
 - Project management
 - Project administration
 - General Liability and Workers' Compensation Insurance
 - Temporary barriers and protection
 - Temporary toilet
 - Miscellaneous consumables
 - Periodic and final cleaning of construction areas
 - Construction waste management and disposal
 - Warranty - A one-year warranty will be issued from the date of substantial completion. The warranty will include labor and equipment furnished and installed by SullivanDay Construction, Inc.

- **Roofing - \$202,116**

- Flat Roof Replacement:

- Remove the existing perimeter metal and dispose. Includes all blue metal flashing around the perimeter of the building.
 - Vacuum the roof with a high-powered vacuum unit to remove all loose gravel
 - Tear off the existing asphalt built up roof down to the existing insulation
 - Replace any underlying insulation that is wet with equivalent insulation. This will be billed on a T&M basis.
 - Remove any unused/abandoned blocks/curbs and cover the holes with the appropriate decking
 - Install new 1/4"/ft tapered isocyanurate insulation crickets to aid in the drainage of the roof.
 - Install (1) layer of 2" isocyanurate insulation over the existing insulation. This additional layer combined with the existing layer will meet the State of MN code requirements of R = 30
 - Install a 60 mil. EPDM membrane according to the material manufacturer's specs for a ballasted installation. Membrane to wrap up and over all walls at perimeter of building.
 - Wrap all curbs with EPDM membrane as required
 - Install pipe boots at all pipe stacks
 - Install new 24 gauge prefinished perimeter metal, scuppers, and downspouts
 - Materials manufacturer provides a 15 year warranty against leakage for labor and materials

- Shingle Roof Replacement

- Remove the existing shingles and underlayment down to the existing plywood sheathing
 - Inspect the sheathing and replace any damaged/deteriorated decking with new. This be billed on a T&M basis.
 - Install prefinished drip edge around the perimeter of the roof
 - Apply ice and water shield 9' up at all eave lines and 3' in valley locations
 - Cover the balance of the roof 15# underlayment felt and fasten in place
 - Install new vents and pipe stacks
 - Install (1) course of mineral starter at all eaves
 - Cover the roof with GAF Timberline shingles
 - Install GAF TimberTex hip and ridge shingles
 - Install new prefinished fascia metal as needed
 - Existing soffit metal to remain

- **Windows - \$195,864**

- Replace (70) existing windows with Anderson 100 series casement and picture/fixed Fibrex replacement windows:
 - (15) 70" x 47" LR Casements
 - (34) 58" x 47" LR Casements
 - (14) 47" x 47" Picture/Fixed
 - (4) 40" x 47" Picture/Fixed
 - (1) 84" x 64" Picture/Fixed
 - (1) 76" x 76" Fixed/Arched
 - (1) 76" x 24" Fixed/Transom
- Insulate around new windows using non-expanding spray foam
- Window shall contain low e glass and argon gas
- Window to include Finelight grilles between the glass
- Windows shall be white interior and white exterior
- Install 1-1/4" pine stop molding trim around perimeter of window opening on the inside (to be painted by others)
- Wrap exterior with custom bent aluminum trim coil
- Caulk all window openings
- Removal/reinstallation of existing window coverings excluded

- **Siding - \$80,790**

- Remove the existing vinyl siding and trim as required
- Inspect the existing sheathing and replace any rotted/deteriorated wall sheathing with new. This will be completed on a time and materials basis and will be in addition to the base contract amount.
- Install new Norandex X-Wrap Housewrap at all areas to receive siding
- Install new Norandex Cedar Knolls .044 vinyl siding. This includes all inside corners, outside corners, j-channel and misc. trim.
- Replace all aluminum trim to match existing style
- Replace all soffit material with 16" center vent aluminum soffit at entryways as needed
- Existing wall vents/louvers will be reused

- **Damp Proofing & Site Work - \$28,800**

- Excavate approximately 40' x 6' to expose foundation wall
- Furnish and install damp proofing on exposed wall
- Backfill with existing soils
- Furnish and install rock and French drain system along effected wall
- Extend drain tile to beyond building and daylight at yard slope, approximately 50' away
- Seed areas effected by above work

- Clarifications

- Pricing is subject to revision after thirty days and review of final plans and specifications.
- SullivanDay Construction will coordinate all vendors contracted directly by owner as it relates to the construction scope of work outlined above.
- All work is to be performed per written local governing codes. Work required to be completed as a result of building inspector “discretion” items is **excluded**.
- All work shall be completed in a workmanlike manner according to industry standards
- Work to be completed by a combination of union and non-union subcontractors

- Exclusions

- All work not specifically stated above
- Architectural and engineering fees
- Building permit
- SAC/WAC fees
- Hazardous material assessment and abatement
- Temporary Utilities

Thank you for the opportunity to present this proposal to you. If you have any questions, please feel free to contact me.

Sincerely,



Stephen M. Day
Owner/President
Phone: 612-750-3994
sday@sullivanandday.com

Acceptance of Proposal

The above costs, specifications, and conditions are hereby accepted. SullivanDay Construction is authorized to proceed with the work as specified. Payment terms shall be Net 30. Any alteration or deviation from the specifications outlined above will be executed only upon written approval and will become an extra cost to the project costs above.

Agreed and accepted on this _____ day of _____, 2025.

By: _____

Re: Dakota Woodlands Capital Improvement Projects - Revised
August 14, 2025

Its: _____



Natalie Mouilso, nmouilso@mccdmn.org, 952-451-6390
1/31/2025 – 6/30/2025

Clients Served YTD

Client Inquiry	1
Existing - Challenged	19
Existing - Opportunity	34
Pre-start planning	31
Start-up	25
Total	110

Business Owner Demographics YTD

	# of Clients
Low-Income Owned	57
BIPOC or Immigrant Owned	67
Woman Owned	62

Financing & Access to Capital YTD

Loans & Grants		
Approved	(YRLY Total)	\$337,414.00
Equity	(YRLY Total)	\$108,079.00
Facilitated	(YRLY Total)	\$ 98,967.00
Total Investment		\$544,460.00

Program Hours

	TA	Program HRS
1 st QTR	367	237
2 nd QTR	462	185
Total	829	422

TA: Client Meetings, Providing Resources, Client Calls, Client Deliverables, Loan Packaging

Program HRS: City Initiatives, Program Outreach, Public Events, City Meetings, Research, Data/Admin, General Inquiries

Industry Segment YTD

Construction / Real Estate	5
Food	19
Health/Fitness	11
Manufacturing	3
Consulting	6
Retail	28
Service	18
Wholesale / Distribution	2
Other	18
Total	110

Referral Source YTD

Bank Referral	10
Entrepreneur	4
Friends and Family	17
Municipality	13
MCCD Partner/staff	16
Other	21
Web	29
Total	110

City YTD	Business	Resident
-----------------	-----------------	-----------------

Apple Valley	13	10
Burnsville	17	12
Eagan	11	11
Farmington	9	10
Hastings	3	4
Inver Grove Heights	6	8
Lakeville	11	16
Mendota Heights	2	2
Rosemount	8	9
South St. Paul	8	7
West St. Paul	5	4
Other Dakota Co.	2	3
Other/ No Data	6	14

"I just wanted to let you know that it was great speaking with you today - I learned a lot in our conversation!"

– Eagan Business Owner

Direct Financing & Access to Capital**Business Type:** Bubble Tea & Café

Business City: Eagan

Residence City: Savage & Farmington

Referred by: Website

MCCD Financing: \$175,000*

Owner Equity: \$65,443

Overview: This startup bubble tea shop was seeking funds for start up expenses, tenant improvements, equipment, inventory, and working capital. The two business partners put their heads together on opening this business and were approved for a \$175,000 direct loan from MCCD in January 2025, contingent on an 80% loan guaranty from MN DEED through the DEED Small Business Credit Initiative.

*As the DEED guaranty application was in progress the business owners received news of some unexpected project costs from their contractor and decided to withdraw their application and tabled the business plan for now.

Business Type: Natural Beauty & Wellness Products

Business City: Burnsville

Residence City: Burnsville

Referred by: TikTok Influencer

Microgrant Facilitated: \$2,500

Owner Equity: \$2,500

Overview: This early-stage home-based business was established in 2023 and sells handmade beauty and wellness products to friends and family. After a referral from a TikTok influencer who provides entrepreneurship advice, the Burnsville resident reached out to MCCD seeking funding to expand her business and launch her website. The business owner is a low-income single mother and qualified for a microgrant which MCCD facilitated, and the client received in January. The funding allowed the business owner to increase operational efficiency, buy inventory and supplies, and launch a new product line. The entrepreneur is currently working on rebuilding her credit so that she can apply for an MCCD loan for the remaining funding to build and launch her website.

Business Type: Food Truck and Cookie Dough Wholesaler

Business City: Eagan (Home Based & mobile throughout Twin Cities region)

Residence City: Eagan

Referred by: LEDC

MCCD Financing: \$50,000

Owner Equity: \$7,000

Other Financing: \$50,000

Overview: MCCD collaborated with nonprofit partner on this \$107,000 project to support a growing BIPOC and woman owned cookie dough business. The business was established in 2021 as a response to the lack of organic cookie dough available in the market. Their dough offers all organic, non-GMO, fair trade ingredients with no preservatives and comes in three flavors. There are two branches to their business: the business-to-business, where they sell wholesale through a distributor to co-ops and grocery stores and a direct to customer retail - selling both the dough and fresh-baked cookies at farmers markets and festivals. They had been selling

via a pop-up tent and recently came across the opportunity to purchase a food trailer to streamline their operations. The borrowers needed funding food trailer improvements, equipment, inventory, and working capital to help them take advantage of the upcoming selling season.

Business Type: Fashion Optical Boutique

Business City: Savage

Residence City: Burnsville

Referred by: Municipality

MCCD Financing: \$82,173.70

Owner Equity: \$30,636

Other Financing/ funding: \$35,217.30 & \$11,250

Overview: This entrepreneur is a licensed optician operating in the optical industry for more than 20 years. He has always dreamed of opening his own optical store near his home in Burnsville to start to build wealth for himself. He found an ideal storefront in Savage and reached out to MCCD for assistance with the project funding for inventory, equipment, startup expenses, and ~ 3 months of working capital for operations. Total project costs are \$159,227 including the equity investment of \$30,636 and a \$11,250 tenant improvement budget from the landlord. The loan request was approved by MCCD's loan committee on April 24th contingent on 30% participation from MN DEED through the Small Business Credit Initiative, application is currently pending, and approval is expected in early May.

Business Type: RV Tank Cleaning

Business City: Rosemount

Residence City: Rosemount

Referred by: Community Partner

MCCD Financing: \$30,000

Owner Equity: \$2,500

Overview: This husband-and-wife team have a combined professional background in customer service, custodial cleaning, and mechanicals. They also love camping and the outdoors and have been avid RV'ers for years. As they grow older and become empty nesters, they saw an opportunity to make a side business out of their passion and have something that they could continue into retirement. Through their time spent at campgrounds in the Midwest they became aware of the opportunity to become a licensed dealer for an RV Tank cleaning franchise. The business owners see this as a promising opportunity to generate additional income now and into retirement while doing something that they truly love.

***"Thank you so much for your time & all your guidance!"
- Lakeville Business Owner***

Credit Builder Loans

In collaboration with nonprofit partners who provide credit building & financial awareness counseling, MCCD provides \$240 Credit Builder Loans (CBLs) to qualified applicants seeking to improve their personal credit. Credit Builder applicants complete financial training through MCCD's partners and are then referred to MCCD for a CBL. MCCD generates and services the CBLs in-house.

Credit Builder Loans YTD	
Resident City	Loan Amount
West Saint Paul	\$240
TOTAL	\$240

Highlights, Networking, & Outreach

Programming, Partnerships, & Trainings

- April 8 – In partnership with UMN Law School MCCD hosted a virtual Q&A session on small business law. We host this free virtual event twice annually and it is designed for business owners at any stage. Law student panelists work with their supervising attorney to answer questions and provide legal resources and guidance to help navigate law questions and concerns. 25 attendees joined and the event was a huge success.
- June 30 – Earlier this year, MCCD rolled out our hybrid [lending information sessions](#) every other Tuesday at noon via zoom and in person at the MCCD office. This year to date our team has hosted 11 sessions with 30 attendees. The sessions are designed to give potential loan applicants a solid understanding of our loan application process.
- July 30 – Join us for our upcoming webinar: Understanding Immigration Policy and Impacts on Small Businesses hosted by MCCD with panelists including Kwame Osafo-Addo, Attorney and Owner at TruLegalBiz; Brenda Pfahnl, Attorney and Owner at Colibri Legal PLLC; and Lisa Zamora and Diana Salas from the MN Department of Labor and Industry. The discussion will include current updates and practical information for businesses regarding Immigration Policy. Register [here](#).

Advertising & Outreach

- Submit content to MCCD's Business Resource Newsletter! MCCD community partners are invited to submit their own events, trainings, and more to be included in MCCD's Business Resource Newsletter. Information should be relevant/tailored to local small business owners and entrepreneurs. Email your content to Mara Brooks, MCCD's Communications & Data Coordinator, at mbrooks@mccdmn.org
- April 2 – MCCD launched its Lending [E blast](#), a semiannual update on our loan program, loan products, and lending team. The e blast went out to all lenders and financing partners in our network.
- April 17 – MCCD participated in a Small Business Resource Fair hosted by the Neighborhood Development Center, Metro State University and Stearns Bank. The fair provided expert advice, networking opportunities, and valuable resources to help small businesses grow and thrive.
- May 9 – MCCD staff joined over 300 attendees and 65 vendors at the St. Paul Small Business Summit & Expo, presented by Wells Fargo during National Small Business Week. The event provided a platform for networking, learning, and celebrating local entrepreneurs. MCCD client and consultant Brittany Howard of Victory Business

Solutions was honored as the 2025 Minnesota Young Entrepreneur of the Year by the Small Business Administration.

- May 22 – MCCD tabled with the Dakota County CDA at the Southeast Metro Development Summit which discussed market insights, updates, and new approaches in residential, commercial, and experiential development. Many connections were made with local businesses and commercial lenders.
- June 12 – MCCD participated in the Black Business Network's Business Fair and Silent Auction located at Allianz Field which celebrated black-owned businesses throughout the region.
- June 16 – MCCD's Howard Bailey spoke as a panelist at the University of St. Thomas's Access to Capital event highlighting financing opportunities for small businesses. Other panelists included Northeast Bank and US Bank.
- The advertisement library is up to date with the most recent ads and flyers for OTB. Access the library [here](#).
- In the last quarter, banker and lender outreach occurred specifically with Frandsen Bank & Trust, Lakeview Bank, Prime Security Bank, Royal Credit Union, Stearns Bank, US Bank, and Village Bank.
- In addition to lending outreach, written or in-person presentations were made and/or networking efforts were made including with UMN Law School, Dakota County Library Adult Services, MN DEED, and MN Dept. of Labor & Industry.

Quarterly Highlight



MCCD Advisors Tyler Hilsebeck and Natalie Mouilso visit Client Watson Fong's (center) newly opened market in South Saint Paul



Southeast Metro Development Summit, May 22, 2025