# Dakota County CDA
# Board of Commissioners

## Agenda

| Meeting Date: November 18, 2025 | 3:00 PM | CDA Boardroom, Eagan, MN |
|---|---|---|

**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**



**4. Federal Public Housing And Housing Choice Voucher**

*No items.*

**5. Consent Agenda**

## 6. Regular Agenda



## 7. Information

## 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:**

December 16, 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: October 21, 2025 | 3:00 PM | Boardroom; CDA Office, Eagan, MN |
|---|---|---|

*Commissioner Hamann-Roland called the meeting to order at 3:00 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
Kaili Braa, Assistant Director of Administration & Communications
Sarah Jacobson, Administrative Coordinator
Lisa Alfson, Director of Community & Economic Development
Maggie Dykes, Assistant Director of Community & Economic Development
Emily Anderson, Community Development Coordinator
Kathy Kugel, Housing Finance Manager
Travis Finlayson, Assistant Director of Housing Assistance
Anna Judge, Director of Property Management

**Others in attendance:**
Erin Stwora, Dakota County
Marti Fischbach, Dakota County
Brian Wisdorf, Dakota County
Colin Manson, The Huerkamp Home Group/Keller Williams
Ann Bailey
Tim Bonetti, City of Apple Valley
Patrick Ostrom, Real Estate Equities
Tim Callahan, Big D Construction
Blaine Banker, Real Estate Equities
Cory Schubert, Big D Construction

**AUDIENCE**

*No audience members addressed the Board.*

## APPROVAL OF AGENDA AND MEETING MINUTES

25-7017 **Approval Of Agenda And Meeting Minutes**

BE IT RESOLVED, by the Dakota county Community Development Agency Board of Commissioners, that the agenda for the October 21, 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 September 23, 2025 Regular Board meeting be approved as written

**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 | | | |
| Velikolangara | X | | | |

## FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

## REGULAR AGENDA

25-7018 **Approval Of Amendment To The Housing Assistance Department Administrative Plan**

WHEREAS, the Dakota County Community Development Agency (CDA), as an administrator of rental assistance programs, is required to adopt and maintain an administrative plan to delineate the policies used to govern the programs; and

WHEREAS, the Dakota County CDA has made an update to the Housing Assistance Department Administrative Plan to increase efficiency and improve administration of the HCV program in regards to informal hearings.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the amendment to the Housing Assistance Department Administrative Plan is approved.

**Motion: Commissioner Velikolangara** **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 | |
| Velikolangara | X | |

**CONSENT AGENDA**

25-7019 **Approval Of Record Of Disbursements – September**

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

25-7020 **Award Contract For Access Control Replacement At Orchard Square And Cortland Square (Apple Valley) Senior Housing Developments**

WHEREAS, formal bids were received on September 5, 2025 for the Access Control project at Orchard Square and Cortland Square (Apple Valley) Senior Housing Developments in Dakota County; and

WHEREAS, Safeguard Security submitted a responsive bid of $174,638; and

WHEREAS, the contract is being recommended due to immediate need and the contractor is being recommended on their prior experience on similar projects with the CDA; and

WHEREAS, funds are available in the current Extraordinary Maintenance Budget for this project; and

WHEREAS, Safeguard Security’s inability to meet the requested Associated Locksmith of America (ALOA) certification requirement is deemed an immaterial variance from bid requirements.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director be authorized to sign a construction contract with Safeguard Security in the amount of $174,683; and

BE IT FURTHER RESOLVED, That the Deputy Executive Director be authorized to approve change orders in an amount not to exceed $8,732.

25-7021 **Establish The Date For A Public Hearing Regarding The Disposition Of DCCDA Section 18, LLC Properties**

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 three 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 November 18, 2025; 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 the 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 November 18, 2025, at or after 3 p.m. at the CDA's office.

   Properties to be sold through the realtor:
   - 3370 201st Street, Farmington
   - 148 Spruce Street, Apple Valley
   - 249 Elm Drive, Apple Valley

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.

25-7022 **Authorization To Purchase Tax Forfeited Land in South St Paul From Dakota County**

WHEREAS, an area along 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 redevelopment area; and

WHEREAS, the Dakota County Community Development Agency (CDA) is interested in acquiring and Dakota County is interested in selling the tax-forfeited land located at 1554 Concord Street South located in South St. Paul; and

WHEREAS, Dakota County has determined the purchase price and fees for the tax-forfeited land to be $46,022.33; and

WHEREAS, the CDA must complete and submit Dakota County's Buyer Information Form for the tax-forfeited land to start the process of acquiring the parcel.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to submit the Buyer Information Form for tax forfeited land located at 1554 Concord Street South, South St. Paul to acquire the property for $46,022.33; and

BE IT FURTHER RESLVED, That the Fiscal Year Ending 2026 operating budget be amended to include $50,000 of budget authority of Local Affordable Housing Aid for land acquisition and incidental costs associated with the acquisition.

25-7023 **Approval Of Additional Change Order Authority For The Parking Lot Replacement Project At Country Lane Townhomes (Lakeville)**

WHEREAS, The Dakota County CDA issued bid documents with original plans showing four inches of asphalt; and

WHEREAS, Bituminous Roadways discovered, upon demolition, that there is 50% more material to remove and haul away; and

WHEREAS, the increased depth of the removed area results in an increased amount of fill needed before the new asphalt is installed; and

WHEREAS, funds are available in the current Extraordinary Maintenance budget for this change order.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to approve change orders in an amount not to exceed $30,000.

**Motion: Commissioner Halverson** **Second: Commissioner Slavik**
Ayes: 6 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

25-7024 **Conduct Public Hearing To Receive Comments On The Disposition Of DCCDA Section 18, LLC Properties And Authorization To Enter Into Purchase Agreements With Qualified Buyers**

*Kari Gill and Colin Manson presented information and answered questions.*

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 public hearing was published in the Dakota County Tribune per Minnesota Statute Sec. 469.105; and

WHEREAS, two properties proposed for sale 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, Casey & Alissa Thompson, a qualified buyer operating as Quality Edge Properties LLC, submitted the highest and/or best offer to purchase 6790 & 6792 132nd Street West, Apple Valley and Jacob Weigel & Bernard Weigel, submitted the second highest and/or best offer/bid; and

WHEREAS, Reed Olson, a qualified buyer, submitted the highest and/or best offer to purchase 4020 64th Street, Inver Grove Heights; and

WHEREAS, a public hearing was conducted on October 21, 2025, on the proposed terms of the sale of the properties:

| Address | Buyer | Contingency Buyer |
|---|---|---|
| 6790 & 6792 132nd Street West, Apple Valley | Quality Edge Properties LLC | Jacob Weigel & Bernard Weigel |
| 4020 64th Street, Inver Grove Heights | Reed Olson | N/A |

NOW, THERFORE, 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 Purchase Agreements with the buyers; and

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

**Motion: Commissioner Slavik** **Second: Commissioner Droste**

Ayes: 6 Nays: 0 Abstentions: 0

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

25-7025 **Conduct Public Hearing To Receive Comments On The Sale Of Real Estate Interests To Dakota County For Rosemount Greenway**
*Kari Gill presented information and answered questions.*

WHEREAS, the Rosemount Greenway Master Plan (Master Plan) was adopted by the Dakota County Board of Commissioners on July 31, 2012; and

WHEREAS, the Master Plan established a preferred alignment for the 13-mile-long Greenway between Lebanon Hills Regional Park (LHRP) and Spring Lake Park Reserve via downtown Rosemount and the Mississippi River Greenway; and

WHEREAS, the City of Rosemount (City), in coordination with a private developer, secured the majority of the necessary trail right of way, as well as initial grading for the trail in the 3,200-foot-long Dunmore segment of the Greenway between Connemara Trail and Bonaire Path West; and

WHEREAS, the unsecured portion of the Dunmore segment of the Greenway involves property owned by the Dakota County Community Development Agency (CDA) through the Dakota County CDA Workforce Housing II LLC; and

WHEREAS, CDA ownership includes a 4.28-acre parcel (Property Identification Number 34-64596-01-010) and an adjacent 0.46-acre parcel (Property Identification Number 34-64596-00-020) in the City; and

WHEREAS, the southern portion of the 4.28-acre parcel is developed with townhomes and the northern portion of the parcel includes a 100-foot-wide pipeline easement and 0.28 acres of undevelopable land where a 5,344-square-foot Easement for the Greenway trail is proposed; and

WHEREAS, the adjacent 0.46-acre-parcel is undevelopable due to a pipeline easement and a drainage and utility easement, and the CDA is willing to sell fee title for the entire parcel; and

WHERAS, an independent appraiser completed an appraisal and the appraised value for fee title of the 0.46-acre parcel is $10,100 and the appraised value of the Easement is 411,500.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to sign the Purchase Agreement (totaling $21,600), subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to sign the Easement Agreement subject to approval by the County Attorney's Office as to form.

BE IT FURTHER RESOLVED, That the public hearing is closed.

**Motion: Commissioner Droste** **Second: Commissioner Halverson**

Ayes: 6 Nays: 0 Abstentions: 0

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

INFO **Discussion Of Requested Gap Financing For Real Estate Equities Project In Apple Valley**

*Tony Schertler provided information and answered questions.*

INFO **Executive Director Update**

*Tony Schertler provided updates.*

INFO **Information**

A. Status Report, Q3 2025

B. Open To Business Report, Q3 2025

25-7026 **Adjournment**

BE IT RESOLVED, that the Dakota County Community Development Agency Board of Commissioners, hereby adjourns until Tuesday, November 18, 2025.

**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 |
| Velikolangara | X |

*The CDA Board meeting adjourned at 4:08 p.m.*

______________________________________

Clerk to the Board

Dakota County CDA

# Board of Commissioners

## Request for Board Action

| Meeting Date: November 18, 2025 | Agenda #: 5A |
|---|---|

**DEPARTMENT:** Finance
**FILE TYPE:** Regular - Consent

**TITLE**
**Approval Of Record Of Disbursements – October 2025**

**PURPOSE/ACTION REQUESTED**
Approve Record of Disbursements for October 2025.

**SUMMARY**
In October 2025, the Dakota County Community Development Agency (CDA) had $7,152,291.45 in disbursements and $863,507.91 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 October 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 October 2025 Record of Disbursements is approved as written.

**PREVIOUS BOARD ACTION**
N/A

**ATTACHMENTS**
Attachment A: Record of Disbursements – October 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 October 2025

| | Date | Amount | Total |
|---|---|---|---|
| **Common Bond Housing** | | | |
| | 10/20/25 | $ 14,137.98 | |
| | | | $ 14,137.98 |
| **Disbursing** | | | |
| | 10/01/25 | $ 11,547.00 | |
| | 10/02/25 | $ 220,960.72 | |
| | 10/09/25 | $ 1,007,638.03 | |
| | 10/16/25 | $ 460,764.41 | |
| | 10/23/25 | $ 1,341,360.66 | |
| | 10/30/25 | $ 861,719.57 | |
| | | | $ 3,903,990.39 |
| **Housing Assistance** | | | |
| | 10/01/25 | $ 3,106,562.08 | |
| | 10/16/25 | $ 127,601.00 | |
| | | | $ 3,234,163.08 |
| **Total Disbursements** | | | **$ 7,152,291.45** |
| **October 2025 Payroll** | | | |
| | 10/03/25 | $ 281,852.99 | |
| | 10/17/25 | $ 284,347.35 | |
| | 10/31/25 | $ 297,307.57 | |
| **Total Payroll** | | | **$ 863,507.91** |

Disbursement detail is available in the Finance Office

Dakota County CDA

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 Agenda #: 5B

**DEPARTMENT:** Community and Economic Development
**FILE TYPE:** Regular - Consent

**TITLE**

**Establish Date For A Public Hearing Regarding A Housing Finance Program And The Issuance Of Multifamily Housing Revenue Notes Or Bonds (Old County 34 Project, Burnsville)**

**PURPOSE/ACTION REQUESTED**

Establish a date for a public hearing regarding a Housing Finance Program and the issuance of multifamily housing revenue notes or bonds for the Old County 34 Apartments rental housing project in Burnsville.

**SUMMARY**

The Dakota County Community Development Agency (CDA) received an application from Reuter Walton Development, LLC, the managing general partner of the Burnsville Housing Limited Partnership, a Minnesota limited partnership (the “Owner”), requesting the CDA to issue up to $20,000,000 of multifamily housing revenue notes or bonds in one or more series (the “Bonds”) and loan the proceeds thereof to the Owner. The proceeds of the Bonds will be used to finance the Owner’s acquisition, construction and equipping of the Old County 34 Apartments multifamily housing project (the “Project”). The Project will be a 120-unit general occupancy multifamily rental building for low- and moderate-income persons located at 2316 and 2420 Old County Road 34 Place in Burnsville. Of the $20,000,000 Bonds, $18,019,000 of the Bonds will likely be sourced from remaining CDA carryforward from 2024 and 2025 volume cap and the remainder will be taxable bonds.

As recited in the notice of public hearing (Attachment A), the Bonds shall be limited obligations of the CDA and the principal and interest thereon shall be payable solely from the revenues and proceeds pledged to the payment thereof. No holder of any such Bonds shall ever have the right to compel the exercise of any taxing power of the CDA to pay the Bonds, or the interest thereon, nor to enforce payment against any property of the CDA except the Project.

Minnesota Statutes, Chapter 462C (the “Act”) requires that the CDA adopt a housing finance program relating to the Bonds and Section 147(f) of the Code, requires the CDA to hold a public hearing prior to the issuance of the Bonds. The public hearing is intended to satisfy both of these requirements.

Pursuant to federal treasury regulation, in order for the Owner to be able to reimburse itself from bond proceeds for costs of the project paid before the date of issuance, the issuer needs to declare its intent to issue the bonds.

The purpose of this action is to set the date for a public hearing to satisfy requirements of the Act and the Code for December 18, 2025, 2023, at or after 3 p.m. The resolution authorizes the Executive Director or his designee to publish the notice. This resolution also declares the CDA’s intent to issue the Bonds, in order to permit the Owner to reimburse itself from proceeds of the Bonds, if and when issued, for expenditures made prior to the date of issuance.

**RECOMMENDATION**
Staff recommends the Board set the public hearing for December 16, 2025, at or after 3 p.m. to receive comments on the issuance of multifamily housing revenue notes or bonds for the Project, to declare the CDA's intent to issue the Bonds and to permit the Owner to reimburse itself from the Bond proceeds for expenditures made prior to the date of issuance.

**EXPLANATION OF FISCAL/FTE IMPACTS**
None.

☒ None ☐ Current budget ☐ Amendment Requested ☐ Other

**RESOLUTION**
WHEREAS, pursuant to Minnesota Statutes, Chapter 462C (the "Act"), the Dakota County Community Development Agency (CDA) is authorized to carry out programs to finance multifamily housing which is designed to be affordable to persons of low-and moderate-income; and

WHEREAS, the CDA received an application from Burnsville Housing Limited Partnership, a Minnesota limited partnership (the "Owner"), requesting the CDA to issue an amount not to exceed $20,000,000 of multifamily housing revenue notes or bonds in one or more series of tax-exempt and/or taxable obligations (the "Bonds") and loan the proceeds thereof to the Owner to finance the acquisition, construction and equipping of the approximately 120-unit multifamily building for low- and moderate-income households (the "Project"), to be located at 2316 Old County Road 34 Place and 2420 Old County Road 34 Place in the City of Burnsville, Minnesota; and

WHEREAS, the Act requires as a condition precedent to issuance of the Bonds that the CDA adopt a housing finance program (the "Program") for the Project, following a public hearing for which notice is published at least 10 days in advance; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") prior to issuing tax-exempt bonds, the CDA is required to hold a public hearing regarding the issuance for which notice is published at least 7 days in advance; and

WHEREAS, the Owner has requested that the CDA make a declaration of official intent to issue the Bonds in order to permit the Owner to incur certain costs for which it may be reimbursed from proceeds of the Bonds, if and when issued.

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

1. That a public hearing will be held by the CDA on December 16, 2025, at or after 3 p.m. for the purpose of receiving comments regarding the Program and the issuance of the Bonds in order to satisfy the requirements of the Act and Section 147(f) of the Code.

2. That the Executive Director or his designee is hereby authorized and directed to cause notice of such public hearing to be published in a newspaper of general circulation in Dakota county, and to cause a copy of the Program to be submitted to the Metropolitan Council, not fewer than ten (10) days prior to such hearing.

3. That the CDA hereby indicates its intention to issue the Bonds to finance the Project, subject to the CDA, the Owner and the purchaser of the Bonds reaching agreement as to terms and conditions of the Bonds, satisfaction of the procedural requirements and completion of documents in form and substance satisfactory to the CDA. This statement is not a commitment from the CDA to issue the Bonds and final approval of the issuance is subject to further review by the CDA; however, this statement constitutes a declaration of official intent by the CDA, for purposes of Section 1.150-2 of the Treasury Regulations, to reimburse expenditures by the Owner for the Project from proceeds of the Bonds, if and when issued.

**PREVIOUS BOARD ACTION**
None.

**ATTACHMENTS**
Attachment A: Notice of Public Hearing

**CONTACT**
Department Head: Lisa Alfson, Director of Community and Economic Development
Author: Kathy Kugel, Housing Finance Manager

NOTICE OF PUBLIC HEARING ON
A HOUSING FINANCE PROGRAM

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the "CDA") will meet on Tuesday, December 16, 2025, at or after 3:00 p.m. at 1228 Town Centre Drive, Eagan, Minnesota for the purpose of conducting a public hearing in accordance with Minnesota Statutes, Chapter 462C and Section 147(f) of the Internal Revenue Code of 1986, as amended, regarding the adoption of a housing finance program (the "**Program**") and a plan of finance, including the issuance of the Bonds described below. The Program provides for the issuance by the CDA of not to exceed $20,000,000 of multifamily housing revenue bonds in one or more series of tax-exempt and/or taxable obligations (the "**Bonds**"), the proceeds of which will be loaned to Burnsville Housing Limited Partnership, a Minnesota limited partnership (the "**Owner**"), to finance the acquisition, construction and equipping of an approximately 120-unit rental housing facility, designed for occupancy by low and moderate income households (the "**Project**") located at 2316 Old County Road 34 Place and 2420 County Road 34 Place in the City of Burnsville, Minnesota.

The Bonds will be issued in an aggregate principal amount anticipated not to exceed $20,000,000. The Bonds shall be limited obligations of the CDA and the principal and interest thereon shall be payable solely from the revenues and proceeds pledged to the payment thereof. No holder of any such Bonds shall ever have the right to compel the exercise of any taxing power of the CDA to pay the Bonds, or the interest thereon, nor to enforce payment against any property of the CDA except the Project.

All persons interested can participate in one or both of the following ways:

- All persons interested may appear and be heard at the time and place set forth above.
- The public may comment in writing or via voicemail. Any comments and materials submitted by 9:00 am of the day of the meeting will be attached to the public record and available for review by the Board. Comments may be submitted to the Clerk of the Board via email at sjacobson@dakotacda.org or by voicemail at 651-675-4434.

[Date of Publication]

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

By /s/ Tony Schertler
Executive Director

4926-7123-0070.1

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 Agenda #: 5C

**DEPARTMENT:** Community and Economic Development
**FILE TYPE:** Regular - Consent

**TITLE**
**Authorization To Carry Forward Unused 2025 Private Activity Bond Volume Cap**

**PURPOSE/ACTION REQUESTED**
Authorize the carry forward of unused 2025 private activity bond volume cap for qualified residential rental housing.

**SUMMARY**
The Dakota County CDA receives an annual “entitlement” allocation of bond volume cap to issue private activity bonds pursuant to Minnesota Statutes, Section 474A.03, Subd. 2(a). The bond allocation amount is based on population and a per capita maximum amount. The entitlement allocation may be used within the year it is allocated for qualified residential rental housing or qualified mortgage bonds/mortgage credit certificates (owner housing). Under Section 146 of the Internal Revenue Code and Minnesota Statutes, Chapter 474A, any amount of the volume cap not used in the current entitlement year may be “carried forward” and used within three calendar years; however, carried forward amounts must be designated for either rental housing or owner housing purposes.

As an entitlement issuer, on January 1, 2025 the Dakota County CDA received a new allocation of $33,883,402 private activity bond volume cap, which when added to the $10,536,396 of Dakota County CDA 2024 bond carryforward left a total $44,419,798 of private activity bonds available to issue in 2025. The Dakota County CDA is currently working with two projects to issue our available bonds. It is anticipated these issues will occur in early 2026.

| | **Allocation** |
|---|---|
| 2024 Carryforward | $10,536,396 |
| 2025 Volume Cap | $33,883,402 |
| **Total available 1/1/2025** | **$44,419,798** |

**RECOMMENDATION**
Staff recommends adopting the resolution providing any unused 2025 volume cap allocation be carried forward for the purpose of qualified residential rental projects.

**EXPLANATION OF FISCAL/FTE IMPACTS**
Approving this carryforward authorization will allow the Dakota County CDA to retain access to the unused bonding allocation from 2025 for future issuance through the end of 2028.

☒ None ☐ Current budget ☐ Amendment Requested ☐ Other

**RESOLUTION**

WHEREAS, as an entitlement issuer, within the meaning of Minnesota Statutes, Section 474A.02, Subd. 7, the Dakota County Community Development Agency ("CDA") has received an allocation of 2025 private activity bond volume cap in the amount of $33,883,402 ("2025 Volume Cap"); and

WHEREAS, pursuant to §146(f) of the Internal Revenue Code of 1986, as amended ("Section 146"), the CDA may carry forward all 2025 Volume Cap remaining unused at the end of 2025 ("Unused 2025 Volume Cap") for use within the next three calendar years for a specified carryforward purpose; and

WHEREAS, the Dakota County CDA intends to carry forward its Unused 2025 Volume Cap remaining on December 31, 2025, for qualified carryforward purposes.

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

1. The Dakota County CDA hereby carries forward its Unused 2025 Volume Cap for the purpose of providing qualified residential rental projects.

2. The Dakota County CDA hereby elects to carry forward its Unused 2025 Volume Cap for such purposes and authorizes and directs the Executive Director to execute and cause to be filed with the IRS a Form 8328 specifying the amount of Unused 2025 Volume Cap and the foregoing carryforward purposes. Form 8328 shall be filed with the IRS on or before February 15, 2026. The Executive Director is further authorized to notify Minnesota Management and Budget of such carryforward at such time and as required by Minnesota Statutes, Chapter 474A.

**PREVIOUS BOARD ACTION**

None.

**ATTACHMENTS**

None.

**CONTACT**

Department Head: Lisa Alfson, Director of Community and Economic Development
Author: Kathy Kugel, Housing Finance Manager

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 | Agenda #: 5D

**DEPARTMENT:** Administration
**FILE TYPE:** Regular - Consent

**TITLE**
**Adoption Of The 2026 CDA Merit Compensation Policy And Plan**

**PURPOSE/ACTION REQUESTED**
Adopt the 2026 CDA Merit Compensation Policy and Plan.

**SUMMARY**
Each year, CDA management reviews the agency's Merit Compensation Policy and Plan (Attachment A) to ensure it remains competitive, efficient and equitable and makes recommendations for the upcoming year. A review of similar plans, including Dakota County's, and market considerations are factored into the review and update of the plan.

The 2026 salary ranges reflect an increase of 4.25% above 2025 salary ranges.

The merit matrix provides for 0 to 7.25% adjustments based on performance which will be effective on an employee's review date. After extensive review, the plan reflects a change from five performance ratings to four performance ratings – Exceptional Performer, Strong Performer, Developing Performer, and Low Performer.

The Stand-by (on call) rate increased by 0.05 cents per hour.

**RECOMMENDATION**
Staff recommends adoption of the 2026 Merit Compensation Policy and Plan.

**EXPLANATION OF FISCAL/FTE IMPACTS**
The CDA's budget year runs from July 1 to June 30 of the following year. The compensation plan is based on a regular calendar year, and therefore the Merit Compensation Policy and Plan cuts across two fiscal years. The current fiscal year's budget includes estimates that will accommodate the proposed salary increases that will occur in the first half of the calendar year, and the budget for the upcoming fiscal year can be adjusted prior to its approval.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

**RESOLUTION**
WHEREAS, the CDA wishes to maintain market competitive compensation in order to remain an effective and efficient government agency, and promote organizational consistency and equity between CDA employees and those of other public agencies.

WHEREAS, the Dakota County CDA Board initially implemented the CDA Merit Compensation Policy and Plan (the Plan) on January 1, 1993, to provide a performance-based salary review program for CDA employees; and

WHEREAS, the Plan requires that the CDA Board annually adopt a merit matrix and salary structure.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, that the 2026 CDA Merit Compensation Policy and Plan, Pay Equity Structure, and Merit Matrix be adopted for implementation on January 1, 2026 with the following provisions:

- Salary ranges increase 4.25 percent above 2025 salary ranges.
- The merit matrix provides for a combination of 0.0 to 7.25% adjustments, and

BE IT FURTHER RESOLVED that employee 2026 salaries shall be established in the context of and consistent with these provisions.

**PREVIOUS BOARD ACTION**
N/A

**ATTACHMENTS**
Attachment A: 2026 CDA Merit Compensation Policy and Plan, 2026 Pay Equity Structure, Merit Matrix.

**CONTACT**
Department Head: Sara Swenson, Director of Administration and Communications
Author: Maria Chernyavsky, Human Resources Manager

Dakota County Community Development Agency

CDA

# 2026~~5~~

# Merit Compensation Policy & Plan

Dakota County
Community Development
Agency
CDA

# Merit Compensation Policy & Plan

## I. INTRODUCTION

The Dakota County Community Development Agency's philosophy regarding compensation systems and wage and salary administration flows from a belief that all employees are to be provided competitive rewards for achievement. Embodied in this statement are the concepts of output or results-based merit pay in the context of market driven compensation structures. Contained within this broad statement are the CDA's compensation goals, including: 1) attraction and retention of personnel, 2) rewards for excellence, 3) facilitation of compensation equity, 4) equitable distribution of limited CDA compensation resources, 5) achievement of pay/performance and contribution relationships, 6) possibility of salary differentiation from the highest to the lowest level of performance and contribution, and 7) clear communication of these objectives to all affected employees. The elements of the CDA's compensation program have been structured to support and advance these objectives.

## II. ADMINISTRATIVE GUIDELINES

A. Participation

All CDA employees will participate in the Dakota County CDA Merit Compensation Plan. New employees will participate immediately upon employment.

B. Plan Update

The Administration Department will annually review all aspects of the Plan, including salary ranges and grade structure, salary increase matrixes, and administrative guidelines. Any recommended changes due to internal organization modifications, external market factors, strategic programmatic and administrative considerations, or other relevant issues will be proposed to the CDA Board in a timely fashion.

## III. COMPENSATION PROGRAM ELEMENTS

**A. Policy**

It is the policy of the CDA to provide its employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest levels of performance and organizational contribution. The CDA recognizes that compensation policies are a key factor in the CDA's ability to attract, retain and motivate well-qualified individuals to participate in the achievement of its objectives. Therefore, the Dakota County CDA Merit Compensation Plan is based on the principles of internal and external pay equity and is designed to relate to the extent possible, an individual's salary to performance and contribution to organization results.

## B. Salary Structure

The CDA salary structure (Attachment A) consists of salary grades with a corresponding salary range for each grade. Salary ranges are formulated around a midpoint, and a salary range spread is calculated. Salary ranges are segmented into four quartiles. The structure is midpoint-driven which means the market rate for CDA positions is approximately the midpoint of the salary ranges. Market rate is defined as what comparable jurisdictions are paying employees in comparable positions. Movement beyond the market rate is dependent upon high performance ratings and tenure in position.

Salary ranges are analyzed and may be adjusted each year based on several factors including relative changes in the labor market, inflationary measures, budgetary impact as well as fluctuation in the prevalence of certain job skills in the marketplace.

## C. Performance Reviews

Excluding Back-up Site Attendants, supervisors shall conduct a formal performance review of each employee annually to determine whether the employee shall receive a merit increase. Any merit increase will be effective as of the employee's performance review date. For Back-up Site Attendants, the Administration department will send out a notice to the supervisor indicating that an automatic Meets Standards performance rating and the merit increase will be calculated on the review date, unless the supervisor submits a performance review rating to the contrary.

In preparing a formal performance review, a supervisor assesses an employee's performance and contribution on major job duties and accomplishment of objectives for the position being evaluated. Areas needing improvement are identified and when appropriate, a formal performance improvement plan is implemented.

The formal performance review is conducted within 15 days of employee's annual performance review date. Prior to the conclusion of the evaluation period, employees are expected to complete a self-assessment and submit it to their supervisor for use in completing their performance review. At the discretion of management, a supervisor's salary increase may be delayed until all scheduled performance reviews are completed.

Completed performance review documents are signed by the supervisor and~~,~~ the employee~~, and the Department Director~~. The Department Director or the Assistant Department Director can sign off on completed review documents for Site Attendants. The employee's signature indicates that the appraisal has been discussed with the supervisor but does not necessarily indicate agreement with document content. Employees shall be provided adequate time to review and provide summary comments to the final review document. If an employee refuses to sign the document, it is noted, and the review is processed. Completed performance review documents are retained by Human Resources consistent with Administration's retention schedule and related policies. A copy of the performance review is provided to the employee.

~~At least once during the review period, it is recommended that the supervisor also conduct an informal review to inform the employee of the interim performance status. Interim reviews are documented in dated summary memos and maintained by the supervisor.~~

The performance review process combines an assessment of objective success measures and position competencies.

Performance ratings are based on the following structure:

**Exceptional Performer** – Consistently exceeds performance expectations by delivering outstanding results across responsibilities and professional competencies. Demonstrates exemplary commitment to organizational values by fostering collaboration through dynamic partnerships, driving innovation with creative strategies, upholding integrity through fairness and ethical conduct, maintaining quality through efficient and effective service, and showing respect by embracing the diversity of clients, colleagues, and partners. Serves as a role model who inspires others through leadership, initiative, and professionalism.

**Strong Performer** – Consistently meets performance expectations by delivering high-quality results across ~~all~~ responsibilities and professional competencies. Demonstrates the organization's core values by actively collaborating with stakeholders, applying innovative ideas when appropriate, acting with integrity and fairness, providing efficient and effective service, and respecting the diversity of clients, colleagues, and partners.

**Developing Performer** – Inconsistently meets performance expectations due to limited time in the role, gaps in skills, or effort. May require additional assistance, training, or oversight to reliably fulfill responsibilities and/or professional competencies. Opportunities exist to improve work to better support team and organizational goals.

**Low Performer** – Does not meet performance expectations and demonstrates limited alignment with organizational goals and values. Significant development is required in responsibilities and/or professional competencies. Immediate intervention and support are necessary to address performance gaps. HR should be notified to initiate a Performance Improvement Plan (PIP) to guide focused development and improvement.

~~**Greatly Exceeds Performance Standards** - Is reserved for a limited number of employees who, in a given year, demonstrate extraordinary performance. This rating may result from especially noteworthy accomplishments and/or performance during the review period that exemplifies organizational excellence. Approval of the Executive Director is required for this level of rating.~~

~~**Exceeds Performance Standards** - Is to recognize a pro-active performer. Results of assigned responsibilities consistently meet and frequently exceed baseline expectations. Routinely evaluates priorities and maximizes opportunities for improvement and collaboration; is pro-active and effective in performing for group success, integrating change, learning and sharing information, understanding and sustaining organizational values and objectives; serves as an example of professionalism and excellence.~~

~~**Meets Performance Standards** - Is to recognize a reliable, responsive performer. Results of assigned responsibilities meet baseline expectations, regularly or with minimal training or coaching. Takes the steps needed to accomplish tasks, can integrate change as proscribed, complies with group needs while performing individual tasks, and can learn and apply specified information when necessary. Demonstrates conduct appropriate for the workplace and acts consistently within organizational values and objectives.~~

~~**Partially Meets Performance Standards** – Reserved for employees in their first year of employment with the CDA or in their first year of a new position within the agency.~~

~~Performance in assigned responsibilities does not meet baseline expectations due to either an insufficient length of time in position or lack of skill or effort. May require regular assistance, training, coaching or oversight to complete basic/routine job responsibilities.~~

~~**Below Performance Standards** - Does not achieve baseline performance expectations due to insufficient skill or effort. Results of some or all assigned responsibilities failing to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities. May be inconsistent in the demonstrated ability to adapt to change and apply new information to assigned tasks or roles and their performance may slow or damage group productivity, functioning or credibility.~~

Employees who receive a ~~Below Standards~~Low Performer rating are subject to a Performance Improvement Plan and will receive formal performance reviews at six-month intervals until documented performance warrants at least a ~~Meets Standards~~Developing Performer rating. If after the six-month review the employee receives a ~~Meets Standards~~Developing Performer or higher ~~or above~~ rating, a merit increase is processed, and the next review date is adjusted back to the annual or common review date. Employees who receive multiple or consecutive ~~Below Standards~~Low Performer ratings will be subject to disciplinary proceedings, up to and including discharge.

Human Resources must be notified in advance if an employee is to receive a ~~Below Standards~~ Low Performer rating and is required to participate in the review meeting.

## D. Individual Development Plans

As part of the formal performance review process, supervisors and employees are encouraged to jointly complete an Individual Development Plan (IDP). Formal discussions of job and career objectives, position enrichment and development may also be included. The development areas and career objectives identified should be tied to departmental and agency-wide goals. Completion of an IDP is required if the employee is planning to request tuition reimbursement, or if a supervisor has determined that the employee is to complete one.

IDP's are not required of Site Attendants or Back-up Site Attendants.

## E. Salary Increase Matrix

The Merit Matrix is based on the principle that salary range position and performance as reflected in organizational contribution bear a direct relationship and that gravitation toward the market rate (Q2) should occur.

The structure of the annual merit matrix (Attachment B) reflects percentage increases based on two dimensions: range position (Quartiles 1 – 4) and performance rating. When a merit increase is available, a high performer in a low segment of the salary range may receive a greater base salary increase than an equivalent performer in an upper portion of the salary range. Note that employees whose performance is rated ~~Below Standards~~Low Performer, are in no case eligible for an increase to base salary. In no instance will an employee's base salary be increased above the range maximum.

Administering an effective performance-based market system requires a commitment to truly differentiate performance. There is no expectation that every employee will reach the salary range maximum. Appropriate ratings differentiation is expected. Those employees who perform at higher levels receive greater rewards.

**F. Special & Extra Meritorious Awards**

The Special and Extra Meritorious Awards provide discretionary lump sum payments for special achievements with short-term and review period recognition options.

Special Awards provide short-term based recognition that is directly tied to a specific, identified achievement for employees who are critical to the success of a specific project. An award of up to $~~500~~750 may be granted for short-term recognition.

The Extra Meritorious Award is provided at the end of a performance review period for notable achievement accomplished throughout the year, and/or special achievements outside the normal expectations of the employee's position. Employees are eligible for an Extra Meritorious Award once per review year. The Extra Meritorious Award provides a lump sum payment of up to ~~2%~~$1,500.~~ of the employee's salary.~~

Special and Extra Meritorious Awards are approved or disapproved by the Executive Director after consultation with Human Resources.

**G. Promotion**

A promotion is defined as the selection of an internal candidate through the competitive process into a position at a higher salary range or classification.

At the time of a promotion decision, the affected employee receives a performance review of the time worked in the current position since the most recent performance appraisal. Upon promotion, employees are eligible for an increase to their actual base salary, internal equity and the employee's appropriate placement within the salary range will be the basis when implementing a promotional salary action. All promotional salary actions require approval by Human Resources.

Employees promoted into a supervisory position will typically not earn less than 90% of the highest paid subordinate employee in the work unit unless unique circumstances exist.

All promotional salary increases will be approved by Human Resources and reviewed with the Department Director prior to a promotional job offer being extended.

**H. Demotion**

- *Involuntary*
  An involuntary demotion is defined as a reassignment from one position to another, which has a lower salary range or classification as a result of a performance-based consequence or other disciplinary procedure. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary is subject to adjustment on a case-by-case basis as approved by Human Resources.

- *Voluntary*
  A voluntary demotion is defined as the selection of an internal candidate through the competitive process into a position at a lower salary range or classification. The

employee’s salary review date will be adjusted to the effective date of the action. The employee’s salary reduction will generally be no greater than 10% of their base pay per pay grade reduced. Adjustments will be based on internal equity considerations and approved by Human Resources.

- *Reorganization*
  If a demotion is the result of a reorganization or unforeseen organization or structure changes and if the affected employee’s salary is above the new salary range maximum, the salary is frozen until such time as the salary is within the new salary range.

## I. <u>Job Evaluation</u>

Through the CDA’s job evaluation and classification policy, the agency ensures that appropriate relationships between classifications and jobs are established and maintained over time through application of a periodic job description review process and reorganization studies, when appropriate.

## J. <u>Reclassification</u>

A reclassification is defined as movement to another salary grade because of approved changes in job duties significantly modifying the position responsibilities. When a position is reclassified to a higher salary grade, employees are eligible for an increase of up to 5% of their actual base salary or placement at the new salary range minimum, whichever is greatest.

The CDA ensures that job descriptions are evaluated regularly, and as changes to services, processes, and related job duties occur. If a position is re-evaluated by the agency’s external consultant, it will receive a ranking and will be slotted on the existing compensation schedule.

Positions may be reclassified with no change in salary grade, upward (higher classification/salary grade) or downward (lower classification/salary grade). ~~In instances of a reclassification upward the Executive Director shall have the authority to grant a salary increase (in accordance with Personnel Policy #260) if the increase differs from the amount indicated in paragraph two of this section.~~

Reclassification downward generally results in no immediate change to the employee's salary. If the employee’s salary is above the salary range maximum for the new classification, the salary is frozen until such time as the salary is within the new salary range. When the employee's salary is within the new salary range, the employee will be eligible for performance increase consideration based upon the new salary control point on the annual performance review date. Reclassification of a position does not change the employee's salary review date unless specifically determined during the reclassification process. Reclassification of a job class does not change the employee’s anniversary date.

~~When downward reclassification results in an employee's salary exceeding the maximum of the new salary range, the salary is not increased for any reason, including performance reviews, until such time that the salary is within the designated salary range.~~

## K. <u>Working Out-of-Class</u>

Out-of-class pay may be requested whenever an employee is designated by the responsible authority to perform all or most of the duties and responsibilities of a position in a higher classification for a period of 10 consecutive workdays or more. For this purpose, higher classification is defined as at least one subgrade above the employee's current classification. Human Resources must review all requests for out-of-class work prior to the employee's assignment. Whenever possible, out-of-class assignments should be limited to a period of six months or less but may be extended with approval. Generally, working out-of-class is the result of a temporarily vacant position.

In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 5% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 10 consecutive workdays or more, the employee is eligible for a partial out-of-class payment of up to 3% of their actual base salary to be paid in a lump-sum. ~~as indicated in paragraph two of this section.~~

If an employee's review date occurs during the time they are working out-of-class, a salary adjustment consistent with the Merit Compensation Plan is computed on the employee's regular position, classification, and salary range. The calculated increase is then added to the out-of-class pay rate. When the employee returns to their regular position, they are compensated at their previous rate plus the amount of any increase. ~~An employee working out-of-class for six months or more is not eligible for a probationary review.~~

If the employee is promoted to the out-of-class position, the time since the employee's last performance review is "closed out" by conducting a performance review for the period in question. The date of the promotion will be considered the effective date of change and they will then serve a six-month probation period. The salary of the promoted employee shall be no less than the rate of pay while serving in the out-of-class assignment.

## L. <u>**Career Ladder Program Advancement**</u>

Career Ladder Program Advancement offers advancement opportunity within a series of related classifications designated as a Career Ladder. A Career Ladder is defined as a series of two or more classifications listed in ascending level of responsibility, with increasingly complex duties and higher salary potential. Positions eligible for consideration as a Career Ladder will be identified through review by ~~Senior~~ Management and advancement criteria will be developed in consultation with Human Resources. All Career Ladder series are subject to Executive Director approval, prior to their implementation.

Management requests for an employee's Career Ladder advancement, occurs in conjunction with an employee's regularly scheduled performance review date. Career Ladder advancement requests must be documented and receive Department Head and Executive Director approval. An employee approved for a Career Ladder advancement receives a performance review salary adjustment based on the control point of the classification assigned during the previous review period as described in Section C. Additionally, in recognition of the career advancement, employees are then eligible for an increase of 5% of their actual base salary, 5% of the applicable salary range or career-band control point, or placement at the new salary range minimum, whichever is greatest.

## M. On-Call Compensation

Property Management Department staff may be assigned, for one-week periods (seven consecutive days), to be on on-call before and after their regular work hours, on weekends, and on holidays. On-call staff are expected to be available to handle maintenance-related emergencies and calls as described in the Stand-By Compensation section of Personnel Policy #170.

Staff who are scheduled to be the primary on-call employee (Maintenance Technicians) will be paid at a rate of one-and-a-half (1.5) times their regular rate of pay for all hours actually worked while on-call (including work-related phone time) and will also be paid a separate stipend for each week of primary on-call service performed. Primary on-call service will receive a rate of $2.40~~35~~ per hour for each hour they are designated on-call.

A supervisor or different Property Management staff member (Property Managers) will be assigned, for one-week periods (seven consecutive days), to provide secondary (back-up) on-call support and assistance to the primary on-call employee on an as-needed basis. Employees who provide secondary on-call support and assistance will be paid at their regular rate of pay for all hours actually worked while on-call and will also be paid a separate stipend for each week of back-up on-call service performed. Back-up on-call service will receive a rate of $1.60~~55~~ per hour for each hour they are designated on-call.

Overtime compensation for on-call staff will be calculated and paid in accordance with applicable law.

## N. Wage and Salary Guidelines

- *Full Merit Concept*
  All employee base salary actions are based solely on the CDA's approved Merit Matrix and related guidelines. All salary actions are effective on employees' performance review dates.

- *Merit Matrix*
  The Merit Matrix guidelines provide percentage base increases for each level of performance. The merit increase is a percentage calculated on the Q2 rate of the employee's applicable salary range if the salary is below the Q2 rate and calculated on the employee's base salary if above the Q2 rate.

  For employees below the range maximum and whose base adjustment would result in an increase above the salary range maximum, the salary increase is available only to the range maximum rate. There are no base increases beyond the range maximum.

  Note: Part-time employees receive base adjustments payments based upon and prorated by their approximate full-time equivalency amount. For example, a 20-hour per week, .5 FTE employee would receive one-half of the calculated annual amount using the method above.

- *Performance Review Date*
  The performance review date has historically been the date on which the employee was last hired, transferred, promoted, or demoted to a new job classification or a specified common date applicable to a group of employees. If an employee's performance review date is to be changed, the employee will receive written notice. Additionally, performance review dates will be adjusted for employees on approved leaves of absence beyond 90 days. Reviews are based on the plan year merit guidelines within which they fall.

- *Effective Dates of Increases*
  All pay increases will be effective on the employee's performance review date. If an employee's review is not conducted until sometime after that employee's official performance review date, any pay increase will be retroactive to that date.

- *Six-Month Probationary Performance Reviews*
  Six-month probationary performance reviews are conducted to determine if the employee has met all the performance requirements of the position. If the employee has met some but not all job competencies and it is anticipated that full job competency could be reached with more training, a ~~Partially Meets Standards~~Developing Performer rating will be given. If an employee receives a ~~Below Standards~~Low Performer rating during their probationary period they may be terminated from the position.

- *Salaries Below the Range Minimum*
  At the beginning of a calendar year, any employee compensated at a rate less than the minimum of the new applicable salary range as defined in this policy, will be automatically adjusted to the new range minimum.

- *Increases to the Top of the Range*
  No employee's salary may exceed the range maximum. In years with an available merit increase opportunity, a base increase may be given up to the maximum. If a full merit increase would result in a salary above the range maximum, the increase will be limited to the salary range maximum. The remainder shall be paid in a lump sum payment, which does not increase the employee's base compensation for the following salary review period.

## O. **Approval Process**

All performance review and salary increase materials and documentation require the approval signatures of the appropriate supervisor.~~ and department director.~~ After appropriate ~~Department~~ approval, all documentation is forwarded to Human Resources for final approval and processing. Prior approval of the Executive Director is required for~~ a Greatly Exceeds Performance Rating and~~ Special or Extra Meritorious Awards.

## P. **Market Adjustment**

~~The Executive Director may approve a market analysis for a job classification as requested by a Department Head or initiated by Human Resources.~~ When a market analysis for a specific job class indicates that the assigned salary range mid-point deviates, positively or negatively, from the market by more than 10%, the job class may be placed at an established salary range that most closely corresponds to the applicable market rate. The job class is administered in the context of the adjusted range. All market adjustments will be re-evaluated on a regular basis.

**Q. Modifications or Exceptions**

The Executive Director may approve exceptions to the Plan. These will generally involve internal and labor market equity considerations, HUD compliance or unusual circumstances and will occur only upon the recommendation of the Director of Administration.

**R. Policy Implications**

The provisions of this plan supersede any applicable Dakota County CDA policies and procedures.

**Attachments:**

A. Salary Structure
B. Merit Matrix

ATTACHMENT A

# 2026 DAKOTA COUNTY CDA
# PAY EQUITY COMPENSATION STRUCTURE

| Grade | Minimum | Quartile 1 | Midpoint | Quartile 3 | Maximum |
|---|---|---|---|---|---|
| 101 | $33,254 | $37,411 | $41,568 | $46,764 | $51,960 |
| 102 | $37,245 | $41,901 | $46,556 | $52,376 | $58,195 |
| 103 | $41,714 | $46,929 | $52,143 | $58,661 | $65,179 |
| 104 | $46,720 | $52,560 | $58,400 | $65,700 | $73,000 |
| 105 | $52,326 | $58,867 | $65,408 | $73,584 | $81,760 |
| 106 | $58,606 | $65,932 | $73,257 | $82,414 | $91,571 |
| 107 | $65,638 | $73,843 | $82,048 | $92,304 | $102,560 |
| 108 | $73,515 | $82,705 | $91,894 | $103,381 | $114,868 |
| 109 | $82,337 | $92,629 | $102,921 | $115,786 | $128,651 |
| 110 | $92,218 | $103,745 | $115,272 | $129,681 | $144,090 |
| 111 | $103,284 | $116,195 | $129,105 | $145,243 | $161,381 |
| 112 | $115,678 | $130,138 | $144,598 | $162,673 | $180,748 |
| 113 | $129,560 | $145,755 | $161,950 | $182,194 | $202,438 |
| 114 | $145,107 | $163,246 | $181,384 | $204,057 | $226,730 |
| 115 | $162,520 | $182,835 | $203,150 | $228,544 | $253,938 |

ATTACHMENT B

# DAKOTA COUNTY CDA
# MERIT COMPENSATION PLAN

## 202~~5~~6 Merit Matrix

The Merit Matrix guidelines provide maximum recommended percentage increases for each level of performance and for each of the four salary quartiles. Contained within each matrix cell is a recommended base salary adjustment. Merit increases for positions with salaries below Q2 will be calculated on the midpoint/Q2.

| PERFORMANCE RATING | | | |
|---|---|---|---|
| ~~GREATLY EXCEEDS STANDARDS~~EXCEPTIONAL PERFORMER | ~~EXCEEDS STANDARDS~~STRONG PERFORMER | ~~MEETS STANDARDS~~DEVELOPING PERFORMER | ~~PARTIALLY MEETS STANDARDS~~LOW PERFORMER |
| ~~8~~7.25% | ~~7~~6.25% | ~~6~~4.25% | ~~4.5~~0% |

Dakota County CDA

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 Agenda #: 5E

**DEPARTMENT:** Housing Development
**FILE TYPE:** Regular - Consent

**TITLE**
**Authorization To Amend The Architectural Contract With LHB, Inc. As General Partner Of The Denmark Trail Workforce Housing Limited Partnership (Farmington)**

**PURPOSE/ACTION REQUESTED**
Authorize Executive Director to amend the architectural contract with LHB, Inc. for housing in Farmington as General Partner of the Denmark Trail Workforce Housing Limited Partnership.

**SUMMARY**
In December of 2021, an architectural contract with LHB, Inc., was approved by the CDA Board acting as the General Partner for the design and construction administration of the Denmark Trail Workforce Housing Limited Partnership.

When the project began construction in 2024, a future public road to the south was not yet installed and the timeline was uncertain. The City allowed the partnership to install a temporary access point to Denmark Trail with a requirement that the townhomes remove that access and connect to the public road once completed to meet spacing guidelines on Denmark Trail.

Due to a sale of the property to the south, the public road moved forward in August 2025 which was sooner than anticipated. The City requested that the CDA vacate our existing entrance and connect to the public road. Additional civil engineering work was required to revise the interior road and connection. An amendment to the original architect contract is being requested for this work.

**RECOMMENDATION**
Staff recommends approving this amendment to the architectural contract for Denmark Trail.

**EXPLANATION OF FISCAL/FTE IMPACTS**
Contingency funds available within the Denmark Trail Workforce Housing Limited Partnership will be utilized for this additional cost.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

**RESOLUTION**
WHEREAS, the CDA Board acting as the General Partner of the Denmark Trail Workforce Limited Partnership approved an architectural contract with LHB, Inc. for the full design and construction administration of Denmark Trail Townhomes; and

WHEREAS, a new public road was installed south of the property and the City required that the CDA connect to that public road to meet spacing guidelines on Denmark Trail; and

WHEREAS, additional civil engineering work is required to make revisions to the existing road and connection to the new road; and

WHEREAS, staff is recommending the amendment to the contract with LBH, Inc. for $4,995 for additional civil engineering services.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, that the Executive Director as General Partner of the Denmark Trail Workforce Housing Limited Partnership is authorized to approve an amendment to the existing contract for $4,995.

**PREVIOUS BOARD ACTION**
12/14/21; 21-6496

**ATTACHMENTS**
Attachment A: Amendment to LHB, Inc. contract

**CONTACT**
Department Head: Kari Gill, Deputy Executive Director
Author: Kari Gill

# AIA® Documen 0 – 017

## *Amendment to the Professional Services Agreement*

**PROJECT:** *(name and address)*
Denmark Trail Townhomes
Farmington, Minnesota

**AGREEMENT INFORMATION:**
Date: December 20, 2021

**AMENDMENT INFORMATION:**
Amendment Number: 002
Date: October 31, 2025

**OWNER:** *(name and address)*
Denmark Trail Workforce Housing
Limited Partnership
1228 Town Centre Drive
Eagan, Minnesota 55123

**ARCHITECT:** *(name and address)*
LHB, Inc.

701 Washington Avenue North, Ste 200
Minneapolis, Minnesota 55401

The Owner and Architect amend the Agreement as follows:

Architect to provide Additional Services for design and documentation for new connection to public street including:
- -Sign location
- -New road alignment
- -Discussion with adjacent developers

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Compensation for Architect's Services for the Scope of Work described in this Amendment shall be increased by Four Thousand Nine Hundred Ninety-Five Dollars ($4,995).

| | |
|---|---|
| Original Contract Sum: | $335,160 |
| Previous Amendments: | $ 17,640 |
| This Amendment: | $ 4,995 |
| New Contract Sum: | $357,795 |

Schedule Adjustment:

Substantial Completion Dates:

| | |
|---|---|
| Building Interiors: | July 2025 to August 2025 |
| Building Exteriors: | July 2025 – August 2025 |
| Site Work: | Spring 2026 |

Except as stated herein, the terms and conditions of the Agreement shall remain in full force and effect. This Agreement may be amended only by a written instrument executed by both parties.

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**SIGNATURES:**

| | |
|---|---|
| LHB, Inc. | Denmark Trail Workforce Housing Limited Partnership |
| **ARCHITECT** *(Firm name)* | **OWNER** *(Firm name)* |
| Michelle Baltus Pribyl | |
| **SIGNATURE** | **SIGNATURE** |
| Michelle Baltus Pribyl, Housing Studio Lead | |
| **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** |
| October 31, 2025 | |
| **DATE** | **DATE** |

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 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 Properties And Authorization To Enter Into Purchase Agreements With 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 purchase agreements on behalf of DCCDA Section 18, LLC for three properties.

**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 October 21, 2025, the CDA Board set a public hearing for the disposition of three DCCDA Section 18, LLC properties. The three properties are single family homes. If the offers are accepted, they will close on December 19, 2025, subject to approval by HUD.

**RECOMMENDATION**

Staff recommends conducting and closing the public hearing and approving the sale of the properties to the selected buyers.

**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, three properties proposed for sale 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, Lynn & Dave Bester, a qualified buyer, submitted the highest and/or best offer to purchase 3370 201st Street, Farmington; and

WHEREAS, Jesus Santos Fuentes Elizondo, a qualified buyer, submitted the highest and/or best offer to purchase 148 Spruce Street, Apple Valley; and

WHEREAS, Ronni Harmer, a qualified buyer, submitted the highest and/or best offer to purchase 249 Elm Drive, Apple Valley; and Annamarie Frankovich, submitted the second highest and/or best offer/bid; and

WHEREAS, a public hearing was conducted on November 18, 2025, on the proposed terms of the sale of the properties:

| **Address** | **Buyer** | **Contingency Buyer** |
|---|---|---|
| 3370 201st Street, Farmington | Lynn & Dave Bester | N/A |
| 148 Spruce Street, Apple Valley | Jesus Santos Fuentes Elizondo | N/A |
| 249 Elm Drive, Apple Valley | Ronni Harmer | Annamarie Frankovich |

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 Purchase Agreements with the buyers; and

BE IT FURTHER RESOLVED, That the public hearing is closed.

**PREVIOUS BOARD ACTION**
25-7012; 9/23/2025

**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 solemly 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 10/31/2025 and the last insertion being on 10/31/2025.

**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 10/31/2025

Darlene M MacPherson
Notary Public

Darlene Marie MacPherson
Notary Public
Minnesota
My Commission Expires Jan. 31, 2029

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
$999.99 per column inch

Ad ID 1499297

## DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

## PUBLIC NOTICE

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, November 18, 2025, at or after 3:00 p.m. at the CDA of-fices located at 1228 Town Centre Drive, Eagan, Minnesota to consider the sale, trans-fer, and/or exchange of the following described property currently owned by DCCDA Section 18 LLC is advisable:

| Address | Legal Description |
|---|---|
| 3370 201st Street West, Farmington | Lot 1, Block 3, Valley Farm 2nd Addition, Dakota County, Minnesota |
| 148 Spruce Drive, Apple Valley | Lot 20, Block1 in Apple Valley according to the recorded plat thereof on file and of record in the office of the Registrar of Titles in and for said County and State, Dakota County, Minnesota (Torrens) |
| 249 Elm Drive, Apple Valley | Lot 6, Block 1 in Apple Valley Second Addition, according to the recorded plat thereof on file and of record in the office of the Registrar of Titles in and for said County and State, Dakota County, Minnesota (Torrens) |

The terms and conditions for offers that staff are recommending to the CDA Board will be available at the CDA's office beginning November 18, 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 November 18, 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
October 31, 2025
1499297

Dakota County CDA

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 Agenda #: 6B

**DEPARTMENT:** Community and Economic Development
**FILE TYPE:** Regular - Action

**TITLE**
**Approval Of Contingent Redevelopment Incentive Grant Award For The City Of West St. Paul**

**PURPOSE/ACTION REQUESTED**
Approval of $250,000 Redevelopment Incentive Grant (RIG) project award for the City of West St. Paul.

**SUMMARY**
The Dakota County CDA RIG program was created in 2006 to provide a flexible funding resource to Dakota County cities for the redevelopment of blighted and under-utilized areas. The RIG program supports three types of redevelopment grants: planning, environmental investigation, and project.

The City of West St. Paul (City) requests $250,000 for the redevelopment of approximately 11 acres generally located southeast of Robert Street and Thomson Avenue (the Site). The Site is the former YMCA, which the City acquired and demolished in 2020. The City is selling the Site to Greco Properties, LLC (the Developer) to redevelop it for 476 multi-family housing units, 19 townhomes, a 7,500 sq. ft. restaurant, and nearly four acres of public park space. To facilitate the redevelopment, the RIG funds will be used to relocate an existing 72-inch storm sewer main, which is estimated to cost $690,000. The redevelopment will occur in two phases. Total redevelopment costs at full buildout are estimated to be $146 million. The City is committing up to $18 million in tax increment financing to the project with the Developer committing $32 million in developer equity. The projected appraised value of the Site after redevelopment in 2033 is over $180 million, with estimated annual property taxes of approximately $1.6 million. The redevelopment is expected to create 20 new jobs that pay over $15 per hour.

The RIG program provides a maximum of $250,000 for redevelopment project grants. Redevelopment projects must have a minimum leverage of 2:1 ($2 of non-RIG funding for every $1 of RIG funding), City Council approval, City support for the mission of the CDA, and the application must demonstrate other funding resources are used, the project can be completed in 12 months the project has a defined economic benefit either through jobs or increased tax base, and/or the project improves or preserves the environment. The proposed Project meets the eligibility criteria.

Since the program began in 2006, the CDA Board has awarded over $15.7 million to 74 redevelopment projects, 30 planning activities, and 11 environmental investigation activities. This includes $1,901,544 previously awarded to the City of West St. Paul.

**RECOMMENDATION**
CDA staff recommends awarding the City of West St. Paul up to $250,000 in RIG funds for eligible activities related to the redevelopment of the 11-acre site as described in the City's application. The RIG award will be contingent on the applicant meeting all program guidelines, grant conditions, and entering into a grant agreement with the CDA.

**EXPLANATION OF FISCAL/FTE IMPACTS**
The CDA's current remaining budget for RIG is $425,000 ($250,000 from the CDA and $175,000 from Dakota County). If approved by the Board, this grant will be funded with the CDA's allocation of RIG funding.

☐ None ☒ Current budget ☐ Amendment Requested ☐ Other

**RESOLUTION**
WHEREAS, the Dakota County Community Development Agency (CDA) established a Redevelopment Incentive Grant (RIG) program in 2007 to assist Dakota County cities with the redevelopment of blighted and under-utilized areas; and

WHEREAS, to date, the program has awarded over $15.7 million to 74 redevelopment projects, 30 planning activities, and 11 environmental investigation activities; and

WHEREAS, of the total awards, $1,901,544 has been granted to the City of West St. Paul (the City) or developers operating in the city; and

WHEREAS, the CDA has $250,000 of remaining available funds in its Fiscal Year Ending 2026 budget and Dakota County, through its Environmental Resources Department, has an additional $175,000 of remaining available funds for RIG projects that require environmental remediation; and

WHEREAS, Dakota County cities can apply to receive up to $250,000 per redevelopment project grant (one per local government) per fiscal year; and

WHEREAS, the City applied requesting $250,000 for the relocation of a main stormwater sewer line for the redevelopment of an 11-acre site generally located southeast of Robert Street and Thomson Avenue for multi-family apartments, townhomes, commercial and a public park; and

WHEREAS, the City's application meets the eligibility criteria to receive full funding as listed in the RIG Program Policy and Procedures Guide.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the City of West St. Paul is awarded a RIG project grant up to $250,000 contingent upon the grantee meeting program guidelines and entering into a grant agreement with the CDA, in form and content acceptable to the Executive Director of the CDA.

**PREVIOUS BOARD ACTION**
None.

**ATTACHMENTS**
Attachment A: West St. Paul RIG Project Application

**CONTACT**
Department Head: Lisa Alfson, Director of Community and Economic Development
Author: Margaret Dykes, Assistant Director of Community and Economic Development

Dakota County Community Development Agency
CDA

## I. APPLICANT INFORMATION

| | |
|---|---|
| Applicant | Organization: City of West Saint Paul<br>Contact Name: Ben Boike<br>Phone Number: 651-522-4140<br>Email: BBoike@wspmn.gov<br>Authorized representative for execution of grant agreement and contract(s):<br>Name: Nate Burkett<br>Title: City Manager |
| Project Request | Name of Project: YMCA Redevelopment<br>Amount of RIG funding request: $ 250,000<br>Total redevelopment costs: $ 146,000,000 |

## II. AREA OR SITE CONDITIONS

| | |
|---|---|
| General location of Site (Property ID and/or Address): | City of West Saint Paul Robert St & Thompson Av Parcels 42-115-61-01-010, 42-115-61-00-010, 42-115-60-01-021, 42-836-80-01-011 |
| Legal Description of Site: | See Attached |
| Site size (acres): | 11.32 |
| Number of parcels: | 4 |
| Number of buildings on Site: | 1 |
| Current Site owner: | West Saint Paul Economic Development Agency |
| Current appraised or assessed value of the Project Area properties: | 6,115,000 |
| Current property taxes of the Project Area properties | 0 |

## III. REDEVELOPMENT PROJECT INFORMATION

| | |
|---|---|
| Describe the city's goals and need for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project. | This project meets the direction of the West St Paul Comprehensive Guide Plan. The property is guided for a mixed-use development with high density residential. The current proposal includes 478 residential units and a commercial space aligning well with the intended goals of West St Paul. The guide plan also includes a desire to expand of the City parks and trail system with an emphasis on the River to River Trail. The proposed site plan incorporates a new 2.48-acre park along the River to River Trail enhancing one of the area's best amenities in densely populated area along Robert Street. |
| Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment | The site was occupied by sparse residential development in the 1930's. A large YMCA fitness center was constructed in 1970 in the center of the site that in was demolished in 2020. Two commercial buildings were constructed along Robert Street. The north building, a clothing retailer, was constructed in 1972 and demolished in 2003. The south building was an office building and restaurant constructed in the 1960s, and replaced with an AutoZone in 2001. The former AutoZone building remains, but is currently vacant.<br><br>Groundwater diesel (DRO) impacts were detected at a concentration of 460 µg/L in the southwest corner of the site in a previous investigation. There is a potential that dump debris or other contaminated fill may be encountered at the site. A Phase II ESA detected petroleum vapor and methane impacts that will require incorporation of vapor mitigation systems in the proposed site buildings.<br><br>The former YMCA site at 150 Thompson Avenue E in West St. Paul has remained vacant since its closure in 2017 despite multiple redevelopment attempts. An early proposal for housing stalled due to high site-preparation costs, limited city support for subsidies, and neighborhood concerns about density. Later, Hy-Vee pursued the site for a large grocery store but ultimately abandoned the plan amid community opposition to another big-box use and the company's broader pullback from Minnesota expansion around |

| | |
|---|---|
| | 2019–2020. As a result, this highly visible, 11-acre property remains a priority for the city. |
| Describe the Project including the type of redevelopment that will occur, how the Project will improve site conditions, how the Project will improve economic opportunity in the community. | The redevelopment of the former YMCA site will convert a long-vacant property into a vibrant, mixed-use community featuring 476 multifamily housing units, 19 townhomes, structured and surface parking, a 7,500 sf restaurant, and nearly four acres of public park space. The project will improve site conditions by replacing an underutilized lot with sustainable, well-designed buildings and publicly accessible green space, enhancing neighborhood connectivity and recreational opportunities. Economically, it will expand housing availability, attract new commercial activity, generate significant tax base growth, and create construction and long-term employment opportunities, contributing to the overall vitality and livability of West St. Paul. |
| Describe the specific components or activities that are part of the Project, e.g. soil remediation, removal of obsolete structures, creation of new jobs, creation of new housing, etc. | Click or tap here to enter text. The redevelopment of the former YMCA site includes a comprehensive set of activities designed to transform the property into a vibrant, mixed-use community:<br><br>Site Preparation and Remediation: The YMCA building has been demolished, and obsolete structures have been removed. Any necessary soil remediation and site grading will ensure environmental compliance and prepare the site for construction.<br><br>Construction of Housing: Development of approximately 457 multifamily units and 19 multi-level townhomes across two phases, providing diverse housing options to meet local demand.<br><br>Parking Infrastructure: Installation of 598 structured parking stalls for residents and 105 public surface parking stalls to support residential and commercial uses.<br><br>Commercial and Event Space: Repurposing of a former AutoZone building as a restaurant or event space, adding economic activity and community-serving amenities.<br><br>Public Amenities: Creation of nearly four acres of public park space with trails, gathering areas, and green infrastructure, enhancing recreational opportunities<br><br>Job Creation: Generation of construction jobs during development and long-term employment opportunities |

| | |
|---|---|
| | associated with residential management, commercial operations, and park maintenance.<br><br>Sustainability and Community Integration: Implementation of high-quality design, pedestrian-friendly access, and infrastructure improvements to integrate the site with the surrounding neighborhood and provide long-term community value. |
| What is the end use of the Project site? Please be specific. | The first phase consists of a 5-story, 272-unit market rate apartment building with underground parking, nineteen townhomes, a commercial reuse of the existing "Auto Zone" building, and a build out of some public park amenities. The apartment will consist of 72 alcove units, 144 one bedrooms, 42 two bedrooms, and 14 3 bedrooms and have a full lifestyle amenity package. The townhomes are located adjacent to the existing townhomes to the south of Crawford Drive and will consist of 1 and a half story walk outs and 2 and a half story homes with tuck under garages. The former Auto Zone building is intended for commercial retail uses but a commercial tenant has not been selected and the use of this space may vary. The second phase of the development consists of 185 apartment units with a similar lifestyle amenity package. The second phase is intended to break ground 1-2 years after final completion of Phase I. The project will also include creation of nearly four acres of public park space with trails, gathering areas, and green infrastructure, enhancing recreational opportunities. |
| After redevelopment is completed, will properties in the Plan Area be publicly or privately owned? | ☐ Publicly owned<br><br>☒ Privately owned |
| Is demolition of slum or blighted buildings or other structures an activity of the Project? | ☒ Yes<br><br>☐ No |
| If Yes, please describe. | Interior demolition of the former AutoZone building will be required for repurposing it as a potential restraint or event space |
| Describe how the Project will make more efficient use of the site. | The redevelopment of the nearly vacant 11-acre former YMCA site will make far more efficient use of the property by consolidating housing, commercial space, parking, and nearly four acres of public park into a single, thoughtfully planned development. By replacing an underutilized lot with multifamily housing, |

| | |
|---|---|
| | townhomes, a repurposed commercial building, and public amenities, the project maximizes land use, enhances accessibility, and provides economic, social, and recreational benefits for the community. |
| Post-redevelopment Site Owner(s):<br><br>*If end user has committed, attach documentation of commitment.* | Private parties that include the Geco Properties subsidiary WestSP Development Partners, LLC. |
| Identify any other Project partners such as developers, consultants, and regulating/permitting agencies | Greco Properties, Swervo, City of West St Paul, BKV Group Architecture, Westwood Civil Engineering, Frana Construction, The Javelin Group |

## IV. ELIGIBLE ACTIVITIES

- Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the "***Redevelopment Incentive Grant Policy and Procedures Guide"*** for a description of the eligible activities.

- Please provide any documents that support the need for the RIG funds, e.g. development plans, site plans, environmental documentation, etc.

| **Eligible Activity** | | **Description** | **RIG Funding Requested** |
|---|---|---|---|
| ☐ | Acquisition | Click or tap here to enter text. | $0 |
| ☐ | Relocation Payments | Click or tap here to enter text. | $0 |
| ☐ | Clearance and Demolition | Click or tap here to enter text. | $0 |
| ☐ | Environmental Investigation | Click or tap here to enter text. | $0 |
| ☐ | Environmental Remediation | Click or tap here to enter text. | $0 |
| ☒ | Necessary Public Infrastructure | Relocation of a 72" storm main running north/south through the site. Total project cost is $690,000. | $250,000 |
| ☐ | Geotechnical Soil Corrections | Click or tap here to enter text. | $0 |

## V. ACQUISITION AND RELOCATION ACTIVITIES

| | |
|---|---|
| If the Project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated. | There are no current occupants or tenants so relocation will not be required. |
| When has/will the acquisition be completed? | The acquisition is anticipated to take place Q4 2025. |
| Attach the relocation plan, if applicable. | Not Applicable |

## VI. PROJECT ENVIRONMENTAL INFORMATION

| | |
|---|---|
| Has an environmental assessment been completed for the Project? | ☒ Yes<br>☐ No |
| If so, what level of investigation was done as part of the Project? | Phase I and II Environmental Site Assessments. A Summer non-heating season soil vapor assessment has been completed with the final report completion in progress. |
| Has contamination been found on the Project Site or is contamination suspected to be on the Site? | ☒ Yes<br>☐ No |
| If contamination has been found or is suspected, please briefly describe the contamination. | Groundwater diesel (DRO) impacts were detected at a concentration of 460 µg/L in the southwest corner of the site in a previous investigation. The PFAS compound PFOS was detected at a concentration of 25.5 ng/L in a groundwater sample that exceeded the HRL of 15 ng/L. Geotechnical investigation of the south parcel detected dump debris. There is a potential that dump debris or other contaminated fill may be encountered at the site. A past Phase II ESA detected petroleum vapor and methane impacts exceeding the explosive limit that will require incorporation of vapor mitigation systems in the proposed site buildings. |

| | |
|---|---|
| Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste or materials? | ☒ Yes<br>☐ No |
| If yes, please describe information on the type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan. | A response action plan has been prepared and submitted for MPCA approval that requires field screening of excavated soil and testing of suspect contaminated soil of debris that may be encountered as a result of historic dumping. |
| Describe positive environmental impacts of the activities that are part of the Project. | The redevelopment of the nearly vacant 11-acre former YMCA site will provide significant environmental benefits by transforming an underutilized and eroding property into a sustainable, well-managed community. The project will repurpose the existing AutoZone building, reducing demolition waste, and incorporate methane and soil vapor mitigation systems to address hazardous concentrations beneath residential buildings, ensuring safe indoor environments. Excavated soils will be tested and cleared of dump debris, while the use of Geopier foundation systems will limit extensive soil corrections and preserve natural soil conditions. The redevelopment will also include stormwater management systems to control runoff, reduce erosion, and improve water quality on the site. Finally, construction of trails and nearly four acres of park space will restore green space, enhance local biodiversity, reduce heat island effects, and provide environmentally beneficial public amenities for residents and the community. |

## VII. HOUSING AFFORDABILITY INFORMATION

Indicate the number of housing units planned in the Project, if any. *Attach separate sheet if necessary.*

| Unit Type | Total # of Units | # of Owner Units | # of Rental Units | Proposed Rents/ Sales Prices |
|---|---|---|---|---|
| Single Family | 0 | 0 | 0 | 0 |
| Townhouse | 19 | 0 | 19 | See attached |
| Apartments/Condominiums | 457 | 0 | 457 | See Attached |
| Duplexes | 0 | 0 | 0 | 0 |

Will there be any mechanisms to ensure long-term affordability?

☒ Yes

☐ No

If yes, please describe. The property management company will accept vouchers to help ensure units remain more accessible to lower-income households.

## VIII. ECONOMIC BENEFITS

| | |
|---|---|
| Projected appraised or assessed value of the Site after redevelopment: | Phase 1: $111 Million (including TIF projection)<br>Phase 2: $69 Million (Including TIF projection)<br><br>Pay Year: First year of stabilized operations for each phase. Roughly 3 years after construction commencement. |
| What will be the estimated property taxes after redevelopment? | Phase 1: $987,000<br>Phase 2: $617,000<br><br>Pay Year: At project stabilization. Projected to be 3 years from construction commencement. |
| Estimate the number of <u>new</u> jobs on the Project Site created after redevelopment. | Total new FTE (FTEs only) = 20 |
| Number of new jobs with wages greater than $15.00 per hour | 20 |
| Estimate the number of jobs <u>retained</u> on the Project Site after redevelopment. | Total retained jobs (FTEs only) = 0 |
| Number of retained jobs with wages greater than $15.00 per hour | 0 |

## IX. PROJECT SOURCES AND USES

Itemize all funding sources for the Project and the Activities identified as part of the Project. **Please include the requested RIG funds in the total**.

| Source of Funds | Amount | Committed | Pending |
|---|---|---|---|
| RIG Investigation Grants | $ 93,577 | ☒ | ☐ |
| RIG Project Grants | $ 250,000 | ☐ | ☒ |
| DEED Grant | $ 72,000 | ☐ | ☒ |
| Construction Loan | $ 96,000,000 | ☒ | ☒ |
| TIF – City of WSP | $18,000,000 | ☒ | ☒ |
| Developer Equity | $ 32,000,000 | ☒ | ☒ |
| **Total:** | **$ 146,415,577** | | |

Itemize all Project expenses for the Project and the Activities identified as part of the Project. Be as detailed as possible. **Please include the requested RIG funds in the Funding Sources column.**

| Project Activities/Expenses | Amount | Funding Source |
|---|---|---|
| Environmental Investigation & RAP | $ 93,577 | RIG Investigation Grants |
| Vapor Mitigation Systems | $ 96,000 | DEED 75%, Developer 25% |
| 72” storm main relocation | $ 690,000 | RIG Project Grant & Developer |
| Development Costs | $ 145,536,000 | Developer |
| **Total:** | **$ 146,415,577** | |

List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.)
Met Council TBRA cleanup grant funding was considered, but the mitigation cost was less than 1% of the total project cost

## X. PROJECT READINESS TO PROCEED

| | |
|---|---|
| Please provide a detailed timeline of the Project with all actions, phases, and anticipated dates for completion. | Entitlement approval 10/2025, Phase I Construction commencement 12/2025, Phase I Construction completion 10/2025, Phase II construction commencement 10/2028, Phase II construction completion 6/2030 |
| Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project: | |
| ☐ Comprehensive plan amendment:<br>Status: Click or tap here to enter text.<br><br>☒ Zoning amendments or variances:<br>Status: Planning commission has recommended approval. City Council meeting is scheduled for 10/14/2025 for full approval | ☐ Environmental review:<br>Status: Click or tap here to enter text.<br><br>☐ Market or feasibility study:<br>Status: Click or tap here to enter text. |
| If the activity that is to receive RIG funding will not be completed in 12 months, please explain why. (NOTE: The RIG program requires all RIG-funded activities to be completed within a 12-month period) | The utility relocate is a main storm drain system for the City of West St Paul. This must be relocated for the site to be developable and to allow the construction of the park improvements. This is a substantial 72 inch storm drain that runs through the middle of the site. This will be the first project completed with construction and must be completed before the rest of the project construction commences. We expect this to be completed in the first month or two of the first phase of apartment construction. |

## REQUIRED ATTACHMENTS

1. City Resolution approving application.
2. Location map of Site. Include property boundaries, north arrow, and bar scale.
3. Photos of the Site's current conditions.
4. Proof of property ownership, e.g. tax statement, purchase agreement, closing statement
5. Current and proposed Site Plan.
6. Copies of environmental investigation reports, if available.
7. Letter or report showing economic benefits of redevelopment project.

**NOTE: The City of West St. Paul submitted environmental reports with the application. Due to the size of the reports, they are not included with the attached application. Please contact CDA staff if you wish to review the submitted environmental reports.**

**CITY OF WEST ST. PAUL**
**DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. 25-053**

**RESOLUTION APPROVING THE APPLICATION FOR A DAKOTA COUNTY CDA REDEVELOPMENT INCENTIVE GRANT FOR 150 THOMPSON AVE E.**

**WHEREAS**, the City of West St. Paul has identified a proposed project within the City that meets the Dakota County Community Development Agency (CDA) Redevelopment Incentive Grant program's purposes and criteria; and

**WHEREAS**, the City has established a Redevelopment Plan of which the proposed project is a component; and

**WHEREAS**, the City has the capability and capacity to ensure the proposed project be completed and administered within the Redevelopment Incentive Grant program guidelines; and

**WHEREAS**, the City has the legal authority to apply for financial assistance; and

**WHEREAS**, the City is supportive of affordable housing and of the CDA's mission, to improve the lives of Dakota County residents through affordable housing and community development.

**NOW THEREFORE BE IT RESOLVED** that the City of West St. Paul approves the application for funding from the Dakota County CDA Redevelopment Incentive Grant program.

**BE IT FURTHER RESOLVED** that upon approval of its application by the Dakota County CDA, that Ben Boike, the Community Development Director, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 22nd day of September 2025.

David J. Napier, Mayor

Attest:

Nicole Tillander, City Clerk


## PROJECT NAME:

**YMCA REDEVELOPMENT**
**150 THOMPSON AVE E & ADJACENT**
**WEST ST. PAUL, MN 55118**

**ATTACHMENT 2: SITE LOCATION**

**PROJECT #**
**2024-P0230-0204**

THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE CONSULTANTS

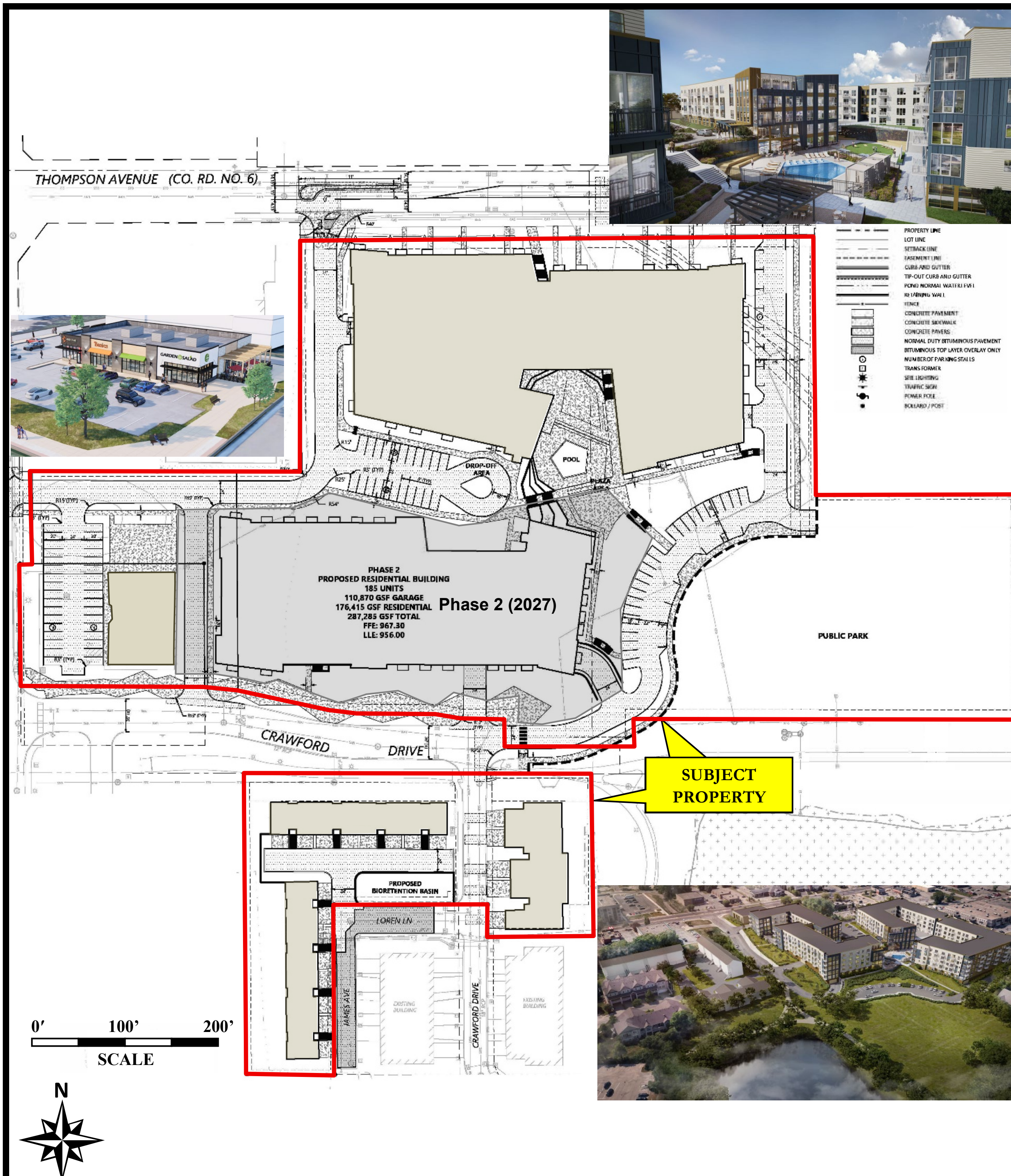

**PROJECT NAME:**

THOMPSON OAKS REDEVELOPMENT
150 THOMPSON AVE E & ADJACENT
WEST ST. PAUL, MN 55118

FIGURE 2: SITE PARCELS

PROJECT #
2024-P0230-0204

THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE CONSULTANTS




**PROJECT NAME:**

**YMCA REDEVELOPMENT**
**150 THOMPSON AVE E & ADJACENT**
**WEST ST. PAUL, MN 55118**

**ATTACHMENT 5b: PROPOSED REDEVELOPMENT**

**PROJECT #**

**2024-P0230-0204**

THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE CONSULTANTS

**WSP Robert St Redevelopment Phase I**
PROJECT UNIT MIX

UNIT MIX

| UNIT DESCRIPTION | Bed / Bath | Rent Level | | # Units | Unit SF | Monthly Rent / Unit | Avg. Rent/ SF |
|---|---|---|---|---|---|---|---|
| *Convertible/Alcoves* | | | | | | | |
| A1 | | Market | 19.2% | 56 | 538 | 1,495 | 2.78 |
| A1-P1 | | Market | 2.1% | 6 | 537 | 1,495 | 2.78 |
| A2 | | Market | 2.7% | 8 | 488 | 1,495 | 3.06 |
| A2-P1 | | Market | 0.7% | 2 | 489 | 1,495 | 3.06 |
| | | **Total/Avg** | 24.7% | **72** | **531** | **1,495** | **2.82** |
| *1 Bedrooms* | | | | | | | |
| 1BD-P1 | | Market | 0.3% | 1 | 803 | 1,725 | 2.15 |
| 1BD.1 | | Market | 1.4% | 4 | 985 | 1,725 | 1.75 |
| 1BD.3 | | Market | 2.7% | 8 | 751 | 1,725 | 2.30 |
| B1 | | Market | 34.0% | 99 | 713 | 1,725 | 2.42 |
| B1-P1 | | Market | 2.4% | 7 | 714 | 1,725 | 2.42 |
| B2 | | Market | 2.7% | 8 | 588 | 1,725 | 2.93 |
| B2-P1 | | Market | 0.7% | 2 | 588 | 1,725 | 2.93 |
| B3 | | Market | 1.4% | 4 | 953 | 1,725 | 1.81 |
| B5 | | Market | 3.8% | 11 | 633 | 1,725 | 2.73 |
| | | **Total/Avg** | 49.5% | **144** | **715** | **1,725** | **2.43** |
| *2 Bedrooms* | | | | | | | |
| 2BD | | Market | 1.4% | 4 | 1,126 | 2,175 | 1.93 |
| 2BD-P1 | | Market | 0.3% | 1 | 1,126 | 2,175 | 1.93 |
| 2BD.2 | | Market | 2.4% | 7 | 1,301 | 2,175 | 1.67 |
| 2BD.2-P1 | | Market | 0.3% | 1 | 1,283 | 2,175 | 1.70 |
| C1 | | Market | 6.2% | 18 | 1,018 | 2,175 | 2.14 |
| C3 | | Market | 2.4% | 7 | 1,207 | 2,175 | 1.80 |
| C8 | | Market | 1.4% | 4 | 1,189 | 2,175 | 1.83 |
| | | **Total/Avg** | 14.4% | **42** | **1,132** | **2,175** | **1.94** |
| *3 Bedrooms* | | | | | | | |
| 3BD | | Market | 1.4% | 4 | 1,359 | 2,775 | 2.04 |
| D2 | | Market | 2.7% | 8 | 1,455 | 2,775 | 1.91 |
| D2-P1 | | Market | 0.7% | 2 | 1,457 | 2,775 | 1.90 |
| | | **Total/Avg** | 4.8% | **14** | **1,428** | **2,775** | **1.95** |
| *Townhomes* | | | | | | | |
| 2 Story | | Market | 26.3% | 5 | 1,900 | 3,500 | 1.84 |
| 3 Story | | Market | 73.7% | 14 | 2,061 | 3,500 | 1.70 |
| | | **Total/Avg** | | **19** | **2,019** | **3,500** | **1.74** |
| ***Total/Average*** | | | | **291** | **849** | **$ 1,899** | **$ 2.24** |

**WSP Robert St Redevelopment Phase II**
PROJECT UNIT MIX

UNIT MIX

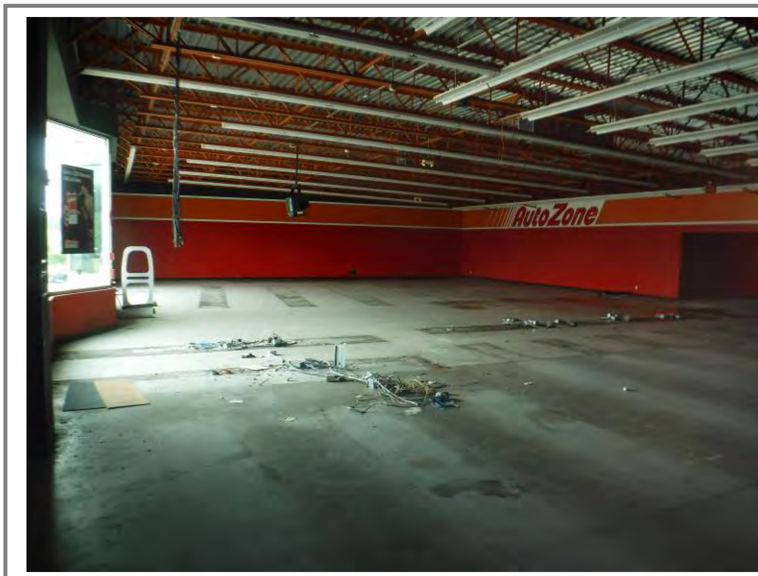
| UNIT DESCRIPTION | Bed / Bath | Rent Level | | # Units | Unit SF | Monthly Rent / Unit | Avg. Rent/ SF |
|---|---|---|---|---|---|---|---|
| *Convertible/Alcoves* | | | | | | | |
| A1 | | Market | 27.6% | 51 | 538 | 1,495 | 2.78 |
| | | **Total/Avg** | 27.6% | **51** | **538** | **1,495** | **2.78** |
| *1 Bedrooms* | | | | | | | |
| 1BD.1 | | Market | 1.1% | 2 | 732 | 1,725 | 2.36 |
| 1BD.4 | | Market | 2.2% | 4 | 851 | 1,725 | 2.03 |
| B1 | | Market | 38.4% | 71 | 713 | 1,725 | 2.42 |
| B5 | | Market | 3.2% | 6 | 633 | 1,725 | 2.73 |
| | | **Total/Avg** | 44.9% | **83** | **714** | **1,725** | **2.42** |
| *2 Bedrooms* | | | | | | | |
| 2BD | | Market | 8.1% | 15 | 1,315 | 2,175 | 1.65 |
| 2BD.3 | | Market | 2.2% | 4 | 1,042 | 2,175 | 1.85 |
| C1 | | Market | 4.3% | 8 | 1,018 | 2,175 | 1.85 |
| C3 | | Market | 8.1% | 15 | 1,220 | 2,175 | 1.85 |
| | | **Total/Avg** | 22.7% | **42** | **1,199** | **2,175** | **1.78** |
| *3 Bedrooms* | | | | | | | |
| 3BD.2 | | Market | 2.2% | 4 | 1,423 | 2,775 | 1.95 |
| 3BD.3 | | Market | 2.7% | 5 | 1,479 | 2,775 | 1.88 |
| | | **Total/Avg** | 4.9% | **9** | **1,454** | **2,775** | **1.91** |
| ***Total/Average*** | | | | **185** | **812** | **$ 1,815** | **$ 2.24** |

# PHOTOGRAPHIC DOCUMENTATION

**PHOTOGRAPH # 1 –**
VIEW OF THE FORMER AUTOZONE BUILDING

**PHOTOGRAPH # 2 –**
VIEW OF THE BACK OF THE AUTOZONE BUILDING

**PHOTOGRAPH # 3 –**
AUTOZONE INTERIOR




THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE

# PHOTOGRAPHIC DOCUMENTATION

**PHOTOGRAPH # 4 –**
VIEW OF A CIRCULAR DRIVE AROUND A FORMER BUILDING NORTH OF AUTOZONE, FACING ROBERT STREET

**PHOTOGRAPH # 5 –**
VIEW OF THE FORMER YMCA LOT LOOKING NORTH FROM CRAWFORD DR TOWARD THOMPSON AV

**PHOTOGRAPH # 6 –**
VIEW OF SOUTH END OF THE FORMER YMCA LOT LOOKING EAST DOWN CRAWFORD DR

THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE

# PHOTOGRAPHIC DOCUMENTATION

**PHOTOGRAPH # 7 –**
VIEW OF THE NORTHEAST FORMER YMCA OVERFLOW LOT

**PHOTOGRAPH # 8 –**
VIEW FACING NORTH OF THE NORTHWEST FORMER YMCA LOT

**PHOTOGRAPH # 9 –**
VIEW OF THE TOWNHOME LOTS SOUTH OF CRAWFORD DR FACING EAST

THE JAVELIN GROUP
REAL ESTATE DUE DILIGENCE

| Property Card | Parcel ID Number 42-11561-01-010 |
|---|---|

## Owner Information

Fee Owner

WEST ST PAUL ECONOMIC DEVELOPMENT

Mailing Address

1616 HUMBOLT AVE

WEST ST. PAUL MN 55118

## Property Address

Address

150 THOMPSON AVE E

Municipality

WEST ST PAUL

## Parcel Information

| | | | |
|---|---|---|---|
| Sale Date | | Total Acres | 8.36 |
| Sale Value | $0.00 | R/W Acres | |
| Uses | EXEMPT | Water Acres | |
| | | Plat | ANDLER AND OLSONS 2ND ADDITION |
| | | Lot and Block | 1 1 |
| | | Tax Description | |

## 2025 Building Characteristics (payable 2026)*

| | | | | |
|---|---|---|---|---|
| Building Type | Year Built | 0 | Bedrooms | |
| Building Style | Foundation Sq Ft | | Bathrooms | |
| Frame | Above Grade Sq Ft | | Garage Sq Ft | |
| Multiple Buildings | Finished Sq Ft | | Other Garage | |

## Miscellaneous Information

| School District | Watershed District | Homestead | Green Acres | Ag Preserve | Open Space |
|---|---|---|---|---|---|
| 197 | LOWER MISSISSIPPI RIVER | NON HOMESTEAD | | | |

## Assessor Valuation

| | Taxable | Estimated |
|---|---|---|
| 2025 Land Values (payable 2026) | $0.00 | $3,423,100.00 |
| 2025 Building Values (payable 2026)* | $0.00 | $73,300.00 |
| 2025 Total Values (payable 2026)* | $0.00 | $3,496,400.00 |
| 2024 Total Values (payable 2025)* | $0.00 | $3,412,700.00 |

## Property Tax Information

| Net Tax (payable 2025) | Special Assessments (2025) | Total Tax & Assessments (2025) |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

* Manufactured Homes Payable the Same Year as Assessment.

*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.

| **Property Card** | Parcel ID Number 42-11560-01-021 |
|---|---|

## Owner Information

Fee Owner

WEST ST PAUL ECONOMIC DEVELOPMENT

Mailing Address

1616 HUMBOLT AVE

WEST ST. PAUL MN 55118

## Property Address

Address

1520 ROBERT ST S

Municipality

WEST ST PAUL

## Parcel Information

| | | | |
|---|---|---|---|
| Sale Date | | Total Acres | 0.61 |
| Sale Value | $0.00 | R/W Acres | |
| Uses | EXEMPT | Water Acres | |
| | | Plat | ANDLER & OLSONS ADDITION |
| | | Lot and Block | 2 1 |
| | | Tax Description | PT N'LY OF A LINE COM SW COR N ON W LINE 64 FT TO BEG S 89D54M5S E 114.46 FT S 89D54M10S E 67.89 FT E'LY ON CURVE R = 325 FT TO E LINE AND THERE TERM SUBJ TO EASE |

## 2025 Building Characteristics (payable 2026)*

| | | | | | |
|---|---|---|---|---|---|
| Building Type | RETAIL STR | Year Built | 2001 | Bedrooms | 0 |
| Building Style | | Foundation Sq Ft | NOT APPL | Bathrooms | 0.00 |
| Frame | | Above Grade Sq Ft | | Garage Sq Ft | |
| Multiple Buildings | | Finished Sq Ft | 7,165 | Other Garage | |

## Miscellaneous Information

| School District | Watershed District | Homestead | Green Acres | Ag Preserve | Open Space |
|---|---|---|---|---|---|
| 197 | LOWER MISSISSIPPI RIVER | NON HOMESTEAD | | | |

## Assessor Valuation

| | Taxable | Estimated |
|---|---|---|
| 2025 Land Values (payable 2026) | $0.00 | $343,300.00 |
| 2025 Building Values (payable 2026)* | $0.00 | $499,000.00 |
| 2025 Total Values (payable 2026)* | $0.00 | $842,300.00 |
| 2024 Total Values (payable 2025)* | $0.00 | $783,300.00 |

## Property Tax Information

| Net Tax (payable 2025) | Special Assessments (2025) | Total Tax & Assessments (2025) |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

* Manufactured Homes Payable the Same Year as Assessment.

| **Property Card** | Parcel ID Number 42-11561-00-010 |
|---|---|

## Owner Information

Fee Owner

WEST ST PAUL ECONOMIC DEVELOPMENT

Mailing Address

1616 HUMBOLT AVE

WEST ST. PAUL MN 55118

## Property Address

Address

150 THOMPSON AVE E

Municipality

WEST ST PAUL

## Parcel Information

| | | | |
|---|---|---|---|
| Sale Date | | Total Acres | 0.62 |
| Sale Value | $0.00 | R/W Acres | |
| Uses | EXEMPT | Water Acres | |
| | | Plat | ANDLER AND OLSONS 2ND ADDITION |
| | | Lot and Block | OUTLOT A |
| | | Tax Description | |

## 2025 Building Characteristics (payable 2026)*

| | | | | |
|---|---|---|---|---|
| Building Type | Year Built | 0 | Bedrooms | |
| Building Style | Foundation Sq Ft | | Bathrooms | |
| Frame | Above Grade Sq Ft | | Garage Sq Ft | |
| Multiple Buildings | Finished Sq Ft | | Other Garage | |

## Miscellaneous Information

| School District | Watershed District | Homestead | Green Acres | Ag Preserve | Open Space |
|---|---|---|---|---|---|
| 197 | LOWER MISSISSIPPI RIVER | NON HOMESTEAD | | | |

## Assessor Valuation

| | Taxable | Estimated |
|---|---|---|
| 2025 Land Values (payable 2026) | $0.00 | $410,500.00 |
| 2025 Building Values (payable 2026)* | $0.00 | $0.00 |
| 2025 Total Values (payable 2026)* | $0.00 | $410,500.00 |
| 2024 Total Values (payable 2025)* | $0.00 | $401,200.00 |

## Property Tax Information

| Net Tax (payable 2025) | Special Assessments (2025) | Total Tax & Assessments (2025) |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

* Manufactured Homes Payable the Same Year as Assessment.

| Property Card | Parcel ID Number 42-83680-01-011 |
|---|---|

## Owner Information

| | |
|---|---|
| Fee Owner | WEST ST PAUL ECONOMIC DEV AUTHORITY |
| Mailing Address | 1616 HUMBOLT AVE<br>WEST ST. PAUL MN 55118 |

## Property Address

| | |
|---|---|
| Address | |
| Municipality | WEST ST PAUL |

## Parcel Information

| | | | |
|---|---|---|---|
| Sale Date | | Total Acres | 1.73 |
| Sale Value | $0.00 | R/W Acres | 0.19 |
| Uses | EXEMPT | Water Acres | |
| | | Plat | WENTWORTH PLACE |
| | | Lot and Block | 1 1 |
| | | Tax Description | PT OF LOT 1 BLK 1 LYING W & N OF LINE COM MOST E'LY SE COR SID LOT 1 N 89D53M03S W ON S LINE 64.75 FT S 0D19M 57S E ON S LINE 66.94 FT N 89D52M00S W 106.13 FT N 00D 22M07S W 66.91 FT N 89D53M 03S W 110.66 FT TO BEG OF LINE N 0D19M57S W 184.67 FT S 89D54M06S E 167.29 FT S 0D19M57S E 35.2 FT N 89D40M 03S E 114.29 FT TO MOST E'LY LINE SAID LOT 1 & THERE TERM |

## 2025 Building Characteristics (payable 2026)*

| | | |
|---|---|---|
| Building Type | Year Built 0 | Bedrooms |
| Building Style | Foundation Sq Ft | Bathrooms |
| Frame | Above Grade Sq Ft | Garage Sq Ft |
| Multiple Buildings | Finished Sq Ft | Other Garage |

## Miscellaneous Information

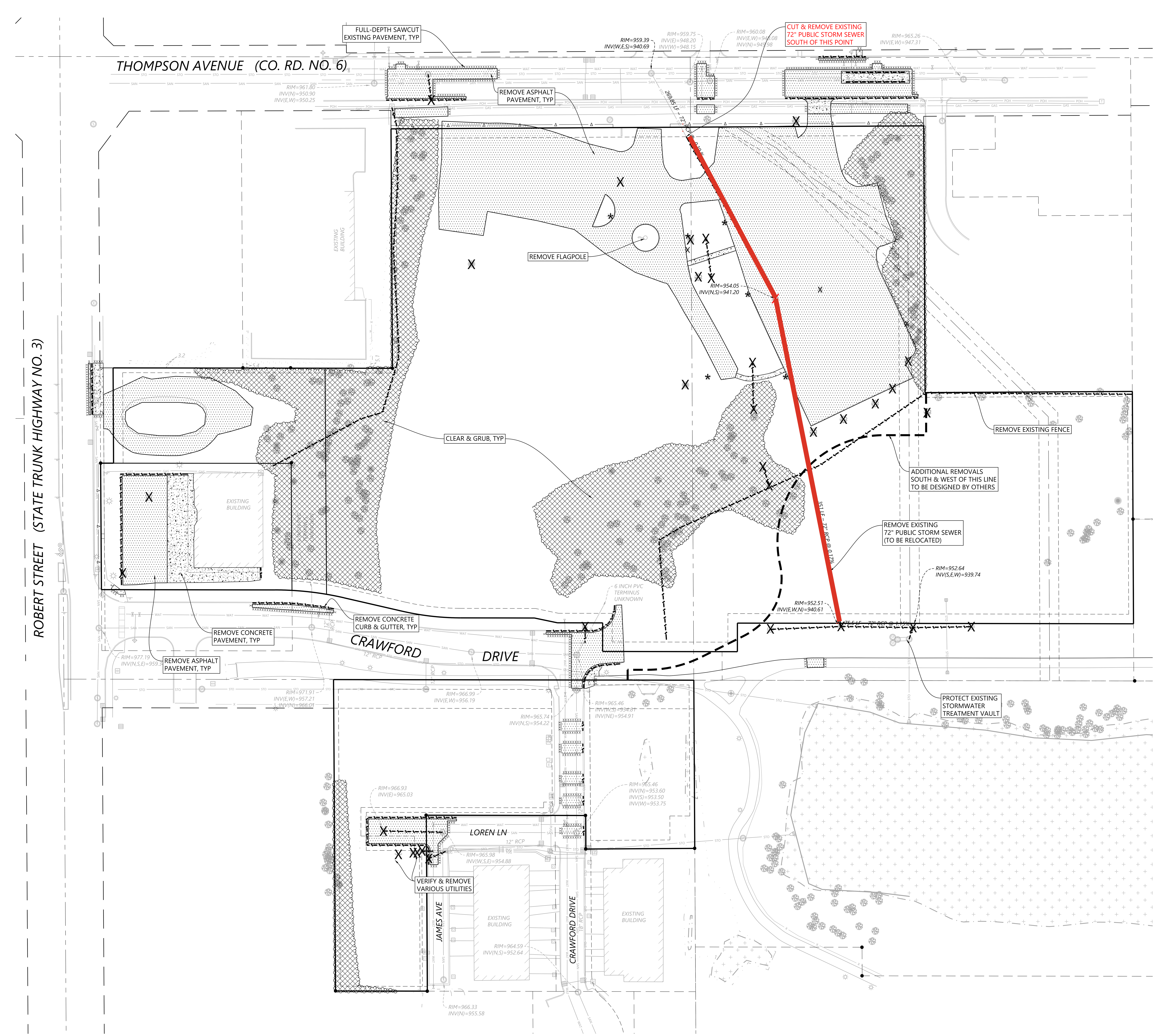
| School District | Watershed District | Homestead | Green Acres | Ag Preserve | Open Space |
|---|---|---|---|---|---|
| 197 | LOWER MISSISSIPPI RIVER | NON HOMESTEAD | | | |

## Assessor Valuation

| | Taxable | Estimated |
|---|---|---|
| 2025 Land Values (payable 2026) | $0.00 | $212,900.00 |
| 2025 Building Values (payable 2026)* | $0.00 | $0.00 |
| 2025 Total Values (payable 2026)* | $0.00 | $212,900.00 |
| 2024 Total Values (payable 2025)* | $0.00 | $205,500.00 |

## Property Tax Information

| Net Tax (payable 2025) | Special Assessments (2025) | Total Tax & Assessments (2025) |
|---|---|---|




Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

## REMOVAL LEGEND

| EXISTING | PROPOSED | |
|---|---|---|
| | | PROPERTY LINE |
| | | SAW CUT PAVEMENT |
| EXISTING | REMOVALS | |
| | | CURB & GUTTER |
| SAN | | SANITARY SEWER |
| WAT | | WATER MAIN |
| WAT | | HYDRANT |
| STO | | STORM SEWER |
| GAS | | GAS |
| PUG | | UNDERGROUND ELECTRIC |
| POH | | OVERHEAD ELECTRIC |
| TUG | | UNDERGROUND TELEPHONE |
| TOH | | OVERHEAD TELEPHONE |
| FO | | TELEPHONE FIBER OPTIC |
| CTV | | CABLE TELEVISION |
| | | RETAINING WALL |
| | | FENCE |
| | | CONCRETE |
| | | BITUMINOUS |
| | | BUILDING |
| | | TREE |
| | | LIGHT POLE |
| | | TRAFFIC SIGN |
| | | CONSTRUCTION BARRICADE |
| SB-19 | | SOIL BORING LOCATION |
| | | TREE LINE |

## REMOVAL NOTES

1. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
2. CONTRACTOR SHALL COORDINATE LIMITS OF REMOVALS WITH PROPOSED IMPROVEMENTS AND FIELD VERIFY CONDITION OF EXISTING APPURTENANCES TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING OR REPLACING MISCELLANEOUS ITEMS (SUCH AS FENCES, SIGNS, IRRIGATION HEADS, ETC.) THAT MAY BE DAMAGED BY CONSTRUCTION.
3. CONTRACTOR SHALL PLACE ALL NECESSARY EROSION CONTROL MEASURES REQUIRED TO MAINTAIN SITE STABILITY PRIOR TO EXECUTING ANY SITE REMOVALS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITY PROVIDERS FOR REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES AFFECTED BY SITE DEVELOPMENT. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

1" = 40'

0' 40' 80' 120'

NOT FOR CONSTRUCTION

DESIGNED:
CHECKED:
DRAWN:
HORIZONTAL SCALE: 40'
VERTICAL SCALE: 8' or 4'

INITIAL ISSUE: 06/18/2025
REVISIONS:
06/18/2025 PRELIMINARY PLANS
07/09/2025 RESPONSE TO CITY COMMENTS
07/25/2025 RESPONSE TO CITY COMMENTS
08/07/2025 RESPONSE TO CITY COMMENTS

PREPARED FOR:

GRECO
607 WASHINGTON AVENUE NORTH
MINNEAPOLIS, MN, 55388

WSP HOUSING
WEST ST. PAUL, MN


Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.


EXISTING CONDITIONS AND REMOVALS PLAN

SHEET NUMBER:

C101

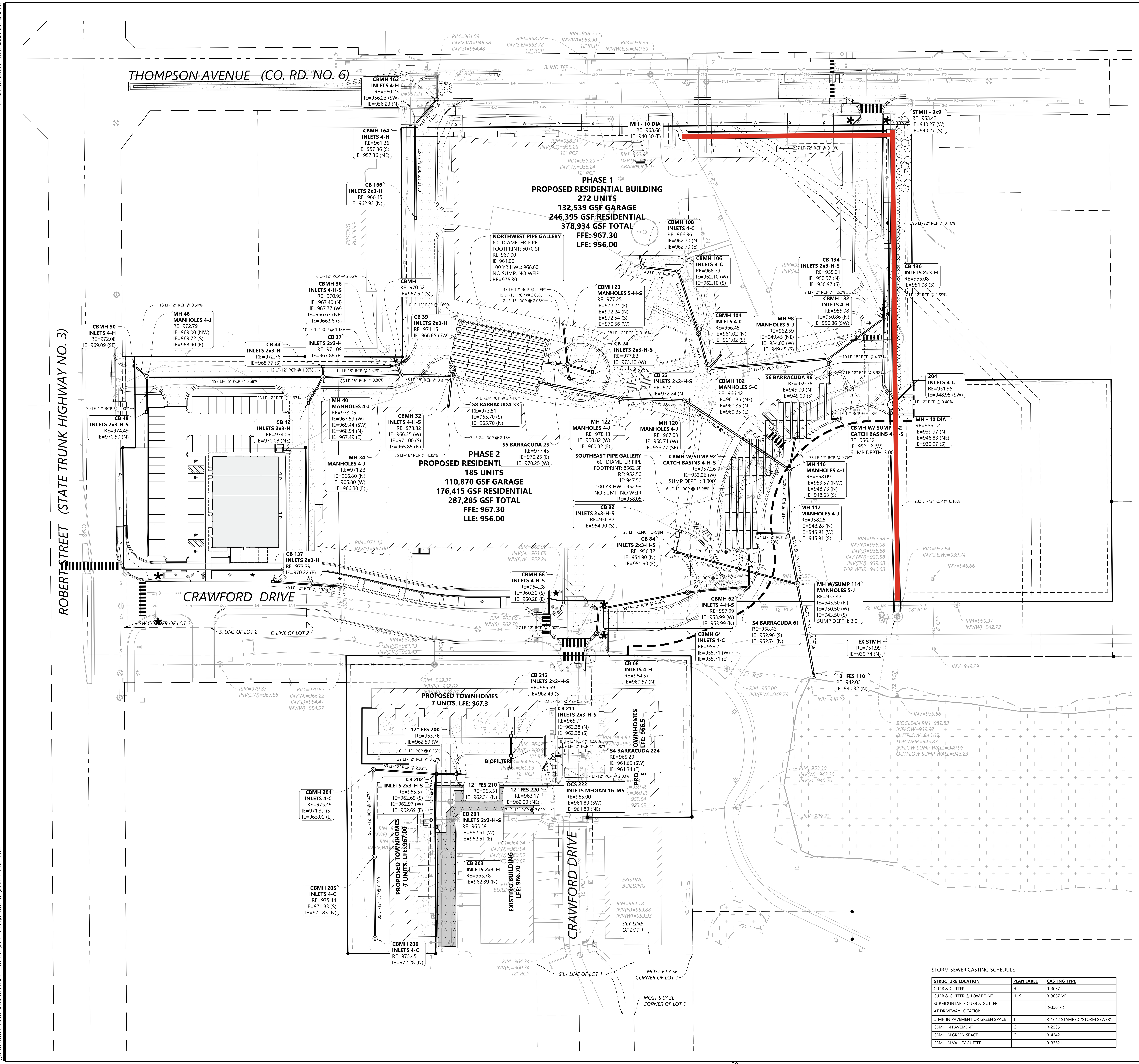
DATE: 06/18/25

WSP HOUSING

PROJECT NUMBER: 0045732.00



\\WESTWOODPS.LOCAL\GFS\GLOBAL PROJECTS\0045732.00\DWG\CIVIL\0045732RM01.DWG




Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

- EASEMENT LINE
- CURB AND GUTTER
- SANITARY SEWER
- SANITARY SEWER FORCE MAIN
- STORM SEWER
- WATER MAIN
- HYDRANT
- GAS
- UNDERGROUND ELECTRIC
- OVERHEAD ELECTRIC
- UNDERGROUND TELEPHONE
- OVERHEAD TELEPHONE
- TELEPHONE FIBER OPTIC
- CABLE TELEVISION
- DRAIN TILE
- GATE VALVE
- FLARED END SECTION (WITH RIPRAP)
- LIGHT POLE

## GENERAL UTILITY NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SANITARY SEWER, STORM SEWER AND WATER MAIN MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
3. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL OBTAIN THE NECESSARY FEDERAL, STATE AND LOCAL PERMITS FOR THE PROPOSED WORK OR VERIFY WITH THE OWNER OR ENGINEER THAT PERMITS HAVE BEEN OBTAINED. PERMIT FEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNLESS OTHERWISE ARRANGED WITH THE OWNER.
4. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF DOORWAYS, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY CONNECTION LOCATIONS.
5. ALL PRIVATE UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE APPROPRIATE UTILITY COMPANY. THE CONTRACTOR SHALL COORDINATE THE SERVICE LINE CONSTRUCTION WITH THE UTILITY COMPANIES.
6. CONTRACTOR SHALL OBTAIN ALL NECESSARY CITY PERMITS FOR UTILITY CONNECTIONS, AND UTILITIES SHALL BE INSPECTED AND APPROVED BY THE CITY. THE CITY SHALL BE NOTIFIED 48-HOURS PRIOR TO COMMENCING WITH THE UTILITY CONSTRUCTION OR ANY REQUIRED TESTING. CONTRACTOR SHALL NOT OPERATE, INTERFERE WITH, CONNECT ANY PIPE OR HOSE TO, OR TAP ANY WATER MAIN BELONGING TO THE CITY UNLESS DULY AUTHORIZED TO DO SO BY THE CITY. ANY ADVERSE CONSEQUENCES OF SCHEDULED OR UNSCHEDULED DISRUPTIONS OF SERVICE TO THE PUBLIC ARE TO BE THE RESPONSIBILITY OF THE CONTRACTOR.
7. WATER MAIN LENGTHS AS SHOWN ARE APPROXIMATE HORIZONTAL LENGTHS. ALLOW FOR ADDITIONAL PIPE WHEN INSTALLING ON SLOPES OR WHEN DEFLECTIONS ARE REQUIRED. THE JOINT DEFLECTIONS SHALL NOT EXCEED THE MAXIMUM RECOMMENDED BY THE PIPE MANUFACTURER OR BY LOCAL GOVERNING SPECIFICATIONS. FITTINGS REQUIRED TO CONSTRUCT WATER MAIN SHALL BE INCLUDED IN WATER MAIN CONSTRUCTION.
8. PROVIDE WATER MAIN THRUST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
9. A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH SANITARY SEWER OR STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTION WITHIN 10-FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
10. UTILITY SERVICES TYPICALLY TERMINATE 5' OUTSIDE BUILDING WALL UNLESS OTHERWISE SHOWN OR NOTED.
11. DUCTILE IRON WATER LINES SHALL BE CLASS 52, PER AWWA C115 OR C151. COPPER WATER LINES SHALL BE TYPE K PER ASTM B88. PVC WATER LINES SHALL BE PER AWWA C900 AND INSTALLED PER AWWA C605 IF ALLOWED BY CITY.
12. ALL WATER LINES SHALL HAVE 7.5' MINIMUM COVER. INSULATE WATER MAIN IF LESS THAN 8' OF COVER. INSULATION SHALL BE DOW STYROFOAM HI BRAND 35 OR EQUIVALENT, WITH 4 INCHES OF THICKNESS.
13. SANITARY SEWER PIPE OUTSIDE THE BUILDING ENVELOPE SHALL BE POLYVINYL CHLORIDE (PVC) SDR 35 OR 26. SDR 26 IS REQUIRED FOR DEPTHS GREATER THAN 15 FEET. SANITARY SEWER PIPE WITHIN 5 FEET OF THE BUILDING AND UNDER FOOTINGS SHALL BE SCHEDULE 40 PER ASTM D2665. ALL PLASTIC SANITARY SEWER SHALL BE INSTALLED PER D2321. SOLVENT WELD JOINTS MUST INCLUDE USE OF A PRIMER WHICH IS OF A CONTRASTING COLOR TO THE PIPE AND CEMENT. ALL SANITARY SEWER SHALL BE TESTED ACCORDING TO MINNESOTA PLUMBING CODE, PART 712.0.
14. STORM SEWER PIPE:
    A. RCP AND HDPE PIPE MAY BE INSTALLED WITH APPROVAL OF LOCAL GOVERNING AGENCY.
    B. REINFORCED CONCRETE PIPE SHALL BE CLASS 5 FOR PIPE DIAMETERS 18" AND SMALLER, CLASS 3 FOR PIPE DIAMETERS 21" AND LARGER UNLESS OTHERWISE NOTED, PER ASTM C76 WITH R-4 GASKETS.
    C. HDPE STORM PIPE 4- TO 10-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF AASHTO M252. HDPE STORM PIPE 12- TO 60-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF ASTM F2306. FITTINGS SHALL BE PER ASTM D3212 AND INSTALLED PER ASTM D2321.
    D. PVC STORM SEWER PIPE AND FITTINGS SHALL BE SCHEDULE 40 PIPE PER ASTM D2665 AND INSTALLED PER ASTM D2321.
    E. ALL STORM SEWER JOINTS AND STRUCTURE CONNECTIONS SHALL BE GASTIGHT OR WATERTIGHT AS REQUIRED BY MINNESOTA PLUMBING CODE, PART 707.3. STORM SEWER LOCATED WITHIN 10-FEET OF A BUILDING AND/OR WATER LINE SHALL BE TESTED PER MINNESOTA PLUMBING CODE, PART 712.
15. ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA RULES, PART 7560.0150.
16. AFTER CONSTRUCTION IS COMPLETED, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN AS-BUILT RECORD OF UTILITY CONSTRUCTION. THE AS-BUILT SHALL INCLUDE LOCATION AND LENGTH DEVIATIONS OR CHANGES TO THE PLAN. CONTRACTOR TO VERIFY WITH OWNER OR ENGINEER WHETHER A PLAN WITH POST-CONSTRUCTION ELEVATIONS IS REQUIRED.

STORM SEWER CASTING SCHEDULE

| STRUCTURE LOCATION | PLAN LABEL | CASTING TYPE |
|---|---|---|
| CURB & GUTTER | H | R-3067-L |
| CURB & GUTTER @ LOW POINT | H -S | R-3067-VB |
| SURMOUNTABLE CURB & GUTTER AT DRIVEWAY LOCATION | | R-3501-R |
| STMH IN PAVEMENT OR GREEN SPACE | J | R-1642 STAMPED "STORM SEWER" |
| CBMH IN PAVEMENT | C | R-2535 |
| CBMH IN GREEN SPACE | C | R-4342 |
| CBMH IN VALLEY GUTTER | | R-3362-L |

1" = 40'

0 40' 80' 120'

NOT FOR CONSTRUCTION

DESIGNED:
CHECKED:
DRAWN:
HORIZONTAL SCALE: 40'
VERTICAL SCALE: 8' or 4'

INITIAL ISSUE: 06/18/2025

REVISIONS:

| | |
|---|---|
| 06/18/2025 | PRELIMINARY PLANS |
| 07/09/2025 | RESPONSE TO CITY COMMENTS |
| 07/25/2025 | RESPONSE TO CITY COMMENTS |
| 08/07/2025 | RESPONSE TO CITY COMMENTS |

PREPARED FOR:

**GRECO**
607 WASHINGTON AVENUE NORTH
MINNEAPOLIS, MN, 55388

**WSP HOUSING**
WEST ST. PAUL, MN

**Westwood**
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
TollFree (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

STORM WATER PLAN

SHEET NUMBER:

C501

DATE: 06/18/25

WSP HOUSING



PROJECT NUMBER: 0045732.00

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# YMCA REDEVELOPMENT ECONOMIC BENEFITS

**To:** **Ms. Margaret Dykes – Dakota County, MN**

**From:** **Austin Peterson – Greco**
**Kevin Pierson/John Findley – The Javelin Group, Inc.**

**Date:** **October 1, 2025**

**Re:** **YMCA Redevelopment Project Economic Benefits Summary**

---

This memo provides a summary of economic benefits provided by the proposed YMCA development project in West Saint Paul, MN. The proposed $146.4 million redevelopment of the former YMCA site will deliver wide-ranging economic benefits to the City of West St. Paul and the surrounding community. By transforming an 11-acre vacant and underutilized property into a vibrant mixed-use development, the project will significantly expand the local tax base and support long-term fiscal health for the city. The redevelopment will introduce hundreds of new market-rate apartments and townhomes, along with commercial and restaurant space, helping to attract new residents, retain existing households, and bring additional consumer spending power into the community.

Beyond private investment, the project includes $2.5 million in developer-funded public infrastructure improvements, such as rerouting utilities and reconstructing Crawford Drive, which will modernize local infrastructure, improve connectivity, and reduce future costs to the city. The construction phase will create substantial employment opportunities and generate secondary economic activity through local suppliers, contractors, and services. Upon completion, the project will support permanent jobs in property management, maintenance, and commercial operations, while creating new public amenities—including a nearly four-acre park—that enhance livability and attract further private investment.

Collectively, the redevelopment will not only revitalize a high-profile site but also catalyze economic growth, enhance property values in the surrounding area, and strengthen West St. Paul's position as a desirable place to live, work, and invest. Following is a summary of public improvement costs that will be covered by the project.

| Public Improvement Costs Covered by Greco Budget | |
|---|---|
| Improvement | Estimated Cost |
| Utility- rerouting of existing 72" storm main & removals | 690,000 |
| Reconstruction of Crawford Drive-curbs/asphalt/sidewalks/lighting | 275,000 |
| Demo / Reconstruction of Thompson Avenue medians | 200,000 |
| Woonerf - grading / curbs / asphalt / sidewalks | 195,000 |
| General Conditions/Permit/Insurance/Fees for Public Work items | 187,500 |
| Utility- water main extension from Thompson to Crawford Drive (approx 900LF) | 90,000 |
| Tree Clearing & Grading of City Park (80,280sf) | 75,000 |
| Landscaping of Crawford & Access Route to Thompson | 75,000 |
| Builders Risk Insurance | 26,676 |
| Demo of Crawford Drive-curbs & asphalt | 25,000 |
| Civil Engineering Design Costs | 72,896 |
| Geotechnical Testing - Park Area | 2,463 |
| Environmental Testing - Park Area | 2,201 |
| Utility Stubs (Electric, Gas, Water) | TBD |
| Infiltration Tank Cost | TBD |
| Park Buildout | 583,264 |
| Total Cost | 2,500,000 |



THE JAVELIN GROUP, INC.
10125 CROSSTOWN CIRCLE – SUITE 107 – EDEN PRAIRIE, MN 55344
TEL: 952 380-3668 FAX: 952 380-3669

greco
BUILDING FORWARD

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MINNEAPOLIS, MN 55401

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WWW.GRECOLLC.COM

To: Ben Boike
Community Development Director
City of West St. Paul
1616 Humboldt Ave.
West St Paul, MN 55118

From: Josh Brandsted
Greco Properties, LLC

Date: June 20th, 2025

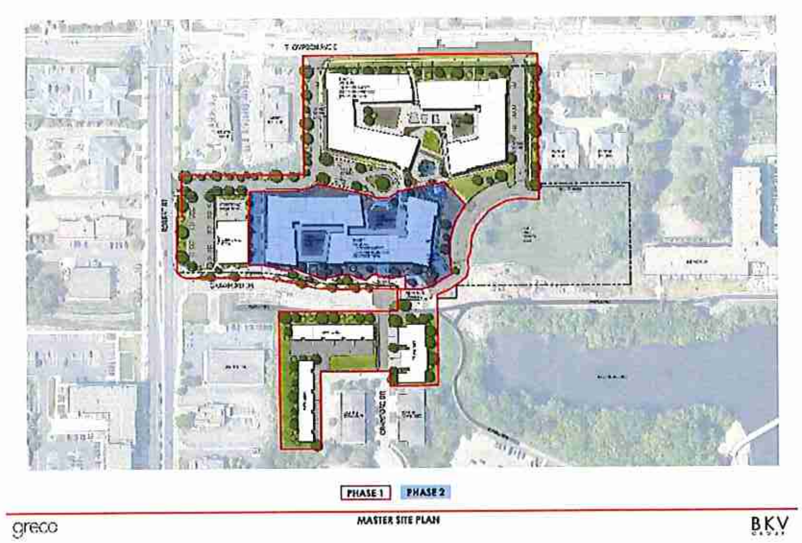
RE: 150 Thompson Avenue Project Narrative

Dear Ben -

Please see below the Project Narrative supporting the submittal of the Site Plan, Conditional Use Permit, Rezoning, Planned Development, and Preliminary/Final Plat Applications for 150 Thompson Ave E and 1520 Robert St S.

1) Project proposal:

   The development is made up of two phases with the apartment buildings in a north / south orientation. The phases are depicted below with all construction taking place during the first phase outlined in red and the second phase highlighted in blue.



The first phase consists of a 5-story, 272-unit market rate apartment building with underground parking, nineteen townhomes, a commercial reuse of the existing "Auto Zone" building, and a build out of some public park amenities. The apartment will consist of 81 alcove units, 136 one bedrooms, 41 two bedrooms, and 14 3 bedrooms and have a full lifestyle amenity package. The townhomes are located adjacent to the existing townhomes to the south of Crawford Drive and will consist of 1 and a half story walk outs and 2 and a half story homes with tuck under garages. The former Auto Zone building is intended for commercial retail uses but a commercial tenant has not been selected and the use of this space may vary.

The second phase of the development consists of 185 apartment units with a similar lifestyle amenity package. The second phase is intended to break ground 1-2 years after final completion of Phase I.

2) Comprehensive Guide Plan Compliance

This project meets the direction of the West St Paul Comprehensive Guide Plan. The property is guided for a mixed-use development with high density residential. The current proposal includes 478 residential units and a commercial space aligning well with the intended goals of West St Paul. The guide plan also includes a desire to expand of the City parks and trail system with an emphasis on the River to River Trail. The proposed site plan incorporates a new 2.48-acre park along the River to River Trail enhancing one of the areas best amenities in densely populated area along Robert Street. The Comprehensive Guide Plan suggests that tax increment financing should be used to encourage investment in new development projects. This project will have a TIF component alongside the private capital investment that will be used to bridge extraordinary costs of the development like relocating public utilities and the construction of portions of the new park space. We see this as a perfect example of private and public partnership bringing investment and public amenities to the City of West St Paul.

3) Maintenance and Operations:

The apartments and townhomes will be operated by Greco Properties, LLC. Once stabilized, the on-site staffing plan will include 5 project-related staff members along with third party contract vendors as needed. Typical business hours will be 9am-6pm with on-call services 24/7.

4) Provision of necessary facilities

Utility capacity has been reviewed by City staff and the surrounding infrastructure has capacity to serve the proposed development.

**Sanitary Sewer**

Sanitary sewer connections for the two apartments will be split in two with the north building discharging to the Thompson main and the south building discharging to the Crawford main. The townhomes will be discharged to a shared service for each building and will discharge to the exiting main in Crawford.

**Water**

Water connections for the two apartments will be split in two with the north building being fed from the Thompson main and the south building being fed from the Crawford main. The townhomes will be fed by a single main in Crawford , to a shared services for each building.

**Stormwater**

Existing Conditions

The existing site consists of vacant space as the site was previously occupied by a YMCA which was demolished sometime around June 2020 according to historical aerial photos. The parking lots associated with the former YMCA still remain onsite. For purposes of stormwater management and based on the watershed definition of Existing conditions, we are using the previously developed site conditions from 2019 for existing conditions in HydroCAD modeling. The previously established use of the property was a YMCA in the northern portion of the site and vacant land in the southern portion of the site.

The existing north site sheet flows southwest towards the existing regional pond. The existing south site sheet flows east towards the existing regional pond.

The proposed project site falls under the jurisdiction of the City of West St. Paul and the MPCA. The following regulations apply:

Stormwater Management

Rate Control – Limit peak runoff to existing conditions for the 2-, 10-, and 100-year 24-hour storm events according to MPCA.

Volume Reduction – Provide abstraction for 1.0 inches of runoff from impervious surfaces according to Ordinance No 23.

Water Quality – Provide at least 70% TSS removal on an annual average basis according to MPCA.

Proposed Development Conditions

Stormwater for the development will be designed per the City guidelines for volume, rate and water quality by utilizing a series of below grade pipe galleries and mechanical treatment systems.

Runoff in the northern portion of the site will be treated by two underground systems; one located in the drop off area and the other closer to the regional pond.

The 100-year HWL of the drop off underground system is 969.14. The outlet pipe from the system is at 964.00 while the invert of the underground system is 964.00. This system outlets to the proposed storm sewer network which outlets at the existing regional pond.

The 100-year HWL of the other underground system is 952.42. The outlet pipe from the system is 947.50 while the invert of the underground system is 947.50. This system outlets to the existing regional pond.

The southern portion of the site will be treated by a biofilter. The 100-year HWL of the biofilter is 964.47. This system outlets to the existing regional pond. The elevation is the bottom of the media is 961.00 while the top of the media is at elevation 963.00. A vertical standpipe has a rim at elevation 963.48.

According to Ordinance No. 23, infiltration is prohibited "With less than three (2) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils of the top of bedrock" and "Of predominately Hydrologic Soil Group D (clay) soils". Because of this, infiltration is not allowed on site for both the north and south portions as soil borings reveal both clay soils and limited separation between groundwater and the surface.

A 70% TSS removal efficiency is required by MPCA. MIDS was used to calculate the annual TSS removal rates for the site. The MIDS input and output calculations are included in Appendix C and summarized in Table 7 below. Particulate removal is achieved through multiple Barracuda devices by ADS and a biofilter.

The proposed public park stormwater management will be designed by others.

5) Ingress, Egress, and Traffic

<u>Traffic Impact Analysis</u>

A Traffic Impact Analysis (TIA) was performed for the proposed project as part of the EAW process (EAW dated 02/05/25) with an analysis of nearby roads and intersections including Thompson, Robert, Crawford, and Wentworth. The data and points of analysis included traffic volumes, existing conditions and characteristics, crash history, and intersection capacity.

This analysis was to study existing conditions, future no-build conditions, and future buildout conditions. The existing conditions will be Year 2024, and the future years will be Phase 1 Opening Year 2027, Phase 2 Opening Year 2029 and Horizon Year 2034.

This TIA contained investigations of the potential impacts of the current development plan on the existing and planned roadway infrastructure and develop recommendations for mitigating the identified impacts, if applicable.

This TIA contained the following analyses for the project area:

- Trip Generation, Distribution, and Assignment
- Traffic Forecast
- Intersection Capacity Analysis
- Traffic Signal Warrant

These analyses were performed within the following seven (7) scenarios:

1. Year 2024 Existing Conditions
2. Year 2027 Phase 1 Background Condition
3. Year 2027 Phase 1 Buildout Conditions without Mitigation
4. Year 2029 Phase 2 Background Condition
5. Year 2029 Phase 2 Buildout Conditions without Mitigation

6. Year 2034 Horizon Background Conditions

7. Year 2034 Horizon Project Buildout Conditions without Mitigation

This TIA addressed anticipated future conditions at the following five (5) public street intersections:

1. MN 23 (Robert St) & CR 6 (Thompson Ave)

2. MN 23 (Robert St) & Crawford Dr

3. MN 23 (Robert St) & CSAH 8 (Wentworth Ave)

4. Crawford Dr & CSAH 8 (Wentworth Ave)

5. CSAH 73 (Oakdale Ave) & CR 6 (Thompson Ave)

This TIA addressed anticipated future conditions at the following two (2) proposed site entrances:

100. MN 23 (Robert St) & Driveway 100

200. CR 6 (Thompson Ave) & Driveway 200

The proposed West St. Paul Housing Redevelopment project is anticipated to generate a total of 2,747 daily weekday trips, including 206 primary AM peak hour trips and 248 primary PM peak hour trips on an average weekday upon full buildout.

In the Dakota County 2040 Transportation Plan, Thompson Avenue is highlighted as being near capacity in 2019, and overcapacity in the year 2040. Thompson Ave has transitioned from County to City jurisdiction in the Year 2024, with a reconstruction project changing the cross-section from one driving and one parking lane in each direction to one lane in each direction with a continuous left-turn lane. The County's 2040 Transportation Plan does not highlight any of the project intersections as approaching capacity in 2040.

For the purpose of this study, an acceptable LOS is D or better.

Year 2027 Phase 1 Buildout Intersection Improvements

The following improvements are recommended to accommodate 2027 Buildout traffic at the study intersections.

Intersection 1 – Robert St & Thompson Ave

Intersection 1 does not have ample storage for the westbound right and left turn lanes in the existing scenario and all other analyzed future scenarios for background and buildout. The lack of storage is an existing problem and is limited by the existing developments and driveways within the functional area.

Driveway 100 – Robert St & Driveway 100

Driveway 100 is to be a right-in/right-out intersection which will allow access to/from northbound Robert St. A dedicated right turn-lane is not required at this location regarding the LOS of the Northbound Robert St traffic.

Driveway 200 – Thompson Ave & Driveway 200

Driveway 200 will be a full-access driveway on Thompson Ave with one lane each for ingress and egress. Thompson Ave operates at an acceptable LOS while retaining the existing two-way continuous left-turn lane geometry and marking.

Year 2029 Phase 2 Buildout Intersection Improvements

Additional improvements are not required or recommended beyond what is suggested in the 2027 Phase 1 Buildout scenario.

GRECO

Josh Brandsted, President

# THOMPSON OAKS

## WEST ST. PAUL, MN
## GRECO

## ENTITLEMENT SUBMITTAL - 08/07/2025

### RENDERING

### PROJECT LOCATION


### SHEET INDEX



### PROJECT TEAM

**OWNER / APPLICANT:**
Greco
607 Washington Ave N, Suite 100
Minneapolis, MN 55401
Phone: 612.630.2451
Contact: Josh Brandsted

**ARCHITECTURE / INTERIOR DESIGN:**
Boarman Kroos Vogel Group, Inc
222 North Second Street
Minneapolis, Minnesota 55401
Phone: 612.339.3752
Fax: 612.339.6212
Contact: Jeremiah Smith / Liza Kapisak

**CIVIL:**
Westwood
12701 Whitewater Drive, Suite 300
Minnetonka, Minnesota 55343
Phone: 952.937.5150
Contact: David Bade

**LANDSCAPE ARCHITECTURE:**
Boarman Kroos Vogel Group, Inc
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Phone: 612.339.3752
Fax: 612.339.6212
Contact: Danielle Jurichko

**STRUCTURAL ENGINEERING:**
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Fax: 612.339.6212
Contact: Brad Severson

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Dallas, TX
75202
469.405.1196

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CONSULTANTS

PROJECT TITLE
THOMPSON OAKS, WEST ST. PAUL, MN

| ISSUE # | DATE | DESCRIPTION |
|---|---|---|

CERTIFICATION
NOT FOR CONSTRUCTION

| | |
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| DRAWN BY | Author |
| CHECKED BY | Checker |
| COMMISSION NUMBER | 1629.36 |

SHEET TITLE
COVER SHEET

SHEET NUMBER
G100



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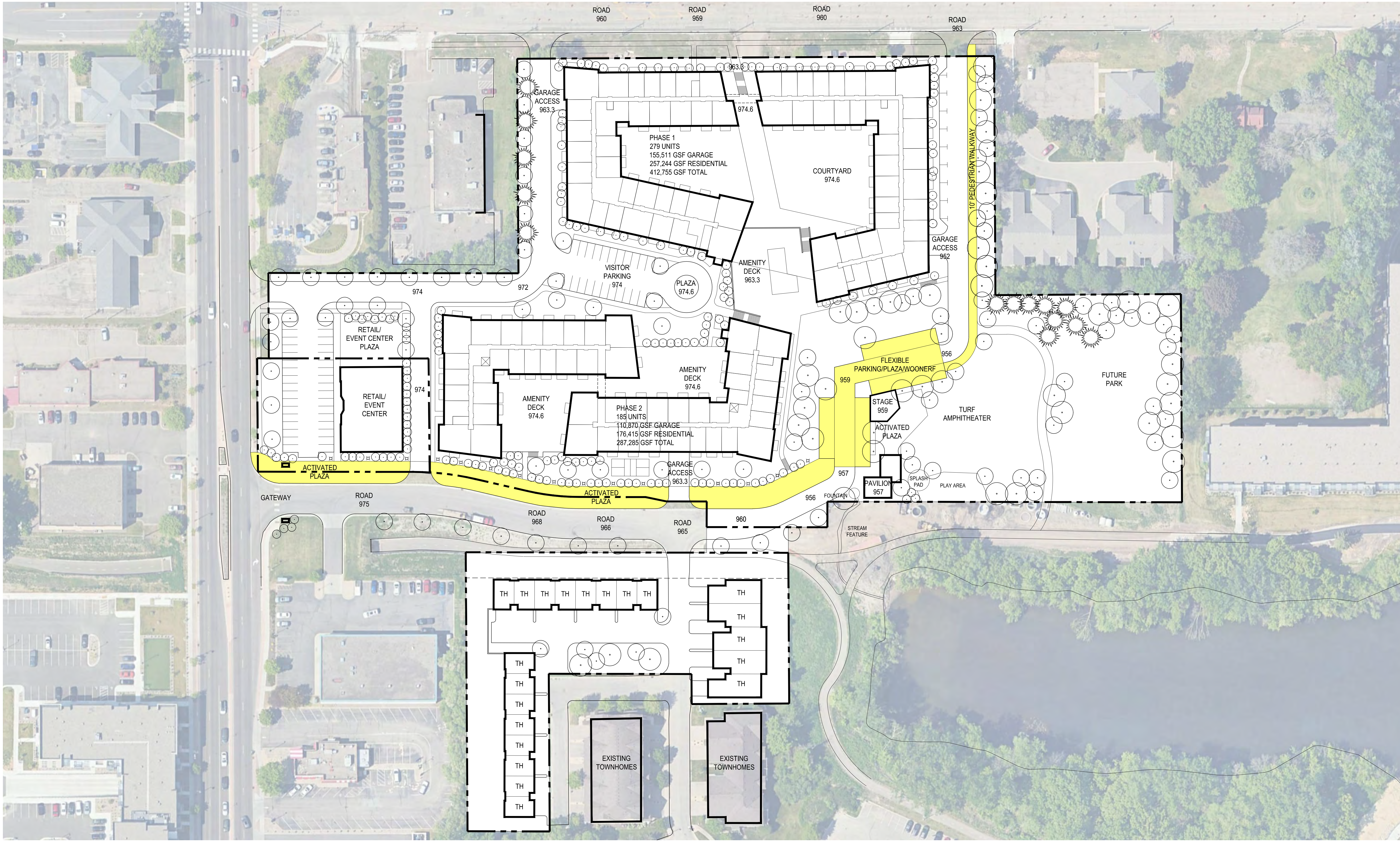


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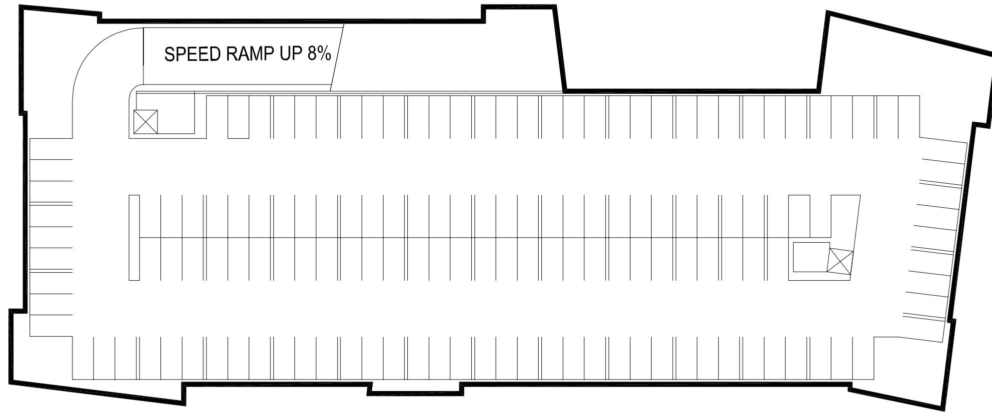
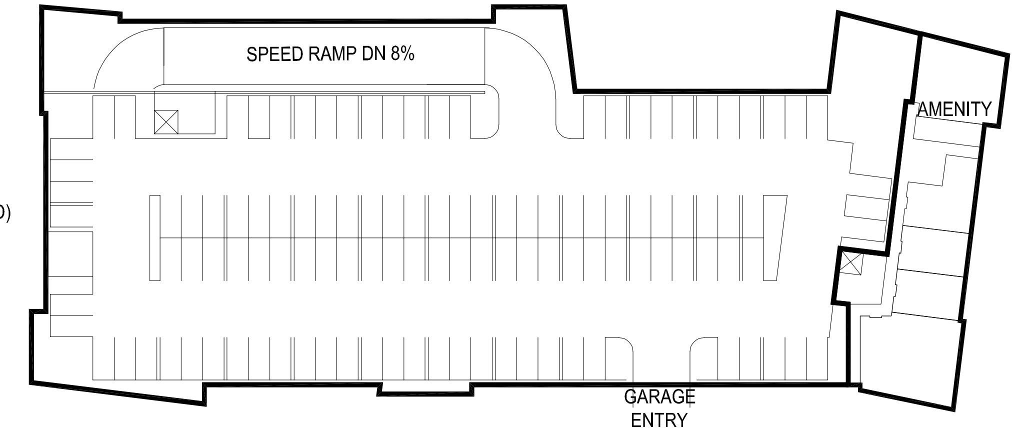
## 2-4-25 UPDATED MASTER SITE PLAN

BKV GROUP

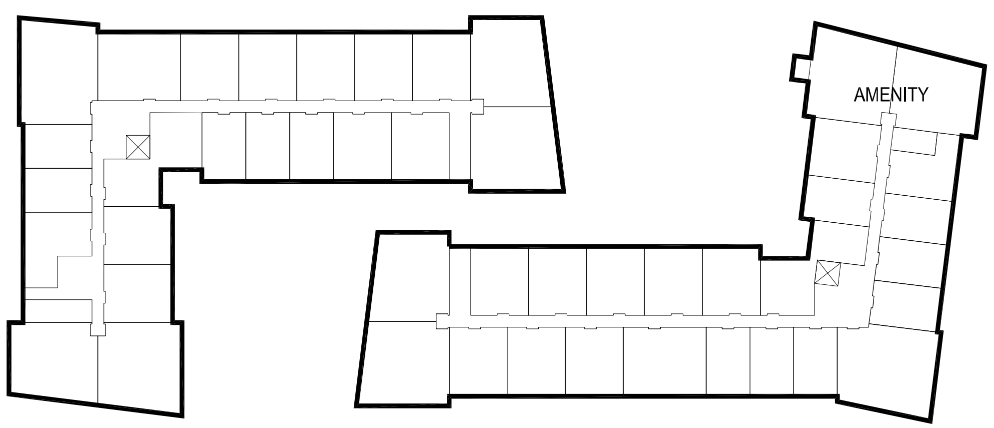



LEVEL P1 - 144 PARKING STALLS
ELEV. 952
58,894 GSF GARAGE

PARKING REQUIRED (1 PER BED)
ALCOVE AND ONE BEDS = 138
TWO BEDS = 76
THREE BEDS = 27
TOTAL = 241
PARKING PROVIDED = 257



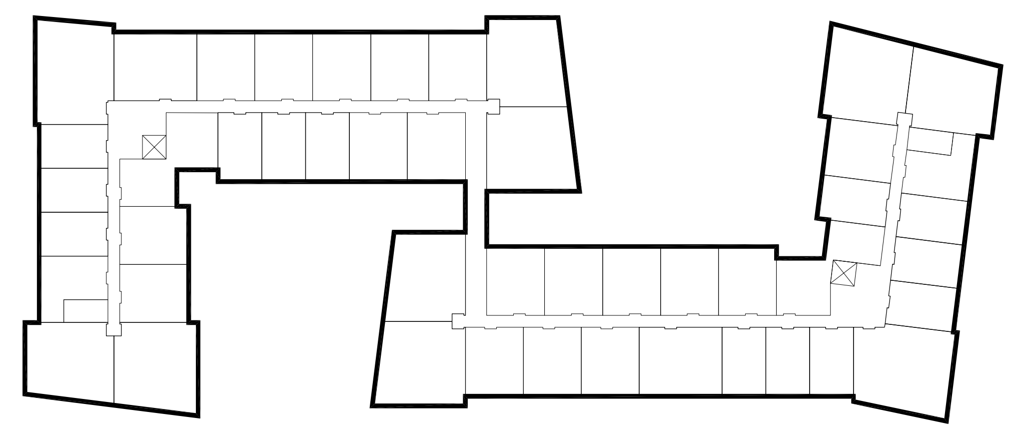

LEVEL 1 - 113 PARKING STALLS
4 UNITS
ELEV. 963.3
51,976 GSF GARAGE
6,226 GSF RESIDENTIAL




LEVEL 2 - 40 UNITS
ELEV. 974.6
42,356 GSF RESIDENTIAL

ALCOVES 51 = 27.6%
1 BED 87 = 47.0%
2 BED 38 = 20.5%
3 BED 9 = 4.9%
TOTAL = 185

110,870 GSF GARAGE
176,415 GSF RESIDENTIAL
287,285 GSF TOTAL



LEVEL 3-5 = 47 UNITS EA.
141 UNITS TOTAL
42,611 GSF PER = 127,833 GSF
RESIDENTIAL

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**2-4-25 UPDATED FLOOR PLANS PHASE 2**

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**PROJECT TITLE**

THOMPSON OAKS - WEST ST. PAUL MN.

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EXTERIOR RENDERINGS

**SHEET NUMBER**

G101


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**PROJECT TITLE**

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**SHEET TITLE**

EXTERIOR RENDERINGS

**SHEET NUMBER**

G102



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**PROJECT TITLE**

THOMPSON OAKS - WEST ST. PAUL MN.

| ISSUE # | DATE | DESCRIPTION |
|---|---|---|

**CERTIFICATION**

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| DRAWN BY | GJ |
| CHECKED BY | MK |
| COMMISSION NUMBER | 1629.36 |

**SHEET TITLE**

EXTERIOR RENDERING COLOR OPTIONS

**SHEET NUMBER**

G103



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# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 | Agenda #: 6C

**DEPARTMENT:** Administration
**FILE TYPE:** Regular - Informational

**TITLE**

**Presentation Of Senior Housing Survey Data And Discussion Of Property Management Unit Maintenance Practices**

**PURPOSE/ACTION REQUESTED**

- Review the results of the 2025 Senior Housing Survey Report.
- Discuss Property Management unit maintenance practices related to carpet replacement, appliance replacement, and unit painting schedules.

**SUMMARY**

This fall, staff conducted a survey of CDA senior housing residents. The results from the survey can be found in Attachment A. Staff will present data from the survey and also provide information about Property Management maintenance practices including work order types, number of work orders completed annually, and replacement of carpet, appliances and unit painting.

**RECOMMENDATION**

Informational only.

**ATTACHMENTS**

Attachment A: 2025 Senior Housing Survey Report

**CONTACT**

Department Head: Sara Swenson, Director of Administration and Communications
Author: Kaili Braa, Assistant Director of Administration and Communications

# Senior Housing Survey Report 2025

November 2025

Dakota County
Community Development
Agency

CDA

## Background and Methodology

The Dakota County Community Development Agency (CDA) takes pride in our mission and our Property Management role. We greatly value our residents and their opinions and asked them to complete a customer service survey as a way of letting us know how we are performing. We also were open to feedback for improvement.

The CDA's previous survey of Senior Housing Program residents took place in Fall 2018. While a formal report was not created in 2018, the data has been revisited, and will be used to compare against the data collected during this year's survey process.

As for the survey process itself, the timeline for this year's collection was as follows:

- **Early September** – Internal project discovery and kick-off. This included reviewing the survey and process from 2018 and reviewing and modifying the timeline and survey questions as needed / desired for what we hoped to learn from doing a survey. Staff from Administration, Property Management, and Housing Development all provided input and feedback to the survey and process.
- **September 30** – Surveys were sent to print and stuffed with return envelopes.
    - Each of the CDA's Senior Housing developments (excluding Valley Ridge) was given a corresponding number. While the surveys to each building were the same, a number was placed on the bottom of each so it could be determined which building the survey was returned from.
- **October 8** – Surveys were received from the printer and given to Property Managers for distribution to their buildings.
    - Residents were asked to use the envelope provided to return their completed survey in by returning it to the office at their building. (Note: Some residents did choose to post it and return it to the CDA's main office through the mail.)
    - As noted on the survey to residents: All of your responses will be confidential. Staff from the CDA's Administration Department will be compiling the survey results. Individual residents will not be identified through this survey, and your housing will not be affected whether you do or do not complete the survey.
- **October 24** – First survey deadline. As with the 2018 survey, two $25 gift cards per building were provided as an incentive for residents to return their survey timely. Residents that returned a completed survey (with their contact information) were placed into the drawing.
    - It was noted that residents were *only* asked to provide their identifying information *if* they wanted to be placed into the drawing (optional). This information (apartment number and resident name) was only used to enter returned surveys into the gift card drawing.
- **October 31** – Final survey deadline. All surveys must be returned to the CDA's main office to be counted in the data.
- **Early November** – All data is entered, and gift card recipients were notified. Final report is compiled and will be shared as part of the November CDA Board packet / CDA Board of Commissioners meeting on November 18.

A copy of this year's complete survey can be found in **Appendix A**.

## Response Rate

The response rate in 2025 was lower (58%) as compared to 2018 (66%).

| Response Rates by Building | Number of Units | Total Responses | Response Rate | Number of Units | Total Responses | Response Rate |
|---|---|---|---|---|---|---|
| | | 2025 | | | 2018 | |
| Winsor Plaza | 64 | 38 | 59% | 64 | 36 | 56% |
| Eagle Ridge Place | 60 | 25 | 42% | 60 | 30 | 50% |
| Oakwoods of Eagan | 65 | 41 | 63% | 65 | 43 | 66% |
| Haskell Court | 42 | 19 | 45% | 42 | 28 | 67% |
| Mississippi Terrace | 40 | 26 | 65% | 40 | 29 | 73% |
| Carmen Court | 51 | 33 | 65% | 51 | 30 | 59% |
| Orchard Square | 50 | 27 | 54% | 50 | 34 | 68% |
| Parkview Plaza | 65 | 36 | 55% | 65 | 39 | 60% |
| River Heights Terrace | 54 | 33 | 61% | 54 | 35 | 65% |
| Cameo Place | 44 | 27 | 61% | 44 | 31 | 70% |
| O'Leary Manor | 65 | 37 | 57% | 65 | 47 | 72% |
| Park Ridge Place | 66 | 34 | 52% | 66 | 37 | 56% |
| Cortland Square | 60 | 40 | 67% | 60 | 35 | 58% |
| Main Street Manor | 51 | 30 | 59% | 51 | 34 | 67% |
| Cahill Commons | 60 | 31 | 52% | 60 | 41 | 68% |
| Village Commons | 60 | 38 | 63% | 60 | 39 | 65% |
| Lakeside Pointe | 60 | 30 | 50% | 60 | 40 | 67% |
| The Dakotah | 59 | 33 | 56% | 59 | 38 | 64% |
| Rivertown Court | 63 | 37 | 59% | 63 | 47 | 75% |
| Dakota Heights | 56 | 35 | 63% | 56 | 37 | 66% |
| Oakwoods East | 55 | 34 | 62% | 55 | 39 | 71% |
| Crossroads Commons | 87 | 54 | 62% | 87 | 61 | 70% |
| Cobblestone Square | 60 | 35 | 58% | 60 | 41 | 68% |
| Thompson Heights | 60 | 40 | 67% | 60 | 43 | 72% |
| Vermillion River Crossing | 66 | 43 | 65% | 66 | 49 | 74% |
| Hillcrest Pointe | 66 | 34 | 52% | 66 | 39 | 59% |
| Cambrian Commons | 60 | 30 | 50% | 60 | 37 | 62% |
| Argonne Hills | 62 | 34 | 55% | 62 | 45 | 73% |
| Nicols Pointe | 24 | 13 | 54% | | | |
| **Total** | **1,675** | **967** | **58%** | **1,651** | **1,084** | **66%** |

This year's turnaround timeline was much tighter, and return methodology differed from what was done in 2018 (return to building office vs. through the mail).

## Results, Analysis, and Themes

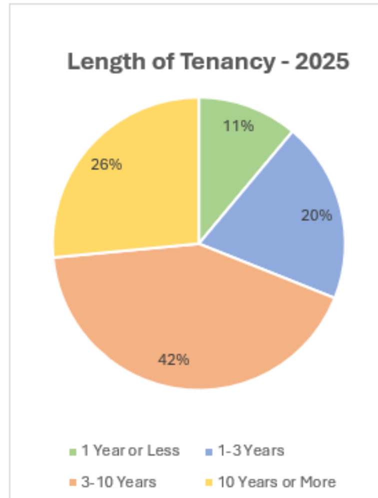
In the following pages, results will be provided by question, with some analysis and summary of themes.

The first three questions of the survey were the same in both survey years; subsequent questions were modified or new. Additional questions throughout the survey were also the same and will be compared in this report (though their numbering changed).

### *Question 1: How long have you lived at this CDA apartment building?*

The length of tenancy among respondents stayed relatively the same from 2018 to 2025, with the majority of residents (42%) residing in our senior buildings for 3-10 years. The greatest change in length of tenancy between data sets was in the "10 years or more" response group, increasing from 21% in 2018 to 27% in 2025. This data can be viewed in the table and graph to the right (upper).

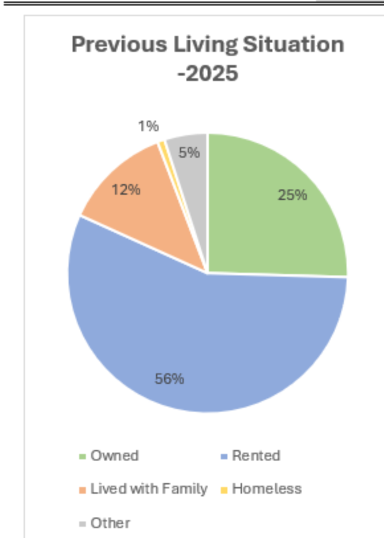
| Length of Tenancy | Percent (2025) | Percent (2018) |
|---|---|---|
| 1 Year or Less | 11% | 10% |
| 1-3 Years | 20% | 27% |
| 3-10 Years | 42% | 42% |
| 10 Years or More | 26% | 21% |




### *Question 2: Where did you live before moving into a CDA senior apartment building?*

The majority of tenants (56%) came to the CDA from another rental housing situation (other affordable or market rate rental). Homeownership (as a previous living situation) was down to 25% in 2025 (compared to 30% in 2018). Those who "lived with family", were "homeless", or identified another living situation remained largely the same. This data can be viewed in the table and graph to the right (lower).

| Previous Living Situation | Percent (2025) | Percent (2018) |
|---|---|---|
| Owned | 25% | 30% |
| Rented | 56% | 54% |
| Lived with Family | 12% | 12% |
| Homeless | 1% | 1% |
| Other | 5% | 4% |




### *Question 3: Has living at this apartment building made your living situation better or worse?*

Over all, the responses received this year trended to be better than in 2018, with over half (53%) responding that living in their CDA senior housing apartment building is "a lot better" than their previous living situation. Responses can be viewed in the table below.

| Living Situation: Better or Worse? | Percent (2025) | Percent (2018) |
|---|---|---|
| A Lot Better | 53% | 47% |
| Somewhat Better | 26% | 23% |
| About the Same | 17% | 23% |
| Somewhat Worse | 3% | 5% |
| A Lot Worse | 0% | 1% |

## *Question 4: How does the rent you pay at the CDA compare to your prior situation?*

[AND]

## *Question 5: Do you receive rent assistance (Section 8 Housing Choice Voucher or other subsidy?*

Questions 4 and 5 were new questions on this year's survey. Question 4 is similar in nature to question 6C, which drives to satisfaction of value for rent paid. Data tables for both questions can be found below:

| Rent Comparison to Previous Living Situation | Percent |
|---|---|
| Pay More than Previous | 52% |
| Less than Previous | 14% |
| Same as Previous | 23% |
| *No Response* | *11%* |

| Do you receive rent assistance (a Section 8 voucher)? | Percent |
|---|---|
| Yes | 30% |
| No | 70% |

## *Question 6: Dakota County CDA Senior Housing Program*

Question 6 was the first of five that had multiple question areas with a scale for responses and opportunity for comments. Over all, responses remained flat from 2018 to 2025 (varying 1-2% change, depending on the question). Questions 6 A-C with their scale and responses are shown below:

| The Senior Housing Program... | (6A) Meets my needs. | (6B) Is in a good location. | (6C) Satisfied with rent/ value. |
|---|---|---|---|
| Agree | 90% | 89% | 81% |
| Neither Agree nor Disagree | 7% | 14% | 14% |
| Disagree | 1% | 3% | 3% |

Resident feedback in the comments section of this question (8.7% of respondents) reflected strong overall satisfaction, particularly regarding building cleanliness and safety. Many residents expressed deep appreciation for the CDA and the community-oriented location of their homes (despite some who note noise as an issue in some areas). However, the primary concern centers on affordability challenges due to annual rent increases outpacing fixed incomes, as well as maintenance and modernization needs, particularly carpet replacement and appliance updates. There is a strong desire for improved accessibility features like walk-in showers, and conveniences like in-unit laundry.

## *Question 7: Building Safety*

Question 7 (A-B) addressed safety in the resident's apartment as well as in the garage and outside areas of the building. Of important note, residents responded that they "agree" that their apartment is a safe environment at 93% (up from 85% in 2018). The response regarding the garage lighting / outside saw a small increase as well, at 89% (up from 86% in 2018). The data from this question can be found in the table below:

| Building Safety | (6A) Apartment is a safe environment. | (6B) Adequate lighting in garage / outside. |
|---|---|---|
| Agree // Yes | 93% | 89% |
| Neither Agree nor Disagree | 4% | 7% |
| Disagree // No | 2% | 3% |

Resident feedback in these comments (7% of respondents) highlight appreciation for recent security upgrades such as new locks and camera systems, which may contribute to the improved sense of safety and well-being. Several residents specifically noted feeling secure within their apartments and grateful for maintenance responsiveness when lighting or access issues were reported.

Of the concerns noted within the comments:

- Most centered around inadequate exterior and garage lighting, requesting better lighting placement and maintenance around entrances, walkways, patios, and parking spaces.
- Railings and extended timing for garage lights to accommodate slower mobility was also requested.
- A very small number of comments referenced security lapses such as residents leaving doors propped open, outsiders entering the building, or the phone entry system not functioning reliably, leading to a few reported isolated incidents of theft.

Overall, residents value the recent safety improvements and view their buildings as secure and well-managed but continue to seek stronger exterior lighting, improved enforcement of access rules, and faster response to maintenance and security issues that directly impact their comfort and peace of mind.

### *Question 8: Building Management and Customer Service*

Questions 8A and 8B saw a 1% improvement from 2018 "agree" responses. The greatest improvement was on question 8C, with "agree" responses of 84%, up from 75% in 2018. Residents also reflected greater staff care in 2025, with 78% marking "agree", up from 73% in 2018. "Disagree" responses shrunk 1-2% on all questions. Data is shared in the table below:

| Building Management and Customer Service | (8A) Application process was satisfactory. | (8B) Written materials clear and understand. | (8C) Staff respond w/in 24 hr. | (8D) I believe staff care about my concerns. |
|---|---|---|---|---|
| Agree | 90% | 91% | 84% | 78% |
| Neither Agree nor Disagree | 8% | 7% | 12% | 17% |
| Disagree | 1% | 1% | 3% | 4% |

Resident comments in this category (17.5% of respondents) generally reflected a positive view of Property Management and Maintenance staff and services. Respondents expressed appreciation for staff who listen and follow through, citing responsiveness, professionalism, and kindness, and described the building as clean, well-kept, and comfortable. Criticisms cited a need for more transparent communication, consistency (consistent enforcement of rules), and accountability.

### *Question 9: Maintenance and Building Appearance*

Question 9 (A-E) were reflective of the building over-all. While responses between sample years remained similar, there were slight variations. Data from both years is shared below (2018 in grey):

| Maintenance and Building Appearance | (8A) At move in, condition of my apartment was satisfactory. | (8B) Laundry room is clean; in good condition. | (8C) Hallways are clean; in good condition. | (8D) Garage and parking areas clean and maintained. | (8E) Overall, apartment building has nice appearance. |
|---|---|---|---|---|---|
| Agree | 87% | 82% | 87% | 82% | 89% |
| Neither Agree nor Disaree | 7% | 10% | 7% | 10% | 5% |
| Disagree | 5% | 5% | 2% | 3% | 2% |

| Maintenance and Building Appearance (2018) | (9A) At move in, condition of my apartment was satisfactory. | (9B) Laundry room is clean; in good condition. | (9C) Hallways are clean; in good condition. | (9D) Garage and parking areas clean and maintained. | (9E) Overall, apartment building has nice appearance. |
|---|---|---|---|---|---|
| Agree | 88% | 85% | 86% | 81% | 93% |
| Neither Agree nor Disaree | 7% | 9% | 9% | 11% | 4% |
| Disagree | 4% | 4% | 4% | 4% | 2% |

Comments shared (14.8% of respondents) largely reflect overall satisfaction with the appearance and upkeep of the building, with many describing their building as attractive, well-maintained, and welcoming. While landscaping, décor, and upkeep were mostly praised by residents, there were also grievances of the same, with other residents desiring updated common area spaces, hallway carpet, fixtures, and furniture.

Laundry facilities received the most criticism, with residents sharing frustration with broken or outdated washers and dryers, cleanliness of laundry rooms, and insufficient machines for the number of residents. Garage cleanliness and hallway carpet maintenance were also mentioned, with requests for more frequent cleaning, power washing, or updates.

### *Question 10: Are any of the following a problem in your apartment?*

This set of questions (10 A-I) drilled into any potential problem areas. The majority of residents (an average of 90%) identified the category areas as "not a problem"; only 1% (average) identified categories as "a big problem". These numbers stayed largely flat across sample years. This year's data is shown in the table below:

| Apartment Unit Problem Areas | Not a problem. | Somewhat of a problem. | Big problem. |
|---|---|---|---|
| (10A) Peeling paint/holes in wall: | 91% | 7% | 1% |
| (10B) Bathroom plumbing. | 87% | 10% | 1% |
| (10C) Kitchen plumbing. | 89% | 6% | 1% |
| (10D) Appliances. | 84% | 12% | 2% |
| (10E) Locks on doors. | 93% | 5% | 1% |
| (10F) Windows/screens. | 92% | 5% | 1% |
| (10G) Exposed wires/electrical. | 96% | 3% | 0% |
| (10H) Ants/mice/other pests.** | 83% | 13% | 2% |
| (10I) Smoke detectors. | 95% | 2% | 1% |
| *Average* | *90%* | *7%* | *1%* |

**With regard to question 10H (pests), 126 residents (13% of respondents) noted that there were issues with pests. When asked to identify the kind of pest(s) causing issue, residents most frequently identified the following (from most to least mentioned):

- Flies / Fruit Flies / Gnats (40)
- Ants (21)
- Bugs (General) (14)
- Spiders (14)
- Box Elder Bugs / Asian Beetles (12)
- Mice (7)

Of the 126 respondents that named a pest, only 14 (11%) responded that the pest was a "big problem", with the majority (104 [82.5%]) noting it was only "somewhat of a problem". Several responses had a seasonal caveat, such as "ants in the spring" or "only in warm weather".

General comments in response to this question (by 17.7% of respondents) reflect a mix of appreciation for maintenance responsiveness and frustration with recurring issues or specific unit problems. Many residents praised staff for being prompt, kind, and attentive, with several noting that problems are addressed quickly when reported. The most frequent concerns involved aging or malfunctioning appliances (stoves and refrigerators), leaks or drainage problems, or window and door issues. Carpet wear and wall touch ups (paint or cracks) were also mentioned.

### *Question 11: Maintenance*

Question 11 was laid out into three specific yes or no questions regarding maintenance:

- **Have you ever made a request for repairs or maintenance services for your current apartment?** (If no, go to question 12.)
- **Was the request handled in a courteous manner?**
- **Was the work completed to your satisfaction?**

Responses between sample years remained relatively flat. This year's response data is shown in the table below:

| Maintenance | Have you ever made a maintenance request? | Was the request handled courteously? | Was the work completed to your satisfaction? |
|---|---|---|---|
| Yes | 90% | 88% | 84% |
| No | 8% | 2% | 5% |

### *Question 12: What services would help you to live independently as long as possible?*

The multiple-choice nature of question 12 proved difficult to quantify. Ranging from "no answers selected" to "all of the above" answers being selected, there were 128 different answer combinations possible. Of the 967 total respondents, 634 (or 66%) checked at least one box in response to this question. The data table below shows the number of times each box was checked, and the corresponding percentage:

| Services to Remain Independent | Number of boxes checked. | % of Respondents (in Some Combination) |
|---|---|---|
| Transportation | 331 | 52% |
| Housekeeping | 271 | 43% |
| Grocery Shopping | 186 | 29% |
| Physical Activities | 185 | 29% |
| Social Activities | 178 | 28% |
| Cooking | 114 | 18% |
| Accessibility / Modifications | 77 | 12% |
| All of the Above | 11 | 2% |

The most common data combinations based on frequency are displayed in the table below:

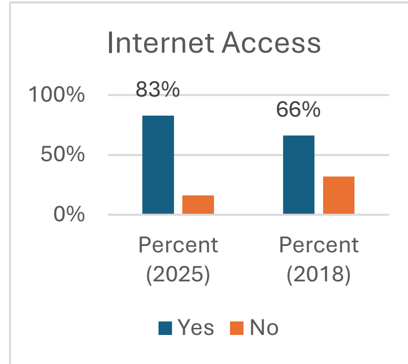
| Most Common Combinations | Number of boxes checked. | % of Respondents (in Combination) |
|---|---|---|
| Transportation, Grocery Shopping, & Housekeeping | 192 | 30% |
| Transportation & Grocery Shopping | 141 | 22% |
| Transportation & Housekeeping | 127 | 20% |
| Housekeeping & Grocery Shopping | 84 | 13% |

Of the 166 total comments provided to this question, there were 78 (47%) provided by respondents who did not check any of the multiple-choice boxes. In general, these residents expressed a level of present independence such as, "I do these on my own," or "No services needed at this time."

The remaining 88 (53%) who provided comments and checked at least one box share key themes of safety, accessibility, and connection as top priorities. This includes several mentions of walk-in or accessible showers. Comments regarding transportation included positive mentions of existing services within the community, such as DARTS, the Loop bus, and Metro Mobility – though calls for more consistent options remain. Overall, the feedback reflects a desire for safer, more supportive, and socially vibrant independent living environments.

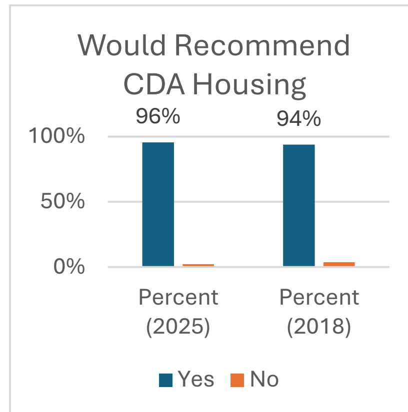
## *Question 13: Do you have access to the internet through a computer, laptop, tablet, or phone?*

Most residents in the Senior Housing program do have access to the internet. 2025 data showed a significant increase in residents with internet access with 83% of residents responding "yes" to the question; up from 66% in 2018. This data can be seen in the graph at right (upper):




## *Question 14: Would you recommend the CDA's housing to a friend or family member?*

One of the best ways of determining overall satisfaction is whether or not an individual would provide a recommendation. Residents rated the CDA highly in this area, with 96% of respondents indicating that they would recommend CDA housing to a friend or family member. This is up from a recommendation rate of 94% in 2018. The graph at right (middle) shows this result:




## *Question 15: What one improvement would you make to your apartment unit?*

The last two questions (15 and 16) of the survey were qualitative in nature. A total of 661 (68%) of respondents shared comments to question 15. A table of common themes can be found at right (lower), followed by a general summary of responses (by theme):

| Improvements to Apartment Unit | Frequency (%) |
|---|---|
| Kitchen | 22% |
| Carpet / Flooring | 19% |
| Bathroom Upgrade | 12% |
| Ceiling Fan / Electrical | 8% |
| Windows | 8% |
| Heat / AC / Air Quality | 7% |
| Laundry (In-Unit) | 5% |
| Storage and Space | 4% |
| Paint / General Updates | 3% |
| Balcony / Outdoor Spaces | 2% |
| Other | 10% |

1. **Kitchen Improvements**
   Comments in this category was exceedingly centered around resident desires for dishwashers. Other requests included larger or more efficient appliances, more counter space or cabinet storage, updated flooring, and better lighting. Overall, residents seem to want more modern, easy-to-use kitchens with space and convenience.

2. **Flooring and Carpeting** (Most Frequently Mentioned)
   The single most common request relates to flooring – especially carpet replacement – for aesthetic and safety reasons. Residents described carpets as:
   - Old, buckled, or rippled, creating trip hazards.
   - Difficult to clean or permanently stained
   - Undesirable compared to hard flooring options.
     - A number of residents specifically asked for vinyl plank or laminate flooring instead of carpet (for cleanliness and ease of maintenance).
     - Tile or linoleum in entryways, kitchens, and bathrooms.
     - Professional carpet cleaning services offered periodically and/or at reduced cost.

3. **Bathroom Upgrades** (Walk-in Showers, Fixtures, Safety)
   The third strongest theme involves bathroom accessibility and modernization. Comments in this category were reflective of safety, mobility, aging-in-place needs, and/or aesthetic desires. Residents commenting frequently requested:
   - Walk-in showers or tub cutouts to replace traditional bathtubs.

- Grab bars and anti-slip surfaces.
- Updated vanities, sinks, faucets, and toilets.
- Improved water pressure and temperature control.
- Better ventilation and removal of mold or mildew buildup.

4. **Ceiling Fans, Lighting, and Electrical**
   Another notable request was for ceiling fans – particularly in bedrooms. This included a desire for fans with light fixtures, and brighter lighting in dining and kitchen areas, as well as more electrical outlets. There were occasional notes about smoke alarms being overly sensitive or poorly placed.

5. **Windows, Blinds, and Screens**
   A small amount of respondents state that windows are difficult to open, drafty, or clouded with condensation. Screens with holes or poor fit were noted to let insects in. Some noted broken or difficult to operate blinds.

6. **Heating, Cooling, and Air Quality**
   Many respondents commented on temperature comfort and air circulation, including:
   - Air conditioning not reaching bedrooms or only cooling part of the unit.
   - Requests for central A/C or new, quieter, energy-efficient units.
   - Some reports of heating issues (too hot or noisy radiators).
   - A few references to ventilation problems, odors, and air quality.
   - Residents view these issues as impacting comfort, health, and utility costs.

7. **In-Unit Laundry**
   A recurring aspiration (though residents recognized feasibility limits) was the addition of in-unit washers/dryers, describing it as a major convenience and accessibility improvement, especially for seniors managing mobility limitations or heavy laundry needs.

8. **Storage and Space Concerns**
   A few residents expressed a need for a larger unit, often citing more storage closets or shelving, specifically with pull-out drawers. These comments often tied to accessibility and downsizing realities for senior residents.

9. **Painting and General Updating**
   Some respondents would like fresh paint or new color options, and updated trim or cabinet finishes. Several mentioned a desire for apartments to feel fresh, modern, and well-maintained.

10. **Balconies / Outdoor Spaces**
    A small amount of residents desire balconies, patios, or other more personal outdoor spaces. With this comment they also note limited feasibility for the ask.

Other miscellaneous comments included:

- Noise issues from neighboring units or above-floor activity.
- Mold, pests, and cleanliness/maintenance.
- Better water quality (hard water, cloudy water)
- Wi-Fi or cable service options, including requests for free or building-provided internet.
- Keeping rent affordable.

Overall, seniors generally noted appreciation for their units and management. They value safety, comfort, and upkeep, wanting apartments that feel clean, modern, and adapted to senior living needs.

### *Question 16: What one improvement would you make to your apartment building?*

A total of 550 (57%) of respondents shared comments to this question. A graph of common themes can be found at right, with a general summary of the top six responses provided below:

| Improvements to Apartment Building | Frequency (%) |
|---|---|
| Outdoor Spaces | 20% |
| General Updates / Upkeep | 19% |
| Windows and Doors | 10% |
| Laundry Facilities or In-Unit | 9% |
| Policies / Enforcement / Residents | 8% |
| Garage / Parking | 5% |
| Wifi / Cable | 4% |
| Fitness Room | 4% |
| Elevators | 3% |
| Heat / AC / Air Quality | 3% |
| Carpet / Flooring | 2% |
| Trash | 1% |
| Activities | 1% |
| Vending Machines | 1% |
| Other | 9% |

1. **Outdoor Spaces and Curb Appeal**
   Respondents expressed some frustration with the outdoor environment. Common requests include flowers, shrubs, trees, and better landscaping or exterior maintenance. Additional requests include benches, shaded seating, or shared patios and grilling areas. Signage and visibility of building addresses was a small mention.

2. **General Updates and Upkeep**
   The second most recurring theme was a desire for general updates, cleanliness, and maintenance. This includes requests for more frequent vacuuming, as well as more long-term updates like new community room furniture (more modern and comfortable). A few suggested rearranging community room (or other common spaces).

3. **Windows and Doors**
   In general, residents noting this as their top building issue were referring to window cleaning. However, it was followed closely by accessibility concerns, with the greatest request being for handicap accessibility buttons on laundry and trash room doors, and ensuring that front door accessibility is functional.

4. **Laundry Facilities**
   Building laundry facilities were the single most frequently mentioned amenity. Respondents asked for:
   - More machines, as the existing ones often break down or are insufficient in number.
   - Newer, larger-capacity washers and dryers, preferably card-operated or free.
   - Requests for laundry rooms on every floor or in-unit washers and dryers for accessibility.
   - Cleaner laundry rooms, better ventilation, and better lighting.
   - common spaces).

5. **Policies and Enforcement / Resident Relations**
   This generalized category reflects resident concerns around policy enforcement, management presence, and community relations within the apartment building. Many comments emphasize the need for consistent enforcement – particularly around smoking, guests and unauthorized occupants, pets, and noise issues. Some respondents expressed frustration over perceived favoritism or inaction by management, alongside requests for more visible and responsive on-site staff (including Site Attendants). Respondents aired some interpersonal tensions including bullying and gossip; others suggest their desire for a more respectful and cohesive community culture. Overall, the feedback points to a need for clearer communication, stronger management accountability, and improved enforcement of building policies to enhance residents' sense of safety and fairness.

6. **Garage / Parking**
   In general, respondents who noted the garage or parking as their top issue request more parking spaces and/or garage storage. Requests for garage cleanliness were second.

   The remaining categories of note were smaller in number, but did include:

   - A desire for free or reduced (and reliable) **wifi and cable**.
   - A **fitness room** on site and/or upgraded fitness equipment.
   - More **elevators** and/or ensuring elevators are fully operational.
   - Concerns around **heat / AC** (request for central air throughout building) **/** and **air quality**.
   - Requests for new or cleaned common area **carpet / flooring**.
   - Cleaner or more accessible **trash** facilities.
   - **Activities** for residents.
   - Requests for **vending machines** (food and beverages).
   - **Other** notes included comments of overall satisfaction, as well as resident desires for dishwashers in individual units, soft music playing in common spaces, more storage, and ensuring accessibility and rent affordability.

Dakota County
Community Development
Agency
CDA

# 2025 Senior Housing Resident Survey

At the CDA, we value our residents and their opinions. Please complete this customer service survey as a way of letting us know how we are performing, as well as what you like and what could be improved about your apartment building.

As an incentive, two $25 gift cards will be given away at each apartment building! Residents that return a completed survey will be placed into the drawing – please see the back page for details.

Additional information about the survey:

- All of your responses will be confidential. Staff from the CDA's Administration Department will be compiling the survey results. Individual residents will not be identified through this survey, and your housing will not be affected whether you do or do not complete the survey.
- Apartment numbers and resident names are only used to enter returned surveys into the gift card drawing. Make sure to include your name and apartment number on the back page if you would like to be included in the drawing.
- **Use the envelope provided to put your completed survey in and return it to the office at your building.**

**1. How long have you lived at this CDA apartment building?**

❑ Less than 1 year ❑ 1 to 3 years ❑ 3 to 10 years ❑ More than 10 years

**2. Where did you live before moving into a CDA senior apartment building?**

❑ Owned my own home ❑ Lived with family

❑ Rented ❑ Homeless

❑ Other: ______________________________

**3. Has living at this apartment building made your living situation better or worse?**

❑ A lot better ❑ Somewhat better ❑ About the same ❑ Somewhat worse ❑ A lot worse

**4. How does the rent you pay at the CDA compare to your prior situation?**

❑ More affordable ❑ Less affordable ❑ About the same ❑ N/A

**5. Do you receive rent assistance (Section 8 Housing Choice Voucher or other subsidy)?**

❑ Yes ❑ No

**6. Dakota County CDA Senior Housing Program:**

| | *Agree* | *Neither agree nor disagree* | *Disagree* |
|---|---|---|---|
| A. My apartment meets a majority of my needs. | ❑ | ❑ | ❑ |
| B. My apartment building is in a good location. | ❑ | ❑ | ❑ |
| C. I am satisfied with the value and quality of my apartment for the rent that I pay. | ❑ | ❑ | ❑ |

*Comments:*

**7. Building Safety:**

| | *Agree* | *Neither agree nor disagree* | *Disagree* |
|---|---|---|---|
| A. My apartment is a safe environment. | ❑ | ❑ | ❑ |
| B. The lighting in the garage and outside areas of my building is adequate. | ❑ | ❑ | ❑ |

*Comments:*

**8. Building Management & Customer Service:**

| | *Agree* | *Neither agree nor disagree* | *Disagree* |
|---|---|---|---|
| A. The application and move-in process was satisfactory. | ❑ | ❑ | ❑ |
| B. Written materials are clear and understandable. | ❑ | ❑ | ❑ |
| C. When I contact staff, they respond within 24 hours. *(Excluding weekends and holidays.)* | ❑ | ❑ | ❑ |
| D. I believe that staff care about my concerns. | ❑ | ❑ | ❑ |

*Comments:*

**9. Maintenance & Building Appearance:**

| | *Agree* | *Neither agree nor disagree* | *Disagree* |
|---|---|---|---|
| A. When I moved in, the condition of my apartment was satisfactory. | ❑ | ❑ | ❑ |
| B. The laundry room is clean and in good condition. | ❑ | ❑ | ❑ |
| C. The hallways are clean and in good condition. | ❑ | ❑ | ❑ |
| D. The garage and parking areas are clean and maintained. | ❑ | ❑ | ❑ |
| E. Overall, my apartment building has a nice appearance. | ❑ | ❑ | ❑ |

*Comments:*

**10. Are any of the following a problem in your apartment?**

| | *Not a problem* | *Somewhat of A problem* | *Big problem* |
|---|---|---|---|
| A. Peeling paint or holes in walls? | ❑ | ❑ | ❑ |
| B. Plumbing (toilet, tub, sink) in your bathroom? | ❑ | ❑ | ❑ |
| C. Plumbing (sink) in your kitchen? | ❑ | ❑ | ❑ |
| D. Appliances (stove, refrigerator, microwave)? | ❑ | ❑ | ❑ |
| E. Locks on doors within your apartment? | ❑ | ❑ | ❑ |
| F. Windows or missing window screens? | ❑ | ❑ | ❑ |
| G. Exposed wires or electrical problems? | ❑ | ❑ | ❑ |
| H. Ants, mice or other pests? What kind? ___________ | ❑ | ❑ | ❑ |
| I. Smoke detectors? | ❑ | ❑ | ❑ |

*Comments:*

**11. Have you ever made a request for repairs or maintenance services for your current apartment?**

❑ Yes ❑ No *(If no, go to question 12)*

**Was the request handled in a courteous manner?**

❑ Yes ❑ No

**Was the work completed to your satisfaction?**

❑ Yes ❑ No

*Comments:*

12. **What services would help you to live independently as long as possible?**

❑ Transportation ❑ Cooking ❑ Housekeeping ❑ Grocery shopping

❑ Accessibility/Modifications ❑ Social activities ❑ Physical activities

*Other / Comments:*

13. **Do you have access to the internet through a computer, laptop, tablet or phone?**

❑ Yes ❑ No

14. **Would you recommend the CDA's housing to a friend or family member?**

❑ Yes ❑ No

15. **What *one* improvement would you make to your apartment unit?**

______________________________________________________________

______________________________________________________________

16. **What *one* improvement would you make to your apartment building?**

______________________________________________________________

______________________________________________________________

**Thank you for your participation!**

As noted, the CDA will be giving away two $25 gift cards per building. Residents that return a completed survey will be placed into the drawing. Please enter your information below only if you would like to be placed into the drawing. This information will only be used to enter returned surveys into the gift card drawing.

Resident Name: ________________________________ Unit Number: ______________

**Return this survey to the office at your building by Friday, October 24, 2025 to be eligible for the gift card drawing. Responses received after this date will not be counted.**

If you have any questions, please contact Kaili Braa, Assistant Director of Administration and Communications at 651-675-4432 or kbraa@dakotacda.org.

Dakota County CDA

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 Agenda #: 6D

**DEPARTMENT:** Administration
**FILE TYPE:** Regular - Action

**TITLE**

**Approving The Preliminary Senior Housing Development Plan For the Development Of CDA Senior Housing And Authorizing Staff to Obtain Necessary Approvals To Implement The Plan**

**PURPOSE/ACTION REQUESTED**

- Approve the preliminary Senior Housing Development Plan.
- Authorize staff to obtain the necessary approvals to implement the Plan for the first development.

**SUMMARY**

In 1989, the Dakota County Board of Commissioners, in partnership with the Dakota County Community Development Agency (CDA), embarked on a plan to develop affordable senior housing throughout Dakota County. This plan, called the Senior Housing Capital Improvement Plan (CIP), detailed the locations of future senior buildings, the order of construction, and the means of financing the housing development.

The CDA exceeded goals set forth in the CIP:

- In 1998, the CDA had constructed 535 units in nine years.
- In 1997, the CDA Board and the County Board approved Phase II of the CIP to construct another 420 units over seven years. By 2000, it was evident that the CDA would exceed the Phase II goal.
- In 2000 and again in 2003, the CIP Phase II was amended to add an additional 120 to 126 units, for a total CIP Phase II goal of 540 to 546 new senior housing units.
- In 2006, the County Board approved Phase III of the CIP to construct an additional 635 units by 2017.
- Phase III was completed in 2021 with the addition of 710 units in 9 senior buildings and one general occupancy (Gateway Place).

Full implementation of the three phases has produced 30 buildings that include a total of 1,845 units.

| Phase | Units | Year Added |
|---|---|---|
| Phase I | 491 units | 1990-1997 |
| Phase II | 644 units | 1998-2007 |
| Phase III | 710 units | 2008-2021 |
| **Total** | **1,845 units** | **30 buildings** |

| CIP Phase I, II and III - Projects By City | | | |
|---|---|---|---|
| **City** | **# of Buildings** | **# of Units** | **Percentage of Program** |
| Apple Valley | 3 | 170 | 9% |
| Burnsville | 3 | 266 | 14% |
| Eagan | 4 | 245 | 13% |
| Farmington | 1 | 66 | 4% |
| Hastings | 2 | 103 | 6% |
| Inver Grove Heights | 3 | 177 | 10% |
| Lakeville | 4 | 264 | 14% |
| Mendota Heights | 2 | 125 | 7% |
| Rosemount | 2 | 104 | 6% |
| South St. Paul | 3 | 170 | 9% |
| West St. Paul | 3 | 155 | 8% |
| **TOTAL** | **30** | **1,845** | **100%** |

**Future Demand**
The CDA contracted with Bowen National Research in 2024 to conduct a comprehensive study of housing needs for the County through 2029. The study found that strong employment growth, a growing population and aging population are all creating housing demand in Dakota County. The study states the need to construct 6,458 affordable housing rental units over the next five years to meet the rental housing needs of low- and moderate-income households (up to 80% Area Median Income). Based on demographic needs, approximately 35% (or 2,260 units) of the demand of new rental housing units can be targeted to senior households.

Demand for existing CDA senior housing is strong. There are currently 1,259 households on CDA senior housing waiting lists. The CDA Housing Assistance Department also reported in January 2025 there were 1,052 elderly (62+ years) and 1,114 near elderly (50-61 years) applicants on their waiting lists for Housing Choice Voucher and Project-Based Vouchers. These applicants made up 18% of the applicants on the waiting lists.

**Future Capacity**
CDA staff has engaged Baker Tilly to update the next phase of a Senior Housing Development Plan to assess the CDA's financial capacity to develop and operate additional senior housing buildings.

Baker Tilly has provided a preliminary report to CDA staff demonstrating the financial capacity to develop new senior housing buildings over a ten-year period. The analysis includes two projected timelines for construction of the new buildings: 1) one new building every year for 10 years resulting in 10 additional buildings and estimated 651 new units 2) one new building every other year resulting in five additional buildings and estimated 351 new units. The financial capacity was further tested by analyzing total development cost (TDC) per unit utilizing $250,000 TDC/unit and $295,000 TDC/unit. In addition to the financial capacity; however, a key component will be finding suitable and affordable sites for additional development.

The CDA currently owns three sites for future senior housing in Inver Grove Heights, West St. Paul and Eagan and is continuing to look for additional sites.

To finance the first building in Inver Grove Heights, the CDA plans to issue housing revenue bonds and will likely request the County extend its general obligation pledge to these bonds. A future public hearing will be held to request the County's general obligation pledge, as required by state statute; however, the general obligation pledge is not subject to voter approval.

**RECOMMENDATION**
Staff recommends that the Board review this analysis, approve the preliminary Senior Housing Development Plan, and authorize staff to proceed with obtaining necessary approvals to implement the first phase of the Plan to develop the first building Hillcrest II in Inver Grove Heights.

**EXPLANATION OF FISCAL/FTE IMPACTS**
Under the Common Bond Fund, revenue from all buildings is dedicated to paying debt service on all outstanding bonds. The preliminary Senior Housing Development Plan includes a financial analysis of several scenarios demonstrating if the projected revenues and CDA's special benefit levy currently pledged to the Common Bond Fund will be sufficient to make debt service payments on the proposed bonds.

☐ None ☐ Current budget ☐ Amendment Requested ☒ Other

**RESOLUTION**

WHEREAS, the Dakota County Community Development Agency (CDA) initiated its Senior Housing Capital Improvement Plan (CIP) in 1989 and completed Phase I in 1998; and

WHEREAS, Phase II was adopted in 1997 and amended in 2000 and 2003 and was completed in 2007; and

WHEREAS, Phase III to the CIP was adopted in 2006 and was completed in 2021; and

WHEREAS, those three phases of development provide 1,845 units of affordable housing to seniors with one building providing general occupancy affordable housing; and

WHEREAS, there remains a need for affordable senior housing as demonstrated in the market demand studies conducted by Bowen National Research in 2024 and by waiting list data for existing CDA buildings and rent assistance programs; and

WHEREAS, CDA staff has engaged Baker Tilly to update the Senior Housing Development Plan (the "Plan"); and

WHEREAS, the Plan includes several scenarios analyzing the financial Capacity for the CDA to construct up to 651 additional new senior housing units; and

WHEREAS, the Dakota County CDA Board of Commissioners desires to develop next Phase of the Senior Housing Capital Improvement Plan by developing a Senior Housing Development Plan.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the preliminary Senior Housing Development Plan (the "Plan") as presented by staff and consultants is hereby approved; and

BE IT FURTHER RESOLVED that staff is directed to seek necessary approvals to implement the first project (Hillcrest II in Inver Grove Heights) of the proposed Plan.

**PREVIOUS BOARD ACTION**
None.

**ATTACHMENTS**
None.

**CONTACT**
Department Head: Tony Schertler, Executive Director
Author: Kathy Kugel, Housing Finance Manager

# Board of Commissioners

## Request for Board Action

Meeting Date: November 18, 2025 | Agenda #: 6E

**DEPARTMENT:** Administration
**FILE TYPE:** Regular - Informational

**TITLE**
**Discussion Of CDA Board Meeting Schedule For 2026**

**PURPOSE/ACTION REQUESTED**
Discuss dates for CDA Board meetings in 2026.

**SUMMARY**
Attachment A is a drafted calendar with proposed meeting dates for 2026. Staff is proposing to hold the CDA Board meetings on Tuesday afternoons at 3 p.m. on either the third or fourth Wednesday of the month (depending on how the month lines up with the County Board meeting schedule).

Staff would like direction from the Board on meeting dates for 2026 and a resolution will be adopted at the December CDA Board meeting.

**RECOMMENDATION**
Informational only.

**ATTACHMENTS**
Attachment A: 2026 Board Meeting Schedule - DRAFT

**CONTACT**
Department Head: Sara Swenson, Director of Administration and Communications
Author: Sara Swenson

# January 2026



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 31 | 1<br>HOLIDAY | 2 | 3 |
| 4 | 5 | 6<br>CB / RRA / GGP | 7 | 8 | 9 | 10 |
| 11 | 12 | 13<br>PDC<br>Finance Work Session<br>CSC | 14 | 15 | 16 | 17 |
| 18 | 19<br>HOLIDAY | 20<br>CB / GGP<br>CDA (tentative) | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29<br>MICA Annual Mtg. (tentative) | 30 | 31 |

# February 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2 | 3<br>**CB / GGP** | 4 | 5 | 6<br>Legislative Delegation Breakfast | 7 |
| 8 | 9 | 10<br>**PDC**<br>**Finance Work Session**<br>**CSC** | 11 | 12 | 13 | 14 |
| 15 | 16<br>**HOLIDAY** | 17<br>**CB / RRA / GGP (Leg.)**<br>CDA (tentative)<br>Leg. Session starts | 18 | 19<br>--- NACCED Legislative Conf. - DC (thru 2/22) --- | 20 | 21<br>**NACo Leg. Conf.** |
| 22<br>**NACo Leg. Conf.** | 23<br>**NACo Leg. Conf.** | 24<br>**NACo Leg. Conf.** | 25 | 26 | 27 | 28 |
| | | | | | | |

# March 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2 | 3<br>CB / GGP<br>AMC Leg. Conf. | 4<br>AMC Leg. Conf. | 5<br>AMC Leg. Conf. | 6 | 7 |
| 8 | 9 | 10<br>GGP (Leg.) / PDC<br>Finance Work Session<br>CSC | 11 | 12 | 13 | 14 |
| | ------- NAHRO Conference - Washington DC ------- | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23<br>NAWB | 24<br>CB / RRA / GGP (Leg,)<br>CDA (tentative)<br>NAWB | 25<br>AMC Leadership Conf.<br>NAWB | 26<br>AMC Leadership Conf.<br>NAWB | 27<br>AMC Leadership Conf. | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

# April 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7<br>**CB / GGP** | 8 | 9 | 10 | 11 |
| 12 | 13 | 14<br>**GGP / PDC**<br>**Finance Work Session**<br>**CSC** | 15 | 16 | 17 | 18 |
| 19 | 20 | 21<br>**CB / RRA / GGP**<br>CDA (tentative) | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |

# May 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5<br>CB / GGP<br>---- NALHFA Conference - San Antonio ---- | 6 | 7 | 8 | 9 |
| 10 | 11 | 12<br>GGP / PDC<br>Finance Work Session<br>CSC | 13 | 14 | 15 | 16 |
| 17 | 18<br>End of Leg. Session | 19<br>CB / RRA / GGP<br>CDA (tentative) | 20 | 21 | 22 | 23 |
| 24 | 25<br>HOLIDAY | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

# June 2026



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9<br>CB / GGP | 10 | 11 | 12 | 13 |
| 14 | 15 | 16<br>GGP / PDC<br>Finance Work Session<br>CSC | 17 | 18 | 19<br>HOLIDAY | 20 |
| 21 | 22 | 23<br>CB / RRA / GGP<br>CDA (tentative) | 24 | 25 | 26 | 27 |
| 28<br>--------------- GFOA Conference - Chicago --------------- | 29 | 30 | 1 | 2 | 3 | 4 |

# July 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3<br>HOLIDAY<br>Observed | 4<br>HOLIDAY |
| 5 | 6 | 7<br>CB / GGP | 8 | 9 | 10 | 11 |
| 12 | 13<br>Finance Work Session (full day) | 14<br>GGP / PDC<br>CSC | 15 | 16<br>NAHRO Summer - Nashville | 17<br>NACo Annual Conf. | 18<br>NACo Annual Conf. |
| 19<br>NACo Annual Conf. | 20<br>NACo Annual Conf. | 21<br>CB / RRA / GGP<br>CDA (tentative) | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

# August 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4<br>CB / RRA / GGP | 5 | 6 | 7 | 8 |
| 9 | 10 | 11<br>CB @ Dakota County Fair (10 AM)<br>Elections - Primary | 12 | 13 | 14 | 15 |
| 16 | 17 | 18<br>GGP / PDC Finance Work Session<br>CSC CDA (tentative) | 19 | 20<br>-------------- NCRC NAHRO - Indianapolis ------------- | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

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# September 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 30 | 31 | 1<br>**CB / GGP** | 2 | 3 | 4 | 5 |
| 6 | 7<br>**HOLIDAY** | 8 | 9 | 10<br>AMC FALL POLICY? | 11 | 12 |
| 13 | 14 | 15<br>**GGP / PDC**<br>**Finance Work Session**<br>**CSC** | 16 | 17<br>AMC FALL POLICY? | 18 | 19 |
| 20 | 21 | 22<br>**CB/ RRA / GGP**<br>CDA (tentative) | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |

# October 2026



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5<br>--------------- NACCED Conference - Baltimore --------------- | 6<br>**CB / GGP** | 7<br>----- YARDI (YASC) Conference - San Diego ----- | 8 | 9 | 10 |
| 11 | 12 | 13<br>**GGP / PDC**<br>**Finance Work Session**<br>**CSC** | 14 | 15<br>----- NAHRO Conference - Denver ----- | 16 | 17 |
| 18 | 19 | 20 | 21<br>MAGC Conference | 22 | 23 | 24 |
| 25 | 26 | 27<br>**CB / RRA / GGP**<br>CDA (tentative) | 28 | 29 | 30 | 31 |

# November 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2 | 3<br>Election Day | 4 | 5 | 6 | 7 |
| 8 | 9 | 10<br>**CB / RRA / GGP** | 11<br>**HOLIDAY** | 12 | 13 | 14 |
| 15 | 16 | 17<br>**GGP / PDC**<br>**Finance Work Session**<br>**CSC**<br>CDA (tentative) | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26<br>**HOLIDAY** | 27<br>**HOLIDAY** | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

# December 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 29 | 30 | 1<br>CB / GGP<br>PDC / CSC<br>Levy Meeting – 6 PM | 2 | 3 | 4<br>Governance & Strategic Planning Workshop | 5 |
| 6<br>AMC Annual Conf. | 7<br>AMC Annual Conf. | 8<br>AMC Annual Conf. | 9<br>AMC Annual Conf. | 10 | 11 | 12 |
| 13 | 14 | 15<br>CB / RRA / GGP<br>CDA (tentative) | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25<br>HOLIDAY | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

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