

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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BOARD OF COMMISSIONERS

MINUTES – REGULAR MEETING

November 13, 2018

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 2:03 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

Commissioners Present District I, DeAnn Croatt
District II, Ben Zweber
District III, Kent Robbins
District V, Barry Stock

Commissioners Absent: District IV, Patti Sotis

Staff Present Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Stacy Crakes, Business Development Director
Melissa Hanson, Housing Specialist
Katie Horine, Housing Specialist
Linda Janovsky, Recording Secretary



Others Present

Add: Adam Johnson, Finance Director

Lorien Mueller, Great Lakes Management
Camille Ritter, Great Lakes Management
Renee Christiansen, City of Elko New Market
Julie Eddington, Kennedy & Graven
Steve Dunbar, Ivy Properties

3.1) CDA Regular Meeting – October 9, 2018

Commissioner Robbins made a motion to approve the Minutes of October 9, 2018.
Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(3) AGENDA ACTION(S)

4.1) Agenda Modifications

No agenda modifications were requested.

4.2) Consent Agenda (5.2, 5.5, 6.11, 6.12, 6.21, 6.51, 6.52, 6.55, 6.6)

All items listed with an asterisk (*) are considered by the Executive Director to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Scott County CDA Commissioner so requests, in which case the item will be removed from the Consent Agenda and placed in its normal sequence.

(4) **FINANCIAL REPORT**

5.1) Payment of Bills

Commissioner Zweber made a motion to approve the check registers in the amount of \$628,185.34. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent item; no discussion]

5.3) Development Budget Reports – 3rd Quarter 2018

Lorien Muller and Camille Ritter from Great Lakes Management were in attendance. Ms. Mueller stated that overall the buildings are doing very well financially and have strong waiting lists. She indicated that a newly developed resident survey will be distributed to residents soon. She answered Commissioners' questions.

5.31) River City Centre, Shakopee

98% leased/100% occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 427,180	\$ 443,462
Operating Expenses	\$ 221,046	\$ 241,240
Net Operating Income *	\$ 207,667	\$ 205,137
(not including retail or TIF income)		

5.32) The Hamilton, Savage

100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 382,438	\$ 365,639
Operating Expenses	\$ 195,356	\$ 195,543
*Net Operating Income	\$ 188,513	\$ 185,622
*Does not incl. Retail Base Rent		

5.33) Philipp Square, New Prague

100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 467,555	\$ 482,968
Operating Expenses	\$ 219,536	\$ 250,198
Net Operating Income	\$ 268,067	\$ 236,440

5.34) Northridge Court, Shakopee

100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 539,311	\$ 571,086
Operating Expenses	\$ 209,100	\$ 237,216
Net Operating Income	\$ 330,211	\$ 336,827

5.35) Glendale Place, Savage
100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 607,289	\$ 591,174
Operating Expenses	\$ 290,631	\$ 253,398
Net Operating Income	\$ 308,032	\$ 351,682

5.36) Market Village, Elko New Market
100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 456,097	\$ 454,481
Operating Expenses	\$ 219,537	\$ 203,610
Net Operating Income	\$ 232,257	\$ 257,368

5.37) Brentwood Court, Jordan
98% leased/100% occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 417,002	\$ 426,202
Operating Expenses	\$ 190,803	\$ 225,148
Net Operating Income	\$ 223,758	\$ 200,859

5.38) The Henderson, Shakopee
100% leased & occupied

Pro Forma vs. 3rd Quarter 2018

	YTD Proforma	YTD Actual
Rental Revenue	\$ 465,977	\$ 484,753
Operating Expenses	\$ 162,118	\$ 178,754
Net Operating Income	\$ 272,531	\$ 306,967

5.4) FY2018 – 3rd Quarter Agency Budget Summary

Finance Director Johnson presented information on the 3rd quarter budget summary highlighting a few areas in more depth. Finance Director Johnson also explained the VMS (Voucher Management System) remote audit that is currently underway. He will report back to the Board upon the conclusion of that audit.

5.5)* Cash Flow Projection Worksheet
[Consent item; no discussion]

(5) OLD BUSINESS

6.1) Affordable Housing Programs

6.11)* Affordable Housing Occupancy Report
[Consent item; no discussion]

6.12)* Housing Choice Voucher Utilization Report
[Consent item; no discussion]

6.13) RESOLUTION NO. 31-18: ADOPTING REVISED UTILITY ALLOWANCES FOR SCOTT COUNTY SECTION 8 PROGRAM EFFECTIVE JANUARY 1, 2019

Commissioner Robbins made a motion to approve Resolution No. 31-18. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) Family Self Sufficiency Program

Katie Horine, Housing Specialist, gave a presentation on the Family Self Sufficiency Program. She explained that all HCV or Project Based clients are eligible to participate. It is a job based program and clients can participate for 5 years. During this 5-year time period, as the client's income increases, the amount the CDA pays decreases, and the difference is set-aside for them in an escrow account. Housing Specialist Horine meets with participants at least twice a year. Upon successfully graduating from the program, participants are able to get the funds from their escrow account so that they can pay for education, buy reliable transportation, pay off debt, start a business, or use it as a down payment for a home purchase. Housing Specialist Horine gave several "success stories" of recent graduates of the program.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent item; no discussion]

6.3) Liaison Report – Scott County Commissioner

(Not present; no report)

6.4) First Stop Shop (FSS)

The Finance Committee (Commissioners Robbins and Stock) met as the Economic Development Incentive (EDI) grant committee to discuss the projects that were submitted. Below is a list of selected projects being recommended to the full Board. Funds for these projects exceeded the amount allocated for EDI grants by \$10,040. One project was not selected due to lack of funds and likelihood that this grant application could be re-submitted next year. Commissioner Zweber made a motion to approve this additional grant amount as well as the project selections. Commissioner Croatt seconded the motion. Unanimous roll call vote followed with Commissioner Robbins abstaining.

Grant Type	Project	Amount Awarded
CR	TH 282/Creek Lane Improvements & Interchange Preparations (Jordan)	\$125,000
CR	TH 13 Corridor Study Revision – TH 169/101 to Nicollet Avenue (Savage)	\$100,000
CR	169/69 West End AUR (Shakopee)	\$95,040
TA	Scott County Innovation Center Feasibility Study (Shakopee for County)	\$30,000
		\$350,040.00

CR=Corridor Readiness/TA=Technical Assistance

The project that was not awarded is the West End Hamilton District CLOMR and Regional Stormwater Analysis (Savage) for \$55,133 (CR).

Renee Christianson, Elko New Market Community Development Specialist, gave a presentation on the successfully completed 2017 EDI grant for the Adelmann Property Design Project. She indicated that a report was completed, marketing materials, and a fly-over video of the project. This property is ready for development!

6.5) Tax Credit Awards from Minnesota Housing

Housing Director Siegert gave a brief update on the projects awarded.

6.5) SC-CDA Development Activities

6.51)* Louisiana Lofts, Savage—MWF Properties

[Consent item; no discussion]

6.52)* Sarazin Flats, Shakopee—MWF Properties

[Consent item; no discussion]

6.53) Concept Planning – 55+ Independent Living Building next to Brentwood Court Campus, Jordan, MN

Steve Dunbar, Ivy Properties, was in attendance to provide an overall update on the project. He stated that the CDA began looking at the site in approximately February of 2018. During the summer of 2018, the CDA went before the Jordan City Council to have that property re-zoned to allow for residential. That was approved. In the fall, a market study was commissioned showing the ability to absorb 52 units at that site. Meetings have taken place with the City as the entitlement process progresses. Mr. Dunbar also explained the challenges of the site with the extensive slope and poor (unknown fill) soil conditions. Due to these conditions, a revised site plan was developed to better situate the building on the site, which will use three of the four lots, with the fourth lot unbuildable.

**6.54) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN
RESOLUTION NO. 32-18: APPROVING THE EXECUTION OF DOCUMENTS
REGARDING A RESIDENTIAL MENTAL HEALTH TREATMENT FACILITY IN THE
CITY OF SAVAGE AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH**
Commissioner Robbins made a motion to approve Resolution No. 32-18.
Commissioner Stock seconded the motion. Unanimous roll call vote followed.
Motion carried.

Both Steve Dunbar, Ivy Properties, and Julie Eddington, Kennedy & Graven, were in attendance to answer any questions about this project. Mr. Dunbar indicated that after the pre-design package is approved by the State, the development of schematic drawings can begin, as well as neighborhood meetings and beginning the entitlement process with the City of Savage.

6.54.1 Predesign Package

Mr. Dunbar, Ivy Properties, indicated that this was submitted and the State only had a few questions so far.

6.55)* New Prague 55+ Independent Living Apartments
[Consent item; no discussion]

6.6)* River City Centre Master Lease Tenant (MLT)
[Consent item; no discussion]

(7) NEW BUSINESS

Nothing at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE


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|------|--|---|
| 8.1) | Regular Meeting | December 11, 2018, Time TBD. It was determined that the Board will meet at 10:00 <u>with lunch</u> to follow. |
| 8.2) | Finance Committee -
EDI Grants & Deferred Loan Policy | November 8, 2018 |
| 8.3) | Personnel Committee | TBD |
| 8.4) | SPECIAL Meeting | as needed |

(9) ADJOURN

Commissioner Robbins made a motion to adjourn the meeting at 4:04 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.


DeAnn Croatt, Chair




Ben Zweber, Secretary


Recording Secretary

12/11/18
Date