

**SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**

323 South Naumkeag Street, Shakopee, MN 55379

Phone: (952) 402-9022 / Fax: (952) 496-2852

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**BOARD OF COMMISSIONERS**

**MINUTES – REGULAR MEETING**

**May 14, 2019**

**(1) CALL TO ORDER AND PLEDGE**

Chair Croatt called the meeting to order at 2:00 p.m. and led the Pledge of Allegiance.

**(2) ROLL CALL**

Commissioners present:                      District I, DeAnn Croatt  
   District II, Terri Gulstad  
   District IV, Patti Sotis  
   District V, Barry Stock

Commissioners absent:                      District III, Kent Robbins

Staff present:                                      Bill Jaffa, Executive Director  
   Julie Siegert, Housing Director  
   Stacy Crakes, Business Development Director, FSS  
   Adam Johnson, Finance Director  
   Pam Hinze, Administrative Services  
   Linda Janovsky, Recording Secretary

Others present:                                      Zeb Carlson, Carlson Consulting  
   Camille Ritter, Great Lakes Management

**(3) MINUTES SUBMITTED FOR APPROVAL**

**3.1) Regular Meeting – April 9, 2019**

Commissioner Sotis made a motion to approve the Minutes of April 9, 2019.  
Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

**(4) AGENDA ACTION(S)**

**4.1) Agenda Modifications**

None requested.

**4.2) Consent Agenda (5.2, 5.5, 6.11, 6.12, 6.21, 6.4, 6.5, 6.71)**

Commissioner Gulstad made a motion to approve the Consent Agenda. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

**(5) FINANCIAL REPORT**

**5.1) Payment of Bills**

Commissioner Gulstad made a motion to approve the Check Registers in the amount of \$334,792.06. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

**5.2)\* Procurement Summary**  
[Consent item; no discussion]

**5.3) Development Reports – FY2019 – Qtr 1**

Camille Ritter, Great Lakes Management, was in attendance and provided budget information for all the properties noting that snow removal was generally over for all buildings and other expenses for repair and maintenance. Commissioner Sotis made a motion to approve all reports with one motion. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

**5.31) River City Centre**  
100 Leased/96% occupied

**Pro Forma vs. 1st Quarter 2019**

|                                      | YTD Proforma | YTD Actual |
|--------------------------------------|--------------|------------|
| Rental Revenue                       | \$ 145,241   | \$ 151,644 |
| Operating Expenses                   | \$ 76,562    | \$ 79,009  |
| Net Operating Income *               | \$ 69,204    | \$ 73,704  |
| (not including retail or TIF income) |              |            |

**5.32) The Hamilton**  
100% leased/occupied

**Pro Forma vs. 1st Quarter 2019**

|                                  | YTD Proforma | YTD Actual |
|----------------------------------|--------------|------------|
| Rental Revenue                   | \$ 131,134   | \$ 124,690 |
| Operating Expenses               | \$ 67,641    | \$ 51,109  |
| *Net Operating Income            | \$ 63,980    | \$ 74,810  |
| *Does not incl. Retail Base Rent |              |            |

**5.33) Philipp Square**  
100% leased/96% occupied

**Pro Forma vs. 1st Quarter 2019**

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 158,969   | \$ 164,259 |
| Operating Expenses   | \$ 75,909    | \$ 82,313  |
| Net Operating Income | \$ 89,858    | \$ 86,341  |

**5.34) Northridge Court**  
100% leased/occupied

**Pro Forma vs. 1st Quarter 2019**

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 182,422   | \$ 194,970 |
| Operating Expenses   | \$ 71,791    | \$ 84,494  |
| Net Operating Income | \$ 110,676   | \$ 106,374 |

**5.35) Glendale Place**  
100% leased/occupied

**Pro Forma vs. 1st Quarter 2019**

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 206,478   | \$ 201,620 |
| Operating Expenses   | \$ 100,526   | \$ 69,487  |
| Net Operating Income | \$ 103,019   | \$ 142,041 |

**5.36) Market Village**  
100% leased/occupied

Pro Forma vs. 1st Quarter 2019

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 155,073   | \$ 154,679 |
| Operating Expenses   | \$ 75,600    | \$ 58,727  |
| Net Operating Income | \$ 78,010    | \$ 100,197 |

**5.37) Brentwood Court**  
100% leased/98% occupied

Pro Forma vs. 1st Quarter 2019

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 141,781   | \$ 145,215 |
| Operating Expenses   | \$ 65,444    | \$ 65,286  |
| Net Operating Income | \$ 75,541    | \$ 82,828  |

**5.38) The Henderson**  
100% leased/96% occupied

Pro Forma vs. 1st Quarter 2019

|                      | YTD Proforma | YTD Actual |
|----------------------|--------------|------------|
| Rental Revenue       | \$ 158,432   | \$ 164,660 |
| Operating Expenses   | \$ 55,661    | \$ 58,418  |
| Net Operating Income | \$ 92,282    | \$ 108,177 |

**5.4) 2019 First Quarter Agency Financials**

Finance Director Johnson went over the budget results for each program and answered Commissioners questions. Commissioners discussed format for presenting data and Finance Director Johnson stated he is open to suggestions. Commissioner Gulstad made a motion to approve the first quarter financials. Commissioner Stock seconded the motion. Unanimous voice vote followed.

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

**5.6) RESOLUTION NO. 13-19: ADOPTING ESTABLISHMENT OF POOLED 55+ SENIOR HOUSING SURPLUS FUND**

Commissioner Stock discussed this item and made a motion to adopt Resolution No. 13-19 with a name change to *Adopting Establishment of Pooled 55+ Senior Housing Capital Fund*. Commissioner Sotis seconded the motion with that change. Unanimous roll call vote followed. Motion carried.

**(6) 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) Section 8 Management Assessment Program (SEMAP)**

Chair Croatt indicated this was a great SEMAP score. Housing Director Siegert gave a hats off to the Section 8 team.

**6.14) Income Limits**

**RESOLUTION NO. 14-19: ADOPTING INCOME LIMITS FOR SECTION 8 HOUSING CHOICE AND PROJECT BASED VOUCHER AND PUBLIC HOUSING PROGRAMS EFFECTIVE APRIL 24, 2019.**

Commissioner Stock made a motion to adopt Resolution No. 14-19. Commissioner Sotis seconded that motion. Unanimous roll call vote followed. Motion carried.

**6.15) RESOLUTION NO. 15-19: AUTHORIZING APPROVAL TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY FOR BRIDGES RENTAL ASSISTANCE AND EXECUTION OF AGREEMENTS AND ASSOCIATED DOCUMENTS**

Commissioner Stock made a motion to adopt Resolution No. 15-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.16) RESOLUTION NO. 16-19: AUTHORIZING APPROVAL TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA HOUSING FINANCE AGENCY (MHFA) FOR BRIDGES RENTAL ASSISTANCE PROGRAM (REGIONAL TREATMENT CENTER) AND EXECUTION OF ASSOCIATED DOCUMENTS**

Commissioner Sotis made a motion to adopt Resolution No. 16-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**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)**

[Consent item; no discussion]

**6.5)\* Families and Individuals Sharing HOPE (FISH)**

[Consent item; no discussion]

**6.6) Marketing Initiative**

Zeb Carlson, Carlson Consulting provided images for the new logo, some marketing templates, and also gave a preview of the new CDA (combined with FSS) website.

**6.7) SC-CDA Development Activities**

**6.71)\* Sarazin Flats, Shakopee—MWF Properties**

[Consent item; no discussion]

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

Executive Director Jaffa indicated that Kathy Aho, Baker Tilly (formerly Springsted) is working on the proforma. The plan is to request the County's GO backing. The County currently has an AAA rating.

**6.73) Intensive Residential Treatment Services (IRTS) Facility, Savage, MN**

Executive Director Jaffa stated that the public bidding schedule will have contractors submitting their bids by the end of June. Information on B-3 building requirements were provided to the Board. It was indicated that the State grant awards (\$1.9M appropriated and \$2.26M grant award) brings building requirements that are more expensive upfront, but are meant to decrease operating expenses and environmental footprint.

**6.74) CommonBond Development, Shakopee, The Willows**

**RESOLUTION NO. 17-19: AMENDING AUTHORIZATION TO PROVIDE DEFERRED LOAN TO COMMONDBOND COMMUNITIES, FOR SECTION 42 TAX CREDIT DEVELOPMENT, THE WILLOWS, LOCATED IN SHAKOPEE, MN**

Commissioner Stock made a motion to approve Resolution No. 17-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.8) INVEST Program Funding Recommendations**

Housing Director Siegert indicated that four applications were received: Core Crossings (awarded), Belle Court (awarded), Spring Lake Lofts (not awarded), and Sedgeview Terrace (not awarded). She explained the process for selection. Commissioner Stock indicated the criteria the Finance Committee used to select the awards. Executive Director Jaffa mentioned that Sedgeview Terrace is competing in the pool for non-profits, and has received 15 housing support vouchers from Scott County, so they most likely will be competitive in their pool of applicants.

**6.8.1) RESOLUTION NO. 18-19: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO SHAKOPEE HOUSING GROUP, LLC, FOR SECTION 42 TAX CREDIT DEVELOPMENT, CORE CROSSINGS, LOCATED IN SHAKOPEE, MINNESOTA**

Commissioner Stock made a motion to approve Resolution No. 18-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

**6.8.2) RESOLUTION NO. 19-19: AUTHORIZATION TO PROVIDE INVEST PROGRAM DEFERRED LOAN TO BELLE COURT, LLC, FOR DEVELOPMENT OF BELLE COURT APARTMENTS LOCATED IN BELLE PLAINE, MINNESOTA**

Commissioner Gulstad made a motion to approve Resolution No. 19-19. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

**(7) NEW BUSINESS**

Executive Director Jaffa indicated that he attended a SCALE meeting where Commissioner Stock presented. Commissioner Stock provided the Board with an update on the SCALE reboot efforts.

**(8) SET NEXT MEETING DATE, TIME AND PLACE**

**8.1) Regular Meeting**

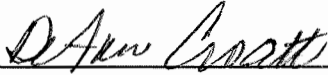
**June 11, 2019, 2:00 p.m.**

**8.2) SPECIAL Meeting**

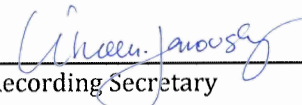
**as needed**

**(9) ADJOURN**

Commissioner Sotis made a motion to adjourn at 3:30 p.m. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

  
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Chair Croatt

  
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Secretary Gulstad

  
\_\_\_\_\_  
Recording Secretary

6/12/2019  
Date