

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

323 South Naumkeag Street, Shakopee, MN 55379

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

**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
November 12, 2019**

(1) CALL TO ORDER AND PLEDGE

Chair Croatt called the meeting to order at 1:59 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

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

Staff present: Bill Jaffa, Executive Director
 Julie Siegert, Housing Director
 Adam Johnson, Finance Director
 Kim Meierbachtol, Lead Housing Specialist
 Molly Link, Assistant Housing Director
 Pam Hinze, Administrative Services
 Linda Janovsky, Recording Secretary

Others present: Lorien Mueller, Great Lakes Management
 Camille Ritter, Great Lakes Management
 Jon Ulrich, Scott County Commissioner

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) Regular Meeting – October 8, 2019

Commissioner Sotis made a motion to approve the Minutes of October 8, 2019. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications

An agenda modification was provided at the table for items 5.2.1) and 6.4). Commissioner Robbins made a motion to approve these modifications. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

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

Commissioner Gulstad requested that Item 5.5) Cash Flow Worksheet, be removed from the Consent Agenda for discussion. Commissioner Stock made a motion to approve this change. Commissioner Robbins 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 \$653,214.21. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

5.2)* Procurement Summary

[Consent; no discussion]

5.2.1) RESOLUTION NO. 43-19: AUTHORIZING AWARD OF BID FOR AIR CONDITIONING AND FURNACE REPLACEMENTS

This was an agenda modification correcting the Resolution to reflect that the lowest bidder was disqualified due to being nonresponsive. Commissioner Stock made a motion to approve Resolution No. 43-19. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

5.3) Development Budget Reports – 3rd Quarter 2019

Lorien Mueller and Camille Ritter from Great Lakes Management were in attendance to present the 3rd Quarter Budget Reports:

All buildings are 100% leased and occupied except for Brentwood Court which is experiencing some turnover due to residents moving to a higher level of care.

In Shakopee, Center Point had shut off power to 600 customers due to repair which effected River City Centre and the Henderson. Great Lakes Management staff went into each apartment after power was restored to make sure everything was working.

5.31) River City Centre, Shakopee

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 435,724	\$ 457,581
Operating Expenses	\$ 229,685	\$ 235,081
Net Operating Income *	\$ 207,811	\$ 225,374

(not including retail or TIF income)

5.32) The Hamilton, Savage

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 393,402	\$ 377,305
Operating Expenses	\$ 202,922	\$ 201,959
*Net Operating Income	\$ 191,939	\$ 175,833

*Does not incl. Retail Base Rent

5.33) Philipp Square, New Prague

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 476,906	\$ 496,900
Operating Expenses	\$ 227,728	\$ 283,306
Net Operating Income	\$ 269,573	\$ 248,854

5.34) Northridge Court, Shakopee

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 547,265	\$ 589,153
Operating Expenses	\$ 215,373	\$ 239,405
Net Operating Income	\$ 332,027	\$ 350,389

5.35) Glendale Place, Savage

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 619,434	\$ 609,236
Operating Expenses	\$ 301,578	\$ 246,011
Net Operating Income	\$ 309,057	\$ 392,124

5.36) Market Village, Elko New Market

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 485,219	\$ 468,098
Operating Expenses	\$ 226,800	\$ 216,297
Net Operating Income	\$ 234,031	\$ 264,370

5.37) Brentwood Court, Jordan

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 425,342	\$ 439,250
Operating Expenses	\$ 196,332	\$ 230,496
Net Operating Income	\$ 226,822	\$ 219,722

5.38) The Henderson, Shakopee

Pro Forma vs. 3rd Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 475,298	\$ 495,180
Operating Expenses	\$ 166,982	\$ 197,737
Net Operating Income	\$ 276,846	\$ 302,718

5.4) FY2019 – 3rd Quarter Agency Budget Summary

Finance Director Johnson presented information on the 3rd quarter budget summary highlighting some areas in more depth and answered Commissioners' questions. Commissioner Robbins made a motion to approve the 3rd Quarter summary report. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

5.5) Cash Flow Projection Worksheet

This item was removed from the Consent Agenda per request of Commissioner Gulstad. Finance Director Johnson explained the bolded items. Executive Director Jaffa explained that we are still awaiting approval from the State for funds to be available to draw down for the IRTS facility construction.

(6) OLD BUSINESS

6.1) Affordable Housing Programs

6.11)* Affordable Housing Occupancy Report

[Consent; no discussion]

6.12)* Housing Choice Voucher Utilization Report

[Consent; no discussion]

6.13) RESOLUTION NO. 44-19: ADOPTING REVISED UTILITY ALLOWANCES FOR SCOTT COUNTY SECTION 8 PROGRAM EFFECTIVE JANUARY 1, 2020

Commissioner Sotis made a motion to approve Resolution No. 44-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.14) RESOLUTION NO. 45-19: ADOPTING PAYMENT STANDARDS FOR SECTION 8 PURSUANT TO HUD'S FAIR MARKET RENT LIMITS

Housing Director Siegert explained this item. Commissioner Robbins made a motion to approve Resolution No. 45-19. Commissioner Gulstad seconded the motion. Unanimous roll call vote followed. Motion carried.

6.15) RESOLUTION NO. 46-19: ADOPTING FLAT RENTS FOR SCOTT COUNTY PUBLIC HOUSING UNITS PURSUANT TO 24CFR 960.253

Housing Director Siegert explained this item. Commissioner Sotis made a motion to approve Resolution No. 46-19. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich was in attendance to provide information on Beacon Interfaith Housing's meeting with the County Board to discuss a homeless facility on a site next to the KC Hall in Shakopee. SCALE has been doing presentations to other counties and Commissioner Ulrich stated that he and Savage Mayor Williams did a podcast for the League of Minnesota Cities. Commissioner Ulrich provided updates on transit projects.

6.4) First Stop Shop (FSS)

This item was removed from the Consent Agenda as the Finance Committee met before the regular meeting to discuss Economic Development Incentive (EDI) grant awards. The only application submitted was from Belle Plaine for a Technical Assistance grant in the amount of \$5000 for a Building Lot Creation Incentive's Study which would help the City bring approximately 20 single family buildable lots to market. The Finance Committee approved this award.

6.5)* FISH

[Consent; no discussion]

6.6) SC-CDA Development Activities

6.61) Brentwood Terrace, Jordan, MN

Executive Director indicated that the Groundbreaking is next week and the contractor (Greystone) will be on site tomorrow.

6.62) Intensive Residential Treatment Services (IRTS) Facility, Savage
Executive Director Jaffa indicated that construction is going well but we are still waiting for draw process approval from the State. Commissioner Stock mentioned that the Guild Fundraiser lunch “Ladder of Hope” is next Wednesday (the 20th). All Commissioners indicated their interest in attending.

6.63) Elko New Market Refunding Bonds
Executive Director Jaffa indicated this closed with an interest rate of 2.8% and the pricing schedule was provided for Commissioners’ information.

6.64) Scott County Community Land Trust
Assistant to the Executive Director Janovsky presented this item answering Commissioners questions. It was stated the intent is to have a Program Guide for approval at the next meeting to proceed with implementation the program.

(7) NEW BUSINESS

Executive Director Jaffa indicated that the Finance Committee met before the meeting and talked about INVEST Program guidelines for the upcoming year and also revising the Procurement Policy to increase the small purchase threshold.

(8) SET NEXT MEETING DATE, TIME AND PLACE

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|------|--|-------------------------------------|
| 8.1) | Regular Meeting | December 17, 2019, a.m. – 9:30 a.m. |
| 8.2) | Social Gathering – Guild Ladder of Hope Bracket’s Crossing | November 20, 2019, 12:00 p.m. |

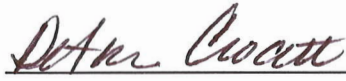
[The Open Meeting Law does not apply to chance or social gatherings of members of a public body. However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.]

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| 8.3) | SPECIAL Meeting | as needed |
|------|-----------------|-----------|

Housing Director Siegert provided an update on the Ali Supreme Court case. Arguments will be heard on December 9, 2019. This is to determine if the CDA correctly calculated income that a parent receives for caring for a child with disabilities. This is a closely watched case as it will set precedent for other Agencies to determine income (the CDA’s position is that if a parent is being compensated for these services, that should be considered income). More information will be provided at the December meeting.

(9) ADJOURN

Commissioner Sotis made a motion to adjourn at 3:19 p.m. Commissioner Robbins seconded the motion. Unanimous voice vote followed. Motion carried.



Chair DeAnn Croatt






Secretary Terri Gulstad



Recording Secretary



Date