

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

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**BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
February 11, 2020**

(1) CALL TO ORDER AND PLEDGE

Vice Chair Sotis called the meeting to order at 1:58 p.m. and led the Pledge of Allegiance.

(2) ROLL CALL

Commissioners present: District II, Terri Gulstad
 District III, Jeff Delbow
 District IV, Patti Sotis
 District V, Barry Stock

Commissioners absent: District I, DeAnn Croatt

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

Others Present: Jon Ulrich, Scott County Commissioner (liaison)
 Tom Wolf, Scott County Commissioner

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Annual Meeting – January 14, 2020

Commissioner Stock made a motion to approve the CDA Annual Minutes. Commissioner Gulstad seconded the motion. Unanimous voice vote followed. Motion carried.

3.2) Greentree Development Corporation Annual Meeting – January 14, 2020

Commissioner Stock made a motion to approve the GTDC Annual Minutes. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.

3.3) CDA Regular Meeting – January 14, 2020

Commissioner Stock made a motion to approve the Minutes of January 14, 2020. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.

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

4.1) **Agenda Modifications**

None were requested.

4.2) **Consent Agenda (5.2, 6.11, 6.12, 6.21, 6.5, 6.63)**

Commissioner Gulstad made a motion to approve the Consent Agenda.

Commissioner Stock 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 \$704,256.45. Commissioner Stock seconded the motion.

Unanimous roll call vote followed. Motion carried.

5.2)* **Procurement Summary**

[Consent; no discussion]

5.3) **Development Reports – FY2019 4th Qtr**

Lorien Mueller and Camille Ritter, Great Lakes Management, were present and introduced themselves to Commissioner Delbow. Ms. Ritter went over the 4th quarter reports. Commissioner Gulstad requested year end reports for the Brentwood Court pharmacy and clinic in the future. There was a question about the surplus funds, which Finance Director Johnson answered. Commissioner Gulstad made a motion to approve the reports. Commissioner Stock seconded the motion. Unanimous voice vote followed. Motion carried.

5.31) **River City Centre**

100% leased/94% occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 580,965	\$ 612,629
Operating Expenses	\$ 306,246	\$ 304,054
Net Operating Income *	\$ 276,814	\$ 311,569
(not including retail or TIF income)		

5.32) **The Hamilton**

100% leased/95% occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 524,536	\$ 505,350
Operating Expenses	\$ 270,563	\$ 264,903
*Net Operating Income	\$ 255,919	\$ 241,570
*Does not incl. Retail Base Rent		

5.33) Philipp Square

98% leased/93% occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 635,875	\$ 665,142
Operating Expenses	\$ 303,635	\$ 347,622
Net Operating Income	\$ 359,431	\$ 338,541

5.34) Northridge Court

100% leased and occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 729,687	\$ 788,651
Operating Expenses	\$ 287,164	\$ 309,058
Net Operating Income	\$ 442,703	\$ 480,789

5.35) Glendale Place

95% leased and occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 825,912	\$ 815,931
Operating Expenses	\$ 402,104	\$ 318,499
Net Operating Income	\$ 412,076	\$ 534,331

5.36) Market Village

100% leased and occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 620,292	\$ 626,427
Operating Expenses	\$ 302,400	\$ 279,122
Net Operating Income	\$ 312,041	\$ 363,417

5.37) Brentwood Court

100% leased/94% occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 567,122	\$ 588,440
Operating Expenses	\$ 261,776	\$ 295,872
Net Operating Income	\$ 302,163	\$ 299,696

5.38) The Henderson

100% leased and occupied

Pro Forma vs. 4th Quarter 2019

	YTD Proforma	YTD Actual
Rental Revenue	\$ 633,728	\$ 662,494
Operating Expenses	\$ 222,642	\$ 256,496
Net Operating Income	\$ 369,127	\$ 409,659

5.4) Agency 4th Qtr Financials

Finance Director Johnson summarized the budget results for each program area and answered Commissioners questions. Commissioner Gulstad made a motion to accept the 4th quarter report. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.

5.5) Cash Flow Projection Worksheet

Finance Director Johnson answered Commissioners' questions. The Finance Committee will discuss in more detail.

(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. 05-20: AUTHORIZING SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION SUBMISSION FOR FISCAL YEAR ENDING DECEMBER 31, 2019

Housing Director Siegert provided an overview of the SEMAP process stating that the Agency is a "high performer" and the voucher program brings \$5.5M/year of rent assistance to the County with an average Housing Assistance Payment (HAP) payment of \$650/household. Commissioner Gulstad made a motion to approve Resolution No. 05-20. Commissioner Stock seconded the motion. Unanimous roll call vote followed. Motion carried.

Executive Director Jaffa asked Housing Director Siegert to provide updates on a few other items:

- Prior Manor conversion to Project Based units – this is underway. Housing Director Siegert is working with an attorney who has conversion expertise, and is also trying to work with Minnesota Housing to find a solution for transferring or satisfying the Publically Owned Housing Program (POHP) deferred loans issued from State GO bond funds that have been used in the past for rehab of the property.
- Real Estate Assessment Center (REAC) inspection for Prior Manor is scheduled. This happens every 3 years, instead of every year, because of the consistently high score received on the inspection.
- The opinion for the Ali Supreme Court case will be announced at 10:00 a.m. tomorrow.

6.2) Home Ownership Programs

6.21)* Homeownership Programs Report

[Consent; no discussion]

6.3) Liaison Report – Scott County Commissioner

Commissioner Ulrich provided an update on the transit task force and the economic development component to road improvement projects.

6.4) First Stop Shop (FSS)

6.41) Elko New Market Sewer/Water Infrastructure Assistance

Business Development Director Crakes stated that she and Renee Christianson, Community Development Specialist – Elko New Market, are researching other projects to ascertain how each party could be involved, fit the budget, and spread the risk. Commissioner discussion ensued. Executive Director Jaffa proposed a general meeting with financial consultants and staff to get some financing options. He stressed that the CDA is looking for a way to be involved in this, not how not to be involved. The workgroup can be set up with representatives from all entities. Commissioner Stock made a motion to authorize the creation of the workgroup. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.

6.5)* FISH

[Consent; no discussion]

6.6) SC-CDA Development Activities

6.61) Brentwood Terrace, Jordan, MN

Ms. Mueller from Great Lakes Management commented that there is a new logo that distinguishes Terrace from Court, but also offers a consistent look. Marketing materials and are being created. There are 60 names on the interest list.

6.62) Intensive Residential Treatment Services (IRTS) Facility, Savage

Construction is going well. The Agency continues to await State approval for draw submittal.

6.63)* Scott County Community Land Trust

[Consent; no discussion]

6.64) River City Centre – Master Lease Tenant (MLT)

Executive Director Jaffa stated that he met with the MLT and they provided rent structure and status of tenants. The Haven is downsizing and that will require tenant improvements as they will be relocating to a different, smaller space. Money is required to maintain community space and for marketing. MLT did make their January payment. The MLT tenant said they will come back with a proposal outlining what they are asking for as far as tenant improvement and other assistance. Executive Director Jaffa stated that Great Lakes Management has reaffirmed that they could take over management of the space, but tenant improvement and clean up would be required.

(7) NEW BUSINESS

None at this time.

(8) SET NEXT MEETING DATE, TIME AND PLACE

- | | | |
|------|---------------------------|------------------------------|
| 8.1) | Regular Meeting | March 10, 2020, 2:00 p.m. |
| 8.2) | Finance Committee Meeting | After February Board Meeting |
| 8.3) | SPECIAL Meeting | as needed |

(9) ADJOURN

Commissioner Gulstad made a motion to adjourn at 3:32 p.m. Commissioner Delbow seconded the motion. Unanimous voice vote followed. Motion carried.

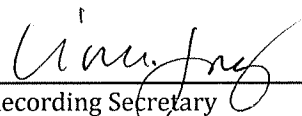


Vice Chair





Secretary



Recording Secretary

3/10/2020
Date