CALL TO ORDER AND PLEDGE
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency Board of Commissioners to order at 4:02 p.m. on August 8, 2017, and led the Pledge of Allegiance.

ROLL CALL
Commissioners present: District I, DeAnn Croatt
District III, Kent Robbins
District IV, Patti Sotis
District II, Ben Zweber

Commissioners absent: District V, Jane Victorey

Staff present: Terri Gulstad, Finance Director
Julie Siegert, Housing Director
Linda Janovsky, Recording Secretary

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

MINUTES SUBMITTED FOR APPROVAL
3.1) Regular Meeting Minutes – July 11, 2017
Commissioner Zweber made a motion to approve the Minutes of July 11. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

AGENDA ACTION(S)
4.1) Agenda Modifications
No agenda modifications requested.

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

FINANCIAL REPORT
5.1) Payment of Bills
Commissioner Sotis made a motion to approve the check registers in the amount of $223,126.13. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.
5.2) * Procurement Summary
   [Consent item; no discussion]

5.3) Development Budget Reports – 2nd Quarter 2017
Lorien Mueller and Camille Ritter, Great Lakes Management, were in attendance and reported the following:

- Buildings overall are doing very well.
- All have strong waiting lists.
- Older buildings have more expenses.
- Unit at Henderson by elevator will continue to be monitored for sound.
- Commissioner Croatt requested resident names be removed from marketing reports.

5.31) River City Centre, Shakopee

Pro Forma vs. 2nd Quarter 2017

<table>
<thead>
<tr>
<th></th>
<th>YTD Proforma</th>
<th>YTD Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$279,203</td>
<td>$287,085</td>
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<tr>
<td>Operating Expenses</td>
<td>$141,825</td>
<td>$200,091</td>
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<tr>
<td>Net Operating Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$138,383</td>
<td>$84,003</td>
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</table>

*Not including retail or TIF income*

5.32) The Hamilton, Savage

Pro Forma vs. 2nd Quarter 2017

<table>
<thead>
<tr>
<th></th>
<th>YTD Proforma</th>
<th>YTD Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$247,974</td>
<td>$236,723</td>
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<tr>
<td>Operating Expenses</td>
<td>$125,387</td>
<td>$137,666</td>
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<tr>
<td>Net Operating Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$123,523</td>
<td>$101,195</td>
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</table>

*Does not incl. Retail Base Rent*

5.33) Philipp Square, New Prague

Pro Forma vs. 2nd Quarter 2017

<table>
<thead>
<tr>
<th></th>
<th>YTD Proforma</th>
<th>YTD Actual</th>
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</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$305,292</td>
<td>$310,669</td>
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<tr>
<td>Operating Expenses</td>
<td>$141,100</td>
<td>$175,823</td>
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<tr>
<td>Net Operating Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$177,630</td>
<td>$141,291</td>
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5.34) Northridge Court, Shakopee

Pro Forma vs. 2nd Quarter 2017

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<th></th>
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<th>YTD Actual</th>
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</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$364,227</td>
<td>$370,373</td>
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<tr>
<td>Operating Expenses</td>
<td>$155,340</td>
<td>$156,142</td>
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<tr>
<td>Net Operating Income</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>$208,887</td>
<td>$216,494</td>
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</table>

5.35) Glendale Place, Savage

Pro Forma vs. 2nd Quarter 2017

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<tbody>
<tr>
<td>Rental Revenue</td>
<td>$396,921</td>
<td>$383,783</td>
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<tr>
<td>Operating Expenses</td>
<td>$186,657</td>
<td>$156,142</td>
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<tr>
<td>Net Operating Income</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$204,665</td>
<td>$227,641</td>
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</table>

5.36) Market Village, Elko New Market

Pro Forma vs. 2nd Quarter 2017

<table>
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<tr>
<th></th>
<th>YTD Proforma</th>
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</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$298,103</td>
<td>$294,005</td>
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<td>Operating Expenses</td>
<td>$141,676</td>
<td>$134,092</td>
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<td>Net Operating Income</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$156,425</td>
<td>$157,488</td>
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</table>
5.37) Brentwood Court, Jordan

Housing Pro Forma vs. 2nd Quarter 2017

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>$ 272,550</td>
<td>$ 275,969</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$ 123,688</td>
<td>$ 133,695</td>
</tr>
<tr>
<td>Net Operating Income</td>
<td>$ 147,862</td>
<td>$ 148,946</td>
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</table>

5.38) The Henderson

Pro Forma vs. 2nd Quarter 2017

<table>
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<tr>
<th></th>
<th>YTD Proforma</th>
<th>YTD Actual</th>
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<tbody>
<tr>
<td>Rental Revenue</td>
<td>$ 252,307</td>
<td>$ 316,826</td>
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<tr>
<td>Operating Expenses</td>
<td>$ 104,931</td>
<td>$ 107,252</td>
</tr>
<tr>
<td>Net Operating Income</td>
<td>$ 129,376</td>
<td>$ 209,574</td>
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</table>

Commissioner Robbins made a motion to accept all 2nd Qtr Development Reports. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) Development Budget Reports – FY2018 Operating Budgets

Ms. Mueller presented the operating budgets for each building. Ms. Mueller indicated the rent matrix for each building was increased by 3%, except for The Henderson, which was increased by 2%. She stated with the rental market so strong, this is a reasonable increase. Great Lakes will start charging a rental application fee of $25 in 2018, which will help cover the expenses of background checks, etc. Ms. Mueller provided a summary of the expenses for each building including projects that will be occurring. Ms. Mueller stated that the fee structure for the Jordan clinic is flat rent, and the Jordan pharmacy just signed a new lease agreement. She indicated that the pharmacy reports they are doing well.

Commissioner Victorey had a question about the pilot payments for the 55+ buildings versus other CDA properties. Finance Director Gulstad explained the difference, stating that the PILOT for CDA properties are now project specific. Commissioner Robbins asked about the proposed rent increases. Ms. Mueller stated that rents for the units vary by square foot, where they are located in the building, and the longevity of the household. Ms. Mueller noted that rent increases are needed to be able to support the expenses of the building. Ms. Mueller provided a summary of the potential reserve requests and the turns/appliance replacements anticipated. Ms. Mueller and Finance Director Gulstad answered Commissioners’ questions as they arose.

Commissioner Robbins made a motion to approve Resolution No's 18-17, 19-17, 20-17, 21-17, 22-17, 23-17, 24-17, 25-17, 26-17 (as listed below) collectively with one motion. Commissioner Zweber seconded the motion. Unanimous roll call vote followed. Motion carried.

5.41) River City Centre, Shakopee

RESOLUTION NO. 18-17: ADOPTING FY2018 OPERATING BUDGET FOR RIVER CITY CENTRE

5.42) The Hamilton, Savage

RESOLUTION NO. 19-17: ADOPTING FY2018 OPERATING BUDGET FOR THE HAMILTON
5.43) Philipp Square, New Prague  
RESOLUTION NO. 20-17: ADOPTING FY2018 OPERATING BUDGET FOR PHILIPP SQUARE

5.44) Northridge Court, Shakopee  
RESOLUTION NO. 21-17: ADOPTING FY2018 OPERATING BUDGET FOR NORTHRIDGE COURT

5.45) Glendale Place, Savage  
RESOLUTION NO. 22-17: ADOPTING FY2018 OPERATING BUDGET FOR GLENDALE PLACE

5.46) Market Village, Elko New Market  
RESOLUTION NO. 23-17: ADOPTING FY2018 OPERATING BUDGET FOR MARKET VILLAGE

5.47) Brentwood Court, Jordan Residential  
RESOLUTION NO. 24-17: ADOPTING FY2018 OPERATING BUDGET FOR BRENTWOOD COURT

5.48) Brentwood Court, Jordan Clinic and Pharmacy  
RESOLUTION NO. 25-17: ADOPTING FY2018 OPERATING BUDGET FOR JORDAN CLINIC AND PHARMACY

5.49) The Henderson, Shakopee  
RESOLUTION NO. 26-17: ADOPTING FY2018 OPERATING BUDGET FOR The Henderson

5.50) Potential Capital Reserve and Expenses

5.5) FY2017 – 2nd Quarter Agency Budget Summary  
Finance Director Gulstad provided a summary of the 2nd quarter budget and noted no significant variances. Finance Director Gulstad answered Commissioner questions. Commissioner Robbins made a motion to accept the 2nd Qtr Budget Report. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.

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

5.7) RESOLUTION NO. 27-17: AUTHORIZING 2018 GENERAL ADMINISTRATIVE OPERATING BUDGET AND 2018 (PAYABLE) SPECIAL BENEFITS TAX LEVY OF SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY AND CERTIFYING LEVY TO SCOTT COUNTY BOARD  
Finance Director Gulstad stated that the Finance Committee met to discuss the budget. The Finance Director explained the CDA policy for reserve fund levels and also stated discussion took place on how to show budgeted items on the pie chart this year. Finance Director Gulstad answered Commissioners’ questions and stated the County Board levy presentation will be on September 5. Commissioner Robbins made a motion to approve Resolution No. 27-17. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.
5.8) **Bond Counsel**
Commissioner Robbins briefed the Board on the meetings with potential bond counsel firms. It was indicated that Kennedy and Graven were chosen and a letter of engagement has been received. Commissioner Robbins stated he felt that Dorsey & Whitney have expertise that could be tapped in the future if needed.

(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]

6.2) **Home Ownership Programs**

6.21)* **Homeownership Programs Report**
[Consent item; no discussion]

6.3) **Liaison Report – Scott County Commissioner**
Commissioner Ulrich gave an update on FISH, stating that attendance at the 2nd Thursday meetings has been high. FISH is also working on strategic plans and new marketing/branding. Commissioner Ulrich also provided an update on road projects, the 50x30 initiative, and developing an internship program for the County.

6.4)* **First Stop Shop (FSS)**
[Consent item; no discussion]

6.5) **SC-CDA Development Activities**

6.51)* **The Henderson**
[Consent item; no discussion]

6.52) **Central Business District Development Concept - Belle Plaine**
Recording Secretary Janovsky stated that this is in development.

6.53)* **Concept Planning – New Prague**
[Consent item; no discussion]

6.7)* **Families and Individuals Sharing Hope (FISH)**
[Consent item; no discussion]

6.8) **River City Centre Master Lease Tenant (MLT)**
Recording Secretary Janovsky indicated that the addendum has been emailed to Mr. Dombrovski and he has indicated his willingness to provide the required documentation.

6.9)* **Residential Chemical Dependency-Mental Health Treatment Center – Shakopee**
[Consent item; no discussion]
NEW BUSINESS

7.1) Agency Annual Plan – Public Notice Period and Hearing
Commissioner Robbins made a motion to set the public hearing for October 10, 2017, at 4:00 p.m. Commissioner Zweber seconded the motion. Unanimous voice vote followed. Motion carried.

SET NEXT MEETING DATE, TIME AND PLACE

8.1) Regular Meeting August 8, 2017

8.3) SPECIAL Meeting: as needed

ADJOURN
Commissioner Sotis made a motion to adjourn at 5:16 p.m. Commissioner Croatt seconded the motion. Unanimous voice vote followed. Motion carried.

Patti Sotis, Vice-Chair

Kent Robbins, Commissioner

Recording Secretary Date

9/13/17

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