AGENDA

1. ROLL CALL
   A. Staff Introductions
   B. Audience

   Anyone in the audience wishing to address the CDA Board on an item not on the agenda or an item on the consent agenda may come forward at this time. Comments are limited to five minutes.

2. APPROVAL OF AGENDA AND MEETING MINUTES
   - June 18, 2019 Regular CDA Board Meeting Minutes

3. FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA
   No items.

4. CONSENT AGENDA
   A. Approve Record Of Disbursements – June 2019
   B. Approve Carryover Of Fiscal Year Ended June 30, 2019 Budget Authority To Fiscal Year Ending June 30, 2020
   C. Summary Of Conclusions Of Closed Executive Session To Hold Mid-Year Performance Review Of Executive Director
   D. Approve Sale Of Real Property To The City Of Lakeville Housing And Redevelopment Authority
   E. Approve Forgiveness And Conversion Of HOPE Loan Made To South St. Paul HRA

5. REGULAR AGENDA
   A. Conduct A Public Hearing And Adopt The 2019 Qualified Mortgage Credit Certificate Program And Authorize The Filing Of Mortgage Credit Certificate Elections
   B. Conduct Public Hearing To Receive Comments And Authorize Executive Director To Execute Purchase And Loan Development Agreements For Disposition Of Property Located At 415 5th Street West, Hastings; 617 3rd Street, Farmington; And 745 5th Avenue South, South St. Paul As Part Of The Neighborhood Stabilization Program
   C. Approve The Commitment Of A Portion Of The CDA’s 2020 Low Income Housing Tax Credits
   D. Discussion Of Levy Funded Rent Assistance Pilot Program
   E. Discussion On Next Steps For CDA Owned Land In West St. Paul (North Gateway Property) And Authorization For CDA Staff To Pursue Development Of The Site
   F. Housing Development Update – Informational
   G. Executive Director's Update – Informational

6. INFORMATION
7. ADJOURNMENT

For more information, call 651-675-4432.

Dakota County CDA Board meeting agendas are available online at:
http://www.dakotacda.org/board_of_commissioners.htm

Next CDA Board Meeting:
August 20, 2019 – Regular Meeting starting at 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123
CDA Board of Commissioners
Regular Board Meeting
June 18, 2019

Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

Commissioner Gerlach called the meeting to order at 3:30 p.m.

COMMISSIONER ROLL CALL

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Slavik, District 1</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Gaylord, District 2</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Egan, District 3</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Atkins, District 4</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Workman, District 5</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Holberg, District 6</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Gerlach, District 7</td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Cummings, At Large</td>
<td>X</td>
</tr>
</tbody>
</table>

CDA staff in attendance:
Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration and Communications
Kaili Braa, Assistant Director of Administration and Communications
Karissa Goers, Human Resources Administrator
Lori Zierden, Real Estate Specialist
Lisa Alfson, Director of Community and Economic Development
Maggie Dykes, Assistant Director of Community and Economic Development
Kathy Kugel, Housing Finance Coordinator
Karly Schoeman, Housing Finance Coordinator
Kellie Engelman, Community Development Coordinator
Lisa Hohenstein, Director of Housing Assistance
Anna Judge, Director of Property Management
William Tell, Maintenance Technician
Tim Hansen, Maintenance Technician
Ken Bauer, Director of Finance
Chris Meyer, Assistant Director of Finance

Others in attendance:
Jay Stassen, Dakota County
Erin Stwora, Dakota County
Kelly Harder, Dakota County
Neal Loidolt, MAC-V

AUDIENCE

No audience members addressed the Board at this time.

APPROVAL OF AGENDA AND MEETING MINUTES

19-6138 Approval Of Agenda And Meeting Minutes

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the agenda for the June 18, 2019 Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the minutes for the May 21, 2019, Annual and Regular CDA Board meetings be approved as written

Motion: Commissioner Holberg Second: Commissioner Slavik
FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

19-6139 Approve The Section 18 Of The U.S. Housing Act of 1937 (Disposition) Applications Submittal To The U.S. Department Of Housing And Urban Development

WHEREAS, the Dakota County Community Development Agency (CDA) administers the Department of Housing and Urban Development (HUD) Public Housing Program with 323 units located throughout Dakota County; and

WHEREAS, HUD’s Section 18 of the US Housing Act of 1937 (Disposition) application allows agencies to convert public housing into long-term Section 8 contracts to provide a stable funding source to satisfactorily meet capital needs of public housing units; and

WHEREAS, staff have prepared the necessary application documents and held the required resident meetings prior to application submittal.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to submit the CDA’s Section 18 of the US Housing Act of 1937 (Disposition) application to HUD.

Motion: Commissioner Cummings Second: Commissioner Holberg

Ayes: 8 Nays: 0 Abstentions: 0

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19-6140 Approve The Fiscal Year Ending June 30, 2020 Public Housing And Section 8 Operating Budgets

WHEREAS, the Dakota County Community Development Agency (CDA) has completed the fiscal year ending June 30, 2020 operating budget process; and

WHEREAS, the CDA Board of Commissioners has reviewed the proposed operating budget for the Public Housing and Section 8 (Vouchers and Single Room Occupancy) programs for the fiscal year ending June 30, 2020; and

NOW, THEREFORE, BE IT RESOLVED that the Dakota County Community Development Agency Board of Commissioners hereby adopts the fiscal year ending June 30, 2020 operating budget for the Public Housing and Section 8 (Vouchers and Single Room Occupancy) programs as follows:
Total Expense: $25,322,105

Breakdown by subfund/program:

<table>
<thead>
<tr>
<th>Subfund/Program</th>
<th>Revenue</th>
<th>Expense</th>
<th>Transfers In (Out)</th>
<th>Reserves Fund Balan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Housing</td>
<td>$ 2,409,105</td>
<td>$ 2,337,052</td>
<td>$ 30,264</td>
<td>$ 102,3</td>
</tr>
<tr>
<td>Housing Assistance - Vouchers</td>
<td>22,580,502</td>
<td>22,969,033</td>
<td>(36,594)</td>
<td>(425,</td>
</tr>
<tr>
<td>Housing Assistance - SRO</td>
<td>16,310</td>
<td>16,020</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Public Housing/Section 8</td>
<td>$ 25,005,917</td>
<td>$ 25,322,105</td>
<td>(6,330)</td>
<td>(322,</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that form HUD-52574, PHA/IHA Board Resolution, required by the U.S. Department of Housing and Urban Development (HUD) is hereby approved; and

BE IT FURTHER RESOLVED, that the CDA authorizes the use of pre-2004 Unrestricted Net Position in the Section 8 Housing Choice Voucher program sufficient to fund the operating deficits of the MHFA-funded housing assistance programs that are included in the Housing Assistance subfund; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to implement and carry out this budget program.

Motion: Commissioner Gaylord  
Second: Commissioner Egan

Ayes: 8  
Nays: 0  
Abstentions: 0

Slavik  
Gaylord  
Egan  
Atkins  
Workman  
Holberg  
Gerlach  
Cummins

CONSENT AGENDA

19-6141 Approve Record of Disbursements – May 2019

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the May 2019 Record of Disbursements is approved as written.

19-6142 Acknowledge The Change Of The Cahill Place Owner’s Name to Cahill Place, LLLP

BE IT RESOLVED, the Dakota County Community Development Agency Board of Commissioners (the Board) has approved providing assistance with the financing of Cahill Place; a 40-unit multifamily rental housing facility for low- and moderate-income families to be located in Inver Grove Heights (the Project); and

WHEREAS, the financing for the Project approved by the Board includes a HOPE Loan, a TIF Loan and a HOME Loan; and

WHEREAS, the Project was awarded Local Housing Incentives Account (LHIA) funds from the Metropolitan Council and the Board agreed to administer those funds to the Project on behalf of the Metropolitan Council;

WHEREAS, the Board approved the award of 40 Project Based Vouchers for the Project; and
WHEREAS, the Project owner has changed its name to Cahill Place, LLLP, a Minnesota limited liability limited partnership.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Agency hereby acknowledges the change of the Cahill Place owner’s name to be Cahill Place, LLLP.

19-6143

Establish A Date For A Public Hearing Regarding A Housing Finance Program And The Issuance Of Mortgage Credit Certificates

WHEREAS, the Dakota County Community Development Agency (the “Agency”) has established a program of issuing Mortgage Credit Certificates (“MCCs”) pursuant to Minnesota Statutes, Chapter 462C and Section 25 of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the Agency proposes to continue the issuance of MCCs and, to that end, to adopt a 2019 Housing Finance Program (the “Program”) in the form on file with the Agency; and

WHEREAS, State law requires that the CDA hold a public hearing regarding the Program;

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners:

1. That a public hearing regarding the adoption of the Program and the issuance of MCCs pursuant thereto will be held by the Agency on July 23, 2019, at or after 3:30 p.m.

2. That the Executive Director or his designee is hereby authorized and directed to cause notice of such public hearing in substantially the form attached hereto as Exhibit A to be published in a newspaper of general circulation in Dakota County, and to cause a copy of the Program to be submitted to the Metropolitan Council, not fewer than fifteen (15) days prior to such hearing.

3. That the Executive Director or his designee is further authorized and directed to cause the public notice in substantially the form attached hereto as Exhibit B, providing certain information regarding the issuance of MCCs, to be published as required by federal law as a condition to such issuance.

Approve An Amendment To The Agency’s Housing Agency Retirement Trust Plan Joinder Agreement

WHEREAS, the Dakota County Community Development Agency is a participating Employer in the Housing Agency Retirement Trust (“Plan”) for the benefit of its Employees; and

WHEREAS, the CDA has the right pursuant to Section 8.1 of the Plan to amend its Joinder Agreement and Plan Specifications as of the first day of any month; and

WHEREAS, effective July 1, 2019, the CDA desires to amend its Joinder Agreement and Plan Specifications to provide for full and immediate vesting for participants who are subject to a reduction in hours or a lay off.

NOW, THEREFORE, BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That Amendment Number One to the Authority’s Restated Joinder Agreement and Plan Specifications, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and adopted effective July 1, 2019.

BE IT FURTHER RESOLVED, that The Executive Director is hereby authorized to sign Amendment Number One to the Restated Joinder Agreement and Plan Specifications for and on behalf of the Agency, and to take any and all actions necessary or appropriate to carry into effect the resolutions herein approved.
Establish Date For a Public Hearing On The Disposition Of CDA Real Property At 415 5th Street West, Hastings; 617 3rd Street, Farmington; And 745 Fifth Avenue South, South St. Paul As Part Of The Neighborhood Stabilization Program

WHEREAS, the Dakota County Community Development Agency (CDA) has purchased property at 415 5th Street West, Hastings and at 617 3rd Street, Farmington and at 745 Fifth Avenue South, South St. Paul using federal Neighborhood Stabilization Program funding from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Dakota County CDA intends to dispose of the three properties by conveying them to Twin Cities Habitat for Humanity as an eligible NSP activity (Acquisition/Rehabilitation/Reconstruction); and

WHEREAS, the disposition of the properties satisfies the CDA’s Acquisition and Disposition Policy, including the sale of property at less than fair market value for affordable housing, and

WHEREAS, a public hearing is required by the Dakota County CDA in order to dispose of real property that is no longer needed by the CDA.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, that;

1. A public hearing regarding the disposition of CDA property at 415 5th Street West, Hastings; 617 3rd Street Farmington; and 745 Fifth Avenue South; South St. Paul will be held by the CDA on July 23, 2019, at or after 3:30 p.m. at the CDA’s main office.

2. The Executive Director or his designee is hereby authorized and directed to cause notice of such public hearing in substantially the form attached to be published in a newspaper of general circulation in Dakota County not less than twenty (20) days prior to such hearing.

Motion: Commissioner Workman Second: Commissioner Slavik

Ayes: 7
Nays: 0
Abstentions: 0

Slavik
Gaylord
Egan
Atkins
Workman
Holberg
Gerlach

REGULAR AGENDA

Approve The Fiscal Year Ending June 30, 2020 Operating Budget (Excluding The Public Housing And Section 8 Operating Budgets)

WHEREAS, the Dakota County Community Development Agency (CDA) has completed the fiscal year ending June 30, 2020 operating budget process; and

WHEREAS, the CDA Board of Commissioners has reviewed the proposed operating budget for the fiscal year ending June 30, 2020; and

WHEREAS, the CDA Board of Commissioners shall approve the operating budget for Public Housing Fund and the Section 8 Voucher and Single Room Occupancy programs in a separate resolution; and

NOW, THEREFORE, BE IT RESOLVED that the Dakota County Community Development Agency Board of Commissioners, hereby adopts the fiscal year ending June 30, 2020 operating budget (excluding the Public Housing and Section 8 programs approved by separate resolution) as follows:
Total Expense: $40,357,506

Breakdown by subfund/program:

<table>
<thead>
<tr>
<th>Subfund/Program</th>
<th>Revenue</th>
<th>Expense</th>
<th>Transfers In (Out)</th>
<th>Reserves Fund Balan</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD&amp;R</td>
<td>$3,235,664</td>
<td>$5,004,259</td>
<td>$1,754,997</td>
<td>(13,463)</td>
</tr>
<tr>
<td>HIA</td>
<td>53,790</td>
<td>19,376</td>
<td></td>
<td>34,390</td>
</tr>
<tr>
<td>HOPE</td>
<td>240,000</td>
<td>3,348,745</td>
<td>1,150,000</td>
<td>(1,958,745)</td>
</tr>
<tr>
<td>Levy</td>
<td>8,226,928</td>
<td>7,931</td>
<td>(8,904,997)</td>
<td>(686,000)</td>
</tr>
<tr>
<td>Tax Increment</td>
<td>2,304,976</td>
<td>2,259,655</td>
<td>(662,073)</td>
<td>(616,345)</td>
</tr>
<tr>
<td>Senior Housing</td>
<td>16,693,836</td>
<td>21,293,676</td>
<td>6,117,112</td>
<td>1,517,783</td>
</tr>
<tr>
<td>Housing Assistance - State/Local</td>
<td>630,721</td>
<td>1,033,159</td>
<td>407,838</td>
<td>5,200</td>
</tr>
<tr>
<td>Workforce Housing</td>
<td>3,005,584</td>
<td>3,213,233</td>
<td>114,697</td>
<td>(92,303)</td>
</tr>
<tr>
<td>Youth Housing</td>
<td>285,216</td>
<td>335,729</td>
<td>28,756</td>
<td>(37,765)</td>
</tr>
<tr>
<td>Real Estate Operations</td>
<td>5,657,281</td>
<td>2,743,399</td>
<td>-</td>
<td>2,913,882</td>
</tr>
<tr>
<td>Office Building</td>
<td>248,190</td>
<td>211,069</td>
<td>-</td>
<td>37,121</td>
</tr>
<tr>
<td>Technology</td>
<td>812,980</td>
<td>887,275</td>
<td>-</td>
<td>(74,295)</td>
</tr>
<tr>
<td>Total Other Subfunds/Programs</td>
<td>$41,395,166</td>
<td>$40,357,506</td>
<td>$6,330</td>
<td>$1,043</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Executive Director is authorized to implement and carry out this budget program.

Motion: Commissioner Holberg  Second: Commissioner Slavik

<table>
<thead>
<tr>
<th>Ayes: 7</th>
<th>Nays: 0</th>
<th>Abstentions: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Absent</td>
</tr>
<tr>
<td>Slavik</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gaylord</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Egan</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Atkins</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Workman</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Holberg</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gerlach</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Award Contract For The Exterior Renovation Project At Park Ridge Place, Burnsville

Kari Gill presented.

WHEREAS, the Dakota County Community Development Agency accepted bids on June 5, 2019 for the necessary improvements to be made to the exterior of Park Ridge Place, a senior housing development in Burnsville; and

WHEREAS, Intelligent Design Corporation was the lowest responsible bidder with a bid total of $367,086.00 accepting Alternate 1 (Hayfield windows with triple Low-E glass) and Alternate 3 (using LP Smartside shakes at gable ends); and

WHEREAS, funds are included in the FYE20 Common Bond Fund budget for this project; and

WHEREAS, the Dakota County CDA proposes to execute a contract for the project to commence after July 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director be authorized to sign a contract for the project with
the lowest responsible bidder Intelligent Design corporation in an amount of $367,086.00; and

BE IT FURETHER RESOLVED, That the Deputy Executive Director be authorized to execute change orders not to exceed the contract amount by 10% or $36,709.

Motion: Commissioner Egan  Second: Commissioner Holberg

Ayes: 7  Nays: 0  Abstentions: 0

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slavik</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaylord</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egan</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atkins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workman</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holberg</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerlach</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorization To Proceed With Pre-Development Expenses For Proposed Projects On CDA Owned Properties

Tony Schertler, Kari Gill and Neal Loidolt presented.

WHEREAS, the Dakota County CDA is investigating the feasibility of constructing an approximate 60-unit workforce housing apartment building on property owned in the City of Inver Grove Heights;

WHEREAS, the Dakota County CDA is investigating the feasibility of constructing an approximate 25-unit apartment building for homeless Veterans on property owned in the City of Eagan; and

WHEREAS, funds are included in the proposed FYE20 Dakota County CDA budget for pre-development site investigation/preliminary design for both sites; and

WHEREAS, CDA staff will begin discussions with City staff in Inver Grove Heights and Eagan; and

WHEREAS, CDA staff will begin work with an architect and other consultants as needed for preliminary design work at each site; and

WHEREAS, the CDA Board will be updated on progress as information is available.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That CDA staff is authorized to begin site investigation/preliminary design for an approximate 60-unit workforce apartment building in Inver Grove Heights on land currently owned by the Dakota County CDA, and

BE IT FURTHER RESOLVED, That CDA staff is authorized to begin site investigation/preliminary design for an approximate 25-unit apartment building for homeless Veterans in Eagan on land currently owned by the Dakota County CDA.

Motion: Commissioner Holberg  Second: Commissioner Slavik

Ayes: 7  Nays: 0  Abstentions: 0

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slavik</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaylord</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egan</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atkins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workman</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holberg</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerlach</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INFO  CDA Tax Increment Financing Discussion

Tony Schertler provided information.

INFO  Executive Director’s Update – Informational

Tony Schertler provided updates.

19-6149 Closed Executive Session; Executive Director Mid-Year Performance Evaluation

WHEREAS, upon adoption of a resolution by majority vote, the CDA Board is authorized, pursuant to Minn. Stat. § 13D.05 3(a), to hold a closed executive session to discuss the performance of an individual who is subject to its authority; and

WHEREAS, the CDA Board of Commissioners desires to meet to discuss the performance of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby closes the CDA Board meeting on June 18, 2019 to discuss the performance of the Executive Director.

Motion: Commissioner Slavik    Second: Commissioner Egan

Ayes: 7  Nays: 0  Abstentions: 0

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slavik</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaylord</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atkins</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workman</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holberg</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerlach</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADJOURNMENT

19-6150 Adjournment

BE IT RESOLVED, that the Dakota County Community Development Agency Board of Commissioners hereby adjourns until Tuesday, July 23, 2019.

Motion: Commissioner Workman    Second: Commissioner Slavik

Ayes: 7  Nays: 0  Abstentions: 0

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slavik</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaylord</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atkins</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workman</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holberg</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerlach</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cummings</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

The CDA Board meeting adjourned at 5:39 p.m.
Approve Record Of Disbursements – June 2019

Meeting Date: 7/23/2019
Department: Finance
Prepared By: Chris Meyer
Contact: Ken Bauer
Contact Phone: 651-675-4450

Fiscal/FTE Impact:
- None
- ✔ Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Approve Record of Disbursements for June 2019.

SUMMARY
In June 2019, the Dakota County Community Development Agency (CDA) had $6,220,040.62 in disbursements and $414,234.63 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance department.

RECOMMENDATION
Staff recommends approval of the Record of Disbursements for June 2019.

EXPLANATION OF FISCAL/FTE IMPACT
These disbursements are included in the Fiscal Year Ending June 30, 2019 budget.
Resolution No. 19-XXXX

Approve Record Of Disbursements – June 2019

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the June 2019 Record of Disbursements is approved as written.

Executive Director’s Comments:
☑ Recommend Action
☑ Item Type-Consent

Strategic Plan Priorities:
☒ Focused Housing Programs
☒ Collaboration
☒ Development/Redevelopment
☒ Financial Sustainability
☒ Operational Effectiveness

☑ Do Not Recommend Action
☑ Item Type-Discussion

☑ Reviewed-No Recommendation
☑ Item Type-Informational

☑ Reviewed-Information Only
☑ Submitted at Commissioner Request

Executive Director

Department Director
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Bond Fund</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/19</td>
<td>$101,815.88</td>
<td>$101,815.88</td>
</tr>
<tr>
<td><strong>Disbursing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/01/19</td>
<td>$76,190.00</td>
<td></td>
</tr>
<tr>
<td>06/06/19</td>
<td>$497,269.09</td>
<td></td>
</tr>
<tr>
<td>06/13/19</td>
<td>$517,358.40</td>
<td></td>
</tr>
<tr>
<td>06/15/19</td>
<td>$5,510.00</td>
<td></td>
</tr>
<tr>
<td>06/20/19</td>
<td>$1,132,577.77</td>
<td></td>
</tr>
<tr>
<td>06/27/19</td>
<td>$1,343,041.79</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,571,947.05</td>
</tr>
<tr>
<td><strong>HOPE Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/30/19</td>
<td>$8,500.00</td>
<td>$8,500.00</td>
</tr>
<tr>
<td><strong>Housing Assistance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/01/19</td>
<td>$1,693,461.22</td>
<td></td>
</tr>
<tr>
<td>06/15/19</td>
<td>$66,505.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,759,966.22</td>
</tr>
<tr>
<td><strong>Housing Development &amp; Renewal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/07/19</td>
<td>$736,811.47</td>
<td></td>
</tr>
<tr>
<td>06/30/19</td>
<td>$41,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$777,811.47</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td></td>
<td>$6,220,040.62</td>
</tr>
<tr>
<td><strong>June 2019 Payroll</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/07/19</td>
<td>$206,396.60</td>
<td></td>
</tr>
<tr>
<td>06/21/19</td>
<td>$207,838.03</td>
<td></td>
</tr>
<tr>
<td><strong>Total Payroll</strong></td>
<td></td>
<td>$414,234.63</td>
</tr>
</tbody>
</table>

Chairperson

Disbursement detail is available in the Finance Office
Approve Carryover Of Fiscal Year Ended June 30, 2019 Budget Authority To Fiscal Year Ending June 30, 2020

Meeting Date: 7/23/2019
Department: Finance
Prepared By: Chris Meyer
Contact: Ken Bauer
Contact Phone: 651-675-4450

Fiscal/FTE Impact:
☐ None
☒ Budget amendment requested
☐ Amount included in current budget
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Approve carryover of Fiscal Year Ended June 30, 2019 budget authority to Fiscal Year Ending June 30, 2020

SUMMARY
As staff works to close the fiscal year that just ended, several projects and work items have been identified that were not fully completed by June 30, 2019. To complete these projects and items, unspent budget authority will need to be carried forward from the Fiscal Year Ended June 30, 2019 operating budget to the Fiscal Year Ending June 30, 2020 operating budget. A listing of these carryover items is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Operations</td>
<td>Maintenance vehicle (1)</td>
<td>$27,000</td>
</tr>
<tr>
<td>HOPE</td>
<td>Residential rehab loans (15)</td>
<td>$131,533</td>
</tr>
<tr>
<td>Tax Increment Financing</td>
<td>Funding Workforce Housing LLC EM &amp; capital improvements</td>
<td>$600,844</td>
</tr>
<tr>
<td>Senior Housing (Common Bond)</td>
<td>Various maintenance projects - $43,000 (RSMT-Cambrian Commons – install heat tape; HSTGS-Mississippi Terrace – community room television, supplies and re-grade for water intrusion into garage near electrical panel; HSTGS-Rivertown Court – re-plant front trees, landscape front drainage improvements, water intrusion into garage at transformer; SSP-Thompson Heights – repair garage door) and $385,253 of Capital/EM projects (Attachment A-1)</td>
<td>$428,253</td>
</tr>
<tr>
<td>Workforce Housing LLC</td>
<td>Various Capital/EM projects (Attachment A-2)</td>
<td>$803,850</td>
</tr>
<tr>
<td>Workforce Housing LLC</td>
<td>TIF Funding of Workforce Housing LLC EM &amp; capital improvements (Attachment A-2) ($600,844)</td>
<td>($600,844)</td>
</tr>
<tr>
<td>Office Building</td>
<td>Asphalt repair/replacement</td>
<td>77,549</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,468,185</td>
</tr>
</tbody>
</table>

RECOMMENDATION
Staff recommends approval of the carryover of Fiscal Year Ended June 30, 2019 budget authority to Fiscal Year Ending June 30, 2020.

EXPLANATION OF FISCAL/FTE IMPACT
Resolution No. 19-XXXX

Approve Carryover Of Fiscal Year Ended June 30, 2019 Budget Authority To Fiscal Year Ending June 30, 2020

WHEREAS, the Dakota County CDA has adopted an operating budget for the Fiscal Year Ended June 30, 2019; and

WHEREAS, the CDA had $1,468,185 of uncompleted projects and work items relating to the operating budget for the Fiscal Year Ended June 30, 2019; and

WHEREAS, the CDA wishes to carry forward the unspent budget authority relating to these uncompleted projects and items to the operating budget for the Fiscal Year Ending June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That $1,468,185 of Fiscal Year Ended June 30, 2019 budget authority be carried forward to the operating budget for the Fiscal Year Ending June 30, 2020.
<table>
<thead>
<tr>
<th>Project #</th>
<th>Dept</th>
<th>Staff</th>
<th>Description</th>
<th>G/L Code</th>
<th>Budget Carryover</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagan - Oakwoods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBF 05-01</td>
<td>HD</td>
<td>NS</td>
<td>Replace common area carpet</td>
<td>oakwoo.4611-00-000</td>
<td>85,000.00</td>
<td></td>
</tr>
<tr>
<td>CBF 05-02</td>
<td>HD</td>
<td>TB</td>
<td>Replace heating zone valves</td>
<td>oakwoo.4611-00-000</td>
<td>4,380.00</td>
<td></td>
</tr>
<tr>
<td>CBF 05-03</td>
<td>HD</td>
<td>BR</td>
<td>Replace community room tables &amp; chairs</td>
<td>oakwoo.4611-00-000</td>
<td>37,000.00</td>
<td></td>
</tr>
<tr>
<td>CBF 05-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>oakwoo.4195-01-000</td>
<td>12,638.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>139,018.00</strong></td>
<td></td>
</tr>
<tr>
<td>Hastings - Mississippi Terrace</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBF 06-03</td>
<td>HD</td>
<td>BR</td>
<td>Re-grout entry lobby tile, replace threshold etc.</td>
<td>missis.4611-00-000</td>
<td>8,000.00</td>
<td></td>
</tr>
<tr>
<td>CBF 06-05</td>
<td>HD</td>
<td>TB</td>
<td>Replace passage levers on common area doors</td>
<td>missis.4611-00-000</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>CBF 06-06</td>
<td>HD</td>
<td>TB</td>
<td>Install spring hinges on apt. entry doors</td>
<td>missis.4611-00-000</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>CBF 06-07</td>
<td>HD</td>
<td>TB</td>
<td>Replace closers on common area doors</td>
<td>missis.4611-00-000</td>
<td>4,400.00</td>
<td></td>
</tr>
<tr>
<td>CBF 06-08</td>
<td>HD</td>
<td>BR</td>
<td>Replace community room tables &amp; chairs</td>
<td>missis.4611-00-000</td>
<td>19,800.00</td>
<td></td>
</tr>
<tr>
<td>CBF 06-10</td>
<td>HD</td>
<td>BR</td>
<td>LED lighting upgrade</td>
<td>missis.4611-00-000</td>
<td>11,500.00</td>
<td>Carry over from FYE 6/30/18</td>
</tr>
<tr>
<td>CBF 06-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>missis.4195-01-000</td>
<td>4,970.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>54,670.00</strong></td>
<td></td>
</tr>
<tr>
<td>Rosemount - Cameo Place</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBF 11-01</td>
<td>HD</td>
<td>BR</td>
<td>Replace windows &amp; siding</td>
<td>cameop.4611-00-000</td>
<td>144,180.00</td>
<td></td>
</tr>
<tr>
<td>CBF 11-05</td>
<td>HD</td>
<td>BR</td>
<td>LED lighting upgrade</td>
<td>cameop.4611-00-000</td>
<td>12,500.00</td>
<td>Carry over from FYE 6/30/18</td>
</tr>
<tr>
<td>CBF 11-08</td>
<td>HD</td>
<td>TB</td>
<td>Replace hydronic zone valves</td>
<td>cameop.4611-00-000</td>
<td>7,920.00</td>
<td>Carry over from FYE 6/30/18</td>
</tr>
<tr>
<td>CBF 11-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>cameop.4195-01-000</td>
<td>16,460.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>181,060.00</strong></td>
<td></td>
</tr>
<tr>
<td>Inver Grove Heights II - Cahill Commons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBF 16-05</td>
<td>HD</td>
<td>NS</td>
<td>Repair roof leak</td>
<td>cahill.4611-00-000</td>
<td>5,000.00</td>
<td>Carry over from FYE 6/30/18</td>
</tr>
<tr>
<td>CBF 16-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>cahill.4195-01-000</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,500.00</strong></td>
<td></td>
</tr>
<tr>
<td>Farmington - Vermillion River Crossing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBF 26-03</td>
<td>HD</td>
<td>NS</td>
<td>Repair clock</td>
<td>vermil.4611-00-000</td>
<td>4,550.00</td>
<td>Carry over from FYE 6/30/18</td>
</tr>
<tr>
<td>CBF 26-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>vermil.4195-01-000</td>
<td>455.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,005.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** |      |       |                                                 |                   | **385,253.00**    |                                   |
## ATTACHMENT A-2: EXTRAORDINARY MAINTENANCE PROJECT LIST

**WORKFORCE HOUSING LLC**  
FOR YEAR ENDED JUNE 30, 2019

<table>
<thead>
<tr>
<th>Project #</th>
<th>Dept</th>
<th>Staff</th>
<th>Description</th>
<th>YARDI G/L Code</th>
<th>Budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WH 26-05</td>
<td>HD</td>
<td>BR</td>
<td>Replace windows &amp; siding</td>
<td>countr.4611-00-000</td>
<td>721,454.00</td>
<td>$600,844 transfer in - TIF (countr.3660-00-000)</td>
</tr>
<tr>
<td>WH 26-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>countr.4195-01-000</td>
<td>72,146.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>793,600.00</td>
</tr>
<tr>
<td>WH 27-09</td>
<td>HD</td>
<td>TB</td>
<td>Replace insulated glass (30 units)</td>
<td>hillsi.4611-00-000</td>
<td>7,500.00</td>
<td></td>
</tr>
<tr>
<td>WH 27-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>hillsi.4195-01-000</td>
<td>750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,250.00</td>
</tr>
<tr>
<td>WH 28-05</td>
<td>PM</td>
<td>SJ</td>
<td>Re-paint siding bottom trim</td>
<td>market.4611-00-000</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>WH 28-AD</td>
<td>HD</td>
<td>N/A</td>
<td>HD admin fee</td>
<td>market.4195-01-000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**TOTAL**  
803,850.00
Summary Of Conclusions Of Closed Executive Session To Hold
Mid-Year Performance Review Of Executive Director

Meeting Date: 7/23/2019
Department: Administration
Prepared By: Sara Swenson
Contact: Tony Schertler
Contact Phone: 651-675-4433

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Summarize the CDA Board of Commissioners’ conclusions regarding the closed session mid-year review of the performance of the Executive Director.

SUMMARY
The Open Meeting Law, Minn. Stat. § 13D.05, permits a public body to close a meeting to evaluate the performance of an individual subject to its authority. On June 18, 2019 (Resolution No. 19-6149) the Dakota County CDA Board of Commissioners held a closed executive session to hold a discussion of the mid-year performance of the Executive Director.

The mid-year review of the Executive Director did not result in a rating and was conducted for update purposes only. The session included discussion of the Executive Director’s accomplishments and observations over the past six months, and challenges and opportunities he and the Board foresee for the remainder of the year.

RECOMMENDATION
Staff recommends adoption of the resolution.

EXPLANATION OF FISCAL/FTE IMPACT
N/A
Resolution No. 19-XXXX

Summary Of Conclusions Of Closed Executive Session To Hold
Mid-Year Performance Review Of Executive Director

WHEREAS, the Open Meeting Law, Minn. Stat. § 13D.05, permits a public body to close a meeting to evaluate the performance of an individual subject to its authority; and

WHEREAS, on June 18, 2019, the Dakota County CDA Board of Commissioners held a closed executive session to hold a discussion of the mid-year performance of the Executive Director; and

WHEREAS, the mid-year review of the Executive Director did not result in a rating and was conducted for update purposes only.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Commissioners hereby reports that the review consisted of a discussion of the Executive Director’s accomplishments and observations over the past six months and challenges and opportunities he and the Board foresee for the remainder of the year.

Executive Director’s Comments:
☑ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☐ Reviewed-Information Only
☐ Submitted at Commissioner Request

Strategic Plan Priorities:
☑ Focused Housing Programs
☑ Collaboration
☑ Development/Redevelopment
☑ Financial Sustainability
☑ Operational Effectiveness

Executive Director: [Signature]
Department Director: [Signature]
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION

Approve Sale Of Real Property To The City Of Lakeville Housing And Redevelopment Authority

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Lori Zierden & Maggie Dykes
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Approve the conveyance of real property owned by the CDA to the City of Lakeville Housing and Redevelopment Authority (HRA).

SUMMARY
In 1988, the CDA acquired a group of parcels from the City of Lakeville (City) and the HRA located in the City’s downtown area. The parcels are located east of Howland Avenue, south of 207th Street West, west of Holyoke Avenue, and north of 208th Street West (Attachment A). The parcels were acquired to assist the CDA with meeting the minimum parking standards required for the Winsor Plaza Senior Apartments (Winsor Plaza), as well as to ensure pedestrian connectivity from Winsor Plaza to Lakeville’s downtown.

In 1994, the CDA developed an addition to Winsor Plaza, including additional onsite parking spaces. The City provided the CDA with a memo stating that the development complies with the parking requirement in the City’s Zoning Ordinance based on the additional parking stalls. The parcels shown in red on Attachment A were no longer needed by the CDA; however, these parcels were not conveyed back to the HRA until 2012 when the CDA and the HRA entered into a Joint Powers Agreement that generally provided for the parties to jointly exercise certain redevelopment powers in Lakeville’s downtown area. The CDA conveyed to the HRA property that is now used as an off-street public parking lot consistent with the HRA’s Redevelopment Project Plan for $1.00 (Resolution #12-5140). The parking lot provides both public parking and off-street parking for private businesses located in downtown.

The parcels shown in blue on Attachment A are still owned by the CDA. These parcels have been redeveloped over the years into the City’s Pioneer Plaza, which is a public park, and the public parking lot. Pioneer Plaza has been established for years and there is no benefit to the CDA owning the underlying parcels. The following properties are proposed to be conveyed to the HRA:

<table>
<thead>
<tr>
<th>Property Identification Number (PID)</th>
<th>Assessed Value</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-02900-82-030</td>
<td>$65,400</td>
<td>Public parking lot, City park</td>
</tr>
<tr>
<td>22-44450-12-064</td>
<td>$14,800</td>
<td>Public parking lot, City park</td>
</tr>
<tr>
<td>22-444501-20-45</td>
<td>$29,900</td>
<td>Public parking lot, City park</td>
</tr>
</tbody>
</table>

RECOMMENDATION
CDA staff recommends approval to convey the parcels to the City of Lakeville HRA. The HRA will accept the parcels at a future meeting.

EXPLANATION OF FISCAL/FTE IMPACT
There will be some incidental costs when transferring the property from the CDA to the HRA. These costs are included in the FYE 2020 budget.
WHEREAS, the Dakota County Community Development Agency (CDA) proposes to convey to the Housing and Redevelopment Authority in and for the City of Lakeville, Minnesota (HRA) certain real property currently used as a public park (Pioneer Plaza) generally located on the block east of Howland Avenue, south of 207th Street West, west of Holyoke Avenue, and north of 208th Street West (CDA Property) in the City of Lakeville; and

WHEREAS, the CDA Property is identified in the Dakota County parcel identification systems as parcels 22-02900-82-030, 22-444501-20-45, and 22-44450-12-064; and

WHEREAS, the CDA Board of Commissioners has determined the CDA has no public purpose in continued ownership of the CDA Property; and

WHEREAS, the HRA will acquire the CDA Property after the CDA Board of Commissioners approves the conveyance of the CDA Property.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized and directed to execute and deliver such documents as are necessary or convenient in order to convey the CDA Property to the City of Lakeville HRA.
## CDA Parcels to be Conveyed to Lakeville HRA

<table>
<thead>
<tr>
<th>Property ID</th>
<th>Year Acquired by CDA</th>
<th>Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-02900-78-055</td>
<td>1988</td>
<td>Lakeville HRA (conveyed 2012)</td>
</tr>
<tr>
<td>22-44450-12-062</td>
<td>1988</td>
<td>Lakeville HRA (conveyed 2012)</td>
</tr>
<tr>
<td>22-44450-12-061</td>
<td>1988</td>
<td>Lakeville HRA (conveyed 2012)</td>
</tr>
<tr>
<td>22-44450-12-064</td>
<td>1988</td>
<td>CDA – to be conveyed</td>
</tr>
<tr>
<td>22-444501-20-45</td>
<td>1988</td>
<td>CDA – to be conveyed</td>
</tr>
<tr>
<td>22-02900-82-030</td>
<td>1988</td>
<td>CDA – to be conveyed</td>
</tr>
</tbody>
</table>
Approve Forgiveness And Conversion Of HOPE Loan Made To South St. Paul HRA

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☒ Other: Adjustment of loan receivable

PURPOSE/ACTION REQUESTED
• Approve forgiveness and conversion of one HOPE loan to a grant to South St. Paul Housing and Redevelopment Authority (HRA) for Nan McKay Highrise.

SUMMARY
Nan McKay Highrise is a nine-story, 131-unit public housing development for seniors, built in 1975. On February 12, 2002, the CDA Board of Commissioners approved a $250,000 HOPE loan for the Nan McKay Highrise to assist with the replacement of windows in all 131 units, which were 33 years old and original to the building (Resolution #02-3268). The total development cost of the window replacement project was $1,067,558. The HOPE program was established in 2002, with South St. Paul HRA receiving one of the first awards.

The HOPE loan was deferred, zero percent interest financing to the South St. Paul HRA. The period of affordability/repayment date of the loan is August 2, 2019. As a public housing development, Nan McKay Highrise is subject to rules and restrictions promulgated by the U.S. Department of Housing and Urban Development. Public housing use restrictions prohibit the repayment of the HOPE loan; therefore, the repayment provisions in the loan document are not enforceable, and the CDA seeks to convert the loan to a grant to accurately reflect the financing structure of the HOPE funds for this public housing development.

The precedent to forgive and convert previously awarded HOPE loans to a public housing development was established on June 12, 2012, when the CDA Board of Commissioners approved the forgiveness and conversion of two HOPE loans (total of $500,000) to grants made to the CDA for the Colleen Loney Manor public housing building in West St. Paul (Resolution #12-5094).

RECOMMENDATION
Staff recommends the forgiveness and conversion of the $250,000 HOPE loan to a grant to South St. Paul HRA for the Nan McKay Highrise.

EXPLANATION OF FISCAL/FTE IMPACT
The HOPE loan receivable will be converted to a grant to accurately account for the ability to receive loan repayment from this public housing development.
Resolution No. 19-XXXX

Approve Forgiveness And Conversion Of HOPE Loan Made To South St. Paul HRA

WHEREAS, the Dakota County Board of Commissioners and the Dakota County Community Development Agency (CDA) have entered into a Joint Powers Agreement relating to the HOPE program (HOPE); and

WHEREAS, the Joint Powers Agreement grants the CDA the authority to administer HOPE; and

WHEREAS, the CDA has adopted a HOPE policy; and

WHEREAS, the CDA Board of Commissioners approved a $250,000 HOPE loan to the South St. Paul Housing and Redevelopment Authority (HRA) for the Nan McKay Highrise on February 12, 2002 (Resolution #02-3268) to assist with the replacement of original windows in the 131 units; and

WHEREAS, as a public housing development, Nan McKay Highrise is subject to rules and restrictions promulgated by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, public housing use restrictions prohibit the repayment of the HOPE loan; and

WHEREAS, to be in compliance with HUD regulations, staff recommends the HOPE loan to South St. Paul HRA be converted into a grant.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

1. The Board hereby approves the forgiveness and conversion of the loan to South St. Paul HRA for the Nan McKay Highrise to a grant for the purpose of complying with HUD regulations.

2. The Board hereby authorizes and directs the Executive Director to execute and deliver on behalf of the CDA such documents as may be necessary or convenient to evidence such forgiveness and conversion.

Executive Director’s Comments:

☐ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☐ Reviewed-Information Only
☐ Submitted at Commissioner Request

Item Type-Consent
☐ Item Type-Discussion
☐ Item Type-Informational

Strategic Plan Priorities:

☒ Focused Housing Programs
☐ Collaboration
☐ Development/Redevelopment
☐ Financial Sustainability
☐ Operational Effectiveness
Conduct A Public Hearing And Adopt The 2019 Qualified Mortgage Credit Certificate Program
And Authorize The Filing Of Mortgage Credit Certificate Elections

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Karly Schoeman
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
• Conduct a public hearing and adopt the 2019 single family financing program and authorize filing the documents necessary to provide Mortgage Credit Certificates to homebuyers using the First Time Homebuyer Program.

SUMMARY
The Dakota County Community Development Agency (CDA) has provided a First Time Homebuyer Program since 1983 and has provided financing to over 6,000 households purchasing a home.

Each First Time Homebuyer Program is financed separately and the current program began in late 2012. Under the current program, the CDA provides up to $5 million to originate loans to finance affordable housing for first-time homebuyers. The loans are pooled into GNMA or Fannie Mae-secured mortgage backed securities, which are sold through RBC Capital Markets. Proceeds of the sale of such securities are then “recycled” to originate additional mortgage loans. The current program has provided over $70 million in first mortgage financing to 416 first time homebuyers.

Since 2012, the CDA has also established a mortgage credit certificate program pursuant to Minnesota Statutes, Chapter 462C (the “Act”) and Section 25 of the Internal Revenue Code, to assist low- and moderate-income first-time homebuyers to finance the acquisition of affordable homes in Dakota County. A Mortgage Credit Certificate allows a borrower a credit of up to $2,000 against his/her Federal tax liability each year the borrower lives in the home. The CDA’s single family bond allocation provides the financing source for the MCCs, and this program has played an important role in ensuring the CDA’s private activity bonding allocation is utilized within Dakota County. The CDA currently has $26.5 million in private activity bond allocation available. The Resolution requests authority to use up to $12 million of this allocation to provide Mortgage Credit Certificates for borrowers using the current First Time Homebuyer Program and to file the documents necessary to make the Mortgage Credit Certificates available to borrowers. The program parameters are outlined in Exhibit A.

The public hearing was set by the CDA Board of Commissioners at its June 18, 2019, meeting and notice has been provided as evidenced by the Affidavits of Publication in Attachment B.

RECOMMENDATION
CDA staff recommends conducting the public hearing and adopting the 2019 Mortgage Credit Certificate program.

EXPLANATION OF FISCAL/FTE IMPACT
It is anticipated that the origination and servicing of loans pursuant to the program will be managed primarily by third party servicers who are paid from revenues generated by the Program. Administrative expenditures for the CDA’s First Time Homebuyer Program overall are included in the FYE20 budget and are anticipated to be paid from revenues generated by the program.
Resolution No. 19-XXXX

Conduct A Public Hearing And Adopt The 2019 Qualified Mortgage Credit Certificate Program
And Authorize The Filing Of Mortgage Credit Certificate Elections

WHEREAS, pursuant to Minnesota Statutes, Section 383D.41 and Chapters 462A and 462C (the “Act”), the Dakota County Community Development Agency (the “CDA”) is authorized to carry out programs for the financing of single family housing which is affordable to qualified low and moderate income persons and families within Dakota County, Minnesota (the “County”), including the issuance of mortgage credit certificates (the “MCCs”); and

WHEREAS, the CDA is an authorized issuer of “qualified mortgage bonds” described in Section 143 of the Internal Revenue Code of 1986, as amended (the “Code”), and receives volume cap under Section 146 of the Code and Minnesota Statutes, Chapter 474A.03, to issue such qualified mortgage bonds and other private activity bonds; and

WHEREAS, Section 25 of the Code and the regulations promulgated thereunder permit the CDA to exchange its authority to issue qualified mortgage bonds and other private activity bonds for which it has volume cap (including any unused carry forward) in order to issue MCCs under a qualified mortgage credit certificate program; and

WHEREAS, the CDA, has previously established a program of issuing MCCs to assist qualified first-time homebuyers with acquiring eligible homes in the County, pursuant to the Act, which program has been renewed from time to time; and

WHEREAS, the CDA desires to establish a new 2019 Qualified Mortgage Credit Certificate Program (the “Program”) by electing to not issue qualified mortgage revenue bonds which it could otherwise issue to enable the CDA to provide MCCs in connection with the purchase by eligible homeowners of qualifying residences within the County; and

WHEREAS, the Act requires adoption of a housing finance program after a public hearing for which notice is published in a newspaper of general circulation in the County at least 15 days in advance of the hearing; and

WHEREAS, on July 5, 2019, notice of a public hearing regarding the proposed Program to be held on July 23, 2019, and notice of the proposed Program were published in the Dakota County Tribune; and

WHEREAS, beginning on July 3, 2019, such notices have also been displayed on the CDA website; and

WHEREAS, the related Program information will be filed with the Internal Revenue Service, Minnesota Management and Budget, and the Metropolitan Council, as applicable; and

WHEREAS, on the date hereof, the CDA conducted a public hearing on the proposed Program, a copy of which program is attached hereto as Attachment A, and the issuance of MCCs pursuant thereto; and

WHEREAS, the pursuant to Section 25 of the Code, as amended, the CDA proposes to elect not to issue its entitlement bond allocation (including from any unused carryforward from prior calendar years), in an amount not to exceed $12,000,000 (the “Nonissued Bond Amount”) to make MCCs available to qualifying homeowners.

NOW, THEREFORE, be it resolved by the Dakota County Community Development Agency Board of Commissioners, That:

1. A public hearing has been conducted in accordance with applicable law and closed.
2. The CDA hereby finds, determines and declares that it is in the best interest of the citizens of the County that the CDA establish the Program.
3. The Program, including the findings and parameters set forth therein and attached hereto as Attachment A, is hereby in all respects approved and adopted. Such parameters are hereby approved in substance, with such changes and modifications as the Executive Director, the staff and counsel to the CDA deem necessary and advisable, and are incorporated by reference as part of this Resolution.
4. With respect to the Program, the Executive Director may establish one or more credit rates for the mortgage loans described therein, determine the program expiration date, select the types of mortgage loans for which MCCs may be issued, approve the terms and conditions on which participating lenders make loans that are eligible for MCC financing, and make other determinations as appropriate, all in accordance with the terms and provisions of Section 25 of the Code and the regulations thereunder and this Resolution, including the Program parameters. The Executive Director and CDA staff are hereby directed to further define the Program parameters as necessary to maximize the availability of lower cost financing to low- and moderate-income persons under the Program.

5. Pursuant to Section 25 of the Code, the CDA elects not to issue mortgage revenue bonds in an amount, and at times, to be determined by the Executive Director from time to time, not exceeding the Nonissued Bond Amount. To effectuate the foregoing, the Executive Director is directed to file such election or elections with the Internal Revenue Service, as required by the Code and the regulations.
NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the “CDA”) proposes to implement a program (the “Program”) to provide Mortgage Credit Certificates (“MCCs”) to qualified persons purchasing eligible homes in Dakota County, Minnesota (the “County”). The terms of the MCCs and the Program will be subject to the provisions and limitations of Section 25 of the Internal Revenue Code of 1986, as amended (the “Code”), and applicable Treasury Regulations. No sooner than 90 days following publication of this Notice, the CDA intends to issue MCCs according to the guidelines summarized below. This notice is published pursuant to Section 25 of the Code and Treasury Temp. Reg. §1.25-7T.

An MCC reduces the amount of federal income tax a qualified homeowner pays by providing a non-refundable, federal tax credit during the life of the homeowner’s mortgage loan. After all other credits and deductions are taken into account, the value of the MCC is applied directly to a homeowner’s remaining tax liability. An MCC under the Program entitles the homeowner to an annual federal income tax credit equal to between 10% and 50% of the annual yearly interest paid or accrued on the homeowner’s qualified mortgage loan; provided however, that if the MCC credit rate exceeds 20% the annual amount of the tax credit may not exceed $2,000. The amount of the credit may not exceed the homeowner’s total tax liability for a specified year, but excess credit may be carried forward for up to three subsequent tax years. Use of an MCC will reduce the annual deduction for home mortgage interest on the homeowner’s federal tax return. The CDA reserves the right to adjust the MCC credit rate or make allocations to specific sectors of the housing industry or to conform to market demand or future tax legislation.

ELIGIBILITY REQUIREMENTS

The CDA anticipates that the requirements for a homeowner to be eligible to receive an MCC will be as follows:

- **Principal Residence Requirement.** The homeowner must occupy the financed home as his or her principal residence, beginning on a date that is within 60 days after the MCC is issued. In general, “principal residence” means an eligible home which the homeowner will own and will occupy as his or her principal residence throughout the term of the MCC. If at any time the borrower who is the holder of an MCC ceases to occupy the home as his or her principal residence, the MCC will be revoked so that the tax credit may no longer be taken.

- **Income Limit.** The maximum annual gross income for a homeowner to qualify for an MCC under the Program is 100% of median income for the County for households of one- or two-persons (currently $94,300) and 115% of median income for households of three or more persons (currently $108,400). In general, the combined gross income of: (i) all homeowners; (ii) any homeowner’s spouse intending to permanently live in the home being financed; and (iii) any co-signer of the note (whether or not an owner of the home or a homeowner) intending to permanently live in the home being financed; is used to determine
income for purposes of this limit. In general, “gross income” means all income received on an annualized basis.

- **First-Time Homebuyer Requirement.** Each homeowner must be a first-time-homebuyer, defined as someone who has not had an ownership interest in his or her principal residence during the three-year period prior to the date the MCC is issued. Qualified veterans are exempt from the first-time homebuyer requirement.

- **Purchase Price Limit.** The purchase price of an eligible home cannot exceed limits established under federal and state law (currently $304,050 for a single-family home). For purposes of this limit, the purchase price includes amounts to be paid in cash or in kind for the home, as well as costs to complete an unfinished home and the capitalized value of ground rent (where applicable).

- **Eligible Home.** Homes eligible for purchase under the Program include new or previously occupied townhomes, condominiums or detached single family homes or an existing duplex located in the County. Mobile homes, trailers, unimproved land, investment or rental property, and vacation homes are not eligible homes under the Program.

- **New Mortgage Requirement.** With certain exceptions, MCCs may only be issued in connection with new mortgage loans and not in connection with the refinancing of a home. This limitation does not apply to certain temporary financings or construction loans.

Current federal tax law may require a payment to the federal government of a “recapture” tax if the homeowner sells or otherwise transfers his or her home to someone else within nine years after the MCC is issued and if the homeowner’s income had substantially increased during this period.

The CDA reserves the right to adjust the purchase price and income limits for the Program to reflect changes in federal and state guidelines, housing market conditions, and other factors. The CDA further reserves the right to adjust, modify or amend the Program requirements and guidelines at its sole discretion and without further notice.

**METHODS BY WHICH MCCS ARE TO BE ISSUED**

Until the total credit amount for the Program is exhausted, a qualifying homebuyer may apply for an MCC through a participating lender at the time of mortgage loan application. A list of participating lenders is available from the CDA on its website (www.dakotacda.org). There is no allocation of MCCs by lender. An applicant may also obtain a loan from a lender not on this list if the lender agrees to participate in the Program.

MCC applications will be accepted on a first-come, first-served basis. The applicant must meet the credit and underwriting criteria established by the participating lender which provides the mortgage loan. Applicants may be charged a processing fee as determined by the CDA, in addition to other normal loan charges. The applicant must sign all documents and affidavits which are needed to demonstrate eligibility for an MCC, and the regulations, rulings and interpretations issued by the Internal Revenue Service shall control in the event of a conflict with other requirements. The CDA publishes on the program website (http://www.ehousingplus.com/available-programs/minnesota/dakota-cda/) a Program Manual describing in greater detail the eligibility...
requirements for an MCC and the method for a prospective homeowner to make application for an MCC.

MCCs cannot be used with CDA-financed mortgage loans subsidized by mortgage revenue bonds or other tax-exempt obligations but can be used with mortgage loans sold on the secondary market.

LENDERS INVITED TO PARTICIPATE IN THE PROGRAM

Banks, savings and loan associations, mortgage companies and other financing institutions are invited to participate as lenders under the Program. Any lender who wishes to participate will be required to sign a participation agreement, which outlines the lender’s loan review and reporting responsibilities, and may be required to pay such fee or fees as the CDA may require. The CDA will make a list of participating lenders available to the public upon request, and such list will be posted on the CDA’s web site (www.dakotacda.org). There is no allocation of MCCs by lender.

CONTACT INFORMATION

Further information regarding the Program and its requirements, for prospective borrowers as well as lenders, may be obtained by contacting the following person:

Karly Schoeman
Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN  55123
PH:  651-675-4488
AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA ) ss
COUNTY OF DAKOTA

Elise Strecke being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/05/2019 and the last insertion being on 07/05/2019.

MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: [Signature]
Designated Agent

Subscribed and sworn to or affirmed before me on 07/05/2019 by Elise Strecke.

Notary Public

DAKOTA COUNTY CDA NOTICE OF PUBLIC HEARING ON A 2019 QUALIFIED MORTGAGE CREDIT CERTIFICATE PROGRAM AND THE ISSUANCE OF MORTGAGE CREDIT CERTIFICATES

NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the "Agency") will meet on Tuesday, July 9, 2019 at or after 3:30 p.m. at its offices at 1226 Town Centre Drive, Eagan, Minnesota 55123, for the purposes of conducting a public hearing regarding (1) the adoption of a 2019 Qualified Mortgage Credit Certificate Program (the "Program Plan"), and (2) the issuance pursuant to the Program Plan of mortgage credit certificates ("MCCs") by the Agency.

Pursuant to the Program Plan, the Agency will assist eligible low and moderate income homeowners with the acquisition of eligible homes in Dakota County by issuing to each homebuyer an MCC which provides the homebuyer with a non-refundable federal tax credit.

All persons interested may appear and be heard at the time and place set forth above.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
By: [Signature]
Tony Schertler
Executive Director
Published in the
Dakota County Tribune
July 5, 2019
953646

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
$27.40 per column inch

Ad ID 953646
DAKOTA COUNTY CDA
PUBLIC NOTICE
DAKOTA COUNTY
COMMUNITY
DEVELOPMENT
AGENCY
MORTGAGE CREDIT
CERTIFICATE PROGRAM
NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the "CDA") proposes to implement a program (the "Program") to provide Mortgage Credit Certificates ("MCCs") to qualified persons purchasing eligible homes in Dakota County, Minnesota (the "County"). The terms of the MCCs and the Program will be subject to the provisions and limitations of Section 25 of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable Treasury Regulations. No sooner than 90 days following publication of this Notice, the CDA intends to issue MCCs according to the guidelines summarized below. This Notice is published pursuant to Section 25 of the Code and Treasury Temp. Reg. §1.25-7T.

The amount of federal income tax a qualified homeowner pays by providing a non-refundable, federal tax credit during the life of the home, plus a mortgage loan. After all other credits and deductions are taken into account, the value of the MCC is to a homeowner's remaining tax liability. An MCC under the Program entitles the homeowner to an annual federal income tax credit equal to 10% and 50% of the annual yearly interest paid or accrued on the homeowner's qualified mortgage loan; provided however, that if the MCC credit rate exceeds 20% the annual amount of the tax credit may not exceed $2,000. The amount of the credit may not exceed the homeowner's total tax liability for a specified year, but excess credit may be carried forward for up to thirty (30) subsequent tax years. Use of an MCC will reduce the annual deduction for home mortgage interest on the homeowner's federal tax return. The CDA reserves the right to adjust the MCC credit rate or make allocations to specific sectors of the housing industry or to conform to market demand or future tax legislation.

ELIGIBILITY REQUIREMENTS
The CDA anticipates that the requirements for a homeowner to be eligible to receive an MCC will be as follows:

- Principal Residence Requirement. The homeowner must occupy the financed home as his or her principal residence, beginning on a date that is within 60 days after the MCC is issued. In general, "principal residence" means an eligible home which the homeowner will own and will occupy as his or her principal residence throughout the term of the MCC. If at any time the borrower who is the holder of an MCC ceases to occupy the home as his or her principal residence, the MCC will be revoked so that the tax credit may no longer be taken.
- Income Limit. The maximum annual gross income for a homeowner to qualify for an MCC under the Program is $100,000 for households of one- or two-persons (currently $84,300) and 115% of median income for households of three or more persons (currently $108,400). In general, the combined gross income of: (i) all homeowners; (ii) any homeowner's spouse intending to permanently live in the home; and (iii) any co-signer of the note (whether or not an owner of the home or a homeowner) intending to permanently live in the home, is used to determine income for purposes of this limit. In general, "gross income" means all income received on an annualized basis.
- First-Time Homebuyer Requirement. Each homeowner must be a first-time-homebuyer, defined as someone who has not had an ownership interest in his or her principal residence during the three-year period prior to the date the MCC is issued. Qualified veterans are exempt from the first-time homebuyer requirement.
- Purchase Price Limit. The purchase price of an eligible home shall not exceed limits established under federal and state law (currently $304,060 for a single-family home in the County). For purposes of this limit, the purchase price includes amounts to be paid in cash or in kind for the home, as well as costs to complete an unfinished home and the capitalized value of ground rent (where applicable).
- Eligible Home. Homes eligible for purchase under the Program include new or previously occupied townhomes, condominiums or detached single family homes located within the boundaries of the County. Mobile homes, trailers, unimproved land, investment or rental property, and vacation homes are not eligible homes under the Program.
- New Mortgage Requirement. With certain exceptions, MCCs may only be issued in connection with new mortgage loans and not in connection with the refinancing of a home. This limitation does not apply to certain temporary financings or construction loans. Current federal tax law may require a payment to the federal government of a "recapture" tax if the homeowner sells or otherwise transfers his or her home to someone else within three years after the MCC is issued and if the homeowner's income had substantially increased during this period. The CDA reserves the right to adjust the purchase price and income limits for the Program to reflect changes in federal and state guidelines, housing market conditions, and other factors. The CDA further reserves the right to adjust, modify or amend the Program requirements and guidelines at its sole discretion and without further notice.

METHODS BY WHICH MCCS ARE TO BE ISSUED
Until the total credit amount for the Program is exhausted, a qualifying homebuyer may apply for an MCC through a participating lender at the time of mortgage loan application. A list of participating lenders is available from the CDA on its website (www.dakotacda.org).

There is no allocation of MCCs by lender. An applicant may also obtain a loan from a lender not on this list if the lender agrees to participate in the Program. MCC applications will be accepted on a first come, first served basis. The applicant must meet the credit and underwriting criteria established by the participating lender which provides the mortgage loan. Applicants may be charged a processing fee as determined by the CDA, in addition to other normal loan charges. The applicant must sign all documents and affidavits which are needed to demonstrate eligibility for an MCC, and the regulations, rulings and interpretations issued by the Internal Revenue Service shall control in the event of a conflict with other requirements. The CDA publishes the program website (http://www.thousingplus.com/available-programs/minnesota/dakota-cda) a Program Manual describing in greater detail the eligibility requirements for an MCC and the method for a prospective homebuyer to make application for an MCC.

MCCs cannot be used with certain kinds of mortgage loans subsidized by mortgage revenue bonds or other tax-exempt obligations but can be used with mortgage loans sold on the secondary market.

LENDERS INVITED TO PARTICIPATE IN THE PROGRAM
Banks, savings and loan associations, mortgage companies and other financial institutions are invited to participate as lenders under the Program. Any lender who wishes to participate will be required to sign a participation agreement, which outlines the lender's loan review and reporting responsibilities, and may be required to pay such fee or fees as the CDA may require. The CDA will make a list of participating lenders available to the public upon request, and such list will be posted on the CDA's web site (www.dakotacda.org).

CONTACT INFORMATION
Further information regarding the Program and its requirements, for prospective borrowers as well as lenders, may be obtained by contacting the following person:

Karyl Schoeman
Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123
Tel: 651-675-4488
Published in the Dakota County Tribune July 5, 2019 953651

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
$27.40 per column inch

Ad ID 953651
Conduct Public Hearing To Receive Comments And Authorize Executive Director To Execute Purchase And Loan Development Agreements For Disposition Of Property Located At 415 5th Street West, Hastings; 617 3rd Street, Farmington; And 745 5th Avenue South, South St. Paul As Part Of The Neighborhood Stabilization Program

Fiscal/FTE Impact:

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson & Kathy Kugel
Contact: Lisa Alfson
Contact Phone: 651-675-4467

PURPOSE/ACTION REQUESTED

• Conduct and close a public hearing regarding the disposition of three vacant properties.
• Authorize Executive Director to enter into purchase and loan development agreements for the three lots located at 415 5th Street West in Hastings; 617 3rd Street in Farmington; and 745 5th Avenue South in South St. Paul.

SUMMARY

The CDA received a direct award from the U.S. Department of Housing and Urban Development (HUD) in 2009 for the Neighborhood Stabilization Program (NSP) with the purpose to stabilize communities through the purchase and redevelopment of foreclosed homes. With these funds, the CDA purchased 16 vacant foreclosed homes.

Costs incurred by the CDA to purchase and demolish the three aforementioned NSP properties were reimbursed 100 percent with federal NSP funds. These three parcels are part of the CDA’s NSP land banked properties. The grant agreement with HUD for the NSP funds require the land banked lots be developed into new housing that is sold or rented to an income qualifying household.

The CDA purchased the 415 5th Street West property in Hastings for $42,500, and it was demolished in October 2009. The CDA purchased the 617 3rd Street property in Farmington for $65,000, and it was demolished in August 2009. The CDA purchased the 745 5th Avenue South in South St. Paul for $48,000, and it was demolished in June 2009. Attachments A - C provide more details on the three properties.

The CDA proposes to sell all three properties to Twin Cities Habitat for Humanity for $1.00 each who will in turn construct a new home on each site and sell them to low-income homebuyers (50 percent – 80 percent Area Median Income). As part of this transaction, the CDA will also provide up to $25,000 per home in NSP funds to assist with the affordability gap (as required by the CDA NSP program recapture policy) and the development value gap. Twin Cities Habitat for Humanity is a non-profit developer that will sell the completed homes to income eligible homebuyers that meet all NSP requirements. The CDA has partnered with Habitat on 12 NSP lots in the past.

The CDA Acquisition and Disposition Policy (Policy) states CDA-owned property must be sold at fair market value, with some exceptions. Two such exceptions are: (1) the property is conveyed to a non-profit or for-profit developer of affordable housing; and (2) the property is sold to a low- or moderate-income purchaser. The Policy requires a public hearing to be held prior to the sale of the CDA-owned property. Attachment A is the affidavit of publication for the public hearing.

Twin Cities Habitat for Humanity has received support from city staff from Hastings, Farmington, and South St. Paul on the new construction proposals for the parcels.

RECOMMENDATION

Staff recommends conducting the public hearing and authorizing the Executive Director to enter into purchase and loan development agreements with Twin Cities Habitat for Humanity for these three parcels.

EXPLANATION OF FISCAL/FTE IMPACT

The CDA will provide up to $25,000 per constructed home in federal NSP dollars to assist with the affordability of the home for a low-income homebuyer (a requirement of the CDA NSP program recapture policy) and the development value gap.
Resolution No. 19-XXXX

Conduct Public Hearing To Receive Comments And Authorize Executive Director To Execute Purchase And Loan Development Agreements For The Disposition Of Property Located At 415 5th Street West, Hastings; 617 3rd Street, Farmington; And 745 5th Avenue South, South St. Paul As Part Of The Neighborhood Stabilization Program

WHEREAS, the Dakota County Community Development Agency (CDA) purchased property at 415 5th Street West, Hastings; 617 3rd Street, Farmington; and 745 5th Avenue South, South St. Paul using federal Neighborhood Stabilization Program (NSP) funding from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to the CDA Acquisition and Disposition Policy and Minnesota Statute 469.105, a public hearing must be held on the proposed terms of the sale of the property; and

WHEREAS, pursuant to Minnesota Statute 469.105 a notice of the public hearing was published by the CDA in the Dakota County Tribune not less than 10 days nor more than 30 days prior to the date of the public hearing; and

WHEREAS, the CDA Board held a public hearing to consider the disposition of these properties by conveying the three properties to Twin Cities Habitat for Humanity, Inc. as eligible NSP Activities (Acquisition/Rehabilitation/Reconstruction); and

WHEREAS, the disposition of the properties meets certain provisions in the CDA Acquisition and Disposition Policy, including the sale of property at less than fair market value for affordable housing.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

1. The CDA hereby approves the disposition of property at 415 5th Street West in Hastings to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

2. The CDA hereby approves the disposition of property at 617 3rd Street in Farmington to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

3. The CDA hereby approves the disposition of property at 745 5th Avenue South in South St. Paul to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

4. The CDA will provide up to $25,000 in NSP funding to each project to assist with the homebuyer affordability gap and development value gap.

5. CDA staff are authorized to prepare, execute and deliver the corresponding purchase and loan development agreements between the CDA and the Twin Cities Habitat for Humanity, Inc.

---

**Executive Director's Comments:**

- Recommend Action
- Do Not Recommend Action
- Reviewed-No Recommendation
- Reviewed-Information Only
- Submitted at Commissioner Request

---

**Strategic Plan Priorities:**

- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

---

[Signature]

Executive Director

[Signature]

Department Director

- 35 -
AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA    COUNTY OF DAKOTA

Elise Strecker being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/05/2019 and the last insertion being on 07/05/2019.

MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: ____________________________
Designated Agent

Subscribed and sworn to or affirmed before me on 07/05/2019 by Elise Strecker.

Notary Public

DARLENE MARIE MACPHERSON
Notary Public
Minnesota
My Commission Expires January 31, 2024

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space: $27.40 per column inch

Ad ID 951067

DAKOTA COUNTY
COMMUNITY DEVELOPMENT AGENCY
NOTICE OF PUBLIC HEARING ON THE DISPOSITION OF
CDA-OWNED PROPERTY
NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the "Agency") will meet on Tuesday, July 23, 2019 at or after 3:30 p.m. at its offices at 1228 Town Centre Drive, Eagan, Minnesota 55123, for the purposes of conducting a public hearing to consider the sale, transfer and/or exchange of property currently owned by the CDA.

The proposed parcels to be sold, transferred, and/or exchanged are hereby described as:

* Lot 3, Block 40, Town of Hastings, County of Dakota, State of Minnesota (415 5th Street West, Hastings);
* Lot 2, Block 35, M. Moes' Addition, County of Dakota, State of Minnesota (617 3rd Street, Farmington);
* Lot 19, Block 6, Lorraine Park, County of Dakota, State of Minnesota (745 6th Avenue South, South St. Paul)

Persons seeking more information on this proposed sale, transfer, and/or exchange of these properties should contact Lisa Alfson at 651-675-4467. Public comments may be submitted orally or in writing to the CDA through the public hearing held on July 23, 2019.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
By/s/ Tony Schertler
Executive Director
Published in the Dakota County Tribune
July 5, 2019
951067
Attachment B – 415 5th Street West, Hastings summary

Original Structure
Built: 1880
Bedrooms: 3
Baths: 1
CDA acquired: 4/17/2009
Purchase price: $42,500
Demolished: October 2009
Current status: Vacant
2019 Assessed Value: $39,500
Attachment C – 617 3rd Street, Farmington summary

**Original Structure**

- Built: 1915
- Bedrooms: 3
- Baths: 1
- Purchase price: $65,000
- Demolished: August 2009
- Current status: Vacant
- 2019 Assessed Value: $40,900
Attachment D – 745 5th Avenue South, South St. Paul summary

**Original Structure**

- **Built:** 1942
- **Bedrooms:** 2
- **Baths:** 1
- **CDA acquired:** 3/12/2009
- **Purchase price:** $48,000
- **Demolished:** August 2009
- **Current status:** Vacant
- **2019 Assessed Value:** $36,600
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION

Approve The Commitment Of A Portion Of The CDA’s 2020 Low Income Housing Tax Credits

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Kathy Kugel
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
● Approve the commitment of a portion of the CDA 2020 Low Income Housing Tax Credits.

SUMMARY
The Dakota County Community Development Agency (CDA) is a Suballocator of Low Income Housing Tax Credits (Tax Credits) and is authorized to allocate up to $1,037,278 of 2020 Tax Credits within Dakota County. The Tax Credits are allocable to affordable rental housing developments on a competitive basis according to a selection process set forth in the Dakota County CDA’s Housing Tax Credit Qualified Allocation Plan for 2020 (2020 QAP). In accordance with state and federal requirements, a public hearing was held at the February 26, 2019 CDA Board of Commissioners meeting prior to CDA Board’s adoption of the 2020 QAP (Resolution #19-6107).

Three applications were received by the June 3, 2019 deadline, requesting a total of $1,959,149 in Tax Credits including:
● Lexington Flats Limited Partnership, the developer of which is MWF Properties LLC, requested $1,015,000 in Tax Credits for the construction of a 50-unit multifamily development in Eagan known as Lexington Flats.
● Prairie Estates, LLLP, the developer of which is Twin Cities Housing Development Corporation, requested $809,212 in Tax Credits for the acquisition and rehabilitation which will result in the preservation of a 40-unit federally subsidized townhome development in Inver Grove Heights, known as Prairie Estates.
● Wexford Place Limited Partnership, the developer of which is Connelly Development LLC, requested $134,937 in Tax Credits for the construction of a 49-unit multifamily development in Rosemount known as Wexford Place Apartments.

Tax credits are allocated to affordable rental housing developments on a competitive basis according to a selection process set forth in the 2020 QAP. Additionally, the 2020 QAP provides Tax Credits can be awarded to applicants that have received a partial allocation ahead of other applications (including higher scoring applications) provided the applicant can demonstrate readiness to proceed by having all city approvals and all funding commitments in place (other than the Tax Credits the applicant is presently requesting).

Wexford Place Apartments received a commitment of CDA 2019 Tax Credits in the amount of $601,172 and a commitment of Minnesota Housing’s Round 2 2019 Tax Credits in the amount of $164,280, which leaves a balance of $134,937 Tax Credits needed to fully fund the project. Based on the review of the application materials, the score of 95 points, and that the applicant has demonstrated its readiness to proceed by having all city approvals and all funding commitments in place staff recommends a commitment of $134,937 Tax Credits to Wexford Place Apartments. The early commitment of the 2020 Tax Credits will allow the applicant to close on the financing and begin construction this September.

RECOMMENDATION
Staff recommends the CDA Board of Commissioners approve the commitment of $134,937 of 2020 Tax Credits to Wexford Place Limited Partnership for the construction of Wexford Place Apartments. The remaining $902,341 of 2020 tax credits will be committed to qualified project(s) after completion of a thorough review and assessment of the two other applications.

EXPLANATION OF FISCAL/FTE IMPACT
None. The Tax Reform Act of 1986 created the Housing Tax Credit Program as a means of raising private capital to finance affordable rental housing and the CDA is authorized under Minnesota Statutes Section 462A.222 to allocate tax credits for eligible projects in Dakota County. The tax credit is a 10-year annual reduction in the tax liability of investors in affordable housing and does not require any commitment of CDA funds. The investor, typically a private corporation, makes an initial equity contribution to the development to receive the annual tax credit.
Resolution No. 19-XXXX
Approve The Commitment Of A Portion Of The CDA’s 2020 Low Income Housing Tax Credits

WHEREAS, pursuant to Minnesota Statutes Sections 462A.221 through 462A.225 (the “Act”), the Dakota County Community Development Agency (the “Agency”) is a suballocator of low income housing tax credits (“Tax Credits”); and

WHEREAS, in accordance with Section 42 of the Internal Revenue Code of 1986, as amended (the “Code”), by Resolution No. 19-6107, adopted by the Agency on February 26, 2019, following a public hearing for which notice was duly published, the Agency adopted a Qualified Allocation Plan for 2020 tax credits (the “Qualified Allocation Plan”) setting forth criteria governing the award of the Agency’s 2020 Tax Credits; and

WHEREAS, because the members of the Dakota County Board of Commissioners are the ex-officio members of the Agency, the approval of such Resolution by the Agency satisfies the requirement that the Qualified Allocation Plan be approved by the applicable elected representative of the Agency; and

WHEREAS, the Agency received three applications for the 2020 Tax Credits by the first-round deadline, which the applications were from:

1. Lexington Flats Limited Partnership, the developer of which is MWF Properties LLC, for the construction of a 50-unit multifamily development in Eagan known as Lexington Flats;
2. Prairie Estates, LLLP, the developer of which is Twin Cities Housing Development Corporation, for the acquisition and rehabilitation which will result in the preservation of a 40-unit federally subsidized townhome development in Inver Grove Heights, known as Prairie Estates; and
3. Wexford Place Limited Partnership, the developer of which is Connelly Development LLC, for the construction of a 49-unit multifamily development in Rosemount known as Wexford Place Apartments.

WHEREAS, pursuant to Minnesota Statutes § 462A.222, Subd. 3, any 2020 Tax Credits which are not committed by the Agency prior to Minnesota Housing Finance Agency’s (“MHFA”) second round of applications are required to be returned to MHFA.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, as follows:

1. The Agency hereby finds and determines that with respect to the Wexford Place Limited Partnership application that:
   a. The application for Tax Credits for Wexford Place Apartments is complete in all material respects.
   b. The allocation of Tax Credits requested by the applicant does not exceed the amount necessary for the financial feasibility of the project and its viability as a qualified low-income housing project throughout the 15-year compliance period.
   c. On the basis of the application submitted, the Tax Credit score for the Wexford Place Apartments was 95 points.

2. In making the determination set forth in 1b above the Agency considered: (a) the sources and uses of funds and the total financing planned for Wexford Place Apartments; (b) any proceeds or receipts expected to be generated by reason of tax benefits; (c) the percentage of the tax credit dollar amount used for project costs other than costs of the intermediaries; and (d) the reasonableness of the developmental and operational costs of the project.

3. The Agency has further determined that Wexford Place Limited Partnership received a partial award of Agency 2019 Tax Credits and MHFA Second Round 2019 Tax Credits; and the project demonstrates readiness to proceed by having all city approvals and all funding commitments in place (other than the Tax Credits the applicant is presently requesting).
4. The Agency hereby approves the commitment of $134,937 of its 2020 Tax Credits to Wexford Place Limited Partnership for the Wexford Place Apartments. The Agency will determine whether to make commitments with respect to the remaining $902,341 of 2020 Tax Credits to Lexington Flats Limited Partnership and/or Prairie Estates, LLLP at a later meeting. Such Tax Credit authority will not be returned to MHFA until after such determination has been made.

5. Staff is authorized to prepare, execute and deliver all documentation necessary or convenient to provide for the commitment of its 2020 Tax Credits pursuant to this resolution and the subsequent carryover and allocation of the same, based on findings made in accordance with the requirements of the Code as each such steps.

Executive Director’s Comments:
- Recommend Action
- Item Type-Consent
- Do Not Recommend Action
- Item Type-Discussion
- Reviewed-No Recommendation
- Item Type-Informational
- Reviewed-Information Only
- Submitted at Commissioner Request

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

Executive Director: [Signature]

Department Director: [Signature]
Discussion Of Levy Funded Rent Assistance Pilot Program

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

Meeting Date: 7/23/2019
Department: Administration
Prepared By: Sara Swenson
Contact: Tony Schertler
Contact Phone: 651-675-4433

PURPOSE/ACTION REQUESTED
- Discussion of proposed levy funded rent assistance program.

SUMMARY
In the CDA’s FYE20 budget, $400,000 is earmarked for levy funded rent assistance. A portion of that budget ($160,000) is already programmed to assist households with serious mental illness and for five households at Lincoln Place, the CDA’s youth supportive housing development in Eagan.

The proposed target population for the remaining funding will be discussed at the Board meeting.

RECOMMENDATION
Administrative Plan changes will be proposed at the August CDA Board meeting based on this discussion with the goal of implementing a new rent assistance program beginning September 1, 2019.

EXPLANATION OF FISCAL/FTE IMPACT
N/A

Executive Director’s Comments:
- Recommend Action
- Do Not Recommend Action
- Reviewed-No Recommendation
- Reviewed-Information Only
- Submitted at Commissioner Request

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness
Discussion Of Next Steps For CDA-Owned Land In West St. Paul (North Gateway Property) 
And Authorization For CDA Staff To Pursue Development Of The Site

Meeting Date: 7/23/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
• Seeking direction on future use of the North Gateway 1.77-acre site in West St. Paul.

SUMMARY
The Dakota County Community Development Agency (CDA) and the City of West St. Paul have been redeveloping the area on both sides of Robert Street between Annapolis Street E. and Haskell Street E., known as the North Gateway, for more than 30 years. In October 2018, the CDA entered into an agreement with brokerage firm CBRE to actively market the CDA-owned land in the North Gateway. In May 2019, the CDA Board of Commissioners approved entering into a purchase agreement with Hampton Companies for the 1.36 acres of CDA-owned land on the east side of Robert Street.

The remaining vacant site is 1.77 acres comprised of 11 separate parcels with a downward slope from Haskell Street East to Annapolis Street East. The site had formerly been occupied by commercial uses ranging from a tattoo shop, hardware store, and restaurant. The site has been completely vacant since January 2014.

The CDA issued a Request For Proposals in February 2018, seeking market-rate multi-family housing and/or mixed use (commercial or other active, flexible uses space on first floor with housing above) proposals for the site. No offers were received. Since placing the site on the market with CBRE in October 2018, the CDA has received three offers all of which are proposing affordable housing that would require some level of public financing to be completed.

Given the CDA’s strategic plan initiatives and goals to accomplish our mission, staff would like to discuss the possibility of the CDA developing this site as another location for the new CDA workforce housing model to address housing needs for single working adults.

The Board discussion will review the pros and cons of selling the land versus directly developing the site.

RECOMMENDATION
CDA staff recommend at this time pursuing a CDA development on the North Gateway property and informing the three offerors of this direction.

EXPLANATION OF FISCAL/FTE IMPACT
Pre-development costs are built into the CDA’s FYE20 budget that could be directed to this site.
Resolution No. 19-XXXX

Discussion Of Next Steps For CDA-Owned Land In West St. Paul (North Gateway Property)
And Authorization For CDA Staff To Pursue Development Of The Site

WHEREAS, the Dakota County Community Development Agency (CDA) and the City of West St. Paul have been redeveloping the area on both sides of Robert Street between Annapolis Street E. and Haskell Street E., known as the North Gateway, for more than 30 years; and

WHEREAS, the CDA issued a Request For Proposals in February 2018, seeking market-rate multi-family housing and/or mixed use proposals for the site and received no offers; and

WHEREAS, in October 2018, the CDA entered into an agreement with brokerage firm CBRE to actively market the CDA-owned land in the North Gateway; and

WHEREAS, the CDA has received three offers for developments with some level of affordable housing requiring various levels of public financing to becoming a reality; and

WHEREAS, the CDA is a housing developer with capacity and expertise to develop an affordable housing product on the North Gateway Property; and

WHEREAS, staff recommends the CDA draft plans to develop the site and work with City of West St. Paul.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That staff is authorized to draft plans to develop the North Gateway property in West St. Paul with an affordable housing product to be owned and managed by the CDA; and

BE IT FURTHER RESOLVED, That CDA staff, through its broker CBRE, is directed to inform the three offerors that the CDA plans to develop the site at this time.

Executive Director’s Comments:
☐ Recommend Action ☐ Do Not Recommend Action ☐ Item Type-Consent ☐ Item Type-Discussion ☐ Item Type-Informational
☐ Reviewed-No Recommendation ☐ Reviewed-Information Only
☐ Submitted at Commissioner Request

Strategic Plan Priorities:
☐ Focused Housing Programs ☐ Collaboration
☐ Development/Redevelopment ☐ Financial Sustainability
☐ Operational Effectiveness

Executive Director

Department Director
FOR SALE

MIXED-USE LAND
1.77 ACRES
HASKELL ST E
West St. Paul, MN 55118

CONTACT ME
BRIAN PANKRATZ
First Vice President
+1 952 924 4665
brian.pankratz@cbre.com

www.cbre.us/minneapolis
FOR SALE
MIXED-USE LAND

PROPERTY HIGHLIGHTS

+ 1.77 acres
+ Frontage onto S Robert St
+ Access off Haskell St E and Hurley St E
+ 2.5 miles from downtown St. Paul
+ Close proximity to retail, parks, and schools
+ New Comprehensive Plan will allow multi-family housing
+ West St. Paul-Mendota Heights-Eagan ISD 197

<table>
<thead>
<tr>
<th>#</th>
<th>PID</th>
<th>ACRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>424810001010</td>
<td>0.14</td>
</tr>
<tr>
<td>2</td>
<td>424810001020</td>
<td>0.16</td>
</tr>
<tr>
<td>3</td>
<td>424810001030</td>
<td>0.11</td>
</tr>
<tr>
<td>4</td>
<td>424810001031</td>
<td>0.05</td>
</tr>
<tr>
<td>5</td>
<td>424810001040</td>
<td>0.13</td>
</tr>
<tr>
<td>6</td>
<td>424810001052</td>
<td>0.19</td>
</tr>
<tr>
<td>7</td>
<td>424810001060</td>
<td>0.16</td>
</tr>
<tr>
<td>8</td>
<td>424810001080</td>
<td>0.32</td>
</tr>
<tr>
<td>9</td>
<td>424810001090</td>
<td>0.16</td>
</tr>
<tr>
<td>10</td>
<td>424810001100</td>
<td>0.16</td>
</tr>
<tr>
<td>11</td>
<td>424810001110</td>
<td>0.19</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1.77</strong></td>
</tr>
</tbody>
</table>

TRAFFIC COUNTS

<table>
<thead>
<tr>
<th></th>
<th>VPD</th>
</tr>
</thead>
<tbody>
<tr>
<td>S Robert St</td>
<td>13,300</td>
</tr>
<tr>
<td>E Anapolis St</td>
<td>4,350</td>
</tr>
</tbody>
</table>

www.cbre.us/minneapolis
A. The following provisions shall apply.
B. Within the B-5 Gateway North Mixed Use District, no structure or land shall be used except for one or more of the following uses, or uses deemed similar by the City Council:

- Antique store;
- Art and school supply store;
- Bakery good sales and baking of goods for retail sales on premises;
- Bank without a drive-through;
- Barber shop;
- Bicycle sales and repair;
- Books, new or used, office supply and stationery store;
- Candy, ice cream, popcorn, nuts, frozen desserts and soft drink shop without a drive-through;
- Clothing store, but not a used merchandise store;
- Coffee shop without a drive-through;
- Delicatessen and/or dairy store;
- Drug store;
- Dry cleaning and laundry pick up, including incidental pressing and repair;
- Florist shop;
- Gift shop;
- Grocery store;
- Hair salon;
- Hardware store under 4,000 sq ft;
- Health clubs under 4,000 sq ft;
- Hobby or craft store, including classes not to exceed ten students;
- Jewelry sales and repair;
- Library;
- Locksmith;
- Meat market, but not including processing;
- Municipal buildings;
- Music store or music studio;
- Offices of a general nature, other than medical or dental, where the employment within the building does not exceed 25 persons and the operations do not include retail sales or warehousing on the site;
- Optical sales and service;
- Paint, wallpaper sales;
- Photography studio or camera supply store;
- Picture framing store;
- Shoe sales and repair;
- Spa;
- Sporting goods store;
- Studio for dance or martial arts under 4,000 sq ft;
- Tailor shop;
- Tanning salon;
- Massage therapy services;
- Reflexology services;
- Furniture sales;
- Garden supply store within a building;
- Printing shop;
- Rugs/floor coverings store;
- Upholstery/drapery store;
- Wholesale office/showroom;
- Interior decorating studio;
- Appliance sales and service;
- Restaurant, café, tea room without a drive-through;
- Cell phone sales;
- Computer sales and service; and
- Video store, not including adult videos.
MIXED-USE

Lots or parcels consisting of commercial land uses, multi-family residential land uses, or a combination of both.
DEMOGRAPHICS

- 2018 population 3 mile radius: 101,814
- 2018 housing units 3 mile radius: 47,420
- 2018 Average Household Income 3 mile radius: $76,744
- 2018 employees 3 mile radius: 121,239
- 2018 businesses 3 mile radius: 4,691

FOR SALE
MIXED-USE LAND

1.77 ACRES
HASKELL ST E
West St. Paul, MN 55118
## DEMOGRAPHICS

### POPULATION

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Population - Current Year Estimate</td>
<td>20,310</td>
<td>101,814</td>
<td>317,741</td>
</tr>
<tr>
<td>2023 Population - Five Year Projection</td>
<td>20,876</td>
<td>106,241</td>
<td>330,525</td>
</tr>
<tr>
<td>2010 Population - Census</td>
<td>19,617</td>
<td>94,638</td>
<td>297,976</td>
</tr>
<tr>
<td>2000 Population - Census</td>
<td>20,265</td>
<td>94,185</td>
<td>298,113</td>
</tr>
<tr>
<td>2010-2018 Annual Population Growth Rate</td>
<td>0.42%</td>
<td>0.89%</td>
<td>0.78%</td>
</tr>
<tr>
<td>2018-2023 Annual Population Growth Rate</td>
<td>0.55%</td>
<td>0.85%</td>
<td>0.79%</td>
</tr>
</tbody>
</table>

### HOUSEHOLDS

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Households - Current Year Estimate</td>
<td>7,451</td>
<td>43,960</td>
<td>123,527</td>
</tr>
<tr>
<td>2023 Households - Five Year Projection</td>
<td>7,655</td>
<td>46,011</td>
<td>129,382</td>
</tr>
<tr>
<td>2010 Households - Census</td>
<td>7,253</td>
<td>40,721</td>
<td>116,810</td>
</tr>
<tr>
<td>2000 Households - Census</td>
<td>7,408</td>
<td>39,245</td>
<td>116,346</td>
</tr>
<tr>
<td>2010-2018 Annual Household Growth Rate</td>
<td>0.33%</td>
<td>0.93%</td>
<td>0.68%</td>
</tr>
<tr>
<td>2018-2023 Annual Household Growth Rate</td>
<td>0.54%</td>
<td>0.91%</td>
<td>0.77%</td>
</tr>
<tr>
<td>2018 Average Household Size</td>
<td>2.70</td>
<td>2.24</td>
<td>2.51</td>
</tr>
</tbody>
</table>

### HOUSEHOLD INCOME

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Average Household Income</td>
<td>$69,987</td>
<td>$76,744</td>
<td>$77,510</td>
</tr>
<tr>
<td>2023 Average Household Income</td>
<td>$76,899</td>
<td>$89,939</td>
<td>$89,859</td>
</tr>
<tr>
<td>2018 Median Household Income</td>
<td>$55,855</td>
<td>$52,298</td>
<td>$53,108</td>
</tr>
<tr>
<td>2000 Median Household Income</td>
<td>$57,821</td>
<td>$59,128</td>
<td>$59,378</td>
</tr>
<tr>
<td>2018 Per Capita Income</td>
<td>$24,627</td>
<td>$33,757</td>
<td>$30,633</td>
</tr>
<tr>
<td>2023 Per Capita Income</td>
<td>$28,666</td>
<td>$39,539</td>
<td>$35,396</td>
</tr>
</tbody>
</table>

### HOUSING UNITS

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Housing Units</td>
<td>8,021</td>
<td>47,420</td>
<td>133,409</td>
</tr>
<tr>
<td>2018 Vacant Housing Units</td>
<td>570</td>
<td>3,460</td>
<td>9,882</td>
</tr>
<tr>
<td>2018 Occupied Housing Units</td>
<td>7,451</td>
<td>43,961</td>
<td>123,528</td>
</tr>
<tr>
<td>2018 Owner Occupied Housing Units</td>
<td>4,649</td>
<td>22,191</td>
<td>67,192</td>
</tr>
<tr>
<td>2018 Renter Occupied Housing Units</td>
<td>2,802</td>
<td>21,770</td>
<td>56,336</td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Population 25 and Over</td>
<td>12,927</td>
<td>70,813</td>
<td>206,461</td>
</tr>
<tr>
<td>HS and Associates Degrees</td>
<td>7,738</td>
<td>37,388</td>
<td>104,309</td>
</tr>
<tr>
<td>Bachelor’s Degree or Higher</td>
<td>3,231</td>
<td>26,326</td>
<td>75,926</td>
</tr>
</tbody>
</table>

### PLACE OF WORK

<table>
<thead>
<tr>
<th>Year</th>
<th>1 Mile</th>
<th>3 Miles</th>
<th>5 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Businesses</td>
<td>357</td>
<td>4,691</td>
<td>9,696</td>
</tr>
<tr>
<td>2018 Employees</td>
<td>4,151</td>
<td>121,239</td>
<td>197,746</td>
</tr>
</tbody>
</table>

## CONTACT ME

**BRIAN PANKRATZ**
First Vice President
+1 952 924 4665
brian.pankratz@cbre.com

© 2018 CBRE, Inc. All rights reserved. This information has been obtained from sources believed reliable, but has not been verified for accuracy or completeness. You should conduct a careful, independent investigation of the property and verify all information. Any reliance on this information is solely at your own risk. CBRE and the CBRE logo are service marks of CBRE, Inc. All other marks displayed on this document are the property of their respective owners. Photos herein are the property of their respective owners. Use of these images without the express written consent of the owner is prohibited.
Housing Development Update – Informational

Meeting Date: 7/23/2019
Department: Housing Development
Prepared By: Kari Gill
Contact: Kari Gill
Contact Phone: 651-675-4477

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Updated on housing development activities.

SUMMARY
Deputy Executive Director Kari Gill will provide updates on Prestwick Place (workforce housing in Rosemount) along with architectural updates on the homeless Veterans housing project and workforce apartment building.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A

Executive Director’s Comments:
☐ Recommend Action ☐ Item Type-Consent ☒ Focused Housing Programs
☐ Do Not Recommend Action ☐ Item Type-Discussion ☐ Collaboration
☐ Reviewed-No Recommendation ☒ Item Type-Informational ☐ Development/Redevelopment
☒ Reviewed-Information Only ☐ Financial Sustainability ☐ Operational Effectiveness
☐ Submitted at Commissioner Request

Strategic Plan Priorities:

Executive Director

Department Director
WORKFORCE HOUSING DEVELOPMENTS

ROSEMOUNT
Prestwick Place

# of UNITS: 40

- The first three buildings received occupancy permits at the end of June; all of the units were leased for July 1 occupancy.
- The remaining buildings are scheduled to come online in July and August.
- Site work will continue through the summer.
Executive Director’s Update – Informational

Meeting Date: 7/23/2019
Department: Administration
Prepared By: Kaili Braa
Contact: Tony Schertler
Contact Phone: 651-675-4432

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Agency updates.

SUMMARY
Executive Director Tony Schertler will provide updates regarding topics related to agency operations and a preview of items that will be on the August 20, 2019 CDA Board meeting agenda.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

Executive Director's Comments:

- Recommend Action
- Do Not Recommend Action
- Reviewed-No Recommendation
- Reviewed-Information Only
- Submitted at Commissioner Request

Strategic Plan Priorities:

Executive Director: [Signature]
Department Director: [Signature]

- 56 -