

**Cambridge Economic Development Authority (EDA)
October 7, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, October 7, 2013 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk and EDA members Howard Lewis, Marlys Palmer, and Corey Bustrom

Members Absent: None

Others Present: Executive Director Woulfe, Housing Supervisor Fromm

Call to Order

President Iverson called the meeting to order at 3:04 pm.

Approval of Agenda

Lewis moved, seconded by Caulk, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Bustrom moved, seconded by Lewis, to approve the consent agenda as follows:

- A. Approve September 3, 2013 EDA meeting minutes.
- B. Approve Resolution R13-008 EDA Admin Budget Revision
- C. Approve EDA Draft Financial Statements for August 2013
- D. Housing Div Bills check # 16680 and ACH transactions totaling \$65,482.62
- E. Approve EDA Admin Division bills check # 93988-#94453 totaling \$15,921.86

Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

New Business

Public Hearing on Local Preference

Fromm stated staff is asking the Board to adopt a policy change implement policy to the Section 8 housing choice program by establishing a local preference. Fromm stated the preference would give people who live in Chisago and Isanti Counties, the two counties in which staff administers the Section 8 program, a priority when applying for the Section 8 program. Fromm stated the mission of the Cambridge EDA is "to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination". Fromm stated staff hopes to fulfill the mission in Isanti and Chisago Counties by serving families within the jurisdiction before going outside this area.

Fromm stated the only other preference that HUD requires a PHA to offer is to any family that has been terminated from the HVC program due to insufficient program funding. Fromm stated the Cambridge EDA has already established this as a preference.

Iverson opened the public hearing at 3:10 pm and without comment, closed the public hearing at 3:11 pm.

Bustrom moved, seconded by Caulk to approve Resolution R13-009 adopting a Local Preference and directed staff to incorporate this policy in the Section 8 Administrative Plan. Motion passed unanimously.

Approve EDA Resolution R13-010 – Adopting Section 8 and Public Housing Occupancy Plan Updates

Fromm reviewed the Section 8 Administrative Plan and ACOP.

Caulk moved, seconded by Bustrom to approve Resolution R13-010 adopting Section 8 and Public Housing Occupancy Plan Updates. Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

Approve EDA Resolution R13-011 – Adopting 2014 Public Housing Authority (PHA) Plan

Fromm stated on an annual basis staff is required to develop a Public Housing Agency Plan in relation to funding received from the US Department of Housing & Urban Development. Fromm reported the purpose of the PHA Plan is to provide a source for interested parties to locate basic PHA policies, rules, and requirements concerning its operation, programs and services.

Palmer asked if staff has always solicited comments. Fromm stated staff has always solicited comments but may not have included comments in the packet in the past.

Iverson opened the public hearing at 3:16 pm and without comment closed the public hearing at 3:17 pm.

Bustrom moved, seconded by Caulk to approve Resolution R13-011 adopting the 2014 Public Housing Authority (PHA) Plan. Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

Housing Supervisor Report

The Housing Supervisor report was accepted as presented. Lewis asked Fromm to explain the Bridges program. Fromm explained the Bridges program is a program within Bridge Park Apartments.

Caulk asked what would happen if the federal government remains shut down and could tenants be evicted. Fromm stated funds are secured through the month of October and if the government remains shut down and funds are depleted, it could mean that a landlord would start the eviction process for non-payment of rents, however, she doesn't see that happening.

Resident Meeting Report

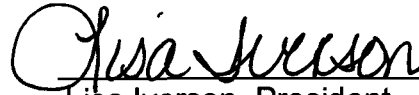
The Resident Meeting report was accepted as presented.

Unfinished Business

There was no unfinished business.

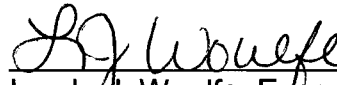
Adjournment

Lewis moved, seconded by Bustrom, to adjourn the meeting at 3:22 p.m. The motion passed unanimously.



Lisa Iverson, President

ATTEST:



Lynda J. Woulfe, Executive Director

<p>CAMBRIDGE EDA MEETING October 7, 2013 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	8/14/2013	93988 - 94084	4,162.58
Prepaid Checks	8/21/2013	94098 - 94127	960.88
Prepaid Checks	8/28/2013	94147 - 94194	372.78
Prepaid Checks	9/4/2013	94222 - 94247	2,740.16
Prepaid Checks	9/11/2013	94257 - 94320	4,439.39
Prepaid Checks	9/18/2013	94341 - 94395	2,487.82
Prepaid Checks	9/25/2013	94428 - 94453	758.25
		Prepaid Totals	<u>15,921.86</u>

TOTAL SUBMITTED FOR APPROVAL	\$15,921.86
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Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms Cleaning - Work Force Center - July	106.88 897.75
Total 571			1,004.63
1201	Cliff's Vacuum	Vacuum - Bridge Park	480.95
Total 1201			480.95
2541	Industries Incorporated	Cleaning Services - July	623.20
Total 2541			623.20
3501	MEI Total Elevator Solutions	August Service Billing	212.53
Total 3501			212.53
3521	Menards	Blower Vac Materials - Operating Supplies - Bridge Park	80.12 7.45
Total 3521			87.57
3576	Midcontinent Communications	Cable-Bridge Park Apts	1,290.84
Total 3576			1,290.84
5056	SelectAccount	Participant Fees - August	6.50
Total 5056			6.50
5861	Walmart Business Community	Rec, Pub and other services-Bridge Park Apt	60.75
Total 5861			60.75
5996	Windstream	Telephone Service - Bridge Park Apts Telephone Service - Bridge Park Apts Telephone Service - Mall	144.21 144.21 107.19
Total 5996			395.61

Total Paid: -
 Total Unpaid: 4,162.58
 Grand Total: 4,162.58

Dated: 8/14/13

City Treasurer: Caroline [Signature]

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/13	08/14/2013	93988	571	Bill's Quality Cleaning	205-20100	1,004.63
08/13	08/14/2013	94001	1201	Cliff's Vacuum	901-20100	480.95
08/13	08/14/2013	94025	2541	Industries Incorporated	205-20100	623.20
08/13	08/14/2013	94042	3501	MEI Total Elevator Solutions	901-20100	212.53
08/13	08/14/2013	94044	3521	Menards	901-20100	87.57
08/13	08/14/2013	94045	3576	Midcontinent Communications	901-20100	1,290.84
08/13	08/14/2013	94065	5056	SelectAccount	901-20100	6.50
08/13	08/14/2013	94081	5861	Walmart Business Community	901-20100	60.75
08/13	08/14/2013	94084	5996	Windstream	901-20100	395.61
Totals:						<u>4,162.58</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup-180 Buchanan St	314.50
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			629.00
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char	33.19
		C650 Printer/Copier - Copies & Overage Char	33.19
Total 2986			66.38
5431	Ted's Appliance	Checked AC - Unit 412 & 306	96.00
		Repair Washer	169.50
Total 5431			265.50

Total Paid: -
 Total Unpaid: 960.88
 Grand Total: 960.88

Dated: 8/21/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/13	08/21/2013	94098	1661	East Central Sanitation	205-20100	629.00
08/13	08/21/2013	94111	2986	Konica Minolta Business	902-20100	66.38
08/13	08/21/2013	94127	5431	Ted's Appliance	901-20100	265.50
Totals:						<u>960.88</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
Total 1661			143.12
1681	ECM Publishers, Inc.	Legal - Plan for 2014	12.30
		Legal - Plan for 2014	12.30
Total 1681			24.60
5261	Star Quality Glass	Fixed Button on Door	64.13
Total 5261			64.13
5401	Target Bank	Tenant Services	95.93
Total 5401			95.93
5836	Vintage Lock -Michael Granlund	Keys	40.00
		Keys	5.00
Total 5836			45.00

Total Paid: -

Total Unpaid: 372.78Grand Total: 372.78Dated: 8/28/13City Treasurer: Caroline M...

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/13	08/28/2013	94147	1661	East Central Sanitation	901-20100	143.12
08/13	08/28/2013	94148	1681	ECM Publishers, Inc.	901-20100	24.60
08/13	08/28/2013	94182	5261	Star Quality Glass	205-20100	64.13
08/13	08/28/2013	94185	5401	Target Bank	901-20100	95.93
08/13	08/28/2013	94194	5836	Vintage Lock -Michael Granlund	901-20100	45.00
Totals:						<u>372.78</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
3108	Law Bulletin Publishing Co	MN Real Estate Journal Conference & Booth	1,500.00
Total 3108			1,500.00
5191	SPEW Health Plan	Health Insurance Premium - October	847.50
		Health Insurance Premium - October	282.50
Total 5191			1,130.00
5996	Windstream	Telephone Service - Mall	110.16
Total 5996			110.16

Total Paid: -
Total Unpaid: 2,740.16
Grand Total: 2,740.16

Dated: 9/4/13City Treasurer: Caroline Mue

Report Criteria:

Check, GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/04/2013	94222	3108	Law Bulletin Publishing Co	205-20100	1,500.00
09/13	09/04/2013	94239	5191	SPEW Health Plan	901-20100	1,130.00
09/13	09/04/2013	94247	5996	Windstream	205-20100	110.16
Totals:						<u>2,740.16</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms	106.88
		Cleaning - Work Force Center - August	897.75
Total 571			1,004.63
2456	Housing Data Systems	MTCS Transmittal Service 7/01/13-9/30/13	60.00
		MTCS Transmittal Service 7/01/13-9/30/13	60.00
Total 2456			120.00
2541	Industries Incorporated	Janitorial - September	948.73
Total 2541			948.73
3501	MEI Total Elevator Solutions	September Service Billing	212.53
Total 3501			212.53
3521	Menards	Misc Operating Supplies - Bridge Park	34.11
		Misc Operating Supplies - Bridge Park	48.56
		Misc Operating Supplies - Bridge Park	38.45
		Misc Operating Supplies - Bridge Park	118.47
		Repair & Maint - Mall	11.18
		Misc Operating Supplies - Bridge Park	32.31
Total 3521			283.08
3576	Midcontinent Communications	Cable-Bridge Park Apts	1,290.84
Total 3576			1,290.84
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Mall Are	111.60
Total 4211			111.60
5056	SelectAccount	Participant Fees - September	6.50
Total 5056			6.50
5861	Walmart Business Community	Tenants Services - Cambridge EDA	131.95
		Tenants Services - Cambridge EDA	16.89
		Tenants Services - Cambridge EDA	23.73
Total 5861			172.57
5996	Windstream	Telephone Service - Bridge Park Apts	144.46
		Telephone Service - Bridge Park Apts	144.45
Total 5996			288.91

Total Paid: -
Total Unpaid: 4,439.39
Grand Total: 4,439.39

Dated: 9/11/13

City Treasurer: Caroline Moe

Report Criteria:
Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/11/2013	94257	571	Bill's Quality Cleaning	205-20100	1,004.63
09/13	09/11/2013	94279	2456	Housing Data Systems	901-20100	120.00
09/13	09/11/2013	94281	2541	Industries Incorporated	205-20100	948.73
09/13	09/11/2013	94293	3501	MEI Total Elevator Solutions	901-20100	212.53
09/13	09/11/2013	94295	3521	Menards	901-20100	283.08
09/13	09/11/2013	94296	3576	Midcontinent Communications	901-20100	1,290.84
09/13	09/11/2013	94300	4211	Northland Fire Protection	205-20100	111.60
09/13	09/11/2013	94309	5056	SelectAccount	901-20100	6.50
09/13	09/11/2013	94317	5861	Walmart Business Community	901-20100	172.57
09/13	09/11/2013	94320	5996	Windstream	901-20100	288.91
Totals:						<u>4,439.39</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	280.82
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			595.32
3376	Marco, Inc	DVR and Camera Repair	927.41
Total 3376			927.41
3410	Martinez, Leslie	Security Deposit	462.16
		Rent Refund	18.00
Total 3410			480.16
5666	TruGreen ChemLawn	Customized Lawn Plan - Bridge Park	169.93
Total 5666			169.93
5836	Vintage Lock -Michael Granlund	Replaced Door Closure on Apt 312	315.00
Total 5836			315.00

Total Paid: -
 Total Unpaid: 2,487.82
 Grand Total: 2,487.82

Dated: 9/18/13

City Treasurer: Caroline Mue

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/18/2013	94341	1661	East Central Sanitation	901-20100	595.32
09/13	09/18/2013	94367	3376	Marco, Inc	901-20100	927.41
09/13	09/18/2013	94368	3410	Martinez, Leslie	901-20100	480.16
09/13	09/18/2013	94391	5666	TruGreen ChemLawn	901-20100	169.93
09/13	09/18/2013	94395	5836	Vintage Lock -Michael Granlund	901-20100	315.00
Totals:						<u>2,487.82</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char	30.84
		C650 Printer/Copier - Copies & Overage Char	30.84
Total 2986			61.68
3521	Menards	Misc Operating Supplies - Bridge Park	20.45
Total 3521			20.45
3545	Meyer, LeRoy or Judy	Security Deposit & Interest Refund	647.93
Total 3545			647.93
5401	Target Bank	Tenant Services	28.19
Total 5401			28.19

Total Paid: -
Total Unpaid: 758.25
Grand Total: 758.25

Dated: 9/25/13City Treasurer: Caroline Muel

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/25/2013	94428	2986	Konica Minolta Business	901-20100	61.68
09/13	09/25/2013	94433	3521	Menards	901-20100	20.45
09/13	09/25/2013	94434	3545	Meyer, LeRoy or Judy	901-20100	647.93
09/13	09/25/2013	94453	5401	Target Bank	901-20100	28.19
Totals:						<u>758.25</u>