

---

**Cambridge EDA – Housing Division**  
Meeting Announcement and Agenda

**Tuesday, February 19, 2013- 6:00 pm**  
CAMBRIDGE CITY CENTER, 300 3<sup>RD</sup> AVENUE NE

---

Members of the audience are encouraged to follow the agenda. Copies of the agenda are on the table outside of the Council Chambers door.

If you are interested in addressing the EDA, please inform the Chair. If the item you wish to address is an agenda item, the Chair, as the presiding officer, will determine if public comment will be heard during the meeting. When addressing the EDA, please state your name, address, and the issue you wish to speak about.

---

AGENDA	
1.	Call to Order
2.	Approval of Agenda
3.	Consent Agenda A. February 4, 2013 EDA Minutes (p. 1) B. Approve warrants #92220 to #92386, totaling \$13,146.00 (p. 3)
4.	New Business A. Approve Professional Services Contract for Rental and Senior Housing Study - Gill Group, Inc. (p. 10)
5.	Unfinished Business
6.	Adjourn

**Notice to the hearing impaired:** Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by call City Hall at 689-3211 at least three days prior to the meeting.

**Cambridge Economic Development Authority (EDA)  
February 4, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, February 4, 2013 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: David Schornstein

Others Present: Executive Director Lynda Woulfe

**Call to Order**

President Caulk called the meeting to order at 6:00 pm.

**Approval of Agenda**

Palmer moved, seconded by Iverson, to approve the agenda as presented. Motion carried 4/0.

**Annual Meeting**

***Election of Officers***

Woulfe called for nominations for the election of president. Palmer nominated Iverson. Iverson nominated Caulk. Woulfe closed nominations after asking for nominations three times. There were three ayes (Caulk, Lewis & Palmer) for Iverson and one nay (Iverson). Woulfe turned the meeting over to President Iverson to complete the officer election process.

Iverson called for nominations for the election of Vice President. Lewis nominated Caulk. Iverson closed nominations after asking for nominations three times. There were four ayes for Caulk to be elected as Vice President, no nays.

Iverson called for nominations for the election of Treasurer. Caulk nominated Lewis. There were no additional nominations. There were four ayes for Lewis to be elected as Treasurer; no nays.

Iverson called for nominations for the election of Secretary. Lewis nominated Woulfe. There were no additional nominations. There were four ayes for Woulfe to be elected as Secretary; no nays.

***Confirm Appointment of Executive Director***

Lewis moved, seconded by Caulk, to confirm Lynda Woulfe as the Executive Director. Motion passed 4/0.

### ***Confirm Appointment of Assistant Treasurer***

Caulk moved, seconded by Iverson to confirm Caroline Moe as the Assistant Treasurer. Motion passed 4/0.

### ***EDA Code of Conduct and Bylaws***

Woulfe stated the bylaws were adopted in February 2012 and are modeled after the Council and Commission bylaws along with specific portions related to EDA. Palmer moved, seconded by Lewis to adopt the bylaws as presented. Motion passed 4/0.

### **Consent Agenda**

Palmer moved, seconded by Caulk, to approve consent agenda items A – F as follows:

- A. Approve January 22, 2013 EDA meeting minutes
- B. Approve draft EDA financial statements for December 2012
- C. January 2013 Housing Division Bills check #15983 to #16111 totaling \$68,730.87
- D. Housing Supervisor Report
- E. Resident Meeting Minutes
- F. Approve Resolution No. EDA13-002 Section 8 Policy on Outreach to Owners

Upon call of the roll, Caulk, Iverson, Lewis, and Palmer, voted aye. No nay. Motion carried 4/0.

### **New Business**

There was no new business.

### **Unfinished Business**

There was no unfinished business.

### **Adjournment**

Lewis moved, seconded by Caulk, to adjourn the meeting at 6:07 p.m. The motion carried 4/0.

---

Lisa Iverson, President

ATTEST:

---

Lynda J. Woulfe, Executive Director

<p>CAMBRIDGE EDA MEETING February 19, 2013 BILLS LIST</p>
---

Disbursement Type:	Date:	Check Numbers:	<b>Submitted For Approval</b>
Prepaid Checks	1/23/2013	92220 - 92250	5,187.87
Prepaid Checks	1/30/2013	92262 - 92302	2,692.73
Prepaid Checks	2/6/2013	92316 - 92386	5,265.40

Prepaid Totals

13,146.00

**TOTAL SUBMITTED FOR APPROVAL**

**\$13,146.00**

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

Vendor	Vendor Name	Description	Net Inv Amt
2651	Isanti County Family Service	Return 2012 Region 7E Monies	4,180.54
Total 2651			4,180.54
3056	Lake Superior Laundry Inc.	Mall Rugs	39.33
Total 3056			39.33
3729	Minnesota Real Estate	Annual Membership Dues 2013 - S. Gustafson	200.00
Total 3729			200.00
4191	Northern Technology Initiative	GPS45:93 2013 Annual Dues	750.00
Total 4191			750.00
5836	Vintage Lock -Michael Granlund	Exterior Mall Door Keys	18.00
Total 5836			18.00

Total Paid: -  
 Total Unpaid: 5,187.87  
 Grand Total: 5,187.87

Dated: 1/23/13

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
01/13	01/23/2013	92220	2651	Isanti County Family Service	903-20100	4,180.54
01/13	01/23/2013	92224	3056	Lake Superior Laundry Inc.	205-20100	39.33
01/13	01/23/2013	92230	3729	Minnesota Real Estate	205-20100	200.00
01/13	01/23/2013	92231	4191	Northern Technology Initiative	205-20100	750.00
01/13	01/23/2013	92250	5836	Vintage Lock -Michael Granlund	205-20100	18.00
Totals:						<u>5,187.87</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
616	BNSF Railway Company	Lease	1,911.56
Total 616			1,911.56
1716	Ehlers	Ehlers 2013 Public Finance Seminar - S. C	265.00
Total 1716			265.00
3086	Landworks Construction, Inc.	Salt and Sand Mix - Bridge Park Apts	60.00
Total 3086			60.00
4386	Papco, Inc.	maint supplies - mail	33.94
Total 4386			33.94
4661	Quill Corporation	Office Supplies - Bridge Park	72.28
		Office Supplies - Bridge Park	72.29
Total 4661			144.57
5401	Target Bank	Tenant Services	25.38
		Tenant Services	114.41
Total 5401			139.79
5411	TCT Network - Wholesale Ribbon	Hewlett Packard eCartridge	68.93
		Hewlett Packard eCartridge	68.94
Total 5411			137.87

Total Paid: -  
 Total Unpaid: 2,692.73  
 Grand Total: 2,692.73

Dated: 1/30/13

City Treasurer: Caroline Nor

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/13	01/30/2013	92262	616	BNSF Railway Company	205-20100	1,911.56
01/13	01/30/2013	92272	1716	Ehlers	205-20100	265.00
01/13	01/30/2013	92286	3086	Landworks Construction, Inc.	901-20100	60.00
01/13	01/30/2013	92294	4386	Papco, Inc.	205-20100	33.94
01/13	01/30/2013	92297	4661	Quill Corporation	901-20100	144.57
01/13	01/30/2013	92301	5401	Target Bank	901-20100	139.79
01/13	01/30/2013	92302	5411	TCT Network - Wholesale Ribbon	901-20100	137.87
Totals:						<u>2,692.73</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 Cleaning - Work Force Center - January	106.88 897.75
Total 571			1,004.63
1209	Colburn, Gerald	Refund Security Deposit & Interest	424.55
Total 1209			424.55
1661	East Central Sanitation	Garbage Pickup - Bridge Park Garbage Pickup-180 Buchanan St	143.12 628.99
Total 1661			772.11
3056	Lake Superior Laundry Inc.	Mall Rugs	39.33
Total 3056			39.33
3086	Landworks Construction, Inc.	Plowing - Bridge Park City Center Plowing	32.50 300.00
Total 3086			332.50
3576	Midcontinent Communications	Cable-Bridge Park Apts	1,288.83
Total 3576			1,288.83
5191	SPEW Health Plan	Health Insurance Premium - March Health Insurance Premium - March	770.25 256.75
Total 5191			1,027.00
5996	Windstream	Telephone Service - Bridge Park Apts Telephone Service - Bridge Park Apts Telephone Service - Mall	136.80 136.81 102.84
Total 5996			376.45

Total Paid: -  
 Total Unpaid: 5,265.40  
 Grand Total: 5,265.40

Dated: 2/6/13City Treasurer: Caroline Noel

## Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/13	02/06/2013	92316	571	Bill's Quality Cleaning	205-20100	1,004.63
02/13	02/06/2013	92321	1209	Colburn, Gerald	901-20100	424.55
02/13	02/06/2013	92327	1661	East Central Sanitation	901-20100	772.11
02/13	02/06/2013	92344	3056	Lake Superior Laundry Inc.	205-20100	39.33
02/13	02/06/2013	92345	3086	Landworks Construction, Inc.	901-20100	332.50
02/13	02/06/2013	92349	3576	Midcontinent Communications	901-20100	1,288.83
02/13	02/06/2013	92373	5191	SPEW Health Plan	901-20100	1,027.00
02/13	02/06/2013	92386	5996	Windstream	901-20100	376.45
Totals:						<u>5,265.40</u>

February 19, 2013

Author: Stan Gustafson

---

Request

The EDA is requested to approve the professional services contract of \$3,500.00 to conduct a rental and senior housing study of the City of Cambridge as being proposed by the Gill Group, Inc.

Background

Staff has been talking with several developers on various sites for potential multi-family apartment complex and senior housing complex. Based off a recent studies done for Heritage Town Homes over the past several years there shows a need. The studies done in 2010 and 2012 by the Gill Group, Inc for Heritage Town Homes, provided information on both market rate and income qualified vacancy rates and based on the percentages their appears to be a need for additional apartment style rental properties in Cambridge. The 2010 study showed vacancy rate if 3.9% for conventional rate apartment and in 2012 the vacancy rate is 2.8%. The affordable housing vacancy rate for 2010 was 1.1% and in 2012 it is .8%.

Staff has review several sites that may have a potential site for multi-family and senior housing. These sites are undeveloped, senior housing and redevelopment sites.

Staff has had conversation with two separate consultants to create a rental and senior housing study for Cambridge and below is the prices:

The Gill Group, Inc being very familiar with Cambridge, providing several studies for Heritage Town Homes provided a price of doing both studies for \$3,500.00. The study would be completed within approximately 30 days.

Community Partners Research provided a range based on various types of reports desired ranging from \$5,500.00 to \$12,900. Based on their current work load they would not be able to start the project until May 2013.

The rental market has continued to see an increase due to the recession, foreclosures, change of life styles and the younger population wanting to rent

verses buying. The single housing market has seen an increase over the last several years but not everyone is a home buyer.

The completed study will give staff a better marketing piece to share with developers that are interested in seeing what options are available for additional multi-family residential sites in Cambridge.

Recommendation:

Staff is recommending the EDA approve the professional services contract as presented. There are adequate funds in the EDA marketing budget for this type of study.

PROPOSED ACTION

Staff recommends the EDA approve the professional services contract of \$3,500.00 to conduct a Rental and Senior Housing Study for the City of Cambridge as being proposed by the Gill Group, Inc. and direct the EDA President and Executive Director to sign the necessary documents.



December 27, 2012

via email: [SGustafson@ci.cambridge.mn.us](mailto:SGustafson@ci.cambridge.mn.us)

Stan Gustafson  
Economic Development Director  
City of Cambridge  
300 Third Avenue NE  
Cambridge, MN 55008

Dear Mr. Gustafson:

This letter will serve as a formal engagement for Gill Group, Inc. to perform a Market Study Update according to the Scope of Work listed below for the **County of Isanti** located in **Minnesota**.

**Scope of Work:** Update the original study and add a senior component

The report will be completed for an agreed upon amount of **\$3,500** (total). A retainer fee of \$1,750 (50% of total due) is due initially. Upon receipt of a signed copy of this letter in our office and the 50% retainer fee, Gill Group agrees to complete the report in **30 days**. Any remaining payment must be delivered to us **no later than 30 days** after you receive your draft report. All correction requests must be made within 30 days of the initial draft so that both parties have ample time to agree upon and make the necessary corrections. Gill Group, Inc. will require a \$250 per hour fee for revisions requested by the client after the analysis has been completed or the draft has been issued, whichever is first. A final report shall consist of one (1) digital copy, and will **not** be issued to you prior to our receipt of payment in full.

Our deadlines are based on receiving all pertinent information from you, the client, in a timely fashion. If you have financial or other necessary information please forward that to us immediately. Failure to forward this information in an expedient manner will only delay the completion of the report by an equal amount of time, thus postponing our agreed upon deadline. **In order to meet the 30 day deadline, Gill Group must be granted access to the property and receive all requested information 2 weeks prior to the scheduled deadline.**

Gill Group liability is limited exclusively to the fee paid and excludes all other liabilities or warranties, expressed or implied, including consequential damages of any nature.

Please confirm your acceptance of this engagement with the aforementioned stipulations by signing below and returning to us with the amount stated above. Our physical mailing address is 512 North One Mile Road, PO Box 784, Dexter, Missouri 63841.

If you have any questions concerning the above information or figures, please call me at 1-800-428-3320

Sincerely,

Cash Gill, MAI  
[Cash.gill@gillgroup.com](mailto:Cash.gill@gillgroup.com)

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

**Gill Group, Inc.**  
P.O. Box 784-Dexter, MO 63841  
T: 573-624-6614/F: 573-624-2942  
[www.gillgroup.com](http://www.gillgroup.com)

## Stan Gustafson

---

**From:** Steve Griesert [cpartners@charter.net]  
**Sent:** Tuesday, February 12, 2013 11:49 AM  
**To:** Stan Gustafson

Stan,

Great hearing from you again. The only change I made was I increased the fee on the Comprehensive Housing Study by \$1,000. Please note that if we were fortunate to be hired by you, we probably can't start the project until May, because of our current workload. I hope all is going well with you and I look forward to hearing from you.

- Market rate rental analysis - This option would analyze data and provide recommendations for only market rate rental housing. We will analyze population and household growth, income data, survey vacancy rates and rent structure for existing rental properties, interviews with stakeholders, etc. After collecting and analyzing information, we will recommend the type and number of rental units that are needed to address rental market rate demand in Cambridge. Estimated Cost - \$5,500-\$5,900
- Rental Analysis for market rate, tax credit and subsidized rental housing - We will conduct the same analysis as stated in the previous option, but we will include analysis and demand recommendations for market rate, tax credit and subsidized rental housing. Estimated Cost - \$8,500-\$8,900
- Comprehensive Housing Study - This option includes an analysis of all aspects of housing including rental housing, lot and subdivision development, housing rehabilitation, neighborhood revitalization, home ownership, etc. Estimated Cost - \$12,500-\$12,900

Please feel free to contact me with any questions or if you need additional information.

Thanks for this opportunity.

Steve