

**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes - December 5, 2017**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, December 5, 2017 at Richard G. Hardy Performing Arts Center at 430 8th Ave. NW, Cambridge, Minnesota.

Members Present: President Joe Morin and EDA members Marlys Palmer, Jim Godfrey, Kersten Conley, and Lisa Iverson. All present, no absences.

Staff Present: City Administrator Woulfe and EDA Executive Director Moe.

Call to Order

Morin called the meeting to order at 7:11 pm.

Approval of Agenda

Woulfe noted that item 3C 2018 EDA Meeting Schedule should be removed from the agenda due to the pending ordinance change on start times. Godfrey moved, seconded by Iverson to approve the agenda with the elimination of item 3C. Motion carried unanimously.

New Business

2018 Budget

Moe presented the 2018 EDA Admin and Housing Budget. Iverson moved, seconded by Conley, to approve EDA Resolution R17-006 Adopting 2018 EDA Admin Budget and EDA Resolution R17-007 Adopting 2018 EDA Housing Budget. Upon call of the roll, Godfrey, Conley, Palmer, Iverson, and Morin voted aye; no nay. The motion carried unanimously.

EDA Resolution R17-008 Payment Standard Adoption

Moe stated the resolution establishes the reimbursement rates for Section 8 housing for the 2018 calendar year. Iverson moved, seconded by Conley, to approve EDA Resolution R17-008 Payment Standard Adoption as presented. The motion carried unanimously.

Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 7:20 pm. Motion carried unanimously.



Joe Morin, President

ATTEST:



Caroline Moe, Executive Director

EDA Resolution No. EDA R17-006

*Resolution Adopting the 2018 Economic Development Authority
Special Revenue Fund Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT
AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF
MINNESOTA**, that the annual budget of the City of Cambridge for the fiscal year
beginning January 1, 2018, is hereby adopted for the Economic Development Authority
Special Revenue Fund as follows:

ECONOMIC DEVELOPMENT AUTHORITY FUND

Revenues:

Rental Income & Interest Income	\$ 207,200
Transfer In From General Fund	<u>\$ 90,000</u>
Total Revenues	<u>\$297,200</u>

Expenditures:

Personal Services	\$123,814
Supplies	\$3,550
Other Charges & Services	\$32,360
Mall Operations	<u>\$127,542</u>
Total Expenditures	<u>\$287,266</u>

Adopted this 5th day of December, 2017.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

City of Cambridge EDA- Fund #205
Budget for year ended December 31, 2017

			10/31/16	12/31/15
	Proposed Budget 2018	Adopted Budget 2017	Budget 2016	YTD Actual 2016
				Actual 2015
OTHER FINANCING SOURCES				
205-36210 Interest Earnings	200	100	100	0.00
205-37200 Miscellaneous				133.75
205-37220 Rental Fees	207,000	210,000	225,000	193,772.16
205-33632 Desigm Team Grant				0.00
205-33633 Init Foundation Downtown Revitalization				5,000.00
TOTAL OTHER FINANCING SOURCES	207,200	210,100	225,100	198,905.91
205-39200 General Fund Transfer In	90,000	75,000	0	0.00
TOTAL TRANSFERS IN	90,000	75,000	0	0
TOTAL REVENUES AND TRANSFERS IN	297,200	285,100	225,100	198,905.91
EDA Admin #41930				
Personal Services				
205-41930-101 Salaries	87,796	87,796		0.00
205-41930-102 Overtime				0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	2,500	0.00
205-41930-121 PERA Employer Share	6,746	6,730		0.00
205-41930-122 FICA/Medicare Employer Share/Employee Benefits	6,088	7,055	191	0.00
205-41930-131 Medical/Dental/Life Employer Share	16,649	15,368		0.00
205-41930-132 Longevity	2,150	1,930		0.00
205-41930-133 Deductible Contribution	1,200			
205-41930-151 Workers' Compensation Insurance	685	754		0.00
Total Personal Services	123,814	122,133	2,691	0.00
Supplies				
205-41930-201 Office Supplies - Accessories	250	0	0	0.00
205-41930-204 Stationary, Forms and Envelopes	0	0	0	0.00
205-41930-209 Software Updates	0	0	0	0.00
205-41930-210 Miscellaneous Operating Supplies	0	0	0	35.68
205-41930-212 Gasoline/Fuel/Lubricants/Additivs	0	0	0	0.00
205-41930-221 Repair and Maintenance Supplies - Vehicles	0	0	0	0.00
205-41930-240 Small Tools and Minor Equipment	3,300	1,500	0	0.00
Total Supplies	3,550	1,500	0	35.68
Other Services and Charges				
205-41930-304 Miscellaneous Professional Services	3600	5000	5000	5,369.97
205-41930-306 McComb's Study/Hotel Study				0.00
205-41930-321 Telephone/Cellular Phones	500	0	0	0.00
205-41930-331 Travel/Meals/Lodging	750	750	750	122.72
205-41930-334 Mileage Reimbursement	1100	1050	250	676.08
205-41930-340 Advertising				0.00
205-41930-351 Legal Notices/Ordinance Publishing	200	200	200	38.33
205-41930-360 Insurance	1500	2000	2000	1,059.91
205-41930-381 Electric--Church	400	250		407.08
205-41930-382 Water Sewer Acq Property	60			54.96
205-41930-383 Gas--Church	100	250		21.46
205-41930-404 Repairs and Maintenance	0	0	0	0.00
205-41930-409 Maintenance Contracts - Office Equipment	0	0	0	0.00
205-41930-430 Miscellaneous	0	0	0	24.66
205-41930-433 Dues and Subscriptions	1,500	1,500	2,000	250.00
205-41930-440 Schools and Meetings	1,500	1,500	2,050	535.00
205-41930-484 NLX Activity	6,650	5,250		2,625.00
205-41930-485 Property taxes on acquired land	3,000	3,000	3,000	2,358.00
205-41930-486				3,641.95
205-41930-488 Downtown Task Force				0.00
205-41930-497 EDA Web Maintenance	3,000	3,000	3,000	3,000.00
205-41930-487 MN Design Team		0	6,000	10,091.91
205-41930-489 Other Contracted Services--marketing	8,500	10,500	4,600	7,991.80
Total Other Services and Charges	32,360	34,250	28,850	38,268.83
Total EDA Administration	159,724	157,883	31,541	38,304.51

City of Cambridge EDA- Fund #205
Budget for year ended December 31, 2017

			10/31/16	12/31/15	
	Proposed Budget <u>2018</u>	Adopted Budget <u>2017</u>	Budget <u>2016</u>	YTD Actual <u>2016</u>	Actual <u>2015</u>
Mall Management					
Personal Services					
205-47000-10: Salaries	26,063	24,920	25,000	20,302.34	23,894.19
205-47000-10: Overtime	1,000	1,000	1,000	9.21	0.00
205-47000-10: Temporary Employee	3,000	3,000	3,000	1,203.44	0.00
205-47000-12: PERA Employer Share	2,053	1,961	1,875	1,522.68	1,717.86
205-47000-12: FICA/Medicare Employer Share/Employee Benefits	2,324	2,201	2,143	1,593.37	1,742.62
205-47000-13: Medical/Dental/Life Employer Share	8,324	7,684	7,047	7,225.21	6,826.92
205-47000-13: Deductible Contribution	600	600	600	0.00	716.84
205-47000-15: Workers' Compensation Insurance	1,503	1,568	1,871	1,037.77	1,496.13
205-47000-15: HRA/Flex Fees	75	50	100	32.05	36.85
Total Personal Services	44,942	42,984	42,636	32,926.07	36,431.41
205-47000-211 Miscellaneous Operating Supplies				109.98	188.49
205-47000-212 Gasoline	250	250		53.10	95.02
205-47000-221 Repair and Maintenance Supplies	10,000	7,500	7,000	9,775.44	6,387.33
Total Supplies	10,250	7,750	7,000	9,938.52	6,670.84
Other Services and Charges					
205-47000-321 Telephone/Cellular Phones	850	1,800	1,600	173.89	179.56
205-47000-351 Legal Notices/Ordinance Publishing				0.00	0.00
205-47000-360 Insurance	7,000	7,000	7,000	4,289.25	5,205.00
205-47000-381 Electric Utilities	21,000	21,000	21,000	14,837.36	18,209.64
205-47000-382 Water/Wastewater Utilities	5,700	5,700	5,700	4,240.88	5,106.91
205-47000-383 Gas Utilities	6,000	6,000	6,000	2,492.78	3,535.32
205-47000-384 Refuse Hauling	4,500	4,500	4,500	3,145.00	4,095.96
205-47000-401 Rep & Maint -Building/Structures	13,000	11,500	10,500	10,381.49	11,704.19
205-47000-413 BNSF Parking Lot Lease	2,300	800	800	(563.98)	1,482.22
205-47000-489 Other Contracted Services	12,000	12,000	12,000	77.85	8,501.68
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution		0	55,000	0.00	50,000.00
205-47000-491 Work Force Center Remodel				0.00	38,453.00
205-47000-49X Senior Center Remodel				0.00	0.00
205-47000-494 Landscaping/Front Exterior Project				0.00	0.00
205-47000-495 Mall Lighting Project				0.00	0.00
205-47000-496 Mall Capital Equipment				0.00	3,051.47
205-47000-611 Mall Cap Fund Interest Exp--Interfund loan				0.00	0.00
Total Other Services and Charges	72,350	70,300	124,100	39,074.52	149,524.95
Total Mall Management	127,542	121,034	173,736	81,939.11	192,627.20
Total EDA Admin & Mall Management Expenditures	287,266	278,917	205,277	120,243.62	227,316.33
NET INCREASE (DECREASE) IN FUND BALANCE	9,935	6,183	19,823	78,662.29	40,174.72

* Building fund balance for future capital needs.

EDA Resolution No. EDA R17-007

*Resolution Adopting the 2018 Economic Development Authority
Housing Division Budget*

NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the budget for the year beginning January 1, 2018, and ending December 31, 2018, is hereby adopted for the Economic Development Authority—Housing Division as follows:

EDA HOUSING DIVISION

Revenues:

Intergovernmental	\$516,000
Dwelling Rent	\$144,000
Other Income	\$18,816
Transfers In	<u>\$48,400</u>
Total Revenues	<u>\$727,616</u>

Expenditures:

Administration	\$110,296
Tenant Services	\$200
Utilities	\$53,000
Maintenance & Labor	\$64,004
General Expense	\$25,500
Carpet & appliance replacement	\$11,600
Housing Assistance Payments	\$346,216
Depreciation	\$65,000
Transfers Out	<u>\$48,400</u>
Total Expenditures	<u>\$724,216</u>

Adopted this 5th day of December, 2017.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

Cambridge EDA Housing Division Operating Budget For FYE 12/31/2018	2018	2017	Actual Results	2018	2017	Actual Results	2018	2017	Actual Results	2018	2017	Actual Results	Proposed	
	Proposed Budget	Budget	to 9/30/17	Proposed Budget	Budget	to 9/30/17	Proposed Budget	Budget	to 9/30/17	Proposed Budget	Budget	to 9/30/17	Original 2018	2017
	Low Rent	Low Rent		Section 8	Section 8		Non-Fed Hsg	Non-Fed Hsg		Capital Fund	Capital Fund	Capital Fund	Budget Total	Budget Total
Operating Income														
Dwelling Rents	144,000	144,000	126,199.06										144,000.00	144,000.00
Laundry Income	2,000	5,800	5,151.75										2,000.00	5,800.00
Admin Fees - Bridges 1														
Admin Fees - 7E														
HAP - Bridges 1														
HAP - 7E														
HUD Grant Revenue	80,000	80,000	62,988.00	400000	396216	405,829.00							480,000.00	476,216.00
Interest Income	1,500	1,500	1,728.39			88.48			1,254.85				1,500.00	1,500.00
Other Income	100	100	50.16	216	2000	796.66	15000	8000	17,083.00				15,316.00	9,800.00
CFP Operations Funds														
Transfer In	48,400	36,000	-							36,000	36,000	21,654.69	36,000.00	36,000.00
Total Operating Income	276,000	267,400	196,118.38	400216	396216	406,714.14	15000	8000	18,337.85	36,000	36,000	21,654.69	727,216.00	709,416.00
Operating Expenses														
Administration														
Administrative Salaries-FT														
Administrative Salaries-PT	31,478	29,363	21,593.47						0	0			31,478.00	29,363.00
Legal Expense	1,000	100	185.00							1,000.00			1,000.00	100.00
Board Pay							2100	2100	1,225.00				2,100.00	2,100.00
IT Services	3,000		1,806.48											
Staff Training	1,000	1,000	455.00										1,000.00	1,000.00
Copier Lease	400	400	129.73										400.00	400.00
Audit Fees	3,000	3,000	3,800.00	3000	3000	3,600.00							6,000.00	6,000.00
FICA	2,408	2,246	1,651.92									93.67	2,408.00	2,246.00
PERA	2,360	2,202	1,619.51										2,360.00	2,202.00
Insurance														
Work Comp	500	322	144.80										500.00	322.00
Telephone	6,600	6,600	5,039.04										6,600.00	6,600.00
Office Supply	1,500	1,500	1,242.79										1,500.00	1,500.00
Postage	250	250											250.00	250.00
Dues & Subscriptions	1,000	1,000	460.00										1,000.00	1,000.00
Travel/Meals/Lodging	100	100	142.66				500	500					600.00	600.00
Advertising	100	100	3.82										100.00	100.00
Contracted Voucher Administration				50000	48000	32,495.38							50,000.00	48,000.00
License & Support	2,000	2,000		1000	1000								3,000.00	3,000.00
Total Administration	56,686	50,183	38,084.52	54000	52000	38,095.38	2600	2600	2,318.67				110,296.00	56,783.00
Tenant Services														
Salaries														
Services	200	200	491.91										200.00	200.00
Employee Benefits														
Total Tenant Services	200	200	491.91	0	0	0	0	0	0	0	0	0	200.00	200.00
Utilities														
Water	10,500	10,000	5,979.70										10,500.00	10,000.00
Electricity	36,000	35,700	19,734.52										36,000.00	35,700.00
Gas	6,500	5,000	2,899.48										6,500.00	6,000.00
Total Utilities	53,000	51,700	28,603.70	0	0	0	0	0	0	0	0	0	53,000.00	51,700.00
Maintenance & Labor														
Salaries and Wages	24,165	28,779	15,943.50										24,164.92	26,776.92
Materials	6,883	4,400	7,558.34										6,883.00	4,400.00
Fuel Purchase	200	200	61.88										200.00	200.00
Contract Costs	25,000	20,000	12,005.24										25,000.00	20,000.00
Garbage Removal	2,500	2,100	2,126.18										2,500.00	2,100.00
FICA	1,849	2,049	1,219.66										1,848.62	2,048.69
PERA	1,812	2,008	1,195.78										1,812.37	2,008.42
Insurance-Health & Dental & Life														
Insur Deductible Contribution														
HRA/Flex Fees														
Work Comp	1,595	1,767	775.16										1,594.88	1,767.41
Total Maintenance	64,004	59,303	40,885.76	0	0	0	0	0	0	0	0	0	64,003.79	59,103.34
General Expense														
Insurance-Property	12,500	12,500	7,190.00										12,500.00	12,500.00
PILOT	13,000	13,000											13,000.00	13,000.00
Other General Expenses				0	0		0	0		0	0			
Total General Expense	25,500	25,500	7,190.00	0	0	0	0	0	0	0	0	0	25,500.00	25,500.00
Extraordinary Maintenance														
Contract Costs	9,800	5,000											9,800.00	5,000.00
Replacements (carnet & appliances)	2,000	5,514	7,919.96										2,000.00	5,514.00
Betterments & Additions														
Total Ext. Maintenance	11,800	10,514	7,919.96	0	0	0	0	0	0	0	0	0	11,800.00	10,514.00
Hsg. Assist. Payments														
Vouchers				346216	346216	319,864.04							346,216.00	346,216.00
Bridges 1														
Bridges 2														
7E														
Total HAP				346216	346216	319,864.04	0	0	0	0	0	0	346,216.00	346,216.00
Total Expenses	211,000	197,400	123,175.85	400216	398216	355,959.42	2600	2600	2,318.67				610,615.79	550,016.34
Profit/(Loss)-Operations	65,000	70,000	72,942.53	0	0	50,754.72	12400	5400	16,019.18	36,000	36,000	21,654.69	116,400.21	159,399.66
Other Expenses														
Transfer between funds							12400			36,000	36,000		48,400.00	36,000.00
Depreciation Less add back	65,000	70,000		0	0		0	0		0	0		65,000.00	70,000.00
Total Other Expenses	65,000	70,000	-	0	0	0	12400	0	0	36000	36000	-	113,400.00	106,000.00
Profit/(Loss)	0	(0)	72,942.53	0	0	50,754.72	0	5400	16,019.18	0	0	21,654.69	3,000.21	53,399.66

3B Cambridge Economic Development Authority

2018 Payment Standard Adoption

December 5, 2017

Staff Report

Below are the 2018 Fair Market Rents and proposed 2018 Payment Standards for the Housing Choice Voucher Program. HUD allows PHAs to set their payment standards within a range of 90 to 110 percent of the Fair Market Rents.

The payment standard is used to calculate the maximum monthly subsidy for an assisted family. It is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing. The tenant pays 30 percent, and up to 40 percent, and the housing authority pays the remainder of the total housing cost in the form of a HAP payment (Housing Assistance Payment) to the landlord.

Unit	2017 Payment Standard	2018 FMR	2018 Proposed Payment Standard	Percent above/below FMR
0 Bedroom	630	711	641	90%
1 Bedroom	800	864	800	92.5%
2 Bedroom	990	1,089	990	90.9%
3 Bedroom	1,385	1,547	1,394	90%
4 Bedroom	1,620	1,812	1,632	90%
5 Bedroom	1,862	2,084	1,879	90%

The zero, three, four, and five-bedroom payment standards have been set at the minimum of 90% of the FMR. We are proposing that the one and two-bedroom payment standards remain the same as a study of the local rental market and current program units indicates that units of these sizes in the area continue to be affordable to the majority of program participants at the current payment standards.

Board action requested:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2018.

Report Submitted by: Tory Handy, Mora HRA **Date:** December 5, 2017