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**Special Meeting, Monday, August 6, 2018**  
**Economic Development Authority**  
**300 3<sup>rd</sup> Ave. NE, City Hall Council Chambers**

**Meeting Announcement and Agenda**

**This meeting will begin immediately after the adjournment of the City Council meeting which begins at 3:30 pm**

*Audience members should follow the agenda which is found on the table outside of Chambers.*

**1. Call to Order**

**2. Approval of Agenda**

**3. New Business**

- A. Approve Bids for Bridge Park Asbestos Abatement Project (handout)
- B. Resolution R18-003 Application for Payment #1 from RAK Construction Inc for DHS City Center Project (p. 5)
- C. Resolution R18-004 Application for Payment #2—FINAL from RAK Construction Inc for DHS City Center Project (p. 6)

**4. 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 calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
July 16, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, July 16, 2018 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, and Kersten Conley.

Members Absent: Jim Godfrey

Staff present: Executive Director Moe and Housing Supervisor Barrett.

**Call to Order**

Morin called the meeting to order at 5:30 pm.

**Approval of Agenda**

Iverson moved, seconded by Conley, to approve the agenda. Motion carried unanimously.

**Consent Agenda**

Conley moved, seconded by Iverson, to approve consent agenda items A - D:

- A. Approve June 18, 2018 EDA Meeting Minutes (p. 2)
- B. Approve EDA Draft May 2018 Financial Statements (p. 5)
- C. Housing Division Bills ACH only, Totaling \$60,635.90 (P. 35)
- D. Approve EDA Admin Division Bills Checks #110607- #110856 Totaling \$13,201.64

Upon call of the roll, Morin, Conley, Palmer, and Iverson, voted aye, no nays. Motion carried 4/0.

**Work Session & Unfinished Business**

There were no items for the work session or unfinished business.

**New Business**

***Supervisor's Report***

Barrett gave a verbal report to the Board regarding this month's activities. Palmer asked if they still have social events at Bridge Park Apartments. Barrett indicated there is no longer interest on behalf of the residents. Palmer recommended planning an event to see if residents will attend.

***Public Hearing on 2017 PHA Plan Amendment  
Approve 2017 PHA Plan Amendment***

Moe explained at their May meeting staff informed the EDA they needed to do a PHA Plan amendment in order to make sure they can do the asbestos abatement project plan in September and also to update the no smoking policy.

Morin opened the public hearing at 5:38 pm and without public comment, closed the hearing at 5:40 pm. Iverson moved, seconded by Conley to approve the 2017 PHA Plan Amendment. Upon call of the roll, Morin, Conley, Palmer, and Iverson, voted aye, no nays. Motion carried 4/0.

### ***Admissions & Continued Occupancy Policy Update***

Moe reported the 2018 Admissions & Continued Occupancy Policy (ACOP) has been completely updated based on a template provided by Nan McKay. Moe explained Nan McKay is a company that specializes in providing Public Housing Agencies with policies guidance based on the latest HUD Policies and guidelines for public housing. Moe noted, the last ACOP update was done in 2013.

Moe reviewed the changes which included:

- Preference point assignment for the waiting list was changed to:
  - 5 points for senior status
  - 4 points for Cambridge Residents
  - 3 points for Veterans
  - 2 points for handicapped individuals
  - 1 point for people suffering from domestic violence
- Smoke Free Policy – No smoking in the apartments. Designated smoking area has been assigned. (Note—Bridge Park has been smoke free for many years but staff is officially updating the ACOP policy to reflect).
- Required language for compliance with the Violence Against Women Act has been added.

Iverson moved, seconded by Conley, to call for a public hearing on the 2018 Admissions & Continued Occupancy Policy on September 17, 2018 at 5:30 pm. Motion carried 4/0.

### ***2018 PHA Plan***

Barrett reviewed the landscaping and water pipe replacement projects which will be added to the 2018 PHA Plan. Conley moved, seconded by Iverson, to post the 2018 PHA Plan for 45 days and call for a public hearing on September 17, 2018 at 5:30 pm. Motion carried 4/0.

### **Adjournment**

Iverson moved, seconded by Conley, to adjourn the meeting at 5:51 p.m. Motion carried 4/0.

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Joe Morin, President

ATTEST:

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Caroline Moe, Executive Director

**Prepared by: Caroline Moe, Director of Finance**

**BACKGROUND**

RAK Construction is submitting Pay Request #1 for work completed through July 16, 2018, on the DHS City Center Remodel Project. Stan Gustafson, has reviewed the pay request and is recommending payment in the amount of \$28,690.

The EDA awarded this contract to RAK Construction at its May 21, 2018, meeting and construction began earlier this spring.

Fiscal Note—the project is being paid from EDA Admin fund balance.

**COUNCIL ACTION**

Staff recommends to EDA Board to authorize partial payment request No. 1 to RAK Construction for \$28,690.

**ATTACHMENTS**

1. Application for Payment No. 1 from RAK Construction
2. Resolution R18-003 Authorizing Partial Payment to RAK Construction for the DHS City Center Remodel Project

## Resolution EDA R18-003

*RESOLUTION ACCEPTING WORK AND AUTHORIZING PARTIAL PAYMENT TO  
RAK CONSTRUCTION  
(DHS CITY CENTER REMODELING PROJECT)*

**WHEREAS**, pursuant to a written contract signed with the Cambridge EDA, RAK Construction has satisfactorily completed a portion of the DHS City Center Remodeling Project in accordance with such contract and;

**WHEREAS**, City Economic Development Director Stan Gustafson, has reviewed the work through July 16, 2018, and recommends payment in the amount of \$28,690 (Partial Payment #1);

**NOW THEREFORE, BE IT RESOLVED** by the Cambridge EDA of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

**BE IT FURTHER RESOLVED** that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$28,690.

Adopted by the Cambridge EDA this 6<sup>th</sup> day of August, 2018.

\_\_\_\_\_  
Joe Morin, EDA President

ATTEST:

\_\_\_\_\_  
Caroline Moe, Executive Director

## Application and Certificate for Payment

<b>TO OWNER:</b> City of Cambridge 300 3rd Ave NE Ste 162-178 Cambridge, MN 55008	<b>PROJECT:</b> DHS City Center-R18343 City of Cambridge-300 3rd Ave NE Cambridge, MN 55008	<b>APPLICATION NO:</b> 001 <b>PERIOD TO:</b> July 16, 2018 <b>CONTRACT FOR:</b> General Construction <b>CONTRACT DATE:</b> May 10, 2018 <b>PROJECT NOS:</b> Inside Outside Architecture / RAK Construction Inc. / City of Cambridge	<b>Distribution to:</b> OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<b>FROM CONTRACTOR:</b> RAK Construction Inc. 21435 Johnson St. NE East Bethel, MN 55011	<b>VIA ARCHITECT:</b> Inside Outside Architect 14165 James Road, Suite 200A Rogers, MN 55374		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

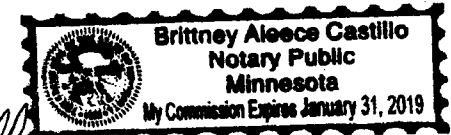
1. ORIGINAL CONTRACT SUM .....	\$38,797.00
2. NET CHANGE BY CHANGE ORDERS .....	\$5,168.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$43,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$30,200.00
<b>5. RETAINAGE:</b>	
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	<u>\$1,510.00</u>
b. <u>0</u> % of Stored Material (Column F on G703)	<u>\$0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$1,510.00
6. TOTAL EARNED LESS RETAINAGE .....	\$28,690.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$28,690.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	<u>\$15,275.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$5,168.00	\$0.00
<b>TOTALS</b>	<b>\$5,168.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>		<b>\$5,168.00</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

**CONTRACTOR:** *[Signature]*  
By: \_\_\_\_\_ Date: July 16, 2018  
State of: Minnesota

County of: Anoka  
Subscribed and sworn to before  
me this 16<sup>th</sup> day of July



Notary Public: *[Signature]*  
My Commission expires: 1-31-19

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$28,690.00  
*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

**ARCHITECT:** *[Signature]*  
By: \_\_\_\_\_ Date: 7-24-18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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**Continuation Sheet**

AIA Document, G702™–1992, Application and Certification for Payment, or G736™–2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

<b>APPLICATION NO:</b>	001
<b>APPLICATION DATE:</b>	July 16, 2018
<b>PERIOD TO:</b>	July 16, 2018
<b>ARCHITECT'S PROJECT NO:</b>	Inside Outside Architecture

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
	Permit	500.00	0.00	500.00	0.00	500.00	100.00%	0.00	25.00
	Sprinkler	1,300.00	0.00	1,300.00	0.00	1,300.00	100.00%	0.00	65.00
	Concrete	1,610.00	0.00	1,610.00	0.00	1,610.00	100.00%	0.00	80.50
	Painting	960.00	0.00	0.00	0.00	0.00	0.00%	960.00	0.00
	Doors	1,600.00	0.00	1,600.00	0.00	1,600.00	100.00%	0.00	80.00
	Bath Misc.	325.00	0.00	325.00	0.00	325.00	100.00%	0.00	16.25
	Electric	3,800.00	0.00	2,000.00	0.00	2,000.00	52.63%	1,800.00	100.00
	Plumbing/HVAC	11,300.00	0.00	10,000.00	0.00	10,000.00	88.50%	1,300.00	500.00
	Ceiling Patch	850.00	0.00	850.00	0.00	850.00	100.00%	0.00	42.50
	Wall Base	255.00	0.00	255.00	0.00	255.00	100.00%	0.00	12.75
	Vinyl Flooring	2,210.00	0.00	0.00	0.00	0.00	0.00%	2,210.00	0.00
	Roofer	1,200.00	0.00	1,200.00	0.00	1,200.00	100.00%	0.00	60.00
	Demo	4,110.00	0.00	4,110.00	0.00	4,110.00	100.00%	0.00	205.50
	Drywall/Sup/Clean Up	4,800.00	0.00	4,000.00	0.00	4,000.00	83.33%	800.00	200.00
	Dumpsters	450.00	0.00	450.00	0.00	450.00	100.00%	0.00	22.50
	OH&P	3,527.00	0.00	2,000.00	0.00	2,000.00	56.71%	1,527.00	100.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Alt. #1- Storage	4,748.00	0.00	0.00	0.00	0.00	0.00%	4,748.00	0.00
	CO #1	420.00	0.00	0.00	0.00	0.00	0.00%	420.00	0.00
	<b>GRAND TOTAL</b>	<b>\$43,965.00</b>	<b>\$0.00</b>	<b>\$30,200.00</b>	<b>\$0.00</b>	<b>\$30,200.00</b>	<b>68.69%</b>	<b>\$13,765.00</b>	<b>\$1,510.00</b>

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**Prepared by: Caroline Moe, Director of Finance**

BACKGROUND

RAK Construction is submitting Pay Request #2-Final for work completed through July 18, 2018, on the DHS City Center Remodel Project. Stan Gustafson, has reviewed the pay request and has determined that all requirements of the contract have been satisfactorily completed. He is recommending payment in the amount of \$15,275.

The EDA awarded this contract to RAK Construction at its May 21, 2018, meeting and construction began earlier this spring.

Fiscal Note—the project is being paid from EDA Admin fund balance.

COUNCIL ACTION

Staff recommends to EDA Board to authorize final payment request No. 2 to RAK Construction for \$15,275.

ATTACHMENTS

1. Application for Payment No. 2-Final from RAK Construction
2. Resolution R18-004 Authorizing Final Payment to RAK Construction for the DHS City Center Remodel Project

## Resolution EDA R18-004

*RESOLUTION ACCEPTING WORK AND AUTHORIZING FINAL PAYMENT TO  
RAK CONSTRUCTION  
(DHS CITY CENTER REMODELING PROJECT)*

**WHEREAS**, pursuant to a written contract signed with the Cambridge EDA, RAK Construction has satisfactorily completed the DHS City Center Remodeling Project in accordance with such contract and;

**WHEREAS**, City Economic Development Director Stan Gustafson, has reviewed the work through July 18, 2018, and recommends payment in the amount of \$15,275 (Final Payment-#2);

**NOW THEREFORE, BE IT RESOLVED** by the Cambridge EDA of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

**BE IT FURTHER RESOLVED** that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$15,275.

Adopted by the Cambridge EDA this 6<sup>th</sup> day of August, 2018.

\_\_\_\_\_  
Joe Morin, EDA President

ATTEST:

\_\_\_\_\_  
Caroline Moe, Executive Director

# AIA<sup>®</sup> Document G702<sup>™</sup> - 1992

## Application and Certificate for Payment

<b>TO OWNER:</b> City of Cambridge 300 3rd Ave. NE Ste 162-178 Cambridge, MN 550087	<b>PROJECT:</b> R18343- DHS City Center City of Cambridge-300 3rd Ave NE Cambridge, MN 55008	<b>APPLICATION NO:</b> 002	<b>Distribution to:</b>
<b>FROM</b> RAK Construction Inc.	<b>VIA</b> Inside Outside Architect	<b>PERIOD TO:</b> July 18, 2018	<b>OWNER:</b> <input type="checkbox"/>
<b>CONTRACTOR:</b> 21435 Johnson St. NE East Bethel, MN 55011	<b>ARCHITECT:</b> 14165 James Road, Suite 200A Rogers, MN 55374	<b>CONTRACT FOR:</b> General Construction	<b>ARCHITECT:</b> <input type="checkbox"/>
		<b>CONTRACT DATE:</b> May 10, 2018	<b>CONTRACTOR:</b> <input type="checkbox"/>
		<b>PROJECT NOS:</b> Inside Outside Architecture / RAK Construction Inc. / City of Cambridge	<b>FIELD:</b> <input type="checkbox"/>
			<b>OTHER:</b> <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

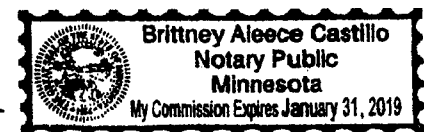
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<b>5. RETAINAGE:</b>	
a. 0 % of Completed Work (Column D + E on G703)	\$0.00
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$43,965.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$28,690.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$15,275.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$0.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$5,168.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$5,168.00	\$0.00
<b>NET CHANGES by Change Order</b>	<b>\$5,168.00</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** \_\_\_\_\_  
By: Brenda Baker Date: July 18, 2018  
State of: Minnesota

County of: Anoka  
Subscribed and sworn to before  
me this 18<sup>th</sup> day of July  
Notary Public: Brittney Aleece Castillo  
My Commission expires: 1-31-19



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$15,275.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** \_\_\_\_\_  
By: Lee E. Kang Date: 7-24-18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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# AIA<sup>®</sup> Document G703<sup>™</sup> - 1992

## Continuation Sheet

AIA Document, G702<sup>™</sup>-1992, Application and Certification for Payment, or G736<sup>™</sup>-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
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APPLICATION NO:	002
APPLICATION DATE:	July 18, 2018
PERIOD TO:	July 18, 2018
ARCHITECT'S PROJECT NO:	Inside Outside Architecture

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
	Permit	500.00	500.00	0.00	0.00	500.00	100.00%	0.00	0.00
	Sprinkler	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00%	0.00	0.00
	Concrete	1,610.00	1,610.00	0.00	0.00	1,610.00	100.00%	0.00	0.00
	Painting	960.00	0.00	960.00	0.00	960.00	100.00%	0.00	0.00
	Doors	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00%	0.00	0.00
	Bath Misc.	325.00	325.00	0.00	0.00	325.00	100.00%	0.00	0.00
	Electric	3,800.00	2,000.00	1,800.00	0.00	3,800.00	100.00%	0.00	0.00
	Plumbing/HVAC	11,300.00	10,000.00	1,300.00	0.00	11,300.00	100.00%	0.00	0.00
	Ceiling Patch	850.00	850.00	0.00	0.00	850.00	100.00%	0.00	0.00
	Wall Base	255.00	255.00	0.00	0.00	255.00	100.00%	0.00	0.00
	Vinyl Flooring	2,210.00	0.00	2,210.00	0.00	2,210.00	100.00%	0.00	0.00
	Roofer	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00%	0.00	0.00
	Demo	4,110.00	4,110.00	0.00	0.00	4,110.00	100.00%	0.00	0.00
	Drywall/Sup/Clean Up	4,800.00	4,000.00	800.00	0.00	4,800.00	100.00%	0.00	0.00
	Dumpsters	450.00	450.00	0.00	0.00	450.00	100.00%	0.00	0.00
	OH&P	3,527.00	2,000.00	1,527.00	0.00	3,527.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Alt. #1- Storage	4,748.00	0.00	4,748.00	0.00	4,748.00	100.00%	0.00	0.00
	CO #1	420.00	0.00	420.00	0.00	420.00	100.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$43,965.00</b>	<b>\$30,200.00</b>	<b>\$13,765.00</b>	<b>\$0.00</b>	<b>\$43,965.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>

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