



# **Board Packet**

## **October 17, 2017**

**3:00 pm – CDA Board Meeting**  
**CDA Office, 7645 Currell Blvd., Woodbury**

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

**CDA BOARD AGENDA  
October 17, 2017**

**Washington County CDA Office  
7645 Currell Blvd.  
Woodbury, Minnesota**

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<u>Item No.</u>		<u>Page No.</u>
1	<b>3:00 P.M. <u>CALL REGULAR MEETING TO ORDER</u></b>	
2	<b><u>ROLL CALL</u></b>	
3	<b><u>OPEN FORUM</u></b>	
4	<b><u>CONSENT CALENDAR</u></b>	
	Minutes of Regular Meeting September 19, 2017	4
	Abstract of Bills September 2017 Total \$648,637.89	9
	A-1 <u>Resolution No. 17-40</u> . Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Saint Andrews Shelter Project (Angie)	19
	A-2 <u>Resolution No. 17-41</u> . Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Twin Cities Habitat For Humanity Scattered Site Project (Angie)	23
	A-3 <u>Resolution No. 17-42</u> . Resolution Authorizing the Adoption of the Revised Housing Choice Voucher Payment Standards Effective January 1, 2018 (Ann)	27
	A-4 <u>Resolution No. 17-43</u> . Resolution Authorizing the Adoption of the Revised Utility Allowance Schedule for Federal Assistance Programs Effective January 1, 2018 (Ann)	30

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**NEW BUSINESS**

A-5	<u>Resolution No. 17-44. Resolution Approving Reservation of 2018 Low Income Housing Tax Credits Tax Credits For CommonBond Communities, A Low Income Housing Project in the City of Forest Lake (Bill)</u>	34
A-6	<u>Resolution No. 17-45. Authorizing Execution of Collective Bargaining Agreement (Barbara/Ryan)</u>	41

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**DISCUSSION**

D-1	Discussion on Proposed Organizational Values (Barbara)	42
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**REPORTS**

	<u>DEPUTY EXECUTIVE DIRECTOR</u> September 2017 Report Melissa Taphorn	49
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	<u>ECONOMIC DEVELOPMENT DIRECTOR</u> September 2017 Report Chris Eng	53
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	<u>FINANCE &amp; PROPERTY MANAGEMENT</u> September 2017 Report Aaron Christianson	57
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	<u>RENTAL ASSISTANCE</u> September 2017 Report Ann Hoechst	81
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	<u>EXECUTIVE DIRECTOR</u> September 2017 Report Barbara Dacy	84
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**CLOSED EXECUTIVE SESSION**

	<ul style="list-style-type: none"><li>Attorney Client Privilege in the matter of Summons and Complaint titled Libby Real Estate Holdings, L.L.C. and Gale Libby, and Mark Court, L.L.C. v. County of Washington, Minnesota, and the Washington County Community Development Agency, dated May 5, 2017</li></ul>	85
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**ADJOURN**

BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA

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The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on September 19, 2017. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Director of Finance; Ann Hoechst, Housing Assistance and Administrative Services Director; Chris Eng, Economic Development Director; Bill Lightner, Community Development Manager, Ryan Gruber, Human Resources and Communications Coordinator; Angie Shuppert, Community Development Programs Manager; Kathryn Paulson, Project Manager; and Leni Healy, Administrative Assistant.

Guest present: Kaela Brennan, CDA Legal Counsel, McGrann, Shea, Carnival, Straughn, Lamb, Chartered.

**Meeting called to order at 3:06 p.m. by Commissioner Hargis**

**ROLL CALL**

Commissioners present: Hargis, Dingle, Miron, Zeller, Widen, Ryan and Belisle.

**OPEN FORUM**

None

**CONSENT CALENDAR**

Consent Calendar agenda items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Minutes of Regular Meeting  
August 15, 2017

Minutes of Finance Committee Meeting  
September 5, 2017

Abstract of Bills August 2017  
Total: \$1,503,543.01

A-1 Resolution No. 17-31. Resolution Ratifying Increase to the Construction Contract for the Oakhill Garage Foundation Replacement Project.

A-2 Resolution No. 17-32. Resolution Authorizing the Adoption of the Passbook Savings Rate for Federal Assistance Programs Effective January 1, 2018.

A-3 Resolution No. 17-33. Resolution Ratifying Submission of Response to Request for Qualifications for Woodbury Housing and Redevelopment Authority Loan Administrator.

A-4 Resolution No. 17-34. Resolution Authorizing Women's Wealth Alliance to Provide Homebuyer Education.

A-5 Resolution No. 17-35. Resolution Authorizing the Adoption of the Revised Public Hearing Flat Rents Effective January 1, 2018.

**Commissioner Hargis moved to approve the Consent Agenda, seconded by Commissioner Ryan Motion carried 7-0.**

**PUBLIC HEARINGS**

A-6 Resolution No. 17-36. Public Hearing and Resolution Endorsing the Washington County 2016 Consolidated Annual Performance and Evaluation Report and Authoring Submission To Washington County Board of Commissioners.

**Commissioner Zeller moved to open the public hearing on Resolution No. 17-36, seconded by Commissioner Ryan. Motion carried 7-0.**

Ms. Shuppert stated that the purpose of the public hearing was to gather input on the consolidated annual performance and evaluation report for the 2016 Community Development Block Grant and Home Investment Partnerships programs. The report contains three aspects: what was expended, who was served and what was done to affirmatively further fair housing.

The first action toward those goals was the modernization of fire panels, increasing safety in 347 units and using \$157,000 of CDBG funds. The Washington County Home Improvement Loan Program assisted seven households making necessary repairs which expended \$170,000 of CDBG funds. The Piccadilly Senior Housing project utilized funds from both CDBG and Home Improvement funds impacting 79 affordable senior housing units. HOME funds were committed for construction and CDBG funds were used for soil remediation. Twin Cities Habitat for Humanity sold four single-family homes and began construction on five more units. Washington County Community Services provided homelessness prevention to 862 households which utilized funding from two programs: crisis fund assistance provided vouchers for 55 people for hotel accommodations and 807 families received referrals and counseling. The City of Landfall used \$34,000 of CDBG funds to install railings and new concrete steps. Twin Cities Habitat for Humanity used CDBG funds to purchase two vacant lots in St. Paul Park and a third parcel in Cottage Grove. Administration was \$117,000 of CDBG funds and \$9,000 of HOME funds for staffing, fair housing, compliance, and Section 3 collaborative efforts.

The 2014 Fair Housing Analysis of Impediments (AI) uncovered several issues considered barriers to affirmatively further fair housing and consequently impediments to fair housing choice. It did not adequately address racial and ethnic segregation or enough community engagement activities. Eighteen grants were issued to community agencies in the area to hold community engagement sessions. Washington County and Ramsey County hosted a session in Oakdale. An addendum to the 2014 AI provides updated information focusing on segregation and community engagement. HUD accepted the AI addendum on July 27, 2017.

The next steps will be to conclude the public hearing, obtain a recommendation to the County Board and receive approval by September 26, 2017. The plan will be submitted to HUD by September 28, 2017.

**Commissioner Zeller moved to close the public hearing, seconded by Commissioner Widen. Motion carried 7-0.**

**Commissioner Miron moved to approve Resolution 17-36, seconded by Commissioner Widen. Motion carried 7-0.**

A-7 Resolution No. 17-37. Public Hearing and Resolution Authorizing Execution of the Certificate of Compliance with the PHA and CFP Plans and Related Regulations for 2018 and Authorizing Submission to HUD.

**Commissioner Zeller moved to open the public hearing on Resolution No. 17-37, seconded by Commissioner Ryan. Motion carried 7-0.**

Ms. Hoechst reviewed the steps taken to have the Board-approved changes implemented into to the Section 8 Housing Voucher program plan and the decoupling of the capital fund plan. The changes are ready to be submitted to HUD for approval. She requested authorization to submit the PHA plan to HUD.

**Commissioner Zeller moved to close the public hearing, seconded by Commissioner Widen. Motion carried 7-0.**

**Commissioner Miron moved to approve Resolution 17-37, seconded by Commissioner Zeller. Motion carried 7-0.**

A-8 Resolution No. 17-38. Public Hearing and Resolution Authorizing the Adoption of the Revised HousingChoice Voucher Administrative Plan.

**Commissioner Zeller moved to open the public hearing on Resolution No. 17-38, seconded by Commissioner Miron. Motion carried 7-0.**

Ms. Hoechst explained the housing choice voucher process which is time-sensitive. Currently the voucher is valid for a 60-day period; disabled individuals receive an additional thirty days to find suitable housing. After conferring with HUD concerning fair housing issues, staff believes that the plan should be changed. The changes would provide for the original 60-day period plus allow for an extension of thirty days, if necessary. A disabled person could be issued a two more extensions of thirty days each to use the voucher for a total of one hundred twenty days, if necessary. This proposal was presented to the Resident Advisory Board. Comments included the concern that getting end-of-lease dates to match up with new lease dates was frequently an issue with a 60-day voucher date.

Ms. Hoechst requested that the Board adopt the resolution as presented.

**Commissioner Miron moved to close the public hearing, seconded by Commissioner Widen. Motion carried 7-0.**

Commissioner Belisle questioned if people were currently losing their voucher eligibility because of the time constraint. Ms. Hoechst responded that several people seem to push right up to the current deadline. She estimated that each month one or two people who are not able to get a lease processed by the deadline. Ms. Hoechst indicated that the clients may be settling for a unit that isn't in their best interest.

Commissioner Belisle asked if a client loses the voucher do they go to the back of the line. Ms. Hoechst responded that the clients would need to find a place that has an open waiting list in order to get back in line. Commissioner Belisle wondered if getting on a list still means that the client will wait for years. Ms. Hoechst indicated that the CDA is still working from a wait list that was established in 2004, a thirteen-year wait.

Commissioner Belisle wondered how the client could lose voucher eligibility when moving from one unit to another. Ms. Hoechst explained that the current process requires that the client provide a 60-day notice to move; the client would then receive a 60-day voucher. That is the amount of time the client has to find an eligible unit. Frequently the client does not have another place lined up at the time they give notice and would need more time to complete a search.

**Commissioner Zeller moved to approve Resolution 17-38, seconded by Commissioner Widen. Motion carried 7-0.**

## **NEW BUSINESS**

A-9 Resolution No. 17-39. Resolution Authorizing Execution of Engagement Letter with Redpath and Company for 2017-2019 Audit Services.

Mr. Christianson explained that this resolution would authorize the Executive Director the authority to sign the 2017-2019 Engagement Letter with Redpath and Company for audit services. The Finance Committee met on September 5, 2017. Dave Mol from Redpath and Company attended the meeting to discuss the 2016 audit and answer questions. Mr. Christianson indicated that much of the discussion concerned internal controls, financial risk and employee risk. Committee members had questioned if entering a 3-year contract would impact the cost of the audit. The 2017 audit will cost \$70,100 and that will be held flat for 2018 and 2019. Mr. Christianson proposes authority to solidify a contract with Redpath for another three years which will save approximately \$6,000 over the next three years.

**Commissioner Zeller moved to approve Resolution 17-39, seconded by Commissioner Dingle. Motion carried 7-0.**

## **DISCUSSION**

D-1 Discussion on the Draft Housing Chapter of the Washington County 2040 Comprehensive Plan.

Ms. Taphorn indicated that all municipalities and counties in the metro area are required to submit a comprehensive plan to Metropolitan Council. This plan covers the period from 2020 to 2040. The plans are due in 2018. The County's Housing Chapter Team, a voluntary group, includes Ms. Taphorn, Barbara Dacy, Bill Lightner and Ann Lindquist from the CDA office plus Sarah Tripple from Washington County Community Services. Their guiding principle is to identify what can be done at the county level to support municipalities that have allocations of need to meet their goals. Information from the Metropolitan Council as well as Comprehensive Needs Assessment helped to identify current conditions and projected needs. Among the data concerns were racial disparities in home ownership, aging homesteads, high home and rent prices, high cost burdens, limited affordable housing and special needs housing.

The Team posed three questions concerning to this plan. Ms. Taphorn asked if the Commissioners agreed that the plans relate to the district represented. All Commissioners agreed that the plans do relate to their district.

Ms. Taphorn asked the Commissioners if other policies should be considered to meet the goals. Commissioner Belisle asked about preserving existing affordable housing. Ms. Taphorn indicated that the agency works collaboratively with other agencies and actively marketed opportunities. Commissioner Hargis wondered where funding and tools would come to implement more goals. Commissioner Widen wondered how to measure outreach for low income homeowners. Ms. Taphorn indicated that the program is marketed in a variety of ways. She indicated that contractors and utility companies providing services are supplied with the latest programs and procedures. Commissioner Belisle asked if there was a waiting list for home repair program. Ms. Taphorn indicated that there is a waiting list for those repairs and that staff is considering other funding sources to supplement the program. Commissioner Belisle asked if there is a mechanism to notify the CDA if and when a naturally occurring affordable housing (NOAH) property were to be sold. Ms. Taphorn indicated that staff could explore the issue.

Ms. Taphorn asked if the Commissioners supported the implementation strategies where CDA resources are identified. All Commissioners indicated support.

The plan will be transmitted to Washington County by October 2. Washington County will continue to gather public input and refine the plan before holding a public hearing in September 2018 and then submit to plan to the Metropolitan Council.

## **REPORTS**

### **DEPUTY EXECUTIVE DIRECTOR**

Ms. Taphorn reported that the Twin Cities Section 3 collaborative won recognition for Excellence in Planning, Policy and Program from the National Association of County Community Economic Development at its recent conference. Bill Lightner and Angie Shuppert have been working on this collaborative to obtain information and maintain a database for the Section 3 program.

Commissioner Hargis asked when The Glen at Valley Creek demolition will begin. Ms. Taphorn indicated that bids will be due on Friday. Bond financing will be considered by Dakota County in November. Commissioner Belisle requested clarification concerning the Dakota County bonding authority. Ms. Taphorn indicated that CDA will be asking Dakota County to issue the bonds since tax exempt bonds from Minnesota Management and Budget are exhausted and senior housing is a low priority.

Commissioner Widen asked where the Legends of Woodbury project was located. Ms. Taphorn explained that the location is the previous KOA Campground near Walmart in Settler's Ridge Parkway.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Eng reported that CDA has assisted with proposals for the Amazon Headquarters project in Forest Lake, Hugo, and Woodbury.

Xcel Energy is looking for shovel ready sites for new data centers within their service territory. Discussions have included Lake Elmo as a possible location. Xcel could play a large role in marketing the concept. Commissioner Belisle asked why Xcel would want to market this. Mr. Eng answered that Xcel would be looking for electric customers.

FINANCE & PROPERTY MANAGEMENT

Mr. Christianson stated that there was no further information beyond the written report.

RENTAL ASSISTANCE

Ms. Hoechst indicated that there was no further information beyond the written report.

EXECUTIVE DIRECTOR

Ms. Dacy reported that, in compliance with provision of the financing documents, the Landfall HRA has reported a vacancy in the park manager position. She has had discussions with the Mayor, a member of the City Council and the City Administrator.

She stated that she has advised the City of Newport that upon the City's approval of the special law, a joint session concerning Red Rock Crossing may be arranged.

Ms. Dacy indicated that her role as President of Minnesota NAHRO will be ending and she will become the Legislative Chair through October 2019.

CLOSED EXECUTIVE SESSION

**Commissioner Zeller moved to go into Closed, Executive Session regarding the matter of Summons and Complaint titled Libby Real Estate Holdings, L.L.C. and Gale Libby, and Mark Court, L.L.C. v. County of Washington, Minnesota, and the Washington County Community Development Agency, dated May 5, 2017, seconded by Commissioner Widen. Motion carried 7-0 at 3:46 PM.**

**Commissioner Belisle moved to close the Executive Session and return to the regular session, seconded by Commissioner Widen. Motion carried 7-0 at 4:38 PM.**

**Commissioner Miron moved to adjourn the Board meeting, seconded by Commissioner Belisle. Motion carried 7-0.**

Meeting adjourned at 4:45 PM.

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Chair/Vice Chair Commissioner

**Washington County CDA  
Checks Issued  
General Checking  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
78850	CenturyLink	9/1/2017	\$ 4,665.59
78851	Minnehaha Manor	9/1/2017	821.00
78852	Nardini Fire Equipment	9/1/2017	103.00
78853	Geneva Village Apartments	9/1/2017	329.00
78854	Upstream Properties, Inc.	9/1/2017	623.00
78855	Xcel Energy	9/1/2017	4,818.50
78856	Orleans Homes	9/1/2017	1,705.00
78857	Mark Court Apartments	9/1/2017	788.00
78858	Bruce Nelson Plumbing Inc.	9/1/2017	386.00
78859	T R Computer Sales	9/1/2017	439.00
78860	All, Inc.	9/1/2017	1,575.00
78861	Ann Bodlovick Apartments	9/1/2017	456.00
78862	Madden Galanter Hansen LLP	9/1/2017	117.60
78863	Woodland Park Apartments	9/1/2017	2,554.00
78864	Ace Hardware	9/1/2017	37.63
78865	Barry Torgerson	9/1/2017	497.00
78866	Canvas Health Inc.	9/1/2017	5,461.00
78867	Health Partners	9/1/2017	14,204.18
78868	Springsted, Inc.	9/1/2017	430.00
78869	McFarlane Media Interests, Inc	9/1/2017	374.00
78870	MN Women's Press	9/1/2017	301.00
78871	Lavender Media Inc.	9/1/2017	259.00
78872	Village Apartments	9/1/2017	1,120.00
78873	Waste Management of WI-MN	9/1/2017	233.64
78874	Curve Crest Villas	9/1/2017	1,234.00
78875	Forest Ridge Townhomes	9/1/2017	5,610.00
78876	Briar Pond Apartments	9/1/2017	1,056.00
78877	Maintenance Service Solutions	9/1/2017	575.00
78878	Lindsey Software Systems, Inc.	9/1/2017	366.00
78879	St. Paul Publishing Company	9/1/2017	100.00
78880	Comcast	9/1/2017	36.12
78881	Erickson Plumbing Heating Inc	9/1/2017	180.00
78882	Brick Pond Apartments	9/1/2017	830.00
78883	Miles & Associates Inc.	9/1/2017	7,700.00
78884	College Muscle Movers LLC	9/1/2017	283.00
78885	Paffy's Pest Control, Inc.	9/1/2017	215.00
78887	Esultants Web Services	9/1/2017	50.00
78888	Shelter Corporation	9/1/2017	71,680.57
78889	McGrann Shea Carnival Straughn	9/1/2017	25,847.66
78890	Rumpca Services Inc.	9/1/2017	789.00
78891	Oakdale Village	9/1/2017	2,703.00
78892	Turnover Apartment Painting In	9/1/2017	410.00
78893	ECM Publishers, Inc.	9/1/2017	47.40
78894	Cottages Phase III	9/1/2017	394.00
78895	Menards-Forest Lake	9/1/2017	78.55
78896	Abbott Paint & Carpet Company	9/1/2017	70.00
78897	Menards- Cottage Grove	9/1/2017	337.32
78898	Menards-Stillwater	9/1/2017	152.73

**Washington County CDA  
Checks Issued  
General Checking  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
78899	Dey Distributing Inc.	9/1/2017	272.30
78900	MJ's Contract Appliance Inc	9/1/2017	968.00
78901	Gilbert Mechanical Inc.	9/1/2017	809.50
78902	Wilmar Industries	9/1/2017	271.67
78903	Renovation Systems, Inc	9/1/2017	4,916.40
78904	HD Supply Facilities Maintenanc	9/1/2017	1,384.64
78905	Sherwin Williams - Cottage Gro	9/1/2017	554.75
78906	Welcome Home America, Inc.	9/1/2017	72.48
78907	A Vivid Look	9/1/2017	1,300.00
78908	Cypress Sr. Living	9/1/2017	2,245.00
78909	IDC Automatic	9/1/2017	1,114.60
78910	City Wide Maintenance of MN	9/1/2017	1,139.00
78911	Edward Kunnary	9/1/2017	2,500.00
78912	G & K Services Inc	9/1/2017	18.64
78913	Common Bond City Walk Ltd	9/1/2017	775.00
78914	CenturyLink	9/1/2017	46.78
78915	Cottages of Stillwater	9/1/2017	468.00
78916	Forest Oak Apartments LP	9/1/2017	630.00
78917	Michael Butchko	9/1/2017	421.00
78918	Accountemps	9/1/2017	1,103.04
78919	Yvette DuFresne	9/1/2017	495.00
78920	Stillwater Greeley LLC	9/1/2017	589.00
78921	956 Associates LLP	9/1/2017	388.00
78922	Jamar East LLC	9/1/2017	595.00
78923	Johnson, Erica	9/1/2017	754.00
78924	Time Communications, Inc	9/1/2017	939.65
78925	Richard T Curtin	9/1/2017	650.00
78926	Christopher Eng	9/1/2017	219.93
78927	Xcel Energy -(UR)	9/1/2017	222.00
78928	Steve Johnson Company	9/1/2017	477.00
78929	8BITSTUDIO Design	9/1/2017	11,002.50
78930	Fournier, Thomas	9/1/2017	927.00
78931	Impression Signs and Graphics	9/1/2017	8,087.50
78932	Key Enterprises LLC	9/1/2017	6,000.00
78933	RD Donnelley	9/1/2017	117.13
78934	Stephanie Lucas	9/1/2017	533.73
78935	Johnstone Supply	9/8/2017	113.04
78936	Xcel Energy	9/8/2017	2,998.07
78937	Ace Hardware	9/8/2017	36.15
78938	MN Pollution Control	9/8/2017	812.50
78939	Board of Water Commissioners	9/8/2017	484.80
78940	Allstream	9/8/2017	163.00
78941	MSR	9/8/2017	300.00
78942	Village Apartments	9/8/2017	128.00
78943	Waste Management of WI-MN	9/8/2017	1,206.13
78944	Robert B. Hill Co.	9/8/2017	88.30
78945	Spok, Inc.	9/8/2017	30.01
78946	Coordinated Business Systems	9/8/2017	56.15

**Washington County CDA  
Checks Issued  
General Checking  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
78947	Comcast	9/8/2017	1,638.51
78948	B. D. Stevens Landscaping	9/8/2017	787.50
78949	Turnover Apartment Painting In	9/8/2017	600.00
78950	ECM Publishers, Inc.	9/8/2017	126.40
78951	Dey Distributing Inc.	9/8/2017	196.02
78952	Lakeside Townhomes Ltd Partner	9/8/2017	628.06
78953	Pondview Townhome Ltd Partners	9/8/2017	785.08
78954	Republic Services #923	9/8/2017	7,282.41
78955	Shelter Corporation	9/8/2017	39,154.00
78956	Renovation Systems, Inc	9/8/2017	79.99
78957	Gentry Place	9/8/2017	617.00
78958	City Wide Maintenance of MN	9/8/2017	395.00
78959	Dave Schaffer	9/8/2017	680.00
78960	Technology Software Solutions	9/8/2017	2,800.17
78961	Accountemps	9/8/2017	1,361.57
78962	Screening Reports Inc	9/8/2017	800.00
78963	PQL Inc.	9/8/2017	236.10
78964	Nationwide Retirement Plans	9/8/2017	250.00
78966	City of Oakdale	9/15/2017	6,946.64
78967	Johnstone Supply	9/15/2017	201.33
78968	Innovative Office Solutions LL	9/15/2017	76.41
78969	Xcel Energy	9/15/2017	3,340.68
78970	Bruce Nelson Plumbing Inc.	9/15/2017	2,028.00
78971	T R Computer Sales	9/15/2017	810.00
78972	All, Inc.	9/15/2017	2,407.00
78973	Braun Intertec Corp.	9/15/2017	1,500.00
78974	Sundberg America LLC	9/15/2017	285.69
78975	Kathleen Kline	9/15/2017	198.03
78976	Canvas Health Inc.	9/15/2017	1,865.00
78977	Robert B. Hill Co.	9/15/2017	241.00
78978	Cermak Rhoades Architects Inc	9/15/2017	49,562.22
78979	Chris Amdahl Locksmith, Inc.	9/15/2017	468.75
78980	Maintenance Service Solutions	9/15/2017	1,502.48
78981	Ann Lindquist	9/15/2017	39.13
78982	Menards - Oakdale	9/15/2017	73.68
78983	Comcast	9/15/2017	142.04
78984	MEI Minnesota Elevator, Inc.	9/15/2017	455.37
78985	Resident News	9/15/2017	269.88
78986	Centraire Heating & Air Condit	9/15/2017	1,800.00
78987	Ferguson Enterprises, Inc. #16	9/15/2017	98.56
78988	Paffy's Pest Control, Inc.	9/15/2017	55.00
78989	B. D. Stevens Landscaping	9/15/2017	2,956.00
78990	KONE, INC	9/15/2017	452.52
78991	Monroe Moxness Berg	9/15/2017	1,015.00
78992	Shelter Corporation	9/15/2017	47,216.08
78993	Canvas Health Inc.	9/15/2017	3,895.09
78994	Rumpca Services Inc.	9/15/2017	601.00
78995	Turnover Apartment Painting In	9/15/2017	1,560.00

**Washington County CDA  
Checks Issued  
General Checking  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
78996	Menards-Forest Lake	9/15/2017	326.40
78997	Abbott Paint & Carpet Company	9/15/2017	536.28
78998	Menards- Cottage Grove	9/15/2017	248.99
78999	Menards-Stillwater	9/15/2017	163.81
79000	Dey Distributing Inc.	9/15/2017	249.14
79001	MJ's Contract Appliance Inc	9/15/2017	242.00
79002	Branum Landscaping Inc	9/15/2017	6,224.00
79003	Gilbert Mechanical Inc.	9/15/2017	2,212.32
79004	Shelter Corporation	9/15/2017	1,331.12
79005	MN Department of Labor & Indus	9/15/2017	10.00
79006	Renovation Systems, Inc	9/15/2017	1,857.06
79007	HD Supply Facilities Maintenanc	9/15/2017	1,853.05
79008	Sherwin Williams - Cottage Gro	9/15/2017	95.54
79009	Kathryn Paulson	9/15/2017	58.91
79010	Hamernick Decorating Center	9/15/2017	1,202.69
79011	Integrated Fire & Security, In	9/15/2017	1,921.25
79012	SavATree	9/15/2017	9,804.00
79013	Accountemps	9/15/2017	1,359.84
79014	Comcast - Business	9/15/2017	304.33
79015	Verizon	9/15/2017	594.55
79016	Frank Zamora Concrete Inc.	9/15/2017	29,805.00
79017	Ann Shimeall	9/15/2017	89.23
79018	CoAct Consulting	9/15/2017	1,750.00
79019	Program participant	9/15/2017	201.26
79020	Program participant	9/15/2017	530.56
79021	Program participant	9/15/2017	360.48
79022	Program participant	9/15/2017	202.03
79023	Program participant	9/15/2017	555.57
79024	Program participant	9/15/2017	316.53
79025	Program participant	9/15/2017	506.63
79026	Innovative Office Solutions LL	9/21/2017	45.24
79027	Xcel Energy	9/21/2017	13,028.45
79028	City of Cottage Grove	9/21/2017	45.00
79029	All, Inc.	9/21/2017	1,228.00
79030	Sundberg America LLC	9/21/2017	153.31
79031	City of Woodbury	9/21/2017	246.00
79032	City of Cottage Grove Water &	9/21/2017	5,735.36
79033	Ace Hardware	9/21/2017	19.06
79034	For Rent Media Solutions	9/21/2017	1,033.79
79035	Canvas Health Inc.	9/21/2017	675.00
79036	AFLAC	9/21/2017	180.46
79037	SRC, Inc.	9/21/2017	362.13
79038	City of Landfall	9/21/2017	4,360.00
79039	AFSCME Council 5	9/21/2017	781.49
79040	Robert B. Hill Co.	9/21/2017	538.80
79041	Program participant	9/21/2017	19.00
79042	Program participant	9/21/2017	16.00
79043	Program participant	9/21/2017	119.00

**Washington County CDA  
Checks Issued  
General Checking  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79044	Program participant	9/21/2017	46.00
79045	Chris Amdahl Locksmith, Inc.	9/21/2017	220.70
79046	CoreLogic Credco LLC	9/21/2017	290.00
79047	SCV Landscaping, LLC	9/21/2017	1,665.00
79048	Comcast	9/21/2017	418.40
79049	MEI Minnesota Elevator, Inc.	9/21/2017	549.80
79050	Erickson Plumbing Heating Inc	9/21/2017	279.79
79051	Resident News	9/21/2017	153.71
79052	Paffy's Pest Control, Inc.	9/21/2017	174.00
79053	B. D. Stevens Landscaping	9/21/2017	2,328.25
79054	Rumpca Services Inc.	9/21/2017	234.00
79055	ECM Publishers, Inc.	9/21/2017	244.90
79056	Menards- Cottage Grove	9/21/2017	227.26
79057	Menards-Stillwater	9/21/2017	167.05
79058	Chamberlain HOA	9/21/2017	16.00
79059	Republic Services #923	9/21/2017	617.36
79060	Advanced Disposal Solid Waste	9/21/2017	1,296.47
79061	Renovation Systems, Inc	9/21/2017	285.17
79062	HD Supply Facilities Maintenan	9/21/2017	626.26
79063	Sherwin Williams - Cottage Gro	9/21/2017	18.44
79064	Angie Shuppert	9/21/2017	1,042.90
79065	G & K Services Inc	9/21/2017	12.24
79066	CenturyLink	9/21/2017	43.47
79067	The Groves Apartments LLC	9/21/2017	2,985.53
79068	Advanced Communications	9/21/2017	110.00
79069	The Circle	9/21/2017	60.00
79070	Lerfald Services, LLC	9/21/2017	640.64
79071	Performance Coating Specialtie	9/21/2017	1,200.00
79072	Nieman Roofing Co., Inc.	9/21/2017	19,600.00

**TOTAL CHECKS: \$ 542,000.27**

**Washington County CDA  
Checks Voided and Electronic Payments  
General Checking  
September 1 - 30, 2017**

<b>VOIDED</b>		<b>Check</b>		<b>Amount</b>
<b>Check No.</b>	<b>Vendor Check Name</b>	<b>Date</b>		
78886	Clog Un-Boggler, Inc.	9/1/2017	\$	225.00
78965	Susan Roehl	9/8/2017	\$	2,218.19
79073	Susan Roehl	9/21/2017	\$	2,218.19

<b>Type</b>	<b>Vendor</b>	<b>Electronic Payment Date</b>	<b>ACH Amount</b>
ACH	Dougherty Mortgage	9/1/2017	\$ 76,032.82
ACH	First State Bank Wyoming	9/1/2017	12,552.29
ACH	Automatic Data Processing	9/1/2017	205.00
ACH	Nationwide	9/1/2017	3,760.22
ACH	Nationwide	9/1/2017	5,381.52
ACH	Optum Bank	9/1/2017	361.53
ACH	State of Minnesota	9/5/2017	865.00
ACH	Automatic Data Processing	9/5/2017	192.31
ACH	Automatic Data Processing	9/6/2017	9.47
ACH	Automatic Data Processing	9/8/2017	280.68
ACH	Automatic Data Processing	9/12/2017	446.32
ACH	Automatic Data Processing	9/14/2017	12,287.92
ACH	Cash Management Services	9/14/2017	46,791.01
ACH	Cash Management Services	9/15/2017	364.80
ACH	Automatic Data Processing	9/15/2017	10.00
ACH	Nationwide	9/18/2017	3,760.22
ACH	Nationwide	9/18/2017	5,562.29
ACH	State of Minnesota	9/18/2017	885.00
ACH	Optum Bank	9/19/2017	361.53
ACH	Automatic Data Processing	9/19/2017	192.31
ACH	Optum Bank	9/21/2017	33.75
ACH	Automatic Data Processing	9/25/2017	117.88
ACH	Automatic Data Processing	9/25/2017	95.54
ACH	Automatic Data Processing	9/28/2017	12,607.51
ACH	Automatic Data Processing	9/28/2017	48,204.08
ACH	Nationwide	9/29/2017	3,775.22
ACH	Nationwide	9/29/2017	5,612.22
ACH	Optum Bank	9/29/2017	361.53

**TOTAL ELECTRONIC PAYMENTS: \$ 241,109.97**

**Washington County CDA  
Checks Issued  
Section 8  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57649	ORLEANS HOMES II	9/1/2017	\$ 373.00
57650	MINNEAPOLIS PHA/C	9/1/2017	2,523.81
57651	CURVE CREST VILLAS	9/1/2017	4,284.00
57652	FOREST LAKE APTS HOUSING	9/1/2017	574.00
57653	EAST GATE APARTMENTS LP	9/1/2017	224.00
57654	SIVERSON, NEIL	9/1/2017	806.00
57655	Xcel Energy	9/1/2017	1,015.00
57656	MAIN STREET RENEWAL LLC	9/1/2017	778.00
57657	IH2 PROPERTY ILLINOIS, LP	9/1/2017	2,374.00
57658	BOYUM C/O APPLGATE PROP MGMT.	9/1/2017	426.00
57659	PICCADILLY SQUARE OF MAHTOMEDI	9/1/2017	3,168.00
57660	IH3 Property MN L.P.	9/1/2017	1,165.00
57661	BUTCHKO, MICHAEL	9/1/2017	1,250.00
57662	COTTAGES PHASE III	9/1/2017	892.00
57663	GENEVA VILLAGE LTD. PARTNERS	9/1/2017	1,482.00
57664	GRANADA LAKES LTD PARTNERS	9/1/2017	1,105.00
57665	GENTRY PLACE APARTMENTS	9/1/2017	1,892.00
57666	EAST GROVE ESTATES	9/1/2017	1,406.00
57667	MINNEHAHA MANOR	9/1/2017	2,529.00
57668	RIDGECREST APARTMENTS LLC	9/1/2017	1,140.00
57669	SCHNEIDER, DAVID	9/1/2017	1,185.00
57670	ORLEANS HOMES LIMITED PARTNER	9/1/2017	10,109.00
57672	MARK COURT APTS (CEDAR CT LLC)	9/1/2017	478.00
57673	PIONEER APARTMENTS	9/1/2017	1,286.00
57674	JOHN JERGENS ESTATES	9/1/2017	2,099.00
57675	WOODLAND PARK APARTMENTS	9/1/2017	19,494.00
57676	STOBBE, ALVIN	9/1/2017	1,100.00
57677	COTTAGES OF COTTAGE GROVE	9/1/2017	625.00
57678	PATTEN, LINDA	9/1/2017	1,158.00
57679	BRIAR POND	9/1/2017	15,670.00
57680	DAKOTA COUNTY CDA	9/1/2017	505.26
57681	MINNEAPOLIS PHA	9/1/2017	798.26
57682	BRICK POND APARTMENTS	9/1/2017	1,176.00
57683	COBBLEHILL APTS.	9/1/2017	3,064.00
57684	SHIH, AMY	9/1/2017	1,649.00
57685	ASHWOOD PONDS	9/1/2017	4,627.00
57686	BRIARCLIFF MANOR	9/1/2017	2,257.00
57687	EASTWOOD INVESTMENTS LLC	9/1/2017	598.00
57688	BARBARA GAUGHAN FAMILY LTD PAR	9/1/2017	1,803.00
57689	GENEVA VILLAGE L.P.	9/1/2017	1,909.00
57690	MULLER MANOR	9/1/2017	518.00
57691	UPSTREAM PROPERTIES, INC.	9/1/2017	241.00
57692	ECHO RIDGE APARTMENTS - PHM	9/1/2017	1,090.00
57693	WOODLAND TOWNHOMES	9/1/2017	7,073.00
57694	COREY, SHELDON	9/1/2017	329.00
57695	STONECREST	9/1/2017	1,822.00
57696	LAKESIDE TOWNHOMES	9/1/2017	18,022.00
57698	OAKHILL COTTAGES	9/1/2017	516.00

**Washington County CDA  
Checks Issued  
Section 8  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57699	CASELLS, CRANSTON	9/1/2017	949.00
57700	OSSEI, HARRY	9/1/2017	931.00
57701	LARKIN, STACY	9/1/2017	533.00
57702	NORTH SHORE APARTMENTS	9/1/2017	594.00
57703	MC CUNE,SHELLY	9/1/2017	1,080.00
57704	LAKE SARAH PROPERTIES	9/1/2017	1,045.00
57705	PONDVIEW TOWNHOMES	9/1/2017	12,369.00
57706	NOVAK, GREG	9/1/2017	590.00
57707	LONG, THOMAS	9/1/2017	1,189.00
57708	BENASSI, CAROL	9/1/2017	590.00
57709	GAUGHAN CO./VILLAGE APARTMENTS	9/1/2017	904.00
57710	JERDE, BARBARA	9/1/2017	188.00
57711	CHANG, PAUL	9/1/2017	1,232.00
57712	DESHLER, DAVID	9/1/2017	1,150.00
57713	LUU, RENEE	9/1/2017	563.00
57714	WEBER, MARTY	9/1/2017	727.00
57715	LO, TANG-YUNG	9/1/2017	724.00
57716	FAROOQ, REHAN	9/1/2017	1,129.00
57717	FOREST RIDGE TOWNHOMES	9/1/2017	3,973.00
57718	CHHEN, STEVEN	9/1/2017	1,013.00
57719	LEE, BLONG	9/1/2017	1,149.00
57720	SIENNA RIDGE TOWNHOMES	9/1/2017	6,039.00
57721	DIAKELLY, JULIENNE	9/1/2017	1,394.00
57722	COTTAGES OF ASPEN LP	9/1/2017	2,127.00
57723	SCHNEIDER, DAVID	9/1/2017	969.00
57724	ZHANG, CHONGQI	9/1/2017	889.00
57725	WHEDA	9/1/2017	910.26
57726	HENDRICKSON, PAMELA	9/1/2017	489.00
57727	HAMPTON, PHILLIP	9/1/2017	800.00
57728	JD PONDVIEW LLC	9/1/2017	4,957.00
57729	BLEW HOLDINGS, LLC	9/1/2017	1,976.00
57730	SHA, ZHIYI	9/1/2017	631.00
57732	PETERSON, TONIA C.	9/1/2017	702.00
57733	OSBORN, ROBERT	9/1/2017	715.00
57734	OAKDALE-GRANADA LAKES LTD. PAR	9/1/2017	11,994.00
57735	ABDULMIJID, FAISAL	9/1/2017	1,221.00
57736	GOLDEN STONE LLC	9/1/2017	512.00
57737	HOWARD, CHAD	9/1/2017	775.00
57738	JACOBSEN, ELENA	9/1/2017	608.00
57739	VILLAGE APARTMENTS # 7	9/1/2017	1,830.00
57741	GALVIC CORPORATION	9/1/2017	1,220.00
57742	NEW CHALLENGES, INC	9/1/2017	1,337.00
57743	KISAJJA, CHRISTINE	9/1/2017	1,010.00
57744	ZHANG, HAIYAN	9/1/2017	312.00
57745	XU, XUEMEI	9/1/2017	846.00
57746	Lion Rock Newport LLC	9/1/2017	1,163.00
57747	WANG, DANLI	9/1/2017	300.00
57748	A.L.A. PROPERTIES, LLC	9/1/2017	2,077.00

**Washington County CDA  
Checks Issued  
Section 8  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57749	TOY, DAVID LLC	9/1/2017	2,159.00
57750	Nationwide Housing Corp.	9/1/2017	18,998.00
57751	COMMON BOND CITY WALK LIMITED	9/1/2017	1,799.00
57752	VIEWS AT CITY WALK	9/1/2017	437.00
57753	RSRC ASHWOOD LLC	9/1/2017	2,999.00
57754	TSEGAI, DANIEL	9/1/2017	714.00
57755	FRANK, ANTHONY	9/1/2017	634.00
57756	RAO, JIACHEAG	9/1/2017	906.00
57757	GRIFFIN COURT C LLC	9/1/2017	546.00
57758	NUR, MOHAMED	9/1/2017	959.00
57759	ST CROIX VILLAGE LLC	9/1/2017	4,537.00
57760	THE GROVES APARTMENTS LLC	9/1/2017	5,468.00
57761	WOOL, JOHN	9/1/2017	835.00
57762	MIND PROPERTIES LLC	9/1/2017	995.00
57763	MAO, GUOPING	9/1/2017	1,294.00
57764	PETERSEN, ALLAN	9/1/2017	1,164.00
57765	KALINOFF PROPERTIES	9/1/2017	500.00
57766	FOREST OAK APTS	9/1/2017	1,503.00
57767	HEAVEN LLC	9/1/2017	1,080.00
57768	SEVEN PINES INVESTMENTS II	9/1/2017	1,475.00
57769	ALEXANDER, TROY	9/1/2017	1,046.00
57770	BIRCHWOOD TOWNHOMES	9/1/2017	645.00
57772	URBANSKI RENTALS	9/1/2017	1,611.00
57773	FOREST OAK APTS II LTP PAR	9/1/2017	1,624.00
57774	STILLWATER GREELEY	9/1/2017	829.00
57775	TEASDALE PINES TLC LLC	9/1/2017	1,201.00
57776	ELAD, FIEN	9/1/2017	568.00
57777	Sumner, Jacqueline	9/1/2017	1,015.00
57778	CARSON, STEVEN	9/1/2017	426.00
57779	OAKDALE TERRACE LLC	9/1/2017	6,863.00
57780	COURTLY COMMERCIALS LLC	9/1/2017	3,221.00
57781	OXBORO AVE LLC	9/1/2017	1,321.00
57782	MC DOWELL, JEREMY	9/1/2017	637.00
57783	FANG, QING	9/1/2017	704.00
57784	TRAILSIDE SENIOR LIVING	9/1/2017	645.00
57785	JEFFRIES, KIM	9/1/2017	465.00
57786	FLEMING, DAVID	9/1/2017	904.00
57787	RED ROCK SQUARE	9/1/2017	3,308.00
57788	PHAN, TAMMY	9/1/2017	2,368.00
57789	BEUKE, JAMESON	9/1/2017	565.00
57790	BRIAR POND	9/7/2017	535.00
57791	COTTAGES OF COTTAGE GROVE	9/7/2017	1,156.00
57792	FOREST OAK APTS	9/7/2017	1,432.00
57793	GENTRY PLACE APARTMENTS	9/7/2017	253.00
57794	JD PONDVIEW LLC	9/7/2017	3,741.00
57795	LAKESIDE TOWNHOMES	9/7/2017	2,240.00
57796	OAKDALE-GRANADA LAKES LTD. PAR	9/7/2017	1,791.00
57797	PARK PLACE APTS. II	9/7/2017	425.00

**Washington County CDA  
Checks Issued  
Section 8  
September 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57798	PONDVIEW TOWNHOMES	9/7/2017	4,249.00
57799	SCHNEIDER, DAVID	9/7/2017	5,124.00
57800	SIENNA RIDGE TOWNHOMES	9/7/2017	1,794.00
57801	WOODLAND PARK APARTMENTS	9/7/2017	857.00
57802	WOODLAND TOWNHOMES	9/7/2017	1,342.00
57803	JOHNSON, DANIEL	9/7/2017	130.00
57804	GENTRY PLACE APARTMENTS	9/21/2017	225.00
57805	WOODLAND PARK APARTMENTS	9/21/2017	530.00
57806	COTTAGES OF COTTAGE GROVE	9/21/2017	851.00
57807	ASHWOOD PONDS	9/21/2017	2,430.00
57808	LAKESIDE TOWNHOMES	9/21/2017	1,072.00
57809	PONDVIEW TOWNHOMES	9/21/2017	547.00
57810	JD PONDVIEW LLC	9/21/2017	678.00
57811	Nationwide Housing Corp.	9/21/2017	1,828.00
57812	RSRC ASHWOOD LLC	9/21/2017	861.00
57813	ST CROIX VILLAGE LLC	9/21/2017	432.00
57814	COURTLY COMMERCIALS LLC	9/21/2017	67.00
57815	RED ROCK SQUARE	9/21/2017	1,040.00
57816	Century North Housing Partners	9/21/2017	766.00
57817	LONG LAKE VILLAS	9/21/2017	2,958.00
57818	CURVE CREST VILLAS	9/21/2017	563.00
57819	RED OAK PRESERVE FAMILY LP	9/21/2017	6,708.00
57820	CYPRESS SR. LIVING	9/21/2017	8,067.00
57821	Xcel Energy	9/21/2017	70.00
57822	LILY LAKE TERRACE APTS	9/21/2017	892.00
57823	DONG, XIAOMING	9/21/2017	718.00
57824	WOODLAND PARK APARTMENTS	9/21/2017	530.00
57825	CLEVELAND, NANCY	9/21/2017	844.00

**TOTAL SECTION 8 CHECKS: \$ 347,747.59**

**VOIDED**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57671	Century North Housing Partners	9/1/2017	766.00
57697	LONG LAKE VILLAS	9/1/2017	2,958.00
57731	RED OAK PRESERVE FAMILY LP	9/1/2017	5,996.00
57740	CYPRESS SR. LIVING	9/1/2017	8,067.00
57771	LILY LAKE TERRACE APTS	9/1/2017	892.00

**Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,130,857.83**

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

October 17, 2017  
BOARD MEETING DATE

AGENDA ITEM A-1

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn                      10/03/2017  
REQUESTOR'S SIGNATURE/DATE

**BOARD ACTION REQUESTED**

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE SAINT  
ANDREWS SHELTER PROJECT

**BACKGROUND/JUSTIFICATION**

Saint Andrew's Lutheran Church Resource Center was approved to receive Community Development Block Grant (CDBG) funding rehabilitation of the church rectory into a five-bed homeless emergency shelter. The site will be located in Hugo. The project was awarded CDBG Program Year 2017 funds in the amount of \$170,000.

The Agency requires that Saint Andrew's execute a CDBG Development Agreement. The agreement contains standard language used in agreements for past CDBG funded projects and allows two years to complete the conversion.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the CDBG Development Agreement.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

Washington County Resolution No. 2017-150 Approving Washington County's 2017 Annual Action Plan For The Community Development Block Grant And Home Investment Partnerships Programs And Authorizing Submission Of Such Grant Request To The United States Department Of Housing And Urban Development

Resolution No. 17-13 Resolution Endorsing the Washington County 2017 Annual Action Plan and Authorizing Submission to Washington County Board Of Commissioners

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      10/11/17

**ATTACHMENT LIST:**

None

**FINANCIAL IMPLICATIONS: \$170,000**

**BUDGETED:**  YES     NO

**FUNDING:** Program Year 2017 CDBG

**COMMENTS**

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE October 17, 2017

RESOLUTION NO. 17-40

MOTION BY COMMISSIONER \_\_\_\_\_

SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING THE EXECUTION OF THE COMMUNITY  
DEVELOPMENT BLOCK GRANT DEVELOPMENT AGREEMENT FOR  
THE SAINT ANDREWS SHELTER PROJECT

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

HARGIS \_\_\_\_\_

HARGIS \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

STATE OF MINNESOTA     )  
  SS  
COUNTY OF WASHINGTON )

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 17th day of October 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 17th day of October, 2017.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-40

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE SAINT ANDREWS  
SHELTER PROJECT

WHEREAS, Washington County is an entitlement jurisdiction for the Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the CDBG program; and

WHEREAS, the Grantee awarded Saint Andrews Shelter Project (the "Project") CDBG funds in the total amount of one hundred seventy thousand dollars and no cents (\$170,000.00) from Program Year 2017 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, a Development Agreement has been drafted to contain all requirements that the Grantee must follow to complete the Project and remain compliant with CDBG funding; and

WHEREAS, staff prepared the CDBG Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U. S. Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the CDBG program are completed.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Agreement as

contemplated above.

3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 17<sup>th</sup> day of October 2017.

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Chair

ATTEST:

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Secretary

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

October 17, 2017  
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn                      10/03/2017  
REQUESTOR'S SIGNATURE/DATE

**BOARD ACTION REQUESTED**

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE TWIN CITIES  
HABITAT FOR HUMANITY SCATTERED SITE PROJECT

**BACKGROUND/JUSTIFICATION**

Twin Cities Habitat for Humanity was approved to receive Community Development Block Grant (CDBG) funding for the acquisition of two vacant lots to then construct two single family homes; one per lot. The sites will be located in southern Washington County. The homes will be then sold to families at or below 80% area median income. The project was awarded CDBG Program Year 2017 funds in the amount of \$130,000.

The Agency requires that Twin Cities Habitat for Humanity execute a CDBG Development Agreement. The agreement contains standard language used in agreements for past CDBG funded projects and allows two years to complete the scattered site acquisitions.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the CDBG Development Agreement.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

Washington County Resolution No. 2017-150 Approving Washington County's 2017 Annual Action Plan For The Community Development Block Grant And Home Investment Partnerships Programs And Authorizing Submission Of Such Grant Request To The United States Department Of Housing And Urban Development

Resolution No. 17-13 Resolution Endorsing the Washington County 2017 Annual Action Plan and Authorizing Submission to Washington County Board Of Commissioners

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      10/11/17

**ATTACHMENT LIST:**

None

**FINANCIAL IMPLICATIONS: \$130,000**

**BUDGETED:**  YES     NO

**FUNDING:** Program Year 2017 CDBG

**COMMENTS**

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE October 17, 2017

RESOLUTION NO. 17-41

MOTION BY COMMISSIONER \_\_\_\_\_

SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING EXECUTION OF THE COMMUNITY  
DEVELOPMENT BLOCK GRANT DEVELOPMENT AGREEMENT FOR  
THE TWIN CITIES HABITAT FOR HUMANITY SCATTERED SITE  
PROJECT

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

HARGIS \_\_\_\_\_

HARGIS \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

STATE OF MINNESOTA     )  
  SS  
COUNTY OF WASHINGTON )

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 17th day of October 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 17th day of October, 2017.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-41

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE TWIN CITIES  
HABITAT FOR HUMANITY SCATTERED SITE PROJECT

WHEREAS, Washington County is an entitlement jurisdiction for the Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the CDBG program; and

WHEREAS, the Grantee awarded Twin Cities Habitat for Humanity Scattered Site Project (the "Project") CDBG funds in the total amount of one hundred thirty thousand dollars and no cents (\$130,000.00) from Program Year 2017 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, a Development Agreement has been drafted to contain all requirements that the Grantee must follow to complete the Project and remain compliant with CDBG funding; and

WHEREAS, staff prepared the CDBG Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U. S. Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the CDBG program are completed.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions

as she deems necessary or appropriate in connection with the Agreement as contemplated above.

3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 17<sup>th</sup> day of October 2017.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

**WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

10/17/2017  
**BOARD MEETING DATE**

**AGENDA ITEM A-3**

Housing Assistance  
**ORIGINATING DEPARTMENT/SERVICE**

Ann Hoechst, 10/17/2017  
**REQUESTOR'S SIGNATURE/DATE**

**BOARD ACTION REQUESTED**  
RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE JANUARY 1, 2018.

**BACKGROUND/JUSTIFICATION**

HUD establishes Fair Market Rents (FMRs) for each metropolitan statistical area of the country. The purpose of the FMR for the Housing Choice Voucher (HCV) program is to determine the maximum amount of rental assistance per unit. HUD requires housing authorities to establish payment standards which range from 90%-110% of the FMR to account for local housing market conditions.

HUD has released the proposed FMRs which will be adopted effective October 1, 2017. The Washington County CDA (CDA) must set payment standards within 90%-110% of the new FMRs. The following chart displays the current payment standards and proposed changes:

Bedroom Size	FMR Effective 10/1/2017	Current Payment Standard	Percent of Proposed FMR	Proposed Payment Standard effective 1/1/2018
0	\$711	\$699	98.3%	\$699
1	\$864	\$862	99.8%	\$862
2	\$1089	\$1086	99.7%	\$1086
3	\$1547	\$1538	99.4%	\$1538
4	\$1812	\$1799	99.3%	\$1799
5	\$2084	\$2068	99.2%	\$2068
6	\$2356	\$2339	99.3%	\$2339
Single Room Occupancy (SRO)	\$533	\$524	98.3%	\$524

Staff has taken into account the amount of HUD held reserves and the proposed budgets in setting the payment standards and the number of tenants paying more than 30% of their monthly adjusted income, the number of vouchers under use and the difficulty that tenants had in finding affordable units in Washington County. Under the current payment standards approximately 68% of Washington County CDA current voucher holders are paying 30% of their monthly adjusted income for their rent portion. HUD sets the standard that at least 40% of current voucher holders will be paying 30% of their monthly adjusted income for the rent portion.

Staff recommends adoption of the resolution.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

**EXECUTIVE DIRECTOR/DATE:**  
Barbara Dacy 10/17/2017

**ATTACHMENT LIST:**  
Attachment A – None

**FINANCIAL IMPLICATIONS:** \$ NA for 2018

**BUDGETED:**  YES  NO

**FUNDING:** Will be using reserves plus annual increase in HUD funding.

**COMMENTS**

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE October 17, 2017

RESOLUTION NO. 17-42

MOTION BY COMMISSIONER \_\_\_\_\_

SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED  
HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE  
JANUARY 1, 2018

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

HARGIS \_\_\_\_\_

HARGIS \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

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WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

STATE OF MINNESOTA     )  
  SS  
COUNTY OF WASHINGTON )

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 17th day of October 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 17th day of October, 2017.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

COMMUNITY DEVELOPMENT AGENCY  
IN AND FOR THE COUNTY OF WASHINGTON  
STATE OF MINNESOTA

RESOLUTION NO. 17-42

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED  
HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE  
JANUARY 1, 2018.

WHEREAS, the Board of Commissioners (the "Board") of the Washington County Community Development Agency (the "Agency"); and

WHEREAS, the Agency currently operates the tenant based rental assistance program known as the Housing Choice Voucher (HCV) Program and funded by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the Agency is required by HUD regulations to determine the payment standards for the HCV program in the Authority's jurisdiction; and

WHEREAS, the Agency is required by HUD to set the payment standards within 90%-110% of the HUD established Fair Market Rents (FMRs);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the proposed Payment Standards illustrated below are adopted effective January 1, 2018:

Unit Size	0	1	2	3	4	5	6	SRO
Payment Standard	\$699	\$862	\$1086	\$1538	\$1799	\$2068	\$2339	\$524

2. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolution.

Adopted this 17<sup>th</sup> day of October 2017.

\_\_\_\_\_  
Chair/Vice Chair Commissioner

ATTEST:

\_\_\_\_\_  
Secretary

**WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

10/17/2017  
**BOARD MEETING DATE**

**AGENDA ITEM A-4**

Housing Assistance  
**ORIGINATING DEPARTMENT/SERVICE**

Ann Hoechst, October 17, 2017  
**REQUESTOR'S NAME/DATE**

**BOARD ACTION REQUESTED**

RESOLUTION AUTHORIZING THE ADOPTION OF  
THE REVISED UTILITY ALLOWANCE SCHEDULE  
FOR FEDERAL ASSISTANCE PROGRAMS  
EFFECTIVE JANUARY 1, 2018

**BACKGROUND/JUSTIFICATION**

The U.S. Department of Housing and Urban Development (HUD) requires that all housing authorities establish a utility allowance schedule for tenant paid utilities in rental assistance programs. The Washington County Community Development Agency (CDA) must annually review and adjust the allowances when there are significant changes (more than 10%) in the utility rates. The Metropolitan HRA conducted a regional analysis of utility costs using a HUD approved format. The Metropolitan HRA analysis covered the seven county metro area. By using this analysis, the CDA will be in alignment with other agencies in the metro area and which will allow tenants to port more easily between agencies.

The allowances are based on the typical cost of utilities and services paid by households that occupy housing of similar size and type and use energy conservation practices. Allowances are not based on an individual family's actual energy consumption. The CDA may not provide any allowances for non-essential utility costs, such as cable, internet or satellite television. The CDA must classify utilities in the utility allowance schedule according to the following general categories: space heating, cooking, water heating, water, sewer, trash collection, lights, and tenant supplied range or refrigerator.

Utility Allowances are used in the calculation of the gross rent of the unit by adding the costs of all the utilities that the tenant is required to pay plus the rent of the unit. This is known as the gross rent and becomes part of the calculation of the tenant's rent portion. Utility Allowances are set according to the voucher size the tenant is eligible for and the type of unit for each type of utility. See Exhibit A to the Resolution. The only increase in utility allowances for 2018 will be in the Fuel Oil category as those cost went up about 10%. No tenants at this point have Fuel oil as a utility expense.

The Utility Allowance Schedule is used for the Shelter Plus Care program, Public Housing and the Housing Choice Voucher Program. Exhibit A is the proposed Utility Allowance Schedule effective January 1, 2018. Staff recommends adoption of the utility allowance schedule.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      10/17/2017

**ATTACHMENT LIST:**

None

**FINANCIAL IMPLICATIONS: \$ NA**

**BUDGETED:  YES     NO**

**FUNDING: HAP Reserves**

**COMMENTS**

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE October 17, 2017

RESOLUTION NO. 17-43

MOTION BY COMMISSIONER \_\_\_\_\_

SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED  
UTILITY ALLOWANCE SCHEDULE FOR FEDERAL ASSISTANCE  
PROGRAMS EFFECTIVE JANUARY 1, 2018

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

HARGIS \_\_\_\_\_

HARGIS \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

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WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

STATE OF MINNESOTA     )  
  SS  
COUNTY OF WASHINGTON )

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 17th day of October 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 17th day of October, 2017.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

COMMUNITY DEVELOPMENT AGENCY  
IN AND FOR THE COUNTY OF WASHINGTON  
STATE OF MINNESOTA

RESOLUTION NO. 17-43

RESOLUTION AUTHORIZING THE ADOPTION OF THE  
REVISED UTILITY ALLOWANCE SCHEDULE FOR  
FEDERAL ASSISTANCE PROGRAMS EFFECTIVE  
JANUARY 1, 2018.

WHEREAS, the Washington County Community Development Agency (the "Agency") currently operates the tenant based rental assistance program known as the Housing Choice Voucher Program, the Public Housing and Shelter Plus Care Program (the "Federal Assistance Programs"); and

WHEREAS, the Agency is responsible for the annual review and establishment of utility allowances of tenant paid utilities as required by the Federal Assistance Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Utility Allowance Schedule as presented in Exhibit A to the Resolution is hereby ratified and approved effective January 1, 2018;
2. That the Executive Director is hereby authorized to implement the Utility Allowance Schedule as required by the Federal Assistance Programs;
3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolution.

Adopted this 17th day of October, 2017.

\_\_\_\_\_  
Chair/Vice Chair Commissioner

ATTEST:

\_\_\_\_\_  
Secretary

M = Multiple Dwelling T/D = Townhouse/Duplex SF = Single Family House

UTILITY/APPLIANCE		0-BR M T/D SF	1-BR M T/D SF	2-BR M T/D SF	3-BR M T/D SF	4-BR M T/D SF	5-BR M T/D SF	6-BR SF
<b>HEATING</b>	Gas	30 37 39	34 40 45	38 51 54	43 62 66	47 74 77	51 85 89	95
	Electric	27 39 65	32 46 76	43 60 89	55 75 103	67 89 116	79 104 129	137
	Fuel Oil	53 67 76	63 79 89	74 92 105	85 105 121	96 118 137	107 131 152	160
	Propane	44 55 62	51 64 73	60 75 86	69 86 99	78 97 112	87 107 125	133
<b>COOKING</b>	Gas	3	4	5	6	7	8	9
	Electric	5	7	10	13	16	18	19
	Propane	4	5	7	9	11	13	14
<b>OTHER ELECTRIC</b>		34 40 43	37 45 48	47 57 62	57 70 77	67 82 91	77 95 105	112
<b>WATER HEATING</b>	Gas	7	8	11	14	17	21	22
	Electric	19	22	28	35	41	47	50
	Propane	10	12	18	23	29	34	36
	Fuel Oil	11	13	19	25	31	37	43
<b>WATER</b>		9	13	16	20	25	29	31
<b>SEWER</b>		12	17	22	27	35	39	41
<b>TRASH COLLECTION</b>		24	24	27	28	28	28	28
<b>RANGE</b>		4	4	4	4	4	4	4
<b>REFRIGERATOR</b>		4	4	4	4	4	4	4



## 2018 LOW INCOME HOUSING TAX CREDIT APPLICATION SUMMARY

<b>Development:</b>	Headwaters Landing	<b>Developer:</b>	CommonBond Communities
<b>Location:</b>	Forest Road North, Forest Lake	<b>General Partner:</b>	CommonBond Communities

**Development Description**

Headwaters Landing consists of 45 units of new construction workforce housing. The site is located on a parcel adjacent to the CDA's TrailSide property in the Headwaters PUD in Forest Lake. It is also located across the street from a County library and a transit center as well as a new YMCA. The development will be comprised of one 4-story building. There will be nine one-bedroom units, 22 two-bedroom units and 14 three-bedroom units. Seven of the one bedroom units will be designated to serve adults experience long term homelessness with incomes and rent levels for households with incomes below 30% AMI. These units will receive grant funding to provide supportive services. Seven of the two bedroom units will also be for residents with incomes and rent levels for households with incomes under 30% AMI, but are not designated for those experiencing long term homelessness. The remaining 31 units will serve residents with incomes less than 60% AMI and rents affordable to those at 50% AMI.

**Selection Priorities Summary (Project Needs)**

The property makes use of existing utility lines and is located within a 1/2 mile of the Forest Lake transit center. Commitments have been obtained for all funding sources outside of the first mortgage, tax credit syndication proceeds and a pending application for a deferred loan from Minnesota Housing. The Soft Costs (professional fees, developer fee, tax credit fees and financing costs) of \$2 million are limited to 18.4% of the total development cost. The developer was able to obtain contributions from the City of Forest Lake by waiving certain parking requirements. The development includes rental assistance in the form of Group Residential Housing subsidy from Washington County and has committed to serving residents experiencing long term homelessness in seven units.

<b>Preference Priorities Summary (Local Needs)</b>		<b>Per-Unit Costs</b>	
		<u>Amount</u>	<u>Percent of Total</u>
Serve Lowest Income:	45 Units @ 50% AMI		
Preservation/Stabilization:	-	Acquisition	\$ 14,344 6%
Previous HTC Allocation:	-	Construction	\$ 172,818 70%
Elderly/Assisted Housing:	-	Soft Costs	\$ 56,056 23%
		Reserves	\$ 4,553 2%
		<b>Total Development Cost</b>	<b>\$ 247,771</b>

<b>Total Capital Funding Sources</b>			<b>Rent Information</b>			
<u>Sources</u>	<u>Amount</u>	<u>Secured</u>	<u>Unit Type</u>	<u>No. of Units</u>	<u>Gross Rent</u>	<u>Rent Restriction</u>
Syndication Proceeds*	\$ 8,460,000		1 BR	7	\$ 691	30% AMI
First Mortgage	\$ 1,731,000	X	1 BR	2	\$ 765	50% AMI
MN Housing Deferred Loan	\$ 281,620	X	2 BR	15	\$ 918	50% AMI
Sales Tax & Energy Rebates	\$ 177,062	X	2 BR	7	\$ 610	30% AMI
CDA GROW	\$ 400,000	X	3 BR	14	\$ 1,059	50% AMI
Deferred Dev. Fee	\$ 100,000	X				
<b>Total Sources:</b>	<b>\$ 11,149,682</b>		<b>Total Units</b>	<b>45</b>		

<b>APPLICATION SCORE:</b>	66	<b>LIHTC RECOMMENDED:</b>	\$ 492,205
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<b>Development:</b>	Century Heights	<b>Developer:</b>	Century Heights Development, LLC
<b>Location:</b>	1905 Century Ave. S.	<b>General Partner:</b>	Century Heights, Limited Partnership

Development Description						
<p>Century Heights consists of 48 units of new construction workforce housing. The site is located near the intersection of Lake Road and Century Avenue in Woodbury on three residential parcels. The development will be comprised of one 3-story building over a parking garage. There will be 6 one-bedroom units, 24 two-bedroom units and 18 three-bedroom units. Four of the one bedroom units will be designated to serve residents experiencing long term homelessness with incomes and rent levels for households with incomes below 30% AMI. These units will receive grant funding to provide supportive services. The remaining 44 units will serve residents with incomes less than 60% AMI and rents affordable to those at 50% AMI.</p>						
Selection Priorities Summary (Project Needs)						
<p>The property makes use of existing utility lines and is located within a 1/2 mile of a bus stop. Commitments have been obtained for all funding sources outside of the first mortgage, tax credit syndication proceeds and a General Partner deferred loan. The Soft Costs (professional fees, developer fee, tax credit fees and financing costs) of \$1.7 million are limited to 14.8% of the total development cost. The development includes rental assistance in the form of Group Residential Housing subsidy from Washington County and has committed to serving residents experiencing long term homelessness in four units.</p>						
Preference Priorities Summary (Local Needs)				Per-Unit Costs		
Serve Lowest Income: 48 Units @ 50% AMI				<b>Amount</b> <b>Percent of Total</b>		
Preservation/Stabilization:	-		Acquisition	\$ 20,500	8%	
Previous HTC Allocation:	-		Construction	\$ 180,980	73%	
Elderly/Assisted Housing:	-		Soft Costs	\$ 40,956	17%	
			Reserves	\$ 4,919	2%	
			Total Development Cost	\$ 247,355		
Total Capital Funding Sources			Rent Information			
<u>Sources</u>	<u>Amount</u>	<u>Secured</u>	<u>Unit Type</u>	<u>No. of Units</u>	<u>Gross Rent</u>	<u>Rent Restriction</u>
Syndication Proceeds*	\$ 9,164,084		1 BR	4	\$ 691	30% AMI
First Mortgage	\$ 2,147,000	X	1 BR	2	\$ 809	50% AMI
GP Deferred Loan	\$ 400,000	X	2 BR	24	\$ 972	50% AMI
GP Cash	\$ 916	X	3 BR	18	\$ 1,120	50% AMI
Deferred Dev. Fee	\$ 161,077	X				
Total Sources:	\$ 11,873,077		Total Units	48		
<b>APPLICATION SCORE:</b>		61	<b>LIHTC RECOMMENDED:</b>		\$	-

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE October 17, 2017

RESOLUTION NO. 17-44

MOTION BY COMMISSIONER \_\_\_\_\_

SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION APPROVING RESERVATION OF 2018 LOW INCOME HOUSING TAX CREDITS FOR COMMONBOND COMMUNITIES, A LOW INCOME HOUSING PROJECT IN THE CITY OF FOREST LAKE

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

HARGIS \_\_\_\_\_

HARGIS \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

STATE OF MINNESOTA     )  
  SS  
COUNTY OF WASHINGTON )

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 17th day of October 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 17th day of October, 2017.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17- 44

RESOLUTION APPROVING RESERVATION OF 2018 LOW  
INCOME HOUSING TAX CREDITS TO COMMONBOND  
COMMUNITIES OR ITS AFFILIATE FOR A LOW INCOME  
HOUSING PROJECT IN THE CITY OF FOREST LAKE

WHEREAS, the Washington County Community Development Agency (the “Agency”) is the designated suballocator of the low income housing tax credit program (“LIHTC Program”) on behalf of Washington County; and

WHEREAS, Washington County has received an allocation of approximately \$492,205 of low income housing tax credits for 2018 (the “2018 Credits”) and has duly adopted a Qualified Allocation Plan (the “Plan”) for selection of low income housing projects which may utilize the 2018 Credits; and

WHEREAS, the Agency received two (2) applications for the 2018 Credits from CommonBond Communities for the Headwaters Landing project in Forest Lake and from Century Heights Development, LLC for the Century Heights project in Woodbury; and

WHEREAS, the Agency determined that the application of CommonBond Communities for the 2018 Credits in connection with the new construction of a 45-unit development in the Forest Lake (the “Headwaters Landing Project”) is or will be substantially complete and the minimum threshold requirements have been met, in accordance with the Plan; and

WHEREAS, the Agency determined that the application of Century Heights Development, LLC for the 2018 Credits in connection with the new construction of a 48-unit development in the City of Woodbury (the “Century Heights Project”) is or will be substantially complete and the minimum threshold requirements have been met, in accordance with the Plan; and

WHEREAS, the Agency has determined that, pursuant to the Plan, the Headwaters Landing Project qualifies for the highest number of selection points under the Plan for the 2018 Credits; and

WHEREAS, subject to satisfaction of the conditions below, the Agency has determined CommonBond Communities or its affiliate should be awarded all of the 2018 Credits; and

WHEREAS, since the Agency only has sufficient 2018 Credits to make a partial award of credits to CommonBond Communities or its affiliate, the Agency has determined that, subject to any prior rights to such credits, any unused, returned or additional credits made available to the Agency also first be awarded to CommonBond Communities or its affiliate, in an amount up to the requested amount of \$910,638; and

WHEREAS, since the Agency only has sufficient 2018 Credits to make a partial award of credits to CommonBond Communities or its affiliate, the Agency has determined that, subject to any prior rights to such credits, any unused, returned or additional credits made available to the Agency be awarded to Century Heights Development, LLC in an amount up to the requested amount of \$975,000; and

WHEREAS, the Agency has determined that the application of Century Heights Development, LLC should be placed first on the Agency's waiting list for 2018 Credits and, in the event CommonBond Communities or its affiliate is unable to implement the Headwaters Landing Project or use all or a portion of the 2018 Credits awarded to it, the Agency staff may present a new resolution to the Board to reserve such portion of the 2018 Credits to the Century Heights Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That all of the 2018 Credits be reserved to CommonBond Communities or its affiliate to be used for the Headwaters Landing Project in accordance with the application submitted to the Agency and subject to all provisions and requirements of the Plan and satisfaction of the following conditions by the noted deadlines, if any:
  - a. Continued underwriting and feasibility analysis by Agency staff up to the construction financing closing for the Project; and
  - b. Final approval by Agency staff of the Project plans and specifications.
2. That since the Agency only has sufficient 2018 Credits to make a partial award of credits to CommonBond Communities or its affiliate, subject to any prior rights to such credits, any unused, returned or additional credits made available to the Agency be first reserved to CommonBond Communities or its affiliate, in an amount up to the requested amount of \$910,638, based on the application.
3. That the Agency is hereby authorized to prepare, finalize, execute, and deliver all agreements and documents necessary to complete the allocation of the 2018 Credits and such additional credits, if any, to CommonBond Communities or its affiliate, and to take all action and execute any other documents that are necessary or convenient to effectuate this Resolution.

4. That, subject to any prior rights to such credits, any unused, returned, or additional credits made available to the Agency be awarded to Century Heights Development, LLC in an amount up to the requested amount of \$975,000, based on the application.
5. That Century Heights Development, LLC's application is hereby placed first on the Agency's LIHTC Program 2018 Tax Credits waiting list and, in the event CommonBond Communities or its affiliate is unable to implement Headwaters Landing Project or use all or a portion of the 2018 Credits awarded to it, the Agency staff may present a new resolution to the Board to reserve all or a portion of the 2018 Credits to Century Heights Development, LLC.

Adopted this 17<sup>th</sup> day of October, 2017.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

October 17, 2017  
**BOARD MEETING DATE**

**AGENDA ITEM A-6**

Administration  
**ORIGINATING DEPARTMENT/SERVICE**

Barbara Dacy                      10/11/2016  
**REQUESTOR'S SIGNATURE/DATE**

**BOARD ACTION REQUESTED**

Resolution No. 17-45. Authorizing Execution of Collective Bargaining Agreement

**BACKGROUND/JUSTIFICATION**

Negotiations for a new bargaining agreement are in process as of the preparation of this memo. Should a tentative agreement be reached, staff will distribute the updated agreement to the Board as soon as possible prior to Tuesday's meeting.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      10/12/17

**ATTACHMENT LIST:**

Attachment A –

**FINANCIAL IMPLICATIONS:**

\$       TBD      

**BUDGETED:**  YES     NO

**FUNDING:** \_\_\_\_\_

**COMMENTS**

# DISCUSSION ITEM

## D-1 Proposed Organizational Values



Memo To: CDA Board of Commissioners  
From: Barbara Dacy, Executive Director  
Date: September 13, 2017  
RE: Organizational Values

**Background**

As part of the Agency's strategic planning effort, I initiated a process to identify and define the Agency's core values. Four meetings were conducted internally since July, and we are excited to present the attached draft for the Board's review and comment.

**Why do we need values?**

It is common practice for private and public organizations to adopt core values and also to advertise and promote them. Values tell the public about our identity and who we are. Values can "connect" Board and staff the brand, mission and purpose of what the Agency does on a daily basis. Finally, values are important for talent recruitment.

**Next Steps**

Unless otherwise directed, staff will incorporate the following values in the organization statement as shown in underlines in Attachment A. Attachment B provides a further explanation as well as behavioral examples.

## Helping Communities Prosper

### **The CDA Brand Promise**

Adopting a brand promise of “Helping Communities Prosper” in 2017, the CDA has aligned its strategies and goals to fulfill that promise as well as its mission and vision. Our goal is to build strong communities where everyone has an opportunity to succeed.

### **Mission Statement**

Through innovation, the Washington County Community Development Agency promotes community and economic development, and provides and maintains affordable, decent and safe housing opportunities in Washington County.

### **Vision Statements**

- Ensure that seniors can live affordably, and remain in their community with the supports that they need.
- Facilitate investment in housing options for current and future workers, encouraging younger generations growing up in the county to remain and participate in the local economy.
- Use redevelopment opportunities, especially those that are within transit corridors, to spark new private investment and development.
- Ensure that programs and services support and complement economic development programs initiated by cities, townships and the county.

### **Core Values**

- Serve with integrity
- See the bigger picture
- Treat others with dignity
- Grow as leaders
- Be a good steward
- Take the extra step; go the extra mile
- Cultivate community
- Leverage collective wisdom

### **Strategies**

How does the CDA keep its brand promise to help communities prosper?

- 1) Enhance ongoing communication program with appropriate media that demonstrates impact and value of the CDA program and services as well as providing information about current and future activities.
- 2) Create sustainable revenue streams for programs and services where possible.
- 3) Evaluate new programs and services in regular collaboration with cities and townships, and anticipate related or corresponding staff and financial capacity needs.
- 4) Proactively identify and pursue mission-driven legislative initiatives in collaboration with cities, townships, and the county.
- 5) Partner with a broad range of external entities, including private, nonprofit, philanthropic, and other governments, to leverage CDA resources.
- 6) Where it is cost efficient and/or necessary to recoup the level of CDA investment in a housing development, the CDA should consider owning the development, especially CDA-produced senior housing developments, thereby creating a financial asset for the CDA and a long-term community asset.

### **Goal Statements**

- 1) Increase housing choices for a more balanced housing supply.
- 2) Use redevelopment activities to bolster community vitality.
- 3) Establish reliable programs to enable seniors to live in their homes safely and to create additional affordable senior housing choices.

## **Helping Communities Prosper**

- 4) Administer the federally funded Community Development Block Grant, HOME Investment Partnership and Continuum of Care Programs to assist cities and townships with their community development needs.
- 5) Assist county with implementation of Economic Development Strategic Plan to complement municipal programs.
- 6) Establish Homeownership and Home Improvement Programs to promote neighborhood vitality.
- 7) Create sustainable revenue resources to increase financial capacity of organization.
- 8) Enhance ongoing communication program to demonstrate the value and impact of the CDA.
- 9) Institute employee and organizational development to insure the mission and vision of the CDA is consistently provided.

### Washington County CDA Values

<b>Value</b>	<b>Explanation (1-2 sentences) What does this mean?</b>	<b>Behaviors that demonstrate this value (3-5) This looks like...   An example of this would be...</b>
1. Serve with integrity	<ol style="list-style-type: none"> <li>1. Be honorable and honest in your words and actions with clients and co-workers.</li> <li>2. Create trust with the Board and the public.</li> <li>3. Hold all information accepted in trust as confidential.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recognizes the difference between being efficient and cutting corners.</li> <li>2. Is honest and candid, even when it means respectfully disagreeing.</li> <li>3. Completes work with a sense of transparency to public as if it could be a newspaper headline</li> <li>4. Does what they say they will do and follows through with commitments.</li> <li>5. Understands the rules and is accountable in both following and upholding them.</li> <li>6. Avoids conflicts of interest.</li> </ol>
2. See the bigger picture	<ol style="list-style-type: none"> <li>1. Seek out and understand the larger context of agency initiatives.</li> <li>2. Understand where your actions impact the community as a whole.</li> <li>3. Acknowledge the importance of our contributions in the broader scope of the initiative/industry.</li> <li>4. Recognize that a particular issue is influenced by a range of forces and variables that must be taken into consideration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Considers the mission of the organization in determining the true benefit of a program or project.</li> <li>2. Is creative in thinking about issues and includes solutions beyond just the CDA's realm.</li> <li>3. Is an advocate for and promote CDA services that benefit individuals and communities.</li> </ol>
3. Treat others with dignity	<ol style="list-style-type: none"> <li>1. Treat others how they would want to be treated.</li> <li>2. Understand and be sensitive to the needs of others.</li> </ol>	<ol style="list-style-type: none"> <li>1. Listens first.</li> <li>2. Asks questions.</li> <li>3. Checks assumptions.</li> <li>4. Is responsive and respectful.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Be equitable and fair in all interactions.</li> <li>4. Seek to understand others' perspectives.</li> </ol>	<ol style="list-style-type: none"> <li>5. Is compassionate and inclusive.</li> <li>6. Builds cultural competency skills and calls out inequities.</li> </ol>
4. Grow as leaders	<ol style="list-style-type: none"> <li>1. Stretch yourself.</li> <li>2. Seek opportunities to build your skills.</li> <li>3. Commit to continuous improvement.</li> <li>4. Encourage others to grow.</li> </ol>	<ol style="list-style-type: none"> <li>1. Is open and receptive to new ideas.</li> <li>2. Learns a skill for which you may currently be relying on others.</li> <li>3. Offers assistance in areas of your expertise.</li> <li>4. Pursues development opportunities outside of the workplace.</li> <li>5. Takes advantage of training and challenging work assignments.</li> </ol>
5. Be a good steward	<ol style="list-style-type: none"> <li>1. Use resources responsibly.</li> <li>2. Seek efficiencies everywhere.</li> <li>3. Honor our commitments.</li> <li>4. Recognize resources are finite and must be prioritized.</li> </ol>	<ol style="list-style-type: none"> <li>1. Finds ways to provide services more efficiently and effectively.</li> <li>2. Questions spending that may not provide optimal value.</li> <li>3. Ensures programs and projects operate within defined budgets.</li> <li>4. Budgets accurately.</li> <li>5. Designs for sustainability and durability.</li> <li>6. Makes data-driven decisions.</li> </ol>
6. Take the extra step; go the extra mile	<ol style="list-style-type: none"> <li>1. Exceed the minimum requirements and then exceed expectations.</li> <li>2. Solve the problem that exists, not just the one that is identified.</li> <li>3. Inspire public confidence.</li> </ol>	<ol style="list-style-type: none"> <li>1. If the problem can't be solved, seeks to leave the individual in a better place than when they came to them.</li> <li>2. Proactively offers assistance to colleagues who may need it.</li> <li>3. Strives for excellence in your performance.</li> <li>4. Is a problem solver.</li> <li>5. Empowers others to make decisions.</li> </ol>
7. Cultivate community	<ol style="list-style-type: none"> <li>1. Build and nurture relationships.</li> </ol>	<ol style="list-style-type: none"> <li>1. Builds support for projects by identifying</li> </ol>

	<ol style="list-style-type: none"> <li>2. Bring people together to solve problems and build stronger communities.</li> <li>3. Believe in the ability of people to improve their own lives and support that journey.</li> </ol>	<p>shared goals and starting from common ground.</p> <ol style="list-style-type: none"> <li>2. Provides stable housing that is the foundation of community.</li> <li>3. Actively works to redevelop areas of the community that need investment.</li> <li>4. Dispels myths, informs, and educates.</li> </ol>
<p>8. Leverage collective wisdom</p>	<ol style="list-style-type: none"> <li>1. Sometimes the best answer is in the room, not in your head.</li> <li>2. Consider the perspectives of others.</li> <li>3. Seek out opportunities to collaborate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Seeks input from colleagues or outside resources on key decisions</li> <li>2. Considers alternatives.</li> <li>3. Finds a devil’s advocate to help anticipate problems and find solutions proactively.</li> </ol>

**Deputy Executive Director (DED) Report  
October 17, 2017**

**Red Rock Crossing**

The Newport City Council considered and re-tabled the resolution to approve the special TIF law on September 21, 2017. During the meeting, the council requested a report on TIF expenses made. A copy of the report submitted to the City of Newport on October 5, 2017 is attached herein.

**The Glen at Valley Creek**

Additional shallow soil and vapor testing was completed at the request of the Minnesota Pollution Control Agency which resulted in the discovery of no new environmental hazards at the site. A contractor has been selected to complete the demolition work to take down the buildings. Asbestos-containing materials will be abated, the utilities and well will be capped, and the underground fuel storage tank for heating oil will be removed. The project demands careful coordination with the Ramsey-Washington Metro Watershed District, Minnesota Pollution Control Agency, and the City of Woodbury of required permits, notices, and oversight. Work at the site is expected to start the last week of October and be complete within a week. Staff are reviewing the completed project manual in advance of issuing an invitation for sealed bids for the construction of The Glen at Valley Creek. Publication of the notice regarding the project will depend partly on anticipated timing of the bond issuance.

**Septic System (SSTS) Financial Assistance programs**

Staff have reviewed applications from property owners in Afton, Denmark Township, Grant, Lake Elmo, Lakeland, Marine on St. Croix, and Scandia. To date \$273,264 of financial assistance has been approved or disbursed in the form of twelve loans and four Clean Water Fix Up grants.

**Homeownership Services**

During the month of September, CDA Homeownership staff saw over 35 clients for new and follow-up appointments. Staff was able to resolve six foreclosure cases with one resulting in a modification, three brought their loan current on their own with the help of budgeting skills, and two ended in a smooth transition foreclosure.

As the chart below shows, the CDA achieved their refinance and homebuyer education goals but were slightly short of the foreclosure and homebuyer counseling goals. Staff saw an increase in Homebuyer Counseling clients over the last quarter and saw over half of the new homebuyer counseling clients in the 4<sup>th</sup> quarter, which staff attributed to recently implemented marketing and outreach efforts.

Households Served By Program				
Program	Qtr 1 -3 Oct. 1 – Jun. 30	Qtr 4 July 1-Sep. 31	Annual Goal	Progress
Homebuyer Education	81	19	100	100%
Homebuyer Counseling	28	14	52	81%
Foreclosure Counseling	62	16	90	87%
Refinance Counseling	18	2	7	286%

### **CDBG/HOME Administration**

HUD released the CDBG and HOME funds for Program Year 2017 on October 3, 2017. Staff is working with sub recipients on contract execution and technical assistance. Once contracts are executed staff will set projects up in the HUD Integrated Disbursement and Information System for project reporting and expenditures.

### **Washington County 2040 Comprehensive Plan**

A final draft of the Housing Chapter was submitted to Washington County staff on October 2. The County is hosting three open houses in October at Forest Lake, Lake Elmo, and Cottage Grove as a part of Phase II of the public engagement process. A third County Board workshop will be scheduled for some time in December or January prior to distribution of the draft plan for review by local governments in the county.

### **2017 Capital Improvements**

<b>Property Name</b>	<b>Improvement Project</b>	<b>Status and Tentative Schedule</b>
Briar Pond	Garage door and parking light replacement	Bid awarded October 6. Installation expected to be in November
Briar Pond	Common area paint	Developing bid package
Brick Pond	Drainage improvements	Requesting design proposals for work to be done in 2018.
Cobble Hill	Landscaping & front walk repair	Received proposals.
The Groves	Mechanical room door replacement	Adjusting materials used to fit within budget
John Jergens	Water heaters replacement	Assessing priority of project with CIP budget. Potential deferral.
John Jergens	Drain tile installation	Work to begin end of October.
John Jergens	Sidewalk repairs	Work deferred to 2018 due to budget constraints.
Oakhill Cottages	Water Heaters and HVAC units replacement	Assessing priority of project with CIP budget. Potential deferral.
Oakhill Cottages	Parking mill and overlay	Project complete
Oakhill Cottages	Garage foundation work	Project complete
Park Place/Pioneer	Concrete & railing repair	Scheduled to start Oct. 30.
PH 20	New stoop and walk	Work to begin end of October.
PH53	Remove deck and repair siding	Siding backordered. Work to be completed in October.
Raymie Johnson	Water heaters and AC replacement	Deferred to 2018.
Raymie Johnson	Common area painting	Assessing priority of project with CIP budget. Potential deferral.
Whispering Pines	Parking lot expansion	Project complete.
Woodland Park	Exterior building improvements	Constructing starting October 9.
Woodland Park	Furnace replacement	Requesting quotes
Woodland Park	Electric outlet conversion to GFCI	Work will be done in November.



7645 Currell Boulevard, Woodbury, MN 55125  
office: 651-458-0936 fax: 651-458-1696

Memo To: City of Newport Mayor Dan Lund  
Tracy Rahm, Councilmember  
Bill Sumner, Councilmember  
Kevin Chapdelaine, Councilmember  
Roz Johnson, Councilmember  
Deb Hill, City Administrator

From: Melissa Taphorn, Deputy Executive Director

Date: October 5, 2017

RE: TIF District 2-2 Financial Report

At the September 21, 2017 City Council meeting, I was asked about expenses to be reimbursed by the existing tax increment financing (TIF) district. Attached is a report detailing the revenues and expenses from November 21, 2012 through June 30, 2017 compared to the budget for TIF District No. 2-2: Red Rock Crossing.

These TIF expenses are a subset of the previously presented quarterly expense report which documents the \$1.8 million of expenses the CDA has incurred and paid related to redevelopment in the city of Newport.

- The majority of expenses (91%) are directly related to the acquisition of five properties including but not limited to purchase prices, appraisals, and closing costs.
- An interfund loan, established in 2012, is internally funded with CDA levy funds and carries an interest rate of four percent, as permitted by statute.
- Repayment of the interfund loan and the collection of interest will be subject to the actual tax increments received.
- The proceeds of the land sale to Red Rock Square Apartments offset a portion of the tax increment needed to reimburse the CDA.

An updated report will be attached to all future quarterly reports. Please notify me with any questions.

**TIF DISTRICT 2-2 SOURCES AND USES OF FUNDS**

	BUDGET	ACTUALS AS OF 6/30/2017
<b>SOURCES</b>		
Tax Increment	\$ 23,566,264.00	\$ -
Sales Proceeds	\$ -	\$ 550,670.00
Interest	\$ 2,356,626.00	\$ -
<b>TOTAL</b>	<b>\$ 25,922,890.00</b>	<b>\$ 550,670.00</b>
<b>USES</b>		
Land/Building Acquisition	\$ 7,890,600.00	\$ 1,042,889.84
Site Improvements/Preparation*	\$ 1,500,000.00	\$ 3,100.00
Utilities	\$ 1,000,000.00	\$ -
Other Qualifying Improvements	\$ 3,050,732.00	\$ -
Administrative Costs (up to 10%)	\$ 2,356,626.00	\$ 73,972.53
<b>PROJECT COST TOTAL</b>	<b>\$ 15,797,958.00</b>	<b>\$ 1,119,962.37</b>
Interest	\$ 10,124,932.00	\$ 24,813.08
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$ 25,922,890.00</b>	<b>\$ 1,144,775.45</b>

\* Demolition expenses incurred to date are not included.

# Economic Development Report

October 17, 2017

The Economic Development Work Group met on October 4th, to review the Washington County Predevelopment Finance Fund concept that was included in the 2017-2019 ED Plan Update.

I have assisted three communities in Washington County with submitting proposals for the Amazon HQ2.

The 11<sup>th</sup> Annual MNCAR EXPO was held on October 11<sup>th</sup>. The CDA had a display booth at the event focusing specifically on Washington County (and East Metro) development opportunities.

Tyler Hilsabeck and I presented on economic development and the Open to Business Program in Washington County at the Stillwater Chamber of Commerce and the Forest Lake EDA Business Breakfast.

I have forwarded numerous business inquires to our city partners for site related business development opportunities (businesses looking for land and/or buildings). I have also met with and sent out to our local partners, a number or new land listings and building availabilities (owners looking for a new owner/tenants).

I met with an existing (large) manufacturing company in Hugo that is considering an expansion. We are helping/assisting the City and the business with technical assistance and potential financial programs from the State and the Open to Business Program.

Open to Business community roll out (introduction) events will be taking place at 7:30 am on October 19<sup>th</sup> in Scandia and October 20<sup>th</sup> in Woodbury at the CDA Office.

I am proud to have had the opportunity to collaborate with the City of Hugo and businesses within the City's Industrial Park to help lobby for state funding for the much-needed rail improvements to serve the Bald Eagle Industrial Park. As a result of this collaborative effort, two large employers in Hugo are currently planning expansions. Work has started! (see picture below)

Summary of September 2017 Economic Development Activities
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**Marketing/Promotion**

Marketing/Promotion	Working with communities on marketing brochures
Marketing/Promotion	Vender booth reservation at MNCAR Expo on October 11th
Bayport - Stillwater Chamber of Commerce	Lunch & Learn Presenter - Economic Development in Washington County

**Technical Assistance - Community**

Lake Elmo	Assist City with Xcel Energy Shovel Ready Site Certification
Stillwater	Forwarded to city staff Industrial building that recently sold
Washington County Workforce Development Board	
Cottage Grove	Met with City Staff & St. Paul College to develop partnerships for Workforce Training
Mahtomedi	Forwarded to city staff information on industrial building that recently sold
Newport	Forwarded to city staff information on industrial building that recently leased 36,000 q. ft.
Cottage Grove	Met with So. Washington Co. School and City Staff to explore workforce opportunities
Cottage Grove	Met with Century College and City Staff to explore workforce opportunities

**Business Assistance**

Hugo	Working with existing manufacturing company on expansion
Open to Business	contact w/over 40 businesses since July

**Site Related Buildings Looking for a new Owner/Tenant**

Stillwater	Forwarded to city staff retail building available for lease
Oak Park Heights	Forwarded to city staff new office/retail building available for lease
Forest Lake	Forwarded to city staff retail building available for lease
Forest Lake	Forwarded to city staff retail building available for lease
Forest Lake	Forwarded to city staff industrial building available for lease
Hugo	Forwarded Commercial land available for sale to City Staff
Newport	Forwarded Commercial building available for sale to City Staff
Cottage Grove	Forwarded 41,000 as ft industrial building available for sale to City Staff
Forest Lake	Forwarded to city staff office/retail building available for lease in the downtown
Cottage Grove	Forwarded to city staff retail building available for lease
Cottage Grove	Forwarded to city staff medical office building available for lease
Stillwater	Forwarded to city staff professional office building available for sale

Cottage Grove	Forwarded to city staff retail building available for lease
Stillwater	Forwarded to city staff professional office/retail building available for sale
Mahtomedi	Forwarded to city staff retail building available for sale
Stillwater	Forwarded to city staff professional office building available for sale
Scandia	Forwarded data center inquiry (looking for site 1 hour outside MSP)
Cottage Grove	Forwarded to city staff retail building available for lease
Stillwater	Forwarded new professional/medical office building available for lease to City Staff
Stillwater	Forwarded to city staff retail building available for lease
Woodbury	Forwarded to city staff professional office building available for lease
Woodbury	Forwarded to city staff professional office building available for lease
Cottage Grove	Forwarded to city staff medical office/professional/flex warehouse building available for lease
Woodbury	Forwarded to city staff professional office building available for lease
Cottage Grove	Forwarded to city staff land (185 acres) available for sale
Cottage Grove	Forwarded to city staff 25,000 sq. ft. creative office building available for sale
Forest Lake	Forwarded to city staff 35 acres of development land available for sale
Forest Lake	Forwarded to city staff commercial office building available for sale
Stillwater	Forwarded to city staff commercial office building available for sale
Forest Lake	Forwarded to city staff commercial office building available for sale

#### Site Related Business Looking for Land/Building

All Cities	Forwarded Amazon Inquiry for new Corporate Headquarters
Hugo, Forest Lake, Scandia	Forwarded industrial inquiry for 10,000 to 15,000 industrial lease space in NE Metro
Lake Elmo, Stillwater, Oak Park Heights	Forwarded office inquiry to city staff (Specific City request)
All Cities	Forwarded to city staff Industrial building inquiry for lease or sale 30,000 sq. ft in East Metro
Hugo, Mahtomedi	Forwarded industrial building inquiry to city staff (looking for specific location)
Hugo	Assisted with proposal for Amazon HQ
Forest Lake	Assisted with proposal for Amazon HQ
Stillwater	Forwarded industrial building inquiry in Stillwater or Hudson
Woodbury	Forwarded to city staff Industrial building inquiry for lease
All Cities	Forwarded Inquiry for professional office lease seeking East Metro location



**Finance Department Report  
October 17, 2017**

**Financial Analysis – Year- To-Date July 2017 Financials**

**Total Agency** –Total Agency income before depreciation and transfers had a positive variance to budget of \$903,292. Revenues were over budget by \$663,766 and expenses were under budget by \$239,526.

Agency budget to actual revenues were over budget by \$663,766. This is primarily due to Section 8 HCV program receiving \$247,000 more grant revenue than budgeted, HOME grant revenue received \$151,000 over budget and property rents exceeded budget by \$224,000.

Total Agency expenses were under budget by \$239,526. Expenses under budget relate to various governmental line items being under budget, the largest was consulting which was \$52,000 under budget. Section 8 HCV vouchers and HOME project assistance were both over budget by \$274,000 and 119,000, respectively.

In addition, total property expense was under budget by \$490,943. Administrative and operating were under budget by a combined \$79,000, maintenance was under budget by \$265,000 and utilities was under budget by \$94,000.

**2016 GFOA and REAC Submission**

The 2016 audited financial statements have been submitted to the GFOA for continued participation in the Certificate of Achievement for Excellence in Financial Reporting Program.

The Audited REAC Financial Submission has been approved by HUD.

**REAC Inspections**

- Briar Pond was inspected in July and a successful score of 87b/100 was received. The score was down slightly from the 2014 inspection from which the Agency received a score of 92/100. The 2017 score was impacted primarily by exterior erosion behind the 1610 building leading down to the pond. This resulted in a loss of 7.08 points. Maintenance has formulated a plan to correct this issue. This score is considered successful by HUD standards and the next scheduled inspection will be in 2019.
- Whispering Pines will be inspected this November. Maintenance has begun preparations and staff does not anticipate any issues.
- Scattered Sites will be inspected in 2017, however, a date has not yet been scheduled.

The Board should be aware that these inspections place a significant financial burden on the Agency due to the additional preparation that is required. Shelter's maintenance team inspects each unit, interior and exterior, to ensure that all HUD standards are met and that the Agency receives the highest score possible. Staff has done its best to anticipate and budget for additional costs that occur in REAC inspection years. For 2017 inspections an additional meeting was held with Staff and Shelter to ensure a reasonable maintenance budget was established that fell within the 2017 operation's budget. The time and money spent prior to inspection is represented by the successful scores we have historically received.

**2018 Budget Timeline** – A summary of the budget schedule is as follows:

- September – County Board approved preliminary establishment of Levy
- December – Truth In taxation hearing at County
- December – County Board consider levy
- December – CDA Board consider budget

**Finance Report  
October 17, 2017**

The financial results for August 31, 2017 are as follows:

**Total Agency Year-To-Date**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Revenues	\$13,474,797	\$13,782,336	\$13,118,570	\$663,766
Expenses	<u>11,092,761</u>	<u>13,299,346</u>	<u>13,538,872</u>	<u>(239,526)</u>
<b>Income (Loss)</b>	<b><u>\$2,382,036</u></b>	<b><u>\$482,990</u></b>	<b><u>(\$420,302)</u></b>	<b><u>\$903,292</u></b>

(Prior To Depreciation and Transfers)

**Total Properties Year-To-Date**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Revenues	\$7,419,491	\$7,295,257	\$7,029,674	\$265,583
Expenses	<u>6,138,865</u>	<u>7,509,632</u>	<u>8,000,575</u>	<u>(490,943)</u>
<b>Income (Loss)</b>	<b><u>\$1,280,626</u></b>	<b><u>(\$214,375)</u></b>	<b><u>(\$970,901)</u></b>	<b><u>\$756,526</u></b>

(Prior To Depreciation and Transfers)

**Individual Properties Income(Loss) Year-To-Date**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Brick Pond	\$47,875	\$37,264	\$26,371	\$10,893
Woodland Park	234,035	312,996	95,498	217,498
Briar Pond	415,168	375,172	257,875	117,297
Park Place I	80,843	75,280	17,037	58,243
Park Place II	12,674	6,600	8,702	(2,102)
Scattered Site	(41,707)	3,839	(46,324)	50,163
Whispering Pines	136,132	18,461	(2,467)	20,928
Transitional Housing	(1,099)	996	(296)	1,292
Trailside	146,586	148,657	114,143	34,514
Oakhill Cottages	82,402	61,902	31,225	30,677
Muller Manor	49,815	39,571	18,696	20,875
Ann Bodlovick	48,339	52,467	26,818	25,649
John Jergens	58,505	51,805	23,142	28,663
Pioneer	24,261	32,620	4,646	27,974
Cobble Hill	77,489	72,860	27,842	45,018
Raymie Johnson	70,780	95,191	25,434	69,757
Groves Managing Member	24,957	26,634	29,864	(3,230)
WCD - Series 2013	(19,999)	(19,973)	(20,000)	27
Landfall - Series 2010C	(168,182)	(171,886)	(174,028)	2,142
Piccadilly - Series 2015A	<u>1,752</u>	<u>(1,434,831)</u>	<u>(1,435,079)</u>	<u>248</u>
<b>Total</b>	<b><u>\$1,280,626</u></b>	<b><u>(\$214,375)</u></b>	<b><u>(\$970,901)</u></b>	<b><u>\$756,526</u></b>

(Prior To Depreciation and Transfers)

## Vacancy Rates - 2014-2016

	<b># of Units</b>	<b>2014 Actual Annual</b>	<b>2015 Actual Annual</b>	<b>2016 Actual Annual</b>	<b>2017 Actual Annual</b>	<b>2017 Budget Annual</b>
Brick Pond	40	0.0%	1.3%	0.6%	1.4%	5%
Woodland Park	180	1.2%	1.7%	1.2%	1.2%	5%
Briar Pond	196	0.6%	0.3%	0.3%	1.1%	5%
Park Place I	36	3.5%	1.4%	0.2%	1.5%	5%
Park Place II	6	2.8%	0.0%	4.2%	1.9%	5%
Scattered Site	56	0.7%	1.2%	1.5%	0.2%	5%
Whispering Pines	40	1.0%	0.8%	1.7%	0.6%	3%
<b>Senior Properties</b>						
Oakhill Cottages	40	0.0%	0.2%	0.0%	0.0%	3%
Muller Manor	28	0.3%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.3%	0.0%	0.0%	3%
John Jergens	30	0.3%	0.6%	0.0%	0.0%	3%
Pioneer	18	0.0%	0.5%	0.0%	0.6%	3%
Cobble Hill	45	0.0%	0.4%	0.2%	0.0%	3%
Raymie Johnson	120	1.9%	0.6%	1.2%	0.2%	3%
Trailside	70	0.6%	0.1%	0.1%	0.0%	3%
Seniors	401	0.6%	0.7%	0.4%	0.1%	3%
Overall	955	1.0%	1.3%	0.7%	0.6%	5%

Washington County CDA  
Total Agency  
For the Eight Months Ending August 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$6,076,928	\$7,484,874
Cash - Revenues	1,596,620	1,498,988
Cash - Section 8	339,334	315,196
Cash-FSS Escrow Public Housing	8,876	15,147
Cash -Operating Deficit Reserv	11,935	12,031
Cash - Repair Reserve	39,450	39,768
Deposits in Trust Fund	9,424,906	10,206,027
Deposits in Trust Fund - QECCB	71,392	74,135
Deposits in Escrow Account	118,297	13,934
Deposits - Security	149,620	147,631
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	226,366	227,637
General Operating Reserve	1,050,777	1,330,646
Long Term Capital Reserve	503,197	2,146,251
US Bank Collateral Investment	1,904,500	
Interest Receivable-Investment		328
Interest Receivable-Loan	28,878	3,050
Interest Receivable-Other	81,241	25,188
Interest Receivable- Loans	274,654	314,550
Interest Receivable - Red Rock TIF	12,996	24,813
Taxes Receivable-Current	2,194,218	2,250,107
Taxes Receivable-Delinquent	31,364	27,199
TIF Receivable	47,871	59,943
Accounts Receivable	17,272	2,993
Accounts Receivable-Rent(Prepaid)	14,360	8,655
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	17,086,744	16,396,274
Note Receivable (FHLB)	500,000	500,000
Loan Receivable-Piccadilly	178,212	515,451
Capital Lease Receivable	4,133,336	3,737,628
Developer Fee-Receiveable	319,000	1,500,000
Developer Fee-Interest Receivable	8,741	
Intergovernmental Rec.-Federal	119,326	121,198
Intergovernmental Rec.-State	116,047	14,684
Intergovernmental Rec-County	7,023	76,224
Interfund Rec.-Special Program		135,933
Interfund Rec.-W/O TIF	2,566,547	2,566,547
Interfund Rec.- Red Rock TIF	249,986	618,317
Interfund Rec-TrailSide	500,000	500,000
Prepaid Expenses	153,141	160,725
<b>TOTAL CURRENT ASSETS</b>	<b>\$51,994,127</b>	<b>\$54,916,278</b>
<b>FIXED ASSETS</b>		
Property for Resale	197,054	1,056,604
Land	4,559,054	4,559,054
Project in Progress	314,137	836,753
Buildings and Structures	66,477,093	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	(28,769,872)	(29,713,490)
Net Buildings & Structures	37,707,221	36,665,951
Grounds and Improvements	1,797,552	1,783,950
Accum Depr.-Grounds & Improv.(40 years)	(454,080)	(485,497)
Net Grounds&Improv.	1,343,472	1,298,453
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(473,719)	(491,441)
Net Furniture&Fixtures	41,983	24,261
	41,983	24,261
<b>TOTAL FIXED ASSETS</b>	<b>\$44,162,921</b>	<b>\$44,441,076</b>
<b>TOTAL ASSETS</b>	<b>\$96,157,048</b>	<b>\$99,357,354</b>

Washington County CDA  
Total Agency  
For the Eight Months Ending August 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
	<u>                    </u>	<u>                    </u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$192,924	\$287,401
Accounts Payable-Bridges	1,965	1,890
Accounts Payable-Other	311	602
Salaries Payable	30,392	23,494
Pension Withheld Payable		(15)
Flex Spending Payable	301	5,313
Flex Spending-Dependent Care Payable		350
Limited Flex Spending (FSL) Payable	1,508	1,290
MN Health Savings Payable		(10)
Other Payroll Payable	(157)	(115)
Contracts Payable	26,275	18,648
Accrued Bond Interest - QECCB	3,993	3,830
Accrued Bond Interest	161,850	254,260
Accrued Mortgage Interest	30,160	29,616
Accrued Interest-Red Rock Project	12,996	24,813
Accrued Interest -Development	201,838	227,503
Notes Payable	500,000	500,000
Deferred Revenues	4,864,313	6,778,850
Intergov't Payable-County(PILOT)	470,235	486,200
Intergov't Payable-Other	40,000	40,000
Interfund Payable - Red Rock Project	249,986	618,317
Interfund Payable - Development	2,566,547	2,702,480
Interfund Payable - GAP	500,000	500,000
Escrow Deposits Payable	(1,824,866)	(1,662,963)
Escrow Deposits Payable-Security	383,373	374,910
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS	637	4,038
Escrow Deposits Payable-FSS Public Housing	8,876	15,147
<b>TOTAL CURRENT LIABILITIES</b>	<u>\$8,442,836</u>	<u>\$11,256,377</u>
<b>LONG-TERM LIABILITIES</b>		
Revenue Bonds Payable	42,330,000	38,960,000
Revenue Bonds Payable - QECCB	1,815,000	1,675,000
Mortgage Payable	12,092,522	11,651,283
MHFA Loan-POHP		271,000
Unamortized Bond Premium	921,651	859,668
Unamortized Bond Discount	(282,091)	(262,316)
Deferred Refunding Costs	(854,904)	(749,740)
Deferred Gain on Sale of Property	429,492	376,574
Deferred Gain on Refunding	429,686	312,506
<b>TOTAL LONG TERM LIABILITIES</b>	<u>\$56,881,356</u>	<u>\$53,093,975</u>
<b>FUND EQUITY</b>		
Current Year-to-Date Income(Loss)	2,765,228	2,257,322
Retained Earnings-Unreserved	28,067,626	32,749,679
<b>TOTAL FUND EQUITY</b>	<u>\$30,832,854</u>	<u>\$35,007,001</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>\$96,157,046</u></u>	<u><u>\$99,357,353</u></u>

Washington County CDA  
Total Agency  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
<b>TAXES</b>					
Levy	\$3,067,331	(\$78,322)	\$3,145,653	\$3,145,657	(\$4)
Current Tax Increments	74,333	(11,734)	86,067	86,064	3
<b>TOTAL TAXES</b>	<b>\$3,141,664</b>	<b>(\$90,056)</b>	<b>\$3,231,720</b>	<b>\$3,231,721</b>	<b>(\$1)</b>
<b>INCOME</b>					
Sec. 8 Portability Admin. Fees	\$159,268	\$16,970	\$142,298	\$149,000	(\$6,702)
Section 8 Subsidies	1,757,907	(275,843)	2,033,750	1,786,667	247,083
Senior Care Community				5,600	(5,600)
HUD Annual Contributions	534,192	(24,920)	559,112	536,600	22,512
HUD Annual Contrib.-Admin	50,280	2,159	48,121	50,200	(2,079)
Low Income Housing Tax Credits	39,181	10,989	28,192	55,536	(27,344)
Administration	58,731	(56,190)	114,921	30,100	84,821
Other Federal Grants and Aids	231,060	(26,907)	257,967	243,000	14,967
HOME Rehabilitation Contributions	372,897	27,156	345,741	194,500	151,241
Federal Grants - CDBG	212,836	(55,459)	268,295	268,295	
Federal Grants - FSS Combined	29,240	(951)	30,191	30,800	(609)
Bridges Administration Fees	15,300	525	14,775	17,328	(2,553)
Bridges Subsidies	161,669	(3,674)	165,343	162,139	3,204
Other Grants & Aids-State	157,101	130,642	26,459	36,664	(10,205)
Other Grants - Counties		(80,000)	80,000	75,000	5,000
Asset Management Fee	3,000		3,000	3,000	
Administrative Charges - Other		(1,500)	1,500		1,500
Fees for Services-Housing	70,682	62,563	8,119	65,595	(57,476)
Conduit Financing Fees	27,719	27,719		1,400	(1,400)
Origination Fees-Loans	2,376	211	2,165	3,336	(1,171)
Other Misc. Charges	4,500	4,500			
Rent Revenue	4,940,659	(37,121)	4,977,780	4,966,000	11,780
Rent Revenue-Vacancy Loss	(85,145)	2,108	(87,253)	(211,339)	124,086
Rent Revenue-Subsidized	866,381	(39,164)	905,545	817,264	88,281
Utility Reimbursement-Subsidized	4,748	3,208	1,540	2,328	(788)
Cable Reimbursement	11,243	(477)	11,720	11,200	520
Rent Revenue-Garage	58,407	1,237	57,170	58,064	(894)
Rent Revenue-Employee Discount	(5,074)	819	(5,893)		(5,893)
Laundry Revenue	19,566	1,234	18,332	20,264	(1,932)
Guest Suite Rental Income	1,200	(950)	2,150	800	1,350
Application Fees Revenue	4,975	550	4,425	7,792	(3,367)
Emergency Pendant Reimbursement	452	73	379	536	(157)
Security Deposit-Legal	6,211	2,103	4,108	6,064	(1,956)
Security Deposit-Bad Debt	21,822	6,859	14,963	12,928	2,035
Security Deposit-Other	22,555	9,152	13,403	14,720	(1,317)
Penalty Charges	11,691	(1,360)	13,051	12,328	723
Miscellaneous Revenue	1,803	357	1,446	3,200	(1,754)
Interest-Investments	20,319	(33,210)	53,529	3,048	50,481
Interest on Capital Lease	76,824	9,697	67,127	67,124	3
Interest Income on Restricted Invest	8,942	(17,365)	26,307	1,248	25,059
Interest Income-Loan	224,829	96,503	128,326	158,384	(30,058)
Gain on Investments	1,193	922	271		271
Interest-Developer Fee				5,800	(5,800)
Interest-Other	24,957	(231)	25,188	24,064	1,124
Contributions		(500)	500		500
Revenue-Other	172,500	24,603	147,897	154,608	(6,711)
Comp. for Loss of Fixed Assets		(3,153)	3,153		3,153
Gain on Sale of Property	34,136	(1,367)	35,503	35,664	(161)
<b>TOTAL INCOME</b>	<b>\$10,333,133</b>	<b>(\$217,483)</b>	<b>\$10,550,616</b>	<b>\$9,886,849</b>	<b>\$663,767</b>
<b>EXPENSES</b>					
Salaries And Wages-Regular	\$689,914	(\$134,099)	\$824,013	\$899,605	(\$75,592)
Salaries and Wages-Per Diem	2,160	(310)	2,470	3,800	(1,330)
Medicare Contributions	9,654	(2,715)	12,369	12,453	(84)
Pension Contributions	61,411	(10,865)	72,276	74,747	(2,471)
Flex Spending Expense	5,230	(2,361)	7,591	12,792	(5,201)
Health Savings Expense	2,484	(174)	2,658	3,056	(398)
HSA Expense	11,595	(9,005)	20,600		20,600
Health Insurance	95,487	12,895	82,592	95,192	(12,600)
Dental Insurance	12,359	639	11,720	11,280	440
Life Insurance	1,810	(624)	2,434	1,312	1,122
Disability Insurance	7,492	(705)	8,197	5,864	2,333
Workers Compensation				3,192	(3,192)
<b>SUBTOTAL EMPLOYEE COMPENSA</b>	<b>\$899,596</b>	<b>(\$147,324)</b>	<b>\$1,046,920</b>	<b>\$1,123,293</b>	<b>(\$76,373)</b>
Office Supplies	\$17,460	\$3,142	\$14,318	\$23,003	(\$8,685)
Books and Pamphlets	1,205	25	1,180	1,000	180
Cleaning Supplies	7,928	(1,765)	9,693	11,960	(2,267)
General Supplies	1,003	347	656	1,512	(856)
Plumbing Supplies	29,424	6,461	22,963	31,192	(8,229)
Electrical Supplies	17,899	1,431	16,468	21,656	(5,188)

Washington County CDA  
Total Agency  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Carpentry Supplies	\$21,757	\$8,946	\$12,811	\$27,872	(\$15,061)
Painting Supplies	15,114	2,483	12,631	17,920	(5,289)
HVAC Supplies	14,208	7,812	6,396	15,912	(9,516)
Appliance Supplies	12,442	164	12,278	12,864	(586)
Building Repair Supplies		(16)	16	64	(48)
Grounds Supplies	30	3	27	64	(37)
Auditing/Accounting Services	61,385	2,585	58,800	63,836	(5,036)
Payroll Services	6,329	364	5,965	6,400	(435)
Legal Fees-Retainer	103,446	17,990	85,456	111,584	(26,128)
Legal Fees-Litigation	311	(2,464)	2,775	2,072	703
Legal Fees-Other	25,495	(49,501)	74,996	30,008	44,988
Consulting Fees	187,645	(48,838)	236,483	288,997	(52,514)
Property Management Fees	313,232	(19)	313,251	313,232	19
Property Management-HRA	272,414	(39,526)	311,940	351,504	(39,564)
Administrative Charges				864	(864)
Architect Fees		(3,010)	3,010		3,010
Inspection Fees	4,785	1,110	3,675	4,072	(397)
Appraisal and Assessing Fees		(5,860)	5,860	6,664	(804)
Financial and Bonding Fees	1,168	1,168		864	(864)
Compliance Monitoring				2,000	(2,000)
Marketing	23,986	(82)	24,068	52,514	(28,446)
Environmental Studies	901	(4,544)	5,445	11,064	(5,619)
Municipal Fees	11,058	(2,840)	13,898	14,392	(494)
Applicant Screening Fees	8,855	1,385	7,470	12,112	(4,642)
Service Charges	3,105	(907)	4,012	2,400	1,612
Other Professional Services	14,722	8,833	5,889	20,856	(14,967)
Electric Utilities	133,540	6,836	126,704	147,336	(20,632)
Water and Sewer Utilities	143,598	(3,645)	147,243	159,656	(12,413)
Natural Gas Utilities	96,073	(2,282)	98,355	166,480	(68,125)
Refuse and Disposal	81,345	1,218	80,127	77,192	2,935
Cleaning and Decorating	28,073	3,571	24,502	41,856	(17,354)
Cleaning and Janitorial Services	1,522	1,281	241	12,730	(12,489)
Carpentry Services	43,343	4,381	38,962	81,208	(42,246)
Exterminating	12,941	4,343	8,598	13,755	(5,157)
Elevator Services	25,411	(5,680)	31,091	27,320	3,771
Plumbing Services	31,302	(5,136)	36,438	37,936	(1,498)
Water Heater Replacements	1,200	(8,037)	9,237	5,128	4,109
Electrical Services	30,462	2,204	28,258	39,736	(11,478)
Carpet/Flooring Services	87,242	13,976	73,266	98,184	(24,918)
Painting Services	36,108	1,887	34,221	45,928	(11,707)
HVAC Services	30,905	2,994	27,911	39,912	(12,001)
HVAC Replacements	7,018	(2,627)	9,645	24,800	(15,155)
Washer & Dryer Replacements	17,492	6,580	10,912	24,394	(13,482)
Stove Replacements	11,139	268	10,871	15,480	(4,609)
Refrigerator Replacements	8,266	(4,488)	12,754	16,592	(3,838)
Appliance Services	2,992	1,663	1,329	4,192	(2,863)
Lawn Care Services	41,529	(3,434)	44,963	59,463	(14,500)
Snow Removal Services	49,164	(3,649)	52,813	58,285	(5,472)
Maint.-Building and Structures		(200)	200	1,336	(1,136)
Maint-Grounds & Improvements	29,765	(20,578)	50,343	41,280	9,063
Maint-PM-MSS/Bldg Maintenance	1,382	(1,388)	2,770	2,400	370
Maint-Office Equipment	22,129	1,037	21,092	21,400	(308)
Property Maintenance Fees	402,243	47,189	355,054	377,488	(22,434)
On Site Staff-CareTakers	105,318	(973)	106,291	126,400	(20,109)
On Site Staff-Property Mgrs	351,428	(24,145)	375,573	413,928	(38,355)
Association Fees	75,487	(4,847)	80,334	81,800	(1,466)
Rentals-Buildings & Structures				136	(136)
Rentals-Office Equipment	31,439	3,534	27,905	30,800	(2,895)
Rentals-Other Equipment	52	52			
Relocation Expense		(1,238)	1,238		1,238
Demolition		(48,475)	48,475		48,475
Other Contractual Services	1,553	3	1,550		1,550
Telephone	51,978	(8,071)	60,049	60,133	(84)
Cable & Satellite Communicat.	14,105	(843)	14,948	13,192	1,756
Delivery	638	551	87	528	(441)
Postage	7,195	736	6,459	10,400	(3,941)
Travel Expense	17,265	(54)	17,319	16,789	530
Mileage Reimbursement	8,573	(570)	9,143	11,992	(2,849)
Transportation Charges	15,580	(2,675)	18,255	17,128	1,127
Uniforms	5,551	(650)	6,201	5,064	1,137
Community Projects		(100,000)	100,000	100,000	
Advertising	10,401	(5,601)	16,002	6,080	9,922
Newsletters	3,075	(25)	3,100	3,928	(828)
Printing and Binding				336	(336)
General Liability Insurance	1,717	(106)	1,823	1,736	87
Property Insurance	225,365	(4,420)	229,785	232,648	(2,863)
Dues and Subscriptions	24,674	2,286	22,388	15,794	6,594
Training	13,867	(9,857)	23,724	3,736	19,988
Meetings and Conferences	23,470	14,667	8,803	37,003	(28,200)
Licenses and Taxes	225	225			

Washington County CDA  
Total Agency  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Property Taxes	\$932	(\$2,396)	\$3,328	\$3,472	(\$144)
PILOT	269,030	(4,799)	273,829	260,160	13,669
City of Oakdale	101,802	(1,716)	103,518	103,518	
Washington County	205,899	(1,626)	207,525	207,526	(1)
Special Assessments	10,009	3,175	6,834	5,520	1,314
Bad Debt Expense	21,381	5,215	16,166	34,072	(17,906)
Donations				1,336	(1,336)
Resident Retention	2,440	977	1,463	6,136	(4,673)
H.U.D Pass Through-expense	11,924	831	11,093	14,400	(3,307)
Housing Assistance Payments	2,463,382	(307,524)	2,770,906	2,496,075	274,831
Utility Reimbursements	16,357	(866)	17,223	21,536	(4,313)
FSS Escrow Payment	1,605	(1,471)	3,076		3,076
Rent Subsidies-Administration		(596)	596	1,536	(940)
Project Assistance	555,295	(24,093)	579,388	460,241	119,147
Interest/Other Expenses	3,644	904	2,740	2,520	220
Interest Expense-Loan	15,962	(6,551)	22,513	25,184	(2,671)
Land and Easements	55,220	(74,356)	129,576	130,000	(424)
Capital Outlay	11,380	(36,352)	47,732	31,000	16,732
Office Equipment	2,970	2,970		264	(264)
Data Processing	10,591	(3,410)	14,001	78,597	(64,596)
Bond Principal	1,417,083	(1,403,750)	2,820,833	2,799,995	20,838
Mortgage Principal	195,978	4,432	191,546	191,856	(310)
Bond Interest - QECB	32,081	1,278	30,803	31,288	(485)
Bond Interest	963,050	41,263	921,787	940,688	(18,901)
Mortgage Interest	242,520	4,306	238,214	237,848	366
Trustee Fees	40,183	(7,771)	47,954	39,339	8,615
<b>TOTAL EXPENSES</b>	<b>\$11,092,761</b>	<b>(\$2,206,585)</b>	<b>\$13,299,346</b>	<b>\$13,538,872</b>	<b>(\$239,526)</b>
Income(Loss) Before Deprec. & Transf	\$2,382,036	\$1,899,046	\$482,990	(\$420,302)	\$903,292
<b>TRANSFERS</b>					
Oper. Transfer to General Fund	\$987,482	\$987,482			
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Transfer from Proprietary Fund	(987,482)	(896,996)	(90,486)		(90,486)
Depreciation					
Deprec-Buildings & Shelters	1,140,783	(17,134)	1,157,917	1,139,552	18,365
Deprec-Grounds & Improvements	29,376	(292)	29,668	29,600	68
Deprec-Furniture & Fixtures	11,814		11,814	11,816	(2)
<b>Total Depreciation</b>	<b>1,181,973</b>	<b>(17,426)</b>	<b>1,199,399</b>	<b>1,180,968</b>	<b>18,431</b>
Bond Issuance	13,184		13,184	13,180	4
Bond Discount	(41,322)		(41,322)	(41,319)	(3)
Deferred Refunding	70,110	3	70,107	70,111	(4)
Deferred Gain on Refunding	(78,120)		(78,120)	(78,120)	
Bond Principal-Offset	(1,417,083)	1,403,750	(2,820,833)	(2,799,995)	(20,838)
Mortgage Principal-Offset	(111,940)	4,805	(116,745)	(116,616)	(129)
Debt Service Non-Cash	(\$1,565,171)	\$1,408,558	(\$2,973,729)	(\$2,952,759)	(\$20,970)
<b>TOTAL INCOME ( LOSS)</b>	<b>\$2,765,234</b>	<b>\$507,914</b>	<b>\$2,257,320</b>	<b>\$1,351,489</b>	<b>\$905,831</b>

Washington County CDA  
General Fund  
Balance Sheet  
August 31, 2017

	<u>2016 Year-to-Date Actual</u>	<u>2017 Year-to-Date Actual</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$2,594,888	\$2,789,276
Deposits in Trust Fund	4	931
General Operating Reserve	1,050,777	1,330,646
US Bank Collateral Investment	272,064	
Interest Receivable-Investmnt		47
Taxes Receivable-Current	725,218	726,867
Taxes Receivable-Delinquent	31,364	27,199
Prepaid Expenses	<u>8,535</u>	<u>1,307</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$4,682,850</b>	<b>\$4,876,273</b>
<b>TOTAL ASSETS</b>	<b><u>\$4,682,850</u></b>	<b><u>\$4,876,273</u></b>
<hr style="border: 1px solid black;"/>		
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	21,315	10,770
Accounts Payable - Other	134	216
Salaries Payable	10,179	10,474
Pension Withheld Payable		(15)
Flex Spending Payable	301	5,313
Flex Spending-Dependent Care Payable		350
Limited Flex Spending (FSL) Payable	1,508	1,290
MN Health Savings Payable		(10)
Other Payroll Payable	(157)	(115)
Deferred Revenues	<u>601,630</u>	<u>605,966</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$634,910</b>	<b>\$634,239</b>
<b>LONG-TERM LIABILITIES</b>	<u>                    </u>	<u>                    </u>
<b>FUND EQUITY</b>		
Current Year-to-Date Income(Loss)	1,507,621	523,253
Retained Earnings-Unreserved	<u>2,540,321</u>	<u>3,719,782</u>
<b>TOTAL FUND EQUITY</b>	<b><u>\$4,047,942</u></b>	<b><u>\$4,243,035</u></b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>\$4,682,852</u></b>	<b><u>\$4,877,274</u></b>

**Washington County CDA  
General Fund  
For the Eight Months Ending August 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
<b>REVENUES</b>					
Levy	\$1,108,669	(\$5,998)	\$1,114,667	\$1,114,664	\$3
Other Grants - Counties		(5,000)	5,000		5,000
Other Misc. Charges	4,500	4,500			
Revenue-Other	2,282	(449)	2,731	3,000	(269)
<b>Total Revenues</b>	<b>\$1,115,451</b>	<b>(\$6,947)</b>	<b>\$1,122,398</b>	<b>\$1,117,664</b>	<b>\$4,734</b>
<b>EXPENDITURES</b>					
Salaries And Wages-Regular	\$145,696	(\$28,971)	\$174,667	\$188,264	(\$13,597)
Salaries and Wages-Per Diem	2,090	(275)	2,365	3,800	(1,435)
Medicare Contributions	2,122	(435)	2,557	2,656	(99)
Pension Contributions	13,094	(2,626)	15,720	15,536	184
Flex Spending Expense	3,075	1,125	1,950	4,000	(2,050)
Health Savings Expense	728	(3)	731	800	(69)
HSA Expense	2,875	(2,763)	5,638		5,638
Health Insurance	27,723	7,470	20,253	20,664	(411)
Dental Insurance	3,594	584	3,010	2,872	138
Life Insurance	537	(81)	618	264	354
Disability Insurance	2,248	(223)	2,471	1,264	1,207
Workers Compensation				1,064	(1,064)
<b>Subtotal Employee Compensation</b>	<b>\$203,782</b>	<b>(\$26,198)</b>	<b>\$229,980</b>	<b>\$241,184</b>	<b>(\$11,204)</b>
Office Supplies	8,164	(891)	9,055	11,072	(2,017)
Books and Pamphlets		(188)	188	328	(140)
Cleaning Supplies	3	(275)	278	1,000	(722)
General Supplies	409	70	339	400	(61)
Plumbing Supplies	544	266	278	400	(122)
Electrical Supplies	30	30		864	(864)
Carpentry Supplies	387	295	92	800	(708)
Painting Supplies		(32)	32		32
HVAC Supplies	27	(501)	528	64	464
Building Repair Supplies		(16)	16	64	(48)
Grounds Supplies	30	3	27	64	(37)
Auditing/Accounting Services	46,385	3,385	43,000	43,000	
Payroll Services	6,329	364	5,965	6,400	(435)
Legal Fees-Retainer	39,873	19,380	20,493	40,064	(19,571)
Consulting Fees	54,486	12,340	42,146	84,933	(42,787)
Financial and Bonding Fees	1,168	1,168		864	(864)
Marketing		(205)	205		205
Service Charges	3,101	(911)	4,012	2,000	2,012
Other Professional Services	12,023	8,073	3,950	8,536	(4,586)
Electric Utilities	6,672	(126)	6,798	8,264	(1,466)
Water and Sewer Utilities	1,452	(28)	1,480	1,936	(456)
Natural Gas Utilities	1,853	762	1,091	2,264	(1,173)
Refuse and Disposal	503	(180)	683	1,336	(653)
Cleaning and Decorating	10,354	647	9,707	10,536	(829)
Carpentry Services		(495)	495	4,336	(3,841)
Exterminating	299	47	252	536	(284)
Elevator Services	1,114	(912)	2,026	4,664	(2,638)
Plumbing Services				1,400	(1,400)
Electrical Services	1,786	(8,966)	10,752	3,464	7,288
Painting Services				664	(664)
HVAC Services	529	529		4,600	(4,600)
Lawn Care Services	1,866	115	1,751	1,936	(185)
Snow Removal Services	1,600		1,600	1,736	(136)
Maint.-Building and Structures		(200)	200	1,336	(1,136)
Maint-Grounds & Improvements	442	(414)	856	2,600	(1,744)
Maint-PM-MSS/Bldg Maintenance	1,382	(1,388)	2,770	2,400	370
Maint-Office Equipment	3,643	2,834	809	1,800	(991)
Rentals-Buildings & Structures				136	(136)
Rentals-Office Equipment	20,576	3,285	17,291	16,664	627
Telephone	8,120	150	7,970	8,664	(694)
Delivery				136	(136)
Postage	944	66	878	936	(58)
Travel Expense	8,197	2,411	5,786	6,136	(350)
Mileage Reimbursement	61	9	52	136	(84)
Advertising	6,333	3,492	2,841	1,936	905
Property Insurance	4,186	474	3,712	4,336	(624)
Dues and Subscriptions	12,260	1,758	10,502	8,338	2,164
Training	4,297	(7,039)	11,336	1,536	9,800
Meetings and Conferences	7,658	6,600	1,058	17,803	(16,745)
Bad Debt Expense				1,000	(1,000)
Donations				1,336	(1,336)
Other Expenses-Misc.	252	252			
Interest Expense-Loan	15,962	(6,551)	22,513	25,184	(2,671)
Capital Outlay	11,380	(36,352)	47,732	31,000	16,732
Office Equipment	990	990		264	(264)
Data Processing	6,529	(1,472)	8,001	62,400	(54,399)
Mortgage Principal	84,038	9,237	74,801	75,240	(439)
<b>Total Operating Expenses</b>	<b>\$602,019</b>	<b>(\$14,308)</b>	<b>\$616,327</b>	<b>\$761,026</b>	<b>(\$144,699)</b>
<b>Excess of revenues Over (Under) expenditures</b>	<b>\$513,432</b>	<b>\$7,361</b>	<b>\$506,071</b>	<b>\$356,638</b>	<b>\$149,433</b>
<b>Transfers</b>					

**Washington County CDA  
General Fund  
For the Eight Months Ending August 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Transfer from Propriety Fund	(\$987,482)	(\$987,482)			
Total Transfers	(\$987,482)	(\$987,482)			
Interest-Investments	7,749	(8,532)	16,281		16,281
Gain on Investments	(1,045)	(1,943)	898		898
Non-Operating Revenue/Expense	\$6,704	(\$10,475)	\$17,179		\$17,179
Net Income (Loss)	<u>\$1,507,618</u>	<u>\$984,368</u>	<u>\$523,250</u>	<u>\$356,638</u>	<u>\$166,612</u>

Washington County CDA  
Total Properties  
Balance Sheet  
For the Eight Months Ending August 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$331,015	\$1,243,332
Cash - Revenues	1,596,620	1,498,988
Cash - FSS Escrow Public Housing	8,876	15,147
Cash -Operating Deficit Reserv	11,935	12,031
Cash - Repair Reserve	39,450	39,768
Deposits in Trust Fund	9,424,902	10,205,095
Deposits in Trust Fund - QECB	71,392	74,135
Deposits in Escrow Account	112,661	
Deposits - Security	149,620	147,631
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	226,366	227,637
Interest Receivable-Loan	28,878	3,050
Interest Receivable-Other	81,241	25,188
Taxes Receivable-Current	554,500	577,505
Accounts Receivable	1,800	2,993
Accounts Receivable-Rent(Prepaid)	14,360	8,655
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	12,105,000	10,527,077
Note Receivable (FHLB)	500,000	500,000
Capital Lease Receivable	4,133,336	3,737,628
Developer Fee Receivable	319,000	1,500,000
Developer Fee-Interest Receivable	8,741	
Intergovernmental Rec.-Federal	62,141	36,867
Intergovernmental Rec.-State	116,047	
Prepaid Expenses	144,070	158,697
<b>TOTAL CURRENT ASSETS</b>	<b>\$31,872,923</b>	<b>\$32,385,630</b>
<b>FIXED ASSETS</b>		
Land	4,559,054	4,559,054
Project in Progress	314,137	836,753
Buildings and Structures	66,477,093	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	(28,769,872)	(29,713,490)
Net Buildings & Structures	37,707,221	36,665,951
Grounds and Improvements	1,797,552	1,783,950
Accum Depr.-Grounds & Improv.(40 years)	(454,080)	(485,497)
Net Grounds&Improv.	1,343,472	1,298,453
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(473,719)	(491,441)
Net Furniture&Fixtures	41,983	24,261
	<u>41,983</u>	<u>24,261</u>
<b>TOTAL FIXED ASSETS</b>	<b>\$43,965,867</b>	<b>\$43,384,472</b>
<b>TOTAL ASSETS</b>	<b>\$75,838,790</b>	<b>\$75,770,102</b>

Washington County CDA  
Total Properties  
Balance Sheet  
For the Eight Months Ending August 31, 2017

	<u>2016</u> Year-to-Date Actual	<u>2017</u> Year-to-Date Actual
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$121,365	\$216,032
Accounts Payable-Other	114	37
Contracts Payable	26,275	18,648
Accrued Bond Interest - QECB	3,993	3,830
Accrued Bond Interest	161,850	254,260
Accrued Mortgage Interest	30,160	29,616
Notes Payable	500,000	500,000
Deferred Revenues	369,667	385,004
Intergov't Payable-County(PILOT)	470,235	479,200
Interfund Payable-GAP	500,000	500,000
Escrow Deposits Payable-Security	383,373	374,910
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS Public Housing	8,876	15,147
<b>TOTAL CURRENT LIABILITIES</b>	<u>\$2,595,287</u>	<u>\$2,797,212</u>
<b>LONG-TERM LIABILITIES</b>		
Revenue Bonds Payable	42,330,000	38,960,000
Revenue Bonds Payable - QECB	1,815,000	1,675,000
Mortgage Payable	10,267,656	9,988,320
MHFA Loan-POHP		271,000
Unamortized Bond Premium	921,651	859,668
Unamortized Bond Discount	(282,091)	(262,316)
Deferred Refunding Costs	(854,904)	(749,740)
Deferred Gain on Sale of Property	429,492	376,574
Deferred Gain on Refunding	429,686	312,506
<b>TOTAL LONG TERM LIABILITIES</b>	<u>\$55,056,490</u>	<u>\$51,431,012</u>
<b>FUND EQUITY</b>		
Current Year-to-Date Income (Loss)	676,336	1,469,469
Retained Earnings-Unreserved	17,510,674	20,072,411
<b>TOTAL FUND EQUITY</b>	<u>\$18,187,010</u>	<u>\$21,541,880</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>\$75,838,787</u></u>	<u><u>\$75,770,104</u></u>

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
<b>Operating Revenues</b>					
Rent Revenue	\$4,940,659	(\$37,121)	\$4,977,780	\$4,966,000	\$11,780
Rent Revenue-Subsidized	\$866,381	(\$39,164)	\$905,545	\$817,264	\$88,281
Rent Revenue-Vacancy Loss	(\$85,145)	\$2,108	(\$87,253)	(\$211,339)	\$124,086
Net Rent Revenue	\$5,721,895	(\$74,177)	\$5,796,072	\$5,571,925	\$224,147
Rent Revenue-Garage	58,407	1,237	57,170	58,064	(894)
Rent Revenue-Employee Discount	(5,074)	819	(5,893)		(5,893)
Rental Income	\$53,333	\$2,056	\$51,277	\$58,064	(\$6,787)
Laundry Revenue	19,566	1,234	18,332	20,264	(1,932)
Service Income	\$19,566	\$1,234	\$18,332	\$20,264	(\$1,932)
HUD Annual Contributions	122,316	12,893	109,423	116,664	(7,241)
Grants - CDBG	18,008	(30,186)	48,194		48,194
Other Grants and Aids-State	116,047	116,047			
Utility Reimbursement-Subsidized	4,748	3,208	1,540	2,328	(788)
Cable Reimbursement	11,243	(477)	11,720	11,200	520
Guest Suite Rental Income	1,200	(950)	2,150	800	1,350
Application Fees Revenue	4,975	800	4,175	7,128	(2,953)
Emergency Pendant Reimbursement	452	73	379	536	(157)
Security Deposit-Legal	6,211	2,103	4,108	6,064	(1,956)
Security Deposit-Bad Debt	21,822	6,859	14,963	12,928	2,035
Security Deposit-Other	22,555	9,152	13,403	14,720	(1,317)
Penalty Charges	11,691	(1,360)	13,051	12,328	723
Miscellaneous Revenue	1,803	357	1,446	3,200	(1,754)
Revenue-Other	170,979	26,980	143,999	151,408	(7,409)
Other Income	\$514,050	\$145,499	\$368,551	\$339,304	\$29,247
Total Operating Revenues	\$6,308,844	\$74,612	\$6,234,232	\$5,989,557	\$244,675
<b>Operating Expenses</b>					
Marketing	\$23,668	\$1,906	\$21,762	\$31,914	(\$10,152)
Management Fee					
Property Management Fees	313,232	(19)	313,251	313,232	19
Property Management-CDA	272,414	(39,526)	311,940	351,504	(39,564)
Total Management Fees	\$585,646	(\$39,545)	\$625,191	\$664,736	(\$39,545)
Administrative Expenses					
Office Supplies	4,479	1,355	3,124	9,528	(6,404)
Auditing/Accounting Services	15,000	(800)	15,800	19,500	(3,700)
Data Processing		(2,500)	2,500	1,528	972
Maint-Office Equipment	18,077	(2,205)	20,282	19,536	746
Rentals-Office Equipment	10,863	249	10,614	14,136	(3,522)
Rentals-Other Equipment	52	52			
Other Contractual Services	1,553	3	1,550		1,550
Telephone	42,217	(5,735)	47,952	44,472	3,480
Cable & Satellite Communication	14,105	(843)	14,948	13,192	1,756
Postage	1,867	759	1,108	3,872	(2,764)
Travel Expense	453	181	272	984	(712)
Transportation Charges	15,580	(2,675)	18,255	17,128	1,127
Advertising		(380)	380	64	316
Newsletters	3,075	(25)	3,100	3,928	(828)
Dues and Subscriptions				200	(200)
Training	400	400			
Meetings and Conferences	2,531	(2,535)	5,066	4,864	202
Total Administrative Expenses	\$130,252	(\$14,699)	\$144,951	\$152,932	(\$7,981)
Operating Expenses					
Cleaning Supplies	7,925	(1,490)	9,415	10,960	(1,545)
Legal Fees-Other	25,495	8,079	17,416	30,008	(12,592)
Consulting Fees	11,996		11,996	13,600	(1,604)
Environmental Studies	901	(894)	1,795	1,064	731
Municipal Fees	11,058	(2,840)	13,898	14,392	(494)
Applicant Screening Fees	6,175	1,155	5,020	10,048	(5,028)

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Other Professional Services	\$261	(\$35)	\$296	\$11,320	(\$11,024)
Cleaning and Decorating	17,718	2,923	14,795	31,320	(16,525)
Cleaning and Janitorial Services	1,522	1,281	241	12,730	(12,489)
Exterminating	12,642	4,296	8,346	13,219	(4,873)
Association Fees	75,487	(4,847)	80,334	81,800	(1,466)
Resident Retention	2,440	977	1,463	6,136	(4,673)
<b>Total Operating Expenses</b>	<b>\$173,620</b>	<b>\$8,605</b>	<b>\$165,015</b>	<b>\$236,597</b>	<b>(\$71,582)</b>
Maintenance Expenses					
General Supplies	240	75	165	1,112	(947)
Plumbing Supplies	28,880	6,196	22,684	30,792	(8,108)
Electrical Supplies	17,869	1,401	16,468	20,792	(4,324)
Carpentry Supplies	21,370	8,684	12,686	27,072	(14,386)
Painting Supplies	15,114	2,515	12,599	17,920	(5,321)
HVAC Supplies	14,182	8,314	5,868	15,848	(9,980)
Appliance Supplies	12,442	164	12,278	12,864	(586)
Carpentry Services	43,261	5,372	37,889	76,536	(38,647)
Elevator Services	24,298	(4,767)	29,065	22,656	6,409
Plumbing Services	31,302	(5,136)	36,438	36,536	(98)
Water Heater Replacements	1,200	(8,037)	9,237	5,128	4,109
Electrical Services	28,677	11,171	17,506	36,272	(18,766)
Carpet/Flooring Services	87,242	13,976	73,266	98,184	(24,918)
Painting Services	36,108	1,887	34,221	45,264	(11,043)
HVAC Services	30,376	2,465	27,911	35,312	(7,401)
HVAC Replacements	7,018	(2,627)	9,645	24,800	(15,155)
Washer & Dryer Replacements	17,492	6,580	10,912	24,394	(13,482)
Stove Replacements	11,139	268	10,871	15,480	(4,609)
Refrigerator Replacements	8,266	(4,488)	12,754	16,592	(3,838)
Appliance Services	2,992	1,663	1,329	4,192	(2,863)
Lawn Care Services	39,553	(3,659)	43,212	57,191	(13,979)
Snow Removal Services	46,927	(4,286)	51,213	56,549	(5,336)
Maint-Grounds & Improvements	29,322	(20,165)	49,487	38,680	10,807
Mileage Reimbursement	8,512	(579)	9,091	11,856	(2,765)
Uniforms	5,551	(650)	6,201	5,064	1,137
Property Maintenance Fees	402,243	47,189	355,054	377,488	(22,434)
On Site Staff-Caretakers	105,318	(973)	106,291	126,400	(20,109)
On Site Staff-Property Mgrs	351,428	(24,145)	375,573	413,928	(38,355)
<b>Total Maintenance Expenses</b>	<b>\$1,428,322</b>	<b>\$38,408</b>	<b>\$1,389,914</b>	<b>\$1,654,902</b>	<b>(\$264,988)</b>
Utilities					
Electric Utilities	126,830	6,953	119,877	139,008	(19,131)
Water and Sewer Utilities	142,146	(3,617)	145,763	157,720	(11,957)
Natural Gas Utilities	94,083	(3,182)	97,265	164,080	(66,815)
Refuse and Disposal	80,842	1,398	79,444	75,856	3,588
<b>Total Utilities</b>	<b>\$443,901</b>	<b>\$1,552</b>	<b>\$442,349</b>	<b>\$536,664</b>	<b>(\$94,315)</b>
Insurance					
Property Insurance	221,137	(4,688)	225,825	227,648	(1,823)
<b>Total Insurance</b>	<b>\$221,137</b>	<b>(\$4,688)</b>	<b>\$225,825</b>	<b>\$227,648</b>	<b>(\$1,823)</b>
Property Taxes					
PILOT	269,030	(4,799)	273,829	260,160	13,669
Special Assessments	9,687	2,945	6,742	5,520	1,222
<b>Total Property Taxes</b>	<b>\$278,717</b>	<b>(\$1,854)</b>	<b>\$280,571</b>	<b>\$265,680</b>	<b>\$14,891</b>
Bad Debts	\$21,381	\$5,215	\$16,166	\$33,072	(\$16,906)
<b>Total Operating Expenses</b>	<b>\$3,306,644</b>	<b>(\$5,100)</b>	<b>\$3,311,744</b>	<b>\$3,804,145</b>	<b>(\$492,401)</b>
<b>Operating Income (loss)</b>	<b>\$3,002,200</b>	<b>\$79,712</b>	<b>\$2,922,488</b>	<b>\$2,185,412</b>	<b>\$737,076</b>
Nonoperating Revenue/Expenses					
Interest Income					
Interest Income -Investments	\$926	(\$4,652)	\$5,578	\$128	\$5,450
Interest Income on Capital Lease	76,824	9,697	67,127	67,124	3

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Interest Income on Restricted Invest.	\$8,942	(\$17,365)	\$26,307	\$1,248	\$25,059
Interest Income-Loan	224,829	96,503	128,326	136,072	(7,746)
Interest Income-Developer Fee				5,800	(5,800)
Interest Income -Other	<u>24,957</u>	<u>(231)</u>	<u>25,188</u>	<u>24,064</u>	<u>1,124</u>
Total Interest Income	\$336,478	\$83,952	\$252,526	\$234,436	\$18,090
Gain on Asset Disposition					
Gain on Investments	700	868	(168)		(168)
Gain on Sale of Property	<u>34,136</u>	<u>(1,367)</u>	<u>35,503</u>	<u>35,664</u>	<u>(161)</u>
Total Gain on Asset Disposition	\$34,836	(\$499)	\$35,335	\$35,664	(\$329)
Insurance Proceeds		(3,153)	3,153		3,153
Financial Expense					
Bank Service Charges	4	4			
Trustee Fees	<u>40,183</u>	<u>(7,771)</u>	<u>47,954</u>	<u>39,339</u>	<u>8,615</u>
Total Financial Expense	\$40,187	(\$7,767)	\$47,954	\$39,339	\$8,615
Debt Service-Cash					
Interest/Other Expenses	2,117	765	1,352	1,856	(504)
Bond Interest - QECB	32,081	1,278	30,803	31,288	(485)
Bond Interest	963,050	41,263	921,787	940,688	(18,901)
Bond Principal	1,417,083	(1,403,750)	2,820,833	2,799,995	20,838
Mortgage Interest	242,520	4,306	238,214	237,848	366
Mortgage Principal	<u>111,940</u>	<u>(4,805)</u>	<u>116,745</u>	<u>116,616</u>	<u>129</u>
Total Debt Service Cash	\$2,768,791	(\$1,360,943)	\$4,129,734	\$4,128,291	\$1,443
Property Taxes Received					
Levy	<u>739,333</u>	<u>(30,673)</u>	<u>770,006</u>	<u>770,017</u>	<u>(11)</u>
Total Property Taxes	\$739,333	(\$30,673)	\$770,006	\$770,017	(\$11)
Other					
H.U.D. Pass Through-expense	11,924	831	11,093	14,400	(3,307)
Utility Reimbursement	<u>11,319</u>	<u>2,217</u>	<u>9,102</u>	<u>14,400</u>	<u>(5,298)</u>
Total Other	<u>\$23,243</u>	<u>\$3,048</u>	<u>\$20,195</u>	<u>\$28,800</u>	<u>(\$8,605)</u>
Total Nonoperating Revenue/ Expens	(\$1,721,574)	\$1,415,289	(\$3,136,863)	(\$3,156,313)	\$19,450
Net Income (Loss) before transfers	\$1,280,626	\$1,495,001	(\$214,375)	(\$970,901)	\$756,526
Operating Transfers					
Transfers In					
Transfers Out					
Oper. Transfer to General Fund	987,482	987,482			
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Total Transfers Out	<u>\$987,482</u>	<u>\$896,996</u>	<u>\$90,486</u>		<u>\$90,486</u>
Total Operating Transfers	(\$987,482)	(\$896,996)	(\$90,486)		(\$90,486)
Total Cash Available for Operations	293,144	598,005	(304,861)	(970,901)	666,040
Depreciation					
Deprec-Buildings & Shelters	1,140,783	(17,134)	1,157,917	1,139,552	18,365
Deprec-Grounds & Improvements	29,376	(292)	29,668	29,600	68
Deprec-Furniture & Fixtures	<u>11,814</u>		<u>11,814</u>	<u>11,816</u>	<u>(2)</u>
Total Depreciation	\$1,181,973	(\$17,426)	\$1,199,399	\$1,180,968	\$18,431
Bond Discount Amortization	13,184		13,184	13,180	4
Bond Premium Amortization	(41,322)		(41,322)	(41,319)	(3)
Bond Principal-Offset	(1,417,083)	1,403,750	(2,820,833)	(2,799,995)	(20,838)
Mortgage Principal-Offset	(111,940)	4,805	(116,745)	(116,616)	(129)
Deferred Refunding	70,110	3	70,107	70,111	(4)

Washington County CDA  
 Total Properties  
 Income Statement, Year-to-Date  
 For the Eight Months Ending August 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Deferred Gain on Refunding	(\$78,120)		(\$78,120)	(\$78,120)	
Debt Service Non-Cash	(\$1,565,171)	\$1,408,558	(\$2,973,729)	(\$2,952,759)	(\$20,970)
Net Income (loss)	\$676,342	(\$793,127)	\$1,469,469	\$800,890	\$668,579

**Washington County CDA  
Property Management  
Board Report Summary  
Shelter Corporation  
09/30/2017**

**Occupancy**

The WCCDA portfolio continues to hold their occupancy at 99%. We will watch the market closely to ensure the properties maintain their exceptional occupancy levels.

Property Spotlight: Trailside Senior Living

Residents and Staff of all of the communities are enjoying the fall season, with all of its color and special holidays. We have kicked off this season with many holiday decorations both inside and outside of our communities.

The residents at Trailside are going all out decorating around their doors. It is wonderful to see the changing of each season and the passing of each holiday – just walk our halls and you can certainly tell what time of year it is.

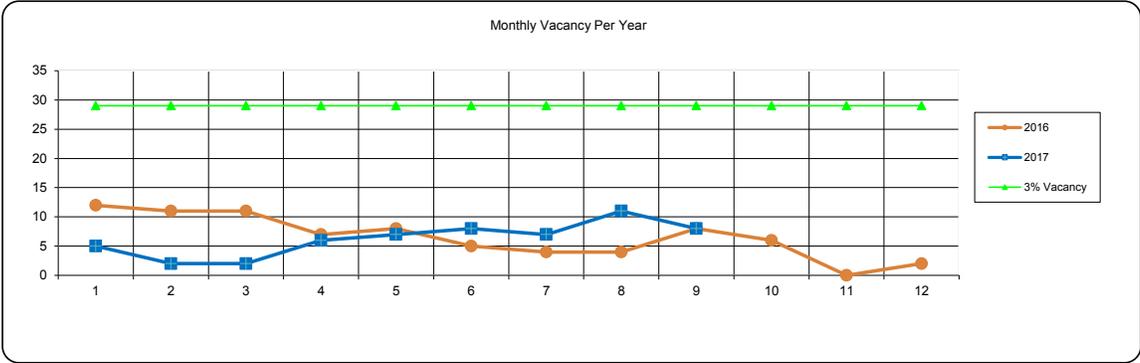
Residents are getting their flu shots at Trailside this fall, and with the weather getting chilly, they are once again playing cards and Bingo. Many afternoons are spent sharing time together in the community room, celebrating birthdays and other special occasions.

Property Summary - September 2017

CDA Owned Properties	Location	# of Units	# of Vacant Units	September	Projected Occupancy		Month End Delinquency
					October	November	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	98.00%	\$35
Briar Pond	Oakdale	196	2	97.50%	100.00%	100.00%	\$3,050
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$0
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$751
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$32
Scattered Site	Scattered	56	0	100.00%	100.00%	100.00%	\$2,595
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$1
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	97.50%	\$35
Park Place I	St.Paul Park	36	0	100.00%	100.00%	100.00%	\$2
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$98
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$1,337
Raymie Johnson	Stillwater	120	1	99.17%	99.00%	99.00%	\$13
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	1	97.50%	97.50%	97.50%	\$1
Woodland Park	Cottage Grove	180	4	99.50%	98.50%	98.50%	\$976
TOTALS:		958	8	99.16%	99.69%	99.41%	\$8,926
Joint Ventures	Location	# of Units	# of Vacant Units	September	Projected Occupancy		Month End Delinquency
					October	November	
Piccadilly Square	Mahtomedi	79	0	100.00%	99.00%	99.00%	\$1,216
The Groves	Cottage Grove	67	0	100.00%	98.50%	98.50%	\$1,853

Washington County CDA Current Annual Vacancy as of September 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016	12	11	11	7	8	5	4	4	8	6	0	2
2017	5	2	2	6	7	8	7	11	8	29	29	29
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



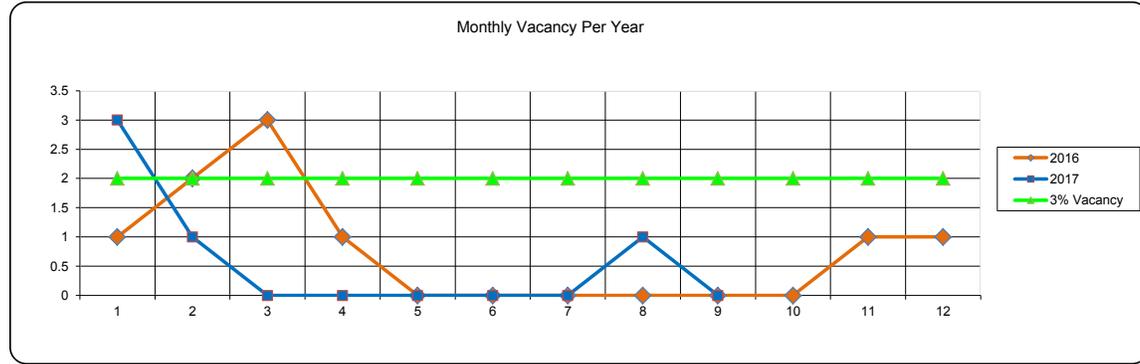
Joint Venture - Piccadilly Square Current Annual Vacancy as of September 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016										59	44	40
2017	34	29	20	12	10	0	0	0	0	0	2	2
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of July 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016	1	2	3	1	0	0	0	0	0	0	1	1
2017	3	1	0	0	0	0	0	1	0	0	2	2
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



**Building Type for Washington County CDA and Joint Ventures**

	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
<b>CDA</b>	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage Grove		180			
	Briar Pond	Family	196	164	32			Oakdale		196			
	Brick Pond	Family	40	30			10	Stillwater		40			
	Park Place	Family	42	42				St. Paul Park		42			
	Ann Bodolvick	Senior	50	50				Stillwater		50			
	John Jergens	Senior	30		30			Forest Lake		30			
	Pioneer Apartments	Senior	18	18				St. Paul Park		18			
	TrailSide	Senior	70	70				Forest Lake			14	42	14
	Cobble Hill	Senior	45	45				Woodbury		45			
	Transitional Housing	Family	3			3		Oakdale					3
	Raymie Johnson Sr	Sen/Dis	96	96				Oak Park Hts		96			
	Raymie Johnson TH	Family	24		24			Oak Park Hts		24			
	Whispering Pines	Sen/Dis	40					Forest Lake		20			20
Scattered Site	Family	56		56			Varies		34			22	
<b>Joint Ventures</b>	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	

**\*Scattered Site Units:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under income category. HUD requires that at least 40% of the units have incomes at or below 30% AMI. A majority of tenants have incomes at 30% AMI or lower.

**\*\*Income Restrictions:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under the tax exempt bond requirements regulated by the IRS. Actual incomes average lower than the maximum income limits permitted by the IRS.

## Waiting and Interest Lists for Washington County CDA Properties and Joint Ventures

<b>Interest Lists - Senior</b>	
<b>Property</b>	<b># on List</b>
Ann Bodlovick	112
John Jergens	64
Muller Manor	77
Oakhill Cottages	58
Pioneer	23
Cobble Hill	120

<b>Interest Lists - Multi-Family</b>	
<b>Property</b>	<b># on List</b>
Park Place I	97
Park Place II	0
Briar Pond	59
Brick Pond	64
Woodland Park	236
Piccadilly Square - JV	29
The Groves - JV	66

<b>Waiting Lists</b>	
<b>Property</b>	<b># on List</b>
Raymie Johnson	52
Scattered Site	52
Whispering Pines	21
TrailSide	154

### **Interested Party Lists:**

The properties maintain an Interested Party List for those prospects interested in renting from one of our communities. Lists are maintained for each individual property and for each size of unit that property provides. An Interested Party List differs from a waiting list, as a waiting list requires that we contact prospects in the order they were placed on the list, whereas an Interested Party List allows us to contact all person interested simultaneously. When we receive notice for a unit, we refer to the Interested Party List and make every effort to contact all persons interested in that type of unit at the same time, by phone and by mail. The first person to respond and place a deposit on the available unit will have that unit reserved for them. We make three attempts to contact someone on the Interested Party List. If they do not respond after three attempts have been made, we remove their name. They can be placed back on the list if they contact us again and request it.

\*Continued on next page

**Waiting List - Project Based Section 8 (Raymie Johnson):**

Names are added to the Project Based Section 8 waiting list for Raymie Johnson based on the date and time the prospective resident applies. The waiting list is monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As units become available, those residents on the list are contacted, in the order they were placed on the list. Only one resident is contacted at a time and only one application can be processed at a time. Considering that the length of time to process an application is between 30-45 days, there are times where a unit is vacant for a period of time during this process. The timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give to their current housing provider. There are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

**Waiting List - Public Housing Scattered Site**

Names for this program are required to be drawn both from the WCCDA and MPHA waiting lists, according to the Hollman Consent Decree. The request for the number of names will be equal between the two lists. Applicants from both lists will have 14 days to respond. Responses from the MPHA list will take priority over the WCCDA list. If there are no responses from the MPHA list, staff will move forward with processing applications for the responses from the WCCDA list. WCCDA will continue with this process until the unit is filled. This list is also monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As with the Project Based Section 8 waiting list, the time to process an application is around 30-45 days and a unit may remain vacant for a period of time due to that timeline. Additionally, the timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give their current housing provider. Similar to the Project Based Section 8 waiting list, there are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

## HOUSING ASSISTANCE PROGRAMS SEPTEMBER 2017

### 1. Housing Choice Voucher Program in September

Currently administering: 490 voucher participants  
Portability into the County: 4 families ported in

### 2. Family Self Sufficiency

23 people are enrolled in Family Self Sufficiency.

### 3. Bridges

Bridges I is an MHFA funded program for households with at least one adult member who has a serious and persistent mental illness. There are preferences for those individuals who are homeless. Currently there are 27 households leased on this program.

Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 14 participants.

Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Currently 1 person has leased up.

### 4. Shelter Plus Care/ Continuum of Care

Currently there are 26 households. The budget for Shelter Plus Care allows for enough money to provide landlords with security deposits, vacancy loss payments, damage claims and rent payments.

### 5. Inspections

56 inspections were completed in September 2017.

### 6. PIC Count

Public and Indian Housing Information Center (PIC) is a tracking system that updates HUD on the monthly activities of the housing programs. It is used specifically for Section 8/Housing Choice Voucher and for the Public Housing programs. After every tenant recertification, the Housing Authority is required to upload related data files to HUD. This allows HUD to determine that housing activities are happening on a timely basis and allows HUD to extrapolate the costs of the housing programs. At this time, HUD requires a minimum 95% reporting rate. This reporting rate and the accuracy of the report will become more and more important as HUD shifts away from the Housing Authority reporting in the Voucher Management System (VMS) and begins to rely on the PIC system to determine the budget authority of the Housing Authority. This shift in data sources is estimated to happen in 2017. When this change happens it will be very important to have at minimum a 98% reporting rate. At the Washington County CDA, administrative staff upload the data files to PIC and monitor PIC to assure that all HCV tenant files have been accepted and are properly attributed to the CDA. Shelter staff upload the Public Housing files. HUD provides the reporting rate monthly. It is possible to report more than 100% because of port-ins and new issues for that month.

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE  
BY PROGRAM AND LOCALITY  
September 2017**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	TOTAL
Afton	1				
Bayport	1				1
Cottage Grove	59		4		63
Forest Lake	34	8	6		48
Hugo	4				4
Lake Elmo	1				1
Lakeland			1		1
Landfall					0
Mahtomedi	23				23
Marine on St. Croix	0				0
Newport	12		1		13
Oakdale	182	5	13	1	201
Oak Park Heights	1	1			2
Scandia	2				2
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	14		1		15
Stillwater	50	9	13		72
Willernie					0
Woodbury	103	3	1		107
Other	2				2
<b>TOTAL</b>	<b>490</b>	<b>26</b>	<b>41</b>	<b>1</b>	<b>558</b>

Housing Choice Voucher Reporting Rate: 100.83%  
 Public Housing Reporting Rate: 100%

7. Unit Months Leased AND HAP budget expended

Unit Months Leased (UML) refers to the number of CDA owned vouchers under lease each month. The Washington County CDA has 90 vouchers. This 90 multiplied by 12 months equals the maximum amount of unit months that the CDA can have in a year (1080). In order to be a high performer under the Section 8 Management Assessment program (SEMAP), the CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP).

2017 UNIT MONTHS

MONTHS	UNIT MONTHS LEASED	UNITS ISSUED	UNIT MONTHS LEASE TO DATE	98% MINIMUM LEASED	POTENTIAL TOTAL UNIT MONTHS LEASED TO DATE
JANUARY	88	1	88	88	90
FEBRUARY	89	0	177	176	180
MARCH	89	0	266	264	270
APRIL	89	0	355	352	360
MAY	89	0	444	440	450
JUNE	90	0	534	528	540
JULY	90	0	624	616	630
AUGUST	90	0	714	704	720
SEPTEMBER	90	0	804	792	810
OCTOBER	90	0	894	880	900
NOVEMBER				968	990
DECEMBER				1056	1080
<b>TOTALS</b>				<b>1056</b>	<b>1080</b>

2017 HAP

MONTHS	UNIT MONTHS LEASED	MONTHLY HAP SPENT	ADDITIONAL REQUESTS FROM RESERVES	98% OF MONTHLY HAP BUDGET	MONTHLY HAP BUDGET AUTHORIZED
JANUARY	88	\$53,343		\$51,729	\$52,785
FEBRUARY	89	\$55,638	\$1,800; \$1,300	\$54,767	\$55,885
MARCH	89	\$56,573	\$3,300	\$57,206	\$58,373
APRIL	89	\$56,937		\$53,972	\$55,073
MAY	89	\$57,253	\$1,200; \$2,300	\$57,402	\$58,573
JUNE	90	\$54,209		\$53,972	\$55,073
JULY	90	\$57,478		\$55,287	\$56,415
AUGUST	90	\$55,242		\$56,362	\$57,512
SEPTEMBER	90			\$56,362	\$57,512
OCTOBER	90			\$56,362	\$57,512
NOVEMBER					
DECEMBER					
<b>TOTALS</b>					



Memo To: CDA Board of Commissioners  
From: Barbara Dacy, Executive Director  
Date: October 11, 2017  
RE: October Executive Director Report

**Situational Leadership**

One of the Agency's proposed values is to "grow as leaders" and one of the Agency's goals is to institute employee and organizational development to insure the mission and vision of the CDA is consistently provided. Over the last year and a half, all staff have been trained in Ken Blanchard's Situational Leadership II model. The model is based on research which shows that different situations require different levels of direction and support to employees. Our trainer is Kelly Weiley, CoAct Consulting. We have learned to prepare "SMART" goals for work assignments, which is intended to provide clarity of the task at hand and what a good job looks like. We have also learned to mutually diagnose certain situations in order to provide the best leadership approach, from a high amount of direction, to coaching, to supporting, to delegating. In addition, managers and employees have completed exercises to determine the degree of alignment regarding the top work responsibilities, clarity of communication, and goal setting and attainment. We have found that these tools provide a common language across the agency, and the opportunity for clearer communication through the year. We will be evaluating the effectiveness of this tool in 2018.

**Agency Website**

The new website for the Agency is to be launched in November. The website will now contain content regarding economic development in addition to the other programs and services offered by the Agency. We would like to include a brief biography of the Commissioners as well as a photograph. Ryan Gruber will contact you regarding the text and a photo, if necessary. The commissioners CDA email addresses will also be listed.

**Presentations**

I was asked to present at a Met Council Committee of the Whole workshop September 20, 2017 regarding the Agency's history with preserving Landfall Terrace Manufactured Home Park and the redevelopment of the Whispering Oaks site. I also was a guest on the Oakdale Update cable show for the October edition.

**CLOSED EXECUTIVE SESSION**

**INFORMATION WILL BE PROVIDED DURING  
THE CLOSED SESSION**