



EXECUTIVE COMMITTEE AND BOARD MEETING PACKET

February 18, 2020

2:00 pm – CDA Executive Committee Meeting

3:00 pm – CDA Board of Commissioners Meeting

CDA Office, 7645 Currell Blvd.,

Woodbury, Minnesota

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

**CDA EXECUTIVE COMMITTEE MEETING
February 18, 2020**

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

<u>Item No.</u>			<u>Page No.</u>
1	2:00 p.m.	<u>CALL MEETING TO ORDER</u>	
2		<u>ROLL CALL</u> Commissioner Belisle Commissioner Widen Commissioner Ryan	
3		<u>DISCUSSION</u>	
	D-1	Performance Evaluation Goals of Executive Director for First Quarter of 2020	3
4		<u>ADJOURN</u>	

Memo To: Executive Committee
Commissioner John Belisle
Commissioner Steve Ryan
Commissioner Jim Widen

From: Melissa Taphorn, Acting Executive Director

Date: February 13, 2020

RE: Executive Director Performance Goals
First Quarter 2020

Background

In November, a new performance evaluation procedure was presented to the Board of Commissioners for discussion. The new performance evaluation procedure focuses on developing quarterly SMART (specific, motivating, attainable, relevant, and trackable) goals which relate to, improve on, and/or add to the essential functions.

Three to four SMART goals per quarter are mutually established by the employee and their supervisor; with the Executive Committee for the executive director. Setting SMART goals includes identifying three trackable tasks or deliverables and defining what a it means to be rated as “exceeds standards” or a 3 on the Agency’s 1 to 4 rating scale. The annual performance and compensation review will consider four quarters of SMART goal progress.

Purpose

At this meeting the Executive Committee and the acting executive director will establish the executive director’s four goals for the first quarter of 2020, the trackable tasks, and the rating expectations.

Recommendation

The acting executive director proposes the four goals for the first quarter to be:

- Increasing influence on housing development finance and community development policies at the state and regional levels.
- Hiring staff to fill three position vacancies: rental assistance specialist, deputy executive director, and human resources and communications coordinator.
- Coordinating with Washington County toward the development of a homeless shelter.
- Working with department directors to advance progress on Agency strategic initiatives.

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

**CDA BOARD AGENDA
February 18, 2020**

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

<u>Item No.</u>			<u>Page No.</u>
1.	3:00 p.m.	<u>CALL REGULAR MEETING TO ORDER</u>	
2.		<u>ROLL CALL</u>	
3.		<u>OPEN FORUM</u>	
4.		<u>CONSENT CALENDAR</u>	
		Minutes of Regular Board Meeting January 21, 2020	8
		Minutes of the Finance Committee Meeting January 21, 2020	13
		Minutes of the Executive Committee Meeting February 6, 2020	14
		Abstract of Bills January 2020 Total: \$1,418,590.63	15
	A-1	<u>Resolution No. 20-08:</u> Resolution Authorizing Execution of the City of Woodbury HOME Investment Partnerships and Community Development Block Grant Loan Documents for the Cobble Hill Foundation and Flashing Repair Project (Bill Lightner, Project Manager II)	26
	A-2	<u>Resolution No. 20-09:</u> Resolution Approving Organizational Documents for the Formation of the WCCDA Family Housing, LLC (Kathryn Paulson, Project Manager II)	29

	A-3	<u>Resolution No. 20-10:</u> Resolution Authorizing Reservation of Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County (GROW) Fund for The Hemingway (Kristen Scobie, Program Manager II)	32
	A-4	<u>Resolution No. 20-11:</u> Resolution Authorizing the Execution of a Memorandum of Agreement with AFSCME Council 5 Regarding Out of Class Compensation (Ryan Gruber, Human Resources and Communications Coordinator)	37
	A-5	<u>Resolution No. 20-12:</u> Resolution Authorizing Cash Transfer of Funds for 2019 (Aaron Christianson, Finance Director)	41
5.		<u>PUBLIC HEARING</u>	
	A-6	<u>Resolution No. 20-13:</u> Resolution Amending the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan (Ann Hoechst, Housing and Administrative Services Director)	46
6.		<u>NEW BUSINESS</u>	
	A-7	<u>Resolution No. 20-14:</u> Resolution Approving Pre-Development Finance Fund Grant Agreement with the City of Forest Lake Economic Development Authority (Chris Eng, Economic Development Director)	52
	A-8	<u>Resolution No. 20-15:</u> Resolution Approving Pre-Development Finance Fund Grant Agreement with the City of Oak Park Heights (Chris Eng, Economic Development Director)	74
	A-9	<u>Resolution No. 20-16:</u> Resolution Approving the Second Amendment to the Option Agreement for Outlot A, Block 1, Newport Station Addition, as Part of the Red Rock Crossing Redevelopment Project (Chris Eng, Economic Development Director)	111
7.		<u>ADMINISTRATION</u>	

	A-10	Resolution No. 20-17: Resolution Authorizing Execution of Employment Agreement for the Position of Executive Director (Ryan Gruber, Human Resources and Communications Coordinator)	116
8.		<u>DISCUSSION</u>	
	D-1	Home Improvement Loan Program Maximum Loan and Asset Limit Increase (Elena Shulman, Project Manager I)	127
9.		<u>REPORTS</u>	
		<u>COMMUNITY DEVELOPMENT</u> February 2020 Report Melissa Taphorn, Deputy Executive Director	130
		<u>ECONOMIC DEVELOPMENT</u> February 2020 Report Chris Eng, Economic Development Director	133
		<u>FINANCE AND PROPERTY MANAGEMENT</u> February 2020 Report Aaron Christianson, Finance Director	135
		<u>HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES</u> February 2020 Report Ann Hoechst, Director of Housing and Administrative Services	166
		<u>EXECUTIVE DIRECTOR</u> February 2020 Report Melissa Taphorn, Acting Executive Director	169
10.		<u>BOARD MEMBER COMMENTS</u>	
11.		<u>EXECUTIVE CLOSED SESSION</u>	
		<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.</i>	
12.		<u>ADJOURN</u>	

CONSENT CALENDAR

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

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on January 21, 2020. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Chris Eng, Economic Development Director; Aaron Christianson, Finance Director; Ann Hoechst, Housing Assistance and Administrative Services Director; Ashley Engh, Finance Assistant Director; Bill Lightner, Project Manager II; Kathryn Paulson; Project Manager II; Kristen Scobie, Project Manager II; Elena Shulman, Project Manager I; Becky Nelson, Senior Accountant; Dana Slimmer, Homeownership Specialist; Angie Shuppert, Community Development Programs Manager; and Lori Creamer, Administrative Specialist.

Guests present: Molly O'Rourke, Washington County Administrator; Kevin Corbid, Washington County Deputy County Administrator

ELECTION OF OFFICERS AND APPOINTMENTS

Commissioner Zeller commented Commissioner Belisle has done an outstanding job as chair in 2019. He would support continuing with Commissioner Belisle or would be fine with Commissioners rotating into each position annually.

Commissioner Widen stated with all the current changes at the Agency, maybe it makes sense to keep the same officers for a second term.

Commissioner Widen moved and seconded by Commissioner Zeller to appoint Commissioner Belisle as Chair for 2020. Motion carried 6-0

Commissioner Zeller moved and seconded by Commissioner Dingle to appoint Commissioner Ryan as Vice Chair for 2020. Motion carried 6-0

Commissioner Zeller moved and seconded by Commissioner Dingle to appoint Commissioner Widen as Secretary for 2020. Motion carried 6-0

Barbara Dacy, Executive Director, stated the Executive Committee has consisted of the Chair, Vice-Chair and the Secretary. This committee would meet four times in 2020 and would be responsible for completing the performance evaluation of the Executive Director, negotiate employment agreements and is relied upon with other CDA matters.

Commissioner Zeller moved and seconded by Commissioner Karwoski to confirm the Executive Committee consist of Chair Belisle, Vice-Chair Ryan and Secretary Widen. Motioned carried 6-0

Commissioner Zeller moved and seconded by Commissioner Green to confirm the Finance Committee will consist of Commissioner Zeller, Commissioner Ryan and Commissioner Widen. Motion carried 6-0

Commissioner Karwoski moved and seconded by Commissioner Widen to confirm the Personnel Committee will consist of Commissioner Green, Commissioner Miron and Commissioner Dingle. Motion carried 6-0

The regular meeting was called to order at 3:10 p.m.

ROLL CALL

Commissioners present: Green, Zeller, Widen, Karwoski, Ryan, and Dingle.

Commissioner Absent: Belisle

OPEN FORUM

None

CONSENT CALENDAR

Minutes of Regular Meeting
December 17, 2019

Minutes of Personnel Committee Meeting
January 6, 2020

Abstract of Bills December 19, 2019
Total \$2,289,079.49

A-1 Resolution No.20-01. Resolution Authorizing Mileage Reimbursement Rate for 2020

A-2 Resolution No. 20-02. Resolution Designating a Section 504 Coordinator and Adopting a Section 504 Grievance Procedure for the Washington County Community Development Agency

A-3 Resolution No. 20-03. Resolution Adopting a Regular Schedule for Meetings of the Board of Commissioners, the Executive Committee, the Finance Committee, and the Personnel Committee

Commissioner Zeller moved to approve the Consent Calendar, seconded by Commissioner Dingle. Motion carried 6-0.

PRESENTATION

P-1 Recognition of Chris Eng, Economic Development Director for “Outstanding Economic Development Effort Award – Minnesota Association of Professional Economic Developers (MAPCED) for Minnesota Technology Corridor”

Barbara Dacy, Executive Director, was pleased to announce the partnership between the Washington County CDA, Connexus Energy, and the Anoka County HRA won the Outstanding Achievement award from the Minnesota Association of Professional County Economic Developers (MAPCED). One of the initial tasks Chris Eng was tasked to do was raise the visibility of the County in the metro area and to be a first stop connection to the county. The award is a testimony to this initiative and commitment to productive partnerships.

NEW BUSINESS

A-4 Resolution No. 20-04. Resolution Approving the 2020-2022 Washington County Community Development Economic Development Plan

Chris Eng, Economic Development Director, presented the 2020-2022 Economic Development Plan. He stated 90% of the tax base is picked up by the homeowners in Washington County. The goal is to grow the commercial and industrial base which will even out the tax base so residential property taxes will be stable. Since the approval of the 2017-2019 plan, many of the goals, action items and deliverables have been completed. Several of the original goals, action items and deliverables continue to be relevant looking forward to the next three years.

Commissioner Zeller asked if this took into consideration the costs of construction for developers. Taxes in Wisconsin are much less than in Minnesota, so what would encourage developers to stay here.

The plan was created in 2016 and economic development division was added in 2017. The CDA board approved the 2017-2019 plan. While Washington County did not officially approve the plan since it is the CDA's work plan, it was recognized as a necessary tool for the county. The economic development director met with the Economic Development Work Group to obtain input on the success of current economic development initiatives included in the 2017-2019 plan. The Open to Business Program and the Predevelopment Finance Fund were recognized as programs that the cities desired to become ongoing, core services of the CDA.

The Minnesota Technology Corridor launched in August of 2019 and site selectors are starting to look at various sites within Washington County. The CDA has applied for an EPA Brownfield grant where the money would be available to offer to Washington County communities to help identify and assess potentially contaminated sites.

Once the Board approves the 2020-2022 plan, Agency staff will inform the County Board at an upcoming Washington County Board workshop.

Commissioner Karwoski stated he likes the plan and direction. He noted Wisconsin taxes are less, Mr. Eng commented unfortunately that is true and something beyond our control. Commissioner Karwoski also positively commented on the partnership with Washington County Workforce Development to address the challenges and opportunities for talent availability and retention. Mr. Eng stated the workforce development group has been a strong partner helping with this concern. That's a significant part of the answer, as site selectors are slowing down with relocation plans because it is difficult to find work force.

Commissioner Zeller moved to approve Resolution No. 20-04, seconded by Commissioner Widen. Motion carried 6-0.

ADMINISTRATION

A-5 Consideration of recommendation from Personnel Committee that the Board of Commissioners authorize the Executive Committee to negotiate with Melissa Taphorn an employment agreement for the position of Executive Director.

Ryan Gruber, Human Resources and Communications Coordinator, provided a brief overview of the discussion from the Personnel Committee meeting held on January 6, 2020. He presented the committee's recommendation to negotiate directly with Deputy Executive Director Melissa Taphorn based on the Board's interest in continuity of Agency culture and direction, Ms. Taphorn's experience filling in during Executive Director's absences, and a smooth transition.

Commissioner Zeller moved and Commissioner Widen seconded a motion to accept the Personnel Committee's recommendation and to direct the Executive Committee to negotiate an employment agreement with Melissa Taphorn for the position of Executive Director. Motion carried 6-0.

A-6 Resolution No. 20-05. Resolution Appointing the Deputy Executive Director to the position of Acting Executive Director effective Monday, February 10, 2020

Barbara Dacy, Executive Director, stated this process is consistent with the succession plan approved by the Board on December 18, 2018 to appoint the Deputy Executive Director as the Acting Executive Director until the position of Executive Director is filled.

Commissioner Zeller moved to approve Resolution No. 20-05, seconded by Commissioner Dingle. Motion carried 6-0.

A-7 Resolution No. 20-06. Resolution Authorizing Depository Services for Governmental Entities

Aaron Christianson, Finance Director, stated the authorized signers for calendar year 2020 would be the Acting Executive Director Melissa Taphorn and Board member Roger Green.

Commissioner Zeller moved to approve Resolution No. 20-06, seconded by Commissioner Widen. Motion carried 6-0.

A-8 Resolution No. 20-07. Resolution Recognizing Barbara Dacy for her 19 Years of Service to the Washington County Community Development Agency

Melissa Taphorn, Deputy Executive Director, gave an overview of some of the accomplishments of Barbara Dacy during her 19 years of service with the Agency. Several accomplishments mentioned were improving the Agency's financial resilience and sustainability; advancing professionalism of the Agency; reinvesting in areas

of need, leading redevelopment of several sites within the County; developing the homeownership programs; and empowering low-income residents.

Each Commissioner present thanked Ms. Dacy with specific example that meant the most to them individually and wished her well.

Ms. Dacy thanked the Commissioners for their support and for empowering everyone at the Agency to do their jobs every day. She thanked everyone for the advice and support received.

Commissioner Zeller moved to approve Resolution No. 20-07, seconded by Commissioner Green. Motion carried 6-0.

DISCUSSION

D-1 Proposed Changes to Housing Choice Voucher Administrative Plan

Ann Hoechst, Director of Housing and Administrative Services, explained that every year the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan must be reviewed. Often these updates include updating the citations in the plans to new dates of HUD directives. The most significant changes this year occurred in the Housing Choice Voucher Administration Plan Chapter 3, 4, 7 and 8.

Chapter 3 - changes in eligibility and denial of services including use or possession of illegal drug or multiple arrests which indicate a continuing problem. The change from 5 years to 3 years of a household being crime free and drug free. Other consideration of circumstances may include the person involved in the crime or illegal drug use is no longer with the household; domestic violence or age at the time of the conduct.

Chapter 4 – Application changes that allow for persons who are non-elderly adults (18-62) with a disability to apply for the waiting list.. These people will receive preference points if they are also at risk of institutionalization, homeless or at risk of homelessness, fleeing domestic violence or in permanent or rapid rehousing project who no longer need that level of service.

Chapter 7 – Verification. The Income Verification Tool is a new document developed by HUD to help agencies track income.

Chapter 8 – Housing Quality Standards. This includes a change to the timeline of inspections every 24 months instead of every 12 months.

Ms. Hoechst stated this item would be a public hearing on the February 18 Board meeting agenda.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Melissa Taphorn, Deputy Executive Director, presented year end utilization data of the homeownership programs including homebuyer education, pre-purchase and foreclosure counseling, first time homebuyer mortgages, home improvement loans and septic repair grants and loans.

Ms. Taphorn reminded Commissioners of the Grand Opening at The Glen at Valley Creek on February 5, 2020 at noon. Governor Tim Walz will be attending the event. The Glen is fully leased except for 2 units which are reserved for the Veterans Affairs Supportive Housing (VASH) program participants. There have been discussions with Metro HRA about changing the VASH vouchers to general occupancy vouchers.

ECONOMIC DEVELOPMENT

No additional comments beyond the written report.

FINANCE AND PROPERTY MANAGEMENT

No additional comments beyond the written report.

HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES

No additional comments unless there are questions.

Commissioner Green asked about the changes in the SNAP program. Ann Hoechst, Housing Assistance and Administrative Services Director stated the SNAP program doesn't affect the rent calculations at this time. She believes, if anything, the CDA may see people looking for additional resources.

EXECUTIVE DIRECTOR

Barbara Dacy, Executive Director, stated she and Melissa Taphorn would be attending the Landfall City Council meeting to make formal introductions.

ADJOURN

Commissioner Zeller moved to adjourn; seconded by Commissioner Karwoski.

Motion carried 6-0.

Meeting adjourned at 4:04 p.m.

Chair/Vice Chair Commissioner

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

The Finance Committee Meeting convened on Tuesday, January 21, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Finance Director; and Lori Creamer, Administrative Specialist.

Guest present: Dave Mol, CPA, Partner, Redpath and Company

Meeting called to order at 2:30 pm.

ROLL CALL

Commissioner Zeller, Commissioner Widen and Commissioner Ryan were present.

DISCUSSION D-1 2019 Audit Update

Aaron Christianson, Finance Director, introduced Dave Mol, Partner of Redpath and Company. Mr. Christianson stated this meeting is to provide the Finance Committee with an overview of the audit process and practices and access to the auditor.

Mr. Mol stated Redpath and Company will audit the Washington County CDA and Briar Pond, LLC operations. Operations of the Groves Apartments, Piccadilly Square of Mahtomedi, and the Glen at Valley Creek limited liability companies will be audited by Mahoney Ulbrich Christiansen & Russ. The scope of work defines the auditing reports to be issued in order to present the opinion on financial statements as well as the Single Audit requirements. The Briar Pond, LLC audit will be completed in March.

The interim fieldwork was completed December 4 and the final fieldwork has been scheduled for March 30 to April 10, 2020. The final audit results will be presented to the full Board at the May 19, 2020 meeting. The audit consists of reviewing Board minutes, risk assessments, account balances, compliance testing and new chart of accounts.

Mr. Mol talked about the future of auditing. Redpath has been watching industry standards, attending conference to keep up on new technology tools being developed to assist with automation of the auditing process. The approach is to look at the inputs more than the outputs.

Commissioner Zeller asked why the Groves, Piccadilly Square and the Glen at Valley Creek were audited by another firm. Mr. Mol replied that the three audits were all single asset entities with tax credit financing and that Mahoney specializes in these audit types.

Mr. Mol stated that Redpath will issue an opinion regarding the fair presentation of the financial statements; a report on internal controls over financial reporting; an opinion on the CDA's compliance with major federal programs; and a report on the CDA's compliance with Minnesota state statutes.

ADJOURNMENT

Commissioner Widen moved to adjourn, seconded by Commissioner Ryan. Motion carried 3-0.

Meeting adjourned at 2:55 p.m.

Chair/Vice Chair

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

The Executive Committee Meeting convened on Thursday, February 6, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present Barbara Dacy, Executive Director; and Ryan Gruber, Human Resource and Communications Coordinator.

Meeting called to order at 3:30 pm.

ROLL CALL

Commissioner Widen and Commissioner Ryan were present. Commissioner Belisle was absent.

DISCUSSION Proposed Employment Agreement for the Executive Director Position

Commissioner Widen and Commissioner Ryan reviewed the draft Employment Agreement and asked for clarification regarding the provisions and term of the agreement.

Barbara Dacy, Executive Director presented an overview of the Executive Director job description. Ryan Gruber, Human Resource and Communications Coordinator described the Agency's current compensation plan and how it is structured by grades, steps and the policy regarding performance increases after Step 6 of each salary grade. It was noted Melissa Taphorn has performed well as Deputy Executive Director.

Commissioner Widen and Commissioner Ryan asked for information regarding the comparability of the Agency's salary for the Executive Director position with similar agencies. Mr. Gruber noted the salary range of the Dakota County CDA. Ms. Dacy stated the wage study completed in 2017 plus the annual wage increases have kept the Agency competitive.

Commissioner Widen and Commissioner Ryan determined Commissioner Widen would contact Ms. Taphorn as soon as practical to understand her expectations. Ms. Dacy stated if there are questions, they should be directed to Mr. Gruber or Kathleen Lamb, the Agency's legal counsel, at McGrann Shea.

Ms. Dacy stated there is a placeholder on the February agenda for the Agreement approval.

ADJOURNMENT

Meeting was adjourned at 4:15 p.m.

Chair/Vice Chair

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88400	ALDERWOOD HOMEOWNERS ASSOCIATION INC	1/2/2020	\$ 1,880.00
88401	BRIGHT KEYS OF HEATHER RIDGE	1/2/2020	1,000.00
88402	CANTERBURY HOA	1/2/2020	724.00
88403	CHAMBERLAIN HOA	1/2/2020	840.00
88404	CHARTER OAKS HOMEOWNERS ASSOCIATION	1/2/2020	876.00
88405	CHARTER OAKS HOMEOWNERS ASSOCIATION	1/2/2020	1,200.00
88406	COLBY LAKE FOURTH ASSOCIATION	1/2/2020	2,448.00
88407	DEER RUN HOA	1/2/2020	860.00
88408	HALLMARK PONDS HOMEOWNERS ASSOCIATION	1/2/2020	1,020.00
88409	HIGHLAND TOWNHOME ASSOCIATION	1/2/2020	2,400.00
88410	LAKEPOINTE CARRIAGE HOMEOWNERS ASSOCIATION	1/2/2020	816.00
88411	PENDRYN VILLAS HOMEOWNERS ASSOCIATION	1/2/2020	1,000.00
88412	PINECREST VILLAS OF WOODBURY HOA	1/2/2020	2,580.00
88413	QUARRY RIDGE HOMEOWNERS ASSOCIATION	1/2/2020	4,800.00
88414	RAINTREE HOA	1/2/2020	1,896.00
88415	RIDGEGATE 4TH ADDITION ASSOCIATION	1/2/2020	1,020.00
88416	RIDGEGATE 3RD ADDITION ASSOCIATION	1/2/2020	1,066.80
88417	SPINNAKER COVE COURTHOMES II	1/2/2020	2,700.00
88418	STEEPLEVIEW PLACE TOWNHOME	1/2/2020	1,060.00
88419	STRATES FARM HOA	1/2/2020	880.00
88420	TALL TREES TOWNHOME ASSOCIATION	1/2/2020	680.00
88421	WESTWOOD TOWNHOUSE ASSOCIATION	1/2/2020	1,424.00
88422	WINDWOOD HOA	1/2/2020	3,000.00
88423	WOODBURY HILL EAST	1/2/2020	920.00
88424	WOODCLIFF CARRIAGE HOMES ASSOCIATION	1/2/2020	1,023.80
88425	PINETREE POND FIRST ASSOCIATION	1/2/2020	1,944.00
88426	SPINNAKER COVE COURTHOME ASSOCIATION	1/2/2020	800.00
88427	SHELTER CORPORATION	1/2/2020	35,681.51
88428	XCEL ENERGY	1/2/2020	1,976.50
88429	QWEST CORPORATION	1/2/2020	3,511.63
88430	HD SUPPLY	1/2/2020	130.02
88431	SUNDBERG AMERICA LLC	1/2/2020	70.88
88432	US BANK EQUIPMENT FINANCE	1/2/2020	3,586.89
88433	MWSTAR WASTE HOLDINGS CORP	1/2/2020	1,695.64
88434	10 POINTE LLC	1/2/2020	1,327.00
88435	LOGAN BRANJORD	1/2/2020	613.00
88436	CHRIS AMDAHL LOCKSMITH INC	1/2/2020	735.00
88437	GENTRY PLACE	1/2/2020	605.00
88438	GIRARD MANAGEMENT INC	1/2/2020	529.00
88439	GREEN TWIG VILLAS LLP	1/2/2020	601.00
88440	INNOVATIVE OFFICE SOLUTIONS LLC	1/2/2020	24.85
88441	RUMPCA SERVICES INC	1/2/2020	116.00
88442	956 ASSOCIATES LLP	1/2/2020	594.00
88443	CANVAS HEALTH INC	1/2/2020	6,339.00
88444	COMMON BOND CITY WALK LP	1/2/2020	846.00
88445	COTTAGES OF STILLWATER	1/2/2020	495.00
88446	COTTAGES PHASE III	1/2/2020	593.00

Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88447	CURVE CREST VILLAS LP	1/2/2020	1,325.00
88448	FOREST OAK APARTMENTS LP	1/2/2020	712.00
88449	FOREST RIDGE TOWNHOMES	1/2/2020	6,529.00
88450	MAPCED	1/2/2020	200.00
88451	MENARDS STILLWATER	1/2/2020	104.83
88452	TED BIGOS INVESTMENT COMPANY	1/2/2020	984.00
88453	OAKDALE VILLAGE	1/2/2020	2,490.00
88454	OOLMAN PROPERTY OF 255 DEJON CT	1/2/2020	1,146.00
88455	ORLEANS HOMES	1/2/2020	3,319.00
88456	STEVE JOHNSON COMPANY	1/2/2020	492.00
88457	VILLAGE APARTMENTS	1/2/2020	1,004.00
88458	WOODLAND PARK APARTMENTS	1/2/2020	1,203.00
88459	XCEL ENERGY	1/2/2020	846.00
88460	HURON GROUP LLC	1/2/2020	822.00
88461	Brick Pond Apartments	1/2/2020	864.00
88462	Briar Pond Apartments	1/2/2020	2,027.00
88463	Cypress Senior Living, Red Oak Preserve Senior Housing	1/2/2020	2,262.00
88464	The Groves Apartment LLC	1/2/2020	436.00
88465	ELIZABETH ANN WOLF	1/2/2020	400.00
88466	The Old Log Cabin, Inc.	1/2/2020	1,350.00
88467	Scheel's Catering	1/2/2020	1,183.74
88468	PROGRAM PARTICIPANT	1/2/2020	246.84
88469	RIDGECREST APARTMENTS LLC	1/2/2020	569.00
88470	STILLWATER GREELEY LLC	1/2/2020	1,203.00
88471	HEALTH PARTNERS	1/3/2020	1,921.08
88472	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	1/7/2020	16,159.53
88473	ALL INC	1/10/2020	1,779.00
88474	BFT LP	1/10/2020	91.86
88475	HANBERY & TURNER PA	1/10/2020	2,773.00
88476	NARDINI FIRE EQUIPMENT CO.,INC	1/10/2020	739.58
88477	RENOVATION SYSTEMS INC.	1/10/2020	1,534.35
88478	ROBERT B HILL COMPANY	1/10/2020	133.56
88479	SHELTER CORPORATION	1/10/2020	39,590.98
88480	THYSSENKRUPP ELEVATOR CORPORATION	1/10/2020	1,557.64
88481	XCEL ENERGY	1/10/2020	13,272.42
88482	FIRENET SYSTEMS, INC.	1/10/2020	1,550.00
88483	GREAT GARAGE INC	1/10/2020	450.00
88484	CLASSIFIED VENTURES LLC	1/10/2020	1,983.00
88485	CITY OF OAKDALE	1/10/2020	233.91
88486	DEY DISTRIBUTING	1/10/2020	270.75
88487	TRUGREEN PROCESSING CENTER 5635	1/10/2020	374.21
88488	PITNEY BOWES PURCHASE POWER	1/10/2020	1,000.00
88489	PAFFY'S PEST CONTROL INC	1/10/2020	304.50
88490	JOE'S WINDOW CLEANING	1/10/2020	1,808.00
88491	NAN MCKAY & ASSOCIATES INC	1/10/2020	478.00
88492	NATUS CORPORATION	1/10/2020	1,689.24
88493	HD SUPPLY	1/10/2020	566.89

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88494	CINTAS CORPORATION NO. 2	1/10/2020	44.80
88495	ECM PUBLISHERS INC.	1/10/2020	110.60
88496	SCUTTLEBUTT SOCIAL MARKETING LLC	1/10/2020	378.59
88497	ADVANCED COMMUNICATIONS (AC3), LLC	1/10/2020	141.99
88499	ALLSTREAM BUSINESS US, INC	1/10/2020	179.30
88500	8BITSTUDIO DESIGN LLC	1/10/2020	414.50
88501	CHRIS AMDAHL LOCKSMITH INC	1/10/2020	444.50
88502	CLOG UN-BOGGLER INC	1/10/2020	275.00
88503	KELLY COLETTA WEILEY	1/10/2020	4,375.00
88504	REAL ESTATE PUBLISHING CORP	1/10/2020	10,000.00
88505	REDPATH AND COMPANY	1/10/2020	11,000.00
88506	RUMPCA SERVICES INC	1/10/2020	312.00
88507	AMAZON ENVIRONMENTAL INC	1/10/2020	339.40
88508	CITY OF ST PAUL PARK	1/10/2020	5,305.34
88509	CITY SPRINT	1/10/2020	32.56
88510	CITY WIDE MAINTENANCE OF MN	1/10/2020	1,341.55
88511	DIALOG ONE LLC	1/10/2020	64.75
88512	MAPCED	1/10/2020	25.00
88513	MEI MINNESOTA ELEVATOR INC	1/10/2020	795.00
88514	MENARDS OAKDALE	1/10/2020	81.37
88515	MENARDS COTTAGE GROVE	1/10/2020	557.41
88516	MENARDS FOREST LAKE	1/10/2020	69.84
88517	MENARDS STILLWATER	1/10/2020	58.08
88518	MN MANAGEMENT & BUDGET	1/10/2020	15,687.50
88519	SHERWIN WILLIAMS	1/10/2020	771.54
88520	TR COMPUTER SALES	1/10/2020	5,089.00
88522	XCEL ENERGY	1/10/2020	64.00
88523	COMCAST	1/10/2020	88.11
88524	COMCAST	1/10/2020	1,650.79
88525	JUSTIN TAYLOR COMPANIES LLC	1/10/2020	8,018.45
88526	DANIEL JOSEPH DINGLE	1/10/2020	64.20
88527	ROGER EUGENE GREEN	1/10/2020	57.30
88528	GREATER STILLWATER CHAMBER OF COMMERCE	1/10/2020	500.00
88529	MEDSYNERGIES LLC	1/10/2020	60.00
88530	CONNEXUS ENERGY	1/10/2020	3,600.00
88531	GOLDEN SHOVEL AGENCY, LLC	1/10/2020	11,550.00
88532	HOME DEPOT U.S.A	1/10/2020	129.75
88533	AWARDS BY HAMMOND, INC.	1/10/2020	105.00
88534	FRAN MIRON	1/10/2020	55.00
88535	PROGRAM PARTICIPANT	1/10/2020	504.76
88536	PROGRAM PARTICIPANT	1/10/2020	326.52
88537	PROGRAM PARTICIPANT	1/10/2020	318.46
88538	PROGRAM PARTICIPANT	1/10/2020	310.77
88539	PROGRAM PARTICIPANT	1/10/2020	301.87
88540	WASHINGTON COUNTY	1/13/2020	39,597.29
88541	WASHINGTON COUNTY	1/13/2020	65,905.20
88542	WASHINGTON COUNTY	1/13/2020	48,834.13

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88543	AUTOMATIC GD & FIREPLACES INC	1/17/2020	142.95
88544	RENOVATION SYSTEMS INC.	1/17/2020	4,009.93
88545	ROBERT B HILL COMPANY	1/17/2020	1,093.30
88546	SHELTER CORPORATION	1/17/2020	5,355.20
88547	STAR TRIBUNE	1/17/2020	284.70
88548	TIME COMMUNICATION	1/17/2020	715.87
88549	XCEL ENERGY	1/17/2020	2,687.87
88550	MAINTENANCE SERVICE SOLUTIONS LLC	1/17/2020	954.59
88551	FIRENET SYSTEMS, INC.	1/17/2020	360.00
88552	VERIZON WIRELESS	1/17/2020	615.89
88553	GREAT GARAGE INC	1/17/2020	163.95
88554	BRIAN STEVENS	1/17/2020	10,250.00
88555	SCREENING REPORTS INC	1/17/2020	400.00
88556	SPOK INC.	1/17/2020	27.14
88557	CITY OF OAKDALE	1/17/2020	7,802.44
88558	DEY DISTRIBUTING	1/17/2020	368.98
88559	WASTE MANAGEMENT OF WI-MN	1/17/2020	994.26
88560	SYLLOGISTIC MANAGEMENT SOLUTIONS LLC	1/17/2020	3,200.00
88561	CANVAS HEALTH INC	1/17/2020	3,994.28
88562	PAFFY'S PEST CONTROL INC	1/17/2020	690.65
88563	KONE INC	1/17/2020	175.27
88564	MINNESOTA HOUSING PARTNERSHIP	1/17/2020	750.00
88565	ABBOTT PAINT & CARPET INC.	1/17/2020	122.72
88566	WATSON APPLIANCE, INC.	1/17/2020	311.92
88567	TECHNOLOGY SERVICE SOLUTIONS LLC	1/17/2020	2,574.40
88568	ECM PUBLISHERS INC.	1/17/2020	55.30
88569	SUNDBERG AMERICA LLC	1/17/2020	184.08
88570	INNOVATIVE OFFICE SOLUTIONS LLC	1/17/2020	390.18
88571	MICHAEL CONDON	1/17/2020	2,221.80
88572	RUMPCA SERVICES INC	1/17/2020	5,609.00
88573	ZIEGLER INC	1/17/2020	1,162.40
88574	ACE HARDWARE STILLWATER	1/17/2020	0.40
88575	BOARD OF WATER COMMISSIONERS	1/17/2020	394.26
88576	AARON CHRISTIANSON	1/17/2020	38.28
88577	COLBY LAKE FOURTH ASSOCIATION	1/17/2020	99.00
88578	COORDINATED BUSINESS SYSTEMS	1/17/2020	100.00
88579	BARBARA DACY	1/17/2020	435.69
88580	EHLERS & ASSOCIATION INC	1/17/2020	295.00
88581	CHRISTOPHER ENG	1/17/2020	88.16
88582	BLIA HER	1/17/2020	15.66
88583	MENARDS OAKDALE	1/17/2020	119.00
88584	MENARDS COTTAGE GROVE	1/17/2020	27.92
88585	MENARDS FOREST LAKE	1/17/2020	273.78
88586	MENARDS STILLWATER	1/17/2020	23.60
88587	MIDCONTINENT COMMUNICATIONS	1/17/2020	35.69
88588	BECKY NELSON	1/17/2020	118.90
88589	KATHRYN PAULSON	1/17/2020	51.62

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88590	HEATHER POSTHUMUS	1/17/2020	73.24
88591	KRISTEN SCOBIE	1/17/2020	104.00
88592	SHERWIN WILLIAMS	1/17/2020	23.32
88593	ELENA SHULMAN	1/17/2020	813.58
88594	SRC INC	1/17/2020	403.30
88595	WASHINGTON COUNTY ACCOUNTING & FINANCE	1/17/2020	46.00
88596	COMCAST	1/17/2020	108.06
88597	COMCAST	1/17/2020	53.77
88598	JUSTIN TAYLOR COMPANIES LLC	1/17/2020	919.75
88599	NEWTRAX, INC	1/17/2020	2,630.00
88600	GLOBAL RETIREMENT PARTNERS, LLC	1/17/2020	484.58
88601	GLOBAL RETIREMENT PARTNERS, LLC	1/17/2020	225.14
88602	STATE OF MINNESOTA	1/17/2020	2,240.00
88603	FINANCE AND COMMERCE, INC	1/17/2020	32.00
88604	ROBERT STREETAR	1/17/2020	1,252.00
88605	SPRUCE ENVIRONMENTAL TECHNOLOGIES, INC.	1/17/2020	273.60
88606	PROGRAM PARTICIPANT	1/17/2020	129.00
88607	RYAN GRUBER	1/17/2020	15.08
88608	ALL INC	1/24/2020	1,768.28
88609	ANDON, INC	1/24/2020	91.50
88610	AUTOMATIC GD & FIREPLACES INC	1/24/2020	142.95
88611	CULLIGAN - INVER GROVE HTS	1/24/2020	40.95
88612	J.D. WINDOWS & DOORS INC	1/24/2020	265.00
88613	RENOVATION SYSTEMS INC.	1/24/2020	3,199.19
88614	ROBERT B HILL COMPANY	1/24/2020	121.52
88615	SHELTER CORPORATION	1/24/2020	3,080.00
88616	TIME COMMUNICATION	1/24/2020	192.14
88617	XCEL ENERGY	1/24/2020	21,724.47
88618	PITNEY BOWES CREDIT CORPORATION	1/24/2020	601.83
88619	SUMMIT FIRE PROTECTION COMPANY	1/24/2020	275.00
88620	GREAT GARAGE INC	1/24/2020	477.00
88621	QWEST CORPORATION	1/24/2020	3,553.89
88622	BRIAN STEVENS	1/24/2020	500.00
88623	MOVE SALES, INC	1/24/2020	97.00
88624	CITY OF OAKDALE	1/24/2020	5,975.00
88625	CENTRAIRE HEATING AND	1/24/2020	141.00
88626	PAFFY'S PEST CONTROL INC	1/24/2020	36.75
88627	TURNOVER APARTMENT PAINTING INC.	1/24/2020	1,875.00
88628	COMCAST	1/24/2020	406.46
88629	NATUS CORPORATION	1/24/2020	1,603.78
88630	NATURE'S TREES INC	1/24/2020	1,152.00
88631	SUNDBERG AMERICA LLC	1/24/2020	46.58
88632	CENTURYLINK COMMUNICATIONS LLC	1/24/2020	90.12
88633	US BANK	1/24/2020	4,060.68
88634	INNOVATIVE OFFICE SOLUTIONS LLC	1/24/2020	151.14
88635	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	1/24/2020	610.22
88636	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PAF	1/24/2020	762.77

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88637	RUMPCA SERVICES INC	1/24/2020	3,961.00
88638	STANTEC CONSULTING SERVICES INC	1/24/2020	479.50
88639	ACE HARDWARE STILLWATER	1/24/2020	90.27
88640	AFLAC	1/24/2020	254.61
88641	AFSCME COUNCIL 5	1/24/2020	726.74
88642	CITY OF COTTAGE GROVE	1/24/2020	5,574.08
88643	CITY OF OAK PARK HEIGHTS	1/24/2020	6,122.35
88644	COORDINATED BUSINESS SYSTEMS	1/24/2020	28.23
88645	CORELOGIC CREDCO LLC	1/24/2020	37.68
88646	HEALTH PARTNERS	1/24/2020	1,921.08
88647	LINDSEY SOFTWARE SYSTEMS INC	1/24/2020	389.00
88648	ANN LINDQUIST	1/24/2020	283.01
88649	MENARDS OAKDALE	1/24/2020	23.07
88650	MENARDS COTTAGE GROVE	1/24/2020	249.50
88651	MENARDS FOREST LAKE	1/24/2020	163.72
88652	MENARDS STILLWATER	1/24/2020	229.76
88653	SHARRON PERRY	1/24/2020	31.32
88654	SHERWIN WILLIAMS	1/24/2020	455.83
88655	MELISSA TAPHORN	1/24/2020	132.32
88656	XCEL ENERGY	1/24/2020	258.00
88657	COMCAST	1/24/2020	398.24
88658	COMCAST	1/24/2020	108.06
88659	JUSTIN TAYLOR COMPANIES LLC	1/24/2020	4,716.25
88660	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL, MN	1/24/2020	270.30
88662	METROPOLITAN LIFE INSURANCE COMPANY	1/24/2020	5,183.03
88663	DANIEL JOSEPH DINGLE	1/24/2020	63.86
88664	STEVEN JOHN RYAN	1/24/2020	115.18
88665	JAMES W. WIDEN	1/24/2020	115.18
88666	ABDO, EICK & MEYERS, LLP	1/24/2020	5,300.00
88667	Department of Health and Human Services	1/24/2020	1,575.27
88668	PROGRAM PARTICIPANT	1/24/2020	379.31
88669	PROGRAM PARTICIPANT	1/24/2020	1,146.54
88670	PROGRAM PARTICIPANT	1/24/2020	120.00
88671	PROGRAM PARTICIPANT	1/24/2020	59.00
88672	PROGRAM PARTICIPANT	1/24/2020	120.00
88673	PROGRAM PARTICIPANT	1/24/2020	120.00
88674	PROGRAM PARTICIPANT	1/24/2020	95.00
88675	PROGRAM PARTICIPANT	1/24/2020	18.00
88676	PROGRAM PARTICIPANT	1/24/2020	49.49
88677	ASHLEY ENGH	1/24/2020	30.04
88678	XCEL ENERGY	1/28/2020	1,030.00
88679	CITY OF COTTAGE GROVE	1/28/2020	125.00
88680	CITY OF WOODBURY	1/28/2020	206.00
88681	WASHINGTON COUNTY ACCOUNTING & FINANCE	1/28/2020	34.50
88682	WASHINGTON COUNTY ACCOUNTING & FINANCE	1/28/2020	46.00
88683	RENOVATION SYSTEMS INC.	1/30/2020	134.99
88684	SHELTER CORPORATION	1/30/2020	15,291.36

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88685	MAINTENANCE SERVICE SOLUTIONS LLC	1/30/2020	735.00
88686	GREAT GARAGE INC	1/30/2020	129.00
88687	COLLINS ELECTRICAL CONSTRUCTION CO.	1/30/2020	543.60
88688	DEY DISTRIBUTING	1/30/2020	138.54
88689	PAFFY'S PEST CONTROL INC	1/30/2020	157.50
88690	ABBOTT PAINT & CARPET INC.	1/30/2020	11.49
88691	BRAUN INTERTEC CORPORATION	1/30/2020	396.00
88692	HD SUPPLY	1/30/2020	756.43
88693	US BANK EQUIPMENT FINANCE	1/30/2020	3,154.57
88694	SM ENGINEERING CO.	1/30/2020	1,211.60
88695	CHRIS AMDAHL LOCKSMITH INC	1/30/2020	244.80
88696	KRISTINE F STAHL	1/30/2020	825.00
88697	RUMPCA SERVICES INC	1/30/2020	389.00
88698	CITY OF WOODBURY	1/30/2020	433.93
88699	DIALOG ONE LLC	1/30/2020	150.00
88700	MENARDS COTTAGE GROVE	1/30/2020	35.91
88701	MENARDS FOREST LAKE	1/30/2020	174.26
88702	ANGIE SHUPPERT	1/30/2020	56.26
88703	STAN KARWOSKI	1/30/2020	55.00
88704	ROGER EUGENE GREEN	1/30/2020	57.30

TOTAL CHECKS: \$ 653,417.18

Washington County CDA
Checks Voided and Electronic Payments
General Checking
January 1 - 31, 2020

VOIDED			
Check		Date	
Number	Vendor Check Name	Voided	Amount
88498	WASHINGTON COUNTY	1/10/2020	\$ 154,336.62
88521	WASHINGTON COUNTY ACCOUNTING & FINANCE	1/10/2020	74.75
88661	STAN KARWOSKI	1/24/2020	60.75

Type	Vendor	Electronic Payment Date	ACH Amount
ACH	Automatic Data Processing	1/2/2020	\$10,595.05
ACH	Automatic Data Processing	1/2/2020	47,578.80
ACH	Dougherty Mortgage	1/2/2020	77,133.54
ACH	Great-West Trust (Empower)	1/3/2020	7,262.28
ACH	Great-West Trust (Empower)	1/3/2020	12,381.01
ACH	First State Bank Wyoming	1/3/2020	12,552.29
ACH	Optum Bank	1/3/2020	17,089.61
ACH	State of Minnesota	1/3/2020	795.00
ACH	Automatic Data Processing	1/7/2020	651.03
ACH	Automatic Data Processing	1/9/2020	25.91
ACH	Automatic Data Processing	1/10/2020	1,938.85
ACH	Cash Management Services	1/15/2020	443.06
ACH	Optum Bank	1/15/2020	37.50
ACH	Automatic Data Processing	1/16/2020	11,058.66
ACH	Automatic Data Processing	1/16/2020	48,973.77
ACH	Great-West Trust (Empower)	1/17/2020	7,330.58
ACH	Great-West Trust (Empower)	1/17/2020	12,722.82
ACH	Optum Bank	1/17/2020	814.61
ACH	State of Minnesota	1/17/2020	795.00
ACH	Wire to Commercial Partners-2018A The Glen Bond paymer	1/22/2020	98,371.54
ACH	Wire to US Bank Trust-2012B QECB Bond payment	1/22/2020	20,320.00
ACH	Automatic Data Processing	1/28/2020	595.74
ACH	Automatic Data Processing	1/30/2020	11,355.14
ACH	Automatic Data Processing	1/30/2020	49,419.60
ACH	Optum Bank	1/31/2020	755.77

TOTAL ELECTRONIC PAYMENTS: \$ 450,997.16

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61854	COTTAGES PHASE III	1/2/2020	\$ 313.00
61855	GENEVA VILLAGE LTD. PARTNERS	1/2/2020	972.00
61856	GENTRY PLACE APARTMENTS	1/2/2020	1,810.00
61857	EAST GROVE ESTATES	1/2/2020	1,429.00
61858	MINNEHAHA MANOR	1/2/2020	1,264.00
61859	RIDGECREST APARTMENTS LLC	1/2/2020	489.00
61860	ORLEANS HOMES LIMITED PARTNER	1/2/2020	9,673.00
61861	ORLEANS HOMES II	1/2/2020	1,702.00
61862	PIONEER APARTMENTS	1/2/2020	404.00
61863	JOHN JERGENS ESTATES	1/2/2020	552.00
61864	WOODLAND PARK APARTMENTS	1/2/2020	11,462.00
61865	ANN BODLOVICK APTS.	1/2/2020	743.00
61866	STOBBE, ALVIN	1/2/2020	574.00
61867	COTTAGES OF COTTAGE GROVE	1/2/2020	2,338.00
61868	BRIAR POND	1/2/2020	19,238.00
61869	BRICK POND APARTMENTS	1/2/2020	378.00
61870	COBBLEHILL APTS.	1/2/2020	2,482.00
61871	SHIH, AMY	1/2/2020	1,047.00
61872	RSRC Ashwood LLC	1/2/2020	10,942.00
61873	BRIARCLIFF MANOR	1/2/2020	1,833.00
61874	EASTWOOD INVESTMENTS LLC	1/2/2020	2,035.00
61875	BARBARA GAUGHAN FAMILY LTD PAR	1/2/2020	1,324.00
61876	GENEVA VILLAGE L.P.	1/2/2020	1,346.00
61877	MULLER MANOR	1/2/2020	394.00
61878	ECHO RIDGE APARTMENTS - PHM	1/2/2020	582.00
61879	WOODLAND TOWNHOMES	1/2/2020	8,504.00
61880	COREY, SHELDON	1/2/2020	293.00
61881	PHM/WOODBURY INC.	1/2/2020	1,976.00
61882	LAKESIDE TOWNHOMES	1/2/2020	15,369.00
61883	LONG LAKE VILLAS	1/2/2020	5,073.00
61884	CASSELLS, CRANSTON	1/2/2020	1,081.00
61885	LARKIN, STACY	1/2/2020	298.00
61886	NORTH SHORE ASSOCIATES LLC	1/2/2020	649.00
61887	MC CUNE,SHELLY	1/2/2020	744.00
61888	VIGG CO. LLC	1/2/2020	669.00
61889	CURVE CREST VILLAS	1/2/2020	3,455.00
61890	PONDVIEW TOWNHOMES	1/2/2020	11,124.00
61891	NOVAK, GREG	1/2/2020	607.00
61892	LONG, THOMAS	1/2/2020	763.00
61893	BENASSI, CAROL	1/2/2020	662.00
61894	I-Properties LLC	1/2/2020	998.00
61895	DESHLER, DAVID	1/2/2020	920.00
61896	WEBER, MARTY	1/2/2020	837.00
61897	FAROOQ, REHAN	1/2/2020	1,220.00
61898	FOREST RIDGE TOWNHOMES	1/2/2020	4,043.00
61899	CHHEN, STEVEN	1/2/2020	886.00
61900	LEE, BLONG	1/2/2020	578.00
61901	SIENNA RIDGE TOWNHOMES	1/2/2020	7,675.00
61902	COTTAGES OF ASPEN LP	1/2/2020	1,540.00
61903	COTTAGES OF STILLWATER	1/2/2020	1,533.00
61904	JD PONDVIEW LLC	1/2/2020	6,918.00
61905	BLEW HOLDINGS, LLC	1/2/2020	1,055.00
61906	MARK VIEROW	1/2/2020	1,350.00

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61907	RED OAK PRESERVE FAMILY LP	1/2/2020	6,760.00
61908	PETERSON, TONIA C.	1/2/2020	62.00
61909	OSBORN, ROBERT	1/2/2020	902.00
61910	OAKDALE-GRANADA LAKES LTD. PAR	1/2/2020	11,453.00
61911	GOLDEN STONE LLC	1/2/2020	676.00
61912	SETAC PROPERTIES	1/2/2020	481.00
61913	FOSS, JEROME	1/2/2020	2,769.00
61914	JACOBSEN, ELENA	1/2/2020	272.00
61915	EAST GATE APARTMENTS LP	1/2/2020	183.00
61916	VILLAGE APARTMENTS	1/2/2020	2,718.00
61917	CYPRESS SR. LIVING	1/2/2020	4,896.00
61918	NEW CHALLENGES, INC	1/2/2020	1,849.00
61919	ZHANG, HAIYAN	1/2/2020	659.00
61920	TOY, DAVID LLC	1/2/2020	1,101.00
61921	Century Oaks, LLC	1/2/2020	23,409.00
61922	COMMON BOND CITY WALK LIMITED	1/2/2020	2,531.00
61923	RSRC ASHWOOD LLC	1/2/2020	1,373.00
61924	TSEGAI, DANIEL	1/2/2020	1,460.00
61925	FRANK, ANTHONY	1/2/2020	264.00
61926	GRIFFIN COURT C LLC	1/2/2020	788.00
61927	NUR, MOHAMED	1/2/2020	1,165.00
61928	ST CROIX VILLAGE LLC	1/2/2020	7,032.00
61929	THE GROVES APARTMENTS LLC	1/2/2020	4,694.00
61930	Jodi Baggenstoss	1/2/2020	1,308.00
61931	INVITATION HOMES	1/2/2020	2,355.00
61932	PETERSEN, ALLAN	1/2/2020	282.00
61933	BOYUM C/O APPLGATE PROP MGMT.	1/2/2020	565.00
61934	FOREST OAK APTS	1/2/2020	1,586.00
61935	SEVEN PINES INVESTMENTS II	1/2/2020	887.00
61936	LILY LAKE TERRACE APTS	1/2/2020	2,428.00
61937	FOREST OAK APTS II LTP PAR	1/2/2020	1,096.00
61938	STILLWATER GREELEY	1/2/2020	1,371.00
61939	EVERSON, RANDY	1/2/2020	1,101.00
61940	PICCADILLY SQUARE OF MAHTOMEDI	1/2/2020	2,677.00
61941	TEASDALE PINES TLC LLC	1/2/2020	827.00
61942	ATIA MBAH	1/2/2020	690.00
61943	Sumner, Jacqueline	1/2/2020	1,072.00
61944	CARSON, STEVEN	1/2/2020	471.00
61945	OAKDALE TERRACE LLC	1/2/2020	6,047.00
61946	COURTLY COMMERCIALS LLC	1/2/2020	3,783.00
61947	TRAILSIDE SENIOR LIVING	1/2/2020	1,042.00
61948	IH3 Property MN L.P.	1/2/2020	2,525.00
61949	FLEMING, DEBRA	1/2/2020	810.00
61950	RED ROCK SQUARE	1/2/2020	4,489.00
61951	BEUKE, JAMESON	1/2/2020	566.00
61952	CLEVELAND, NANCY	1/2/2020	1,101.00
61953	SINGHAL, NISHANT	1/2/2020	1,190.00
61954	GREEN TWIG LLP	1/2/2020	641.00
61955	THE LEGENDS OF CG/DOMINIUM	1/2/2020	1,249.00
61956	BUTT, MANAN	1/2/2020	691.00
61957	WOODBURY UNITED METHODIST	1/2/2020	1,719.00
61958	KATHY MADORE	1/2/2020	916.00
61959	MURR, VICKY	1/2/2020	1,382.00

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61960	COMMUNITY ACTION PARTNERSHIP	1/2/2020	669.00
61961	GIRARD MANAGEMENT, INC.	1/2/2020	548.00
61962	BRANJORD PROPERTIES, LLC	1/2/2020	310.00
61963	FRESNO MANAGEMENT SERVICE LLC	1/2/2020	1,121.00
61964	SCHUETTE DONALD	1/2/2020	956.00
61965	MORA HRA	1/2/2020	1,804.32
61966	PEDERSEN, DOUG	1/2/2020	1,622.00
61967	VOLOVIK, ANNA	1/2/2020	1,153.00
61968	HALL, MATT & KRISTIN	1/2/2020	1,247.00
61969	THE LEGENDS OF WOODBURY	1/2/2020	3,561.00
61970	HEGNA, ROBERT	1/2/2020	808.00
61971	LOCKNER, TINA	1/2/2020	691.00
61972	B & E REAL ESTATE, LLC	1/2/2020	232.00
61973	TESSA P. MONSEN	1/2/2020	995.00
61974	NEWPORT X, LLC	1/2/2020	2,583.00
61975	BAKEWELL, MARY	1/2/2020	1,046.00
61976	HO, TRUNGKIEN	1/2/2020	1,451.00
61977	(SOUTHERN NEVADA REGIONAL HA	1/2/2020	958.97
61978	REMACKEL, TRISHA	1/2/2020	911.00
61979	KHAN, ZAHEER	1/2/2020	1,639.00
61980	ARENDS, BETH	1/2/2020	205.00
61981	MAKI, JUDITH	1/2/2020	601.00
61982	THE GLEN AT VALLEY CREEK	1/2/2020	1,233.00
61983	KRAUSE, MARGARET AND DANIEL	1/2/2020	982.00
61984	ORLEANS HOMES LIMITED PARTNER	1/17/2020	641.00
61985	RSRC Ashwood LLC	1/17/2020	891.00
61986	WOODLAND TOWNHOMES	1/17/2020	325.00
61987	Century Oaks, LLC	1/17/2020	643.00
61988	SINGHAL, NISHANT	1/17/2020	89.00
61989	Invest Property Management	1/17/2020	3,750.00

TOTAL SECTION 8 CHECKS: \$ 314,176.29

VOIDED

NONE

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,418,590.63

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-1

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 2/13/20
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF THE CITY OF WOODBURY HOME INVESTMENT PARTNERSHIPS AND COMMUNITY DEVELOPMENT BLOCK GRAN LOAN DOCUMENTS FOR THE COBBLE HILL FOUNDATION AND FLASHING REPAIR PROJECT

BACKGROUND/JUSTIFICATION

In May of 2019, the Agency was awarded \$132,378 of Community Development Block Grant (CDBG) funds and \$119,310 of HOME Investment Partnerships Program (HOME) funds to help fund a deck and foundation flashing repair project at Cobble Hill Apartments. The project will address flashing issues that have led to the deterioration of the building's foundation blocks in several areas. The City of Woodbury is a direct recipient of CDBG and HOME funding, the funding for this project comes from the City as opposed to the Agency since Cobble Hill is located in Woodbury.

Subgrantee agreements were executed on December 18, 2019 that describe program requirements for the project. The program requires occupancy to be restricted to households with incomes at or below 80% of the Area Median Income, which matches the apartment's existing income restriction. For the HOME funds, program rules require a five-year compliance period be specified in a recorded declaration to enforce income and compliance monitoring requirements for 19 HOME-assisted units.

Agency staff recommends approval of the attached resolution authorizing the Executive Director to execute all necessary loan agreements and required documents for the City of Woodbury's CDBG and HOME loan programs.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/13/20
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$251,688

BUDGETED: ☒ YES ☐ NO

FUNDING: Woodbury CDBG and HOME funds

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-08

RESOLUTION AUTHORIZING EXECUTION OF THE CITY OF
WOODBURY HOME INVESTMENT PARTNERSHIPS AND
COMMUNITY DEVELOPMENT BLOCK GRANT LOAN
DOCUMENTS FOR THE COBBLE HILL FOUNDATION AND
FLASHING REPAIR PROJECT

WHEREAS, the Washington County Community Development Agency (the “Agency”) owns and operates the Cobble Hill Apartments in the City of Woodbury (the “Property”); and

WHEREAS, the Agency has established a capital improvements plan (the “CIP”) to ensure that properties are maintained in a safe, decent and sanitary condition; and

WHEREAS, investigation by an architect into the deterioration of the Property’s foundation block found the need to repair the through wall flashing at the deck ledger boards and foundation (the “Project”); and

WHEREAS, the City of Woodbury (the “City”) is a entitlement city in receipt of the federal Community Development Block Grant program (“CDBG”) and the HOME Investment Partnerships program (“HOME”) for distribution within the City; and

WHEREAS, on May 8, 2019 the Woodbury City Council adopted the 2019 Annual Action Plan which includes an allocation of \$132,378 of CDBG funds and \$119,310 of HOME funds to help pay for the Project: and

WHEREAS, subgrantee agreements for the CDBG and HOME funds that describe program requirements for the Project were executed December 18, 2019.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. The Executive Director is hereby authorized to execute the loan documents as required, subject to (i) such changes to the documents that the Executive

Director deems reasonable and necessary; (ii) the documents with the Agency being executed by both parties; and (iii) the Executive Director verifying that all applicable requirements for the CDBG and HOME programs are completed.

3. 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 loan documents as contemplated above.
4. 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 18th day of February 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 2/13/20
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION APPROVING ORGANIZATIONAL
DOCUMENTS FOR THE FORMATION OF THE WCCDA
FAMILY HOUSING, LLC

BACKGROUND/JUSTIFICATION

In May 2019, Agency staff discussed HUD's goal to reposition public housing units to other forms of housing assistance. Agency staff pursued conversion of the Agency's Public Housing units to Section 8 tenant-based assistance. Minnesota Housing debt instruments recorded against Whispering Pines and Pondview Townhomes disallowed this repositioning option. Staff has revised the conversion plan to convert units in phases. The first phase will convert the 56 Agency-owned scattered site units through the disposition process laid out in Section 18 of the U.S. Housing Act of 1937.

Section 18 disposition removes the units from the Public Housing program, provides replacement rental assistance vouchers, and provides access to transition funds. Section 18 disposition requires the units be sold. In order to preserve the long-term affordability of these rental units, the Agency proposes ownership be transferred to a single asset entity, wholly owned by the Agency. Creating this single asset entity and transferring the property to it will not affect operations of the property, or the Agency's control over the property. The Agency has created and operates a similar structure for the financing and ownership of Briar Pond Apartments.

The attached resolution authorizes the creation of a limited liability company, WCCDA Family Housing, LLC, for the purpose of owning and operating the 56 scattered site units. The Agency will enter a Housing Assistance Payment (HAP) contract with WCCDA Family Housing, LLC for eligible households residing in the units who choose to utilize their voucher at that unit. When residents move out, the units will be rented to families with incomes at or below 80% area median income who are not guaranteed rental assistance.

Staff recommends passage of the resolution as proposed.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/13/2020
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-09

RESOLUTION APPROVING ORGANIZATIONAL
DOCUMENTS FOR THE FORMATION OF THE WCCDA
FAMILY HOUSING, LLC

WHEREAS, the Board of Commissioners (the "Board") of the Washington County Community Development Agency, a public body corporate and politic, duly organized under Minnesota Statutes 469.001 to 469.047, inclusive (the "Agency"), desires to form a wholly owned subsidiary (the "Company") for the purpose of owning and/or operating one or more housing units for low and moderate income persons and families; and

WHEREAS, the Agency is to be the sole member of the Company; and

WHEREAS, the proposed Articles of Organization of the Company (the "Articles of Organization") and the Operating Agreement of the Company (the "Operating Agreement") are on file with the Agency; and

WHEREAS, the Agency has determined that it is appropriate to execute, accept and deliver the Articles of Organization and Operating Agreement of the Company and to execute, accept and deliver such other documents as are necessary in connection with the formation of the Company.

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

1. That the organization of the WCCDA Family Housing, LLC (the "Company") is authorized and approved pursuant to the terms of the Articles of Organization and the Operating Agreement and approves the form of each for execution and filing, as applicable.
2. That the name of the Company shall be WCCDA Family Housing, LLC.
3. That the Agency shall be the sole member of the Company.
4. That the management and conduct of the Company shall be vested in the Agency as the sole member of the Company.
5. That the principal executive office for the Company shall be located at:

7645 Currell Boulevard
Woodbury, Minnesota 55125

6. That the following officers of the Agency are hereby designated as the initial officers of the Company:

Officer of Agency

Officer Position in the Company

Executive Director of the Sole Member
(as of the date hereof, Melissa Taphorn)

Chief Manager

Deputy Executive Director of the Sole
Member (vacant as of the date hereof)

Vice President and Secretary

Finance Director of the Sole Member (as
of the date hereof, Aaron Christianson)

Vice President and Treasurer

7. That the Executive Director of the Agency is hereby authorized to approve, execute and deliver, on behalf of the Agency, the Operating Agreement between the Company and the Agency in substantially the form on file with the Agency, subject to such modifications and additions as the Executive Director shall deem necessary or appropriate in her discretion.
8. That the Executive Director of the Agency is hereby authorized to cause the Articles of Organization of the Company to be filed with the Office of the Minnesota Secretary of State.
9. That the Company is hereby authorized and directed to open bank accounts and maintain such books as are necessary and proper for transacting the business of the Company.
10. That the Company shall have no seal.
11. That the Company shall keep its financial and tax records based on a fiscal year ending December 31.
12. That the findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
13. That the Executive Director is hereby authorized to execute deliver and perform any and all agreements and to do such other acts and things and to execute and deliver such other contracts or writings as the Executive Director deems reasonable and necessary in connection with any of the foregoing.

Adopted this 18th day of February 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-3

Community Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 2/10/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING RESERVATION OF GAP
FINANCING FOR REDEVELOPMENT AND RENTAL AND
OWNERSHIP HOUSING IN WASHINGTON COUNTY (GROW)
FUND FOR THE HEMINGWAY

BACKGROUND/JUSTIFICATION

Newport Midwest proposes to construct a new multifamily rental development with 54 affordable units in Cottage Grove. The Hemingway development (the "Project") will serve households below 60% of the area median income ("AMI"). Seventeen units are set aside for households below 30% AMI, with 7 of those units reserved for households experiencing long term homelessness. Through a partnership with the Minnesota Assistance Council for Veterans (MACV), supportive services will be available to Veteran households with a history of homelessness as they work toward stability and self-sufficiency.

The developer is seeking a preliminary commitment from the Agency for a deferred loan of \$725,000 under the Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County Fund ("GROW Fund"). The proposed financing plan for the Project includes a first mortgage, equity from the sale of Low-Income Housing Tax Credits and a seller note for a portion of the acquisition costs. The City of Cottage Grove has already approved a Tax Increment Financing (TIF) Plan which will provide \$420,000 to the Project through a pay-as-you-go TIF Note. The preliminary commitment of funds from the Agency will strengthen the developer's application for tax credits in the upcoming funding round.

The attached resolution authorizes a preliminary reservation of GROW Funds in the amount of \$725,000 for the Project. The proposed development meets program eligibility criteria for affordability, leverage of public and private funds, and organizational capacity. The Project addresses the GROW Fund priorities of new construction of affordable rental units.

Staff recommends approval of the reservation of GROW Funds. Staff will return for the Board's final consideration once municipal land use approvals and other financing commitments are secured. The final amount of GROW funds will be determined prior to closing and will not exceed the minimum amount required to ensure feasibility.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/10/20
Acting Executive Director

ATTACHMENT LIST:

Attachment A – Project Sources and Uses
Attachment B – Project Location Map

FINANCIAL IMPLICATIONS: \$725,000

BUDGETED: ☒ YES ☐ NO

FUNDING: GROW Fund

COMMENTS

The Hemingway**Sources and Uses**

Source of Funds	Amount	Anticipated Use of Funds
First Mortgage	\$4,010,000	Construction, Soft Costs
Syndication Proceeds	\$7,919,290	Construction, Soft Costs
Seller Note	\$124,750	Acquisition
GROW Fund	\$725,000	Acquisition, Construction, Soft Costs
Total Project Cost	\$12,779,040	

Proposed Rents

Unit Type	Number of Units	Proposed Monthly Contract Rent
1BR @ 30% AMI	7	\$525
1BR @ 50% AMI	4	\$900
2BR @ 30% AMI	5*	\$628
2BR @ 50% AMI	23	\$1,078
3BR @ 30% AMI	5*	\$723
3BR @ 50% AMI	10	\$1,243

*Subset of units set aside for Long Term Homeless

Current Income Limits by Household Size

	1	2	3	4	5	6
30% AMI	\$21,000	\$24,000	\$27,000	\$30,000	\$32,400	\$34,800
60% AMI	\$42,000	\$48,000	\$54,000	\$60,000	\$64,800	\$69,600

Attachment B—Location Map

The Hemingway

7500 79th ST S, Cottage Grove



WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-10

RESOLUTION AUTHORIZING RESERVATION OF GAP
FINANCING FOR REDEVELOPMENT AND RENTAL AND
OWNERSHIP HOUSING IN WASHINGTON COUNTY
(GROW) FUND FOR THE HEMINGWAY

WHEREAS, in September 2018 the Board of Commissioners (the “Board”) of the Washington County Community Development Agency (the “Agency”) adopted the revised Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County Fund (the “GROW Fund”); and

WHEREAS, the purpose of the GROW Fund is to provide gap financing to developers and owners of affordable rental and/or ownership housing in Washington County; and

WHEREAS, the Hemingway development project will create 54 new units of affordable housing in Cottage Grove for households at or below 60 percent of the area median income; and

WHEREAS, creating additional affordable housing is part of Cottage Grove’s comprehensive plan; and

WHEREAS, the Agency has determined upon preliminary review of the project proforma that GROW Funds of approximately \$725,000 for the 54 units set aside for low-income households may be required for the feasibility of the Hemingway development; and

WHEREAS, the developer will be required to provide an updated proforma showing sources and for the project for underwriting by the Agency prior to a final commitment of GROW Funds; and

WHEREAS, the Agency has determined that the Hemingway development meets the requirements of the GROW Fund program including affordability (rent and income requirements), leverage of public and private funds, new construction of affordable units, and capacity to manage the project.

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

1. That GROW Funds in the amount of \$725,000 are hereby reserved for the Hemingway development, pending additional financing and land use approvals required for the project.
2. The Board shall approve the final amount of GROW Funds and terms of the Loan Agreement upon submission of final project proforma and completion of Agency underwriting.

Adopted this 18th day of February 2020.

ATTEST:

Chair/Vice Chair Commissioner

Secretary

**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

February 18, 2020

BOARD MEETING DATE

AGENDA ITEM A-4

Administration
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 2/10/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF AGREEMENT WITH AFSCME
COUNCIL 5 REGARDING OUT OF CLASS
COMPENSATION

BACKGROUND/JUSTIFICATION

As a result of an extended absence in the rental assistance division, the Agency wishes to temporarily re-assign to a vacant position an employee currently working at a lower grade on the Agency's wage chart. The present Labor Agreement with AFSCME Council 5 is silent on the matter of employees working out of class. It is generally customary in public sector labor settings for employees, in these situations, to be paid at a rate that corresponds to an assigned step in the higher grade for the period that the employee is covering such duties.

The Memorandum of Agreement attached to the resolution outlines the specific terms as it applies to the employee in question. The Memorandum of Agreement extends until the end of 2020, or until such time that a revised Labor Agreement would supersede its language. The Agency's present labor agreement with AFSCME Council 5 expires at the end of 2020, and the Agency anticipates a request from AFSCME Council 5 to reopen the agreement later this year. At such time, both parties could choose to adopt language that applies more generally. The provided language in the Memorandum of Agreement is not intended to represent a precedent, or a position that the Agency might take in future negotiations.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 02/10/2020
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$

BUDGETED: ☒ YES ☐ NO

FUNDING: Existing funds in 2020 budget

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-11

RESOLUTION AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF AGREEMENT WITH AFSCME COUNCIL
5 REGARDING OUT OF CLASS COMPENSATION

WHEREAS, the Washington County Community Development Agency (the “Agency”) has determined that it is necessary to provide a uniform, comprehensive, and efficient system of personnel compensation administration; and

WHEREAS, the Agency has entered into a Labor Agreement with AFSCME Council 5 (the “Union”) that governs certain matters of compensation for employees in those positions covered by the Union; and

WHEREAS, as the result of an extended absence, the Agency wishes to temporarily re-assign an employee from one position represented by the Union to another position represented by the Union; and

WHEREAS, the temporary position is assigned a higher grade with the Agency’s compensation plan; and

WHEREAS, it is the desire of the Agency to ensure that all its employees are paid fairly and equitably in a manner that corresponds with the complexity, impact, and level of responsibility that employees perform.

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 authorized to enter into a Memorandum of Agreement with AFSCME Council 5, as represented in Exhibit A of this Resolution, and to take any additional action as necessary to implement the language of this Memorandum of Agreement.

Adopted this 18th day of February 2020.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Washington County Community Development Agency (hereafter “Employer”), AFSCME Local 517 (hereafter “Union”), and Anne Cohoon (hereafter “Cphoon”).

WHEREAS, the Employer and Union, are parties to a collective bargaining agreement effective January 1, 2018 through December 31, 2020; and

WHEREAS, the parties have expressed the desire to enter an agreement allowing the Employer to temporarily reassign Cohoon, an Administrative Assistant, to work out of class in the position of Housing Program Support Assistant for approximately four weeks, and in any event no longer than through December 31, 2020.

NOW, THEREFORE, the parties hereto agree as follows:

1. Beginning on February 19, 2020, Cohoon will temporarily work out of class in the position of Housing Program Support Assistant for approximately four weeks, and in any event no longer than through December 31, 2020, unless the Employer in its sole discretion removes Cohoon from this temporary assignment.
2. Beginning on February 19, 2020, and through the duration of Cohoon’s temporary assignment, she will be compensated \$21.54 per hour (Grade 9, Step 2).
3. The assignment made in accordance with this Memorandum of Agreement is temporary and shall not be considered a promotion.
 - a. This assignment may be modified or revoked at any time by the Employer, with or without cause, at the Employer’s sole discretion.
4. At the conclusion of her temporary assignment to Housing Program Support Assistant, Cohoon will return to her position of Administrative Assistant.
5. This Memorandum of Agreement shall not in any way constitute a precedent.
6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.
7. This Memorandum of Agreement shall sunset and expire on December 31, 2020.

EXHIBIT A

WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this _____, day of _____, 2020.

WASHINGTON COUNTY CDA

AFSCME LOCAL 517

By: _____

By: _____

ANNE COHOON

By: _____

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-5

Finance
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 2/10/20
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING THE CASH TRANSFER
OF FUNDS FOR 2019

BACKGROUND/JUSTIFICATION

It is typical practice for the Agency to authorize a year-end transfer of funds between the Enterprise Fund, the General Fund, the Special Revenue Fund and the Capital Improvement Fund. All inter-fund transfers and inter-fund borrowing are in accordance with Policies approved by the Board on September 19, 2006. Attachment A describes the detail of the proposed 2019 cash transfer. The purpose of the 2019 cash transfer is to pay for 2019 capital expenditures, to comply with bond indenture requirements, to transfer unrestricted cash from the Enterprise funds to the General Fund to pay for future operational costs and to build capital reserves for future capital projects.

The total cash balance for year end 2019 was \$16,625,000, an increase of \$1,060,000 over the prior year's ending balances of \$15,560,000. The increase is attributable to a cash increase of \$1,600,000 million dollars in the properties and a \$500,000 dollar decrease in the general fund and other governmental funds. The Agency will transfer excess cash earned from 2019 property operations, plus any other excess reserves released from restrictions, to the general fund to fund its 2020 operations. Funds will also be transferred to long-term capital reserves in accordance with the Agency's fund balance policy.

The cash balance of \$16,625,000 is allocated within the Agency as follows:

- 1) \$6.6 million operating reserve and working capital (\$2.4 million minimum required)
- 2) \$3.9 million long-term capital reserve (\$3.3 million minimum required)
- 3) \$2.6 million Community Development programs, including GROW program and Senior Housing Initiative
- 4) \$2.1 million Public Housing and HUD mortgaged finance property reserves
- 5) \$452,000 Economic Development
- 6) \$216,000 funds restricted by external parties
- 7) \$148,000 property portfolio operating accounts

The current cash balance is in line with expectations and within the guidelines of the Agency's Fund Balance policy, which includes language on required cash reserves.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 02/13/2020
Acting Executive Director

ATTACHMENT LIST:

Attachment A – Cash Transfer for 2019

FINANCIAL IMPLICATIONS: \$ See Attached

BUDGETED: ☒ YES ☐ NO

FUNDING: _____

COMMENT

**Washington County CDA
Cash Transfers For 2019**

Cash Transfers For 2019		Description	
Transfers			
In	Out		
<u>General</u>			
1,735,507	B	A. 2019 Transfer \$6,500 from Community Development to WCD for arbitrage audit on 2013 Bonds.	
446,149	C		
70,000	D		
		B. 2019 Transfer \$1,735,507 from the undesignated cash balances of the Enterprise Fund to the General Fund.	
<hr/>	<hr/>		
2,251,656	1,397,000	C. 2019 Transfer \$1,397,000 from General Fund (levy) to Proprietary funds for 2019 capital projects and to long-term capital improvement fund for future projects.	
<u>Special Revenue</u>			
	A	D. 2019 Transfer \$70,000 from Home Ownership funds to General Fund for Future use.	
	D		
<hr/>	<hr/>		
0	76,500		
<u>Enterprise</u>			
6,500	A		
	B		
950,851	C		
<hr/>	<hr/>		
957,351	1,735,507		
Total	3,209,007		

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-12

RESOLUTION AUTHORIZING THE CASH TRANSFER OF FUNDS
FOR 2019

WHEREAS, the Washington County Community Development Agency (the "Agency") typically approves a resolution authorizing various transfers between funds; and

WHEREAS, the Agency has determined it necessary to transfer these funds for various purposes including, but not limited to, creating adequate funds to conduct housing development and program activities, and creating adequate funds to fund the operation of the Agency; and

WHEREAS, for the fiscal year 2019, the Agency has determined that the transfers depicted in Exhibit A are necessary.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That \$1,735,507 of the undesignated 2019 cash balances of the Enterprise Fund will be transferred to the General Fund;
3. That \$1,397,000 of General Fund levy funds will be transferred to Enterprise Funds (Oakhill-\$196,578, Muller Manor-\$106,893, Woodland Park-\$120,295, Ann Bodlovick-\$15,614, John Jergens-\$50,970, Pioneer-\$69,042, Cobble Hill-\$206,231, Brick Pond-\$185,228, and Long-term Capital Reserve Fund-\$446,149) to fund current and future capital expenditures;
4. That \$6,500 of Low-Income Housing Tax Credit program income will be transferred to the Washington County Conservation District Fund to ensure bond compliance on the Series 2013 Bonds; and
5. That \$70,000 of Home Ownership levy funds will be transferred to the General Fund.

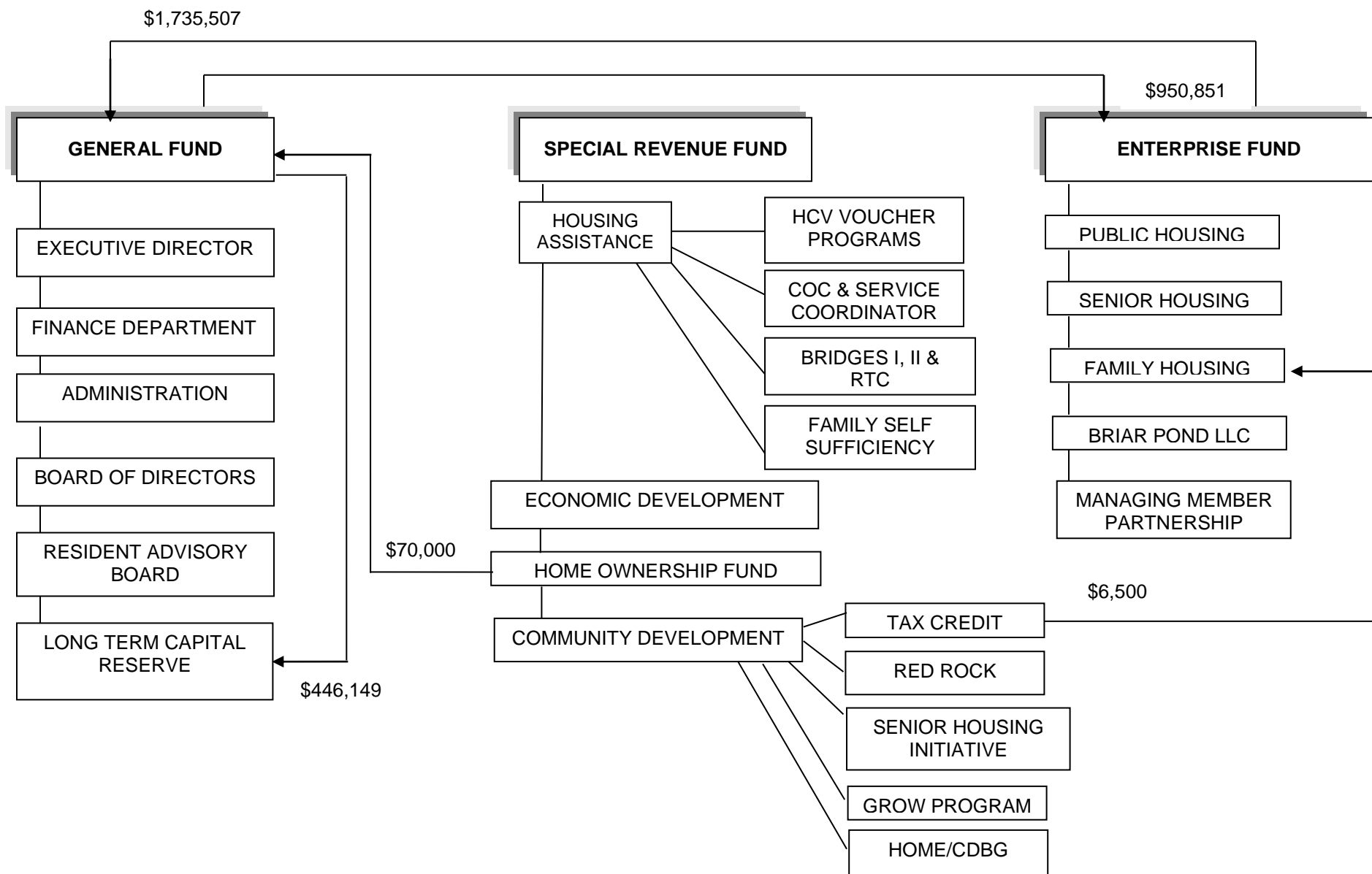
Adopted this 18th day of February 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY CDA BUDGET DESCRIPTION 2019



PUBLIC HEARING

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-6

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst/February 18, 2020
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

HOLD A PUBLIC HEARING
AND

RESOLUTION AMENDING THE HOUSING CHOICE
VOUCHER ADMINISTRATIVE PLAN AND THE PUBLIC
HOUSING ADMISSIONS AND CONTINUED
OCCUPANCY PLAN

BACKGROUND/JUSTIFICATION

A public hearing is required prior to adoption of the revised Washington County Community Development Agency's Housing Choice Voucher (HCV) Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan (ACOP). These changes update both the plans to meet requirements by HUD, define the changes in the inspection process and determine the process for opening the waiting lists.

Notice of the Public Hearing was published on December 27, 2019 and placed on the Agency's website. Copies of the revisions in the HCV Administrative Plan and Public Housing ACOP were made available to the Resident Advisory Board, the Resident Councils and for the general public at the Agency's office. Attachment A lists the comments that were received. The revisions made to the HCV Administrative Plan and to the Public Housing ACOP are available on the website at

<https://washingtoncountycda.org/wp-content/uploads/2020/01/Admin-Plan-Chapters-with-Changes-2019.pdf>

<https://washingtoncountycda.org/wp-content/uploads/2019/12/ACOP-Chapters-with-Changes.pdf>

Staff recommends the Board approve a motion to open the public hearing, receive comments, approve a motion to close the public hearing and adopt the resolution as presented.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resident Councils and Resident Advisory Board meetings were held on February 11, 2020.

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/9/2020
Acting Executive Director

ATTACHMENT LIST:

Attachment A: Comments and Responses

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS:

Comments and Responses

Resident Advisory Board met to review changes in the Agency's Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Plan (ACOP) on February 11, 2020.

Attendance: Steve Ryan, Chair of PH/HCV Resident Council, Diane P. Chair of Whispering Pines Resident Council, Ann Lindquist, Housing Coordinator CDA representative (CDA representative met individually with chairs).

ACOP

- Chapter 4:** Applying for Assistance
 Discussion: Reviewed change
 Comments:
 - Saves time for applicant and CDA
 - Most applicants will have access to internet, this makes it easier for applicants
 Agency Response: no response needed
- Chapter 7:** Up-Front Income Verification
 Discussion: reviewed change
 Comments: good for the CDA to be able to see discrepancies, fair
 Agency Response: no response needed
- Chapter 8:** Leasing and Inspections
 Discussion: reviewed change
 Comments: common sense for Minnesota
 Agency Response: no response needed
- Chapter 13:** Over-Income Families
 Discussion: reviewed change
 Comments: Is the chart different in geographic areas?
 Agency Response: yes, chart is by area
- Chapter 14:** Selection of Hearing Officer
 Discussion: reviewed change
 Comments: clarifies for all involved and is well thought out
 Agency Response: no response needed

Administrative Plan

- Chapter 3:** Mandatory Denial of Assistance
 Discussion: reviewed change
 Comment: gives staff more leniency to make decision
 Agency Response: no response needed

Chapter 3:	<p>Other Permitted Reasons for Denial of Assistance</p> <p>Discussion: reviewed change</p> <p>Comment: trust rationale of decision by staff on change</p> <p>Agency Response: no response needed</p>
Chapter 3:	<p>Criteria for Deciding to Deny Assistance</p> <p>Discussion: reviewed change</p> <p>Comment: if they reoffend, would they lose housing?</p> <p>Agency Response: they would be held to the same standards as anyone else that broke the law</p>
Chapter 4:	<p>Selection Method</p> <p>Discussion: reviewed change</p> <p>Comment:</p> <ul style="list-style-type: none"> • What does “imminently lose” mean? • Agree with preferences to house people with higher needs <p>Agency Response: in this reference HUD defines imminently lose as having a letter of eviction within 14 days</p>
Chapter 7:	<p>Upfront Income Verification</p> <p>Discussion: reviewed change</p> <p>Comment: no comment</p> <p>Agency Response: no response needed</p>
Chapter 8:	<p>Annual/Biennial HQS Inspections</p> <p>Discussion: reviewed change</p> <p>Comment: good cost savings for CDA</p> <p>Agency Response: no response needed</p>

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-11

RESOLUTION AMENDING THE HOUSING CHOICE
VOUCHER ADMINISTRATIVE PLAN AND THE PUBLIC
HOUSING ADMISSIONS AND CONTINUED OCCUPANCY
PLAN

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) provides funds for the Housing Choice Voucher Program and the Public Housing Program; and

WHEREAS, the Washington County Community Development Agency (the “Agency”) administers the Housing Choice Voucher Program and the Public Housing program; and

WHEREAS, the Agency has adopted a Housing Choice Voucher Administrative Plan and a Public Housing Admissions and Continued Occupancy Plan; and

WHEREAS, such policies are necessary and essential for the proper administration of the Housing Choice Voucher Program and the Public Housing Program; and

WHEREAS, HUD recommends the Agency review the Administrative Plan and the Admissions and Continued Occupancy Plan from regularly to ensure administrative policies are compliant and updated with program requirements; and

WHEREAS, the Agency has determined a need to and has amended language in both Plans to include federal changes, new voucher programs, and best practices; and

WHEREAS, the Agency sought input from its residents, participants and the public by making the Plan amendments available for public comment beginning on December 27, 2019; and

WHEREAS, the Agency held a public hearing on the amended Plans on February 18, 2020.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Housing Choice Voucher Administrative Plan be amended, as on file

at the Agency, dated February 18, 2020.

3. That the Admissions and Continued Occupancy Plan for the Public Housing program be amended, as on file at the Agency, dated February 18, 2020.
4. That the Executive Director is hereby authorized to update the Plan as needed for routine changes and non-policy matters to be in compliance with HUD regulations.

Adopted this 18th of February 2020.

Chair

ATTEST:

Secretary

NEW BUSINESS

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-7

Economic Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 2/10/2020
REQUESTOR'S SIGNATURE/DATE

Board action requested

RESOLUTION APPROVING PRE-DEVELOPMENT
FINANCE FUND GRANT AGREEMENT WITH THE CITY
OF FOREST LAKE ECONOMIC DEVELOPMENT
AUTHORITY

BACKGROUND/JUSTIFICATION

Agency staff recommends approving a resolution authorizing the Executive Director to enter into a Predevelopment Finance Fund Program grant agreement with the City of Forest Lake Economic Development Authority (EDA) in an amount not to exceed \$40,000. The City of Forest Lake EDA is proposing to commit \$40,000 in funds to match the requested \$40,000 in Agency dollars (\$1 to \$1) to spur and guide future commercial development and redevelopment opportunities in the Downtown Forest Lake Revitalization Area. The grant application and resolution from the City of Forest Lake EDA are included in the Exhibit A Grant Agreement as Attachment A.

The goal of these planning activities is to enhance potential for future commercial development and/or redevelopment that could bring both additional jobs and commercial tax base into the city and county.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/10/2020
Acting Executive Director

ATTACHMENT LIST

FINANCIAL IMPLICATIONS: \$40,000

BUDGETED: X YES NO

FUNDING: Economic Development (Fund 300)

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-14

RESOLUTION APPROVING A PRE-DEVELOPMENT
FINANCE FUND GRANT AGREEMENT WITH THE CITY OF
FOREST LAKE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the Washington County Community Development Agency (the "Agency") has identified, as part of its 2020-2022 Economic Development Plan (the "Plan"), a goal to provide predevelopment matching grants to cities, townships and local government economic development authorities to encourage new economic development and redevelopment opportunities in Washington County; and

WHEREAS, the City of Forest Lake Economic Development Authority has submitted an application for funding from the Agency's Predevelopment Finance Fund (the "Fund") to develop plans and studies for commercial development/redevelopment in the Downtown Forest Lake Revitalization Area; and

WHEREAS, the Agency has determined that the application is consistent with the Agency's policy; and

WHEREAS, the Agency wishes to enter into a grant agreement with the City of Forest Lake in the amount not to exceed forty thousand dollars (\$40,000) from the Agency's Predevelopment Finance Fund to be matched by the City of Forest Lake Economic Development Authority no less than dollar-for-dollar.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Executive Director is hereby authorized to execute the grant agreement as presented in Exhibit A, subject to (i) such changes to the grant agreement the Executive Director deems reasonable and necessary.
3. 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 contract for

EXHIBIT A – Grant Agreement with the City of Forest Lake Economic Development Authority

services as contemplated above.

4. 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 18th day of February 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

**PREDEVELOPMENT FINANCE FUND
GRANT AGREEMENT**

THIS GRANT AGREEMENT entered into on this 18th day of February, 2020, by and between the Washington County Community Development Agency, a public body corporate and politic (the “Agency”), and the City of Forest Lake Economic Development Authority, a political subdivision of the State of Minnesota (the “Grantee”).

RECITALS

WHEREAS, pursuant to Resolution No. 18-05 the Agency established the Predevelopment Finance Fund Grant Program (the “Program”) to improve the tax base and quality of life in Washington County by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to *Minnesota Statutes*, §§469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, this Agreement shall constitute a cooperation agreement between the parties, as contemplated by *Minnesota Statutes* §§ 469.012, subdivision 11 and 469.101, subdivisions 5 and 14; and

WHEREAS, the Grantee submitted an application for a Program grant (the “Application”) to help fund the project identified in Attachment A, attached hereto and incorporated herein (the “Project”); and

WHEREAS, the Agency has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Agency and will positively contribute to meeting the goals of the Program; and

WHEREAS, the Grantee is a municipality of Washington County that is supportive of the Agency’s mission and of the development of commercial and industrial properties; and

WHEREAS, the Agency agrees to provide grant funds to the Grantee pursuant to the Program and Resolution No. 18-05, subject to the terms, conditions, and clarifications hereof.

NOW THEREFORE, in consideration of the mutual covenants and agreement contained herein, the Agency and the Grantee agree as follows:

ARTICLE 1: TERMS OF GRANT

1.01 Grant Amount: The Agency agrees to provide a grant to the Grantee in the amount of up to **Forty Thousand Dollars (\$40,000.00)** (the “Grant”) from the Program upon the terms and conditions and for the purposes set forth in this Agreement. The Grant constitutes a grant of funds and no portion of the Grant is to be repaid by the Grantee to the Agency unless mutually agreed to by all parties as part of this Agreement or an Event of Default (as defined below) occurs.

1.02 Match Requirement: The Grantee shall match the total Grant amount received from the Agency based upon the expenditure of (\$1.00) of Grantee funds for each one dollar (\$1.00) of Grant funding (“Matching Funds”). Such Matching Funds shall (a) constitute the actual expenditure of Grantee funds on the Project described in Attachment A and not “in kind” contributions; and (b) be in balance at the time of each Grant disbursement pursuant to Section 1.06 hereof (“Balanced Funds”). The source and amount of Matching Funds shall be identified by the Grantee in each Reimbursement Request, as defined in Section 1.06.

1.03 Use of Funds: The Grantee agrees to use the proceeds of the Grant solely for the purposes and activities described in Attachment A. A Project summary that identifies eligible uses of Grant proceeds, as approved by the Agency, is contained in Attachment A (“Eligible Uses”). Grant funds shall not be used for (a) construction costs, (b) costs not included in the Application, (c) residential housing or (d) administration expenses. In the event that Grant proceeds are disbursed in whole or in part to Grantee in connection with the Project and it is later determined that the development resulting from such Project will be funded by an assessment included under Chapter 429 of the Minnesota statutes, then Grantee shall immediately reimburse to the Agency all Grant proceeds received.

1.04 Grant Term: The Project shall be completed in a timely manner and all Grant funds will be expended no later than **December 31, 2021** (the “End Date”).

1.05 Term Extension: The End Date may be extended beyond the original End Date at the sole discretion of the Executive Director of the Agency. The Grantee must submit any extension request in writing at least thirty (30) calendar days prior to the End Date (a) stating the reason for the extension request, (b) providing a proposed new End Date and (c) describing in reasonable detail proposed changes to the Project activities and budget, if any. The End Date may be extended only once and the extension shall not exceed one (1) year beyond the original End Date.

1.06 Disbursement of Grant Funds: The Agency will disburse Grant funds in response to written reimbursement requests (“Reimbursement Requests”) submitted to the Agency by the Grantee upon forms provided by the Agency and accompanied by (a) copies of bills and invoices from third parties for which Grantee seeks reimbursement and (b) proof of expenditure of Matching Funds in the amount of Balanced Funds as of the date of the Reimbursement Request. Subject to verification of the facts contained each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Agency will disburse the requested amount to the Grantee within fourteen (14) days after receipt of each Reimbursement Request.

1.07 Unused Grant Funds: Upon the earlier of (a) the completion of the Project; (b) the End Date; or (c) the termination of this Agreement pursuant to Section 4.02 (the "Grant Termination Date"), any Grant funds not previously disbursed to the Grantee for any reason, shall not be bound by the terms of this Agreement and may be retained by the Agency, at the Agency's sole discretion.

ARTICLE 2: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS

2.01 Accounting and Records: The Grantee agrees to establish and maintain complete, accurate and detailed accounts and records relating to the receipt and expenditure of all Grant funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Grant Termination Date. Such financial records shall sufficiently evidence the nature and expenditure of all Matching Funds required. Accounting methods shall be in accordance with generally accepted accounting principles.

2.02 Audits: The accounts and records of the Grantee described in Section 2.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Grant Termination Date, be inspected on the Grantee's premises by the Agency or individuals or organizations designated by the Agency, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with Minnesota law.

2.03 Report Requirements: The Grantee shall periodically report to the Agency regarding the status of Project activities and the expenditures of the Grant funds. Reports are **due on each May 31st and November 30th during the Grant term**, as defined in Section 1.04. A final report is due sixty (60) days following the Grant Termination Date. This reporting requirement and all others required in this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES

3.01 Authority: Grantee represents and warrants that it is duly organized in good standing under applicable laws of the State of Minnesota and that it has legal authority to execute, deliver, and perform its obligations under this Agreement. Grantee further represents and warrants that executing this Agreement will not violate any provisions of Grantee's organizational documents, the laws of the State of Minnesota or the United States of America, or cause a breach or default of any other agreement to which the Grantee is a party.

3.02 Use of Grant Funds: Grantee represents and warrants that it shall use the proceeds of the Grant solely for Eligible Uses in accordance with Section 1.03 hereof and that it has not made any materially false statements or misstatements of fact to the Agency in connection with this Agreement or its Application.

3.03 Project Site Acknowledgements: The Grantee represents and warrants that it shall acknowledge the assistance provided by the Agency and Washington County in promotional materials, press releases, reports and publications relating to the Project activities that are funded in whole or in part with the Grant funds. The acknowledgement should contain the following language: "Financing for this project was provided by the Washington County CDA

Predevelopment Finance Fund Grant Program and support from Washington County”. Until the Project is completed, the Grantee shall ensure the above acknowledgement language, or alternative language approved by the Executive Director of the Agency, is included on all signs located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project.

3.04 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Agency, which said consent may be withheld in the Agency's sole discretion. Any non-approved transfer, assignment or conveyance shall be void.

3.05 Indemnification: Grantee shall defend, hold harmless and indemnify the Agency and its elected and appointed officials, officers, agents and employees from and against all claims, liability, costs expenses, loss or damages of any nature whatsoever, including reasonable attorney's fees, arising out of or in any way connected with its failure to perform its covenants and obligations under this Agreement and any of its operations or activities related thereto. The provisions of this paragraph shall survive the termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Agency of any immunities or limits on liability provided by applicable Minnesota law.

ARTICLE 4: DEFAULT AND REMEDIES

4.01 Event of Default: Any and all of the following events shall constitute an “Event of Default” under this Agreement:

- (a) If, without the written consent of the Agency, Grantee's interest in the Project or this Agreement is sold, assigned, transferred, or otherwise conveyed, whether voluntary, involuntary or by operation of the law.
- (b) Grantee uses any portion of the Grant proceeds for purposes other than specified herein.
- (c) Grantee fails to comply with any of the terms, conditions, requirements, represents, warranties or provisions contained in its Application, this Agreement or any other Agency document.
- (d) Any of the information, documentation or representations that Grantee supplied to the Agency in its Application, this Agreement or any other Agency document to induce the Agency to make the Grant is determined to be false, untrue, or misleading in any material manner.

4.02 Remedies: Upon the occurrence of an Event of Default, the Agency may immediately, without notice to Grantee, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of an Event of Default, but only if the alleged Event of Default has not been fully cured within said thirty (30) days by Grantee, the Agency may (a) refrain from disbursing any further Grant proceeds; (b) demand that any amount of Grant proceeds already disbursed to Grantee be immediately returned to the Agency, and upon such demand, Grantee shall immediately return such proceeds to the Agency; (c) terminate this Agreement by written notice; and (d) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect all costs (including reasonable attorneys' fees) and any

amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Agency to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.04 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Agency, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE 5: GENERAL PROVISIONS

5.01 Amendments: This Agreement represents the entire agreement between the Agency and Grantee on the matters covered herein. No other agreement, statement, or promise made by any party, or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. The Agency and the Grantee may amend this Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Agency and the Grantee.

5.02 Equal Opportunity: The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

5.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

5.06 Contacts: Reimbursement Requests, written reports and correspondence submitted to the Agency pursuant to this Agreement shall be directed to:

Washington County CDA
Attn: Economic Development Director
7645 Currell Boulevard
Woodbury, MN 55125

Any notice, demand, or other communication under the Agreement to the Grantee shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to Grantee at:

City of Forest Lake EDA
Attn: City Administrator
Address: 1408 Lake Street South, Forest Lake, MN 55025

or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

5.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Agency represent and warrant on the Grantee's and the Agency's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Agency's behalf, respectively and that this Agreement constitutes the Grantee's and the Agency's valid, binding and enforceable agreements.

5.08 Counterparts: This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same Agreement. It shall be necessary to account for only one (1) such counterpart executed by each party hereto in proving the existence, validity or content of this Agreement. A signature on a copy of this Agreement transmitted by facsimile or .pdf file shall be deemed to have the same force and effect as an original signature.

5.09 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to choice of law principles.

IN WITNESS WHEREOF, the Grantee and the Agency have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Agency.

Agency: Washington County Community Development Agency

By: _____
Melissa Taphorn, Acting Executive Director

Dated: _____

Grantee: The City of Forest Lake Economic Development Authority

By: _____

Its: _____

Dated: _____

ATTACHMENT A

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND GRANT APPLICATION

General Information

Date: 02-10-2020

Project Name: Downtown Planning Study

Applicant City/Township: City of Forest Lake EDA

Applicant Address: 1408 Lake Street South Forest Lake, MN 55025

Application/Project Contact: Dan Udem

Contact Email Address: dan.udem@ci.forest-lake.mn.us

Contact Phone Number: 651-209-9727

Authorized Official(s) for Execution of Contracts (name and title): Mara Bain, EDA President

How much grant funding are you requesting? \$40,000

Is the applicant an eligible public entity as defined in the program policy and guidelines? Yes ☒ No ☐

I. PREDEVELOPMENT FINANCE FUND PROPOSED PROJECT DESCRIPTION

1. Describe the city's/township's goals, objectives and need for the Predevelopment Finance Fund grant and anticipated future commercial and industrial opportunities and other proposed components. Please explain the public benefit of the proposed plan, report or study. Attach copy of proposed contract for services or scope of work for any activities to be funded by CDA grant funds.

The City recently saw the redevelopment of the former city hall site into a multifamily apartment complex and with additional properties currently on the market, the city has been approached by developers who are interested in redeveloping property in downtown Forest Lake. Additionally, during the strategic planning session held by the City of Forest Lake City Council the redevelopment of downtown Forest Lake ranked high on the list of priorities to focus on. To help guide the redevelopment of downtown a downtown master plan is being proposed.

The master planning process will help to create a cohesive vision for the downtown area and will also contain an evaluation of the current sewer system to ensure what is envisioned in the place can be achieved. The sewer system study will focus on the system's capacity will give the city a better

understanding of what the redevelopment impacts will be on the sewer system's flow rates and to ensure that the current system can handle the potential land use changes envisioned in the downtown plan.

2. Has a developer or end user been identified or committed to the proposed site? No

3. Provide a brief history of the site including any previous uses, activities, prior or existing contamination, and other previous attempts at selling, developing or redeveloping the site. (please identify any obstacles that may be preventing the city/township from accomplishing its goals for the site or area)?

The city has received several possible redevelopment concepts for individual parcels in the downtown corridor, however, a lack of a plan and a lack of understanding of the current infrastructure has served as a barrier for these plans.

4. Describe any studies or development activities at the proposed site or project area that have already been completed or are currently underway (if applicable). *A highway 61 corridor study was completed in 2012 and a storm water study is being evaluated in partnership with the Comfort Lake Forest Lake Watershed District.*

5. Proposed Budget. Itemize all funding sources that have been or will be used to complete the proposed project goals and activities.

Source of Funds	Amount	Committed	Pending
Washington County CDA Funds	\$40,000	<input type="checkbox"/>	X
City or Township Local Matching Funds	\$40,000	X	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$80,000		

Itemize expenses for the completion of the proposed project goals or proposed activities.

Itemized Use of Funds/Expenses	Costs	Funding Source
<i>Hiring a consultant Planner for development of a downtown plan for the City of Forest Lake (Exhibit A)</i>	\$59,000	CDA/EDA
<i>Task 2.0 Sanitary Sewer System Assessment (Exhibit B)</i>	\$9,000	CDA/EDA
<i>Task 3.0 Summary Data and Report (Exhibit B)</i>	\$12,000	CDA/EDA
Total:	\$80,000	

II. DETAILED PROJECT AND ACTIVITY DESCRIPTION

1. Please provide location maps, photos, current and projected site plans (if available). (maps should include site or project area location, property boundaries, north arrow, and bar scale, etc.)
See Attached Scope for Sewer Study and Downtown Planning Area
2. Describe all of the proposed activities (i.e. studies) that are part of this grant funding request.
See exhibit A and B for scope of activities proposed
3. Is demolition of blighted buildings or other structures part of the proposed project? *No*
4. What is the proposed future end use of the project site or area?
Possible proposed uses for the properties in the study area include, multifamily residential, retail and commercial.
5. Describe the site or project area (including): *(please attach current property tax statement(s):*
Acreage of overall site: _____ Number of parcels: _____

Owner Support Letter Attached

Parcel Identification/Description Number or Address

Yes

No

See exhibit A for maps		

Please identify all property owners and include a letter of support from each owner: *The city currently owns the infrastructure proposed to be studied.*

Is the property currently listed or available for sale? Certain Parcels are currently on the market

After development or redevelopment is complete, what portion of the project site be publicly and privately owned? Public: _____ Private: _____ -Difficult to predict until the study is completed

6. Identify any other partners and their roles such as land owners, realtors, developers, consultants, and regulating/permitting agencies, etc. (if applicable): _____
As part of the development of the master plan, the city will engage in a robust public outreach with both effected local business owners and residents to ensure they have an opportunity to provide feedback on the plan's development.
7. How will the proposed project and/or activities promote or increase future commercial/industrial market values in the city/township/county (please identify your goals for increased commercial

and industrial property tax base as a result of the proposed activities and describe how you will measure success)?

The goal of this study is to help the Forest Lake Economic Development Authority better understand how much capacity is remaining in the sewer system. The data analysis will be used to develop flow models for the corridor's sewer shed. The downtown plan will also demonstrate to developers the vision the city has for its downtown corridor. The plan's success will be evaluated annually through implementation meetings where the annual goals of the plan will be measured against the delivered projects.

8. How will the proposed project and/or activities promote or increase future employment opportunities in the city/township/county (please identify your job and wage goals as a result of the proposed activities and describe how you will measure success)?

This project will assist in the redevelopment of downtown properties which could bring in additional employment opportunities to the City of Forest Lake.

9. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion (when will the activities/studies be complete)?

The data analysis of the sewer shed will be completed by the end of Quarter 2, 2020. The completion of the downtown plan is anticipated to be completed by Quarter 2, 2021.

10. Describe why the development or redevelopment study, report or plan is needed and why the property is not likely to develop through the normal private sector process?

Since the infrastructure is a city maintained asset, there is little desire in the private sector to study system capacity on the scale being proposed in this study. Additionally, a large study area, such as what is being proposed in this application, contains a mix of both public and private parcels which the private sector will not study at the level this project is proposing.

11. Describe the level of commitment by the city/township to the development of the property or area (please identify how the proposed activities meet the city/township priorities, land use planning, economic development goals, etc...)? Why is this important to the city/township? Please attach a resolution requesting grant funding from the Predevelopment Finance Fund adopted by the city/township (sample resolution provided by the CDA).

This is City of Forest Lake EDA led project with the goal of the development of a cohesive downtown master plan.

12. Please submit this application and all necessary attachments electronically (.pdf file preferred) to Economic Development Director, Washington County CDA at:
ChrisE@washingtoncountycda.org

Exhibit A – Proposed Downtown Planning Scope of Work

Purpose

Development of a downtown master plan to create a cohesive vision for the future redevelopment of downtown Forest Lake

Study location – Area in red represents the downtown core and the blue is the secondary zone. The downtown core (primary) with a focus on pedestrian traffic and an automobile-focused feeder (secondary) zone. The City desires these zones be complimentary in relationship to each other as the active inner downtown core will serve to draw people in through the automobile-focused outer zone.



Phase 1: Current State of Downtown and Review of Existing Documents

1. Review current available plans for downtown Forest Lake
 - a. Humphrey Institute Retail Analysis
 - b. Highway 61 Corridor Study
 - c. Downtown Design Standards
 - d. 2040 Comprehensive Plan
2. Conduct a walking tour of the downtown corridor with Downtown Committee
3. Evaluate study area(s)
 - a. Review existing land uses, ownership (public/private), vacancy rate and business mix
 - b. Identify current status and future goals of property owners
 - c. Complete a parking study
 - d. Complete inventory of existing businesses in corridor (City Intern to Complete)
4. Complete a Community/Business Outreach Plan

Phase 2: Concept Plan

Develop two land use scenarios for underutilized sites that could be potential future redevelopment opportunities in the downtown corridor. These land use scenarios need to take into account public, commercial and residential land uses in the corridor and address the following components of the built environment:

- Commercial uses – Plans need to include strategies for locating/arranging current and future businesses and identify the area(s) relationship to the city’s amenities, recreational and natural resources, parking and pedestrian facilities.
- Residential Uses – Plans need to take into account the results of the completed sewer shed study when determining type, location and intensity of potential redevelopment opportunities. Identification of impact on corridor parking and pedestrian facilities also needs to be reviewed and discussed.
- Publicly owned land - Plans needs to address connectivity, current and future states of any publicly owned land, trails, recreational and natural resources, parking and other amenities in the downtown corridor.
- Provide a statement on how the plan retains and reinforces the identity of the city downtown corridor and how this identity interacts with the city as a whole.
- Identify specific ways to increase the connectivity within downtown core and to other assets/activity centers in the city (Hardwood Creek Trail, Highway Business District).
- Address how to increase connectivity in the area immediately surrounding the Highway 61 and Broadway roundabout.
- Address how to activate the area and establish the downtown corridor as a destination.

Market Testing:

Explain how the plan will be market tested prior to adoption. Plan needs to include a review by recognized commercial and residential developers and should include a mix of both residential and commercial developers.

Market testing needs to be completed at a stage in the planning where changes based on feedback received can be incorporated in to the draft.

Deliverables

- Community outreach plan, opportunities and strategies to obtain input and acceptance
- Consultant will attend and manage agenda for the monthly downtown committee meetings
- Preparation of notices, event promotion and other collateral materials for event and activities associated with the plan
- Documentation of public meetings
- Original and .pdf files of all plan content (draft and final) to become city owned
- Original and .pdf files of all maps and schematics (draft and final) to become city owned
- Preparation of executive summary of adopted plan to become city owned
- GIS layer maps of final adopted maps to become city owned

Exhibit B – Bolton and Menk Scope of Work



Real People. Real Solutions.

EXHIBIT A
2035 County Road D East
Maplewood, MN 55109-5314

Ph: (651) 704-9970
Fax: (651) 704-9971
Bolton-Menk.com

June 10, 2019

Patrick Casey
City Administrator
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

RE: Proposal for Services
Sanitary Sewer System Analysis – 3rd Street and Highway 61 Trunk Sewer Lines
City of Forest Lake, MN

Mr. Casey,

The City of Forest Lake will likely redevelop the downtown (Highway 61) corridor over the next 10 years. Potential changes in land use, i.e. commercial to mixed used residential, or residential to commercial, could change sanitary sewer flow rates. Therefore, understanding the current sanitary sewer system capacity is critical in planning for future sewer connections to the 3rd Street and Highway 61 trunk sewer lines. Industry standards have established conservative service flow rates based on land use to be used for sanitary sewer system design. However, when measured with a flow meter, base sanitary sewer flows may be less than the design flow rate. Using flow meters to measure the City's current sanitary flow contribution to the trunk sewer system, coupled with a comprehensive and calibrated hydraulic model, should be considered in understanding the system's capacity. This proposal for services includes the following tasks. Refer to Figure 1 for a map of the proposed study area.

Task 1.0 – Sanitary Sewer Flow Measurement

- Deploy eight (8) sanitary sewer flow gages at locations identified on Figure 1.
- Gages remain in place for 4 to 5 months from the beginning of September to the end of December 2019. It is important to capture flow information during school months. In Figure 1, the 3rd Street South Area is primarily school and could contribute significant flow to the downstream end of the trunk system.
- It is assumed that the City will provide traffic control on gage deployment in high traffic conditions. Traffic control is needed at all downtown gages.

Task 2.0 – Sanitary Sewer System Hydraulic Assessment

- Utilize as-built and design plans, where available, to populate rim, invert and pipe size/material information. Areas with missing data will be assumed based on adjacent system geometry (assuming minimum grade on pipes) or measure downs will be collected on the most critical infrastructure, as needed.
- Develop contributing service flow areas, or sanitary sewersheds, at strategic locations to supplement measured sewer flow with land use-based estimates of flow, as needed. The sewersheds will be more refined than those in Figure 1.
- Reduce field data collected to diurnal curves for sanitary sewer modeling.
- Import available GIS information and supplement missing structure elevations, pipe sizes, pipe material and other important system characteristics with as-built information.

Sanitary Sewer System Analysis – 3rd Street and Highway 61 Trunk Sewer Lines

06/10/2019

Page: 2

- Utilize measured sanitary sewer flows and land use-based estimates to model the existing flow conditions in a hydrodynamic hydraulic modeling software. Autodesk's Storm and Sanitary Analysis (SSA) software is proposed.
- Utilize sewersheds and future land use scenarios to understand changes in system capacity under varied flow conditions. Design discharge rates, including peaking factors, will be used for all future system capacity analyses.

Task 3.0 – Summary Data and Report

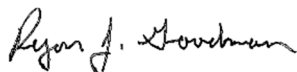
- Export modeling data into GIS.
- Identify existing system capacity issues and highlight on map.
- Identify anticipated capacity issues based on land use changes and highlight on map.
- Develop proposed pipe sizes and system reconfigurations to best accommodate future land use changes and system flows.
- Develop cost estimates for future improvements and anticipated timelines for construction.
- Summarize information in a planning report.
- Present report to City of Forest Lake.

Estimated Project Fees

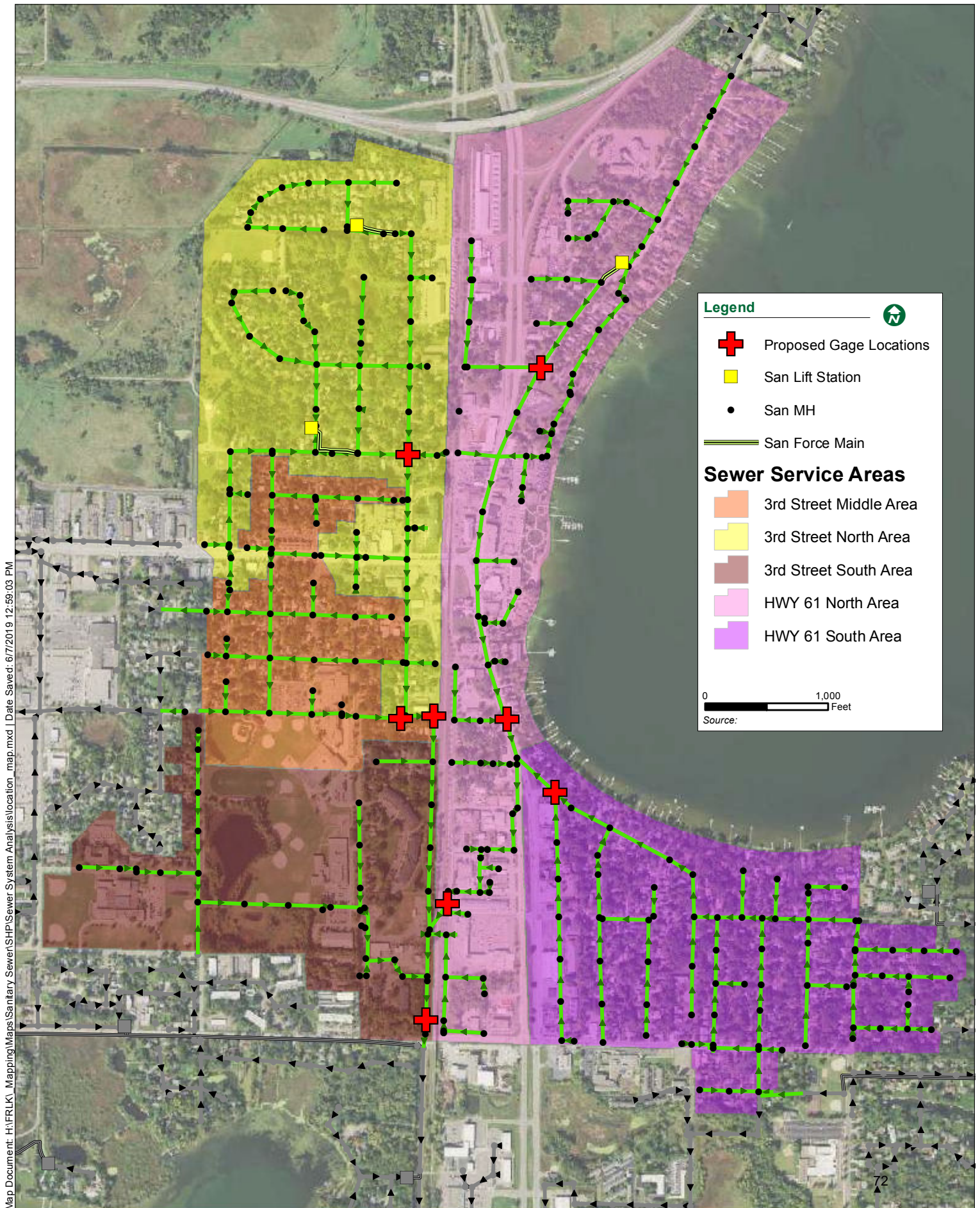
The following is a cost proposal for the scope of work described. The proposal is intended to be **hourly not-to-exceed** for the scope of work outlined in this proposal.

Client: City of Forest Lake		
Project: Sanitary Sewer System Assessment		
Task No.	Work Task Description	Total Cost
1.0	Sanitary Sewer Flow Measurement (2019 Completion)	\$10,500
2.0	Sanitary Sewer System Assessment (2020 Completion)	\$9,000
3.0	Summary Data and Report (2020 Completion)	\$12,000
Total Fee		\$31,500

Sincerely,

Bolton & Menk, Inc.


Ryan J. Goodman, PE
City Engineer



**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 02-10-20-01

**A RESOLUTION APPROVING THE APPLICATION FOR FUNDING FROM THE
WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND**

WHEREAS, the City of Forest Lake EDA has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City of Forest Lake EDA has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

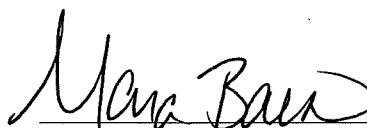
WHEREAS, the City of Forest Lake EDA supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City of Forest Lake EDA has the legal authority to apply for financial assistance; and

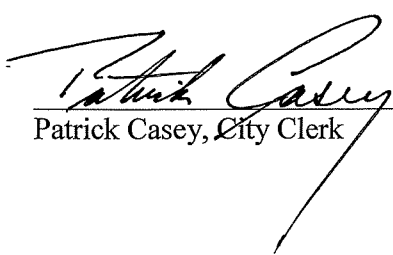
WHEREAS, the City of Forest Lake EDA is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of Forest Lake EDA approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, Daniel Undem, the Assistant City Administrator, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.


Mara Bain, EDA President

Attest:


Patrick Casey, City Clerk

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-8

Economic Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 2/10/2020
REQUESTOR'S SIGNATURE/DATE

Board action requested

RESOLUTION APPROVING PRE-DEVELOPMENT
FINANCE FUND GRANT AGREEMENT WITH THE CITY
OF OAK PARK HEIGHTS

BACKGROUND/JUSTIFICATION

Agency staff recommends approving a resolution approving a grant application and authorizing the Executive Director to enter into a Predevelopment Finance Fund Program Grant Agreement with the City of Oak Park Heights in an amount not to exceed \$37,500. The City is proposing to commit \$37,500 in funds to match the requested \$37,500 in CDA dollars (\$1 to \$1) to form an advisory panel to study and begin planning for potential future commercial development and redevelopment opportunities in the area currently occupied by the Allen S. King Plant. The grant application and resolution from the City of Oak Park Heights are attached to the attached Grant Agreement (See Exhibit A).

The goal of these planning activities is to enhance potential for future commercial development and/or redevelopment that could bring both additional jobs and commercial tax base into the city and county.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/9/2020
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$37,500

BUDGETED: X YES NO

FUNDING: Economic Development (Fund 300)

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-15

RESOLUTION APPROVING PRE-DEVELOPMENT FUND
GRANT AGREEMENT WITH THE CITY OF OAK PARK
HEIGHTS

WHEREAS, the Washington County Community Development Agency (the “Agency”) has identified, as part of its 2020-2022 Economic Development Plan (the “Plan”), a goal to provide predevelopment matching grants to cities, townships and local government economic development authorities to encourage new economic development and redevelopment opportunities in Washington County; and

WHEREAS, the City of Oak Park Heights has submitted an application for funding from the Agency’s Predevelopment Finance Fund (the “Fund”) to develop plans and studies for commercial development/redevelopment in the area currently occupied by the Allen S. King Plant; and

WHEREAS, the Agency has determined that the application is consistent with the Agency’s policy; and

WHEREAS, the Agency wishes to enter into a grant agreement with the City of Oak Park Heights in the amount not to exceed thirty-seven thousand, five hundred dollars (\$37,500) from the Agency’s Predevelopment Finance Fund to be matched by the city no less than dollar-for-dollar.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Executive Director is hereby authorized to execute the grant agreement as presented in Exhibit A, subject to (i) such changes to the grant agreement the Executive Director deems reasonable and necessary.
3. 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 contract for

services as contemplated above.

4. 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 18th day of February 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

**PREDEVELOPMENT FINANCE FUND
GRANT AGREEMENT**

THIS GRANT AGREEMENT entered into this 18th day of February, 2020, by and between the Washington County Community Development Agency, a public body corporate and politic (the “Agency”), and the City of Oak Park Heights, a political subdivision of the State of Minnesota (the “Grantee”).

RECITALS

WHEREAS, pursuant to Resolution No. 18-05 the Agency established the Predevelopment Finance Fund Grant Program (the “Program”) to improve the tax base and quality of life in Washington County by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to *Minnesota Statutes*, §§469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, this Agreement shall constitute a cooperation agreement between the parties, as contemplated by *Minnesota Statutes* §§ 469.012, subdivision 11 and 469.101, subdivisions 5 and 14; and

WHEREAS, the Grantee submitted an application for a Program grant (the “Application”) to help fund the project identified in Attachment A, attached hereto and incorporated herein (the “Project”); and

WHEREAS, the Agency has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Agency and will positively contribute to meeting the goals of the Program; and

WHEREAS, the Grantee is a municipality of Washington County that is supportive of the Agency’s mission and of the development of commercial and industrial properties; and

WHEREAS, the Agency agrees to provide grant funds to the Grantee pursuant to the Program and Resolution No. 18-05, subject to the terms, conditions, and clarifications hereof.

NOW THEREFORE, in consideration of the mutual covenants and agreement contained herein, the Agency and the Grantee agree as follows:

ARTICLE 1: TERMS OF GRANT

1.01 Grant Amount: The Agency agrees to provide a grant to the Grantee in the amount of up to **Thirty-Seven Thousand, Five Hundred Dollars (\$37,500.00)** (the "Grant") from the Program upon the terms and conditions and for the purposes set forth in this Agreement. The Grant constitutes a grant of funds and no portion of the Grant is to be repaid by the Grantee to the Agency unless mutually agreed to by all parties as part of this Agreement or an Event of Default (as defined below) occurs.

1.02 Match Requirement: The Grantee shall match the total Grant amount received from the Agency based upon the expenditure of (\$1.00) of Grantee funds for each one dollar (\$1.00) of Grant funding ("Matching Funds"). Such Matching Funds shall (a) constitute the actual expenditure of Grantee funds on the Project described in Attachment A and not "in kind" contributions; and (b) be in balance at the time of each Grant disbursement pursuant to Section 1.06 hereof ("Balanced Funds"). The source and amount of Matching Funds shall be identified by the Grantee in each Reimbursement Request, as defined in Section 1.06.

1.03 Use of Funds: The Grantee agrees to use the proceeds of the Grant solely for the purposes and activities described in Attachment A. A Project summary that identifies eligible uses of Grant proceeds, as approved by the Agency, is contained in Attachment A ("Eligible Uses"). Grant funds shall not be used for (a) construction costs, (b) costs not included in the Application, (c) residential housing or (d) administration expenses. In the event that Grant proceeds are disbursed in whole or in part to Grantee in connection with the Project and it is later determined that the development resulting from such Project will be funded by an assessment included under Chapter 429 of the Minnesota statutes, then Grantee shall immediately reimburse to the Agency all Grant proceeds received.

1.04 Grant Term: The Project shall be completed in a timely manner and all Grant funds will be expended no later than **December 31, 2021** (the "End Date").

1.05 Term Extension: The End Date may be extended beyond the original End Date at the sole discretion of the Executive Director of the Agency. The Grantee must submit any extension request in writing at least thirty (30) calendar days prior to the End Date (a) stating the reason for the extension request, (b) providing a proposed new End Date and (c) describing in reasonable detail proposed changes to the Project activities and budget, if any. The End Date may be extended only once and the extension shall not exceed one (1) year beyond the original End Date.

1.06 Disbursement of Grant Funds: The Agency will disburse Grant funds in response to written reimbursement requests ("Reimbursement Requests") submitted to the Agency by the Grantee upon forms provided by the Agency and accompanied by (a) copies of bills and invoices from third parties for which Grantee seeks reimbursement and (b) proof of expenditure of Matching Funds in the amount of Balanced Funds as of the date of the Reimbursement Request. Subject to verification of the facts contained each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Agency will disburse the requested amount to the Grantee within fourteen (14) days after receipt of each Reimbursement Request.

1.07 Unused Grant Funds: Upon the earlier of (a) the completion of the Project; (b) the End Date; or (c) the termination of this Agreement pursuant to Section 4.02 (the "Grant Termination Date"), any Grant funds not previously disbursed to the Grantee for any reason, shall not be bound by the terms of this Agreement and may be retained by the Agency, at the Agency's sole discretion.

ARTICLE 2: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS

2.01 Accounting and Records: The Grantee agrees to establish and maintain complete, accurate and detailed accounts and records relating to the receipt and expenditure of all Grant funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Grant Termination Date. Such financial records shall sufficiently evidence the nature and expenditure of all Matching Funds required. Accounting methods shall be in accordance with generally accepted accounting principles.

2.02 Audits: The accounts and records of the Grantee described in Section 2.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Grant Termination Date, be inspected on the Grantee's premises by the Agency or individuals or organizations designated by the Agency, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with Minnesota law.

2.03 Report Requirements: The Grantee shall periodically report to the Agency regarding the status of Project activities and the expenditures of the Grant funds. Reports are **due on each May 31st and November 30th during the Grant term**, as defined in Section 1.04. A final report is due sixty (60) days following the Grant Termination Date. This reporting requirement and all others required in this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES

3.01 Authority: Grantee represents and warrants that it is duly organized in good standing under applicable laws of the State of Minnesota and that it has legal authority to execute, deliver, and perform its obligations under this Agreement. Grantee further represents and warrants that executing this Agreement will not violate any provisions of Grantee's organizational documents, the laws of the State of Minnesota or the United States of America, or cause a breach or default of any other agreement to which the Grantee is a party.

3.02 Use of Grant Funds: Grantee represents and warrants that it shall use the proceeds of the Grant solely for Eligible Uses in accordance with Section 1.03 hereof and that it has not made any materially false statements or misstatements of fact to the Agency in connection with this Agreement or its Application.

3.03 Project Site Acknowledgements: The Grantee represents and warrants that it shall acknowledge the assistance provided by the Agency and Washington County in promotional materials, press releases, reports and publications relating to the Project activities that are funded in whole or in part with the Grant funds. The acknowledgement should contain the following language: "Financing for this project was provided by the Washington County CDA

Predevelopment Finance Fund Grant Program and support from Washington County”. Until the Project is completed, the Grantee shall ensure the above acknowledgement language, or alternative language approved by the Executive Director of the Agency, is included on all signs located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project.

3.04 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Agency, which said consent may be withheld in the Agency's sole discretion. Any non-approved transfer, assignment or conveyance shall be void.

3.05 Indemnification: Grantee shall defend, hold harmless and indemnify the Agency and its elected and appointed officials, officers, agents and employees from and against all claims, liability, costs expenses, loss or damages of any nature whatsoever, including reasonable attorney's fees, arising out of or in any way connected with its failure to perform its covenants and obligations under this Agreement and any of its operations or activities related thereto. The provisions of this paragraph shall survive the termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Agency of any immunities or limits on liability provided by applicable Minnesota law.

ARTICLE 4: DEFAULT AND REMEDIES

4.01 Event of Default: Any and all of the following events shall constitute an “Event of Default” under this Agreement:

- (a) If, without the written consent of the Agency, Grantee's interest in the Project or this Agreement is sold, assigned, transferred, or otherwise conveyed, whether voluntary, involuntary or by operation of the law.
- (b) Grantee uses any portion of the Grant proceeds for purposes other than specified herein.
- (c) Grantee fails to comply with any of the terms, conditions, requirements, represents, warranties or provisions contained in its Application, this Agreement or any other Agency document.
- (d) Any of the information, documentation or representations that Grantee supplied to the Agency in its Application, this Agreement or any other Agency document to induce the Agency to make the Grant is determined to be false, untrue, or misleading in any material manner.

4.02 Remedies: Upon the occurrence of an Event of Default, the Agency may immediately, without notice to Grantee, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of an Event of Default, but only if the alleged Event of Default has not been fully cured within said thirty (30) days by Grantee, the Agency may (a) refrain from disbursing any further Grant proceeds; (b) demand that any amount of Grant proceeds already disbursed to Grantee be immediately returned to the Agency, and upon such demand, Grantee shall immediately return such proceeds to the Agency; (c) terminate this Agreement by written notice; and (d) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect all costs (including reasonable attorneys' fees) and any

amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Agency to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.04 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Agency, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE 5: GENERAL PROVISIONS

5.01 Amendments: This Agreement represents the entire agreement between the Agency and Grantee on the matters covered herein. No other agreement, statement, or promise made by any party, or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. The Agency and the Grantee may amend this Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Agency and the Grantee.

5.02 Equal Opportunity: The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

5.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

5.06 Contacts: Reimbursement Requests, written reports and correspondence submitted to the Agency pursuant to this Agreement shall be directed to:

Washington County CDA
Attn: Economic Development Director
7645 Currell Boulevard
Woodbury, MN 55125

Any notice, demand, or other communication under the Agreement to the Grantee shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to Grantee at:

City of Oak Park Heights
Attn: City Administrator
Address: 14168 Oak Park Blvd., Stillwater, MN 55082

or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

5.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Agency represent and warrant on the Grantee's and the Agency's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Agency's behalf, respectively and that this Agreement constitutes the Grantee's and the Agency's valid, binding and enforceable agreements.

5.08 Counterparts: This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same Agreement. It shall be necessary to account for only one (1) such counterpart executed by each party hereto in proving the existence, validity or content of this Agreement. A signature on a copy of this Agreement transmitted by facsimile or .pdf file shall be deemed to have the same force and effect as an original signature.

5.09 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to choice of law principles.

IN WITNESS WHEREOF, the Grantee and the Agency have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Agency.

Agency: Washington County Community Development Agency

By: _____
Melissa Taphorn, Acting Executive Director

Dated: _____

Grantee: The City of Oak Park Heights

By: _____

Its: _____

Dated: _____

ATTACHMENT A

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND GRANT APPLICATION

General Information

Date: February 6, 2020

Project Name: Allen S. King Plant Decommissioning and Reuse Advisory Panel

Applicant City/Township: City of Oak Park Heights

Applicant Address: 14168 Oak Park Blvd., Stillwater, MN 55082

Application/Project Contact: Eric Johnson, City Administrator

Contact Email Address: eajohnson@cityofoakparkheights.com

Contact Phone Number: 651-439-4439 / 651-253-7837

Authorized Official(s) for Execution of Contracts (name and title): Eric Johnson, City Administrator

How much grant funding are you requesting? \$37,500.00

Is the applicant an eligible public entity as defined in the program policy and guidelines? Yes, X No _

I. PREDEVELOPMENT FINANCE FUND PROPOSED PROJECT DESCRIPTION

1. Describe the city's/township's goals, objectives and need for the Predevelopment Finance Fund grant and anticipated future commercial and industrial opportunities and other proposed components. Please explain the public benefit of the proposed plan, report or study. Attach copy of proposed contract for services or scope of work for any activities to be funded by CDA grant funds.

Project Summary:

As a result of recent Xcel Energy Closure Announcement in made in May 2019 that the Allen S. King Plant will close in in 2028, the City has begun to seek answers to questions relating to how the Allen S. King Plant Site utilized the future – post decommissioning.

To begin to answer and respond to some of these questions, this submission seeks funding and organizational support to implement the formation of the “Allen S. King Plant Decommissioning and Reuse Advisory Panel” which is being created to explore options and opportunities stemming from the anticipated closure of the Allan S. King Plant. Such a study would begin to outline specific challenges, constraints, costs and community voices that would be reasonably expected to have input into such a Site's redevelopment. This process would also include the preparation of various preliminary concept master plans that can visually demonstrate options.

*Such a study would not be an immediate road map to any particular development or re-use; Instead, the Study would package ideas and concepts that would foster further discussion and community engagement, in essence.... it is “STEP 1”. **It is estimated that this Panel and its process would have a cost of \$75,000, for which the City is requesting \$37,500 from the Washington County Community Development Agency – Pre-Development Finance Fund.***

Why would such as Study be important to the Community? To Xcel Energy?

Beyond the environmental discussions or base-load capacity elements it is vital to understand that when this power plant was originally sited there was the commitment that the local community would realize a significant tax benefit to its residents in exchange for having this facility in the community. This is the historical tax benefit and siting permissions that the City and Xcel Energy (then NSP) agreed upon. While there have been fluctuations, this tax benefit remains. At this time the City does receive 33 % of its annual property tax revenue from the Allen S. King Plant or approximately \$ 1.7 million dollars.

If the Plant does close and no longer remains a viable source of tax revenue, the City will have a significant gap in its ability to fund municipal services. Accordingly, the City, (as well as Washington County) like many other communities that host power plants (being coal, nuclear or natural gas) the City must begin to contemplate about how it would respond when such closure happens to recover (at least in part) the lost tax base which must include how this site can be re-purposed.

Xcel Energy would also be a deep beneficiary of such a process as it would offer a transparent and communicative methodology as to how Xcel Energy may desire to re-purpose the property and they too would gain some advanced understanding of the expected zoning and land use restrictions that may be in place from the City as well as the State and Federal Agencies. The early development and identification of reuses that may or may not be palatable to the community – even at a conceptual level will also be a beneficial tool Xcel Energy as it looks toward re-use.

At this time there are no clear answers to these questions, no plans or reuses contemplated for the current site along the St. Croix River or how such a closure would unfold. These are the significant questions that the City and greater community must begin to consider as such closure will likely have a broad impact in the St. Croix River valley. Most importantly, such process will outline opportunities.

Outcomes:

As a result of such a Study, the community should have a beginning roadmap to begin to navigate how the site can be utilized and which will be in place – likely to the end of the 21st Century and beyond. Expectations that the entire site would or should be returned to a pre-development state might not be achievable or practical. Similarly, an expectation that the site would be fully developed into alternative industrial or residential uses is also not a likely expectation. Therefore, any conceptual uses will need to identify practical solutions towards redevelopment, restoration, re-purposing and community enhancement.

2. Has a developer or end user been identified or committed to the proposed site?

No, largely this is necessary and vital planning community engagement element. The City would expect that data that is derived from this study would be a critical guide that future use.

3. Provide a brief history of the site including any previous uses, activities, prior or existing contamination, and other previous attempts at selling, developing or redeveloping the site. (please identify any obstacles that may be preventing the city/township from accomplishing its goals for the site or area)?

At 179 acres +/- on the St. Croix River, opportunities will be significant – such as the establishment of significant redevelopment – be they commercial, residential or industrial. Further, restoration of the lands to possible park or natural areas could also draw visitors to the community and foster these related economic opportunities.

4. Describe any studies or development activities at the proposed site or project area that have already been completed or are currently underway (if applicable).

The City is not aware of any “site-specific” studies or specific development activities for the project site; we anticipate this study will guide/aid any future specific studies related to utilities, infrastructure, transportation needs or financing packages. The Center for Energy and Environment have undertaken some economic impact studies relating to powerplant plant closures in general in Minnesota; that study has not been completed to date, but should be incorporated into any findings or part of this process. That study however does not explore the specific land-use questions, specific environmental questions or specific site opportunities that this study hopes to define or discover.

5. Proposed Budget. Itemize all funding sources that have been or will be used to complete the proposed project goals and activities.

Source of Funds	Amount	Committed	Pending
Washington County CDA Funds	\$37,500	<input type="checkbox"/>	X
City or Township Local Matching Funds	\$37,500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Total:	75,000		

Itemize expenses for the completion of the proposed project goals or proposed activities.

Itemized Use of Funds/Expenses	Costs	Funding Source
Please see attachment SCOPE OF WORK – Exhibit ____.	75,000	75,000
Total:	75,000	

II. DETAILED PROJECT AND ACTIVITY DESCRIPTION

1. Please provide location maps, photos, current and projected site plans (if available). (maps should include site or project area location, property boundaries, north arrow, and bar scale, etc.)

See Exhibit A.

2. Describe all of the proposed activities (i.e. studies) that are part of this grant funding request.

Please see the attached Scope of Work in Exhibit B.

3. Is demolition of blighted buildings or other structures part of the proposed project?

Not at this time. (massive demolition is expected in 2028+/-).

4. What is the proposed future end use of the project site or area?

The proposed future and use of the site or area is expected to be consistent with the Wild and Scenic River - St. Croix River and also partly developed to create jobs, expand the City's tax base and re-purpose some of the industrial facilities that are at the site including but not limited to the rail spur, cooling towers, grid-tied facilities such as transmission lines and its proximity to STH 36 & 95. A future and overarching site goal is to ensure its environmental stability via the removal of coal storage and/or ash -site remnants and or any unneeded facilities such as the 600' stack or boilers. How these are addressed is critically important to any future development of the facility. These conversations will be extensive it will require input from the community, regulators and Xcel Energy.

5. Describe the site or project area (including): (please attach current property tax statement(s):

Acreage of overall site: 179 acres Number of parcels: 15

Parcel Identification/Description Number or Address	Owner Support Letter Attached	
	Yes	No
<i>This data is not immediately relevant as this is an initial study.</i>		

Please identify all property owners and include a letter of support from each owner: _____

Is the property currently listed or available for sale? _____

After development or redevelopment is complete, what portion of the project site be publicly and privately owned? Public: _____ Private: _____

6. Identify any other partners and their roles such as land owners, realtors, developers, consultants, and regulating/permitting agencies, etc. (if applicable):

The City is seeking a number of partners to advance the proposed study including Xcel Energy, realtor groups, chamber of commerce, other cities, environmental advocacy groups, MN DNR, National Park Service, etc. All of these parties will have an interest in seeing this site reused or re-developed in some capacity. It is hoped that every desire can be accommodated within reason including reuse of significant industrial facilities such as rail spur, cooling towers and or development of significant water front recreational opportunities with its location on the Wild and Scenic St. Croix River.

This list of invited partners in the study is included in Exhibit C.

7. How will the proposed project and/or activities promote or increase future commercial/industrial market values in the city/township/county (please identify your goals for increased commercial and industrial property tax base as a result of the proposed activities and describe how you will measure success)?

As noted above, this site currently accounts for 33%+/- of the City's tax base; any redevelopment that generates a positive tax base is necessary. The proposed project will outline these possibilities and on-site assets (such as rail-spur) so the community as a whole can understand their value and role in how these support the City's total financial operations.

8. How will the proposed project and/or activities promote or increase future employment opportunities in the city/township/county (please identify your job and wage goals as a result of the proposed activities and describe how you will measure success)?

The City's current TIF policy (as an example) requires the creation of "living wage" jobs; it is hoped that any industrial redevelopment at this site, if possible, would be better apt to create such jobs, versus retail uses. To that end, Andersen Corporation is the abutting property owner to the south; perhaps their firm would view a portion of this site for a possible expansion. The Advisory Panel is expected to engage in a balanced discussion relating to the use of this site; restoring areas to their pre-industrial condition along the St. Croix River, yet re-investing some areas into tax-generating- job creating lands. At this stage however, accurate information and clear dissemination is critical to the City and Community.

A further comment, of the 179-acre site approximately 40 acres of the site is simply a large pile of coal. How can this be cleaned up and can such lands be re-purposed? It is environmental questions such as this that will need to be discussed – regardless of the end use – otherwise the community as a whole would have a site along the St. Croix river with a negative stigma – such as other large superfund-type sites. This stigma, if it lingers or remains unaddressed will not benefit ANY KIND of future re-use.

9. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion (when will the activities/studies be complete)?

Costs and Timelines:

As such a process would require significant consultant time to perform research and assemble data, maps, surveys, interview, meetings, public meetings, etc. This process would be reasonably expected to twelve (12) months +/-, once commenced. The planned Scope of Work is found in Exhibit B.

10. Describe why the development or redevelopment study, report or plan is needed and why the property is not likely to develop through the normal private sector process?

The proposed study is absolutely needed so that the City and its community may be intimately involved in the direction of the final outcome of this significant site. Should the City or the community not deeply engage in the planned outcomes of this property the results might not be what community desires or what might be best for the City's future.

It is conceivable that without some public engagement that the site could simply default to a full return to the wild and scenic river - leaving out any meritorious redevelopment opportunity; or conversely - the site could be fully and unilaterally developed into a housing or commercial enterprise - leaving out opportunities for public water access or natural restorations. It is the local community that must be involved in these decisions to find the best balance.

11. Describe the level of commitment by the city/township to the development of the property or area (please identify how the proposed activities meet the city/township priorities, land use planning,

economic development goals, etc....)? Why is this important to the city/township? Please attach a resolution requesting grant funding from the Predevelopment Finance Fund adopted by the city/township (sample resolution provided by the CDA).

Exhibit D. contains the City's Resolution as requested and which outlines critical issues.

12. Please submit this application and all necessary attachments electronically (.pdf file preferred) to Economic Development Director, Washington County CDA at: ChrisE@washingtoncountycda.org

EXHIBIT A –
Maps, photos





Allen S. King Coal Plant

Decommissioning and Reuse

EXHIBIT A

Many coal-fired power plants are expected to close in the coming years. Coal communities are faced with potentially long-term job and tax revenue loss, legacy environmental contamination and the need for new economic opportunities. This handout details post-closure options, reuse planning and best practices from other communities, and funding sources.

Typical Post Retirement Options

- **No Action:** The plant is closed, and the site is secured with minimal maintenance performed by the owner. Risks include the potential for unremediated environmental contamination and the site becoming a blight in the community. The no action decision is taken as an interim step by the majority of closed power plants nationwide.
- **Close and Maintain:** The plant is closed, and the site is maintained in a manner in which it may be possible to restart the plant with minimal cost and effort. Risks with this option include the unlikelihood that Xcel will reverse their decision to transition away from coal powered plants, delaying an inevitable permanent closure. This option is rarely pursued.
- **Close and Decommission:** In some cases, owners may not be able to sell a site, or they may not want to give up a site that may be useful for new generation or transmission. In these cases, they may opt to decommission aging plants to reduce risk, monetize salvage and scrap, and prepare a site for future uses. Of approximately 200 announced closures since 2000, about 25 sites have been decommissioned.
- **As-Is Sale for Decommissioning and Redevelopment:** Some owners opt to sell closed power plants as-is, because these sites have significant redevelopment potential. Remediation costs can be included and risks can be managed through the use of contract terms, escrows, and environmental insurance. This option involves careful planning for decommissioning, remediation and redevelopment.
- **Retrofit Conversion to Natural Gas:** Conversion from coal or oil to natural gas can be the most economical solution, there are about 30 gas conversion projects under way across the country.



Allen S. King Coal Plant

Decommissioning and Reuse

EXHIBIT A

According to the EPA, after a plant closes, the site may remain dormant for several years before progressing through decommissioning, remediation and redevelopment. The multiple phases leading to a reuse of a site include:

- **Decommissioning:** The decommissioning of a fossil fuel fired power plant may overlap with remediation and redevelopment. During decommissioning, electrical generating units are shut down and all operating permits are terminated. Hazardous materials associated with both the generation process and the buildings/structures are removed. Electrical generating equipment is cleaned and may be removed for use at other locations or sold as scrap. Some demolition of buildings/structures may be performed to facilitate cleaning or equipment removal. Power plants with on-site coal ash ponds or solid waste landfills must follow federal and state permit requirements for closure of these facilities.
- **Remediation:** Remediation involves the investigation and cleanup of hazardous materials to meet federal or state requirements. It also includes defining site-specific needs for redevelopment. The property owner is responsible for ensuring that the cleanup meets all regulatory requirements and works closely with stakeholders, environmental consultants and state environmental agencies to develop and execute the remediation plan.
- **Redevelopment:** The redevelopment phase includes new construction on the site, reuse, and environmental controls to protect the use of the site from remaining contaminants.

Identifying potential reuse options early in the process can inform cleanup decisions and determine the appropriate level of work needed in each stage of the assessment, cleanup and redevelopment process.

Allen S. King Coal Plant

Decommissioning and Reuse

EXHIBIT A

The Allen S. King coal plant retirement is part of a broader trend of closures nationwide. Oak Park Heights can learn from the actions taken by other communities to inform their decisions regarding the decommissioning and reuse of the site.



Manresa Island Power Plant - Norwalk, CT

The Manresa Island power plant closed in 2013. The City of Norwalk partnered with the advocacy group Manresa Association in 2017 to conduct a study with the aims of identifying potential future uses of the property and assessing the potential economic impact of those uses. The final report provided to the city gives an overview of environmental and ecological conditions of the property, remediation efforts to date and planned and potential remediation approaches, regional market conditions that will influence potential reuse of the property, and recommended reuses of the site based on those conditions.



SherCo Generating Station - Becker, MN

Xcel Energy has proposed that the entire SherCo generating plant in Becker will close by 2030. The community has already begun working to diversify the local economy to minimize economic impacts. Reuse plans for the Becker site include a natural gas plant, recycling facility, and potentially a Google data center.



B.C. Cobb Plant - Muskegon, MI

The B.C. Cobb plant closed in 2016. The owner of the site, Consumers Energy commissioned a study prior to the closure which identified three potential uses for the site: an expanded deep water port, an agri-business center, and a sustainable manufacturing center. The site was purchased in 2018, with demolition of the plant expected to be completed in 2 years.

Allen S. King Coal Plant

Decommissioning and Reuse

EXHIBIT A

Understanding the anticipated costs for all phases of redevelopment is an important aspect of a community revitalization plan. Several financial mechanisms may be available to support different phases of the assessment, cleanup and redevelopment process.

Potential Federal Funding Sources

- EPA Brownfields Grants: Area-wide planning grants are available to communities to research, plan and develop implementation strategies for an area affected by one or more brownfield
- US Department of Housing Programs (HUD): CDBG and Section 108 Loan Guarantee funding for brownfield redevelopment.
- US Department of Commerce, Economic Development and Administration: Grants to support implementation of economic development strategies
- US Department of Agriculture: Grants and technical assistance for "green" projects
- Internal Revenue Service: New Market Tax Credits
- US Department of the Interior, National Park Service: Federal Historic Preservation Tax Incentives

Things to Consider	Examples	Opportunities and Challenges
Who will control the site during redevelopment?	<ul style="list-style-type: none">• Utility• Public agency• Private Owner	<ul style="list-style-type: none">• Public agencies may have the opportunity to redevelop, using a combination of both public and private funds and partnerships
Are there opportunities for economic development?	<ul style="list-style-type: none">• Employment opportunities• Tax revenue	<ul style="list-style-type: none">• New commercial/industrial development can add direct and indirect jobs and can create tax revenues.
Are there zoning issues?	<ul style="list-style-type: none">• Local ordinances and overlay districts• Historic districts and historic building designations	<ul style="list-style-type: none">• Redevelopment must comply with local zoning and overlay districts• Historic buildings can offer unique development opportunities, but may limit options
Are there land restrictions?	<ul style="list-style-type: none">• Environmental• State waters and ports• Utility easements	<ul style="list-style-type: none">• Reuse options may be limited in areas with soil and ground water contamination• Regulations may limit the redevelopment of land adjacent to water• Utility companies may restrict access or use in areas with existing natural gas, electrical transmission or water utilities.
What's the property value?	<ul style="list-style-type: none">• Cost of cleanup versus value of property after development• Market for redeveloped uses	<ul style="list-style-type: none">• The value of the property after redevelopment must be balanced against the cost of decommissioning, remediation and redevelopment.

EXHIBIT B –
City Council Resolution Creating Advisory Panel & Scope of Work.

**A RESOLUTION BY THE OAK PARK HEIGHTS CITY COUNCIL APPROVING THE
FORMATION OF THE ALLEN S. KING PLANT DECOMMISSIONING AND REUSE
ADVISORY PANEL**

Whereas, the Xcel Energy-Allen S. King Plant (King Plant) is a 511 mega-watt, coal fired base-load electricity plant that has commercially operated in the City of Oak Park Heights since 1968; and,

Whereas, the King Plant is located on 170 acres lying east of STH 95 with more than 4,500 linear feet of shoreline upon the St. Croix River – a nationally designated Wild and Scenic River; and,

Whereas, the King Plant is the largest tax generator in the City accounting for more than 35 percent of the City's tax revenues, typically over \$2,000,000 annually; and,

Whereas, it is anticipated that the King Plant will be decommissioned in the next decade as both Xcel Energy and the State of Minnesota seek to further advance carbon-free power generation and renewable targets; and,

Whereas, with any decommissioning the City has a deep interest in the King Plant property being returned to a productive use including advancing elements to provide tax base and job creation but to also enhance and restore lands along the Wild and Scenic St. Croix River along with our community's access and interface with it; and,

Whereas, the City is the requisite local land-use authority with zoning responsibilities for such lands as well being the primary public infrastructure utility provider; and,

Whereas, as any replacement use is being explored, a comprehensive and deliberate public narrative must be initiated that begins to outlines the City's goals for such site, outlines the steps necessary to achieve a successful decommissioning and how the City, Xcel Energy and other entities can begin to engage and contribute to discover a shared vision for this land.

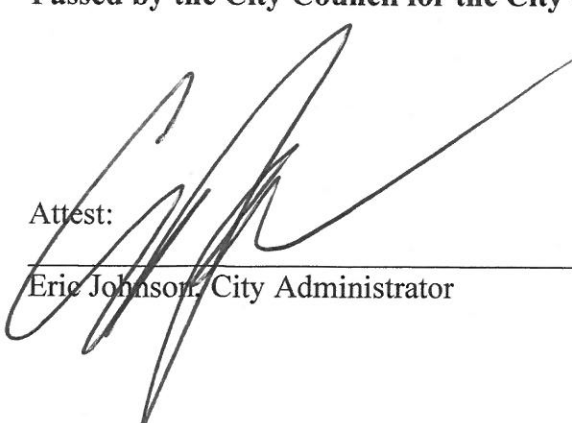
NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Oak Park Heights that the City shall take an initial step in this exploratory process and shall form an Advisory Panel that will endeavor to educate its members and the general public as to the complex issues associated with a coal-plant decommissioning as well as the exploration of future uses and development of visioning concepts.

BE IT FURTHER RESOLVED, that the City Council will develop policies and protocols as to the makeup of such Advisory Panel which shall generally seek to be inclusive of economic development interests, St. Croix River advocates, local public agencies and other relevant parties.

BE IT FURTHER RESOLVED, that the Advisory Panel shall regularly report its discussions and finding to the City Council and shall undertake the costs, steps and programming as outlined in Exhibit A to this Resolution as its primary responsibility.

Passed by the City Council for the City of Oak Park Heights this 14th of January 2020.

Attest:


Eric Johnson, City Administrator

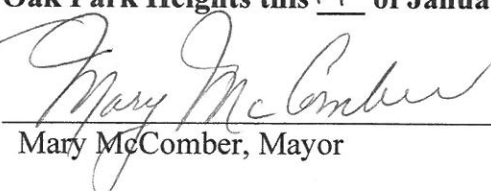

Mary McComber, Mayor

EXHIBIT A to City Council Resolution # 20-01-04

January 7, 2020
File: 193804705

Attention: Mr. Eric Johnson
City of Oak Park Heights
14168 Oak Park Boulevard
Oak Park Heights, MN 55082

Reference: Proposal for Planning Services – Closure and Reuse of the Allan S. King Plant

Dear Eric,

This letter with the attached detailed Scope of Services, constitutes the agreement for Professional Services between the City of Oak Park Heights and Stantec, for providing Professional Planning Services to support Oak Park Heights in fully understanding the challenges and opportunities associated with the closure and reuse of the Allan S. King Plant.

The Project includes the implementation of a series of Advisory Panel Meetings/Workshops intended to inform the City of the parameters and possible outcomes of the King Plant decommissioning and reuse. The lump sum fee for this work as outlined in the attached detailed scope of services is \$55,000.

In addition, it is anticipated that further studies will be identified as an outcome of the Advisory Panel Process action plan. An estimated hourly not-to-exceed budget of \$20,000 is provided for additional services. Work identified as additional services, will be subject to the preparation and approval of specific tasks and cost estimates. No work will be done under this category without prior authorization.

.

The budgets for the proposed tasks are summarized as follows:

Task 1 – Advisory Panel Meetings/Workshops (Lump Sum)	\$55,000
Task 2 – Additional Services (Hourly Not-To-Exceed)	\$20,000
Total Estimated Fee	\$75,000

The project is anticipated to start immediately once funding has been secured and authorized by the City. It is anticipated to be completed by early 2021.

This letter and the attached detailed Scope of Services represent the understanding between the City and Stantec in respect to the Project and may only be modified in writing signed by both of us and is subject to the current Master Services Agreement between the City and Stantec.

January 7, 2020
Mr. Eric Johnson
Page 2 of 2

Reference: Proposal for Planning Services – Closure and Reuse of the Allan S. King Plant

If this letter satisfactorily sets forth conditions of our Agreement, please sign in the space below and return one copy to our office.

CITY OF OAK PARK HEIGHTS

By

Eric Johnson, City Administrator

Date

1/17/20

If you have any questions, need additional information, or wish to discuss this matter in greater detail, please contact us. Thank you for the opportunity to provide these services.

Regards,

Stantec Consulting Services Inc.

John W. Shardlow

John W. Shardlow, FAICP
Senior Principal Planner
612-712-2127
John.shardlow@stantec.com

Lee M. Mann

Lee M. Mann, PE MN, WI, CA
City Engineer
Phone: 612-712-2085
Lee.mann@stantec.com

Attachment: Planning Scope of Services – Allan S. King Plant

c. file

Design with community in mind

Scope of Services – Allan S. King Plant

Professional Planning Services to support Oak Park Heights in fully understanding the challenges and opportunities associated with the closure and reuse of the Allan S King Plant

Background:

In July of this year, Xcel Energy submitted its Integrated Resource Plan (IRP) to the Minnesota Public Utilities Commission. One of the original options for the King Plant was for its decommissioning to be scheduled for the mid-2030s, but instead the IRP identified the closure in 2028.

Given the magnitude of this change and the breadth of its implications, it is important for the City to prepare and implement a comprehensive strategy to fully understand the challenges and opportunities the closure of the King Plant presents. This proposal is focused on Step One of this process.

Purpose:

1. Education – the City needs a fuller and more comprehensive understanding of the implications of this major land use change, the decommissioning process and the challenges and opportunities presented by the reuse of this strategically located 140-acre property.
2. Set City Council Expectations – the City of Oak Park Heights is the land use authority and will make the final decisions regarding its Comprehensive Plan, Zoning and the approval of future land uses. The City also recognizes that this facility and site are of State-wide and federal significance and many stakeholders have an interest in these issues. This process is intended to respect these interests and invite the participation of these stakeholders, share a common body of information and work together in an atmosphere of mutual respect.
3. Roles, Responsibilities, Communications - Establish a shared understanding about the roles and responsibilities of all the participants and establish and implement a Communications Plan, to ensure the timely sharing of relevant information throughout the decommissioning and reuse process.
4. Vision & Goals – Through research and analysis and the development and review of alternative scenarios, the City will establish a broad framework of desired outcomes. These will be established in a Vision Statement and goal statements for land use, economic development, the environment, social and other categories to be determined.

Allan S King Plant Future Land Use Advisory Panel

Since one of the key purposes of this process is educational, the formation of an Advisory Panel serves a dual purpose. First, the process will include the assemblage and analysis of relevant information that is essential to inform future land use decisions. Second, it will include, and actively engage representatives from a strategically selected group of key stakeholders. This will ensure that all the key players share a common understanding and access to the facts and include interest groups in the City's process, instead of potentially being involved in a separate process.

This process is designed to openly share all the relevant information and to provide opportunities for multiple stakeholders to request additional information and provide input at every stage of the process. All this information and stakeholder input is intended to support the City Council in its decision making.

Summary of Workshops

The following is a description of the Advisory Panel meetings. The specific focus of topics covered in these meetings will likely change, as the process unfolds and information about opportunities and constraints becomes available.

1. **Project Initiation** – City Council

- Approve the process and the participants on the Advisory Panel
- Establish roles and responsibilities
- Set expectations for the process, deliverables, discuss desired outcomes
- Establish schedule, project timeline

2. **Integrated Resource Plan (IRP)** – Xcel Energy

- Presentation and description of the July 19, 2019 Integrated Resource Plan
- Identify how King Plant Closure fits in to the Statewide strategy
- How does the decommissioning process work? Who is involved and how?
- How will the power generation be replaced for the area?

3. **Allan S. King Plant Property – in depth description** – Xcel Energy

- Location, size, topography, access, drainage, municipal services, etc.
- Built environment, what exists on the property? Implications for reuse
- Natural environment, both on site and in surrounding area
- Detailed description of the federal, State, Regional, County and local regulations that will shape the future of this property

4. **Economic Development Assessment**

- Descriptive Profile:
 - Demographic, socioeconomic, wage and income, labor force, business/industry patterns, land and building availability, housing affordability, taxes and other relevant characteristics of the local economy over time
 - Comparison to the broader Washington County and the seven-county Minneapolis/St. Paul region.

5. Economic Impact Analysis

- Local Economy Impact – performing input/output analysis to determine direct, indirect and induced impacts of the plant closing
- Identify how specific changes (growth/decline) in the economy ripple through the local economy, affecting the entire economy
- Tax base & Taxes Impact – Estimating the lost value and taxes to the City and other taxing jurisdictions & estimate the type, intensity and timing of new development that would result in the replacement of the loss in property value and taxes due to the closing.

6. Environmental Context, Natural and Regulatory Issues, Opportunities & Requirements

- Natural resource inventory & assessment
- Wild & Scenic River designation, purpose, history, implications
- MnDNR regulations
- US Army Corps of Engineers regulations
- Environmental restoration, conservation, open space, trail potential (public, private)

7. Synthesis – Strengths, Weaknesses, Opportunities & Threats

- Series of coordinated exercises and facilitated discussions designed to form a consensus about the basic description of the future use of the property

8. Vision statement, Goals & Desired Outcomes

- Facilitated process leading to a working vision statement and a set of preliminary goals and values.

9. Evaluation of Alternative Scenarios

- A facilitated process will evaluate different scenarios, prepared by the consultant and City staff.
- The alternatives will be evaluated and ranked based on the vision statement and preliminary goals

10. Presentation to the City Council

- With the support of the City staff and Consultant, the Advisory Panel will present their findings to the City Council
- Based on the work of the Advisory Panel and the review of the City Council, two basic reuse concept plans will be prepared.
- The Council will take this work under advisement and use it to inform future decisions and determine the next steps in the process.

Next Steps, Action Plan

Staff and Consultant will review the work of the Advisory Panel and meet with the City Council. Based on the Council's direction, the Consultant will prepare a timeline through the decommissioning and demolition of the King Plant. A detailed, step by step Action Plan will be prepared, in coordination with the project timeline.

The Action Plan may include, but may not be limited to, recommendations to pursue:

- Additional study, or investigations
- The identification and pursuit of funding
- Legislative requests
- Comprehensive Plan amendment
- Market research
- Funding, grant applications
- Request for Proposals for Development
- Other

Desired Outcomes, Key Questions to be Answered, Goals to be Achieved

This will be a dynamic process and questions will emerge that aren't known today, and goals are also likely to change as information is revealed and the opinions and aspirations of stakeholders are expressed and understood. At this point, the following questions will be answered, and fundamental goals will be accomplished:

1. What are the Land Use and Zoning issues and adjoining uses that will have an impact on the future of the King Plant property?
2. What environmental assessments and issues are associated with the closure?
3. What opportunities exist for repurposing? Could they support job creation? What are the constraints associated with repurposing?
4. What are the Wild & Scenic River related issues?
5. What are the implications of any future use on City services?
6. What is the optimal way to involve the community in this decommissioning and reuse process?
7. What have other communities done?

Project Deliverables:

- 10 PowerPoint presentations, handouts and meeting materials
- A report summarizing the findings, including a Vision Statement, Preliminary Goals, alternatives analysis and ranking (estimated 40 pages)
- An Action Plan with a timeline, identifying key milestones and related City actions (estimated 40 pages)
- Two illustrative concept plans, articulating and illustrating the City's aspirations and expectations for the future of the property. (including color-rendered hard copies at poster size, and electronic copies)

Proposed Budget:

The specific allocation of budget may change, based on opportunities and needs that emerge during the process. The following breakdown is based on experience and an assessment of the effort needed to deliver a process and these deliverables.

This is a dynamic process. It is expected that the completion of the Advisory Panel process and City Council review will identify the need for additional research, engineering analysis, expert studies, or additional meetings. The cost for the Advisory Panel Process assumes that there will be no fee charged by stakeholders that provide presentations. Any work identified under additional services below, will be subject to the preparation and approval of specific tasks and cost estimates. No work will be done under this category without prior authorization.

Expense Categories:Cost

Workshops: Consultant/facilitation of workshops, working meetings with staff, production of presentation graphics, handouts, summary report, action plan and two concept plans - Lump Sum:	\$55,000
---	-----------------

Additional Services: Engineering feasibility analysis, expert studies, additional research, meetings etc. as mutually agreed to in writing prior to commencement. - Hourly Not-To-Exceed without authorization:	\$20,000
---	-----------------

Total	\$75,000
--------------	-----------------

EXHIBIT C –
City Policy on Invited Partners and Process, (as of 1/28/20 – some refinements are expected)



**CITY OF OAK PARK HEIGHTS
POLICIES RELATING TO THE ALLEN S. KING PLANT DECOMMISSIONING AND REUSE
ADVISORY PANEL – APPOINTMENTS AND ROLES**

PURPOSE:

The City Council desires to appoint an Advisory Panel to inform and support the City Council's decision making regarding the future of the Allen S. King Plant. The following policy shall govern the formulation of this group, describes its role and relationship with the Council and what the expectations are from participating members.

Invitation to Serve on the Advisory Panel:

The City desires participation from a number of parties generally known in the community with an apparent stake or clear interest in such dialogue and which includes the organizations listed below.

These entities will be sent a Letter of Invitation to participate in the City's process and such invitation shall be signed by the Mayor and every Council member. Each group, or organization if they desire to participate shall nominate a SINGLE representative, who is expected to be available to attend 10-12 monthly meetings. The City's desire is that such person would generally relay the views of the organization they represent where possible. All members so appointed shall be reviewed and approved by unanimous consent of the City Council.

1. City of OPH Planning Commission (1 member)
2. City of OPH Parks Commission (1 member)
3. Xcel Energy
4. Washington County CDA
5. The St. Croix River Association
6. Watershed District - MSCWMO
7. Andersen Corporation
8. The City of Bayport – MUST BE A NON – ELECTED OFFICIAL
9. The City of Stillwater - MUST BE A NON – ELECTED OFFICIAL
10. Minnesota Department of Natural Resources
11. Minnesota Department of Transportation
12. Greater Stillwater Area Chamber of Commerce
13. National Park Service
14. Greater Stillwater Area School District - MUST BE A NON – ELECTED OFFICIAL- (2 seats one must be a HIGH SCHOOL STUDENT expected to be able to serve through the term of the discussions)
15. Coalition of Utility Cities
16. Sierra Club
17. Center for Environmental Advocacy
18. Union Pacific Railroad
19. Real Estate Group – TBD (such as the SPAAR ... <https://spaar.com/>) St. Paul Area Association of Realtors
20. Three (3) At-Large Members (may be either City residents, or business owners) may be invited to serve on the Panel. Interested individuals shall submit a letter and application to the Council explaining their role in the community and interest in serving on the Advisory Panel. Depending on the level of interest, the Council may choose to decrease or increase the number of at-large members.

Locally Elected Officials are precluded from serving on this Panel where they directly represent a given city, school district, county's interest. In the case of these public organizations the appointment of staff, volunteers, or other appointed officials to their respective bodies is requested. For example: The City of Stillwater may appoint their Planning Commission Chair who is a non-elected person but is appointed by the City Council.

In circumstances where there is a "joint-powers" organization such as the MSCWMO or WCCDA, appointment of Staff or Non-elected officials is preferred. However, this may result on overtime expenses or budgetary constraints that may preclude participation. If such staff or other volunteer is not available and if such JPA board members are elected individuals and are available, the City Council may evaluate these on a case-by-case basis

so as to ascertain their underlying entity and relationships. Any person so appointed would be expected to clearly represent the joint-powers entity, not their primary jurisdiction.

Appointment of Co-Chairs:

The City Council also desires the appointment of CO-CHAIRs positions so as to better ensure continuity of the process in the event one person cannot attend. The role of the “co-chair” is to ensure the meetings move forward and to facilitate the discussion and presentations and in allotted time. In all respects, the CO-CHAIR position acts only as manager to ensure the process remains vital and fluid and not to advocate for any given position.

The Mayor or a Council Member may nominate and the Council shall appoint up to two co-chairs, any such appointment shall be by unanimous vote of the City Council. If no chair(s) can be determined, the Panel shall be managed by City Staff or City Consultant until such time as a CO CHAIR can be found. A CO-CHAIR may be removed from the Panel by simple majority of the Council. The appointed CO-Chair individuals may or may not be otherwise listed in the invited participation listing stated above, if not listed they shall become full members of the Panel once appointed.

Further Expectations of the Advisory Panel:

The meetings are generally anticipated to be a method by which Panel Member can avail themselves of the best available information regarding the many facets of regulations, challenges and opportunities related to this site. Fundamentally, few – if any, decisions are expected to be made by the Panel itself. As the discovery process unfolds, all members of the Advisory Panel are expected to follow a Code of Conduct that will be provided by the City and which will outline rules of discussion and how any collective recommendations might be made. All members serve at the pleasure of the City Council and the City Council may amend the number of participants or which participants at any time at its sole discretion.

Guests & Public Visibility:

The City would expect to invite elected or appointed officials to attend the meetings – not as a panelist, but instead offer them an opportunity to listen and gain more information as to what is being accomplished. These guests would include: Metropolitan Council Sector 12 - Board Member Local legislators, MPCA, and other governmental organization representatives. Guests will be welcomed at meetings and materials will be shared with them, as supplies permit. Otherwise copies will be available for download from the City Website.

The general public is also welcome to view and listen to these meetings as space allows, but such meetings are not PUBLIC HEARINGS and data presented and dialogue held is for the primary benefit and consumption of the Panel Members.

City Council Role:

Oak Park Heights elected officials may not serve on the Advisory Panel as the work of the Advisory Panel is intended to support the Council in its decision making regarding the future of this property. The Council will be fully briefed by the Consultant, following every working meeting. The Council will have the opportunity to either accept and embrace Panel recommendations, or direct course corrections, as needed. As it relates to City Council general interface with City Consultants, these communications should be channeled through City Staff similar to current City protocols.

**EXHIBIT D –
City Application Resolution to WCCDA.**

RESOLUTION 20-01-05**A RESOLUTION BY THE OAK PARK HEIGHTS CITY COUNCIL OUTLINING ITS SUPPORT FOR A GRANT APPLICATION TO THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) PREDEVELOPMENT FINANCE FUND.**

WHEREAS, the City of Oak Park Heights, the "City", has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, that Project at this time is identified as: Allen S. King Plant Decommissioning and Reuse Advisory Panel; whose fundamental purpose is to explore and advise and inform the City Council regarding opportunities and options for restoration and redevelopment opportunities of the 170 acre site along the St. Croix River now occupied by the Allen S. King Plant which is anticipated to close in 2028.

WHEREAS, the City has established that the property in consideration has vast potential as an economic draw to the City, County and Region and the proposed project is a high priority of the City; and

WHEREAS, the City supports the proposed project scope of work – affixed hereto as Exhibit A, and hereby supports the application to the Predevelopment Finance Fund seeking \$37,500.00 and will additionally match such funds "1:1" with City dollars; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

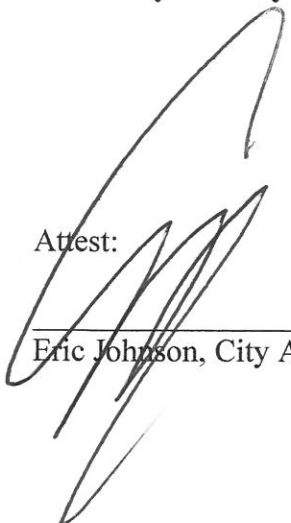
WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of both City of Oak Park Heights and Washington County residents.

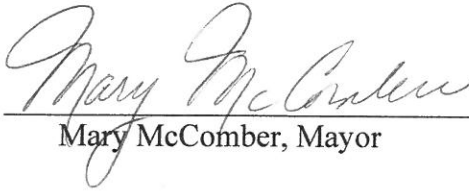
NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, the Office of the City Administrator is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Passed by the City Council for the City of Oak Park Heights this 14th of January 2020.

Attest:


Eric Johnson, City Administrator


Mary McComber, Mayor

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-9

Community Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 2/18/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION APPROVING THE SECOND AMENDMENT TO THE OPTION AGREEMENT FOR OUTLOT A, BLOCK 1, NEWPORT STATION ADDITION, AS PART OF THE RED ROCK CROSSING REDEVELOPMENT PROJECT

BACKGROUND/JUSTIFICATION

The Washington County Regional Rail Authority (WCRRA) acquired the former Knox Lumberyard, which is referred to as Area 1 in the Red Rock Crossing redevelopment plan in Newport. The Knox site was replatted into Lot 1, (Newport Transit Station site), Lot 2 (immediately west of transit station) and Outlot A (northern half of the Knox site). Outlot A has been determined by the WCRRA to be excess property, not needed for transit purposes by the WCRRA. The Agency previously commissioned a third-party appraisal of Outlot A to determine an acquisition price.

On August 16, 2016, the CDA Board authorized acquisition of Outlot A, Block 1, Newport Station Addition, as part of the Red Rock Crossing Redevelopment Project. On January 17, 2017, the CDA Board entering into an Option Agreement under the negotiated terms with the WCRRA. The approved Option Agreement provided for the CDA's right to exercise the option to acquire Outlot A for through September 1, 2018.

On August 8, 2018, an administrative extension was signed by the Agency's Executive Director amending the Option Agreement by extending the date and thereby allowing the CDA the right to exercise the Option to purchase at any time prior to March 1, 2020. WCRRA signed the Amendment No. 1 Option Agreement extension on August 10, 2018. We are approaching the March 1, 2020 timeline and Agency staff and the WCRRA are seeking Board approval for the second amendment to once again extend the Option Agreement for the future purchase of Outlot A through September 1, 2021.

Staff recommends approving a resolution authorizing the Executive Director to enter into the Second Amendment to extend the Option Agreement term to September 1, 2021 to exercise the right acquire Outlot A at the same original price.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resolution 16-47 Authorizing Acquisition Of Outlot A, Block 1, Newport Station Addition, As Part Of The Red Rock Crossing Redevelopment Project

Resolution 17-02 Authorizing Acquisition Of Outlot A, Block 1, Newport Addition As Part Of The Red Rock Crossing Redevelopment Project

Amendment No. 1 Option Agreement August 6, 2018 Extending The Term For The Right To Exercise The Option Through March 1, 2020 By Giving Written Notice To The Optioner.

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 2/13/2020
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-16

RESOLUTION APPROVING THE SECOND AMENDMENT
TO THE OPTION AGREEMENT FOR OUTLOT A, BLOCK 1,
NEWPORT STATION ADDITION, AS PART OF THE RED
ROCK CROSSING REDEVELOPMENT PROJECT

WHEREAS, the City of Newport (the “City”) has determined that it is necessary and appropriate to redevelop the area known as “Red Rock Crossing,” located in the City and generally bounded by Highway I-494, 21st Avenue, Highway 61 and the Mississippi River, and consisting of approximately 40 acres; and

WHEREAS, the City has proposed that Red Rock Crossing be redeveloped in cooperation with the Washington County Community Development Agency (the “Agency”) to create a transit-oriented neighborhood where people will want to live, work and patronize enhanced retail and recreational opportunities; and

WHEREAS, to effect such change in Red Rock Crossing, the City and the Agency have entered into a Joint Powers Agreement, to initially define the relationship of the City and the Agency regarding the future redevelopment of the Crossing Area; and

WHEREAS, the Agency approved Red Rock Real Property Acquisition and Disposition Policy specifying objectives and procedures for acquiring properties within the Red Rock Crossing project area; and

WHEREAS, the Washington County Regional Rail Authority (WCRRA) owns Outlot A, Block 1, Newport Station Addition in the project area (the “Property”); and

WHEREAS, the acquisition of the Property has been determined to meet the criteria of the Red Rock Crossing Real Property Acquisition and Disposition Policy criteria; and

WHEREAS, on August 16, 2016 the Agency approved RESOLUTION 16-47 authorizing acquisition of Outlot A, Block 1, Newport Station Addition as part of the Red Rock Crossing Corridor Redevelopment Project, and

WHEREAS, on January 17th the Agency approved RESOLUTION 17-02 authorizing acquisition of Outlot A, Block 1, Newport Station Addition, as part of the Red Rock Crossing Redevelopment Project and entering into an Option Agreement with the WCRRA for the right to exercise the option to purchase of Outlot A at any time prior to September 1, 2018; and

WHEREAS, on August 8, 2018, the Option Agreement was extended through March 1, 2020 (First Amendment to the Option Agreement); and

WHEREAS, the Agency staff is requesting CDA Board consideration and approval to extend the Option Agreement through September 1, 2021 by the authorizing the Executive Director to approve Second Amendment to the Option Agreement; and

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. The Executive Director is hereby authorized to execute the Second Amendment to the Option Agreement as presented, subject to (i) such changes to the Option Agreement that the Executive Director deems reasonable and necessary; (ii) the Second Amendment to the Option Agreement with the Agency being fully executed by both parties; and (iii) the Executive Director verifying that all requirements for the Second Amendment to the Option Agreement are completed.
3. 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 Second Amendment to the Option Agreement as contemplated above.

Adopted this 18th day of February 2020.

Chair

ATTEST:

Secretary

**AMENDMENT NO. 2
OPTION AGREEMENT**

This Amendment No. 2 is entered into by and between Washington County Regional Railroad Authority and **Washington County Community Development Agency** in order to amend Agreement No. 10913 dated April 11, 2017, and Amendment No. 1 dated August 10, 2018, thereto as follows:

- 1.2 Exercise of Option, is deleted and restated to read:
 "At any time on or prior to September 1, 2021, Optionee has the right to exercise the Option by giving written notice to Optioner. Upon exercise of the Option, this Agreement shall automatically be converted to the Purchase Agreement for the Property and Optioner will sell and convey to Optionee and Optionee will purchase and accept from the Optioner the Property upon the terms and conditions set forth herein."

All other terms and conditions of Contract No. 10913 and all Amendments not expressly amended herein remain in full force and effect.

**WASHINGTON COUNTY REGIONAL RAILROAD
AUTHORITY**

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

Board Chair Date

Date

County Administrator Date

Approved as to form:

/s/ Jessica Stott 2/4/2020
Assistant County Attorney Date

ADMINISTRATION

**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

February 18, 2020
BOARD MEETING DATE

AGENDA ITEM A-10

Administration
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 2/10/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

AUTHORIZING EXECUTION OF EMPLOYMENT
AGREEMENT FOR THE POSITION OF EXECUTIVE
DIRECTOR

BACKGROUND/JUSTIFICATION

At the direction of the Board of Commissioners, the Executive Committee convened on February 6th, for the purpose of defining negotiation parameters for drafting an employment agreement for Melissa Taphorn to become the Executive Director of the Agency. Ms. Taphorn met with Commissioner Widen the following day and reached a tentative agreement, which is an attachment to this resolution.

All language in the agreement is substantively identical to the agreement the Agency had with its previous Executive Director, Barbara Dacy, except for language regarding term and compensation. The initial agreement is set for one year. The agreement still includes language that would automatically renew the agreement for one-year increments absent action taken by either the Agency or Ms. Taphorn to end the agreement.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 02/10/2020
Acting Executive Director

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$N/A

BUDGETED: ☒ YES ☐ NO

FUNDING: 2020 Budget

COMMENTS

EMPLOYMENT AGREEMENT

This Employment Agreement dated February 18, 2020 (the “Agreement”) between the Washington County Community Development Agency, under the laws of the State of Minnesota (hereinafter called “Employer” or “CDA”), and Melissa Taphorn (hereinafter called “Employee”).

RECITALS

WHEREAS, Employer and Employee have been involved in negotiations regarding the continuing terms and conditions of the employment relationship between Employer and Employee; and

WHEREAS, the negotiations between Employer and Employee have been conducted on a good faith arms-length basis; and

WHEREAS, a compensation analysis for Employee’s position was completed in 2017; and

WHEREAS, Employer has determined it necessary to establish a step and pay range for Employee; and

WHEREAS, Employer desires to compensate Employee in a manner that meets the intent of the compensation analysis; and

WHEREAS, based upon such negotiations and as a result thereof, Employer and Employee have determined to continue the employment relationship and to document the terms thereof.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the parties agree as follows:

1. Employment. Employer hereby employs Employee and Employee hereby accepts employment upon the terms and conditions hereinafter set forth.
2. Term. Subject to the provisions for termination as hereinafter provided, the term of this Agreement shall begin on the 18th day of February 2020, and shall terminate on the 17th day of February 2021. This contract shall automatically renew for additional one-year periods, absent written cancellation notice to Employee given not less than 90 days prior to the end of the contract period or any renewal period.
3. Compensation. For all services rendered by Employee under this Agreement, Employer shall pay Employee an annual salary with the opportunity for the Employee to move to higher steps, on an annual basis, within the established pay range, according to Section 2-10 of the Employee

Handbook, approved by the CDA Board of Commissioners on August 20, 2019, and as may be amended from time to time by the Board. The current pay range and step plan is attached as Exhibit A and incorporated herein.

Employer shall pay Employee \$142,355 annually (\$68.44 per hour at an hourly rate, assuming 2,080 hours of work each year), prorated to account for the Employee's start date. The Employee may be eligible for performance pay, pursuant to Section 2-10 of the Employee Handbook, or other general wage adjustments as authorized by the Board.

4. Automobile. Employee shall be reimbursed for traveling on official CDA business with a privately-owned automobile at the current authorized rate. Mileage expenses and parking fees shall be reimbursed to Employee in accordance with the Employee Handbook.
5. Classification. The position of Executive Director is classified as exempt and reports to the CDA Board of Commissioners.
6. Employment Benefits. Employee shall be provided with all benefits provided to other CDA employees, including, but not limited to individual or dependent health care insurance, individual or dependent dental insurance, worker's compensation insurance, disability insurance, life insurance, retirement, paid holidays, and Paid Time Off (PTO), as defined and regulated in the Employee Handbook. Additionally, Employee shall be provided with an errors and omissions policy naming her as an Additional Insured in the amount of \$1,000,000.00.
7. Duties. The duties of the position are contained in the position description adopted by the CDA Board of Commissioners on April 18, 2017 in Resolution No. 17-15, and as contained Exhibit B to this Agreement.
8. Working Facilities. Employee shall be furnished with an office, computer, and such other facilities and services suitable to Employee's position and adequate for the performance of Employee's duties.
9. Expenses. Employee is authorized to incur reasonable expenses for promoting the CDA, including expenses for attendance at professional conferences, travel, and similar items. Employer will reimburse Employee for all such expenses as authorized in the annual budget.
10. Disability. Employer will provide short-term and long-term disability insurance for Employee. If Employee is unable to perform services by reason of illness or incapacity, the compensation payable pursuant to this Agreement will continue to be paid until the short-term disability benefit payable under the short-term disability insurance policy commences. Employee's full compensation shall be reinstated upon return to employment and the discharge of Employee's full duties hereunder.

Notwithstanding anything herein to the contrary, Employer may terminate this Agreement at any time after Employee is absent from employment, for whatever cause, for a continuous period of more than six months, and all obligations of Employer hereunder shall cease upon any such termination; provided that Employer shall, through its best efforts, first ensure that it has met all of its legal obligations to provide reasonable accommodation to the known disability of Employee.

11. Termination by Employee. The Employee can terminate this Agreement with sixty (60) days' written notice.
12. Termination for Cause. The Employer can terminate this Agreement if the Employee:
 - a. is convicted of a felony or a criminal offense involving moral turpitude;
 - b. engages in fraud;
 - c. engages in conduct that constitutes gross negligence; or
 - d. cannot perform the functions required by the position.
13. Termination Without Cause. If the Employer terminates this Agreement for any reason not covered in Section 12 above, Employee shall be entitled to compensation for up to three (3) months following notice of termination to allow Employee to obtain alternative employment.
14. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by certified mail to Employee's residence in the case of Employee or to its principal office in the case of Employer. Such notice shall be effective upon delivery to the U.S. post office, postage and fees prepaid.
15. Assignment. The rights and obligations of Employer under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of Employer.
16. Terminology. Unless the context hereof clearly requires otherwise, the singular shall include the plural and vice versa, and the masculine shall include the feminine and vice versa.
17. Entire Agreement; Modification; Waiver. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties; there are no warranties, representations or agreements among the parties in connection with the

subject matter hereof, except as set forth or referred to herein. No supplement, modification, waiver, or termination of this Agreement or any of its provisions shall be binding unless executed in writing by the parties to be bound. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, and no such waiver shall constitute a continuing waiver unless otherwise expressly provided.

18. Governing Law. This Agreement shall be construed and enforced pursuant to the laws of the State of Minnesota.
19. Counterparts. This Agreement may be executed in any number of counterparts, any one of which shall be deemed to be an original, but all of which shall constitute but one and the same instrument.
20. Headings. Section headings used in this Agreement are for convenience only and shall not affect the construction of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY BOARD OF
COMMISSIONERS

By: _____
Its: Chair

Melissa Taphorn

EXHIBIT A**STEP AND SALARY RANGES
FROM RESOLUTION 17-51**

Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
2020	\$111,109	\$115,553	\$120,175	\$124,982	\$129,981	\$135,180	\$156,711

Performance based salary increases occur above Step 6 in accordance with the Employee Handbook and up to the maximum range amount.

EXHIBIT B**POSITION DESCRIPTION: EXECUTIVE DIRECTOR****Administration
Executive Director**Dept/Div: *Administration*FLSA Status: *Exempt***General Definition of Work**

Performs complex executive and difficult professional work directing all agency programs, performing short and long term fiscal and programmatic planning, developing and establishing performance benchmarks, evaluating services ensuring compliance with local, state and federal mandates, laws, regulations and policies pertaining to the operation of a housing authority, developing and maintaining appropriate personnel administration policies, developing and maintaining information technology and data security plans, and administrative support plans, developing and maintaining positive stakeholder relationships, providing ongoing policy and program recommendations to the Board of Commissioners regarding housing assistance and administration, affordable housing finance and development programs, property and asset management agency owned properties, finance, and economic development, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the management, planning, direction and implementation of staff, programs and policies of the agency; establishes the annual work plan and performance benchmarks.

Manages and supervises program operations and staff; hires, trains, supervises, evaluates and disciplines staff; recommends promotions and terminations; develops and administers budget; identifies and secures other funding sources as needed; oversees the administration of grant and loan funds.

Acts as a representative of the agency various external meetings; attends required agency meetings, including preparation of written and oral presentations at the Board of Commissioners meeting; gives requested updates and written and verbal reports of department activities

Reviews and approves program protocols and policies to ensure compliance with local, state and federal laws, regulations, policies and procedures.

Attends meetings and events as a representative of the agency; coordinates agency outreach and partnerships; creates public relations strategies and communications plans related to agency plans and projects; acts as the official contact with the media.

Analyzes, researches, creates, funds and assigns programming related to economic development, redevelopment, housing assistance, affordable housing and housing finance.

Prepares related records, files and reports; reviews and composes reports; analyzes data and prepares recommendations for board action.

Advises and oversees the development and evaluation of policies and programming; acts as an advisor to the board in developing and recommending agency policies and programmatic actions; attends required agency meetings, including preparation of written and oral presentations at the Board of Commissioners meeting; gives requested updates and written and verbal reports of agency activities.

Acts as a direct supervisor to department heads and indirect supervisor to other agency staff; conducts human resources functions including but not limited to making hiring and termination decisions, promoting and demoting staff assignments, administering performance reviews and scheduling staff work hours, identifying and implementing necessary training, negotiating collective bargaining agreements, responding to grievance and arbitration requests, and maintaining collective bargaining related data.

Prepares and implements appropriate safety and security plans, information technology plans, data security plans, and administrative support operations, and implements necessary policies and protocols.

Develops effective communication and branding strategies to the public and oversees marketing and communication programs of all function areas.

Prepares and manages agency budgets, bond finance programs, financial management plans, grant and loan programs and property assets.

Oversees housing and redevelopment initiatives that involve property acquisitions/relocation, and when necessary negotiates, acquires, leases and/or sells real estate for housing projects and/or redevelopment programs.

Knowledge, Skills and Abilities

Competencies required:

Comprehensive skill leading mission driven change; comprehensive skill managing programs; comprehensive skill building strategic relationships; comprehensive skill leading other people; comprehensive skill managing work processes; comprehensive skill managing human resources; thorough skill managing financial resources; general skill serving program clients; ability to display analytical and critical thinking skills; ability to display proficient communication skills; ability to display project management and organizational skills; ability to use standard office equipment and related hardware and software.

Other knowledge, skills and abilities required:

Comprehensive knowledge of general laws, regulations and administrative policies governing municipal financing and housing agencies, practices and procedures; comprehensive knowledge of development and financing programs; comprehensive knowledge of development and construction documents associated with the construction and maintenance of housing; comprehensive knowledge of real estate and property management; comprehensive knowledge of the practices, methods and laws relating to municipal operations, tax increment financing; comprehensive skill composing standard correspondence related to housing programming; comprehensive skill analyzing data and creating user friendly guides or informational materials; comprehensive skill creating and administering a budget; general skill operating standard accounting and finance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to prepare informative operational and financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with staff, vendors, residents, elected officials and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Master's degree with coursework in planning, public administration, business administration, housing finance, and extensive experience in community development projects and programs, public and housing finance, housing assistance programs, administration and supervising personnel, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and repetitive motions and occasionally requires walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

National economic development council housing or economic development certification upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 02/02/2017

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-17

RESOLUTION AUTHORIZING EXECUTION OF
EMPLOYMENT AGREEMENT FOR THE POSITION OF
EXECUTIVE DIRECTOR

WHEREAS, the Washington County Community Development Agency (the "Agency") has determined that it is necessary to provide a uniform, comprehensive, and efficient system of personnel compensation administration; and

WHEREAS, the Agency retained Springsted Inc. to assist in preparing a Classification and Compensation Plan (the "Plan") for the Agency dated April 18, 2017; and

WHEREAS, the Plan established a salary range for the position of Executive Director; and

WHEREAS, the Board of Commissioners desires to engage Melissa Taphorn in employment as the Agency's Executive Director; and

WHEREAS, in accordance with direction from the Board of Commissioners, the Executive Committee has negotiated an employment agreement with Ms. Taphorn effective February 18, 2020 at an annual salary of \$142,355 as reflected in Exhibit A of this resolution and incorporated herein.

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

1. That the Chair is hereby authorized to execute the Employment Agreement as represented in Exhibit A of this Resolution.

Adopted this 18th day of February 2020.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

DISCUSSION

Memo To: Washington County Community Development Agency Board of Commissioners

From: Melissa Taphorn, Acting Executive Director
Chris Eng, Economic Development Director
Angela Shuppert, Community Development Programs Manager
Elena Shulman, Community Development Project Manager I

Date: February 12, 2020

RE: Home Improvement Loan Program Maximum Loan and Asset Limit Increase

Background

The Home Improvement Loan Program provides income eligible homeowners in Washington County with 0% interest, and deferred loans for health, safety and energy efficient improvements. Borrowers must be below 80% of the Area Median Income, have assets less than \$18,000 (this excludes retirement accounts) and have homeowner's insurance. Properties must be owner occupied and the tax assessed value must be below \$348,508.

The current maximum loan amount is \$18,000 for improvements. Most borrowers use the full loan amount. Past data from 2011 through 2015 shows that 53% of borrowers used the maximum loan amount of \$18,000, while 65% of borrowers in 2016 through 2019 used the maximum loan amount of \$18,000. The remaining 35% in 2016 through 2019 were hovering around the \$16,000 to \$17,000 loan range. This data illustrates the rising construction costs over the past nine years. Today, homeowners and staff must prioritize items on the scope of work, and often some items must be left off in order to fit within the \$18,000 budget. An increase of the maximum loan amount would provide Washington County homeowners additional assistance to make their homes safer, healthier and more energy efficient.

The current maximum asset limit is \$18,000. For borrowers that have been not eligible due to being above the limit have been for reasons such as having retirement accounts above \$100,000, cash value of life insurance policies and additional vehicle values (anything above one car is counted as an asset). An increase of the asset limit would allow more Washington County homeowners to be eligible for the Home Improvement Loan Program.

Purpose

The Washington County Home Improvement Loan Program has had the same maximum loan amount of \$18,000 since 2011. The most popular items that homeowners need are new windows, furnaces, roofs and plumbing and electrical repairs. These improvements

are also some of the most expensive items. Increasing maximum loan amount to \$24,500 would give homeowners an addition \$6,500 to assist with health, safety and energy efficient improvements. This proposed increase of \$6,500 could allow one homeowner to include additional improvements such as new gutters and down spouts, a new water heater and new insulation. These additional improvements could allow homeowners to stay in their homes longer, and provide essential health, safety and energy efficient improvements.

The Washington Home Improvement Loan Program has also had the same asset limit of \$18,000 since 2011. This asset limit excludes the property to be improved, and retirement accounts up to \$100,000, but does include cash on hand, checking and saving accounts, cash value of life insurance policies, current market value of additional real estate, and assets such as boats and more than one vehicle. Since 2016 four applicants have been denied due to the asset limit, and two would qualify with the increase to \$24,500. This asset limit increase would allow additional Washington County homeowners to be eligible for the Home Improvement Loan Program.

Recommendation

Staff is recommending that the maximum loan amount and asset limit be increased to \$24,500. This increase of \$6,500 will allow more borrowers to be eligible for the Home Improvement Loan Program, and to improve more items in their homes, and create healthier, safer and more energy efficient homes in Washington County.

REPORTS



Homeownership Division

Homebuyer Counseling and Education

During the two months the CDA Facebook page has been live the marketing team has been gathering demographics on who is visiting the Facebook and Agency web pages. The plan with this information is to create a tangible target market for the Agency Homeownership programs. The Agency is hoping to reach the goal of 100 followers by the end of February. The Facebook page currently has 83 likes, 88 followers, and has reached over 6,000 people with the page's content.

Agency staff has been working hard on a new marketing and outreach plan, which has helped increase Homebuyer Education awareness and attendance. Last year the Jan. Home Stretch workshop was cancelled since no one signed up. This year we had 7 households and 11 participants, several of which used our Facebook EventBrite link to sign-up. Foreclosure numbers remain low as the Agency is receiving less requests for mortgage assistance. Of the foreclosure assistance requests received, many are seeking funds to catch them up on their mortgage payments and do not want assistance working with their lender.

Homeownership Program	Grant Year to date Oct 1 – Jan 31	Grant Year Goal	Progress toward Goal
Homebuyer Education	25	90	28%
Homebuyer/Financial Wellness Counseling	7	55	13%
Foreclosure Mitigation Counseling	6	50	12%
Reverse Mortgage Counseling	61	100	61%

Home Improvement Loan Program

The Home Improvement Loan Program has 12 households on the waitlist. Currently, there are two applications in the underwriting and environmental review process, and three applications in scope of work and bidding process. In addition to this CDBG-funded program, the CDA has completed one project, has one project in the construction stage, and has six applications in the underwriting process for a Minnesota Housing Rehabilitation Loan.

Home Improvement Loan	Program Year to date Jul 1 – Jan 31	Program Year Goal	Progress toward Goal
Total funds spent	\$75,731.37	\$278,944.28	27%
Number of loans closed	10	17	58%

Development Division

CDBG/HOME Administration

On February 5, 2020, the Citizen Advisory Committee discussed project applications and funding allocations. The projects will form the 2020 Annual Action Plan. The Agency will hold a public hearing at its April board meeting to present the awarded projects, Annual Action Plan, and Five-Year Consolidated Plan.

The National Association for County Community and Economic Development (NACCED) is featuring the St. Andrews Family Homeless Shelter on its monthly awards webinar on Thursday, February 20 at 2:00 pm CST. Registration is required at <https://tinyurl.com/rxqstyv>, if interested.

The CDBG Citizen Advisory Committee currently has five vacancies. If you know of anyone who might be interested, please refer them to the County's website at <https://www.co.washington.mn.us/1557/Community-Development-Block-Grant>.

Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff have issued recommendations for loans totaling \$79,500 and a grant in the amount of \$5,505. Three other applications are in process. Applications have been received from homeowners in Denmark Township, Forest Lake, Lake Elmo, Lakeland, and Stillwater. CDA staff met in January with their counterparts at Washington County Public Health and Environment at the end of the month to kick off the 2020 program year. Staff discussed ways to streamline the application form and provide better guidance to homeowners on the compliance inspection process.

The Glen at Valley Creek

The Agency hosted a Grand Opening event February 5. Governor Tim Walz, Commissioner of Housing Jennifer Ho, Woodbury Mayor Anne Burt spoke and project sponsors and partners were recognized during the program. Occupancy is expected to reach 100% by the end of March with applications pending on all remaining units.



Public Housing Conversion

Staff held two resident meetings January 14th to discuss the revised Public Housing Conversion Plan. The revised conversion plan was mailed to all residents along with a fact sheet and response postcard. The PHA Plan will be amended after a public hearing in April.

Housing Tax Credit Suballocation

The chart below provides the status of recent Low-Income Housing Tax Credit (LIHTC) allocations by the Agency.

Development Name (City)	LIHTC Type	LIHTC Units	Development Status
Legends of Woodbury	4%	216	Leasing
Glen at Valley Creek (Woodbury)	4%	42	Leasing
Green Twig II (Oak Park Heights)	4%	72	Leasing
Headwaters Landing (Forest Lake)	9%	45	Under Construction
Rosemary Apartments (Hugo)	9%	45	2019 and 2020 credits reserved

2020 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Cobble Hill (Oakdale)	Foundation and deck flashing repair	Project currently out to bid with bids due 2/28 for March Board approval
Whispering Pines (Forest Lake)	Parking lot expansion	Obtained watershed permit in January. The City of Forest Lake Planning Commission will consider variance requests at its 2/26 meeting. The project is expected to bid out in March for April Board approval.
Raymie Johnson TH (Oak Park Heights)	Interior remodel, window replacement.	Public Notice published February 7 and 14. Bids due March 3.
PH 27 (Cottage Grove)	Interior kitchen and bath updates.	Project under construction.



Marketing Initiatives

- The Agency co-sponsored the MN Real Estate Journal Apartment Summit on January 17th in Bloomington. There were 600 in attendance at this event and the Agency's logo and marketing efforts were highly visible at the event.
- The Economic Development Director presented an update on Washington County economic development activities and recent accomplishments at the Hugo Business Association on January 14th.

Technical Assistance

- The Economic Development Director is working with the City of Oak Park Heights with a Predevelopment Finance Fund application for the King Plant. The application is being presented to the Agency Board for consideration at the February meeting.
- The Economic Development Director is working with the City of Forest Lake with a downtown redevelopment project and is seeking Predevelopment Finance Fund grant funds. The application is being presented to the Agency Board for consideration at the February meeting.
- Staff continues working with Forest Lake and Hugo on the MN Technology Corridor. Forest Lake is doing more analytical studies on their 123-acre city owned site and recently listed the city owned site with a data center specialist CBRE. The cities, along with myself and the Anoka County Economic Development Specialist met with a data center consultant who is proposing to do some additional site analysis and modeling to assist with becoming more shovel ready for data center inquiries.
- Staff continues working with Washington County Public Health and Public Works on a potential household hazardous waste facility and recycling center for the northern part of the county. The focus has been on a site in Hugo and there have been meetings with the City of Hugo to discuss options.
- Staff have been working with Rick Roy, the Washington County Workforce Development Manager, and DEED staff on developing health care and round table meetings to identify challenges and opportunities to help the small and medium sized health care businesses in Washington County address talent shortages.
- Staff provided economic development information to Stillwater, Cottage Grove, Newport, Oak Park Heights, Scandia, Hugo and Forest Lake city staff this month. The City of Forest Lake has asked for assistance with an existing manufacturing business expansion.

Site Selector and Business Updates

The Economic Development Director met for over an hour with three national site selectors in St. Paul on January 22nd. The meetings were hosted by Greater MSP and the site selectors were provided marketing materials and a quick presentation/overview on business development opportunities in Washington County. We also covered opportunities in the MN Technology Corridor. The site selectors that were here visiting were from New York, Chicago and Madison, Wisconsin.



FINANCE AND PROPERTY MANAGEMENT REPORT February 2020

Financial Analysis – Year-To-Date December 31, 2020 Financials

Total Agency Activity

- Total Agency income before depreciation and transfers had a positive variance to budget of \$2,584,226. Revenues were over budget by \$1,556,246 and expenses were under by \$1,027,980.
- Total Agency budget to actual revenues were over budget by \$1,556,246. This includes transfers in over budget of \$776,000, property revenues, including rents, were over budget by \$610,000 while the governmental funds were over budget by \$180,000. The properties are over budget due to the 99% occupancy rate the Agency has enjoyed for 2019; while the governmental funds are over budget due to the interest earnings collected in excess of the budget of \$180,000.
- Total Agency expenses were under budget by \$1,027,980. Expenses under budget relate to various governmental programs being under budget, the largest being payroll, legal and consulting which were under budget by \$192,000, \$50,000 and \$138,000 respectively.
- In addition, total property expense was under budget by \$406,223. Administrative expense was under budget by \$429,000 offset by utilities over budget by \$31,000.

2018 GFOA Award of Financial Reporting Achievement

The 2018 audited financial statements were submitted to the Government Finance Officers Association (GFOA) for continued participation in the Certificate of Achievement for Excellence in Financial Reporting Program. On January 13th, the Agency was notified that it again qualified for this significant accomplishment. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting.

2019 Audit Schedule

- WCCDA Audit
 - Interim Completed December 4th
 - Fieldwork March 30th through April 10th
 - Tentative Issue May 6th
- Briar Pond
 - Fieldwork February 25th through February 28th
 - Tentative issue date March 9th
- The Groves, Piccadilly and Glen Audits
 - Groves and Piccadilly financial statements have been issued.
 - The Glen financial statements will be issued by February 28th.

**Finance Report
February 18, 2020**

The financial results for December 31, 2020 are as follows:

Total Agency Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Revenues	\$32,171,961	\$26,669,753	\$25,113,507	\$1,556,246
Expenses	23,952,605	19,579,767	20,607,747	(1,027,980)
Income (Loss)	\$8,219,356	\$7,089,986	\$4,505,760	\$2,584,226

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Operating Revenues	\$15,386,287	\$13,124,305	\$13,226,736	(\$102,431)
Operating Expenses	4,539,549	4,753,672	5,159,895	(406,223)
Operating Income (Loss)	\$10,846,738	\$8,370,633	\$8,066,841	\$303,792

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

	2018 Actual	2019 Actual	2019 Budget	Variance
Family Properties				
Brick Pond	\$244,437	\$419,092	\$384,464	\$34,628
Woodland Park	3,559,069	1,770,915	1,735,858	35,057
Briar Pond	1,372,783	1,478,364	1,205,083	273,281
Park Place I	216,367	223,202	128,212	94,990
Park Place II	19,845	25,778	12,313	13,465
Scattered Site	312,017	389,225	356,171	33,054
Whispering Pines	60,342	262,378	207,900	54,478
Transitional Housing	10,523	13,068	13,905	(837)
Senior Properties				
Trailside	1,105,656	541,820	867,921	(326,101)
Oakhill Cottages	309,113	450,416	448,537	1,879
Muller Manor	160,730	274,294	296,196	(21,902)
Ann Bodlovick	343,112	280,738	251,356	29,382
John Jergens	160,226	220,239	230,127	(9,888)
Pioneer	23,332	483,676	399,111	84,565
Cobble Hill	400,103	486,353	451,064	35,289
Raymie Johnson	733,417	689,329	774,504	(85,175)
Joint Ventures				
WCD - Series 2013	36,658	36,164	35,718	446
Landfall - Series 2010C	65,046	54,388	38,966	15,422
Groves Managing Member	35,720	31,307	36,500	(5,193)
Piccadilly - Lender	256,416	248,998	192,935	56,063
The Glen - Owner	108,413	167	0	167
The Glen - Lender	1,313,413	(9,278)	0	(9,278)
Operting Income (Loss)	\$10,846,738	\$8,370,633	\$8,066,841	\$303,792

Vacancy Rates - 2017-2020

	# of Units	2017 Annual	2018 Annual	2019 Annual	2020 Annual	2020 Target
Family Properties						
Brick Pond	40	1.3%	0.0%	1.0%	2.5%	5%
Woodland Park	180	1.1%	0.7%	0.9%	2.2%	5%
Briar Pond	196	0.9%	0.6%	0.1%	0.0%	5%
Park Place I	36	1.2%	0.9%	0.7%	0.0%	5%
Park Place II	6	1.4%	1.4%	0.0%	0.0%	5%
Scattered Site	56	0.4%	0.9%	1.3%	0.0%	5%
Whispering Pines	40	0.4%	0.0%	0.0%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.2%	0.0%	0.0%	3%
Muller Manor	28	0.0%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.2%	0.7%	4.0%	3%
John Jergens	30	0.0%	0.3%	0.3%	0.0%	3%
Pioneer	18	2.8%	1.4%	0.0%	0.0%	3%
Cobble Hill	45	0.0%	0.0%	1.1%	2.2%	3%
Raymie Johnson	120	0.5%	1.3%	2.0%	1.7%	3%
Trailside	70	0.0%	0.2%	0.6%	0.0%	3%
Seniors	401	0.3%	0.5%	0.8%	1.2%	3%
Overall	955	0.6%	0.6%	0.7%	1.0%	5%
Joint Ventures						
Piccadilly Square	79	11.4%	0.6%	0.7%	2.5%	5%
The Groves	67	0.7%	0.1%	0.4%	0.0%	5%
The Glen	42	0.0%	0.0%	22.6%	11.9%	5%

Total Agency
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	2,127,881	1,055,151	1,072,729
Cash - Operating Checking	10,702,744	10,772,125	-69,381
Cash - Operating Savings	0	35,684	-35,684
Cash - Section 8 Checking Disbursement	156,605	208,833	-52,229
WCCDA FSS - Public Housing Escrow	50,075	0	50,075
Cash - Temporary Investments	1,287,216	2,515,647	-1,228,431
WCCDA Funds Held In Trust	985,285	0	985,285
Security Deposit Checking	152,123	149,317	2,807
Cash - Swap Account	289,010	279,594	9,416
TOTAL CASH	15,750,938	15,016,350	734,587
ACCOUNTS RECEIVABLE			
Accounts Receivable	19,265	22,365	-3,100
Accounts Receivable - Other	131,878	21,865	110,013
Accounts Receivable - Hud	1,280	0	1,280
Accounts Receivable - Tenant Based Subsic	223	0	223
Accounts Receivable - Repayments	48	0	48
Accounts Receivable - Security Deposits	133	0	133
Accounts Receivable - Resident Reimbursers	5,655	0	5,655
Allowance For Doubtful Accounts	-6,917	-6,917	0
Accounts Receivable - Property Tax Levy	41,496	0	41,496
Accounts Receivable - Delinquent Property	27,919	43,990	-16,071
Developer Fee Receivable	1,081,998	1,126,287	-44,289
Developer Fee Interest Receivable	3,499	92,500	-89,001
Capital Lease Receivable	2,753,437	3,183,871	-430,434
Due From Other Governments - Federal	105,761	210,491	-104,730
Due From Other Governments - State	0	16,887	-16,887
Due From Other Governments - County	2,518	39,421	-36,903
TOTAL ACCOUNTS RECEIVABLE	4,168,193	4,750,760	-582,567
PREPAID EXPENSES			
Prepaid Expenses	597,176	435,132	162,044
TOTAL PREPAID EXPENSES	597,176	435,132	162,044
TOTAL CURRENT ASSETS	20,516,307	20,202,243	314,064
RESTRICTED CASH/ESCROWS			
Insurance Escrow	13,246	5,716	7,531
WCCDA FSS Escrow - Section 8	10,439	0	10,439
Real Estate Tax Escrow	115,823	214,596	-98,773
Real Estate Tax Escrow - Qecb Bonds	152,497	149,012	3,485

Total Agency
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Escrow Deposit Account	622	10,928	-10,306
Debt Service Fund	2,346,666	2,482,737	-136,071
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,425,757	2,640,831	-215,074
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Fund-Operating Deficit R	0	12,305	-12,305
Issuer Reserve Fund	1,223,686	685,812	537,874
Repair Fund	0	40,673	-40,673
Operating Fund	572,429	938,021	-365,592
Restoration Fund	1	1	0
Operating Reserve	2,235,570	2,174,594	60,975
WCCDA Operating Reserve	12,582	0	12,582
Fee Escrow	55,582	45,604	9,978
Replacement Reserve Fund	2,432,238	2,362,558	69,681
WCCDA Transitional Housing Repl Res	41,589	0	41,589
Surplus Fund	165,538	0	165,538
Other Escrow	8,311	8,159	152
TOTAL RESTRICTED CASH/ESCROWS	11,812,588	11,771,560	41,029
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,907,773	2,316,811	590,962
Building	69,696,672	68,581,956	1,114,715
Windows/Doors	551	0	551
Carpet/Flooring	2,092	0	2,092
Appliances	1,641	0	1,641
Office Furniture And Equipment	515,702	515,702	0
Property For Resale	483,233	483,233	0
TOTAL FIXED ASSETS	78,166,718	76,456,756	1,709,961
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-537,579	-479,525	-58,054
Accum Depreciation - Building And Fixtures	-31,930,382	-30,137,347	-1,793,036
Accum Depreciation - Furniture And Equipn	-522,670	-515,069	-7,601
TOTAL ACCUMULATED DEPRECIATION	-32,990,631	-31,131,941	-1,858,690
NET FIXED ASSETS AND ACCUMULATED	45,176,086	45,324,815	-148,729
INVESTMENTS			
Other Investments	1,857,704	1,857,704	0
TOTAL INVESTMENTS	1,857,704	1,857,704	0
NOTES RECEIVABLE			

Total Agency
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Installment Note Receivable	18,413,656	16,133,052	2,280,604
Loan Receivable Lhia On Cda Company	400,000	400,000	0
Note Receivable	359,109	352,709	6,400
Forgivable Long Term Loan	1,000,000	1,000,000	0
Due From Other Fund	3,742,232	3,771,850	-29,618
TOTAL NOTES RECEIVABLE	23,914,996	21,657,610	2,257,386
OTHER ASSETS			
Interest Receivable	2,285	11,134	-8,849
Tax Increment Funding Receivable	591,770	491,064	100,706
Construction In Progress	57,297	89,238	-31,941
TOTAL OTHER ASSETS	651,352	591,436	59,916
TOTAL ASSETS	103,929,034	101,405,368	2,523,666
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	52,476	0	52,476
Retainage Payable	846	1,797	-951
TOTAL ACCOUNTS PAYABLE	53,322	1,797	51,525
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	1,391	0	1,391
Hap Repayment	-213	0	-213
Security Deposit Liability	381,622	380,084	1,538
Security Deposit Interest Liability	22,579	22,616	-37
Security Deposit Dispositions/Refunds	301	0	301
Due To Other Governments - Federal	14,993	15,470	-477
Due To Other Governments - County	424,628	425,056	-427
Due To Other Governments - Other	40,000	40,000	0
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	60,513	45,990	14,523
TOTAL OTHER CURRENT LIABILITIES	944,423	929,215	15,208
ACCRUED EXPENSES			
Accrued Payroll Expense	97,803	79,432	18,371
Accrued Expenses	195,524	356,933	-161,409
Accrued Interest	28,264	28,858	-594
Accrued Interest Senior Bonds	527,209	554,208	-26,999
Accrued Interest Series D Bonds	16,933	18,100	-1,167
Accrued Interest	376,941	351,271	25,671
TOTAL ACCRUED EXPENSES	1,242,675	1,388,802	-146,128

Total Agency
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL CURRENT LIABILITIES	2,240,420	2,319,814	-79,395
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	5,056,776	4,957,883	98,893
TOTAL DEFERRED REVENUE	5,056,985	4,957,883	99,102
INTERCOMPANY LIABILITIES			
Due To Others	3,742,232	3,771,850	-29,618
Health Care Plan Liability	2,040	2,233	-194
TOTAL INTERCOMPANY LIABILITIES	3,744,271	3,774,083	-29,812
LONG-TERM DEBT			
Mortgage Payable	9,558,990	9,747,627	-188,637
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,670,000	34,905,000	-2,235,000
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	715,613	777,336	-61,723
Deferred Refunding Costs	-526,369	-609,512	83,144
Deferred Gain On Sale Of Property	245,798	303,017	-57,219
Deferred Gain On Refunding	39,086	156,266	-117,180
Unamortized Discount	-217,680	-236,771	19,090
TOTAL LONG-TERM DEBT	45,270,231	47,967,756	-2,697,525
TOTAL LONG-TERM LIABILITIES	54,071,487	56,699,721	-2,628,234
TOTAL LIABILITIES	56,311,907	59,019,536	-2,707,629
CAPITAL			
Retained Earnings	47,617,128	42,385,832	5,231,295
TOTAL CAPITAL	47,617,128	42,385,832	5,231,295
TOTAL LIABILITIES & CAPITAL	103,929,034	101,405,368	2,523,666

Total Agency
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	7,828,561	7,718,100	110,461	1	7,624,958	203,603	3
County Assistance Rent	570,504	647,300	-76,796	-12	1,286,196	-715,692	-56
Hap Income - Section 8	682,695	671,800	10,895	2	0	682,695	N/A
Bad Debt Rent	-18,630	-37,400	18,770	50	-26,969	8,339	31
Bad Debt Other	-34,982	-18,800	-16,182	-86	22,635	-57,617	-255
Employee Concessions	-5,112	-8,600	3,488	41	-10,097	4,985	49
Vacancy	-16,123	-359,500	343,377	96	-40,711	24,588	60
Application Fees	8,688	8,600	88	1	7,475	1,212	16
Electric Reimbursement	13,710	0	13,710	N/A	0	13,710	N/A
Water & Sewer Reimbursement	63	0	63	N/A	0	63	N/A
Heat Reimbursement	28	0	28	N/A	0	28	N/A
Cable Reimbursement	18,479	17,200	1,279	7	19,412	-933	-5
Trash Reimbursement	325	0	325	N/A	0	325	N/A
Utility Reimbursement Recovery	-5,940	28,800	-34,740	-121	-40,476	34,536	85
Guest Suite Income	3,800	2,400	1,400	58	2,750	1,050	38
Late Fees	25,455	19,800	5,655	29	22,327	3,128	14
Laundry Income	27,627	29,400	-1,773	-6	31,426	-3,800	-12
Clubhouse Rental	650	0	650	N/A	0	650	N/A
Nsf Fees	1,000	0	1,000	N/A	0	1,000	N/A
Cleaning & Damages Income	27,912	0	27,912	N/A	0	27,912	N/A
Damage Fees - Painting	400	0	400	N/A	0	400	N/A
Damage Fees - Carpet Cln/Rpr	135	0	135	N/A	0	135	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	3,792	0	3,792	N/A	0	3,792	N/A
Parking / Garage Income	86,253	87,700	-1,447	-2	86,785	-532	-1
Emergency Pendant Reimbursement	668	700	-31	-4	525	144	27
TOTAL OTHER RENTAL INCOME	9,220,821	8,807,500	413,321	5	8,986,236	234,585	3
NET RENTAL INCOME	9,220,821	8,807,500	413,321	5	8,986,236	234,585	3
OTHER INCOME							
Interest Income	351,442	109,700	241,743	220	334,319	17,123	5
Restricted Interest Income	208,798	60,800	147,998	243	141,645	67,153	47
Interest Income - Loans	168,914	198,290	-29,376	-15	203,341	-34,427	-17
Interest Income - Capital Leases	72,284	72,284	-1	0	84,890	-12,607	-15
Other Income	19,516	252,900	-233,384	-92	1,857,109	-1,837,594	-99
Other Income - Non Operating	70,637	0	70,637	N/A	0	70,637	N/A
Intergovernmental Revenue	205,425	0	205,425	N/A	0	205,425	N/A
Property Tax Revenue	5,233,881	5,234,226	-345	0	5,051,295	182,587	4
Tif Revenue	167,787	153,300	14,487	9	144,867	22,920	16
Administration Fee Revenue	316,926	360,900	-43,974	-12	373,502	-56,576	-15
Service Fee Revenue	4,734	0	4,734	N/A	0	4,734	N/A
Program Income	3,176,105	3,278,800	-102,695	-3	3,307,597	-131,491	-4
Grant Revenue - Federal	1,957,939	1,576,700	381,239	24	1,462,703	495,236	34
Grant Revenue - State	331,901	244,500	87,401	36	746,678	-414,777	-56
Grant Revenue - County	95,338	86,200	9,138	11	88,187	7,151	8
Fiscal Agent Revenue	88,889	0	88,889	N/A	0	88,889	N/A
Grant Revenue - Cfp Operating	14,308	0	14,308	N/A	1,370	12,938	944
Grant Revenue - Cfp Capital	238,319	281,600	-43,281	-15	95,040	143,279	151
Grant Revenue - Cdbg	726,358	994,733	-268,375	-27	845,440	-119,082	-14
Contra Grant Revenue - Cdbg	-171,255	0	-171,255	N/A	0	-171,255	N/A
Issuer Fee Income	27,187	25,700	1,487	6	70,903	-43,716	-62
Transfer From Other Funds	3,564,007	2,800,775	763,232	27	7,820,528	-4,256,521	-54
Charge For Service	599,965	593,600	6,365	1	575,805	24,160	4
Hud Pass Through	-20,474	-19,000	-1,474	-8	-19,494	-980	-5
TOTAL OTHER INCOME	17,448,932	16,306,008	1,142,924	7	23,185,725	-5,736,793	-25

Total Agency
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TOTAL REVENUE	26,669,753	25,113,507	1,556,246	6	32,171,961	-5,502,208	-17
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	1,952,945	2,242,565	289,621	13	1,916,558	-36,387	-2
Payroll Taxes - Office	21,793	22,650	857	4	19,366	-2,427	-13
Payroll - Cdbg Coc Program	22,295	0	-22,295	N/A	27,572	5,277	19
Payroll Taxes - Cdbg Coc Program	322	0	-322	N/A	400	78	19
Payroll - Cdbg Loan Program	12,208	0	-12,208	N/A	12,234	26	0
Payroll Taxes Cdbg Loan Program	176	0	-176	N/A	177	1	1
Payroll - Maintenance	433,667	583,868	150,201	26	507,590	73,923	15
Payroll - Grounds	166,103	204,942	38,839	19	165,253	-850	-1
Payroll - Other	2,542	200	-2,342	-1,171	19,019	16,477	87
Payroll Benefits - Other	156,794	136,100	-20,694	-15	121,114	-35,680	-29
Insurance Benefits	172,942	236,900	63,957	27	195,040	22,098	11
Payroll Benefits - Cdbg Coc Program	2,452	0	-2,452	N/A	2,506	54	2
Payroll Benefits - Cdbg Loan Program	1,343	0	-1,343	N/A	1,111	-232	-21
Pension Contribution - Executive	4,890	4,200	-690	-16	4,233	-656	-16
Pension Contribution - Administration	19,694	18,200	-1,494	-8	14,414	-5,281	-37
Pension Contribution - Finance Admin	10,066	6,600	-3,466	-53	2,638	-7,428	-282
Insurance - Acct	16,197	13,000	-3,198	-25	7,342	-8,855	-121
Insurance - Executive	4,824	4,600	-224	-5	7,559	2,735	36
Salary Expense - Accounting	97,439	81,500	-15,938	-20	33,522	-63,916	-191
Salary Expense - Executive	44,451	46,000	1,549	3	46,616	2,165	5
Payroll Taxes - Property Accounting	1,753	1,700	-53	-3	717	-1,037	-145
Payroll Taxes - Executive	615	700	85	12	554	-61	-11
Workers Compensation Insurance	0	5,900	5,900	100	2,024	2,024	100
Business Ops - Salary Payroll	179,040	202,000	22,960	11	158,846	-20,194	-13
Business Ops - Benefits & Insurance	26,131	33,000	6,869	21	22,743	-3,388	-15
Business Ops - Pr Tax	2,632	2,900	268	9	2,446	-186	-8
Business Ops - Work Comp	0	700	700	100	237	237	100
Active Life - Salary Wages	55	500	445	89	0	-55	N/A
Active Life - Payroll Taxes	0	100	100	100	0	0	N/A
Payroll - Property Management - Cda	592,668	590,600	-2,068	0	570,487	-22,182	-4
Payroll - Board Of Commissioners	0	4,800	4,800	100	4,070	4,070	100
Payroll Tax - Board Of Commissioners	0	100	100	100	210	210	100
Workers Comp - Board Of Commissioners	0	400	400	100	0	0	N/A
Workers Comp - Exec Dir	0	200	200	100	55	55	100
TOTAL PAYROLL	3,946,039	4,444,925	498,886	11	3,866,654	-79,385	-2
GENERAL & ADMINISTRATIVE							
Auto Lease & License	2,272	0	-2,272	N/A	1,136	-1,136	-100
Consulting	278,430	375,200	96,770	26	317,275	38,845	12
Consulting - Exec	0	7,100	7,100	100	4,393	4,393	100
Consulting - Finance/It	21,928	14,000	-7,927	-57	3,548	-18,379	-518
Consulting - It	20,081	0	-20,081	N/A	0	-20,081	N/A
Dues & Subscriptions - Business Office	87,343	76,700	-10,643	-14	233,383	146,040	63
Dues & Subscriptions - Exec	2,180	5,000	2,820	56	3,835	1,655	43
Dues & Subscriptions - Finance/It	150	0	-150	N/A	0	-150	N/A
Delivery Expenses	59	1,000	941	94	408	349	85
Postage & Delivery - Ops	11,141	15,600	4,459	29	10,885	-257	-2
Office/Equipment Rental	43,259	19,900	-23,359	-117	17,737	-25,522	-144
Advertising/Marketing	76,341	98,550	22,209	23	49,349	-26,993	-55
Advertising - Board Of Commissioners	0	600	600	100	221	221	100
Advertising/Marketing - Fin Admin	0	300	300	100	1,944	1,944	100
Contributions - Operating	195,000	195,000	0	0	0	-195,000	N/A

Total Agency
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Audit/Tax Return Preparation Fee	76,600	69,700	-6,900	-10	68,700	-7,900	-11
Credit Reports / Background Checks	10,347	13,900	3,553	26	9,900	-447	-5
Data Processing Fees	69,014	98,600	29,586	30	12,958	-56,056	-433
Data Processing Fees - Exec Dir	0	300	300	100	0	0	N/A
Data Processing Fees - Fin Admin	0	3,000	3,000	100	3,288	3,288	100
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A
Payroll Processing Fees	24,237	24,000	-237	-1	23,816	-421	-2
Legal Fees	154,860	209,700	54,840	26	228,721	73,861	32
License Fees	14,370	15,300	930	6	12,155	-2,215	-18
License Fees - General Building	151	0	-151	N/A	100	-51	-51
Mileage Reimbursement	19,030	19,400	370	2	20,165	1,134	6
Mileage Reimbursement - Environmental Services	0	200	200	100	461	461	100
Mileage Reimbursements - Finance/It	30	0	-30	N/A	0	-30	N/A
Administrative Services	3,362	2,800	-562	-20	2,023	-1,339	-66
Property Program Expenses	29,420	27,900	-1,520	-5	28,371	-1,049	-4
Misc Expense - Business Office	1,604	6,600	4,996	76	261,175	259,571	99
Postage - Business Office	703	2,000	1,297	65	2,064	1,361	66
Travel - Exec	4,587	5,000	413	8	4,702	114	2
Travel - Finance/It	205	2,000	1,795	90	317	111	35
Travel - Board Of Commissioners	1,978	1,000	-978	-98	1,030	-948	-92
Travel - Cda Car	1,991	0	-1,991	N/A	713	-1,277	-179
Travel	18,159	16,600	-1,560	-9	13,317	-4,842	-36
Travel - Business Office	435	2,500	2,065	83	2,088	1,653	79
Travel - Active Life	317	100	-217	-217	475	158	33
Education And Training	22,459	46,600	24,141	52	28,010	5,551	20
Training/Ed - Business Office	1,017	7,000	5,983	85	3,892	2,875	74
Training/Ed - Active Life	1,543	600	-943	-157	871	-671	-77
Bank Fees	58,239	67,000	8,761	13	66,749	8,511	13
Training/Ed - Exec	1,470	2,600	1,130	43	6,385	4,915	77
Training/Ed - Finance/It	1,233	9,700	8,467	87	655	-578	-88
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	5,320	500	-4,820	-964	314	-5,007	-1,596
Professional Fees	165,751	175,600	9,849	6	123,153	-42,598	-35
Professional Services - Environmental Services	2,144	6,500	4,356	67	2,381	238	10
Office Contracts	1,614	1,700	86	5	1,550	-64	-4
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	20,515	29,012	8,496	29	22,868	2,353	10
Office Supplies - Exec	0	200	200	100	331	331	100
Office Supplies - Finance/It	978	1,100	122	11	682	-296	-43
Office Supplies - Board Of Commissioners	95	200	105	53	63	-32	-51
Telephone - Office Use	72,897	89,000	16,103	18	78,092	5,195	7
Telephone - Exec Dir	764	1,000	236	24	596	-168	-28
Telephone - Financial Admin	668	700	32	5	735	68	9
Resident Retention	10,531	16,100	5,569	35	13,688	3,158	23
Project Assistance	1,096,858	1,622,280	525,422	32	931,761	-165,097	-18
Contra Project Assistance	-171,255	0	171,255	N/A	0	171,255	N/A
Housing Assistance Payments	4,226,803	4,159,000	-67,803	-2	4,185,239	-41,564	-1
Cleaning and Decorating	34,979	53,400	18,421	34	52,007	17,028	33
Repairs & Maintenance	55,726	142,500	86,773	61	99,984	44,257	44
Repairs & Maintenance - General Building	1,658	6,500	4,843	75	546	-1,111	-203
Fiscal Agency Administration	92,122	0	-92,122	N/A	0	-92,122	N/A
Uniforms - Business Office	14,140	8,300	-5,840	-70	9,407	-4,732	-50
TOTAL G & A EXPENSE	6,901,167	7,776,641	875,473	11	6,970,616	69,448	1
MANAGEMENT FEE							
Management Fee	469,848	491,021	21,173	4	486,809	16,961	3
TOTAL MANAGEMENT FEE	469,848	491,021	21,173	4	486,809	16,961	3

Total Agency
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TOTAL ADMINISTRATIVE EXPENSES	11,317,054	12,712,587	1,395,533	11	11,324,078	7,024	0
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	12,985	5,100	-7,886	-155	3,260	-9,725	-298
Service Contract/Repairs - Contract Maintenance	0	3,600	3,600	100	1,540	1,540	100
Service Contract/Repairs - Electrical	45,002	62,000	16,998	27	59,079	14,077	24
Service Contract/Repairs - Fire/Life/Safety	39	0	-39	N/A	0	-39	N/A
Service Contract/Repairs - Floors	128,379	146,800	18,421	13	93,805	-34,573	-37
Service Contract/Repairs - General Building	420	2,000	1,580	79	60	-361	-602
Service Contract/Repairs - Hvac	23,574	64,600	41,026	64	62,004	38,430	62
Service Contract/Repairs - Janitorial	10,495	12,800	2,305	18	4,376	-6,119	-140
Service Contract/Repairs - Plumbing	56,185	61,500	5,315	9	66,971	10,786	16
Service Contract/Repairs - Miscellaneous	366	0	-366	N/A	0	-366	N/A
Supplies - Appliance	81,409	103,800	22,391	22	63,235	-18,175	-29
Supplies - Electrical	26,435	31,400	4,965	16	23,152	-3,283	-14
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	556	300	-256	-85	50	-506	-1,007
Supplies - Hvac	73,921	50,700	-23,221	-46	55,447	-18,474	-33
Supplies - Janitorial	15,709	17,900	2,191	12	11,844	-3,865	-33
Supplies - Plumbing	64,404	51,500	-12,904	-25	46,977	-17,427	-37
Equipment Rental - Business Office	2,407	27,400	24,993	91	26,226	23,819	91
Supplies - Miscellaneous	43,756	33,600	-10,156	-30	20,906	-22,850	-109
Repairs - Business Office	301	2,800	2,499	89	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	590,513	677,800	87,287	13	540,737	-49,776	-9
CONTRACT SERVICE							
Extermination	31,184	20,300	-10,884	-54	18,661	-12,523	-67
Service Contract/Repairs - Elevators	40,395	43,300	2,905	7	35,157	-5,238	-15
Service Contract - Grounds	133,715	167,000	33,285	20	143,792	10,076	7
Service Contract - Snow	146,191	96,000	-50,191	-52	118,195	-27,996	-24
Supplies - Grounds	18	100	82	82	0	-18	N/A
TOTAL CONTRACT SERVICE	351,503	326,700	-24,803	-8	315,804	-35,699	-11
TURNOVER EXPENSE							
Service Contract - Painting	73,434	67,900	-5,534	-8	56,240	-17,194	-31
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	21,919	24,600	2,681	11	17,369	-4,549	-26
TOTAL TURNOVER EXPENSE	95,442	92,500	-2,943	-3	73,609	-21,833	-30
TOTAL MAINTENANCE EXPENSES	1,037,458	1,097,000	59,541	5	930,150	-107,308	-12
UTILITIES							
Electricity	191,513	224,800	33,287	15	223,605	32,092	14
Heat / Gas	173,984	214,100	40,115	19	185,336	11,351	6
Water And Sewer	294,818	257,000	-37,818	-15	275,426	-19,393	-7
Trash Removal	179,588	136,500	-43,088	-32	134,008	-45,580	-34
Trash Removal - Admin Services	208	500	292	58	354	146	41
Cable Tv	23,550	22,700	-850	-4	22,559	-992	-4
Tenant Utility Allowance	27,641	0	-27,641	N/A	0	-27,641	N/A
TOTAL UTILITIES	891,303	855,600	-35,703	-4	841,287	-50,016	-6
TOTAL OPERATING EXPENSES	13,245,815	14,665,186	1,419,371	10	13,095,516	-150,299	-1
NET OPERATING INCOME (LOSS)	13,423,938	10,448,321	2,975,617	28	19,076,445	-5,652,507	-30
NON-OPERATING EXPENSES							
Property And Liability Insurance	345,978	403,300	57,322	14	386,346	40,368	10

Total Agency
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Real Estate Taxes	433,119	426,000	-7,118	-2	431,138	-1,980	0
Association Assessment	44,511	123,300	78,789	64	122,069	77,557	64
TOTAL NON-OPERATING EXPENSES	823,608	952,600	128,992	14	939,553	115,945	12
TOTAL NON-OPERATING EXPENSES	823,608	952,600	128,992	14	939,553	115,945	12
NET INCOME (LOSS) BEFORE NON-OPERATING	12,600,330	9,495,721	3,104,609	33	18,136,892	-5,536,562	-31
FINANCING EXPENSE							
Sec Dep Interest	3,291	0	-3,291	N/A	0	-3,291	N/A
Mortgage Interest	368,129	399,091	30,962	8	433,797	65,668	15
Debt Service - Principal	341,891	439,961	98,070	22	431,052	89,161	21
Debt Service - Interest	128,443	0	-128,443	N/A	0	-128,443	N/A
Interest - Senior Bonds	1,219,303	1,246,303	27,000	2	1,285,579	66,276	5
Interest - Series A Bonds	40,873	42,041	1,168	3	43,650	2,777	6
Gain On Investment	-32,849	0	32,849	N/A	4,509	37,359	828
Financing Fee	0	1,400	1,400	100	1,625	1,625	100
Monitoring Fee	3,000	3,000	0	0	3,000	0	0
Fss Escrow Payment	8,146	3,000	-5,146	-172	3,981	-4,165	-105
Bond Premium	-61,723	-44,594	17,129	38	-61,671	52	0
Bond Discount	19,090	19,777	686	3	18,953	-137	-1
Gain/Loss On Sale	-57,219	57,219	114,438	200	-55,479	1,741	3
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	34,000	34,000	100	0	0	N/A
Deferred Refunding	83,144	105,168	22,024	21	105,167	22,023	21
Deferred Gain On Refunding	-117,180	-117,180	0	0	-117,180	0	0
Transfer To Other Funds	3,564,007	2,800,775	-763,232	-27	7,820,528	4,256,521	54
TOTAL FINANCING EXPENSE	5,510,344	4,989,961	-520,383	-10	9,917,536	4,407,191	44
NET INCOME (LOSS) BEFORE DEPR AND AMORT	7,089,985	4,505,760	2,584,226	57	8,219,356	-1,129,371	-14
DEPRECIATION EXPENSE							
Depreciation	58,054	49,242	-8,812	-18	56,915	-1,139	-2
Depreciation - Building	1,793,036	1,776,056	-16,980	-1	1,779,367	-13,669	-1
Depreciation - Furniture And Equipment	7,601	633	-6,968	-1,101	17,721	10,121	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,858,690	-1,825,931	-32,759	-2	-1,854,003	-4,687	0
NET INCOME (LOSS)	5,231,295	2,679,829	2,551,467	95	6,365,353	-1,134,057	-18

General Fund
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Operating Checking	5,295,888	6,050,427	-754,539
Cash - Temporary Investments	0	3,839	-3,839
WCCDA Funds Held In Trust	4,868	0	4,868
TOTAL CASH	5,300,756	6,054,266	-753,510
ACCOUNTS RECEIVABLE			
Accounts Receivable - Other	0	779	-779
Accounts Receivable - Property Tax Levy	41,496	0	41,496
Accounts Receivable - Delinquent Property	27,919	43,990	-16,071
Due From Other Governments - County	0	37,349	-37,349
TOTAL ACCOUNTS RECEIVABLE	69,415	82,118	-12,702
PREPAID EXPENSES			
Prepaid Expenses	438,134	30,996	407,137
TOTAL PREPAID EXPENSES	438,134	30,996	407,137
TOTAL CURRENT ASSETS	5,808,305	6,167,380	-359,075
RESTRICTED CASH/ESCROWS			
Escrow Deposit Account	622	622	0
Operating Reserve	1,391,263	1,353,345	37,919
TOTAL RESTRICTED CASH/ESCROWS	1,391,885	1,353,967	37,919
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Carpet/Flooring	2,092	0	2,092
TOTAL FIXED ASSETS	2,092	0	2,092
NET FIXED ASSETS AND ACCUMULATED	2,092	0	2,092
NOTES RECEIVABLE			
Installment Note Receivable	2,000,000	0	2,000,000
Due From Other Fund	46,439	86,023	-39,583
TOTAL NOTES RECEIVABLE	2,046,439	86,023	1,960,417
TOTAL ASSETS	9,248,722	7,607,370	1,641,353
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			

General Fund
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Accounts Payable	2,893	0	2,893
TOTAL ACCOUNTS PAYABLE	2,893	0	2,893
ACCRUED EXPENSES			
Accrued Payroll Expense	20,100	12,459	7,641
Accrued Expenses	33,652	23,495	10,157
TOTAL ACCRUED EXPENSES	53,752	35,954	17,798
TOTAL CURRENT LIABILITIES	56,645	35,954	20,691
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	43,990	43,990	0
TOTAL DEFERRED REVENUE	43,990	43,990	0
INTERCOMPANY LIABILITIES			
Health Care Plan Liability	2,040	2,233	-194
TOTAL INTERCOMPANY LIABILITIES	2,040	2,233	-194
TOTAL LONG-TERM LIABILITIES	46,029	46,223	-194
TOTAL LIABILITIES	102,674	82,177	20,497
CAPITAL			
Retained Earnings	9,146,048	7,525,192	1,620,855
TOTAL CAPITAL	9,146,048	7,525,192	1,620,855
TOTAL LIABILITIES & CAPITAL	9,248,722	7,607,370	1,641,353

General Fund
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
Interest Income	123,031	22,000	101,031	459	106,124	16,907	16
Restricted Interest Income	1,029	0	1,029	N/A	0	1,029	N/A
Other Income	146	0	146	N/A	9,641	-9,495	-98
Other Income - Non Operating	7,433	0	7,433	N/A	0	7,433	N/A
Property Tax Revenue	1,722,881	1,722,881	0	0	1,675,944	46,937	3
Transfer From Other Funds	2,160,507	840,000	1,320,507	157	3,287,323	-1,126,816	-34
Charge For Service	4,297	0	4,297	N/A	1,542	2,755	179
TOTAL OTHER INCOME	4,019,324	2,584,881	1,434,443	55	5,080,573	-1,061,249	-21
TOTAL REVENUE	4,019,324	2,584,881	1,434,443	55	5,080,573	-1,061,249	-21
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Pension Contribution - Executive	4,890	4,200	-690	-16	4,233	-656	-16
Pension Contribution - Administration	19,694	18,200	-1,494	-8	14,414	-5,281	-37
Pension Contribution - Finance Admin	10,066	6,600	-3,466	-53	2,638	-7,428	-282
Insurance - Acct	16,197	13,000	-3,198	-25	7,342	-8,855	-121
Insurance - Executive	4,824	4,600	-224	-5	7,559	2,735	36
Salary Expense - Accounting	97,439	81,500	-15,938	-20	33,522	-63,916	-191
Salary Expense - Executive	44,451	46,000	1,549	3	46,616	2,165	5
Payroll Taxes - Property Accounting	1,753	1,700	-53	-3	717	-1,037	-145
Payroll Taxes - Executive	615	700	85	12	554	-61	-11
Workers Compensation Insurance	0	300	300	100	100	100	100
Business Ops - Salary Payroll	179,040	202,000	22,960	11	158,846	-20,194	-13
Business Ops - Benefits & Insurance	26,131	33,000	6,869	21	22,743	-3,388	-15
Business Ops - Pr Tax	2,632	2,900	268	9	2,446	-186	-8
Business Ops - Work Comp	0	700	700	100	237	237	100
Active Life - Salary Wages	55	500	445	89	0	-55	N/A
Active Life - Payroll Taxes	0	100	100	100	0	0	N/A
Payroll - Board Of Commissioners	0	4,800	4,800	100	4,070	4,070	100
Payroll Tax - Board Of Commissioners	0	100	100	100	210	210	100
Workers Comp - Board Of Commissioners	0	400	400	100	0	0	N/A
Workers Comp - Exec Dir	0	200	200	100	55	55	100
TOTAL PAYROLL	407,788	421,500	13,712	3	306,303	-101,485	-33
GENERAL & ADMINISTRATIVE							
Auto Lease & License	2,272	0	-2,272	N/A	1,136	-1,136	-100
Consulting	86,939	100,000	13,061	13	96,132	9,193	10
Consulting - Exec	0	7,100	7,100	100	4,393	4,393	100
Consulting - Finance/It	15,428	14,000	-1,427	-10	3,548	-11,879	-335
Consulting - It	20,081	0	-20,081	N/A	0	-20,081	N/A
Dues & Subscriptions - Business Office	11,156	6,500	-4,656	-72	5,798	-5,358	-92
Dues & Subscriptions - Exec	2,180	5,000	2,820	56	3,835	1,655	43
Dues & Subscriptions - Finance/It	150	0	-150	N/A	0	-150	N/A
Delivery Expenses	0	200	200	100	0	0	N/A
Postage & Delivery - Ops	17	0	-17	N/A	0	-17	N/A
Office/Equipment Rental	23,878	0	-23,878	N/A	0	-23,878	N/A
Advertising/Marketing	3,579	5,000	1,421	28	158	-3,421	-2,165
Advertising - Board Of Commissioners	0	600	600	100	221	221	100
Advertising/Marketing - Fin Admin	0	300	300	100	1,944	1,944	100
Audit/Tax Return Preparation Fee	63,900	52,000	-11,900	-23	50,000	-13,900	-28
Credit Reports / Background Checks	29	0	-29	N/A	0	-29	N/A
Data Processing Fees	38,685	90,000	51,315	57	9,646	-29,039	-301
Data Processing Fees - Exec Dir	0	300	300	100	0	0	N/A
Data Processing Fees - Fin Admin	0	3,000	3,000	100	3,288	3,288	100

General Fund
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A
Payroll Processing Fees	24,237	24,000	-237	-1	23,816	-421	-2
Legal Fees	27,887	60,000	32,113	54	37,886	9,999	26
License Fees	100	0	-100	N/A	200	100	50
License Fees - General Building	0	0	0	N/A	100	100	100
Mileage Reimbursement	273	0	-273	N/A	0	-273	N/A
Mileage Reimbursement - Environmental Services	0	200	200	100	461	461	100
Mileage Reimbursements - Finance/It	30	0	-30	N/A	0	-30	N/A
Postage - Business Office	703	2,000	1,297	65	2,064	1,361	66
Travel - Exec	4,587	5,000	413	8	4,702	114	2
Travel - Finance/It	205	2,000	1,795	90	317	111	35
Travel - Board Of Commissioners	1,978	1,000	-978	-98	1,030	-948	-92
Travel - Cda Car	1,991	0	-1,991	N/A	713	-1,277	-179
Travel	1,079	0	-1,079	N/A	0	-1,079	N/A
Travel - Business Office	435	2,500	2,065	83	2,088	1,653	79
Travel - Active Life	291	100	-191	-191	475	184	39
Education And Training	1,902	0	-1,902	N/A	0	-1,902	N/A
Training/Ed - Business Office	1,017	7,000	5,983	85	3,892	2,875	74
Training/Ed - Active Life	1,543	600	-943	-157	871	-671	-77
Bank Fees	5,620	5,500	-120	-2	5,592	-27	0
Training/Ed - Exec	1,470	2,600	1,130	43	6,385	4,915	77
Training/Ed - Finance/It	1,233	9,700	8,467	87	655	-578	-88
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	5,320	500	-4,820	-964	314	-5,007	-1,596
Professional Fees	2,426	11,000	8,574	78	2,339	-87	-4
Professional Services - Environmental Services	0	4,400	4,400	100	170	170	100
Office Supplies And Equipment	11,390	13,900	2,510	18	13,983	2,593	19
Office Supplies - Exec	0	200	200	100	331	331	100
Office Supplies - Finance/It	978	1,100	122	11	682	-296	-43
Office Supplies - Board Of Commissioners	95	200	105	53	63	-32	-51
Telephone - Office Use	11,687	11,500	-187	-2	10,558	-1,129	-11
Telephone - Exec Dir	764	1,000	236	24	596	-168	-28
Telephone - Financial Admin	668	700	32	5	735	68	9
Cleaning and Decorating	15,177	15,800	623	4	17,091	1,914	11
Repairs & Maintenance	889	0	-889	N/A	2,255	1,366	61
Repairs & Maintenance - General Building	1,658	6,500	4,843	75	546	-1,111	-203
TOTAL G & A EXPENSE	409,224	473,000	63,776	13	321,011	-88,214	-27
TOTAL ADMINISTRATIVE EXPENSES	817,012	894,500	77,488	9	627,314	-189,698	-30
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Contract Maintenance	0	3,600	3,600	100	1,540	1,540	100
Service Contract/Repairs - Electrical	5,295	5,400	105	2	4,043	-1,252	-31
Service Contract/Repairs - General Building	-2,092	2,000	4,092	205	0	2,092	N/A
Service Contract/Repairs - Hvac	0	6,900	6,900	100	926	926	100
Service Contract/Repairs - Plumbing	1,158	2,100	942	45	0	-1,158	N/A
Supplies - Electrical	101	1,300	1,199	92	104	3	3
Supplies - General Building	127	300	173	58	50	-77	-153
Supplies - Hvac	54	200	146	73	370	316	85
Supplies - Janitorial	887	1,500	613	41	429	-458	-107
Supplies - Plumbing	489	600	111	19	436	-52	-12
Equipment Rental - Business Office	2,407	27,400	24,993	91	26,226	23,819	91
Supplies - Miscellaneous	132	1,200	1,068	89	132	0	0
Repairs - Business Office	301	2,800	2,499	89	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	8,858	55,300	46,442	84	36,059	27,201	75
CONTRACT SERVICE							

General Fund
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Extermination	462	800	338	42	385	-77	-20
Service Contract/Repairs - Elevators	1,918	5,000	3,082	62	2,147	228	11
Service Contract - Grounds	7,490	7,100	-391	-6	3,175	-4,316	-136
Service Contract - Snow	2,800	2,700	-100	-4	2,964	164	6
Supplies - Grounds	0	100	100	100	0	0	N/A
TOTAL CONTRACT SERVICE	12,671	15,700	3,029	19	8,670	-4,001	-46
TURNOVER EXPENSE							
Service Contract - Painting	0	3,000	3,000	100	0	0	N/A
Supplies - Painting	0	100	100	100	78	78	100
TOTAL TURNOVER EXPENSE	0	3,100	3,100	100	78	78	100
TOTAL MAINTENANCE EXPENSES	21,529	74,100	52,571	71	44,807	23,278	52
UTILITIES							
Electricity	11,136	12,400	1,264	10	11,690	554	5
Heat / Gas	2,225	4,000	1,775	44	3,199	974	30
Water And Sewer	1,734	2,900	1,166	40	1,535	-199	-13
Trash Removal	1,054	2,000	946	47	955	-99	-10
Trash Removal - Admin Services	208	500	292	58	354	146	41
TOTAL UTILITIES	16,356	21,800	5,444	25	17,733	1,376	8
TOTAL OPERATING EXPENSES	854,897	990,400	135,503	14	689,853	-165,044	-24
NET OPERATING INCOME (LOSS)	3,164,427	1,594,481	1,569,946	98	4,390,719	-1,226,293	-28
NON-OPERATING EXPENSES							
Property And Liability Insurance	6,661	6,900	239	3	7,040	379	5
TOTAL NON-OPERATING EXPENSES	6,661	6,900	239	3	7,040	379	5
TOTAL NON-OPERATING EXPENSES	6,661	6,900	239	3	7,040	379	5
NET INCOME (LOSS) BEFORE NON-OPERATING	3,157,766	1,587,581	1,570,185	99	4,383,680	-1,225,914	-28
FINANCING EXPENSE							
Mortgage Interest	0	30,374	30,374	100	33,913	33,913	100
Debt Service - Principal	120,253	120,254	1	0	116,714	-3,539	-3
Debt Service - Interest	30,374	0	-30,374	N/A	0	-30,374	N/A
Gain On Investment	-10,717	0	10,717	N/A	2,300	13,017	566
Financing Fee	0	1,300	1,300	100	0	0	N/A
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	34,000	34,000	100	0	0	N/A
Transfer To Other Funds	1,397,000	1,555,775	158,775	10	2,852,823	1,455,823	51
TOTAL FINANCING EXPENSE	1,536,910	1,741,703	204,793	12	3,005,774	1,468,864	49
NET INCOME (LOSS) BEFORE DEPR AND AMORT	1,620,855	-154,122	1,774,978	1,152	1,377,906	242,949	18
NET INCOME (LOSS)	1,620,855	-154,122	1,774,978	1,152	1,377,906	242,949	18

Total Properties
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	2,127,881	1,055,151	1,072,729
Cash - Operating Checking	502,083	777,579	-275,495
Cash - Operating Savings	0	35,684	-35,684
WCCDA FSS - Public Housing Escrow	50,075	0	50,075
Cash - Temporary Investments	1,287,216	2,511,807	-1,224,592
WCCDA Funds Held In Trust	980,417	0	980,417
Security Deposit Checking	152,123	149,317	2,807
Cash - Swap Account	289,010	279,594	9,416
TOTAL CASH	5,388,805	4,809,132	579,672
ACCOUNTS RECEIVABLE			
Accounts Receivable	19,265	22,365	-3,100
Accounts Receivable - Other	131,878	1,683	130,195
Accounts Receivable - Hud	1,280	0	1,280
Accounts Receivable - Tenant Based Subsic	223	0	223
Accounts Receivable - Repayments	48	0	48
Accounts Receivable - Security Deposits	133	0	133
Accounts Receivable - Resident Reimbursers	5,655	0	5,655
Allowance For Doubtful Accounts	-6,917	-6,917	0
Developer Fee Receivable	1,081,998	1,126,287	-44,289
Developer Fee Interest Receivable	3,499	92,500	-89,001
Capital Lease Receivable	2,753,437	3,183,871	-430,434
Due From Other Governments - Federal	44,734	20,901	23,833
TOTAL ACCOUNTS RECEIVABLE	4,035,233	4,440,690	-405,457
PREPAID EXPENSES			
Prepaid Expenses	158,644	397,382	-238,738
TOTAL PREPAID EXPENSES	158,644	397,382	-238,738
TOTAL CURRENT ASSETS	9,582,682	9,647,204	-64,522
RESTRICTED CASH/ESCROWS			
Insurance Escrow	13,246	5,716	7,531
Real Estate Tax Escrow	115,823	214,596	-98,773
Real Estate Tax Escrow - Qecb Bonds	152,497	149,012	3,485
Debt Service Fund	2,346,666	2,482,737	-136,071
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,425,757	2,640,831	-215,074
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Fund-Operating Deficit R	0	12,305	-12,305
Issuer Reserve Fund	1,223,686	685,812	537,874

Total Properties
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Repair Fund	0	40,673	-40,673
Operating Fund	572,429	938,021	-365,592
Restoration Fund	1	1	0
Operating Reserve	844,306	821,250	23,057
WCCDA Operating Reserve	12,582	0	12,582
Fee Escrow	55,582	45,604	9,978
Replacement Reserve Fund	183,634	180,275	3,359
WCCDA Transitional Housing Repl Res	41,589	0	41,589
Surplus Fund	165,538	0	165,538
Other Escrow	8,311	8,159	152
TOTAL RESTRICTED CASH/ESCROWS	8,161,659	8,225,004	-63,345
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,907,773	2,316,811	590,962
Building	69,696,672	68,581,956	1,114,715
Windows/Doors	551	0	551
Appliances	1,641	0	1,641
Office Furniture And Equipment	515,702	515,702	0
TOTAL FIXED ASSETS	77,681,392	75,973,523	1,707,869
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-537,579	-479,525	-58,054
Accum Depreciation - Building And Fixtures	-31,930,382	-30,137,347	-1,793,036
Accum Depreciation - Furniture And Equipn	-522,670	-515,069	-7,601
TOTAL ACCUMULATED DEPRECIATION	-32,990,631	-31,131,941	-1,858,690
NET FIXED ASSETS AND ACCUMULATED	44,690,761	44,841,582	-150,821
INVESTMENTS			
Other Investments	1,857,704	1,857,704	0
TOTAL INVESTMENTS	1,857,704	1,857,704	0
NOTES RECEIVABLE			
Installment Note Receivable	8,491,661	8,764,610	-272,949
Loan Receivable Lhia On Cda Company	400,000	400,000	0
Forgivable Long Term Loan	1,000,000	1,000,000	0
TOTAL NOTES RECEIVABLE	9,891,661	10,164,610	-272,949
OTHER ASSETS			
Interest Receivable	2,285	11,134	-8,849
Construction In Progress	57,297	89,238	-31,941
TOTAL OTHER ASSETS	59,582	100,372	-40,790

Total Properties
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL ASSETS	74,244,049	74,836,477	-592,428
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	45,239	0	45,239
Retainage Payable	526	1,797	-1,271
TOTAL ACCOUNTS PAYABLE	45,765	1,797	43,968
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	1,391	0	1,391
Hap Repayment	-213	0	-213
Security Deposit Liability	381,622	380,084	1,538
Security Deposit Interest Liability	22,579	22,616	-37
Security Deposit Dispositions/Refunds	301	0	301
Due To Other Governments - County	424,628	425,056	-427
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	50,075	35,684	14,390
TOTAL OTHER CURRENT LIABILITIES	878,991	863,439	15,552
ACCRUED EXPENSES			
Accrued Expenses	143,527	200,758	-57,232
Accrued Interest	28,264	28,858	-594
Accrued Interest Senior Bonds	527,209	554,208	-26,999
Accrued Interest Series D Bonds	16,933	18,100	-1,167
TOTAL ACCRUED EXPENSES	715,933	801,925	-85,992
TOTAL CURRENT LIABILITIES	1,640,689	1,667,161	-26,471
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	345	4,417	-4,072
TOTAL DEFERRED REVENUE	554	4,417	-3,863
INTERCOMPANY LIABILITIES			
Due To Others	500,004	500,322	-318
TOTAL INTERCOMPANY LIABILITIES	500,004	500,322	-318
LONG-TERM DEBT			
Mortgage Payable	9,558,990	9,747,627	-188,637
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,670,000	34,905,000	-2,235,000

Total Properties
Balance Sheet
December 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	715,613	777,336	-61,723
Deferred Refunding Costs	-526,369	-609,512	83,144
Deferred Gain On Sale Of Property	245,798	303,017	-57,219
Deferred Gain On Refunding	39,086	156,266	-117,180
Unamortized Discount	-217,680	-236,771	19,090
TOTAL LONG-TERM DEBT	45,270,231	47,967,756	-2,697,525
TOTAL LONG-TERM LIABILITIES	45,770,789	48,472,495	-2,701,706
TOTAL LIABILITIES	47,411,478	50,139,656	-2,728,178
CAPITAL			
Retained Earnings	26,832,571	24,696,821	2,135,750
TOTAL CAPITAL	26,832,571	24,696,821	2,135,750
TOTAL LIABILITIES & CAPITAL	74,244,049	74,836,477	-592,428

Total Properties
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	7,828,561	7,718,100	110,461	1	7,624,958	203,603	3
County Assistance Rent	570,504	647,300	-76,796	-12	1,286,196	-715,692	-56
Hap Income - Section 8	682,695	671,800	10,895	2	0	682,695	N/A
Bad Debt Rent	-18,630	-37,400	18,770	50	-26,969	8,339	31
Bad Debt Other	-34,982	-18,800	-16,182	-86	22,635	-57,617	-255
Employee Concessions	-5,112	-8,600	3,488	41	-10,097	4,985	49
Vacancy	-16,123	-359,500	343,377	96	-40,711	24,588	60
Application Fees	5,800	7,600	-1,800	-24	5,425	375	7
Electric Reimbursement	13,710	0	13,710	N/A	0	13,710	N/A
Water & Sewer Reimbursement	63	0	63	N/A	0	63	N/A
Heat Reimbursement	28	0	28	N/A	0	28	N/A
Cable Reimbursement	18,479	17,200	1,279	7	19,412	-933	-5
Trash Reimbursement	325	0	325	N/A	0	325	N/A
Utility Reimbursement Recovery	-5,940	18,100	-24,040	-133	-23,055	17,115	74
Guest Suite Income	3,800	2,400	1,400	58	2,750	1,050	38
Late Fees	25,455	19,800	5,655	29	22,327	3,128	14
Laundry Income	27,627	29,400	-1,773	-6	31,426	-3,800	-12
Clubhouse Rental	650	0	650	N/A	0	650	N/A
Nsf Fees	1,000	0	1,000	N/A	0	1,000	N/A
Cleaning & Damages Income	27,912	0	27,912	N/A	0	27,912	N/A
Damage Fees - Painting	400	0	400	N/A	0	400	N/A
Damage Fees - Carpet Cln/Rpr	135	0	135	N/A	0	135	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	3,792	0	3,792	N/A	0	3,792	N/A
Parking / Garage Income	86,253	87,700	-1,447	-2	86,785	-532	-1
Emergency Pendant Reimbursement	668	700	-31	-4	525	144	27
TOTAL OTHER RENTAL INCOME	9,217,933	8,795,800	422,134	5	9,001,607	216,326	2
NET RENTAL INCOME	9,217,933	8,795,800	422,134	5	9,001,607	216,326	2
OTHER INCOME							
Interest Income	102,694	41,300	61,394	149	109,504	-6,811	-6
Restricted Interest Income	207,769	60,800	146,969	242	141,645	66,124	47
Interest Income - Loans	143,243	146,025	-2,782	-2	152,923	-9,680	-6
Interest Income - Capital Leases	72,284	72,284	-1	0	84,890	-12,607	-15
Other Income	17,866	252,900	-235,034	-93	746,890	-729,025	-98
Other Income - Non Operating	56,108	0	56,108	N/A	0	56,108	N/A
Intergovernmental Revenue	205,425	0	205,425	N/A	0	205,425	N/A
Property Tax Revenue	1,520,755	1,521,100	-345	0	1,327,806	192,949	15
Grant Revenue - Federal	219,469	160,000	59,469	37	200,693	18,776	9
Grant Revenue - State	0	0	0	N/A	400,000	-400,000	-100
Grant Revenue - Cfp Operating	14,308	0	14,308	N/A	1,370	12,938	944
Grant Revenue - Cfp Capital	238,319	281,600	-43,281	-15	95,040	143,279	151
Grant Revenue - Cdbg	171,255	243,153	-71,898	-30	0	171,255	N/A
Transfer From Other Funds	957,351	1,670,775	-713,424	-43	3,143,412	-2,186,061	-70
Hud Pass Through	-20,474	-19,000	-1,474	-8	-19,494	-980	-5
TOTAL OTHER INCOME	3,906,372	4,430,937	-524,565	-12	6,384,680	-2,478,309	-39
TOTAL REVENUE	13,124,305	13,226,736	-102,431	-1	15,386,287	-2,261,982	-15
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	525,843	646,165	120,322	19	597,195	71,352	12
Payroll - Maintenance	433,667	583,868	150,201	26	507,590	73,923	15
Payroll - Grounds	166,103	204,942	38,839	19	165,253	-850	-1

Total Properties
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Insurance Benefits	0	0	0	N/A	2,363	2,363	100
Payroll - Property Management - Cda	592,668	590,600	-2,068	0	570,487	-22,182	-4
TOTAL PAYROLL	1,718,282	2,025,575	307,294	15	1,842,888	124,606	7
GENERAL & ADMINISTRATIVE							
Consulting	26,163	18,800	-7,363	-39	25,975	-188	-1
Consulting - Finance/It	6,500	0	-6,500	N/A	0	-6,500	N/A
Dues & Subscriptions - Business Office	1,554	200	-1,353	-677	416	-1,138	-274
Postage & Delivery - Ops	2,108	4,500	2,392	53	2,021	-88	-4
Office/Equipment Rental	19,381	19,900	519	3	17,737	-1,644	-9
Advertising/Marketing	27,010	39,300	12,290	31	27,813	803	3
Contributions - Operating	195,000	195,000	0	0	0	-195,000	N/A
Audit/Tax Return Preparation Fee	12,700	16,700	4,000	24	16,700	4,000	24
Credit Reports / Background Checks	8,520	11,100	2,580	23	8,384	-136	-2
Data Processing Fees	29,915	1,100	-28,815	-2,619	2,111	-27,804	-1,317
Legal Fees	48,123	52,700	4,577	9	38,258	-9,865	-26
License Fees	14,270	15,300	1,030	7	11,955	-2,315	-19
Mileage Reimbursement	18,465	19,400	935	5	20,165	1,700	8
Property Program Expenses	29,420	27,900	-1,520	-5	28,371	-1,049	-4
Misc Expense - Business Office	124	4,200	4,076	97	3,699	3,575	97
Travel	2,424	1,500	-925	-62	1,873	-552	-29
Education And Training	10,189	7,600	-2,589	-34	10,602	413	4
Bank Fees	52,619	61,100	8,481	14	61,157	8,538	14
Professional Fees	3,965	4,000	35	1	403	-3,562	-885
Professional Services - Environmental Services	2,144	2,100	-44	-2	2,149	5	0
Office Contracts	1,614	1,600	-14	-1	1,550	-64	-4
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	7,063	10,900	3,837	35	5,985	-1,078	-18
Telephone - Office Use	54,496	69,900	15,404	22	61,021	6,525	11
Resident Retention	10,531	16,100	5,569	35	13,688	3,158	23
Housing Assistance Payments	15,685	0	-15,685	N/A	0	-15,685	N/A
Cleaning and Decorating	19,802	37,600	17,798	47	34,916	15,114	43
Repairs & Maintenance	53,939	141,900	87,961	62	97,729	43,790	45
Uniforms - Business Office	14,140	8,300	-5,840	-70	9,407	-4,732	-50
TOTAL G & A EXPENSE	687,878	788,699	100,821	13	504,084	-183,794	-36
MANAGEMENT FEE							
Management Fee	469,848	491,021	21,173	4	486,809	16,961	3
TOTAL MANAGEMENT FEE	469,848	491,021	21,173	4	486,809	16,961	3
TOTAL ADMINISTRATIVE EXPENSES	2,876,007	3,305,295	429,288	13	2,833,781	-42,227	-1
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	12,985	5,100	-7,886	-155	3,260	-9,725	-298
Service Contract/Repairs - Electrical	39,707	56,600	16,893	30	55,036	15,329	28
Service Contract/Repairs - Fire/Life/Safety	39	0	-39	N/A	0	-39	N/A
Service Contract/Repairs - Floors	128,379	146,800	18,421	13	93,805	-34,573	-37
Service Contract/Repairs - General Building	2,513	0	-2,513	N/A	60	-2,453	-4,092
Service Contract/Repairs - Hvac	23,574	57,700	34,126	59	61,078	37,504	61
Service Contract/Repairs - Janitorial	10,495	12,800	2,305	18	4,376	-6,119	-140
Service Contract/Repairs - Plumbing	55,028	59,400	4,372	7	66,971	11,944	18
Service Contract/Repairs - Miscellaneous	366	0	-366	N/A	0	-366	N/A
Supplies - Appliance	81,409	103,800	22,391	22	63,235	-18,175	-29
Supplies - Electrical	26,334	30,100	3,766	13	23,048	-3,286	-14
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	429	0	-429	N/A	0	-429	N/A
Supplies - Hvac	73,867	50,500	-23,367	-46	55,077	-18,790	-34

Total Properties
Income Statement
For the Twelve Months Ending December 31, 2019

	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Supplies - Janitorial	14,822	16,400	1,578	10	11,415	-3,406	-30
Supplies - Plumbing	63,915	50,900	-13,015	-26	46,540	-17,375	-37
Supplies - Miscellaneous	43,624	32,400	-11,224	-35	20,711	-22,913	-111
TOTAL REPAIRS & MAINTENANCE EXPENSES	581,655	622,500	40,845	7	504,614	-77,041	-15
CONTRACT SERVICE							
Extermination	30,722	19,500	-11,222	-58	18,276	-12,446	-68
Service Contract/Repairs - Elevators	38,477	38,300	-177	0	33,011	-5,466	-17
Service Contract - Grounds	123,632	157,900	34,268	22	137,617	13,984	10
Service Contract - Snow	143,391	93,300	-50,091	-54	115,231	-28,160	-24
Supplies - Grounds	18	0	-18	N/A	0	-18	N/A
TOTAL CONTRACT SERVICE	336,240	309,000	-27,240	-9	304,134	-32,105	-11
TURNOVER EXPENSE							
Service Contract - Painting	73,434	64,900	-8,534	-13	56,240	-17,194	-31
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	21,919	24,500	2,581	11	17,292	-4,627	-27
TOTAL TURNOVER EXPENSE	95,442	89,400	-6,043	-7	73,531	-21,911	-30
TOTAL MAINTENANCE EXPENSES	1,013,337	1,020,900	7,563	1	882,280	-131,057	-15
UTILITIES							
Electricity	180,377	212,300	31,923	15	211,849	31,472	15
Heat / Gas	171,760	210,100	38,340	18	182,137	10,377	6
Water And Sewer	293,084	254,100	-38,984	-15	273,891	-19,193	-7
Trash Removal	178,535	134,500	-44,034	-33	133,053	-45,481	-34
Cable Tv	23,550	22,700	-850	-4	22,559	-992	-4
Tenant Utility Allowance	17,022	0	-17,022	N/A	0	-17,022	N/A
TOTAL UTILITIES	864,327	833,700	-30,627	-4	823,489	-40,839	-5
TOTAL OPERATING EXPENSES	4,753,672	5,159,895	406,223	8	4,539,549	-214,122	-5
NET OPERATING INCOME (LOSS)	8,370,633	8,066,842	303,792	4	10,846,738	-2,476,105	-23
NON-OPERATING EXPENSES							
Property And Liability Insurance	336,538	392,700	56,162	14	376,070	39,533	11
Real Estate Taxes	432,708	421,600	-11,108	-3	430,689	-2,019	0
Association Assessment	44,511	123,300	78,789	64	122,069	77,557	64
TOTAL NON-OPERATING EXPENSES	813,756	937,600	123,844	13	928,828	115,072	12
TOTAL NON-OPERATING EXPENSES	813,756	937,600	123,844	13	928,828	115,072	12
NET INCOME (LOSS) BEFORE NON-OPERATING	7,556,877	7,129,242	427,635	6	9,917,910	-2,361,033	-24
FINANCING EXPENSE							
Sec Dep Interest	3,291	0	-3,291	N/A	0	-3,291	N/A
Mortgage Interest	342,458	343,052	594	0	349,467	7,009	2
Interest - Senior Bonds	1,219,303	1,246,303	27,000	2	1,285,579	66,276	5
Interest - Series A Bonds	40,873	42,041	1,168	3	43,650	2,777	6
Gain On Investment	-106	0	106	N/A	-993	-887	-89
Bond Premium	-61,723	-44,594	17,129	38	-61,671	52	0
Bond Discount	19,090	19,777	686	3	18,953	-137	-1
Gain/Loss On Sale	-57,219	57,219	114,438	200	-55,479	1,741	3
Deferred Refunding	83,144	105,168	22,024	21	105,167	22,023	21
Deferred Gain On Refunding	-117,180	-117,180	0	0	-117,180	0	0
Transfer To Other Funds	2,090,507	1,215,000	-875,507	-72	2,190,654	100,147	5
TOTAL FINANCING EXPENSE	3,562,437	2,866,786	-695,651	-24	3,758,147	195,710	5
NET INCOME (LOSS) BEFORE DEPR AND AMORT	3,994,440	4,262,455	-268,016	-6	6,159,763	-2,165,323	-35

Total Properties
Income Statement
For the Twelve Months Ending December 31, 2019

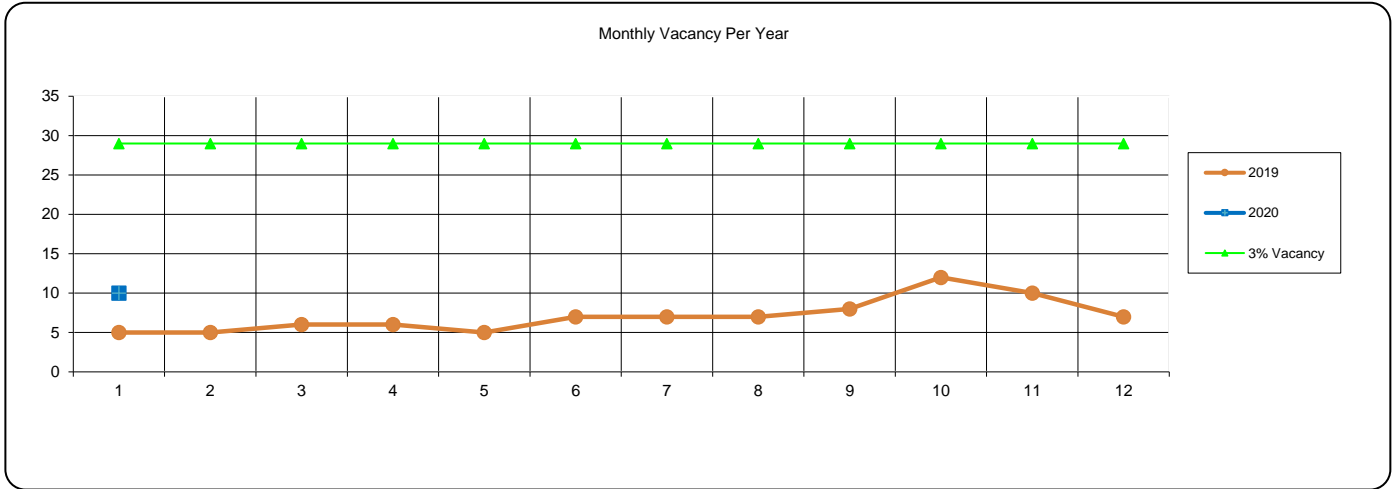
	12/31/2019	12/31/2019			12/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
DEPRECIATION EXPENSE							
Depreciation	58,054	49,242	-8,812	-18	56,915	-1,139	-2
Depreciation - Building	1,793,036	1,776,056	-16,980	-1	1,779,367	-13,669	-1
Depreciation - Furniture And Equipment	7,601	633	-6,968	-1,101	17,721	10,121	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,858,690	-1,825,931	-32,759	-2	-1,854,003	-4,687	0
NET INCOME (LOSS)	2,135,750	2,436,524	-300,775	-12	4,305,760	-2,170,010	-50

Property Summary - January 2020

CDA Owned Properties	Location	# of Units	# of Vacant Units	January	Projected Occupancy		Month End Delinquency
					February	March	
Ann Bodlovick	Stillwater	50	2	96.00%	98.00%	96.00%	\$115
Briar Pond	Oakdale	196	0	100.00%	99.50%	99.50%	\$1,660
Brick Pond	Stillwater	40	1	97.50%	97.50%	97.50%	\$39
Cobble Hill	Woodbury	45	1	97.78%	98.00%	98.00%	\$181
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$0
Scattered Site	Scattered	56	0	100.00%	100.00%	98.00%	\$12,927
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$25
Park Place I	St.Paul Park	36	0	100.00%	100.00%	100.00%	\$1,338
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$2
Raymie Johnson	Stillwater	120	2	98.33%	97.50%	97.50%	\$3,082
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$29
Woodland Park	Cottage Grove	180	4	97.78%	98.00%	96.50%	\$3,177
TOTALS:		958	10	98.96%	99.28%	98.94%	\$22,574
Joint Ventures	Location	# of Units	# of Vacant Units	January	Projected Occupancy		Month End Delinquency
					February	March	
Piccadilly Square	Mahtomedi	79	2	97.47%	97.50%	97.50%	\$11
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$1,658
The Glen at Valley Creek	Woodbury	42	5	88.10%	90.50%	88.00%	\$752

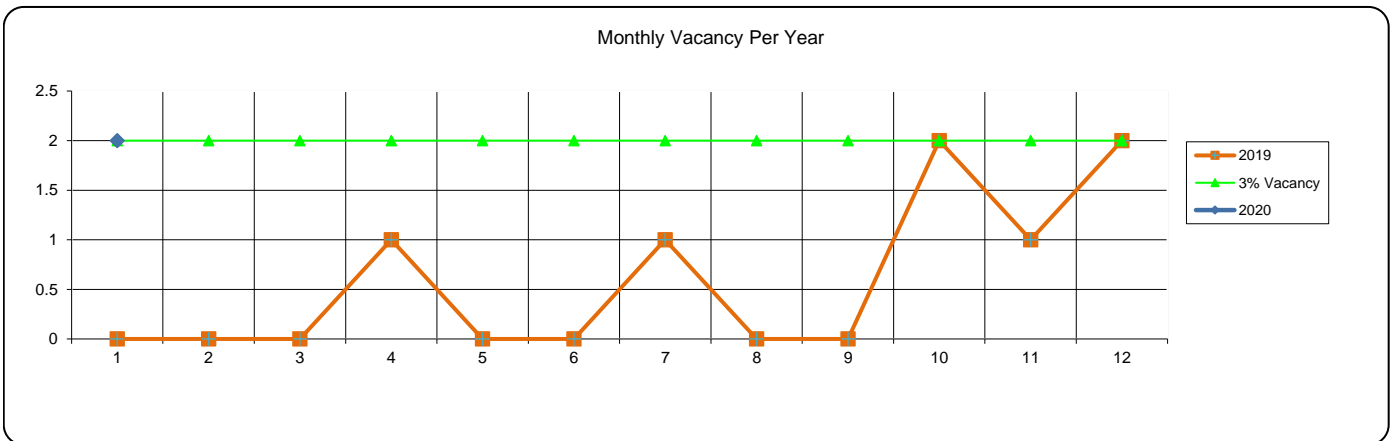
Washington County CDA Current Annual Vacancy as of January 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	5	5	6	6	5	7	7	7	8	12	10	7
2020	10											
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



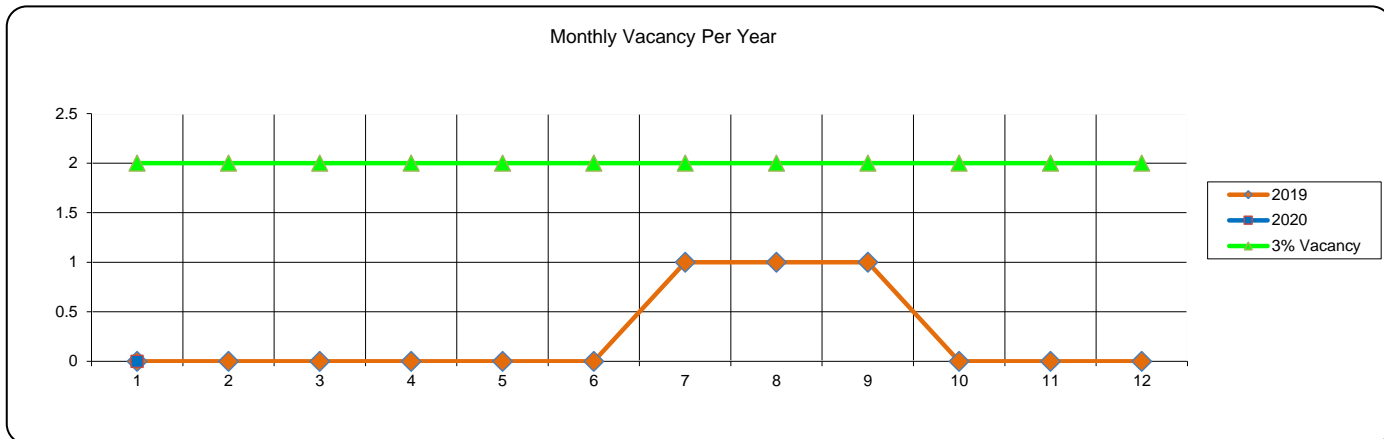
Joint Venture - Piccadilly Square Current Annual Vacancy as of January 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	1	0	0	1	0	0	2	1	2
2020	2											
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



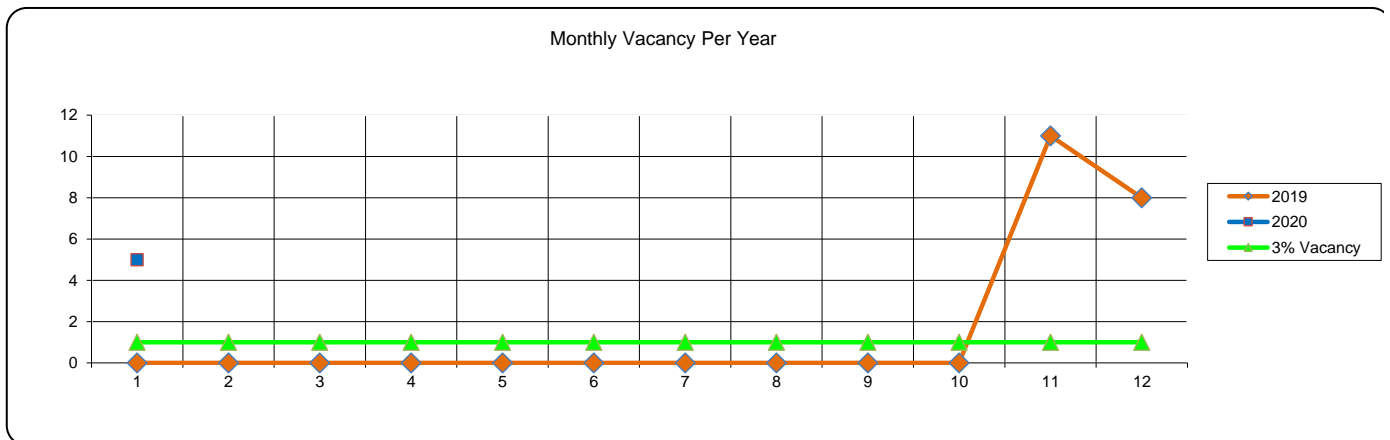
Joint Venture - The Groves Current Annual Vacancy as of January 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	0	0	0	1	1	1	0	0	0
2020	0											
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Glen at Valley Creek Current Annual Vacancy as of January 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	0	0	0	0	0	0	0	11	8
2020	5											
3% Vacancy	1	1	1	1	1	1	1	1	1	1	1	1



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
CDA	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
Joint Ventures													
	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	
	The Glen at Valley Creek	62+ Senior	42	42				Cottage Grove				37	5

***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

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	40
John Jergens	121
Muller Manor	116
Oakhill Cottages	124
Pioneer	40
Cobble Hill	57
The Glen at Valley Creek - JV	103

Interest Lists - Multi-Family	
Property	# on List
Park Place I	11
Park Place II	0
Briar Pond	39
Brick Pond	351
Woodland Park	44
Piccadilly Square - JV	269
The Groves - JV	20

Waiting Lists	
Property	# on List
Raymie Johnson	29
Scattered Site	373
Whispering Pines	347
TrailSide	146

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 persons 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.

7

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.

8



HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES REPORT

February 2020

Housing Choice Voucher Programs

- Currently administering: 459 voucher participants
- Portability into the County: 8 families ported in during January

Family Self Sufficiency/Earning Power

- 17 people are enrolled in Family Self Sufficiency. We are currently marketing to all participants.

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 24 households leased on this program. 6 households are looking for new units. The CDA has notified Adult Mental Health of additional openings and they are reviewing caseloads at this time.
- 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. There is another possible participant that we are waiting on Washington County Adult Mental Health for referral.

Shelter Plus Care/Continuum of Care

- Currently there are 25 households. Shelter Plus Care is operating in the black and thus no tenants have been transferred to the CDA HCV waiting list.

Homeless Update

The Shelter Plus Care grant for July 1, 2020 to June 30, 2021 has been approved by HUD and was increased by \$15,000 over the current grant. This should allow for additional housing if the Agency can find a supportive services agency to provide that care.

Inspections

- 44 inspections were completed

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.

- Currently it is required 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 Housing Choice Voucher tenant files have been accepted and are properly attributed to the Agency. 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.
- Housing Choice Voucher Reporting Rate: 99.56%
- Public Housing Reporting Rate: 99.04%

Program Statistics

- Unit Months Leased (UML) refers to the number of Agency owned vouchers under lease each month. In the Housing Choice Voucher (HCV) program there are 90, the Veterans Affairs Supportive Housing (VASH) program has a potential for 10 and the Family Unification Program (FUP) has a potential for 15. The CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP) in order to be a high performer. VASH usage does not count in this equation since it depends on referrals and HUD is evaluating FUP for the same reason.

Housing Assistance Payments (HAP)

Program	Actual HAP Paid	98% of monthly HAP Budget	Monthly HAP sent by HUD
HCV-Total 90	\$54,560	\$44,736	\$45,649 HUD recovered NRP
VASH-total 10	Included in HCV	Included in HCV	Included in HCV
FUP-total 15	\$12,225	\$9,475	\$9,668

Unit Months Leased (UML)

Program	UML	Issued/not leased	UML YTD	98% of UML YTD	Total UML YTD
HCV- Total 90	90		90	88	90
VASH- total 10	8	3 additional referrals from VA	8	9	10
FUP- Total 15	14		14	14	15

Tenant Rental Assistance by Type and Location

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES I & II	BRIDGES RTC	TOTAL
Afton	1				1
Bayport	1		2		3
Cottage Grove	45	3	2		50
Forest Lake	26	7	5		38
Hugo	4				4
Lake Elmo			1		1
Lakeland					0
Landfall					0
Mahtomedi	24	1			25
Marine on St. Croix					0
Newport	19		4		23
Oakdale	149	5	8	1	163
Oak Park Heights	2	1	1		4
Scandia					0
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	8				8
Stillwater	57	7	11		75
Willernie					0
Woodbury	116	1	3		121
Other	5	-			5
TOTAL	459	25	38	1	524



Human Resources and Communications

- As notified, Ryan Gruber has resigned his position as Human Resources and Communications Coordinator, effective February 18. Ryan has accepted a position with the City of St. Paul. The Human Resources and Communications Coordinator vacancy has been posted.
- The Deputy Executive Director position has been posted.
- Tami Bayne-Kuczmariski has been hired as the new Rental Assistance Specialist. Tami will begin employment on February 28, 2020.
- Staff and manager training for PerformYard, the Agency's new performance management software, was held on February 11th. Employees will have the next six weeks to begin acclimating themselves to the software, with full implementation scheduled to begin with the start of the second quarter on April 1.
- Many thanks to those of you who were able to attend our Grand Opening of The Glen at Valley Creek on February 5th. The event was well attended, with remarks from Governor Tim Walz and Minnesota Housing Commissioner Jennifer Leimaile Ho. Photos of the event can be viewed at <http://tiny.cc/glenphotos>.

Acting Executive Director

- Outgoing executive director Barbara Dacy was recognized by the City of Landfall on January 21 and by the Washington County Board of Commissioners on February 4 for her dedication to these communities.
- On January 28, the County hosted its annual legislative meeting. Melissa attended, acknowledging and thanking Representatives Sandell, Xiong, Christensen, and Dettmer for co-authoring the Housing Tax Credit Contribution Fund bill.
- On February 26, Minnesota NAHRO is conducting its annual Day at the Capitol event. Melissa will be attending this event. Minnesota NAHRO is part of the Homes for All coalition, which advocates for funding various programs to address the full continuum of housing needs. She will also be meeting with county legislators during the day.
- Administrative Services has been working to transfer to a new software for meeting agenda packets called Community by Diligent. The cloud-based program provides staff greater flexibility to update agendas and Board items in real time and the ability to post more than one meeting agenda per day (i.e. committee meeting agenda in addition to a regular Board meeting agenda). Staff expects to test use in March.