

Cambridge Economic Development Authority (EDA)

July 1, 2013

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, July 1, 2013 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk and EDA members Howard Lewis, Marlys Palmer (arrived at 3:05 pm), and Corey Bustron (arrived at 3:05 pm)

Members Absent: None

Others Present: Executive Director Woulfe, Finance Director Moe and Housing Supervisor Fromm

Call to Order

President Iverson called the meeting to order at 3:00 pm.

Approval of Agenda

Lewis moved, seconded by Caulk, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Lewis moved, seconded by Caulk, to approve consent agenda as follows:

- A. Approve June 3, 2013 EDA meeting minutes
- B. Approve EDA Housing Division Financial Statements for May 2013
- C. Approval of Housing Division Bills check #16492 to #16579 totaling \$63,528.28
- D. Approval of EDA Bills check #92890 to #93506 totaling \$58,571.88

Upon call of the roll, Caulk, Iverson and Lewis, voted aye. No nay. Motion carried 3/0.

New Business

Housing Supervisor Report

The Housing Supervisor Report was accepted as presented.

The Update on Bid Solicitation for Maintenance Garage

(Palmer and Bustron arrived.) Fromm reported the solicitation of bids to construct a 24'X34' maintenance garage was posted on the City of Cambridge's web-site and was advertised in the June 6, 13, and 20th edition of the Isanti County News. Fromm reported bid packets were sent out to the following contractors:

- Tight Miter Construction
- Todd Lind Construction
- Mattson Brothers Construction
- Baas Construction

Fromm stated the low bidder was Todd Lind Construction with a bid of \$38,041.00.

Fromm reported this bid is over the HUD funds dedicated to the project by \$6,326 and staff is concerned about the lack of response to such a basic project.

Fromm stated staff requests the EDA reject this bid on the garage and rebid next January for spring work. Fromm stated staff would post the RFP the beginning of January, open bids the middle of February and set completion date for the end of September 2014. Fromm stated staff feels that by putting bids out in February before contractors get busy and extending the completion to the end of September it would provide more flexibility for contractors and we would find more interest and better pricing.

Palmer moved, seconded by Bustron to reject the bid from Todd Lind Construction in the amount of \$38,041 and reopen the bid process in January of 2014. Caulk asked what will happen to the two existing garages on site. Moe stated the City will use them at parks for storage. Motion passed unanimously.

Section 8 Local Preference Policy Change

Fromm stated staff is in the process of updating our Section 8 Admin Plan and would like to implement a policy change establishing a local preference which would give people who live in Chisago and Isanti Counties a priority when applying for the Section 8 Program. Fromm explained the reason for this amendment is the last time staff accepted applications they had many people from the Metro Area call and apply which limited the number of local families from being served. Fromm stated HUD has issued the Cambridge EDA 58 vouchers for Chisago & Isanti Counties which has a combined population of 91,700 people. Fromm stated staff's mission is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination" and they want to fulfill this mission in Isanti and Chisago Counties by serving families within our jurisdiction before going outside our area.

Fromm stated staff currently has 138 families on a waiting list and the average turnover rate is 3 - 5 per year so they don't anticipate accepting applications for another 5 years or longer. Fromm reported in preparation for the submission of the 5 year PHA Plan in October, staff would like the Board to understand why staff wants to implement this change. Fromm stated HUD requires the City to give notice and an opportunity for public comment and then receive the Board's approval before including it in the PHA Plan.

Fromm stated the only other preference that HUD requires a PHA to offer is to any family that has been terminated from the HCV Program due to insufficient program funding and the Cambridge EDA has already established this as a preference.

Palmer asked if funding would change by making this policy change. Fromm confirmed funding remains the same if this change is made. Bustron confirmed the current waiting list includes people from other areas and asked if it would omit them from that waiting list. Fromm stated she would have to check to see if they can purge the list and start over with a new waiting list.

Bustron asked if staff monitors the individuals that establish residences through the Section 8 Housing Program. Fromm confirmed staff monitors the individuals residing in the dwelling unit and conducts a criminal and credit background check.

Caulk asked how staff monitors individuals on the waiting list after they pass the initial background criminal check. Fromm stated she would like to look into changing the policy to perform background checks on an annual basis.

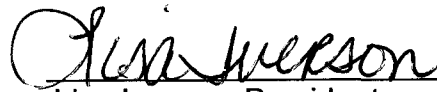
Caulk moved, seconded by Lewis to approve to move forward in fulfilling the necessary requirements in establishing and adopting a local preference for the Section 8 program. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

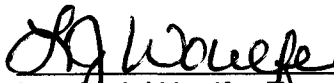
Adjournment

Palmer moved, seconded by Lewis, to adjourn the meeting at 3:26 p.m. The motion carried unanimously.



Lisa Iverson, President

ATTEST:



Lynda J. Woulfe, Executive Director