Board of Commissioners Packet

January 22, 2019

3:15 p.m. - Annual Meeting
3:30 p.m. - Regular Meeting

CDA Office, 1228 Town Centre Drive, Eagan
ANNUAL BOARD MEETING
January 22, 2019 – 3:15 p.m.
Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

AGENDA

1. ROLL CALL

2. OATHS OF OFFICE
   - District 2 – Kathleen Gaylord
   - District 3 – Thomas Egan

2. REGULAR AGENDA
   A. Election of Officers
      - Chair
      - Vice-Chair
      - Secretary
   B. Selection Of GREATER MSP Board Appointment

3. ADJOURNMENT

For more information, call 651-675-4432.

Dakota County CDA Board meeting agendas are available online at:
http://www.dakotacda.org/board_of_commissioners.htm

Future Board Meetings & Events

January 22, 2019
CDA Board of Commissioners Regular Meeting – 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123

February 26, 2019
CDA Board of Commissioners Regular Meeting – 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123
POURPOSE/ACTION REQUESTED
• Recommend appointment of a Commissioner to the GREATER MSP Board.

SUMMARY
Dakota County CDA, on behalf of Dakota County, has been an investor in GREATER MSP since 2011. As part of our investment, the CDA is provided one seat on the GREATER MSP Board (as approved by the GREATER MSP Board). This appointment is discussed annually at the CDA Board’s Annual meeting.

RECOMMENDATION
N/A

EXPLANATION OF FISCAL/FTE IMPACT
N/A
Resolution No. 18-XXXX

Selection Of GREATER MSP Board Appointment

WHEREAS, the Dakota County Community Development Agency is an investor of GREATER MSP; and

WHEREAS, as part of the investment, the CDA Board appoints a Commissioner to represent Dakota County on the GREATER MSP Board;

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That _________________________________ is recommended to serve on the GREATER MSP Board for 2019.
AGENDA

1. ROLL CALL
   A. Audience
      Anyone in the audience wishing to address the CDA Board on an item not on the agenda or an item on the consent agenda may come forward at this time. Comments are limited to five minutes.

2. APPROVAL OF AGENDA AND MEETING MINUTES
   ➢ December 18, 2018 Regular CDA Board Meeting Minutes

3. FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA
   REGULAR
   CONSENT
   A. Schedule A Public Hearing To Receive Comments On The 2019 Public Housing Agency Annual Plan Update
   B. Approve 2019 Utility Allowance Schedule For The Housing Choice Voucher Program

   REGULAR
   A. Update On The Rental Assistance Demonstration Program – Informational

4. CONSENT AGENDA
   A. Approve Record Of Disbursements – December 2018
   B. Approve Award Of Flooring Replacement Contract To Value Plus Flooring
   C. Award Contract For The Unit Flooring Replacement Project At The Senior Buildings Of Dakota Heights (South St. Paul), Oakwoods East (Eagan) And O’Leary Manor (Eagan)
   D. Authorization For The CDA Board Chair To Ratify The 2019 Pay Equity Compliance Report Submission
   E. Establish The Date For A Public Hearing On Qualified Allocation Plan For The Allocation Of Low Income Housing Tax Credits Under Section 42 Of The Internal Revenue Code Of 1986, As Amended

5. REGULAR AGENDA
   A. Approve Contingent Award Of HOPE Funds For Wexford Place Apartments And Approve Execution Of Related Documents And Budget Amendment
   B. Annual GREATER MSP Update – Informational
   C. Executive Director’s Update – Informational
6. INFORMATION

7. ADJOURNMENT

For more information, call 651-675-4432.

Dakota County CDA Board meeting agendas are available online at: http://www.dakotacda.org/board_of_commissioners.htm

Future Board Meetings & Events

CDA Board of Commissioners Regular Meetings
February 26, 2019 Regular Meeting – 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123
CDA Board of Commissioners
Regular Board Meeting
December 18, 2018

Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

Commissioner Gerlach called the meeting to order at 3:31 p.m.

COMMISSIONER ROLL CALL

Present
Commissioner Slavik, District 1
Commissioner Gaylord, District 2
Commissioner Egan, District 3
Commissioner Atkins, District 4
Commissioner Workman, District 5
Commissioner Holberg, District 6
Commissioner Gerlach, District 7
Commissioner Cummings, At Large

Absent

CDA staff in attendance:
Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration and Communications
Sarah Kidwell, Assistant Director of Administration
Kaili Braa, Administrative-Communications Coordinator
Alex Mower, Software Administrator
Lisa Alfson, Director of Community & Economic Development
Margaret Dykes, Assistant Director of Community & Economic Development
Kathy Kugel, Housing Finance Coordinator
Karly Schoeman, Housing Finance Coordinator
Lisa Hohenstein, Director of Housing Assistance
Anna Judge, Director of Property Management
Ken Bauer, Director of Finance
Chris Meyer, Assistant Director of Finance
Lori Zierden, Real Estate Specialist

Others in attendance:
Kelly Harder, Dakota County
Jay Stassen, Dakota County
Erin Stwora, Dakota County

AUDIENCE

No audience members addressed the Board at this time.

APPROVAL OF AGENDA AND MEETING MINUTES

Approval Of Agenda And Meeting Minutes

18-6074

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the agenda for the December 18, 2018 Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the minutes for the November 27, 2018 Regular CDA Board meeting be approved as written.

Motion: Commissioner Cummings     Second: Commissioner Workman

Ayes: 8   Nays: 0   Abstentions: 0
FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA – REGULAR AGENDA

No Federal Public Housing or Housing Choice Voucher agenda items.

CONSENT AGENDA.

18-6075  Approve Record Of Disbursements – November 2018

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the November 2018 Record of Disbursements is approved as written.

18-6076  Authorization To Execute Joint Powers Agreement With Dakota County For Fleet Services

WHEREAS, since April 19, 2011 (Resolution No. 11-4902), the Dakota County Community Development Agency (CDA) has been procuring fleet management services from Dakota County; and

WHEREAS, the Board of Commissioners for the Dakota County CDA and Dakota County support opportunities to share resources for the benefit of their constituents; and

WHEREAS, staff recommends authorization of the joint powers agreement to continue collaborating with Dakota County on these services.

NOW, THEREFORE, BE IT RESOLVED That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute the amended joint powers agreement with Dakota County for fleet services subject to approval by the County Attorney’s Office as to form.

18-6077  Authorization To Execute Joint Powers Agreement With Dakota County For Employee Benefit Plan Participation

WHEREAS, the Dakota County Community Development Agency (CDA) desires that its employees have continued access to the County’s group medical, dental and vision employee benefit plans; and

WHEREAS, the County is willing to continue providing CDA employees with access to the County group medical, dental and vision employee benefit plans for the years 2019 and 2020.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute a joint powers agreement between the CDA and Dakota County to allow CDA employees to participate in the County’s group medical, dental and vision employee benefit plans for the years 2019 and 2020, with premium costs for participation paid collectively by the CDA and CDA employees, subject to approval by the County Attorney’s Office as to form.

18-6078  Authorization To Execute Joint Powers Agreement With Dakota County For Legal Services

WHEREAS, the Dakota County Attorney’s Office is currently providing legal services to the Dakota County Community Development Agency (CDA) pursuant to an agreement between them executed in 2016; and
WHEREAS, the current legal services agreement with the CDA expires on December 31, 2018; and

WHEREAS, the CDA requires the services of legal counsel to advise and represent the CDA Board on various matters and CDA staff wish to continue receiving certain legal services from the Dakota County Attorney’s Office; and

WHEREAS, the Dakota County Attorney’s Office is willing to provide legal services to the CDA at an hourly rate of $192.00 for services provided in 2019, and $197.75 for services provided in 2020, a 3 percent increase; and

WHEREAS, the County Board will consider a request to approve the proposed legal services agreement at its December 18, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute an agreement with the Dakota County Attorney’s Office to procure legal services for the years 2019 and 2020 at an hourly rate of $192.00 for services provided in 2019, and $197.75 in 2020, with either party having the power to terminate the agreement without cause by providing written notice to the other party, substantially as presented, subject to approval by the County Attorney’s Office as to form.

Authorization To Execute Joint Powers Agreement With Dakota County For Information Technology Services

WHEREAS, through its Information Technology (IT) Department, Dakota County is currently providing IT services to the Dakota County Community Development Agency (CDA) when requested, and when IT resources are available, as agreed to by the Dakota County IT Department and the CDA; and

WHEREAS, the current agreement to provide IT services expires on December 31, 2018; and

WHEREAS, the CDA wishes to continue receiving certain IT services from Dakota County upon request; and

WHEREAS, Dakota County is willing to provide IT services through the Dakota County IT Department when resources are available and as agreed to by the IT Department and the CDA.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute a joint powers agreement between the CDA and Dakota County for the years 2019 and 2020 to procure Information Technology Services as requested and agreed to by both parties, consistent with available resources in the Dakota County Information Technology Department, subject to approval by the County Attorney’s Office as to form.

Authorization To Execute Joint Powers Agreement With Dakota County For Human Resources Consulting Services

WHEREAS, the Dakota County Community Development Agency (CDA) and Dakota County (County) previously executed an agreement allowing the County Employee Relations Department to provide human resources consulting services to the CDA when the CDA requests assistance; and

WHEREAS, the current agreement for human resources consulting services will expire on December 31, 2018 and CDA staff wish to continue receiving such assistance from the Department as needed; and

WHEREAS, the County is willing to continue providing these services to the CDA if there are adequate staff resources to assist the CDA.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute a joint powers agreement between the Dakota County CDA and County for the years 2019 and 2020 to procure human resources consulting services as requested, consistent with available resources in the Dakota County Employee Relations Department, and subject to approval by the County Attorney’s Office as to form.
Authorization To Execute Contract With Stinson Leonard Street LLP For State Legislative Services

WHEREAS, it is in the interest of the citizens of Dakota County that the CDA Board of Commissioners participate in legislative and administrative rule-making processes to assure that CDA interest are properly considered in the adoption of legislation and rules; and

WHEREAS, the current contract with Messerli & Kramer for state intergovernmental relations ends December 31, 2018; and

WHEREAS, on October 24, 2018 Dakota County issued a request for proposals (RFP) to assess the level of interest in providing intergovernmental legislative services to Dakota County, Dakota County CDA and Dakota County Regional Rail Authority; and

WHEREAS, at its December 11, 2018 special board meeting, the County Board interviewed five of the firms that submitted responses to the RFP and concluded that Stinson Leonard Street LLP is the preferred firm to provide intergovernmental relations services; and

WHEREAS, there are sufficient funds to cover the cost for services in the CDA’s current FYE19 budget; and

WHEREAS, the remaining contract amounts will be included in future proposed budgets; and

WHEREAS, the contract includes language for addressing any conflicts of interest that may arise with Stinson Leonard Street LLP’s representation of Dakota County CDA and other clients.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby authorizes the Executive Director to execute a contract with Stinson Leonard Street LLP for state intergovernmental relations services in the amount of $24,633.60, plus customary out-of-pocket expenses billed at cost, for a term of 24 months, effective January 1, 2019, subject to approval by the County Attorney’s Office as to form.

Motion: Commissioner Egan  Second: Commissioner Holberg

Ayes: 7  Nays: 0  Abstentions: 0

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REGULAR AGENDA

Authorize The Levy Of A Special Benefit Tax Pursuant To Minn. Stat. 469.033, Subd.6 And 383D.41

Tony Schertler presented and answered questions.

WHEREAS, the Dakota County Community Development Agency (CDA) is organized and existing under Minnesota Statutes, Section 383D.41, as amended (Enabling Act); and

WHEREAS, pursuant to the Enabling Act, the CDA has all the powers and duties of a housing and redevelopment authority under the provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes, Sections 469.001 to 469.047 (HRA Act), those powers of an Economic Development Authority under Minnesota Statutes, Sections 469.090 to 469.1081 (EDA Act) expressly
granted by the Dakota County Board, and the authority to levy the special benefit tax with the approval of the Dakota County Board as permitted under the HRA Act at such higher limits as may be permitted under either the HRA Act or the EDA Act; and

WHEREAS, pursuant to the Enabling Act, for the purpose of applying the provisions of the HRA Act to the CDA, Dakota County (County) is deemed to have all powers and duties of a municipality under the HRA Act and the Board of Commissioners of the County is deemed to have all powers and duties of a governing board of a municipality under the HRA Act; and

WHEREAS, by Resolution 94-926, dated December 6, 1994 the Dakota County Board authorized the CDA to levy and collect the Special Benefit Tax Levy authorized by the HRA Act without subsequent annual approval of the County; and

WHEREAS, the HRA levy limit at the time of Resolution 94-926 was 0.0144 percent of estimated market value and the CDA has subsequently requested approval by the County Board of Commissioners for any levy request above 0.0144 percent of estimated market value; and

WHEREAS, the CDA Board of Commissioners approved the initial authorization and budget for the proposed levy at its September 18, 2018 meeting and the Dakota County Board of Commissioners approved the CDA’s proposed 2019 Special Benefit Levy at 0.0176 percent of estimated market value at its November 27, 2018 meeting; and

WHEREAS, the CDA is required pursuant to Section 469.033, Subdivision 6, of the HRA Act to formulate and file a budget with the County, and the amount of the Special Benefit Tax levy for the following year shall be based on that budget; and

WHEREAS, the CDA Board has before it, for its consideration, a copy of the budget for the use of 2019 levy proceeds, based on a Special Benefit Tax of .0176 percent of estimated market value.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That

Section 1. The Year 2019 levy budget of $8,176,928 presented for consideration by the Board of Commissioners of the CDA is hereby in all respects approved.

Section 2. There is hereby levied pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 a special benefit tax in the amount of the sum of (a) the lesser of 0.0144 percent of the estimated market value within the County or $6,690,214 and (b) based on the approval of the County, an additional levy in the amount of the lesser of 0.0032 percent of the estimated market value within the County or $1,486,714 for a total of 0.0176 percent of the estimated market value within the County or $8,176,928.

Motion: Commissioner Slavik  Second: Commissioner Gaylord

Ayes: 7  Nays: 0  Ayes: 7

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INFO  Update On Strategic Plan Initiatives And Discussion Of 2019 Priorities - Informational

Tony Schertler provided updates for Board discussion.

INFO  Discussion Of CDA Board Officer Appointments For 2019 - Informational

The Board tentatively discussed officer appointments for 2019.
INFO

Executive Director’s Update – Informational

Tony Schertler provided updates.

18-6083

Closed Executive Session: Executive Director Annual Performance Evaluation

WHEREAS, upon adoption of a resolution by majority vote, the CDA Board is authorized, pursuant to Minn. Stat. § 13D.05 3(a), to hold a closed executive session to discuss the performance of an individual who is subject to its authority; and

WHEREAS, the CDA Board of Commissioners desires to meet to discuss the performance of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby closes the CDA Board meeting on December 18, 2018 to discuss the performance of the Executive Director.

Motion: Commissioner Egan

Second: Commissioner Slavik

Ayes: 7
Nays: 0
Abstentions: 0

Slavik
Gaylord
Egan
Atkins
Workman
Holberg
Gerlach

Summary Of Conclusions Of Closed Executive Session (December 18, 2018) To Evaluate Performance Of CDA Executive Director

WHEREAS, pursuant to Minn. Stat. § 13D.05, subd. 3(a), the CDA Board held a closed executive session on December 18, 2018, to evaluate the performance of the CDA Executive Director; and

WHEREAS, Minn. Stat. § 13D.05, subd. 3(a) requires that the CDA Board summarize its conclusions regarding the evaluations; and

WHEREAS, the CDA Executive Director’s rating was based on four Annual Goals and Annual Priorities elements (Internal, Stakeholder, Financial, and Learning and Growth Perspectives); and

WHEREAS, the rating was also based upon ten established Core Competencies, including Strategic Agility; Communicating Vision & Purpose; Analytical Thinking & Planning; Decision Making; Listening-Communications Skills; Handling Conflict & Difficult Situations; Organizational Expertise; Working with Others & Teams; Honesty & Integrity; and Impact on Results.

NOW, THEREFORE, BE IT RESOLVED, That based upon a review of the Executive Director's performance with respect to the Annual Goals and Annual Priorities elements and Core Competencies, the Executive Director's annual performance is rated at the level of Exceeds Standards, and is approved for a 4.5% pay increase and 1% lump sum payment effective January 1, 2019.

Motion: Commissioner Gaylord

Second: Commissioner Egan

Ayes: 7
Nays: 0
Abstentions: 0

Slavik
Gaylord
Egan
Atkins

- 12 -
BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners hereby adjourns until Tuesday, January 22, 2018.

Motion: Commissioner Holberg  
Second: Commissioner Atkins

Ayes: 8  
Nays: 0  
Abstentions: 0

Yes  
Slavik  X
Gaylord  X
Egan  X
Atkins  X
Workman  X
Holberg  X
Gerlach  X
Cummings  X

The CDA Board meeting adjourned at 5:27 p.m.
Schedule A Public Hearing To Receive Comments On The 2019 Public Housing Agency Annual Plan Update

Meeting Date: 1/22/2019  
Department: Housing Assistance/Property Management  
Prepared By: Lisa Hohenstein  
Contact: Lisa Hohenstein/Anna Judge  
Contact Phone: 651-675-4543/651-675-4501

Fiscal/FTE Impact:  
[X] None  
☐ Amount included in current budget  
☐ Budget amendment requested  
☐ FTE included in current complement  
☐ New FTE(s) requested  
☐ Other:

PURPOSE/ACTION REQUESTED  
• Schedule a public hearing for the 2019 Public Housing Agency Annual Plan Update.

SUMMARY  
In 2015, the Dakota County Community Development Agency (CDA) Board approved the Five-Year Strategic Housing Agency Plan (PHA Plan). In the years following that approval, the CDA must prepare an Annual Update to the PHA Plan. This plan is a U.S. Department of Housing and Urban Development (HUD) requirement for agencies that administer the Housing Choice Voucher and Public Housing programs.

The 2019 PHA Plan Annual Update outlines the goals and objectives for the Housing Choice Voucher and Public Housing programs and the 2018 Capital Fund Annual Statement.

HUD requires a 45-day comment period and a public hearing. Notification of the public hearing notice is posted on the CDA’s website, published in the Dakota County Tribune, and postcards are sent to all Housing Choice Voucher and Public Housing participants.

The drafted 2019 Public Housing Agency Annual Plan Update will be posted on the CDA’s website at: https://www.dakotacda.org/public-housing-agency-plan/

RECOMMENDATION  
Staff recommends scheduling a public hearing at the March 19, 2019 Regular CDA Board meeting to receive the comments on the 2019 Public Housing Agency Annual Plan Update.

EXPLANATION OF FISCAL/FTE IMPACT  
Programs described in the PHA Annual Plan are funded through HUD federal allocations.
Resolution No. 19-XXXX

Schedule A Public Hearing To Receive Comments On The 2019 Public Housing Agency Annual Plan Update

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires public housing agencies with a Housing Choice Voucher and/or Public Housing programs submit a Public Housing Agency Annual Plan Update in accordance with the prescribed HUD template, including the 2018 Capital Fund Program Annual Statement and Performance and Evaluation Report; and

WHEREAS, after a 45-day public comment period, the CDA Board of Commissioners shall conduct a public hearing for the purpose of receiving comments from citizens and residents; and

NOW, THEREFORE, BE IT RESOLVED by The Dakota County Community Development Agency Board of Commissioners, That a public hearing will be conducted at the Regular CDA Board meeting on March 19, 2019 at 3:30 p.m.
NOTICE OF PUBLIC HEARING

As required by the Department of Housing and Urban Development (HUD), notice is hereby given that the Dakota County Community Development Agency’s Board of Commissioners will hold a Public Hearing on Tuesday, March 19, 2019 at 3:30 p.m. at the Dakota County Community Development Agency’s office to afford an opportunity for the public to comment on the Dakota County CDA’s Public Housing Agency Annual Plan Update and Capital Fund activities for 2019.

Persons who wish to testify are requested to contact Kaili Braa at the Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123. Telephone: 651-675-4432; MN Relay Service: 1-800-627-3529; Fax: 651-675-4444, prior to 4:30 p.m. on Friday, March 15, 2019. If you require special accommodations, please contact the CDA.
Approve 2019 Utility Allowance Schedule for the Housing Choice Voucher Program

Meeting Date: 1/22/2019
Department: Housing Assistance
Prepared By: Sarah Rensenbrink
Contact: Lisa Hohenstein
Contact Phone: 651-675-4543

Fiscal/FTE Impact:
☐ None
☒ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Approve 2019 Utility Allowance for the Housing Choice Voucher Program.

SUMMARY
In accordance with Section 982.517 of Federal Regulations, the Dakota County Community Development Agency (CDA) is required to establish and maintain a utility allowance schedule for use in calculating estimated costs for tenant-furnished utilities and other services. The CDA is also required to review the schedule annually to determine if adjustments are necessary. The CDA again this year, secured a contract with The Nelrod Company, an affordable housing and energy efficiency consulting firm that works with housing authorities throughout the country, including several in Minnesota, to complete the utility allowance assessment and update.

Adjustments are required when there has been a change of 10% or more in the utility rate since the schedule was last updated. Nelrod’s analysis of current rate data, established utility provider’s rates have changed more than 10% and therefore, an updated 2019 utility allowance schedule was completed.

The method for calculating the allowance is the engineering method. It is based upon reasonable consumption data of an energy conservative family of modest circumstances and provides for the basic essentials needed for a living environment that is safe, sanitary and healthful. The data is used in conjunction with the most recent version of HUD’s Utility Schedule Model (HUSM) that incorporates base consumption information. Characteristics considered in this method are construction type, location, size, heat source, utility rates, utility provider and consumption data for the "community as a whole". This approach removes the variable of individual consumption habits from the equation and therefore, more accurately reflects the costs of utilities for an energy conservative household.

Attachment A is the proposed schedule for 2019.

RECOMMENDATION
Staff recommends approval of the 2019 Utility Allowance Schedule effective February 1, 2019. The HUD Area Field Office will be provided a copy of the adjusted schedule to review and monitor the allowances for consistency and overall reasonableness with area schedules.

EXPLANATION OF FISCAL/FTE IMPACT
Funding appropriations for the Housing Choice Voucher program are determined annually by Congress. It is anticipated that the adjustments to utility allowances will have a minimal financial impact.
Resoluion No. 19-XXXX

Approve 2019 Utility Allowance Schedule for the Housing Choice Voucher Program

WHEREAS, the Dakota County Community Development Agency receives funding through the Department of Housing and Urban Development (HUD) to operate the Housing Choice Voucher Program; and

WHEREAS, in accordance with 24 CFR 982.517, Housing Authorities are required to establish and maintain allowance schedules for use in calculating estimated costs of tenant-furnished utilities and other services; and

WHEREAS, the allowance schedule for tenant paid utilities and other services are reviewed annually.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That Allowances for Tenant-Furnished Utilities is adopted for use in the Housing Choice Voucher Program effective February 1, 2019.
### ALLOWANCES FOR TENANT FURNISHED UTILITIES

**LOCALITY: DAKOTA COUNTY CDA**  February 2019

**MONTHLY DOLLAR ALLOWANCE**

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<td>TOTAL</td>
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</tr>
</tbody>
</table>

**Heating Codes:**
- **M** = 3 or More Attached Units
- **T/D** = Duplex or 2-Family Home
- **SF** = Single Family & Mobile Homes

---

**Participant Name**

**Unit Address**

**City, State, Zip**
Update On The Rental Assistance Demonstration Program – Informational

Meeting Date: 1/22/2019
Department: Property Management
Prepared By: Anna Judge
Contact: Anna Judge
Contact Phone: 651-675-4501

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Update on Rental Assistance Demonstration (RAD) program for the conversion of Dakota County Community Development Agency (CDA) public housing units.

SUMMARY
In 2012, Congress authorized the Rental Assistance Demonstration (RAD) to test a new way of meeting the large and growing capital improvement needs of the nation’s aging public housing stock. Since then, RAD has become more than a pilot program and is something most housing agencies are pursuing to preserve public housing and open up access to more stable funding to make needed improvements to the properties.

Under RAD, properties “convert” their assistance to long-term, project-based Section 8 contracts. The contracts, as well as underlying use restrictions, must be renewed each time they expire, ensuring the long-term affordability of the properties.

At the August 21, 2018 CDA Board meeting, authorization (Resolution #18-6034) was given to submit the CDA’s RAD application. The application was submitted to the U.S. Department of Housing and Urban Development on August 27, 2018. The CDA received our Commitment to Enter into a Housing Assistance Payments (CHAP) from HUD on November 15, 2018 (Attachment A).

Since then, CDA staff along with external consultants, have been meeting regularly to work through the RAD process. An update on progress to date will be provided at the Board meeting.

Supporting Documents:
- Attachment A: HUD Letter - Commitment to Enter into a Housing Assistance Payments

Previous Board Action(s):
- 18-6034; 8/21/2018
- 18-6035; 8/21/2018

Executive Director’s Comments:
- Recommend Action
- Do Not Recommend Action
- Reviewed-No Recommendation
- Reviewed-Information Only
- Submitted at Commissioner Request

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

Executive Director: [Signature]
Department Director: [Signature]
Mr. Tony Schertler  
Executive Director  
Dakota County CDA  
1228 Town Centre Dr.  
Eagan, MN  55123  

Dear Mr. Schertler:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 323 units to Project Based Vouchers at the following PIC Developments: 243 units at MN147000001, PORTLAND N&S/BISCAYNE TOWNHOMES/OFFICE, and 80 units at MN147000002, UNNAMED.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department’s Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 (“Notice”) and all subsequent revisions. In addition, the owner must comply with all “CHAP Milestones” identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuining Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA’s ability to

complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at www.radresource.net. Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

A. any of the contract units were not eligible for selection;
B. the proposed conversion is not or will not be financially feasible;
C. the Owner fails to meet any applicable deadline;
D. the Owner fails to cooperate;
E. there is any violation of program rules, including fraud; or
F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

HUD has also identified the below condition(s) unique to this conversion that must be satisfied prior to the issue of a RAD Conversion Commitment:

As this is the Housing Authority's sole or remaining public housing project, the Housing Authority must work with the local PIH Field Office to address requirements for public housing program closeout or transfer. Please review the Public Housing Program Closeout Notice PIH Notice 2016-23 available at https://www.hud.gov/sites/documents/16-23PIHN.PDF.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

---

14 See www.radresource.net > Document Library > PIC Removal – Instructions for PHAs
the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

[Signature]

Susan A. Wilson
Director
Office of Public and Indian Housing

Enclosure

CC: Anna Judge
EXHIBIT A

IDENTIFICATION OF UNITS ("CONTRACT UNITS")
BY SIZE AND APPLICABLE CONTRACT RENTS

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

Existing PIC Development Number: MN147000001 and MN147000002
PIC Development Number for Tracking Purposes Only*: MN147000001
New Project Name (for tracking purposes only): ALL PH PROPERTY CONVERSION

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<th>Number of Contract Units</th>
<th>Number of Bedrooms</th>
<th>Contract Rent</th>
<th>Utility Allowance</th>
<th>Gross Rent</th>
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<td>$1,101</td>
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Approve Record Of Disbursements – December 2018

Meeting Date: 1/22/2019
Department: Finance
Prepared By: Chris Meyer
Contact: Ken Bauer
Contact Phone: 651-675-4450

Fiscal/FTE Impact:
☐ None
☒ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Approve Record of Disbursements for December 2018

SUMMARY
In December 2018, the Dakota County Community Development Agency (CDA) had $4,410,036.84 in disbursements and $411,352.88 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance department.

RECOMMENDATION
Staff recommends approval of the Record of Disbursements for December 2018.

EXPLANATION OF FISCAL/FTE IMPACT
These disbursements are included in the Fiscal Year Ending June 30, 2019 budget.
Resolution No. 19-XXXX

Approve Record Of Disbursements – December 2018

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the December 2018 Record of Disbursements is approved as written.

Executive Director’s Comments:
✓ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☐ Reviewed-Information Only
☐ Submitted at Commissioner Request

Strategic Plan Priorities:
☐ Focused Housing Programs
☐ Collaboration
☐ Development/Redevelopment
☐ Financial Sustainability
✓ Operational Effectiveness

Executive Director

Department Director
Dakota County CDA
Record of Disbursements
For the month of December 2018

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<tr>
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<td>12/27/18</td>
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<td>$1,588,092.36</td>
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<td>12/15/18</td>
<td>$71,168.48</td>
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Total Disbursements $4,410,036.84

Dec 2018 Payroll

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<td>12/21/18</td>
<td>$205,321.86</td>
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Total Payroll $411,352.88

Chairperson

Disbursement detail is available in the Finance Office.
Approve Award Of Flooring Replacement Contract To Value Plus Flooring

Meeting Date: 1/22/2019
Department: Property Management
Prepared By: Vince Markell
Contact: Anna Judge
Phone: 651-675-4501

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other

PURPOSE/ACTION REQUESTED
- Approve award of flooring replacement contract to Value Plus Flooring.

SUMMARY
On December 20, 2018, a bid opening was held for flooring replacement for individual units as needed in all CDA managed senior, workforce, public housing, and youth supportive housing. A few examples of flooring replacement under this contract include: unit turnover, issues with flooring in an occupied unit, or if there is excessive damage to the flooring.

This is a three-year contract for the provision of these services. Eleven bid packages were sent out and two bids were received and deemed responsive. The solicitation of bids was done in accordance with public bidding requirements.

The bids called for square yard pricing on flooring materials, associated supplies, and labor. Value Plus Flooring was the low responsive bidder. The bid tabulations are in Attachment B.

An increase of 25% is seen in the carpeting used in workforce, public housing and youth supportive housing in this tabulation. The increase in pricing is due to the price increases from the manufacturers. The senior carpet selection remains virtually unchanged and the sheet vinyl pricing throughout the CDA’s portfolio increased by approximately 7%. Value Plus Flooring’s response also showed a 3% increase for each additional year in the contract.

There is not a set annual amount for this contract because the value of the contract depends on the amount and extent of replacements performed each year. Over the past 12 months, the CDA has spent approximately $600,000 on flooring replacement.

RECOMMENDATION
Staff recommends awarding the flooring contract to Value Plus Flooring. The company has performed work for the CDA in the past and has been a responsive and professional vendor. Value Plus Flooring holds the current three-year flooring contract as well.

EXPLANATION OF FISCAL/FTE IMPACT
Operating funds from each property are budgeted for this work.
Resolution No. 19-XXXX

Approve Award Of Flooring Replacement Contract To Value Plus Flooring

WHEREAS, the Dakota County Community Development Agency accepted bids for the necessary routine unit flooring replacement in CDA managed properties; and

WHEREAS, funds are allocated from the operating budgets of each of the properties for the necessary flooring replacement work; and

WHEREAS, Value Plus Flooring is the low responsive bidder; and

WHEREAS, the bidding was done in conformance with State law for bidding.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the three-year flooring replacement contract for CDA managed properties be awarded to Value Plus Flooring.
AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA  ss
COUNTY OF DAKOTA

Charlene Vold being duly sworn on an oath, states or affirms that he/she is the Publisher’s Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 2 successive week(s); the first insertion being on 10/15/2015 and the last insertion being on 10/22/2015.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §80A.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §80A.033, subd. 1, clause (1) or (2). If the newspaper’s known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper’s circulation is in the latter county.

By: Charlene Vold

Designated Agent

Subscribed and sworn to or affirmed before me on 10/22/2015 by Charlene Vold.

Notary Public
## 2019 Replacement Flooring Bid Tabulation

### CARPET

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<th>Program Type</th>
<th>Current Price(s)</th>
<th>Low Bidder Value Plus</th>
<th>Hiller Commercial</th>
<th>Overall Change</th>
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<tr>
<td>PH</td>
<td>$14.09 sy</td>
<td>$17.67 sy</td>
<td>$27.90 sy</td>
<td>25%</td>
</tr>
<tr>
<td>Lincoln Place</td>
<td>$14.09 sy</td>
<td>$17.67 sy</td>
<td>$27.90 sy</td>
<td>25%</td>
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### SHEET VINYL

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<th>Program Type</th>
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<th>Hiller Commercial</th>
<th>Overall Change</th>
</tr>
</thead>
<tbody>
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<td>Senior</td>
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<td>$35.93 sy</td>
<td>$44.00 sy</td>
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### FUTURE INCREASES

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<tr>
<td>B- Hiller Commercial</td>
<td>5%</td>
<td>5%</td>
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Award Contract For The Unit Flooring Replacement Project At The Senior Buildings Of Dakota Heights (South St. Paul), Oakwoods East (Eagan) And O'Leary Manor (Eagan)

Meeting Date: 1/22/2019
Department: Housing Development
Prepared By: Nick Sisterman
Contact: Kari Gill
Contact Phone: 651-675-4477

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Authorize Deputy Executive Director to execute a contract with Value Plus Flooring, Inc.
• Authorize change order authority.

SUMMARY
On January 4, 2019 at 9 a.m., a public bid opening was held at the Dakota County Community Development Agency (CDA) office building for the unit flooring replacement projects at three CDA senior housing developments – Dakota Heights (South St. Paul), Oakwoods East (Eagan), and O’Leary Manor (Eagan).

The solicitation of bids was done in accordance with public bidding requirements. Local contractors were solicited and invited to bid on these projects in addition to the two-week advertisement for solicitation of bids in the Dakota County Tribune (Attachment A) and the CDA’s website. In addition to the ads, eight local flooring companies were contacted and invited to bid on this project. Two interested bidders attended the walk-through meeting on December 17, 2018.

One bidder submitted a proposal. The bid results are on the attached Bidder List (Attachment B). Value Plus Flooring, Inc. was the only responsive bid received.

RECOMMENDATION
Staff has compared the square foot installed prices of last year’s project to that of the numbers submitted and found that the price per square foot of carpet installed has remained the same. The price per square foot installed of the vinyl flooring has increased 10 percent. Taking this price increase into consideration, staff recommends that the Deputy Executive Director be authorized to enter into a contract with Value Plus Flooring, Inc. in the amount of $152,188.78 for all three projects. The bidder is responsible and has worked on projects of this size in the past.

In order to keep these projects on schedule and to deal with any unforeseen issues during the installation of these units, it is also recommended that the Deputy Executive Director be authorized to execute change orders not to exceed $7,609.00 (5% of the contract amount).

EXPLANATION OF FISCAL/FTE IMPACT
Funds are included in the FY19 Common Bond Fund budget for the unit flooring replacement in these buildings; this bid is within the budget.
Resolution No. 19-XXXX

Award Contract For The Unit Flooring Replacement Project At The Senior Buildings Of Dakota Heights (South St. Paul), Oakwoods East (Eagan) And O’Leary Manor (Eagan)

WHEREAS, the Dakota County Community Development Agency accepted bids on January 4, 2019 for the unit flooring replacement at three CDA owned senior buildings of Dakota Heights, Oakwoods East, and O’Leary Manor; and

WHEREAS, Value Plus Flooring, Inc. was the low responsive, responsible bidder with a bid total of $152,188.78; and

WHEREAS, funds to complete these projects are included in the FY19 Common Bond Fund budget; and

WHEREAS, the Dakota County CDA proposes to execute a contract for the project to commence in February 2019; and

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a contract for the Unit Flooring Replacement Project, at the senior buildings of Dakota Heights, Oakwoods East, and O’Leary Manor, with Value Plus Flooring, Inc., in the amount of $152,188.78; and

BE IT FURTHER RESOLVED, That the Deputy Executive Director is authorized to execute change orders not to exceed $7,609.00.

Executive Director’s Comments:

☐ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☐ Reviewed-Information Only
☐ Submitted at Commissioner Request

Item Type-Consent
Item Type-Discussion
Item Type-Informational

Strategic Plan Priorities:

☐ Focused Housing Programs
☐ Collaboration
☐ Development/Redevelopment
☐ Financial Sustainability
☐ Operational Effectiveness

Executive Director

Department Director

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AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA  )ss
COUNTY OF DAKOTA

Darlene MacPherson being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 2 successive week(s); the first insertion being on 12/07/2018 and the last insertion being on 12/14/2018.

MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By:  

Designated Agent

Subscribed and sworn to or affirmed before me on 12/14/2018 by Darlene MacPherson.

Notary Public

MARLENE M. MITCHELL
Notary Public-Minnesota
My Commission Expires Jun 31, 2020

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
$27.40 per column inch

Ad ID 883299
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA)
EAGAN, MN 55123
PUBLIC NOTICE
ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by the Office of the Director of Housing Finance & Development, Dakota County CDA, Minnesota until 9:00 AM, Friday, January 4, 2019 at the office of Dakota County Community Development Agency, 1228 Town Centre Drive, Eagan, MN 55123, at which time they will be publicly opened and read aloud for the furnishing of all labor and materials for a Unit Flooring Replacement Project for Dakota Heights, Oakwoods East, and O'Leary Manor; senior housing apartment buildings in Dakota County.

Bids received after this time and date will be rejected. No telephone bids or fax bids will be accepted. Bids shall be on the forms provided for that purpose and according to the bidding documents prepared by Dakota County CDA. This project will be subject to Minnesota Statutes 2016, section 16C.285 (the Responsible Contractor’s Act) and therefore require a verification of compliance form included with the bid. Bids will be opened publicly and read aloud. A bid tabulation will be furnished to the Bidders. Bids shall be addressed to:

Unit Flooring Replacement Project—Public Bid
c/o Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123
Attn: Nick Sisterman

Bid security in the amount of 5% of the bid must accompany each bid in accordance with the Instruction to Bidders. Bids shall be directed to the Capital Projects Administrator, securely sealed and endorsed upon the outside wrapper, with the project title and bid due date. Any bid not including a bid security will be considered disqualified. Payment and performance bonds will also be required of the awarded party. Only a bond issued by a surety, cashier’s check or certified check will be accepted.

A mandatory pre-bid walk through is scheduled Monday, December 17, 2018 at 9:00 AM and is required of all bidders. Prospective bidders must meet at the front entrance to O’Leary Manor no later than 9:00 AM. Only those bidders who attend will have their bids considered at bid opening. Bidders must confirm their intent to attend the walk-through by contacting the project coordinator, Nick Sisterman at Dakota County CDA, 651-676-4480 no later than 7:00 AM Monday, December 17, 2018. Failure of a bidder to attend the walk-through immediately subjects his/her bid to disqualification.

The CDA hereby notifies all bidders that in regard to any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (D.M.E) will be afforded full opportunity to submit bids and /or proposals and will not be subjected to discrimination on the basis of race, color, sex, age, religion, or national origin.

The Dakota County CDA reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the contract in the best interest of the CDA.

Nick Sisterman
Capital Projects Administrator,
Dakota County CDA

Published in the
Dakota County Tribune
December 7, 14, 2018
883299
Public Bid Results for the Unit Flooring Replacement Project

At Dakota Heights, Oakwoods East, and O’Leary Manor

Public Bid Opening Held Friday, January 4, 2019 at 9:00 AM

Bidder

Company Name: Value Plus Flooring

Base Bid: 152,183.78

Bid Security Included: ✔️ Verification of Compliance Included: ✔️

Addenda Noted: 1. ✔️ 2. ✔️

---

Bidder

Company Name:

Base Bid:

Bid Security Included: Verification of Compliance Included:

Addenda Noted: 1. 2. 
Authorization For The CDA Board Chair To Ratify The 2019 Pay Equity Compliance Report Submission

Meeting Date: 1/22/2019
Department: Administration
Prepared By: Karissa Goers
Contact: Sara Swenson
Contact Phone: 651-675-4433

Fiscal/FTE Impact:
☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other

PURPOSE/ACTION REQUESTED
• Authorization for the CDA Board Chair to ratify the submission of the 2019 Pay Equity Compliance Report.

SUMMARY
As a government agency, the CDA is required to comply with the State of Minnesota’s Local Government Pay Equity Act of 1984. The purpose of the Act is to ensure that male and female employees of local government employers have the opportunity to receive equal pay (compensation) for equal work (comparable worth). A report based on pay and job data must be submitted to show compliance, and the current schedule requires such agencies to file triennially.

The CDA’s next Pay Equity report is due by January 31, 2019. Therefore, staff has prepared the report as required, using payroll data on file as of December 31, 2018. Based upon a preliminary analysis of the data, staff is confident that the agency’s report will show compliance under the Act. In order to avoid to penalties for non-compliance, the completed report must be submitted by the due date and be authorized by the chief official of its governing body.

RECOMMENDATION
Staff recommends ratification of the 2019 Pay Equity Report.

EXPLANATION OF FISCAL/FTE IMPACT
None.
Resolution No. 19-xxxx

Authorization For The CDA Board Chair To Ratify The 2019 Pay Equity Compliance Report Submission

WHEREAS, the CDA is required to comply with the Local Government Pay Equity Act of 1984; and
WHEREAS, the completed report requires authorization by the chief official of its governing body;
NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Board Chair is hereby authorized to sign and ratify the CDA’s 2019 Pay Equity Compliance Report Submission.

Executive Director’s Comments:
- Recommend Action
- Do Not Recommend Action
- Reviewed-No Recommendation
- Reviewed-Information Only
- Submitted at Commissioner Request

Item Type-Consent
Item Type-Discussion
Item Type-Informational

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

Executive Director

Department Director
Compliance Report

Jurisdiction: Dakota County CDA
Report Year: 2019
Case: 1 - Shared (Jur and MMB)

Contact: Name Title Phone Email
Karissa Goers HR Administrator 651-675-4431 kgoers@dakotacda.state.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

<table>
<thead>
<tr>
<th>Male Classes</th>
<th>Female Classes</th>
<th>Balanced Classes</th>
<th>All Job Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td># Job Classes</td>
<td>16</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td># Employees</td>
<td>27</td>
<td>101</td>
<td>5</td>
</tr>
<tr>
<td>Avg.Max Monthly Pay Per Employee</td>
<td>7,088.67</td>
<td>5,246.48</td>
<td>5,690.96</td>
</tr>
</tbody>
</table>

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 126.56 *
   a. # at or above Predicted Pay 7 15
   b. # Below Predicted Pay 9 12
   c. TOTAL 16 27
   d. % Below Predicted Pay (b divided by c = d) 56.25 44.44
*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results
   
   | Degrees of Freedom (DF) = 126 | Value of T = -5.123 |
   a. Avg.diff.in pay from predicted pay for male jobs = ($22)
   b. Avg.diff.in pay from predicted pay for female jobs = $461

III. SALARY RANGE TEST = 0.00% (Result is A divided by B)
   A. Avg.# of years to max salary for male jobs = 0.00
   B. Avg.# of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)
   A. % of male classes receiving ESP 0.00 *
   B. % of female classes receiving ESP 0.00
*(If 20% or less, test result will be 0.00)
Establish The Date For A Public Hearing On Qualified Allocation Plan For The Allocation Of Low Income Housing Tax Credits Under Section 42 Of The Internal Revenue Code Of 1986, As Amended

Meeting Date: 1/22/2019  
Department: Community & Economic Development  
Prepared By: Kathy Kugel  
Contact: Lisa Alfson  
Contact Phone: 651-675-4467

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED

- Set a public hearing date to receive comments on the proposed Qualified Allocation Plan for the allocation of 2020 Low Income Housing Tax Credits.

SUMMARY

In accordance with Section 42 of the Internal Revenue Code of 1986, as amended (the “Code”), the Dakota County CDA (the “CDA”) as a suballocator of Low Income Housing Tax Credits (the “Tax Credits”) must set a public hearing date for the adoption of the 2020 Qualified Allocation Plan (the “QAP”) which details the basis for allocating Tax Credits among applicants.

The CDA is a suballocator of Tax Credits, which are regulated under Section 42 of the Code. Under the Code, the CDA must prepare a QAP setting forth the basis for allocating Tax Credits among applicants and must hold a public hearing prior to adoption of the QAP. The purpose of this action is to set the date of this public hearing for February 26, 2019. A draft of the hearing notice to be published pursuant to board approval of this item is in Attachment A.

RECOMMENDATION

Staff recommends to set the date of the public hearing to receive comments on the proposed QAP for the allocation of 2020 Tax Credits for February 26, 2019.

EXPLANATION OF FISCAL/FTE IMPACT

N/A
Resolution No. 19-XXXX

Establish The Date For A Public Hearing On Qualified Allocation Plan For The Allocation Of Low Income Housing Tax Credits Under Section 42 Of The Internal Revenue Code Of 1986, As Amended

WHEREAS, pursuant to Section 42 of the Internal Revenue Code of 1986, as amended (the “Code”), and Minnesota Statutes Sections 462A.221 through 462A.225, the Dakota County Community Development Agency (the “CDA”) is a housing credit agency authorized to allocate low income housing tax credits (the “Tax Credits”); and

WHEREAS, Section 42 of the Code, requires the CDA to hold a public hearing prior to adopting or amending a Qualified Allocation Plan (the “QAP”) detailing the basis for allocating Tax Credits among applicants; and

WHEREAS, the CDA proposes to adopt a QAP regarding the allocation of Tax Credits using 2020 volume cap and the allocation of any “automatic” tax credits attributable to private activity bonds issued after the adoption of the plan (the “2020 Plan”).

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners:

1. That a public hearing regarding the adoption of the 2020 Plan will be held by the CDA on February 26, 2019, at or after 3:30 p.m. at the CDA’s office.

2. That staff of the CDA are authorized and directed to cause notice of such public hearing to be published in a newspaper of general circulation in the CDA’s jurisdiction not less than fifteen (15) days prior to such hearing.
NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A QUALIFIED ALLOCATION PLAN RELATING TO THE ALLOCATION OF LOW INCOME HOUSING TAX CREDITS UNDER SECTION 42 OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED

NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the “Agency”) will meet on Tuesday, February 26, 2019, at or after 3:30 p.m. at its offices located at 1228 Town Centre Drive, Eagan, Minnesota 55123, for the purpose of conducting a public hearing regarding the adoption of its 2020 Qualified Allocation Plan, which has been prepared in compliance with Section 42 of the Internal Revenue Code of 1986, as amended (“Code”). Section 42 of the Code authorizes housing credit agencies such as the Agency to allocate low income housing tax credits (“Tax Credits”) to owners of qualified residential rental projects. The 2020 Qualified Allocation Plan establishes selection criteria to be used by the Agency in the allocation of Tax Credits in Dakota County. All persons interested may appear and be heard at the time and place set forth above.

[Date of Publication]

BY ORDER OF THE DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

By  /s/ Tony Schertler
Executive Director
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

Approve Contingent Award Of HOPE Funds For Wexford Place Apartments
And Approve Execution Of Related Documents And Budget Amendment

Meeting Date: 1/22/2019
Department: Community Economic Development
Prepared By: Karly Schoeman
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED

• Approve the award of HOPE funds for the construction of Wexford Place Apartments in Rosemount and the execution of related documents.

SUMMARY

In 2001, the Dakota County Community Development Agency (CDA) and the Dakota County Board of Commissioners entered into a Joint Powers Agreement for the purpose of establishing and implementing the Housing Opportunities Enhancement ("HOPE Program") fund as a gap financing source for the creation and preservation of affordable housing in Dakota County.

The CDA has received an application for HOPE funds from Wexford Place Limited Partnership for the construction of a 49-unit affordable housing development in Rosemount, named Wexford Place Apartments. The General Partners of Wexford Place Limited Partnership are Ron Clark and James Michael Waldo of Ron Clark Construction and the Limited Partner is Wells Fargo. Wexford Place Limited Partnership has previously received an allocation of Low-Income Housing Tax Credits from the Dakota County CDA and seeks HOPE funding in the amount of $240,000 to fill their financing gap and to make their application for additional tax credits from Minnesota Housing more competitive. A site location map of the proposed development is included as Attachment A.

The rents at Wexford Place Apartments will be affordable to households earning 50% of the Area Median Income, with household income restricted to 50% of the Area Median Income for the eight related HOPE units and to 60% of the Area Median Income for the remaining units. The City of Rosemount is supportive of this new affordable housing development and has provided the City approvals necessary for construction. Dakota County staff have also provided comments on the HOPE funding application noting the need for additional housing for low-income workers. Transit access via the Rosemount transit station approximately 1 ½ miles from the development site. A staff representative from Wexford Place Limited Partnership has confirmed that all residents are anticipated to have vehicles. Overall, this development will provide new housing units with rents affordable to the local workforce in Rosemount and CDA staff is supportive of funding the HOPE application.

RECOMMENDATION

CDA staff recommends awarding $240,000 in HOPE funds to Wexford Place Apartments.

EXPLANATION OF FISCAL/FTE IMPACT

If approved, these HOPE funds will be added to the FY19 budget through a budget amendment.
Resolution No. 19-XXXX

Approve Contingent Award Of HOPE Funds For Wexford Place Apartments
And Authorize The Execution Of Related Documents And Budget Amendment

WHEREAS, in 2001, the Dakota County Board of Commissioners and the Dakota County Community Development Agency (the Agency) entered into a Joint Powers Agreement for the HOPE Program that includes operating guidelines, reporting requirements, and outlines the priorities for the Housing Opportunity Enhancement fund (the HOPE Program); and

WHEREAS, the Agency has adopted a HOPE Policy and budget for the HOPE Program, setting forth criteria governing the award of HOPE funds; and

WHEREAS, Wexford Place Limited Partnership has submitted an application for the HOPE funds for the construction of an affordable workforce housing development in Rosemount; and

WHEREAS, CDA staff recommend a HOPE award of up to $240,000 for the construction of Wexford Place Apartments by Wexford Place Limited Partnership, with the final amount to be determined by project underwriting and the availability of matching funds.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

1. The CDA hereby approves an award of HOPE Program funds in an amount up to $240,000 for the construction of Wexford Place Apartments in Rosemount.

2. Staff is authorized to prepare, execute, and deliver all documentation necessary or convenient to provide for the commitment of HOPE Program funds based on findings made in accordance with the requirements of the Joint Powers Agreement and the HOPE Policy. In addition, staff is authorized to determine award contingencies for the project based on the characteristics of the individual development, financial feasibility, project underwriting, or other factors in accordance with the Joint Powers Agreement and the HOPE Policy.

3. The FY19 budget is hereby amended to incorporate this HOPE award for Wexford Place Apartments.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY REQUEST FOR BOARD ACTION

Annual GREATER MSP Update - Informational

Meeting Date: 1/22/2019  
Department: Community & Economic Development  
Prepared By: Lisa Alfson  
Contact: Lisa Alfson  
Phone: 651-675-4467

Fiscal/FTE Impact:  
☒ None  
☐ Amount included in current budget  
☐ Budget amendment requested  
☐ FTE included in current complement  
☐ New FTE(s) requested  
☐ Other: 

Purpose/Action Requested

• Receive annual GREATER MSP update.

Summary

GREATER MSP is a public-private partnership whose mission is to stimulate economic growth and prosperity in the Minneapolis-St. Paul region. GREATER MSP provides vision, strategy, resources and staff support to governments and organizations involved with job creation, regional marketing, business recruitment and retention, and talent/workforce attraction.

The Dakota County Community Development Agency (CDA), on behalf of Dakota County, has been an investor in GREATER MSP since 2011. As part of our investment, the CDA is provided one seat on the GREATER MSP Board (as approved by the GREATER MSP Board); one public sector representative on the Partnership Advisory Council (PAC); and one private sector representative on the PAC. In 2018, Commissioner Gaylord represented Dakota County on the GREATER MSP Board; Kim Lindquist, City of Rosemount Community Development Director, was the Dakota County PAC public sector representative; and Bill Gray, President of Uponor North America, was the Dakota County PAC private sector representative.

CDA involvement with GREATER MSP aligns with the CDA/County Economic Development Strategy, specifically Strategic Initiative #4 – Create prospect response capacity; and enhance image, marketing and branding.

Peter Frosch, Joel Akason, and Wendy Blackshaw will present at the January 22 meeting to provide the CDA Board with an update on the progress GREATER MSP made in the last year and what to expect in 2019.

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Executive Director  
Department Director

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DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION

Executive Director's Update – Informational

Meeting Date: 1/22/2019
Department: Administration
Prepared By: Kaili Braa
Contact: Tony Schertler
Contact Phone: 651-675-4432

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Agency updates.

SUMMARY
Executive Director Tony Schertler will provide updates regarding topics related to agency operations and a preview of items that will be on the February 26, 2019 CDA Board meeting agenda.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A

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Executive Director’s Comments:
☐ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☒ Reviewed-Information Only
☐ Submitted at Commissioner Request

Strategic Plan Priorities:
☒ Focused Housing Programs
☒ Collaboration
☒ Development/Redevelopment
☒ Financial Sustainability
☒ Operational Effectiveness

Executive Director

Department Director

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