

**CITY OF PLYMOUTH**  
**AGENDA**  
**Housing and Redevelopment Authority**  
**August 27, 2020, 7:00 PM**  
**City Hall**

1. **CALL TO ORDER**
2. **PUBLIC FORUM**
3. **APPROVE AGENDA**
4. **CONSENT AGENDA**—*These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - 4A Approve proposed June 25, 2020 minutes
  - 4B Plymouth Town Square. Accept monthly housing reports
  - 4C Vicksburg Crossing. Accept monthly housing reports
5. **CONSENT**
  - 5A Tax Increment Financing District 1-3. Approve removal of Outlot “C” from Declaration of Restrictive Covenants
6. **PUBLIC HEARING**
  - 6A Community Development Block Grant. Approve the 2019 Annual Performance and Evaluation Report (CAPER)
7. **NEW BUSINESS**
  - 7A Consider purchase agreement and other expenditures for the property located at the northeast quadrant of Fernbrook Lane and Rockford Road
  - 7B Strategic Plan. Review and discuss HRA’s strengths, weaknesses, opportunities and threats (SWOT)
8. **UPDATES**
9. **ADJOURNMENT**

**Instructions to participate in virtual HRA Meeting**

HRA meetings will be conducted virtually (via Zoom webinar/conference call) due to the state of local emergency for the COVID 19 pandemic. The chair, commissioners, and staff will participate in this meeting via telephone/video conference.

Written comments may be submitted for inclusion in the HRA packet by emailing Community Development Coordinator Matt Lupini at [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov). You may also request that comments of up to one page be read into the record by the Community Development Coordinator.

You may speak during the meeting via telephone or via Zoom Conferencing Service at no cost. Please notify the Community Development Coordinator at [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov) if you wish to speak to an item at the meeting or if you have questions about connecting to speak during the meeting. We ask that you notify him **at least one hour prior to the meeting** time to ensure he receives your message. He will provide the password to the meeting to you at that time.

Please click the link below to join the webinar:

<https://zoom.us/join>

Password will be needed – obtain from Community Development Coordinator at least one hour prior to meeting - [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov)

For audio only: Call 312-626-6799

Webinar ID: 834 3969 3069

Password will be needed – obtain from Community Development Coordinator at least one hour prior to meeting - [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov)

**DRAFT MINUTES  
PLYMOUTH HOUSING AND REDEVELOPMENT AUTHORITY –  
JUNE 25, 2020**

**MEMBERS PRESENT:** Chair Michelle Soderberg, Commissioners Robert Huddleston, Lucas Larson, and Aqueelah Whitfield. Commissioner Jeff Kulaszewicz joined the meeting at 7:14.

**ABSENT:** None

**STAFF PRESENT:** HRA Manager Jim Barnes, and Community Development Coordinator Matt Lupini.

**1. CALL TO ORDER**

Chair Soderberg called the Plymouth Housing and Redevelopment Authority meeting to order at 7:03 p.m.

**2. PUBLIC FORUM**

Chair Soderberg opened and closed the Public Forum, as there was no one present to speak.

**3. APPROVE AGENDA**

**MOTION** by Commissioner Larson, seconded by Commissioner Huddleston, to approve the Agenda. **Roll Call Vote.** 4 Ayes. (Chair Soderberg, Commissioners Huddleston, Whitfield and Larson). **MOTION** passed unanimously.

**4. CONSENT AGENDA**

**4A.** Approve proposed May 29, 2020 and June 4, 2020 minutes.

**4B.** Plymouth Towne Square. Accept monthly housing reports.

**4C.** Vicksburg Crossing. Accept monthly housing Reports.

**MOTION** by Commissioner Larson, seconded by Commissioner Huddleston, to approve the Consent Agenda. **Roll Call Vote.** 4 Ayes. (Chair Soderberg, Commissioners Huddleston, Whitfield and Larson). **MOTION** passed unanimously.

**5. NEW BUSINESS**

**5A** Consider Removal of Restrictive Covenants from 13808 52nd Avenue

Community Development Coordinator Matt Lupini gave an overview of the staff report.

Chair Soderberg asked if the covenants being removed are a condition of the mortgage being satisfied. Community Development Coordinator Lupini answered that they are not, but since the loan recipients are no longer occupying the home and proposed paying off their loan balance, the covenants could be removed in addition to satisfying the mortgage.

Commissioner Larson asked if the covenants are tied to the mortgage or the land. HRA Manager Barnes stated they are bound to the land.

Chair Soderberg asked if there had been any conversations with the property owners or the renter about the income of the renter. Community Development Coordinator Lupini stated there had not been, since the owners proposed paying off the balance of their loan.

Chair Soderberg said she would be more concerned to remove the covenants if they had ten years until they expire, but since it is less than four years she would support staff's recommendation.

Commissioner Larson asked if we knew how long the current lease is. Community Development Coordinator Lupini stated we do not. Commissioner Larson also inquired whether we knew how much the rent was for the unit. Community Development Coordinator Lupini stated we do not know.

Chair Soderberg asked if we have done this in the past. HRA Manager Barnes stated that we have removed approximately five covenants for various reasons in the recent past.

**MOTION** by Commissioner Larson, seconded by Commissioner Huddleston, to adopt Resolution 2020-08 removing Restrictive Covenants from the property at 13808 52<sup>nd</sup> Avenue N. **Roll Call Vote.** 4 Ayes. (Chair Soderberg, Commissioners Huddleston, Whitfield and Larson). **MOTION** passed unanimously.

## 6. UPDATES

HRA Manager Barnes provided an update to the Board on the following items.

HRA Strategic Plan  
HRA Senior Buildings  
Cranberry Ridge project  
Element project  
Four Seasons Mall project  
Rockford Rd/Fernbrook Ln site  
Returning to in-person meetings

## 7. ADJOURNMENT

**MOTION** by Chair Soderberg, with no objection, to adjourn the meeting at 7:26 p.m.

P  
PLYMOUTH  
TOWNE SQUARE

4B

## MEMORANDUM

To: Jim Barnes

From: Phil Marston

Date: August 19, 2020

RE: Plymouth Towne Square Monthly Report for July 2020.  
The August 2020 Newsletter and Calendar are attached.

### Rentals:

As of July 1<sup>st</sup> we had 97 occupied apartments.

Apartment Type	Occupied	Vacant	Deposits	Estimated Move in
1 Bedroom	58	0	2	9/1/20, 9/1/20
2 Bedroom 1-Bath	19	0	1	9/1/20
2 Bedroom 2-Bath	19	0	0	
<b>Totals</b>	<b>96</b>	<b>0</b>	<b>3</b>	

### Move-Ins/Move-Outs:

We had zero move in and one move out during July. As of July 31<sup>st</sup> we had 96 occupied apartments.

### Marketing

The wait lists remain open with 92 names on the 1-bedroom list and 24 names on the 2-bedroom list. We receive inquiry calls daily and send applications out when requested.

## **Resident Services**

Due to COVID-19 and the need to practice social distancing we have reduced resident activities at Plymouth Towne Square. The Thursday morning coffee group is meeting weekly and social distancing is being practiced. We celebrated July birthdays by offering free packets of cookies in the lobby on the third Thursday of the month.

## **Building Issues**

The pedestrian stairwell exit door on the east side of the building was replaced in July. No other issues to report.

# Balance Sheet

## PLYMOUTH TOWNE SQUARE

As Of July 31, 2020

	Ending Balance	Total
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
US BANK OPER ACCT	97,338	
US BANK SEC DEP ACCT	66,515	
INVESTMENTS - WORKING CAPITAL FUND	752,734	
INVESTMENTS - NEW DEBT SERVICE	225,973	
ACCOUNTS REC-TENANTS	(3)	
DUE FROM CITY OF PLYMOUTH	126,667	
INTEREST RECEIVABLE	417	
PREPAID PROPERTY INSURANCE	12,127	
PREPAID WORKERS COMP INSUR	256	
PREPAID OTHER	6,143	
<b>TOTAL CURRENT ASSETS</b>		<b>1,288,167</b>
<b>FIXED ASSETS</b>		
LAND	459,247	
SITE IMPROVEMENTS	205,947	
BUILDING	5,767,619	
BUILDING IMPROVEMENTS	1,092,290	
FURN, FIXT & EQUIP-GENERAL	448,327	
FURNITURE & FIXTURES - HOUSEKEEPING	8,696	
COMPUTERS/OFFICE EQUIPMENT	13,060	
ACCUMULATED DEPRECIATION	(4,585,533)	
<b>TOTAL FIXED ASSETS</b>		<b>3,409,653</b>
<b>NON-CURRENT ASSETS</b>		
<b>TOTAL ASSETS</b>		<b>4,697,820</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
ACCOUNTS PAYABLE-TRADE	12,190	
ACCRUED PAYROLL	2,224	
ACCRUED COMPENSATED BALANCES	488	
ACCRUED INTEREST	13,127	
ACCRUED REAL ESTATE TAXES	20,545	
BONDS PAYABLE-SERIES 2011A ST	305,000	
ACCRUED OTHER	1,830	
<b>TOTAL CURRENT LIABILITIES</b>		<b>355,405</b>
<b>LONG-TERM LIABILITIES</b>		
SECURITY DEPOSITS	65,952	
BONDS PAYABLE - SERIES 2011A LT	980,000	
BOND PREMIUM	20,006	
<b>TOTAL LIABILITIES</b>		<b>1,065,958</b>
<b>EQUITY</b>		
RETAINED EARNINGS RSRVD FOR DS	140,561	
RETAINED EARNINGS	810,011	
NET INVESTMENT IN CAPITAL ASSETS	2,215,989	
<b>TOTAL EQUITY</b>		<b>3,166,562</b>
<b>CURRENT YEAR INCOME/(LOSS)</b>		<b>109,895</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>4,697,820</b>

# Profit and Loss Variance

## PLYMOUTH TOWNE SQUARE

Through July 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>INCOME</b>							
APARTMENT RENTAL REVENUE	58,655	57,888	767	417,534	405,216	12,318	694,656
HRA INDIVIDUAL	14,583	14,583	0	102,081	102,081	0	175,000
GARAGE RENT	3,100	3,250	(150)	22,275	22,750	(475)	39,000
GUEST ROOM REVENUE	0	130	(130)	325	910	(585)	1,560
LAUNDRY REVENUE	0	950	(950)	2,945	6,650	(3,705)	11,400
APPLICATION FEE REVENUE	0	70	(70)	70	385	(315)	630
TRANSFER FEE REVENUE	500	0	500	500	500	0	500
INVESTMENT INCOME	7,578	417	7,161	23,399	2,919	20,480	5,000
CONTRIBUTED CAPITAL REVENUE	0	7,104	(7,104)	0	49,728	(49,728)	85,250
MISCELLANEOUS REVENUE	0	100	(100)	423	700	(277)	1,200
<b>TOTAL INCOME</b>	<b>84,416</b>	<b>84,492</b>	<b>(76)</b>	<b>569,551</b>	<b>591,839</b>	<b>(22,288)</b>	<b>1,014,196</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION</b>							
MANAGER SALARIES/WAGES	5,025	4,917	(108)	34,409	34,419	11	59,000
PAYROLL TAXES	333	929	596	4,343	6,497	2,154	11,142
HEALTH INSURANCE	1,441	1,187	(254)	9,956	8,309	(1,647)	14,243
WORKERS COMP INSURANCE	119	180	61	892	1,260	368	2,160
MAINTENANCE SALARIES/WAGES	279	4,857	4,578	24,697	33,999	9,302	58,281
EMPLOYEE COSTS	80	110	30	600	810	210	1,400
SEMINAR/TRAINING	0	0	0	0	255	255	255
BANK FEES	98	100	2	658	700	42	1,200
DUES, SUBS & MEMBERSHIPS	0	0	0	60	60	0	60
LICENSE & PERMITS	0	0	0	0	165	165	1,119
MILEAGE REIMBURSEMENT	0	52	52	390	367	(23)	630
POSTAGE/OVERNIGHT EXPRESS	0	0	0	68	90	22	135
PRINTING	0	20	20	826	140	(686)	240
MANAGEMENT FEES	4,840	4,840	0	33,880	33,880	0	58,080
PROFESSIONAL FEES	0	160	160	76	1,120	1,044	1,920
TELEPHONE EXPENSE	384	400	16	2,625	2,800	175	4,800
EQUIPMENT LEASE/REPAIR	2,252	265	(1,987)	6,254	1,855	(4,399)	3,180
OFFICE SUPPLIES	66	93	27	570	651	81	1,116
<b>TOTAL ADMIN EXPENSES</b>	<b>14,917</b>	<b>18,110</b>	<b>3,193</b>	<b>120,304</b>	<b>127,377</b>	<b>7,073</b>	<b>218,961</b>
<b>LIFE ENRICHMENT</b>							
RESIDENT PROGRAM/ACTIVITIES	80	765	685	1,308	2,395	1,087	6,480
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>80</b>	<b>765</b>	<b>685</b>	<b>1,308</b>	<b>2,395</b>	<b>1,087</b>	<b>6,480</b>

# Profit and Loss Variance

## PLYMOUTH TOWNE SQUARE

Through July 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>MARKETING</b>							
ADVERTISING	0	10	10	0	70	70	120
<b>TOTAL MARKETING EXPENSES</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>70</b>	<b>70</b>	<b>120</b>
<b>HOUSEKEEPING</b>							
CONTRACT LABOR	2,347	1,509	(838)	13,284	10,563	(2,721)	18,108
CLEANING SUPPLIES	0	175	175	1,345	1,225	(120)	2,100
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>2,347</b>	<b>1,684</b>	<b>(663)</b>	<b>14,629</b>	<b>11,788</b>	<b>(2,841)</b>	<b>20,208</b>
<b>BUILDING &amp; GROUNDS</b>							
CABLE TV EXPENSE	87	104	17	610	608	(2)	1,128
UTILITIES - ELECTRICITY	2,007	2,200	193	11,594	14,400	2,806	24,500
UTILITIES - GAS	514	600	86	11,355	15,200	3,845	22,800
UTILITIES - WATER/SEWER	1,830	2,000	170	12,214	12,800	586	22,000
WATER SOFTENING SERVICE	428	525	97	3,192	3,675	483	6,300
DOORS, KEYS & WINDOWS	20	300	280	439	2,100	1,661	3,600
FIRE SYSTEM SERVICE	210	600	390	2,929	4,200	1,271	7,200
LAWN SERVICE/LANDSCAP/SNOW RMVL	1,830	2,400	570	11,615	17,700	6,085	28,200
PEST CONTROL	0	130	130	435	430	(5)	730
TRASH REMOVAL	1,132	992	(140)	8,823	6,944	(1,879)	11,904
UNIT TURNOVER REPAIRS	11,201	3,439	(7,762)	21,966	24,073	2,107	41,264
ELEVATOR-REPAIRS & MAINTENANCE	634	790	156	4,435	5,530	1,095	9,480
REPAIRS & MAINTENANCE	856	2,733	1,877	22,395	19,131	(3,264)	32,800
BUILDING & GROUNDS SUPPLIES	1,120	1,667	547	15,475	11,669	(3,806)	20,000
HVAC - REPAIRS & MAINTENANCE	1,113	2,000	887	5,870	14,000	8,130	24,000
MISCELLANEOUS B & G EXPENSES	0	833	833	0	5,833	5,833	10,000
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>22,982</b>	<b>21,313</b>	<b>(1,669)</b>	<b>133,347</b>	<b>158,293</b>	<b>24,946</b>	<b>265,906</b>
<b>OTHER OPERATING EXPENSES</b>							
PROPERTY & LIABILITY INSURANCE	3,702	2,524	(1,178)	18,486	17,668	(818)	30,606
PAYMENT IN LIEU OF PROPERTY TAX	2,935	2,935	0	20,545	20,545	0	35,225
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>6,637</b>	<b>5,459</b>	<b>(1,178)</b>	<b>39,031</b>	<b>38,213</b>	<b>(818)</b>	<b>65,831</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>46,963</b>	<b>47,341</b>	<b>378</b>	<b>308,618</b>	<b>338,136</b>	<b>29,518</b>	<b>577,506</b>
<b>NET OPERATING INCOME / ( LOSS)</b>	<b>37,452</b>	<b>37,151</b>	<b>301</b>	<b>260,933</b>	<b>253,703</b>	<b>7,230</b>	<b>436,690</b>
<b>DEPREC, INTEREST &amp; OTHER</b>							
DEPRECIATION EXPENSE	16,433	16,433	0	115,031	115,031	0	197,197
AMORTIZATION EXPENSE	(527)	(527)	0	(3,689)	(3,689)	0	(6,320)
RESERVE/REPLACE CAPITAL EXPENSE	5,474	7,000	1,526	63,078	120,000	56,922	169,250
INTEREST EXPENSE	3,282	3,282	0	23,285	22,974	(311)	39,388
HRA SUBSIDY-TIF	(6,667)	(6,667)	()	(46,667)	(46,669)	(2)	(80,000)
<b>TOTAL DEPREC, INTEREST &amp; OTHER</b>	<b>17,995</b>	<b>19,521</b>	<b>1,526</b>	<b>151,038</b>	<b>207,647</b>	<b>56,609</b>	<b>319,515</b>
<b>NET INCOME / (LOSS)</b>	<b>19,457</b>	<b>17,630</b>	<b>1,827</b>	<b>109,895</b>	<b>46,056</b>	<b>63,839</b>	<b>117,175</b>

# Twelve Month Profit and Loss

## PLYMOUTH TOWNE SQUARE For Year 2020

	Aug 31, 2019	Sep 30, 2019	Oct 31, 2019	Nov 30, 2019	Dec 31, 2019	Jan 31, 2020	Feb 29, 2020	Mar 31, 2020	Apr 30, 2020	May 31, 2020	Jun 30, 2020	Jul 31, 2020	Period End Total
<b>INCOME</b>													
APARTMENT RENTAL REVENUE	58,983	59,076	59,885	59,830	58,712	58,897	60,396	60,174	59,956	59,985	59,391	58,685	713,990
HEA INDIVIDUAL	15,417	15,417	15,417	15,417	15,417	14,583	14,583	14,583	14,583	14,583	14,583	14,583	179,184
GARAGE RENT	3,300	3,200	3,300	3,250	3,210	3,200	3,300	3,250	3,125	3,150	3,150	3,100	38,585
GUEST ROOM REVENUE	0	0	280	780	65	130	195	0	0	0	0	0	1,430
LAUNDRY REVENUE	925	519	881	815	905	1,020	890	1,025	10	0	0	0	6,990
APPLICATION FEE REVENUE	0	35	70	70	35	70	0	0	0	0	0	0	290
TRANSFER FEE REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
INVESTMENT INCOME	609	617	4,758	626	1,336	562	558	476	410	13,388	416	7,578	31,345
UNREALIZED GAIN/LOSS	0	0	0	0	(8,398)	0	0	0	0	0	0	0	(8,398)
MISCELLANEOUS REVENUE	166	27	0	0	0	421	3	0	0	0	0	0	616
<b>TOTAL INCOME</b>	<b>79,370</b>	<b>78,891</b>	<b>84,620</b>	<b>80,788</b>	<b>71,282</b>	<b>78,972</b>	<b>79,916</b>	<b>79,507</b>	<b>78,093</b>	<b>91,105</b>	<b>77,542</b>	<b>84,416</b>	<b>964,501</b>
<b>EXPENSES</b>													
<b>ADMINISTRATION</b>													
MANAGER SALARIES/WAGES	4,825	4,689	4,825	4,689	4,820	4,809	4,701	5,025	4,883	5,025	4,883	5,025	58,015
PAYROLL TAXES	585	548	562	840	733	436	722	662	677	906	516	333	7,682
HEALTH INSURANCE	1,384	1,384	1,384	957	1,050	1,768	1,441	1,441	1,441	985	1,441	1,441	16,144
WORKERS COMP INSURANCE	120	120	60	173	115	119	119	119	119	178	119	119	1,490
MAINTENANCE SALARIES/WAGES	4,546	3,919	4,281	4,008	4,552	4,728	4,544	4,587	4,527	4,826	1,206	279	46,002
EMPLOYEE COSTS	80	80	80	120	80	80	80	90	80	120	80	80	1,040
BANK FEES	104	97	119	71	110	88	98	87	95	115	77	98	1,180
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	60	0	0	0	0	0	0	60
LICENSE & PERMITS	200	0	694	60	0	0	0	0	0	0	0	0	954
MILEAGE REIMBURSEMENT	41	55	46	26	86	81	17	81	129	82	13	0	684
POSTAGE/OVERNIGHT EXPRESS	0	55	0	0	0	0	35	0	0	0	0	0	123
PRINTING	0	0	0	0	0	0	0	0	0	0	0	0	326
MANAGEMENT FEES	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	58,080
PROFESSIONAL FEES	1,224	73	0	292	0	0	75	1	0	0	0	0	1,625
TELEPHONE EXPENSE	364	367	364	373	373	373	372	375	374	373	374	384	4,467
EQUIPMENT LEASE/REPAIR	784	206	343	386	1,088	347	152	665	314	342	2,181	2,282	9,070
OFFICE SUPPLIES	88	190	0	53	0	268	0	121	125	0	0	66	898
<b>TOTAL ADMIN EXPENSES</b>	<b>19,202</b>	<b>16,612</b>	<b>17,616</b>	<b>16,839</b>	<b>17,718</b>	<b>18,086</b>	<b>18,042</b>	<b>18,083</b>	<b>17,584</b>	<b>17,882</b>	<b>15,708</b>	<b>14,917</b>	<b>208,291</b>
<b>LIFE ENRICHMENT</b>													
RESIDENT PROGRAM/ACTIVITIES	864	84	1,752	361	1,652	65	702	204	73	14	80	80	6,020
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>864</b>	<b>84</b>	<b>1,752</b>	<b>361</b>	<b>1,652</b>	<b>65</b>	<b>792</b>	<b>204</b>	<b>73</b>	<b>14</b>	<b>80</b>	<b>80</b>	<b>6,020</b>

# Twelve Month Profit and Loss

## PLYMOUTH TOWNE SQUARE For Year 2020

	Period End Aug 31, 2019	Period End Sep 30, 2019	Period End Oct 31, 2019	Period End Nov 30, 2019	Period End Dec 31, 2019	Period End Jan 31, 2020	Period End Feb 29, 2020	Period End Mar 31, 2020	Period End Apr 30, 2020	Period End May 31, 2020	Period End Jun 30, 2020	Period End Jul 31, 2020	Period End Total
<b>HOUSEKEEPING</b>													
CONTRACT LABOR	1,412	1,332	1,372	1,372	1,372	1,452	1,372	1,597	2,047	2,122	2,347	2,347	20,144
CLEANING SUPPLIES	473	54	232	178	100	49	90	680	152	160	233	0	2,381
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>1,885</b>	<b>1,386</b>	<b>1,604</b>	<b>1,550</b>	<b>1,472</b>	<b>1,501</b>	<b>1,462</b>	<b>2,257</b>	<b>2,199</b>	<b>2,282</b>	<b>2,580</b>	<b>2,347</b>	<b>22,525</b>
<b>BUILDING &amp; GROUNDS</b>													
CABLE TV EXPENSE	84	84	84	84	84	84	84	89	89	88	89	97	1,029
UTILITIES - ELECTRICITY	2,303	1,885	1,690	1,088	1,611	1,619	1,522	1,394	1,549	1,436	2,067	1,207	20,182
UTILITIES - GAS	463	456	979	2,034	2,689	3,061	2,326	1,894	1,550	994	527	514	17,957
UTILITIES - WATER/SEWER	1,701	1,838	1,934	1,758	1,540	1,648	1,581	1,615	1,678	1,747	1,913	1,930	20,983
WATER SORTING SERVICE	500	246	726	226	456	507	495	391	440	525	405	428	5,346
DOORS, KEYS & WINDOWS	0	585	405	0	11	410	0	0	0	0	0	20	1,440
FIRE SYSTEM SERVICE	290	2,594	753	210	392	210	210	210	210	210	1,672	210	14,440
LAWN SERVICE/LANDSCAPING/SNOW RMVL	7,505	965	1,530	2,705	4,804	3,440	2,055	0	0	2,815	1,475	1,890	7,188
PEST CONTROL	54	145	0	0	0	145	0	145	0	0	145	0	634
TRASH REMOVAL	1,181	1,079	963	1,224	1,122	1,106	1,376	1,286	1,283	1,276	1,364	1,132	14,360
UNIT TURNOVER REPAIRS	249	649	0	1,692	2,440	3,237	0	0	2,445	0	5,083	11,201	28,966
ELEVATOR REPAIRS & MAINTENANCE	613	613	634	634	764	634	634	634	634	634	634	634	7,693
REPAIRS & MAINTENANCE	1,742	2,949	672	1,159	11,931	0	0	6,815	7,721	6,118	895	856	40,647
BUILDING & GROUNDS SUPPLIES	1,449	1,463	1,467	1,116	1,276	2,705	3,534	2,555	2,921	1,382	1,259	1,120	22,275
HVAC - REPAIRS & MAINTENANCE	1,417	1,319	771	704	923	265	2,874	576	709	265	285	1,113	11,004
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>19,550</b>	<b>16,770</b>	<b>12,598</b>	<b>14,641</b>	<b>29,721</b>	<b>19,072</b>	<b>16,990</b>	<b>17,603</b>	<b>21,428</b>	<b>17,489</b>	<b>17,783</b>	<b>22,982</b>	<b>226,628</b>
<b>OTHER OPERATING EXPENSES</b>													
PROPERTY & LIABILITY INSURANCE	2,484	2,464	2,464	2,464	2,464	2,484	2,464	2,464	2,464	2,484	2,484	3,702	30,806
PROPERTY IN LIEU OF PROPERTY TAX	2,801	2,801	2,801	2,801	4,508	2,885	2,935	2,935	2,935	2,935	2,935	2,935	36,258
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>5,285</b>	<b>5,265</b>	<b>5,265</b>	<b>5,265</b>	<b>6,973</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>6,637</b>	<b>67,064</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>46,766</b>	<b>40,116</b>	<b>38,835</b>	<b>38,656</b>	<b>57,537</b>	<b>44,123</b>	<b>42,685</b>	<b>43,547</b>	<b>46,682</b>	<b>43,067</b>	<b>41,551</b>	<b>46,963</b>	<b>530,528</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>32,604</b>	<b>38,774</b>	<b>45,785</b>	<b>42,132</b>	<b>13,744</b>	<b>34,849</b>	<b>37,230</b>	<b>35,961</b>	<b>31,410</b>	<b>48,039</b>	<b>35,991</b>	<b>37,452</b>	<b>433,973</b>
<b>DEPRECIATION, INTEREST &amp; OTHER</b>													
DEPRECIATION EXPENSE	15,750	15,750	15,750	15,750	20,707	16,433	16,433	16,433	16,433	16,433	16,433	16,433	198,738
AMORTIZATION EXPENSE	(527)	(527)	(527)	(527)	(522)	(527)	(527)	(527)	(527)	(527)	(527)	(527)	(6,319)
RESERVE/REPLACE CAPITAL EXPENSE	967	11,262	987	6,103	(52,674)	15,867	9,158	713	0	13,457	18,408	5,474	29,704
INTEREST EXPENSE	4,020	4,172	4,020	4,020	1,957	3,282	3,282	3,438	3,282	3,282	3,437	3,292	41,473
HRA SUBSIDY-TIP	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(80,000)
<b>TOTAL DEPRECIATION, INTEREST &amp; OTHER</b>	<b>13,543</b>	<b>23,990</b>	<b>13,543</b>	<b>19,680</b>	<b>(37,199)</b>	<b>28,388</b>	<b>21,679</b>	<b>13,390</b>	<b>12,521</b>	<b>25,978</b>	<b>31,085</b>	<b>17,995</b>	<b>183,597</b>
<b>NET INCOME / (LOSS)</b>	<b>19,060</b>	<b>14,784</b>	<b>32,242</b>	<b>23,453</b>	<b>50,942</b>	<b>6,461</b>	<b>15,551</b>	<b>22,571</b>	<b>18,889</b>	<b>22,060</b>	<b>4,906</b>	<b>19,457</b>	<b>250,376</b>

**MEMORANDUM****To: Jim Barnes****From: Sara Paquette****Date: August 7, 2020****RE: Vicksburg Crossing Monthly Report for July 2020****Rentals:**

As of July 31<sup>st</sup>, we have 94 occupied apartments with 1 vacant apartment and we have 1 deposit at this time. We have a total of 0 apartments available to rent. The affordable apartment waiting list now has 91 names and we have been adding interested people to the list. We have 35 people on our moderately priced one-bedroom wait list and 32 people on our moderately priced 1+ and two-bedroom wait list.

Style (Total #)	Square Feet	Bedrooms	Occupied	Vacant	Deposits	Est'd Move in
Style A (23)	850 Sq Ft	1 Bedroom	23	0	0	
Style C (8)	884 Sq Ft	1 + Den	8	0	0	
Style C2 (8)	950 Sq Ft	1 + Den	8	0	0	
Style D (8)	1187 Sq Ft	2 Bedroom	7	1	1	8/15/20
Style D2 (4)	1281 Sq Ft	2 Bedroom	4	0	0	
Style E (8)	1055 Sq Ft	2 Bedroom	8	0	0	
Style E2 (3)	1055 Sq Ft	2 Bedroom	3	0	0	
Affordable (33)	725 Sq Ft	1 Bedroom	33	0	0	
<b>TOTALS</b>			<b>94</b>	<b>1</b>	<b>1</b>	

## **Move-Ins/Move-Outs:**

We had one resident move out of a 2 bedroom (style D) during the month of July.

## **Marketing**

Our waiting lists continue to be strong.

## **Resident Services**

This month we are cautiously adding some resident services to our calendar. We have spaced out our tables in the community room and have a limit of 2 residents per table. Residents have started participating in Yoga, knit and crochet, Bingo, coffee hour and social hour. Masks are required at all our resident gatherings.

We had a summer party on Tuesday, July 28<sup>th</sup>. It did not look at all like any of our past parties, but everyone enjoyed seeing their neighbors. Because of our limited capacity in the community room, we could only accommodate 16 residents. Some of the residents sat outside on the patio. One of the residents volunteered to cook hotdogs, we had individual bags of chips, served individual cups of condiments on each plate, had sliced watermelon and for dessert we had ice cream sandwiches.

Our monthly birthday party has evolved during the pandemic. We are now having a resident birthday party to go. The residents pick up their cupcakes outside my office and take them home. We use our birthday plates and napkins.

## **Building Issues**

This month Spec 7 came to waterproof our elevator pits. Unfortunately, during the process used to clean the walls, the solution damaged the pistons. Schindler Elevator had to come and repair the damage. Spec 7 covered the cost.

# Balance Sheet

## VICKSBURG CROSSING

As Of July 31, 2020

	Ending Balance	Total
<b>ASSETS</b>		
CURRENT ASSETS		
US BANK OPER ACCT	1,151,101	
US BANK SEC DEP ACCT	73,084	
INVESTMENTS - WORKING CAPITAL FUND	811,906	
INVESTMENTS - DEBT SERVICE	(114,561)	
INTEREST RECEIVABLE	1,250	
PREPAID PROPERTY INSURANCE	12,657	
PREPAID WORKERS COMP INSUR	271	
PREPAID OTHER	3,816	
<b>TOTAL CURRENT ASSETS</b>		<b>1,939,524</b>
FIXED ASSETS		
LAND	874,593	
SITE IMPROVEMENTS	251,060	
BUILDING	9,055,273	
FURNITURE, FIXTURES & EQUIP-GENERAL	395,282	
COMPUTERS/OFFICE EQUIPMENT	8,680	
ACCUMULATED DEPRECIATION	(4,744,894)	
<b>TOTAL FIXED ASSETS</b>		<b>5,839,995</b>
NON-CURRENT ASSETS		
<b>TOTAL ASSETS</b>		<b>7,779,519</b>
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE-TRADE	16,029	
ACCRUED PAYROLL	4,258	
ACCRUED COMPENSATED BALANCES	3,367	
ACCRUED INTEREST	109,233	
ACCRUED REAL ESTATE TAXES	35,350	
ACCRUED OTHER	1,419	
<b>TOTAL CURRENT LIABILITIES</b>		<b>169,656</b>
LONG-TERM LIABILITIES		
SECURITY DEPOSITS	72,689	
BOND PAYABLE-2012A	8,020,000	
BOND DISCOUNT-2012A	(17,980)	
<b>TOTAL LIABILITIES</b>		<b>8,244,365</b>
<b>EQUITY</b>		
NET INVESTMENTS IN CAPITAL ASSETS	(2,421,699)	
RESTRICTED FOR DEBT SERVICE	421,406	
UNRESTRICTED	1,391,272	
<b>TOTAL EQUITY</b>		<b>(609,021)</b>
<b>CURRENT YEAR INCOME/(LOSS)</b>		<b>144,174</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>7,779,519</b>

# Profit and Loss Variance

## VICKSBURG CROSSING

Through July 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>INCOME</b>							
APARTMENT RENTAL REVENUE	101,302	100,009	1,293	715,715	698,303	17,412	1,203,298
APARTMENT RENTAL REVENUE - COUNTY	2,848	1,736	1,112	17,476	12,152	5,324	20,832
HRA SUBSIDY - TAX LEVY	3,333	3,333	0	23,331	23,331	0	40,000
GARAGE RENT	3,740	3,795	(55)	26,179	26,565	(386)	45,540
GUEST ROOM REVENUE	0	140	(140)	120	1,120	(1,000)	2,100
APPLICATION FEE REVENUE	70	35	35	245	245	0	420
TRANSFER FEE REVENUE	0	0	0	500	500	0	500
INVESTMENT INCOME	3,574	1,250	2,324	17,847	8,750	9,097	15,000
CONTRIBUTED CAPITAL REVENUE	0	4,458	(4,458)	0	31,956	(31,956)	54,250
MISCELLANEOUS REVENUE	290	285	5	2,997	1,995	1,002	3,420
<b>TOTAL INCOME</b>	<b>115,157</b>	<b>115,041</b>	<b>116</b>	<b>804,410</b>	<b>804,917</b>	<b>(507)</b>	<b>1,385,360</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION</b>							
MANAGER SALARIES	5,536	5,417	(119)	37,937	37,919	(18)	65,000
PAYROLL TAXES	707	989	282	5,032	6,923	1,891	11,870
HEALTH INSURANCE	1,487	1,508	21	10,195	10,556	361	18,099
WORKERS COMP INSURANCE	120	140	20	897	980	83	1,680
MAINTENANCE SALARIES/WAGES	5,018	4,995	(23)	33,807	34,965	1,158	59,943
EMPLOYEE COSTS	80	85	5	600	630	30	1,125
SEMINAR/TRAINING	0	0	0	0	200	200	200
BANK FEES	96	100	4	657	700	43	1,200
DUES, SUBS & MEMBERSHIPS	60	65	5	180	65	(115)	65
LICENSE & PERMITS	0	0	0	676	906	230	906
MILEAGE REIMBURSEMENT	0	60	60	181	420	239	720
POSTAGE/OVERNIGHT EXPRESS	8	16	8	67	112	45	192
PRINTING	0	10	10	0	70	70	120
MANAGEMENT FEES	4,614	4,614	0	32,298	32,298	0	55,373
PROFESSIONAL FEES	0	223	223	125	1,561	1,436	2,676
TELEPHONE EXPENSE	455	445	(10)	3,146	3,115	(31)	5,340
EQUIPMENT LEASE/REPAIR	239	185	(54)	1,120	1,295	175	2,220
OFFICE SUPPLIES	2	110	108	687	770	83	1,320
<b>TOTAL ADMIN EXPENSES</b>	<b>18,421</b>	<b>18,962</b>	<b>541</b>	<b>127,604</b>	<b>133,485</b>	<b>5,881</b>	<b>228,049</b>
<b>LIFE ENRICHMENT</b>							
RESIDENT PROGRAM/ACTIVITIES	92	350	258	1,295	2,850	1,555	6,300
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>92</b>	<b>350</b>	<b>258</b>	<b>1,295</b>	<b>2,850</b>	<b>1,555</b>	<b>6,300</b>

# Profit and Loss Variance

## VICKSBURG CROSSING

Through July 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>MARKETING</b>							
ADVERTISING	0	0	0	18	400	382	800
<b>TOTAL MARKETING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>400</b>	<b>382</b>	<b>800</b>
<b>HOUSEKEEPING</b>							
CONTRACT LABOR	1,801	1,140	(661)	10,495	7,980	(2,515)	13,680
CLEANING SUPPLIES	145	195	50	656	1,365	709	2,340
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>1,945</b>	<b>1,335</b>	<b>(610)</b>	<b>11,150</b>	<b>9,345</b>	<b>(1,805)</b>	<b>16,020</b>
<b>BUILDING &amp; GROUNDS</b>							
CABLE TV EXPENSE	202	203	1	1,421	1,421	()	2,436
UTILITIES - ELECTRICITY	1,902	2,650	748	12,336	13,750	1,414	23,870
UTILITIES - GAS	425	600	175	12,086	14,200	2,114	24,500
UTILITIES - WATER/SEWER	1,419	1,500	81	9,029	9,350	321	16,750
WATER SOFTENING SERVICE	174	143	(31)	1,151	1,001	(150)	1,716
DOORS, KEYS & WINDOWS	53	162	109	275	1,134	859	1,944
FIRE SYSTEM SERVICE	258	180	(78)	1,385	3,250	1,865	6,570
LAWN SERVICE/LANDSCAP/SNOW RMVL	1,125	3,500	2,375	9,445	15,720	6,275	23,120
PEST CONTROL	0	65	65	459	490	31	3,595
TRASH REMOVAL	1,227	1,038	(189)	8,013	7,266	(747)	12,456
UNIT TURNOVER REPAIRS	5,377	4,355	(1,022)	19,140	30,485	11,345	52,260
ELEVATOR-REPAIRS & MAINTENANCE	518	651	133	3,610	4,557	947	7,812
REPAIRS & MAINTENANCE	1,960	1,300	(660)	16,413	14,300	(2,113)	23,400
BUILDING & GROUNDS SUPPLIES	1,575	1,500	(75)	7,727	10,500	2,773	18,000
HVAC - REPAIRS & MAINTENANCE	248	3,000	2,753	2,277	8,500	6,223	13,500
MISCELLANEOUS B & G EXPENSES	0	833	833	0	5,833	5,833	10,000
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>16,461</b>	<b>21,680</b>	<b>5,219</b>	<b>104,768</b>	<b>141,757</b>	<b>36,989</b>	<b>241,929</b>
<b>OTHER OPERATING EXPENSES</b>							
PROPERTY & LIABILITY INSURANCE	3,855	2,628	(1,227)	19,243	18,396	(847)	31,857
PAYMENT IN LIEU OF PROPERTY TAX	5,050	5,050	0	55,129	35,350	(19,779)	60,598
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>8,905</b>	<b>7,678</b>	<b>(1,227)</b>	<b>74,372</b>	<b>53,746</b>	<b>(20,626)</b>	<b>92,455</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>45,824</b>	<b>50,005</b>	<b>4,181</b>	<b>319,208</b>	<b>341,583</b>	<b>22,375</b>	<b>585,553</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>69,333</b>	<b>65,036</b>	<b>4,297</b>	<b>485,201</b>	<b>463,334</b>	<b>21,867</b>	<b>799,807</b>
<b>DEPREC, INTEREST &amp; OTHER</b>							
DEPRECIATION EXPENSE	25,658	25,658	0	179,606	179,606	0	307,891
AMORTIZATION EXPENSE	103	103	0	721	721	0	1,240
RESERVE/REPLACE CAPITAL EXPENSE	27,321	19,000	(8,321)	32,497	82,500	50,003	133,500
INTEREST EXPENSE	18,267	18,267	0	128,203	127,869	(334)	219,200
<b>TOTAL DEPREC, INTEREST &amp; OTHER</b>	<b>71,348</b>	<b>63,028</b>	<b>(8,320)</b>	<b>341,027</b>	<b>390,696</b>	<b>49,669</b>	<b>661,831</b>
<b>NET INCOME / (LOSS)</b>	<b>(2,016)</b>	<b>2,008</b>	<b>(4,024)</b>	<b>144,174</b>	<b>72,638</b>	<b>71,536</b>	<b>137,976</b>

# Twelve Month Profit and Loss

## VICKSBURG CROSSING For Year 2020

	Aug 31, 2019	Sep 30, 2019	Oct 31, 2019	Nov 30, 2019	Dec 31, 2019	Jan 31, 2020	Feb 29, 2020	Mar 31, 2020	Apr 30, 2020	May 31, 2020	Jun 30, 2020	Jul 31, 2020	Period End Total
<b>INCOME</b>													
APARTMENT RENTAL REVENUE	100,599	100,873	99,368	102,116	102,976	102,374	102,006	103,116	101,679	102,594	102,644	101,302	1,221,645
APARTMENT RENTAL REVENUE - COUNTY	1,736	1,682	2,165	2,194	2,194	2,194	2,194	2,194	2,194	2,926	2,926	2,948	27,427
HRA SUBSIDY - TAX LEVY	4,583	4,583	4,583	4,583	4,587	3,333	3,333	3,333	3,333	3,333	3,333	3,333	46,250
GARAGE RENT	3,610	3,635	3,680	3,740	3,740	3,740	3,740	3,740	3,739	3,740	3,740	3,740	44,624
GUEST ROOM REVENUE	0	720	420	0	240	0	120	0	0	0	0	0	1,500
APPLICATION FEE REVENUE	0	70	140	0	35	70	0	0	105	0	0	70	450
TRANSFER FEE REVENUE	0	0	0	0	0	500	0	0	0	0	0	0	500
INVESTMENT INCOME	1,015	1,056	4,739	1,030	2,151	2,152	2,100	1,586	1,287	5,887	1,260	3,574	27,838
MISCELLANEOUS REVENUE	418	250	290	290	385	785	622	340	300	300	350	290	4,821
<b>TOTAL INCOME</b>	<b>111,962</b>	<b>112,849</b>	<b>115,363</b>	<b>113,943</b>	<b>116,308</b>	<b>115,158</b>	<b>114,115</b>	<b>114,319</b>	<b>112,617</b>	<b>118,790</b>	<b>114,253</b>	<b>115,157</b>	<b>1,374,833</b>
<b>EXPENSES</b>													
<b>ADMINISTRATION</b>													
MANAGER SALARIES	5,365	5,192	5,365	5,192	5,708	5,437	5,179	5,536	5,357	5,536	5,357	5,536	64,761
PAYROLL TAXES	537	610	520	920	681	468	724	697	686	1,043	698	707	8,656
HEALTH INSURANCE	1,597	1,597	520	3	49	1,952	1,479	1,479	1,479	1,043	1,487	1,487	13,961
WORKERS COMP INSURANCE	114	114	114	115	110	120	120	120	120	179	120	120	1,464
MAINTENANCE SALARIES/WAGES	3,448	6,825	5,813	4,202	2,392	4,947	4,524	4,957	4,453	5,181	4,828	5,018	56,288
EMPLOYEE COSTS	80	80	80	120	80	80	80	80	80	120	80	80	1,040
SEMINAR/TRAINING	0	0	28	0	0	0	0	0	0	0	0	0	28
BANK FEES	99	96	113	72	98	90	82	78	84	120	108	96	1,138
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	0	120	0	0	0	0	60	180
LICENSE & PERMITS	0	0	0	0	0	0	0	676	0	0	0	0	676
MILEAGE REIMBURSEMENT	41	55	46	26	119	43	17	35	35	52	0	0	488
POSTAGE/OVERNIGHT EXPRESS	0	18	5	5	2	13	8	4	21	6	8	8	96
MANAGEMENT FEES	4,480	4,480	4,480	4,480	4,480	4,614	4,614	4,614	4,614	4,614	4,614	4,614	54,698
PROFESSIONAL FEES	1,157	25	0	125	0	0	50	0	0	75	0	0	1,432
TELEPHONE EXPENSE	439	439	439	449	449	447	450	450	448	448	448	455	5,362
EQUIPMENT LEASE/REPAIR	153	813	819	279	79	239	79	173	79	229	79	239	3,283
OFFICE SUPPLIES	103	6	353	124	89	92	143	129	84	146	91	2	1,392
<b>TOTAL ADMIN EXPENSES</b>	<b>17,614</b>	<b>20,152</b>	<b>19,052</b>	<b>16,111</b>	<b>14,336</b>	<b>18,542</b>	<b>17,668</b>	<b>18,925</b>	<b>17,548</b>	<b>18,583</b>	<b>17,919</b>	<b>18,421</b>	<b>214,868</b>
<b>LIFE ENRICHMENT</b>													
RESIDENT PROGRAM/ACTIVITIES	581	220	887	402	1,811	164	455	94	132	226	132	92	5,206
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>581</b>	<b>220</b>	<b>887</b>	<b>402</b>	<b>1,811</b>	<b>164</b>	<b>455</b>	<b>94</b>	<b>132</b>	<b>226</b>	<b>132</b>	<b>92</b>	<b>5,206</b>

# Twelve Month Profit and Loss

## VICKSBURG CROSSING

For Year 2020

	Aug 31, 2019	Sep 30, 2019	Oct 31, 2019	Nov 30, 2019	Dec 31, 2019	Jan 31, 2020	Feb 29, 2020	Mar 31, 2020	Apr 30, 2020	May 31, 2020	Jun 30, 2020	Jul 31, 2020	Period End Total
<b>MARKETING</b>													
ADVERTISING	698	0	0	0	0	0	18	0	0	0	0	0	716
TOTAL MARKETING EXPENSES	698	0	0	0	0	0	18	0	0	0	0	0	716
<b>HOUSEKEEPING</b>													
CONTRACT LABOR	1,001	1,001	1,193	1,243	1,001	1,351	1,089	1,287	1,481	1,541	1,887	1,901	15,892
CLEANING SUPPLIES	42	106	37	127	244	0	94	132	60	148	76	145	1,211
TOTAL HOUSEKEEPING EXPENSES	1,042	1,107	1,229	1,370	1,244	1,351	1,182	1,420	1,541	1,689	2,043	1,945	17,143
<b>BUILDING &amp; GROUNDS</b>													
CABLE TV EXPENSE	183	183	183	183	183	183	202	207	207	207	204	202	2,394
UTILITIES - ELECTRICITY	2,149	1,734	1,550	1,377	1,389	1,976	1,927	1,717	1,865	1,427	1,721	1,902	20,516
UTILITIES - GAS	376	350	585	1,887	3,134	3,389	3,513	1,988	1,536	776	459	425	18,418
UTILITIES - WATER/SEWER	1,320	1,419	1,192	1,291	1,135	1,151	1,252	1,202	1,341	1,271	1,392	1,419	15,595
WATER SOFTENING SERVICE	114	87	112	0	107	220	441	0	133	184	0	174	1,572
DOORS, KEYS & WINDOWS	218	90	0	94	163	26	144	52	0	0	0	33	839
FIRE SYSTEM SERVICE	53	282	53	55	55	55	55	55	893	55	55	258	1,882
LAWN SERVICE/LANDSCAPING/SNOW MVL	1,215	1,204	1,376	2,075	3,928	2,540	1,500	875	875	1,680	1,625	1,125	19,243
PEST CONTROL	0	153	0	0	0	153	0	153	0	0	153	0	612
TRASH REMOVAL	1,038	1,736	1,038	1,038	1,041	1,327	1,153	1,037	1,032	1,023	1,215	1,227	13,605
UNIT TURNOVER REPAIRS	5,857	4,158	10,828	4,239	2,170	6,844	3,184	0	3,724	0	0	5,377	46,571
ELEVATOR REPAIRS & MAINTENANCE	502	502	502	502	502	502	518	518	518	518	518	518	6,119
REPAIRS & MAINTENANCE	296	8,950	2,516	518	881	1,885	1,047	605	980	5,607	4,330	1,980	28,572
BUILDING & GROUNDS SUPPLIES	510	542	1,149	1,698	1,998	1,041	1,047	1,047	1,177	1,585	500	1,575	13,864
HVAC - REPAIRS & MAINTENANCE	2,201	225	1,612	248	248	430	248	610	248	248	248	248	6,509
TOTAL BUILDING & GROUNDS	16,022	21,625	22,705	15,151	16,922	21,492	16,235	9,190	14,390	14,582	12,419	16,461	197,193
<b>OTHER OPERATING EXPENSES</b>													
PROPERTY & LIABILITY INSURANCE	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	3,855	32,068
PAYMENT IN LIEU OF PROPERTY TAX	4,999	4,999	4,999	4,999	6,088	5,050	5,050	5,050	24,828	5,050	5,050	81,213	81,213
TOTAL OTHER OPERATING EXPENSES	7,564	7,564	7,564	7,564	8,652	7,615	7,615	7,615	27,394	7,615	7,615	8,905	113,278
<b>TOTAL OPERATING EXPENSES</b>	43,521	50,668	51,446	40,598	42,985	49,163	43,153	37,243	61,004	42,693	40,128	45,824	548,405
<b>NET OPERATING INCOME / (LOSS)</b>	68,441	62,181	63,917	73,345	73,343	65,995	70,982	77,076	51,613	76,096	74,125	69,333	826,428
<b>DEPRIC, INTEREST &amp; OTHER</b>													
DEPRECIATION EXPENSE	25,417	25,417	25,417	25,417	28,185	25,658	25,658	25,658	25,658	25,658	25,658	25,658	306,459
AMORTIZATION EXPENSE	103	103	103	103	107	103	103	103	103	103	103	103	1,240
RESERVE/REPLACE CAPITAL EXPENSE	23,214	20,667	0	0	(63,230)	0	375	0	0	4,200	801	27,321	13,177
INTEREST EXPENSE	18,996	18,196	18,996	18,996	15,535	18,267	18,267	18,435	18,267	18,267	18,335	18,267	219,883
TOTAL DEPRIC, INTEREST & OTHER	67,730	65,373	44,516	44,516	(19,403)	44,028	44,403	44,196	44,028	48,228	44,797	71,348	543,759
<b>NET INCOME / (LOSS)</b>	711	(3,192)	19,401	28,829	92,746	21,968	26,560	32,881	7,585	27,869	29,328	(2,016)	282,669

**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Jim Barnes, HRA Manager through Steve Juetten, Executive Director

**MEETING DATE:** August 27, 2020

**SUBJECT:** **Tax Increment Finance District 1-3** – Approve Removal of Outlot “C” from Declaration of Restrictive Covenants (Crossroads Commons)

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**BACKGROUND:**

In 2011, the Housing and Redevelopment Board (HRA) approved the request to modify the Tax Increment Financing (TIF) Plan for the HRA TIF district 1-3 on behalf of Oppidan Development. This was for the redevelopment of the Plymouth Shopping Center, which is located on Highway 55 just west of County Road 73. The Board approved TIF in an amount not to exceed \$1,899,645 to assist Oppidan with the demolition of the existing building and to make infrastructure improvements.

As part of this redevelopment the new plat included an Outlot (Outlot C) that was envisioned to be used for road right-of-way when County Road 73 was reconfigured in the future. While the road project is still a ways out, the City has the opportunity to acquire Outlot C and is requesting that the HRA remove Outlot C from the Restrictive Covenants. These covenants were put in place to prevent the developer from selling any of the parcels to a tax-exempt entity that would not pay taxes that could lower the increment collected over time. Outlot C was never included in the assumptions for collecting increment so there is no impact on the note repayment.

**BUDGET IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the Housing and Redevelopment Board of Commissioners adopt the attached resolution, which removes Outlot “C” from the Restrictive Covenants from Tax Increment Financing District 1-3.

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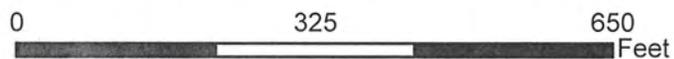
**ATTACHMENTS:**

1. Location Map
2. Resolution 2020-10



**TIF District 1-3**

**Highway 55 & Co. Rd. 73**



**HOUSING AND REDEVELOPMENT AUTHORITY  
OF PLYMOUTH, MINNESOTA  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION NO. 2020-10**

**RESOLUTION APPROVING RELEASING PROPERTY FROM DECLARATION OF  
RESTRICTIVE COVENANTS**

**WHEREAS**, the Housing and Redevelopment Authority of Plymouth, Minnesota (“HRA”) entered into a Tax Increment Financing Redevelopment Agreement (TIF 1-3 Oppidan), dated May 1, 2012 (the “Redevelopment Agreement”), with KTJ 198, LLC (“Declarant”), providing certain aid and assistance to be provided by the HRA in connection with the construction by the Declarant of certain public improvements;

**WHEREAS**, the Redevelopment Agreement required that the Declarant execute a Declaration of Restrictive Covenants (“Declaration”) establishing certain covenants and restrictions against the property subject to the Redevelopment Agreement, which Declaration was executed by Declarant, is dated July 3, 2012 and was filed for record with the Office of the Hennepin County Recorder on July 6, 2012 as Document Number A9808602, and filed for record with the Hennepin County Registrar of Titles on July 6, 2012 as Document Number T4970584.

**WHEREAS**, the City of Plymouth desires to acquire a portion of the property subject to the Declaration for future right of way, which property is legally described as follows:

That part of Outlot C, Crossroads Commons lying West of the East line of Registered Land Survey No. 1676, Hennepin County, Minnesota.  
(Torrens Property)

and

Outlot C, Crossroads Commons, except that part lying West of the East line of Registered Land Survey No. 1676, Hennepin County, Minnesota.  
(Abstract Property)

(hereinafter, “Property”);

**WHEREAS**, the acquisition of the Property by the City would not comply with the restrictions contained in the Declaration;

**WHEREAS**, the Declaration provides that the covenants and restrictions contained within the Declaration are for the sole benefit of the HRA and that the HRA may release property subject to the terms of the Declaration in its sole authority and by its sole action;

**WHEREAS**, the HRA believes it is in the best interest of the City of Plymouth to release the Property from the terms of the Declaration;



**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

---

**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Matt Lupini, Community Development Coordinator, through Jim Barnes, HRA Manager and Steve Juetten, Executive Director

**MEETING DATE:** August 27, 2020

**SUBJECT:** 2019 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and Notice of Annual Citizen Participation Meetings

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**BACKGROUND:**

The attached 2019 Consolidated Annual Performance and Evaluation Report (CAPER) reviews the City of Plymouth's accomplishments towards meeting the five-year goals defined in the Consolidated Plan, as required by the Department of Housing and Urban Development (HUD), for communities receiving Community Development Block Grant (CDBG) funding. The 2019 program year began July 1, 2019 and ended June 30, 2020 and is the fifth and final grant period of the 2015-2019 Consolidated Plan.

**DISCUSSION:**

The five-year goals of the Consolidated Plan are the quantitative unit goals for the Hennepin County Consortium, which includes Hennepin County, and the cities of Bloomington, Eden Prairie, and Plymouth. Based on Federal funding allocations, Plymouth is responsible for approximately nine percent of the Consortium's goals.

The City assisted 11 households with residential rehabilitation loans and emergency small repair grants and three households with mortgage principal reduction, down payment and closing cost assistance to purchase their first home.

Support of public services is seen as a high priority for the City of Plymouth. Through CDBG funds, Plymouth supported family, youth, and housing services for seniors, disabled, and low-income residents.

Hennepin County, as the lead agency responsible for the Consolidated Plan, has overall responsibility for the housing and community development needs profile which include elderly and physically disabled renters, physically disabled first time homebuyers, and housing for persons with special needs which targets frail elderly, chemically dependent, mentally ill, and persons with HIV/AIDS. While Plymouth did not contribute CDBG funding to the above listed activities, the City has worked with the Consortium to accomplish the goals set out in the five-year consolidated plan and annual action plan.

The Consolidated Plan accomplishments also relate to the Plymouth Housing and Redevelopment Authority (HRA) and City housing goals. In the HRA's 2019 Action Plan, which is required to measure compliance with the five-year Consolidated Plan goals, there are four result areas. In 2019, CDBG funded activities addressed all four of these strategies, which included:

- Affordable Housing
- Rehabilitation of Private Property
- First Time Homebuyer Assistance
- Public Services

In the City's Comprehensive Plan, there are 19 implementation strategies included in the Housing Plan. In 2019, CDBG funded activities addressed seven of these strategies, these included:

- Financial Support and Technical Assistance for Maintenance and Development of Affordable Housing
- Financial Support for Existing Low and Moderate Income Rental Housing
- Long Term Affordability
- Livability of Housing and Neighborhoods
- Housing Conditions
- Housing Maintenance
- Fair Housing

HUD requires at least two public meetings be held each year to provide opportunities for residents and interested representatives of local organizations to be involved in reviewing program activities, the local needs of low and moderate-income persons and proposed uses for CDBG funds. In conjunction with Hennepin County, Plymouth will hold three public hearings in the upcoming year. The first public hearing has been advertised and will be held this evening. Any comments received during the meeting, or in writing prior to the meeting, will be submitted to HUD as part of the CAPER package. The second public meeting will be advertised and held in coordination with the Hennepin County Consortium on Tuesday, September 15, 2020. Any comments received prior to or at that hearing will also be submitted to HUD. The third meeting will be a public hearing held by the Plymouth HRA in early 2021 to obtain public comment on proposed activities for CDBG funding in the 2021 program year.

**RECOMMENDATION:**

Staff recommends that after holding a public hearing and considering any public comments, the Housing and Redevelopment Board of Commissioners adopt the attached resolution which recommends the City Council approve and submit the 2019 Consolidated Annual Performance and Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD).

**ATTACHMENTS:**

1. 2019 CDBG Consolidated Annual Performance and Evaluation Report
  2. Resolution 2020-09 Recommend Submission of 2019 CAPER
-

## **CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

### **91.520(a)**

The City of Plymouth is a recipient of Community Development Block Grant (CDBG) entitlement funds through the U.S. Department of Housing and Urban Development (HUD). These funds are allocated and expended for activities benefitting City of Plymouth residents. HUD requires a summary submission of the annual performance for the programs. The following is an overview of accomplishments for the most current reporting period of July 1, 2019 - June 30, 2020. This is the fifth and final reporting period in the 2015-2019 Consolidated Plan cycle.

The City of Plymouth is one of three CDBG entitlement jurisdictions among 43 suburban communities within Hennepin County, and remains a part of the Hennepin County Consortium for the purposes of the Five-Year Consolidated Plan.

The City of Plymouth has used its allocations according to the directives given in the 2019 Annual Action Plan. Of the total estimated 2019 CDBG budget (2019 allocation of \$264,529 and \$50,000 in program income), \$225,529 was used for affordable housing projects, \$63,000 was used for public service activities, \$5,000 was used for fair housing activities, and \$21,000 was allocated for the administration of the CDBG program. Plymouth received \$95,409 in program income during the 2019 year that was reallocated back into the program. There was an estimated \$193,000 in funding available via carryover from the 2018 program year.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Direct homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	12	80.00%	4	3	75.00%
Homelessness prevention	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	57	228.00%	19	17	89.47%
Homeowner education	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	300	163	54.33%	50	2	4.00%
Homeowner rehabilitation assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	40	42	105.00%	9	11	122.22%
Rental housing rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Rental units rehabilitated	Household Housing Unit	8	17	212.50%	3	3	100.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Senior services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	225	299	132.89%	60	61	101.67%
Tenant counseling	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1250	1376	110.08%	500	480	96.00%
Youth services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	420	84.00%	65	106	163.08%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Plymouth has three high priority needs that are addressed within the Consolidated Plan: 1. Preserve and Create Single Family Homeownership; 2. Preserve and Create Rental Housing; 3. Education, Outreach and Services. The City of Plymouth has worked to address these goals in a variety of ways, including rehabilitation of single-family owner occupied properties as well as financial assistance to first time homebuyers in a competitive housing market. The City of Plymouth also met its annual goal of preserving multifamily rental opportunities by working closely with sub-grantees. Of the six sub-grantees working in Education, Outreach and Services, two met or exceeded their annual goals. 11 Plymouth families received homelessness prevention assistance, and 6 families received direct assistance in the form of rental assistance while pursuing an educational degree. In addition, the owner-occupied Home Rehabilitation Program assisted 11 homeowners with necessary home repairs. The City also met its goal of assisting in rehabilitating affordable rental homes for special-needs individuals through the rehabilitation of three rental properties.

The First Time Homebuyer Program helped three households purchase their first home in Plymouth. The program continues to receive interest from potential homebuyers and mortgage lenders, though it is challenging to find a Plymouth home affordable enough for buyers who meet CDBG income limits.

Staff worked with lower-performing agencies throughout the year to identify issues that kept them from accomplishing their annual goals, as well as potential solutions to better serve residents of Plymouth. Many of the agencies who did not meet their goals were impacted by the COVID-19 pandemic beginning in early March 2020 and the subsequent need to shift many of their programs to remote/virtual platforms. Staff will continue to assist sub-grantees with achieving their indicated goals through increased communication, annual monitorings, and research of additional programs applicable under federal guidelines that serve a need in the City.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	316
Black or African American	219
Asian	10
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>549</b>
Hispanic	2
Not Hispanic	547

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The 2018 American Community Survey (ACS) 1-year population estimate, which is the most recent available, gives Plymouth's population as 79,437. 75.8% of Plymouth's population identified as white alone, 6.9% identified as Black or African-American, and 11.8% identified as Asian. Clearly the percentage of households identifying as Black or African American that were assisted with CDBG funds (44%) is much higher than the proportion of Black or African-American households in the City overall. The opposite is true for white households - the percentage assisted (54%) is much lower than the proportion of Plymouth's total population.

The City of Plymouth actually served 584 households during the 2019 Program Year. Due to no inclusion for households identifying as multi-racial or other, however, 35 households were not able to be included in the total for Table 2.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	701,832	511,884
LIHTC	public - federal	0	
Section 8	public - federal	0	
Tax Exempt Bond Proceeds	public - local	0	
Tax Increment Financing	public - local	0	
Other	private	0	
Other	public - local	0	
Other	public - state	0	

**Table 3 - Resources Made Available**

**Narrative**

The City of Plymouth uses CDBG funding in addition to funding provided through the HRA Affordable Housing Account, Local HRA Tax Levies, and the City of Plymouth Economic Development Fund. CDBG is just one resource available for the City's continual upkeep and improvement of housing throughout the City. The HRA Tax Levy is utilized to assist in the subsidizing of rental housing for senior citizen households throughout the City's senior housing portfolio. The HRA also provided funding to assist residents with energy audits and potential home improvements along with architectural design consultations for older housing stock. Finally, the Plymouth Economic Development Fund is available to provide funding for activities that help to create jobs, increase business activities, and increase the tax base within the City.

**Narrative**

Plymouth CDBG-funded programs are available to low- and moderate-income households throughout the City and are not otherwise geographically targeted. All qualifying residents within the City of Plymouth are able to receive assistance through the programs.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Plymouth does not have any specific matching requirements associated with the CDBG program. The City uses funding from the HRA tax levy to assist with ongoing maintenance and upkeep of senior housing throughout the City. Plymouth also has an economic development fund which has been used previously to provide loans that help stimulate business activities to create job growth and increase the local tax base. Additionally, the City has an HRA-funded Rehabilitation program which assists homeowners who may not be income-eligible for the CDBG-funded Rehabilitation program.

The City works with the State of Minnesota's Center for Energy and Environment (CEE) to provide low-cost home energy assessment that may aid in decreasing energy costs for homeowners. Due to an aging housing stock in Plymouth, the HRA also funds an Architectural Design Program which provides architectural guidance to homeowners looking to make additions or remodel their current homes.

There is no publicly owned land or property in the City of Plymouth that was used to address needs identified in this plan.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	3	3
<b>Total</b>	<b>3</b>	<b>3</b>

Table 4 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	19	17
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	9	11
Number of households supported through Acquisition of Existing Units	4	3
<b>Total</b>	<b>32</b>	<b>31</b>

Table 5 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Plymouth is part of the larger Hennepin County HOME Consortium, which focuses on affordable goals for Hennepin County. Plymouth used all 2019 program year funds to assist households at or below 80% of area median income (AMI), as defined by HUD. Plymouth provides assistance to residents through both a homebuyer assistance program and rehabilitation assistance for current homeowners. Due to an aging housing stock, the Rehabilitation Program has been generally successful in meeting goals provided by the Annual Action Plan. A tight housing market has made it more difficult for potential homebuyers to find properties available for purchase within the City of Plymouth.

Hammer Residences, Inc. was a 2019 subrecipient of CDBG funds, and rehabilitated 3 of their rental housing units. Hammer's units are made available to special-needs individual who are typically low or extremely-low income.

Finally, People Responding in Social Ministry (PRISM) and Interfaith Outreach , both of whom were 2019 CDBG subrecipients, provided rental assistance to clients participating in their respective programs. Plymouth CDBG funds granted to PRISM help provide rental assistance to Plymouth families for the purpose of homelessness prevention. Interfaith Outreach provides rental assistance to families who have a head of household pursuing an educational degree. In the case of Interfaith Outreach, Plymouth CDBG funds go towards case management costs for those families.

**Discuss how these outcomes will impact future annual action plans.**

The City of Plymouth will continue to analyze economic trends that contribute to the relative successes of the First Time Homebuyer and Home Rehabilitation programs. At the same time, the City will continue to target outreach towards households that are in need of assistance and meet income requirements - as well as local and regional organizations that work with these households - in order to spread awareness of available funding. Overall, the City will monitor the programs and adjust future Annual Action Plans accordingly.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	248	0
Low-income	214	0
Moderate-income	122	0
<b>Total</b>	<b>584</b>	<b>0</b>

**Table 6 – Number of Households Served**

**Narrative Information**

The median household income for a family of 4 in the the City of Plymouth during the 2019 program year was \$100,000. The numbers in the table above are representative of populations that are part of Plymouth. The number of households assisted in the extremely low-income and low-income categories show people most in need of receiving assistance have increasingly had access to resources. The City CDBG program assists all residents with extremely-low, low- and moderate-incomes at or below 80% AMI.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Plymouth is part of the Hennepin County Consortium and when presented with someone needing access to services to reduce or end homelessness, would refer them to our network of social service agencies as well as Hennepin County. The accomplishments stated within this objective are those of the Hennepin County Consortium.

St. Stephens Human Services (SSHS) operates a five-person street outreach team in Minneapolis that conducts initial engagement, harm minimization, and connection to services for people who are unsheltered. It conducts assessments and refers people directly to housing through the Continuum of Care's (CoC) Coordinated Entry System (CES). Hennepin County's Healthcare for the Homeless staff regularly accompany the outreach team to provide healthcare directly to those unsheltered or living outdoors. SSHS also has one additional outreach worker permanently based in the downtown library where large numbers of people experiencing homelessness convene during the day time.

In fall of 2017 the American Indian Community Development Corporation (AICDC) launched a new two-person outreach program targeted towards Native Americans with Substance Use Disorders who are unsheltered with linkages to a new low-barrier housing program for the same target population.

Youth-specific outreach workers are organized through a consortium of youth serving agencies and focus on identification and quick connection to services for youth who are unsheltered, particularly through the Youth Opportunity Center (YOC). The YOC hosts 20-30 different agencies and services in a single downtown location. Similarly, Catholic Charities operates the Adult Opportunity Center, a drop-in center offering an array of services to meet the needs of people experiencing homelessness, including assessment for CES, employment training and, again, healthcare services.

Hennepin operates a single point of entry into the shelter system for those who would otherwise go unsheltered, the Adult Shelter Connect (ASC). The ASC staff operate out of a well-publicized fixed location where they conduct the initial ESG assessment for all those seeking shelter, provide orientation to the shelter system, and make bed reservations at any of the adult shelters with capacity. The system maximizes utility of every bed in the system, thereby avoiding unsheltered nights wherever possible. An after-hours telephone service ensures that all unclaimed reservations can be re-allocated to those still in need of shelter.

Singles and families in shelter are also assessed with the VI-SPDAT and placed on the priority list for homeless-specific rapid rehousing, transitional housing, or permanent supportive housing. People

fleeing domestic violence are assessed through the county's "front door" and placed on the priority list.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Plymouth works with the network of services that Hennepin County has available through the following:

Hennepin County has a "shelter all" family policy which guarantees shelter beds for any family experiencing homelessness. The shelter capacity for families expands as need demands. Families are assessed for Coordinated Entry within one week of shelter entry and referred to Transitional Housing, Rapid Rehousing, or Permanent Supportive Housing as appropriate.

For singles, Hennepin County's Adult Shelter Connect provides a central intake and referral to shelter and the ability of shelter guests to "reserve" a bed each night, ensuring that they have a safe place to sleep. Youth can use the ASC to access non-age-specific shelter, or can enter youth-designated shelters directly. This system works across five different providers and has allowed for greater specialization of shelter usage, particularly in transferring those guests in need of greater supports to shelters that offer more intensive case management.

Hennepin CoC has used the data gathered from the central intake to right-size the singles shelter bed inventory in terms of both number and types of beds in order to best meet the needs of single adults experiencing homelessness in Hennepin County. For example, since 2017, we converted a 50 bed winter shelter to a year-round shelter to increase capacity during the summer months, particularly for women and couples as the shelter specializes in serving these groups. Secondly, the funding for a 180 bed 24-hour shelter was converted in order to reduce barriers to entry, particularly in relation to financial cost to guests, increase utilization and allow more vulnerable folks to benefit from 24-hour shelter.

The CoC tracks length of stay in shelter and identifies people to be assessed with the VI-SPDAT through a Homeless Management Information System (HMIS) data report. Shelter workers, or a contracted assessor, then completes assessments on single adults and place them on the priority list through CES.

In addition, the City of Plymouth continues to work with a network of social service providers such as Interfaith Outreach and PRISM to assist persons experiencing homelessness or needing emergency shelter.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Plymouth works with People Responding in Social Ministry (PRISM) and Interfaith Outreach as well as other social service agencies to address homeless issues. PRISM offers help with temporary housing assistance and payments in order to prevent homelessness for a small window of time. Interfaith Outreach's Project Success similarly offers rental assistance to families whose head of households is pursuing an educational degree. With any situation, when presented to the City of Plymouth, the issue would be addressed by any means possible as well as using Hennepin County's assistance and programs. As part of the County Consortium, the City of Plymouth has access to the following resources:

To the extent possible, people who are not literally homeless are first directed to "non-homeless" resources to assist in housing stability. Hennepin County offers emergency assistance for rent or utility bill arrears to keep people in their current housing. The county uses state dollars from Family Homeless Prevention and Assistance Program (FHPAP) for people needing additional financial assistance, supportive services, and case management. FHPAP resources are targeted to households with the greatest risk of homelessness using a targeting tool based on local and national resources.

Hennepin County's Housing Stability office works with county staff to identify and develop mainstream-funded housing opportunities for people being discharged from institutions. The County operates the "Hennepin Housing Key" which is an on-line resource of openings in specialized housing for people with disabilities or those experiencing homelessness. The Key, when fully implemented, will include up to 14,000 housing units with current availability. County and community case managers are using the Key to find housing for people exiting treatment or care or for County clients who need to move.

Hennepin County is currently partnered with local foundations to increase and improve our efforts to prevent homelessness. This has included an eviction prevention pilot, a shelter diversion program for families who could avoid a shelter stay by returning to their housing situation for a short period of time if they have assistance to find a more stable home, and flexible homeless prevention funding. The next phase is a community-wide visioning process to develop centralized access for coordinated homeless prevention resources.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

For all populations, the focus is on making homelessness rare, brief, and non-recurring. Hennepin CoC was using the VI-F-SPDAT to assess people's vulnerability and need for supports to end a person's homelessness. Families (including young families) experiencing homelessness are assessed via the VI-F-SPDAT within a week of shelter entry. Single adults are assessed via the VI-SPDAT, and youth with the TAY-SPDAT, with the goal of assessing within 14 days of shelter entry.

All households are offered Permanent Supportive Housing, Rapid Rehousing, or Transitional Housing services, or identified as able to self-resolve, based on their vulnerability and program vacancies. The focus in shelter is on making the experience as brief as possible, but with sufficient supports in place upon housing to make a recurrence of homelessness rare. The Rapid Rehousing program has flexible rental and social service supports, so that supports can continue up to two years, as needed by the household. Although Hennepin CoC was one of the original developers of Rapid Rehousing, the CoC continues to innovate applications of rapid rehousing to expedite exits to and retention of permanent housing, including methods such as Critical Time Intervention, shared housing, and progressive engagement, including using rapid rehousing as a bridge to permanent supportive housing.

A by-name list has been established for anyone who has stayed longer than a year in shelter and therefore may be experiencing chronic homelessness ('the Chronic Index'). This list is used to target case management from the PATH-funded Hennepin County Homeless Access team and for bi-weekly case conferencing. Since adopting this approach in July 2017, 288 individuals experiencing chronic homelessness have been housed, with about a 6% return to shelter rate.

In 2018, Hennepin County launched two new programs to expedite exit from shelter. One program helps families to develop housing plans, ameliorate housing barriers such as open warrants and criminal records, and collect documentation needed for housing applications. Another program offers light-touch assistance to singles needing only minimal support to access housing opportunities. Finally, the Hennepin CoC uses state funds to support an intensive homeless prevention services for families that have been in shelter more than two times in the last two years. This program effectively reduces returns to shelter for these families. The CoC also targets all homeless prevention resources to households with past periods of homelessness. The number of families experiencing homelessness, as measured in the PIT has dropped year-on-year since 2014 achieving a cumulative reduction of more than 40 percent.

The City of Plymouth has access to these services and refers anyone needing help to the above services and to the extent possible, follows up to ensure the proper assistance was provided.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Plymouth has no federal public housing within its jurisdiction. The Plymouth HRA does administer approximately 308 Housing Choice Vouchers (HCV). HCV's provide federal rent subsidies for low-income individuals and families in privately owned, existing market-rate housing. The funding from HUD is paid directly to the owner of the property.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Plymouth does not have any public housing within its jurisdiction, however, the Plymouth Housing and Redevelopment Authority (HRA) has two resident advisory boards - one for its HCV program and the other for the locally financed 99-unit subsidized senior housing development. The HCV Resident Advisory committee advises the HRA on policy development and review. The senior development - Plymouth Towne Square - has a residents' council which advises the HRA on management and resident services.

### **Actions taken to provide assistance to troubled PHAs**

The Plymouth HRA administers the HCV Program and has been given the designation of a High Performing PHA.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City does not face any significant negative effects due to public policies within the community. There are, however, state and/or federal regulations and taxing policies that may have a negative impact on the provision of affordable housing. The City collaborates with other public entities whenever possible to identify and mitigate policies, as well as other barriers to affordable housing. When partnering with developers and developments that encourage affordable housing, the City looks to assist in funding with Tax Increment Financing (TIF), and by working with the developers to mitigate costs and potential land issues that may arise.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Plymouth continues to look for different ways to assist with affordable housing needs. Plymouth provides financial assistance to rehabilitate low- and moderate-income owner-occupied units, as well as downpayment, closing cost, homebuyer counseling and education assistance for income-qualifying households.

Additionally, Plymouth has a locally funded Rehabilitation Loan program to aid homeowners who do not qualify for CDBG funding but wish to rehabilitate their home. The City assists in funding the Center for Energy and Environment's Home Energy Squad program, which allows Plymouth homeowners to receive an energy audit for lower cost than normally offered by local utility companies. This audit helps discover energy conservation and efficiency options, while also providing homeowners with energy efficient products such as CFL lightbulbs and programmable thermostats.

In 2017, the City approved the preliminary plat and site plan for the Cranberry Ridge development, which will provide 45 affordable units at or below 60% AMI and will be made available to Housing Choice Voucher clients. Of the 45 units, 10 will be set aside for clients at or below 30% AMI. The development will receive financial assistance in the amount of \$527,000 from pooled Tax Increment Financing (TIF) funds. Additionally, \$250,000 of fees were waived associated with the project. The Metropolitan Council has also awarded the project an additional 10 project based vouchers. The project is currently in the process of finalizing its financing structure prior to breaking ground.

In 2019, the City approved the preliminary plat, site plan, and planned unit development amendment (PUDA) for the Four Seasons development. This large development will provide three buildings - one for seniors (268 units) and two for families (162 units between the two buildings). All 430 units would be held for households at or below 60% AMI. The development is also receiving TIF in an amount not to exceed \$5,031,000.

Finally, in early 2020 the City approved the PUDA for the Element building. This development will have 61 units, all of which will be made available to households at or below 60% AMI. Four of the units will be held for households at or below 30% AMI. The development is also receiving Tax Increment Financing in the amount of \$459,000, four Housing Choice Vouchers, and financial assistance from the Plymouth Housing and Redevelopment Authority in the amount of \$241,000 to assist with fees.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

As part of the City's Rental Housing Licensing Program, all rental properties in the City are inspected at least every three years. The inspector has satisfied HUD's Risk Assessment Course and is a Certified Risk Assessor. All participants in the City's Housing Choice Voucher program that reside in housing built before 1978 receive copies of the EPA brochure "Protect Your Family From Lead in Your Home". All program participants in the City's Rehabilitation and First Time Homebuyer programs are also given the EPA brochure, regardless of the year their home was built.

The Plymouth HRA has incorporated procedures in the guidelines for all federally-funded programs in order to meet the requirements of federal Lead-Based Paint (LBP) regulations. Discussion of the LBP requirements occurs at any initial meetings with HRA staff, and all files require a Certification of Receipt of LBP regulations form signed by the applicant. All homes built prior to 1978 with deteriorated paint surfaces that may require lead hazard reduction work receive lead testing. Plymouth HRA contracts with a certified Risk Assessor to perform the needed tests to identify and clear lead hazard risks. Clearance reports are issued to all homeowners who had work done disturbing painted surfaces, and a copy is kept by the HRA in the homeowner's file.

Since 2004, Hennepin County has taken a comprehensive approach to preventing childhood lead poisoning, including community outreach and education, in-home education visits, lead risk assessments, lead hazard reduction, and contractor training. Hennepin County is currently administering a 2017 HUD Office of Lead Hazard Control and Healthy Homes grant in the amount of \$3.4 million to continue the program through 2021. Since 2003, the lead grant programs have completed over 4,700 lead hazard reduction projects. Hennepin County also recently received a grant award from the Centers for Disease Control, which will allow the County to increase outreach and education, especially to the most at-risk populations and geographies through mini-grants to community partners already serving those at-risk populations. These grants demonstrate the County's continued efforts to provide affordable and safe housing to its residents while working toward the goal of eliminating childhood lead poisoning. The funds may be used throughout Hennepin County.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Whenever possible, the City of Plymouth works diligently through its programs to identify and assist individuals and families at or below the poverty level. Collaboration with Public Safety and the Plymouth Housing Inspector helps identify homeowners and/or renters who may be in need of additional services. Through an established network of relationships with social service agencies, the City refers clients to

appropriate areas and assists with CDBG resources when applicable. There are also programs offered through the City of Plymouth, the Plymouth HRA and local non-profits that assist individuals and families experiencing poverty. PRISM and Interfaith Outreach are local organizations that help assist Plymouth residents at risk of or experiencing homelessness. HOME Line offers legal assistance to tenants engaged in rental disputes with their landlord or property manager. TreeHouse works with youth of the community to provide in- and after-school programming, and Senior Community Services assists low- and moderate-income senior homeowners with necessary home maintenance. As a member of the Hennepin County Consortium, Plymouth works closely with case managers from Hennepin County to alert the County whenever an individual in the jurisdiction may need additional assistance.

The upcoming Cranberry Ridge development will provide 45 units of affordable housing at or below 60% AMI. 10 of those units will be set aside for families at or below 30% AMI (extremely low income levels). The Four Seasons development will provide 430 units for households at or below 60% AMI. Finally, the Element development will provide 61 units of affordable housing at or below 60% AMI. Four of those units will be held for households at or below 30% AMI.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Plymouth continues to coordinate with other institutions in the delivery of housing and community development programs. Whenever possible, the Plymouth HRA leverages CDBG funds with other state and local programming. The City coordinates with Hennepin County to deliver Healthy Homes grant funding to help with lead-based paint hazard reduction in conjunction with the CDBG Rehabilitation Loan Program. Minnesota Housing is also a resource recommended to potential homebuyers and current homeowners seeking to make home improvements.

The City also offers two programs to all homeowners for the explicit purpose of addressing specific needs in aging homes. The first is the Home Energy Squad program, which is a collaboration between the Center for Energy and Environment (CEE) and the Plymouth HRA to provide home energy audits to homeowners at a reduced cost. The HRA also funds the Architectural Design Program, which subsidizes the cost of having a qualified architect give remodeling advice to homeowners seeking to make improvements to their aging (30+ years old) homes.

#### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City of Plymouth has developed and maintained a strong collaborative relationship with other social service agencies and housing providers. Specifically, the City works with People Responding in Social Ministry (PRISM), Metropolitan Interfaith Council on Affordable Housing (MICAH), Habitat for Humanity, the Housing Justice Center, and Interfaith Outreach.

All First Time Homebuyer loan recipients are required to attend HUD-approved homebuyer workshops presented by Home Stretch accredited workshops. Completing these required programs provides first time buyers with the information and education necessary to purchase a home.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City of Plymouth is a member of the Fair Housing Implementation Council (FHIC) established in 2002 to coordinate regional efforts to comply with obligations affirmatively furthering fair housing throughout the Twin Cities Metropolitan housing market area. During the 2019 program year, the FHIC continued to address recommendations brought forth in the Addendum to the Regional Analysis of Impediments to Fair Housing (AI). Community engagement was completed through the RFP awarded in the 2016 program year. The FHIC released and began a new community engagement RFQ in the 2017 program year to assist in addressing underrepresented residents within Plymouth and assess the needs of these individuals and groups. The FHIC contracted with a group that began the community engagement process throughout the 2019 program with the purpose of releasing an updated AI during the 2020 program year.

The FHIC initiates activities that are designed to stop discrimination and promote integration. Such activities are a response to the 2001 AI, funded by participating metropolitan jurisdictions. The City of Plymouth has been an active member of this council, designating time and resources to ensure fair housing for all people - not only within the jurisdiction, but also the broader metropolitan area. Per the recommendations of the AI, Plymouth has worked as part of the Hennepin County Consortium. The Consortium provided funding to the Center for Urban and Regional Affairs (CURA) in order to study displacement of lower income and people of color in the suburbs specifically. Additional resources have gone to Fair Housing training for staff and potential decisionmakers in entitlement communities, as well as to work on Fair Housing trainings in a variety of languages.

The City of Plymouth specifically has worked to address items in the AI recommendations targeting Plymouth and other entitlement jurisdictions. Plymouth continues to be an active member of the FHIC, including distributing the recent RFQ to suburban-focused agencies in order to advance additional community engagement in the suburbs. Plymouth annually monitors subrecipients for compliance with Fair Housing guidelines, as well as requiring reports on client demographics on a quarterly basis. Plymouth provides vouchers for renters through the Housing and Redevelopment Authority, and subsequently follows all guidelines of Fair Housing as required by the Section 8 and HCV programs. The City encourages landlords to accept vouchers whenever possible to assist with more affordable housing options. The City also adopted a Fair Housing Policy in 2018. Staff continually monitors new state legislation to ensure programs are in compliance with existing and new statutes. The HRA continues to provide funding for rehabilitation and acquisition of existing affordable housing to assist low- and moderate-income households with the maintenance and purchase of homes within Plymouth. Finally, the Plymouth Community Development department employs a Housing Inspector who works as an intermediary between public safety, non-profit and assistance agencies, tenants and citizens.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Contracts are executed with all organizations implementing activities identified in the Consolidated Plan. The Plymouth HRA is responsible for contract administration and compliance, and has experience monitoring federal programs through CDBG grants in previous years. Monitoring is an ongoing process, incorporating six areas of activity:

*Funding Agreement* - For each program or project funded through consolidated plan resources, the applicant will be required to enter into a funding agreement covering at least the following items:

- Schedule for project implementation.
- Financial management of program funds and required matching funds.
- Compliance with related federal regulations.
- Appropriate long-term affordability/access requirements.
- Schedules for project compliance documentation.
- Repayment requirements for noncompliance.

The funding agreement provides a basis for assessing the development and tracking implementation of funded activities. Provisions of the agreement serve as a benchmark that is reviewed for compliance. Appropriate remedial actions are taken and evaluated in a timely manner. Compliance with the terms of the agreement is required prior to approving any request for funding.

*On-Site Visitation* - Within each program year, Plymouth HRA staff consults with representatives from each community organization receiving a CDBG funding allocation. This visit includes an in-depth review of project procedures and other regulations and reporting requirements, including those pertaining to HUD. Periodically thereafter, staff may schedule an on-site monitoring to review program operation and ensure file compliance. The frequency and depth of those visits depends upon the perceived risk involved with each project.

*Document Review* - The documents submitted with reimbursement requests are reviewed for completeness and accuracy. When a problem is discovered, HRA staff discusses the issue(s) with project staff to correct the situation and ensure the problem is understood. Reimbursement does not occur until all requirements are met. If subsequent problems are encountered, the project receives a "high-risk" status, and more frequent on-site monitoring is required.

*Performance Report* - The completion of the Consolidated Annual Performance Evaluation Report (CAPER) is used to ensure program/project completion. If a significant discrepancy between goals and

performance is found, additional consultation occurs. A lack of progress in meeting indicated goals may harm the applicant's chances for future funding if they are unable to comply with regulations.

*Timeliness* - Timeliness is a requirement of the monitoring process. All applications require a schedule for the expenditure of funds. If a project is found to be falling behind on expenditures, they are contacted regarding the problem to develop an adjusted timeline.

*Evaluation* - Continued evaluation of the monitoring process for the City of Plymouth is performed to ensure project/program compliance.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The Plymouth Housing and Redevelopment Authority (HRA) will hold a public hearing on the 2019 CAPER on August 27, 2020 at 7:00pm. The HRA Board of Commissioners will consider comments made prior to and during this meeting when formulating their recommendations for the Plymouth City Council meeting schedule for September 8, 2020. Notice of the public hearing was posted in the local newspaper on August 13, 2020, and a draft copy of this plan will be made available for review on that date. Written comments will be accepted from August 13, 2020 through August 27, 2020 at 4:30pm. A copy of all written comments will be included as an attachment to the submission of this CAPER.

Hennepin County also holds a public hearing on behalf of the County Consortium. This report will be submitted to Hennepin County prior to the comment period for the Consortium CAPER.

Finally and in addition to this CAPER, the following reports are available to the public and have been previously submitted to HUD at this point:

- 2015-2019 Hennepin County Consortium Consolidated Plan
- 2019 City of Plymouth Annual Action Plan
- Regional Analysis of Impediments to Fair Housing (February 2015)
- Revised Regional Analysis of Impediments to Fair Housing (May 2017)

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Plymouth has used the resources made available to assist homeowners in a variety of ways throughout the program year. Plymouth staff continually monitors and keeps in close contact with sub-grantees to ensure all stated Action Plan goals are met. In addition, staff conducts outreach with new potential sub-grantees throughout the year to ensure that presently unmet goals are accounted for in annual and long-term planning.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**CITY OF PLYMOUTH**

**HRA RESOLUTION 2020-09**

**A RESOLUTION TO RECOMMEND APPROVAL AND SUBMISSION OF THE FISCAL YEAR 2019  
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

WHEREAS, the City of Plymouth received a Community Development Block Grant (CDBG) funding allocation of \$270,798 for CDBG fiscal year 2019; and

WHEREAS, submission of a Consolidated Annual Performance and Evaluation Report (CAPER) is required in order for grant recipients to report on their accomplishments and progress toward Consolidated Plan goals; and

WHEREAS, on August 27, 2020, the Plymouth Housing and Redevelopment Authority held a duly constituted public hearing to allow interested parties to express their opinion; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Plymouth, MN has reviewed the program activities and accomplishments from the 2019 program year, which lasted from July 1, 2019 to June 30, 2020, and determined those activities and accomplishments to be an appropriate use of Community Development Block Grant funds in accordance with federal guidelines and the City's HUD approved Consolidated Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby recommends that the City Council approve submission of the 2019 Consolidated Annual Performance and Evaluation Report - covering the period July 1, 2019 to June 30, 2020 - to the U.S. Department of Housing and Urban Development.

Approved this 27<sup>th</sup> day of August, 2020 by the Plymouth Housing and Redevelopment Authority.

**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Matt Lupini, Community Development Coordinator through Jim Barnes, HRA Manager & Steve Juetten, Executive Director

**MEETING DATE:** August 27, 2020

**SUBJECT:** **Approve purchase agreement and other expenditures for the property located at the northeast quadrant of Fernbrook Lane and Rockford Road (PID: 15-118-22-23-0008)**

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**BACKGROUND:**

At the July 23, 2020 closed meeting of the HRA, the Board authorized staff to enter negotiations with Mobarta Homes LLC for the purchase of property located at PID 15-118-22-23-0008 (the property). After discussions, Mobarta Homes LLC accepted the terms of the attached purchase agreement with a purchase price of \$150,000. The purchase agreement also stipulates other associated expenditures that must occur as part of due diligence prior to closing, including but not limited to a Phase I Environmental Site Assessment (Phase I).

The proposed purpose of developing this site is to partner with organizations to provide affordable housing opportunities. The example given at previous meetings has been to partner with Beyond the Yellow Ribbon, which is a program that creates awareness for the purpose of connecting military service members and their families with community support, services and resources.

**DISCUSSION:**

If approved, the attached purchase agreement would be executed. Along with the property purchase, there are a number of other project costs associated with the development. The primary stipulation addressed in the purchase agreement is the need for a Phase I. This report is completed to research current and historical uses of a property, specifically if those uses could have impacted soil or groundwater beneath the property and pose a threat to the environment. Staff received the following bids for the Phase I:

	<b>Date Received</b>	<b>Contractor</b>	<b>Bid</b>
1.	August 4, 2020	Braun Intertec Corp.	\$2,150.00
2.	August 18, 2020	Short Elliott Hendrickson, Inc. (SEH)	\$3,870.00

Staff recommends approving the bid from Braun Intertec in the amount of \$2,150.00 as part of Resolution 2020-11. Depending on the results of the Phase I, a Phase II Environmental Site Assessment may be necessary to collect soil, groundwater, and/or soil vapor samples to analyze for the presence of contamination. Assuming the Phase II is not needed, other soft costs include architectural, legal, marketing and other professional costs. Staff is requesting authority to spend up to \$15,000, which includes the cost of the recommended Phase I previously mentioned. Costs exceeding \$15,000 would require further approval by the HRA Board.

Other costs will include site work, specifically running public utilities off of Fernbrook Lane to the site, as well as a 5% construction cost contingency. Preliminary cost estimates are included in the attached sources and uses table. Once the due diligence is complete staff will come back before the Board for additional approvals. Staff will also be exploring a variety of alternative funding opportunities through the county and state for this project.

Staff has had preliminary discussions with a local homebuilder, Charles Cudd Co., which builds home products similar to those in mind for the subject site. The builder gave a rough estimate of \$580,000 for twinhome construction costs (\$290,000 per home) based on 1,800 sq/ft homes with two bedrooms.

Finally, staff has had initial discussions with the governing board of Beyond the Yellow Ribbon Plymouth (BYTR) to gauge their interest in partnering with the HRA on the project. The BYTR board was interested in the idea, especially as it relates to accessing their network of local military veterans and their families who are in need of a stable housing situation. Discussions are ongoing between BYTR and HRA staff at this time.

**BUDGET IMPACT:**

The purchase of the subject property at \$150,000 and the additional expenditures not to exceed \$15,000 would be funded by HRA General Fund Reserves. Any future costs involving use of HRA General Funds or other public monies would require approval by the HRA Board of Commissioners. In addition, application to agencies for other loan or grant funding would require the Board to adopt a resolution authorizing submission.

**RECOMMENDATION:**

**Staff recommends the Plymouth Housing and Redevelopment Authority Board of Commissioners adopt Resolution 2020-11, which approves the acquisition of real property at PID 15-118-22-23-0008 at the price of \$150,000, as well as additional site related expenditures not to exceed \$15,000.**

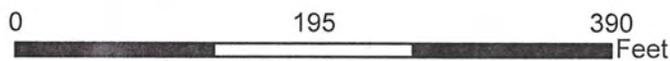
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**ATTACHMENTS:**

1. Location Map
2. Project Cost Estimate Table
3. Purchase Agreement
4. Resolution 2020-11



## ***Fernbrook-Rockford Site***



# Fernbrook Lane Twin Home Project Preliminary Cost Estimates

## Hard Costs

Acquisition	\$150,000
Construction Costs	\$580,000
Site Work Costs	\$30,000
Contingency	\$29,000
<b>Total Hard Costs</b>	<b>\$789,000</b>

## Soft Costs

Architectural Costs	\$5,000
Legal Costs	\$3,000
Marketing Costs	\$1,000
Other Professional Costs	\$6,000
<b>Total Soft Costs</b>	<b>\$15,000</b>

<b>Total Estimated Project Costs</b>	<b>\$804,000</b>
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## Sources

Plymouth HRA Construction Loan	\$580,000
Plymouth HRA Grant	\$70,000
Hennepin County AHIF/HOME	\$50,000
Minnesota Housing	\$25,000
Metropolitan Council	\$25,000
Other Contributions	\$54,000
<b>Total Sources</b>	<b>\$804,000</b>

<b>Potential Per Unit Sale Price</b>	<b>\$225,000</b>
<b>Total Sale Price</b>	<b>\$450,000</b>

## VACANT LAND PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement is made on the 27<sup>th</sup> day of August, 2020, by and between the **HOUSING AND REDEVELOPMENT OF PLYMOUTH, MINNESOTA**, a public body corporate and politic of the State of Minnesota, 3400 Plymouth Boulevard, Plymouth, Minnesota, 55447 (“Purchaser”), and **MOBARTA HOMES, LLC**, a Minnesota limited liability company (“Seller”).

2. **OFFER/ACCEPTANCE.** Purchaser offers to purchase and Seller agrees to sell real property located in the City of Plymouth, County of Hennepin, State of Minnesota, legally described as provided in Exhibit A attached hereto and made a part hereof (“Property”).

3. **PRICE AND TERMS.** The price for the Property included under this Purchase Agreement is One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00), which Purchaser shall pay in cash on the Closing Date.

4. **DEED/MARKETABLE TITLE.** Upon performance by Purchaser, Seller shall execute and deliver a **Warranty Deed**, conveying good and marketable title of record, subject to:

- A. Covenants, conditions, restrictions, declarations and easements of record, if any;
- B. Reservations of minerals or mineral rights by the State of Minnesota, if any;
- C. Building and zoning laws, ordinances, state and federal regulations; and
- D. Any other matters consented to by Purchaser in writing or not timely objected to by Purchaser.

### 5. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.

- A. Prior Years’ Delinquent Real Estate Taxes and Delinquent Special Assessments. Delinquent real estate taxes payable in years prior to the year of Closing and delinquent installments of special assessments certified for collection with real estate taxes payable in years prior to the year of Closing, together with penalty, interest and costs, shall be paid by Seller not later than the Date of Closing.
- B. Real Estate Taxes Payable in the Year of Closing. Real estate taxes payable in the year of Closing shall be prorated between Seller and Purchaser on a calendar year basis to the Date of Closing. Purchaser shall assume installments not paid at Closing. Seller shall pay penalty, interest and costs on any delinquent installment of taxes and special assessments payable by Seller in the year of Closing.
- C. Deferred Real Estate Taxes. Seller shall pay on Date of Closing or provide for payment of any deferred real estate taxes (including “Green Acres” taxes under Minn. Stat. § 273.111)

payment of which is required as a result of the Closing of this sale and the recording of the Deed. Provision for payment shall be by payment into escrow of 1.5 times the estimated payoff amount of the deferred taxes.

D. Certified Special Assessments. All installments of special assessments certified for payment with the real estate taxes payable in the year of Closing shall be paid by Seller at Closing.

E. Pending Special Assessments. Seller shall provide for payment of special assessments pending as of the date of this Purchase Agreement for improvements that have been ordered by the City Council or other governmental authorities. Seller's provision for payment shall be by payment into escrow of 1.5 times the estimated amount of the assessments. If a special assessment becomes pending after the date of this Purchase Agreement and before the Date of Closing, Purchaser may, at Purchaser's option:

- (1) Assume payment of the pending special assessment without adjustment to the purchase price of the real property; or
- (2) Require Seller to pay the pending special assessment (or escrow for payment of same as provided above) and Purchaser shall pay a commensurate increase in the purchase price of the real property, which increase shall be the same as the estimated amount of the assessment; or
- (3) Rescind this Agreement.

F. All Other Levied Special Assessments. Seller shall pay on the Date of Closing all other special assessments levied as of the date of this Purchase Agreement.

G. Deferred Special Assessments. Seller shall pay on the Date of Closing or provide for payment of any deferred special assessments payment of which is required as a result of the Closing of this sale and the recording of the Deed. Seller's provision for payment shall be by payment into escrow of 1.5 times the estimated payoff amount of the deferred special assessments.

H. Taxes and Special Assessments in the Years Following Closing. Purchaser shall pay real estate taxes payable in the years following Closing and special assessments payable therewith, the payment of which is not otherwise provided herein. Seller makes no representation concerning the amount of future real estate taxes or of future special assessments.

**6. SELLER'S BOUNDARY LINE, ACCESS, RESTRICTIONS AND LIEN WARRANTIES.**

Seller warrants that, to its actual knowledge, buildings on adjoining real property, if any, are entirely outside of the boundary lines of the Property. Seller warrants that, to its actual knowledge, there has been no labor or material furnished to the Property for which payment has not been made. Seller warrants that, to its actual knowledge, there are no present violations of any restrictions relating to the use or improvement of the Property.

**7. ACCESS PRIOR TO CLOSING** Sellers acknowledge that Purchaser and Purchaser's agents shall have access to the Property without charge and at reasonable times for the purpose of Purchaser's survey, investigation and testing of the Property, which may include, but is not limited to a Phase II Environmental Study and appropriate soil borings ("**Investigation**"). Purchaser shall pay all costs and expenses of Investigation and Purchaser shall hold harmless and indemnify the Property and Sellers, their heirs, successors and assigns, from and against any and all claims, suits, losses, liabilities, and expenses (including attorney's fees, expert's fees, and other expenses of litigation) on account of injury to or death of any persons (including Purchaser's) or damage to property or contamination of or adverse effects on the environment or liens against Sellers or the Property, caused by Purchaser's entry onto the Property. Purchaser's obligations under this Paragraph 7 shall survive the termination of this Agreement or the Closing for a period of 2 years. Purchaser shall repair and restore any damage to the Property caused by or occurring during Purchaser's Investigation and return the Property to substantially the same condition as existed prior to any Investigation. Purchaser shall have the right in its sole discretion to contact various public officials and administrators to verify information regarding the status of the Property and to determine that the Property is suitable for Purchaser's intended use.

**8. POSSESSION.** Seller shall deliver possession of the Property not later than the actual date of closing.

**9. TITLE INSURANCE.** Within fifteen (15) days of the date of this Agreement, Purchaser shall be responsible for obtaining title evidence and reviewing title to the Property. Purchaser shall be allowed twenty (20) business days after the receipt of the title commitment for examination of title and making any objections, which shall be made in writing or deemed waived.

**10. TITLE CORRECTIONS AND REMEDIES.** Seller shall have 120 days from receipt of Purchaser's written title objections to make title marketable. Upon receipt of Purchaser's title objections, Seller shall, within ten (10) business days, notify Purchaser of Seller's intention to make title marketable within the 120 day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by Seller shall be reasonable, diligent, and prompt. Pending correction of title, all payments required herein and the closing shall be postponed.

If any objection is so made, Seller shall have ten (10) business days from receipt of Purchaser's written title objections to notify Purchaser of Seller's intention to make title marketable within one hundred twenty (120) days from Seller's receipt of such written objection. If notice is given, payments hereunder required shall be postponed pending correction of title, but upon correction of title and within ten (10) days after written notice to Purchaser, the parties shall perform this Agreement according to its terms. If no such notice is given, or if notice is given but title is not corrected within the time provided for, this Agreement shall be null and void, at the option of Purchaser, and in such case, neither party shall be liable for damages hereunder to the other.

**11. NOTICES.** All notices required herein shall be in writing and delivered personally or mailed to the addresses provided below and if mailed, are effective as of the date of mailing:

**TO SELLER:**

Mobarta Homes, LLC  
P.O. Box 94  
Loretto, MN 55357

**TO PURCHASER:**

Housing and Redevelopment Authority for Plymouth, Minnesota  
3400 Plymouth Boulevard  
Plymouth, MN 55447-1448  
Attn: HRA Manager

With a copy to:           Andrea McDowell Poehler  
                                  Campbell Knutson, P.A.  
                                  Grand Oak Office Center I  
                                  Suite 290  
                                  860 Blue Gentian Road  
                                  Eagan, Minnesota 55121

**12. MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

**13. WELL DISCLOSURE.** *[Check one of the following:]*

- Seller certifies that Seller does not know of any wells on the Property.
- Wells on the Property are disclosed by Seller on the attached Well Disclosure form.

**14. DISCLOSURE OF INDIVIDUAL ON-SITE SEWAGE TREATMENT SYSTEM.** *[Check one of the following:]*

- Seller certifies that Seller does not know of any individual on-site sewage treatment systems on the Property.
- Individual on-site sewage treatment systems on the Property are disclosed by Seller on the attached Disclosure form.

**15. SELLER'S COVENANTS, REPRESENTATIONS AND WARRANTIES.**

A. Seller, as part of the consideration therefore, represents, warrants, and covenants with Purchaser and its successors and assigns that:

- (1) to Seller's knowledge, no entity or person has, at any time:
  - (a) "released" or actively or passively consented to the "release" or "threatened release" of any Hazardous Substance (as defined below) from any "facility" or "vessel" located on or used in connection with the Property or adjacent tracts in violation of applicable laws; or
  - (b) taken any action in "response" to a "release" in connection with the Property or adjacent tracts; or

- (c) otherwise engaged in any activity or omitted to take any action which could subject Seller or Purchaser to claims for intentional or negligent torts, strict or absolute liability, either pursuant to statute or common law, in connection with Hazardous Substances (as defined below) located in or on the Property or adjacent tracts, including the generating, transporting, treating, storage, or manufacture of any Hazardous Substance (as defined below) in violation of applicable law. The terms set within quotation marks above mean any substance, whether waste, liquid, gaseous or solid matter that is or is deemed to be hazardous, hazardous waste, toxic, pollutant, a deleterious substance, a contaminant or a source of pollution or contamination under any applicable environmental law.
- (2) Seller has the present full authority and power to execute this Agreement and to close the sale of the Property.
- (3) That Seller has not received notice of (a) any actual or pending litigation or proceeding by any organization, person, individual or governmental agency against Seller with respect to the Property or against the Property, (b) any violation of the Property's compliance with applicable fire safety laws, building code ordinances, zoning ordinances or any similar statutes, ordinances, laws, rules or regulations, (c) any condition, defect or inadequacy which, if not corrected, would result in the termination of, or increase in the cost of, insurance coverage, (d) any proceedings which could cause the change, redefinition or other modification of the zoning classifications or of other legal requirements applicable to the Property or any part thereof, or (e) any pending or threatened condemnation proceeding that would affect the Property.
- B. All of Seller's covenants, representations and warranties in this Agreement shall be true as of the date hereof and of the Closing Date, and shall be a condition precedent to the performance of Purchaser's obligations hereunder. If Purchaser discovers that any such covenant, representation, or warranty is not true, Purchaser may elect prior to Closing, in addition to any of its other rights and remedies, to cancel this Agreement, or Purchaser may postpone the Closing Date up to ninety (90) days to allow time for correction. If Purchaser elects to proceed with the Closing following such discovery, Purchaser shall be deemed to have waived its rights to assert a claim against Seller arising from the inaccuracy or untruthfulness of any such covenant, representation, or warranty.
- C. PROTECTED HISTORICAL SITES. *[Select either (1) or (2) below:]*
- Seller represents that Seller does not know if there are historical, native American, or archeological materials on or in the Property that might be protected by law.
- Seller represents that the Property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law. Purchaser's obligation to close is contingent upon Purchaser determining to Purchaser's satisfaction that the Property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law.

**16. CLOSING.** The closing (the "Closing") of the purchase and sale contemplated by this Agreement shall occur at a location designated by Purchaser, and shall occur on or before October 30, 2020, except as otherwise extended or terminated as provided under this Agreement ("Closing Date"). At closing, Seller and Purchaser shall disclose their Federal Tax Identification Numbers for the purposes of completing state and federal tax forms.

**17. CLOSING DOCUMENTS.**

A. At the Closing, Seller shall execute and/or deliver to Purchaser the following (collectively the "Closing Documents"):

- (1) **Warranty Deed.** A Warranty Deed in recordable form and reasonably satisfactory to Purchaser, which shall include the following well representations: "Seller certifies that the Seller does not know of any wells on the described Property."
- (2) **Seller's Affidavit.** A standard form affidavit by Seller indicating that on the date of Closing there are no outstanding, unsatisfied judgments, tax liens or bankruptcies against or involving Seller or the Property; that there has been no skill, labor or material furnished to the Property for which payment has not been made or for which mechanic's liens could be filed; and that there are no other unrecorded interests in the Property.
- (3) **Non-Foreign Person Certification.** A certification in form and content satisfactory to the parties hereto and their counsel, properly executed by Seller, containing such information as shall be required by the Internal Revenue Code, and the regulations issued there under, in order to establish that Seller is not a "foreign person" as defined in §1445(f)(3) of such Code and such regulations.
- (4) **Storage Tanks.** If required, an affidavit with respect to storage tanks pursuant to Minn. Stat. § 116.48.
- (5) **Well Certificate.** If there is a well located on the Property, a well disclosure certificate in form and substance true to form for recording.
- (6) **Certification.** A certification that the representations and/or warranties made by Seller are materially the same as were in existence on the date of this Agreement or noting any changes thereto; and
- (7) **Other Documents.** All other documents reasonably determined by either party or the title insurance company to be necessary to transfer and provide title insurance for the Property.

B. At the Closing, Purchaser shall execute and deliver to Seller the following:

- (1) **Purchase Price.** Payment of the Purchase Price.
- (2) **Settlement Statement.** A Closing settlement statement prepared by the Title Company reflecting the financial provisions of this Agreement.
- (3) **CRV.** A Certificate of Real Estate Value in form acceptable to the Title Company and Seller.
- (4) **Other Documents.** All documents reasonably determined by either party or the title insurance company to be necessary to provide title insurance for the Property;

**18. CLOSING COSTS.** The costs relating to the closing of this transaction shall be paid as follows:

- A. Purchaser shall pay:
  - (1) Recording fee for the Warranty Deed;
  - (2) One-half of the closing fee charged by the Title Company;
  - (3) Pro-rated taxes;
  - (3) The premium for owner's title insurance, including survey coverage; and
  - (4) All costs of obtaining a boundary survey of the Property, if any.
  
- B. Seller shall pay:
  - (1) All costs of obtaining a title insurance commitment;
  - (2) State deed tax;
  - (3) One-half of the closing fee charged by the Title Company;
  - (4) Pro-rated taxes; and
  - (4) Conservation fee attributable to the Warranty Deed

**19. PURCHASER'S CONTINGENCIES.** Purchaser's obligations under this Agreement are contingent upon the following ("Purchaser's Contingencies") expressly contingent upon Purchaser's satisfaction with each of the following prior to Closing:

- A. The representations of Sellers contained in this Agreement must be true now and as of the Closing Date, as if made on the Closing Date and Sellers shall have delivered to Purchaser on the Closing Date, a certificate, signed by Sellers, certifying that such representations are true as of the Closing Date (the "**Bring-down Certificate**"), except to the extent that the representations are no longer true and acceptable to Purchaser.
  
- B. Purchaser determining on or before the Closing Date, that it is satisfied, in its sole discretion, with the results of matters disclosed by a Phase I Environmental Audit or by any environmental/engineering investigation or testing of the Property performed by Purchaser or Purchaser's agent. By executing this Agreement, Seller hereby authorizes Purchaser to enter upon the Property at reasonable times to conduct the investigations and/or tests described herein. Purchaser shall be solely responsible for all environmental tests and shall hold Seller harmless from any such costs and shall indemnify Seller for breach of this provision including reasonable attorneys' fees.
  
- C. Purchaser determining that it is satisfied with the title to the Property.

If the Purchaser's Contingencies under Paragraphs (B) and (C) have not been satisfied on or 60 days after the date of this Agreement, then Purchaser may, at Purchaser's option, extend the Closing Date in order to satisfy the Purchaser's Contingencies for an additional 30 days or terminate this Agreement by giving notice to Sellers on or before the Closing Date. The contingencies set forth in this Paragraph are for the sole and exclusive benefit of Purchaser, and Purchaser shall have the right to waive the contingencies by giving notice to Sellers.

**20. ADDENDA.** Attached are no addenda which are made a part of this Purchase Agreement.

**21. TIME IS OF THE ESSENCE.** Time is of the essence for all provisions of this Purchase Agreement.

**22. MULTIPLE ORIGINALS.** Seller and Purchaser have signed two (2) originals of this Purchase Agreement.

We agree to buy the Property for the price and terms and conditions set forth above.

**PURCHASER:  
HOUSING AND REDEVELOPMENT  
AUTHORITY FOR PLYMOUTH, MINNESOTA**

By: \_\_\_\_\_  
Michelle Soderberg, Chair

Dated: August 27, 2020

And: \_\_\_\_\_  
Steve Juetten, Executive Director

We agree to sell the Property for the price and terms and conditions set forth above.

**SELLER:**  
**MOBARTA HOMES, LLC**

BY: \_\_\_\_\_

Dated: \_\_\_\_\_, 2020

## EXHIBIT A

### LEGAL DESCRIPTION OF PROPERTY:

The South 268 feet of the West 231 feet of the West half of the Southwest Quarter of the Northwest Quarter of Section 15, Township 118 North, Range 22 West, according to the U.S. Government Survey thereof, Hennepin County, Minnesota.

[Title commitment to govern legal description]

**HOUSING AND REDEVELOPMENT AUTHORITY  
OF PLYMOUTH, MINNESOTA  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION NO. 2020-11**

**RESOLUTION APPROVING  
ACQUISITION OF REAL PROPERTY AND ACCEPTING BID AND AUTHORIZING  
THE AWARD OF CONTRACT FOR A PHASE I ENVIRONMENTAL SITE  
ASSESSMENT**

**WHEREAS**, the Housing and Redevelopment Authority of Plymouth, Minnesota (“HRA”) desires to acquire certain property as legally described in Exhibit A (“Property”) as attached to the proposed Purchase Agreement between the HRA and Mobarta Homes, LLC, attached hereto as Exhibit A (“Purchase Agreement”); and

**WHEREAS**, the acquisition of the Property is pursuant to and in conformity with applicable law, including *Minnesota Statutes*, Section 469.001 to 469.047, inclusive, as amended (collectively, the “Act”); and

**WHEREAS**, the HRA’s purpose for acquisition is to partner with one or more non-profit organizations to provide affordable housing opportunities on the Property; and

**WHEREAS**, the HRA has determined that the terms of the Purchase Agreement are reasonable and the acquisition is in the best interest of the City of Plymouth to promote affordable housing.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Housing and Redevelopment Authority of Plymouth, Minnesota that:

1. The Purchase Agreement is approved and the Chair and Executive Director are authorized and directed to sign the Purchase Agreement; and
2. The bid from Braun Intertec Corporation is accepted for the Phase I Environmental Site Assessment at the Property to said Contractor in the amount of Two Thousand One Hundred and Fifty (\$2,150.00) Dollars.
3. The Executive Director is authorized to approve future expenditures related to the acquisition of the site in an amount not to exceed Fifteen Thousand (\$15,000.00) Dollars. This includes the accepted bid for the Phase I ESA in the amount of \$2,150.
4. The Chair and Executive Director are authorized and directed to execute and record all documents necessary to acquire the Property and comply with the terms of the Purchase Agreement

**APPROVED AND ADOPTED** this 27<sup>th</sup> day of August, 2020, by the Housing and Redevelopment Authority of Plymouth, Minnesota.

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Michelle Soderberg, Chair

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Steve Juetten, Executive Director

**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Jim Barnes, Housing Manager through Steve Juetten, Executive Director

**MEETING DATE:** August 27, 2020

**SUBJECT:** **Housing and Redevelopment Authority Strategic Plan** – Review and discuss HRA’s strengths, weaknesses, opportunities and threats (SWOT).

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**BACKGROUND:**

In January of 2020, the Housing and Redevelopment Authority (HRA) Board approved the contract with Bennett Community Consulting to assist with updating the HRA Strategic Plan.

Attached is a memorandum outlining the process along with a strengths, weaknesses, opportunities and threats (SWOT) template. The first bullet point has been completed and we are in process of conducting the survey described in the second bullet.

In order for the consultant to have a better understanding of the HRA and their activities she has asked that the Commissioners take the time to complete the attached SWOT template for discussion at the meeting. Instructions to assist in formulating responses is also attached. This evaluation and the Flash Vote survey results will be used to guide the discussion with the City Council at a second joint meeting that we are planning for October 22, 2020.

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**ATTACHMENTS:**

1. Bennett Community Consulting memorandum
2. SWOT analysis template and instructions

# Memorandum

**To:** Plymouth HRA  
James Barnes, HRA Manager

**From:** Cathy Capone Bennett, Bennett Community Consulting (BCC)

**Date:** August 18, 2020

**Re:** Update on HRA Strategic Planning Process & SWOT Exercise Information

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Bennett Community Consulting was hired by the Plymouth HRA to guide and support the preparation of a 5 year strategic plan.

The main objective of the process is to develop a Strategic Plan that will solidify key HRA goals, priorities, actions and funding needs for the City over the next 5 years and to gain consensus from the City Council on the role of the HRA in supporting the housing and redevelopment needs of the City.

## **SUMMARY OF THE PROCESS**

To understand the Plymouth HRA goals and priorities, the process has and will include the following.

- Input from HRA members and City Council through an online survey conducted and completed by 10 out of 12 members of the current HRA and City Council.
- Preparation of a Flash Vote survey which will be open by the end of August for input by residents and others signed up on the city system. When that is complete a summary will be provided to the HRA, hopefully in September.
- A list of representatives to have a phone or email interview has been compiled and a summary of those conversations will be provided at the September meeting. These include connections with affordable housing advocates, PRISM, local area realtors and community banks and the Wayzata and Robbinsdale School Districts.
- Review of Plymouth previous strategic plan, housing studies, comprehensive plan and HRA programs as provided by City staff.
- HRA and City Council developers work session on July 23, 2020 which included representatives from Doran Companies, Ryan Companies and CommonBond.

## **HRA Feedback and Discussion Requested**

The next step in the process is to conduct a SWOT exercise to understand the key strengths, weaknesses, opportunities, and threats of the HRA and housing and redevelopment needs of the City. **Please take some time to complete the attached worksheets prior to the HRA meeting. See instructions attached.** At the meeting, I will facilitate a discussion with the HRA members on each of the parts of the SWOT exercise to come to consensus. The information will then be summarized and shared with the City Council at a joint meeting for feedback and to agree upon next steps in the mission, goals, and priorities of the HRA strategic plan.

### **Attachments Referenced:**

- SWOT Summary Sheets and Instructions

# SWOT Analysis

## How to Develop a Strategy For Success

We will use the SWOT Analysis to assess the HRA's current position before you decide on any new strategy. Find out what's working well, and what's not so good. Ask yourself where you want to go, how you might get there – and what might get in your way. Below is a summary of what a SWOT Analysis is, how to carry one out, and how to apply its benefits to the max.

## What Is a SWOT Analysis?

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats, and so a SWOT Analysis is a technique for assessing these four aspects of the organization.

You can use SWOT Analysis to make the most of what you've got, to your organization's best advantage. And you can reduce the chances of failure, by understanding what you're lacking, and eliminating hazards that would otherwise catch you unawares.

## How to Do a SWOT Analysis

In the SWOT analysis we will use brainstorming to build a list of ideas about where the HRA currently stands. Every time you identify a Strength, Weakness, Opportunity, or Threat, write it down in the relevant part of the grid.

To clarify which section an idea belongs to, it may be useful to think of **Strengths and Weaknesses as internal factors – that is, to do with the HRA, its assets, processes, and people. Think of Opportunities and Threats as external factors, arising from the market, demographics, and the wider economy.**

### Strengths

Strengths are things that the HRA does particularly well. Think about what makes the HRA "tick." What does the HRA do really well. What values drive the HRA? Then turn

your perspective around and ask yourself what others may see as the HRA's strengths. Remember, any aspect of the HRA is only a strength if it brings a clear advantage.

## **Weaknesses**

Now it's time to consider the HRA's weaknesses. Be honest! A SWOT Analysis will only be valuable if you gather all the information you need. So, it's best to be realistic now, and face any unpleasant truths as soon as possible.

Weaknesses, like strengths, are inherent features of the HRA, so focus on your people, resources, systems, and procedures. Think about what you could improve, and the sorts of practices you should avoid.

Once again, imagine (or find out) how other people view the HRA. Do they notice weaknesses that you may not? Take time to examine what the HRA is lacking.

## **Opportunities**

Opportunities are openings or chances for something positive to happen, but you'll need to take advantage of them to be successful!

They usually arise from situations outside of the organization and require an eye to what might happen in the future. They might arise as developments in the market you serve, grants you have not pursued, or other options that are outside of the organization. Being able to spot and take advantage of opportunities can make a stark difference to your organization's ability to be successful and achieve your goals and mission.

Think about good opportunities you can spot immediately. These don't need to be game changers: even small advantages can increase the HRA's success. What interesting market trends are you aware of, large or small, which could have an impact?

You should also watch out for social patterns, population profiles, and lifestyles that can provide interesting opportunities.

## **Threats**

Threats include anything that can negatively affect the HRA from the outside, such as political environment, shifts in market requirements, or limited resources. It's vital to anticipate threats and to take action against them before they become a problem and/or a limiting factor on the HRA's future success. Be sure to explore whether the HRA is especially exposed to external challenges.

<b>Internal Factors</b>	
<b>Strengths</b>	<b>Weaknesses</b>
<b>Your advantages</b>	<b>Areas for improvement</b>
<b>External Factors</b>	
<b>Opportunities</b>	<b>Threats</b>
<b>Situations to apply your advantages</b>	<b>Where you are at risk</b>