

**CITY OF PLYMOUTH
AGENDA
Regular Housing and Redevelopment Authority
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
May 22, 2025, 7:00 PM**

1. CALL TO ORDER

2. PUBLIC FORUM - Individuals may address the Housing and Redevelopment Authority (HRA) about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the HRA will continue with the agenda. The HRA will take no official action on items discussed at the forum, with the exception of referral to staff for future report.

3. APPROVE AGENDA - HRA members may add items to the agenda for discussion purposes or staff direction only. The HRA will not normally take official action on items added to the 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 council member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

4.1 Adopt proposed minutes

1. HRA 03-27-2025 minutes

4.2 Accept attached Plymouth Towne Square monthly housing report and financials.

1. PTS BALANCE SHEET 3.2025
2. PTS 12-MONTH P&L 3.2025
3. PTS COMPARATIVE P&L 3.2025
4. PTS VARIANCE 3.2025
5. PTS CASHFLOW 3.2025

4.3 Accept Vicksburg Crossing monthly housing report and financials.

1. VC - Balance Sheet - 3.2025
2. VC - 12-Month P&L - 3.2025
3. VC COMPARATIVE 3.2025
4. VC P&L VARIANCE 3.2025
5. VC - Cashflow - 3.2025

5. PUBLIC HEARINGS

6. NEW BUSINESS

6.1 Housing Improvement Area Policy

1. Housing Improvement Area (HIA)
2. HIA city comparison
3. HIA Policy Plymouth Draft
4. HIA Property Standards
5. HIA Timeline

6.2 Election of Officer, Vice Chair

7. UPDATES

7.1 HRA Updates

1. HRA_Updates__May_2025

8. ADJOURNMENT



To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Adopt proposed minutes**

1. Action Requested:

Staff recommends approval of the March 27, 2025 HRA Minutes

2. Background:

The March 27, 2025 minutes are attached

3. Budget Impact:

N/A

4. Attachments:

1. HRA 03-27-2025 minutes

**DRAFTED MINUTES
PLYMOUTH HOUSING AND REDEVELOPMENT AUTHORITY
MARCH 27, 2025**

MEMBERS PRESENT: Chair James Williams, Commissioners Wayne Peterson, Kim Vohs, and Bob Swanson

ABSENT: Commissioners Ronald Kelner and Tony Kuechle

STAFF PRESENT: HRA Executive Director Grant Fernelius, Housing Manager Steven Schmidt, Housing Policy and Grant Coordinator Grace Scoonover, Permit Technician Michelle Bast

OTHERS PRESENT: Mayor Wosje

1. CALL TO ORDER

Chair Williams called the Plymouth Housing and Redevelopment Authority meeting to order at 7:00 p.m.

2. PUBLIC FORUM

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

3. APPROVE AGENDA

MOTION by Commissioner Peterson, seconded by Commissioner Swanson, to approve the Agenda. **Vote.** 4 Ayes. **MOTION** passed unanimously.

4. CONSENT AGENDA

- 4.1. Approved minutes from February 27, 2025.
- 4.2. Plymouth Towne Square. Accept Monthly Housing Reports.
- 4.3. Vicksburg Crossing. Accept Monthly Housing Reports.

MOTION by Commissioner Peterson, seconded by Commissioner Vohs, to approve the Consent Agenda. **Vote.** 4 Ayes. **MOTION** passed unanimously.

5. PUBLIC HEARINGS

- 5.1 Community Development Block Grant (CDBG) – Hold Public Hearing on 2025 Annual Action Plan, 2025-2029 Consolidated Plan, and Citizen Participation Plan

Housing Manager Schmidt gave an overview of the staff report.

Commissioner Peterson referenced a scenario where there would be a variance in the allocation received and asked if the rehab program would absorb the difference rather than splitting across the programs.

Housing Manager Schmidt replied that is correct but noted it would depend on how large the deviance is. He stated last year, staff anticipated a \$10,000 difference, and the reality was a \$5,000 difference, which was absorbed by the rehab program.

Commissioner Peterson asked about the plan in the case this funding is hugely decreased, given the national climate in recent times.

Housing Manager Schmidt replied staff would look across the board and make changes equally. He stated all programs would be reviewed in that scenario to ensure requirements are met. He stated this would move forward to the city council before the allocation is known as allocation amounts are provided in May. He stated after funding is received, that amount would be included in the HRA update.

Chair Williams asked the next steps if there were a large deviation in the funding allocation and whether the city council would then review the funding allocation.

Housing Manager Schmidt replied that if there were a large deviation, staff would review things across the board to determine if an additional presentation would be needed on the HRA and city council levels.

Chair Williams opened the public hearing.

No comments.

Chair Williams closed the public hearing.

MOTION by Commissioner Peterson, seconded by Commissioner Swanson, to adopt resolution no. 2025-01 to approve the submission of the 2025-2029 CDBG consolidated plan. **Vote.** 4 Ayes. **MOTION** passed unanimously.

Commissioner Vohs asked for information on the proposed allocations.

Chair Williams noted the allocations listed in the packet.

MOTION by Commissioner Peterson, seconded by Commissioner Swanson, to adopt resolution no. 2025-02 approving the application and allocation of fiscal year 2025 CDBG funds. **Vote.** 4 Ayes. **MOTION** passed unanimously.

MOTION by Commissioner Peterson, seconded by Commissioner Vohs, to adopt resolution no. 2025-03 approving the city of Plymouth citizen participation plan. **Vote.** 4 Ayes. **MOTION** passed unanimously.

6. NEW BUSINESS

6.1. Discuss Bring It Home Program

Housing Manager Schmidt gave an overview of the staff report.

Commissioner Peterson asked and received confirmation that the housing choice vouchers (HCV) are commonly referred to as section 8 vouchers, which are federally funded and administered in Plymouth by two city staff members. He asked if the HCVs are portable, meaning the recipient could choose to move out of the City of Plymouth and continue receiving assistance via the voucher.

Housing Manager Schmidt stated the city continues to operate that voucher until the other jurisdiction accepts the voucher in their system.

Commissioner Peterson commented that it would seem unlikely someone would give up their HCV to obtain one of these new vouchers being offered through the state, as those are not portable.

Housing Manager Schmidt agreed that it would be safe to assume.

Commissioner Peterson asked for more details on the process followed by the two staff members administering these funds to get the funds to the landlord.

Housing Manager Schmidt provided a brief overview explaining that the payments are made from the city to the landlord, and the deposit is made directly from Housing and Urban Development (HUD) to the city.

Commissioner Peterson asked if payments are made on time or if there are instances where the city is making a payment while awaiting funds from the program.

Housing Manager Schmidt replied the city makes the payments on a set schedule, and the reimbursement from the government comes into the account to reconcile. He noted any differences are made up in the next payment. He stated there is constant fluctuation and provided additional details on items that can change allocations and/or expenses.

Commissioner Swanson referenced the tax that was implemented on October 1, 2023, and asked if the program was then operational during all of 2024 or whether this is the first opportunity to join the program.

Housing Manager Schmidt replied this is the first opportunity to join the program.

Chair Williams referenced the discussions staff had with another entity to potentially collaborate with and asked for more details on the entity and the rationale for not wanting to collaborate, and whether the city spoke with any other communities to discuss potential collaboration.

Housing Manager Schmidt replied he spoke with the city of Saint Louis Park about an opportunity

to work together. He relayed the hesitations from that community are similar to Plymouth regarding ad mistering a new program, although similar to HCV, that has its own reporting procedures. He noted that the issue of staff and resources detoured the collaboration. He stated that staff also spoke with a program run by Hennepin County, called School to Housing, noting that there would not be full geographic coverage, as it does not cover the Wayzata School District, and a large amount of administration would still need to operate from the city of Plymouth.

HRA Executive Director Fernelius added there are not that many cities that administer the HCV program, and everyone is concerned with the additional burden that will be placed to administer this new program. He stated that Plymouth administers 350 HCV vouchers, which is a large number of clients for staff to handle, and is why they would need additional staff support. He stated that they would rebalance the entire portfolio to make it more efficient.

Commissioner Peterson asked if the HRA is being asked whether it makes sense to fund the additional position in return for the receipt of the vouchers.

HRA Executive Director Fernelius commented that this request is not included in the 2025 budget, and therefore, as part of the 2026 budget, they would include the staff position. He stated that in order to make this budget neutral, they would need to shift how the current levy is used. He explained that currently, the levy is split evenly between operational resources and the two senior buildings. He stated tonight they are asking for authorization to pursue this program, recognizing that there will be budget implications. He confirmed the budget question would be for the city council to figure out.

Commissioner Vohs asked if the state has made a commitment to the Bring It Home program to be an ongoing program.

Housing Manager Schmidt replied that is a common theme in the meetings with the other agencies as to whether the program will continue to run. He stated that Minnesota Housing has given direction that this has been included in the base budget, but it would be similar to other federal grant programs which are subject to administration changes.

MOTION by Commissioner Vohs, seconded by Commissioner Peterson, to recommend approval to pursue the Bring It Home program. **Vote.** 4 Ayes. **MOTION** passed unanimously.

7. UPDATES

7.1 HRA Updates

HRA Executive Director Fernelius provided updates on items of interest to the HRA. He noted Commissioner Soderberg has stepped down from the Commission and expressed thanks and appreciation for her service on the HRA. He stated additional information was included in the packet, as requested by Chair Williams, related to the Bloomington Opportunity Housing Ordinance.

Chair Williams provided copies of an analysis of what occurred in Bloomington. He spoke about the attitude of the participants in the program, noting that they are all working together and as these programs should not be viewed as adversarial.

Commissioner Peterson stated Commissioner Soderberg represented Ward 2 and, therefore, interested candidates should be within Ward 2.

Mayor Wosje added sometimes the at-large appointee can be shifted to the vacant ward position if they live within that ward, but in this case, that does not apply, and, therefore, candidates will need to be from Ward 2.

8. ADJOURNMENT

MOTION by Chair Williams, with no objection, to adjourn the meeting at 7:44 p.m.



To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Accept attached Plymouth Towne Square monthly housing report and financials.**

1. Action Requested:

Accept attached Plymouth Towne Square monthly housing report and financials.

2. Background:

The Plymouth HRA contracts with Grace Management, Inc. to manage the Plymouth Towne Square apartments. The attached report and financial statements cover the most recent reporting period (March 2025 and YTD).

3. Budget Impact:

N/A

4. Attachments:

1. PTS BALANCE SHEET 3.2025
2. PTS 12-MONTH P&L 3.2025
3. PTS COMPARATIVE P&L 3.2025
4. PTS VARIANCE 3.2025
5. PTS CASHFLOW 3.2025

Balance Sheet

PLYMOUTH TOWNE SQUARE

As Of March 31, 2025

	Ending Balance	Total
ASSETS		
CURRENT ASSETS		
US BANK OPER ACCT	276,128	
US BANK SEC DEP ACCT	76,468	
INVESTMENTS - WORKING CAPITAL FUND	1,000,666	
INVESTMENTS - NEW DEBT SERVICE	220,776	
ACCOUNTS REC-TENANTS	3,165	
INTEREST RECEIVABLE	91	
ACCOUNTS REC-OTHER	778	
PREPAID PROPERTY INSURANCE	6,871	
PREPAID WORKERS COMP INSUR	135	
PREPAID OTHER	8,906	
TOTAL CURRENT ASSETS		1,593,985
FIXED ASSETS		
LAND	459,247	
SITE IMPROVEMENTS	219,207	
BUILDING	5,767,619	
BUILDING IMPROVEMENTS	1,195,121	
FURN, FIXT & EQUIP-GENERAL	510,812	
CONSTRUCTION IN PROGRESS	33,575	
FURNITURE & FIXTURES - HOUSEKEEPING	8,696	
COMPUTERS/OFFICE EQUIPMENT	13,060	
LEASE ASSET	12,470	
ACCUMULATED DEPRECIATION	(5,529,256)	
TOTAL FIXED ASSETS		2,690,550
NON-CURRENT ASSETS		
TOTAL ASSETS		4,284,535

Balance Sheet

PLYMOUTH TOWNE SQUARE

As Of March 31, 2025

	Ending Balance	Total
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE-TRADE	28,084	
PREPAID MONTHLY RENT	1,050	
ACCRUED PAYROLL	3,177	
ACCRUED COMPENSATED BALANCES	3,904	
ACCRUED REAL ESTATE TAXES	9,006	
LEASES PAYABLE -SHORT TERM	4,062	
ACCRUED OTHER	6,285	
TOTAL CURRENT LIABILITIES		55,569
LONG-TERM LIABILITIES		
SECURITY DEPOSITS	76,628	
LEASES PAYABLE -LONG TERM	4,503	
		81,131
TOTAL LIABILITIES		136,699
EQUITY		
RETAINED EARNINGS RSRVD FOR DS	948	
RETAINED EARNINGS	1,034,377	
NET INVESTMENT IN CAPITAL ASSETS	3,089,743	
TOTAL EQUITY		4,125,068
CURRENT YEAR INCOME/(LOSS)		22,768
TOTAL LIABILITIES & EQUITY		4,284,535

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE

For Year 2025

	Period End Apr 30, 2024	Period End May 31, 2024	Period End Jun 30, 2024	Period End Jul 31, 2024	Period End Aug 31, 2024	Period End Sep 30, 2024	Period End Oct 31, 2024	Period End Nov 30, 2024	Period End Dec 31, 2024	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Total
INCOME													
APARTMENT RENTAL REVENUE	64,309	66,478	66,828	67,489	67,725	67,201	66,774	66,774	66,202	67,352	65,770	67,558	800,460
HRA INDIVIDUAL	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	16,667	16,667	16,667	212,001
GARAGE RENT	3,870	3,885	3,824	3,920	3,840	3,780	3,900	3,707	3,720	3,720	3,720	3,900	45,786
GUEST ROOM REVENUE	130	520	260	195	390	0	0	0	0	0	0	0	1,495
HOUSEKEEPING REVENUE	0	100	0	0	0	0	0	0	0	0	0	0	100
LAUNDRY REVENUE	902	927	724	427	1,395	1,544	1,088	966	910	125	1,825	345	11,177
APPLICATION FEE REVENUE	0	105	35	0	0	0	0	0	0	0	105	0	245
TRANSFER FEE REVENUE	0	0	0	0	0	0	0	0	0	0	500	0	500
INVESTMENT INCOME	422	423	4,088	423	423	423	39,448	423	(12,171)	1,756	1,755	1,756	39,167
CONTRIBUTED CAPITAL REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS REVENUE	40	490	0	0	15	313	49	30	951	0	434	5	2,328
TOTAL INCOME	87,674	90,927	93,759	90,454	91,787	91,261	129,259	89,899	77,613	89,619	90,776	90,230	1,113,258
EXPENSES													
ADMINISTRATION													
MANAGER SALARIES/WAGES	5,511	5,695	5,511	5,695	5,695	5,511	5,695	5,511	5,872	5,945	5,350	5,923	67,915
PAYROLL TAXES	772	766	765	762	1,131	718	707	715	1,215	1,001	1,055	1,047	10,655
HEALTH INSURANCE	1,001	1,043	1,175	1,175	850	1,175	1,026	1,158	903	1,242	823	1,520	13,090
WORKERS COMP INSURANCE	118	118	118	118	177	118	118	118	110	170	113	113	1,512
MAINTENANCE SALARIES/WAGES	4,811	4,920	4,738	4,788	5,009	4,743	4,964	4,833	5,063	5,171	4,736	5,112	58,886
EMPLOYEE COSTS	90	90	90	90	90	0	0	0	0	0	0	0	450
DATA PROCESSING	32	31	31	31	33	78	50	50	50	20	41	35	482
BANK FEES	377	335	121	103	135	142	111	110	107	113	126	132	1,911
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	0	0	0	0	65	0	0	65
LICENSE & PERMITS	0	330	0	818	200	0	0	60	0	0	0	0	1,408
POSTAGE/OVERNIGHT EXPRESS	0	0	73	0	0	0	0	0	0	0	0	0	73
PRINTING	0	0	0	0	0	0	0	185	0	0	0	0	185
MANAGEMENT FEES	5,234	5,234	5,234	5,234	5,234	5,234	5,234	5,234	5,234	5,496	5,496	5,496	63,594
PROFESSIONAL FEES	0	23	0	46	46	1,172	0	0	0	0	0	0	1,287
TELEPHONE EXPENSE	605	886	1,056	880	203	426	423	427	434	434	444	440	6,657
EQUIPMENT LEASE/REPAIR	1,042	730	533	1,987	1,177	1,883	681	656	454	706	666	804	11,320
OFFICE SUPPLIES	0	85	0	76	161	9	5	64	0	49	235	0	683
TOTAL ADMIN EXPENSES	19,594	20,286	19,445	21,804	20,140	21,209	19,015	19,121	19,441	20,413	19,085	20,621	240,174
LIFE ENRICHMENT													
RESIDENT PROGRAM/ACTIVITIES	108	78	523	196	332	89	95	1,744	2,858	235	166	298	6,721
TOTAL LIFE ENRICHMENT EXPENSES	108	78	523	196	332	89	95	1,744	2,858	235	166	298	6,721

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE

For Year 2025

	Period End Apr 30, 2024	Period End May 31, 2024	Period End Jun 30, 2024	Period End Jul 31, 2024	Period End Aug 31, 2024	Period End Sep 30, 2024	Period End Oct 31, 2024	Period End Nov 30, 2024	Period End Dec 31, 2024	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Total
HOUSEKEEPING													
CONTRACT LABOR	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	17,640
CLEANING SUPPLIES	500	58	0	5	0	782	278	11	0	382	36	0	2,052
TOTAL HOUSEKEEPING EXPENSES	1,970	1,528	1,470	1,475	1,470	2,252	1,748	1,481	1,470	1,852	1,506	1,470	19,692
BUILDING & GROUNDS													
CONTRACT LABOR	525	193	193	1,155	193	564	389	193	193	12,946	6,825	193	23,559
CABLE TV EXPENSE	119	119	119	119	119	119	119	119	119	157	159	159	1,550
UTILITIES - ELECTRICITY	1,327	1,835	1,623	1,847	2,170	2,329	2,135	1,914	1,465	1,189	1,835	1,468	21,136
UTILITIES - GAS	2,333	2,279	2,343	775	761	945	1,654	1,711	5,158	5,976	5,923	3,556	33,415
UTILITIES - WATER/SEWER	2,643	2,037	2,469	2,454	1,874	2,164	2,454	2,309	2,364	2,336	2,304	2,320	27,728
WATER SOFTENING SERVICE	0	635	480	332	355	662	399	340	735	188	572	556	5,255
DOORS, KEYS & WINDOWS	0	0	0	0	0	0	658	0	0	0	0	437	1,096
FIRE SYSTEM SERVICE	1,388	3,092	339	2,078	4,264	2,184	559	559	559	1,636	543	543	17,745
LAWN SERVICE/LANDSCAP/SNOW RMVL	2,125	1,503	2,872	3,015	4,772	1,525	1,450	2,470	5,810	1,295	1,780	1,700	30,317
PEST CONTROL	141	0	141	0	0	0	141	0	141	0	0	0	564
TRASH REMOVAL	2,366	2,331	2,326	2,542	2,326	2,399	2,399	2,757	2,327	2,333	2,911	2,911	29,930
UNIT TURNOVER REPAIRS	5,583	6,836	5,865	2,400	1,931	3,448	0	12,034	0	6,431	4,304	2,779	51,611
ELEVATOR-REPAIRS & MAINT	738	738	738	738	738	738	782	782	782	782	782	782	9,121
REPAIRS & MAINTENANCE	701	13,292	2,361	3,413	5,961	4,582	2,274	1,984	1,470	4,481	4,507	3,812	48,836
BUILDING & GROUNDS SUPPLIES	1,155	1,834	3,373	1,146	481	1,836	304	430	382	340	700	517	12,498
HVAC - REPAIRS & MAINTENANCE	299	843	299	299	299	1,569	614	299	299	299	419	308	5,842
TOTAL BUILDING & GROUNDS	21,444	37,568	25,540	22,313	26,243	25,064	16,333	27,901	21,803	40,390	33,563	22,041	320,202
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	3,755	4,270	4,012	4,012	3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,998	48,037
PAYMENT IN LIEU OF PROPERTY TAX	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,216	3,216	3,216	38,718
TOTAL OTHER OPERATING EXPENSES	6,985	7,500	7,242	7,242	7,228	7,228	7,228	7,228	7,228	7,214	7,214	7,214	86,755
TOTAL OPERATING EXPENSES	50,101	66,959	54,221	53,030	55,413	55,843	44,419	57,475	52,801	70,104	61,534	51,644	673,544
NET OPERATING INCOME / (LOSS)	37,573	23,968	39,538	37,423	36,375	35,419	84,839	32,424	24,812	19,515	29,242	38,586	439,714
DEPREC, INTEREST & OTHER													
DEPRECIATION EXPENSE	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,980	17,980	17,980	211,440
RESERVE/REPLACE CAPITAL EXPENSE	9,846	9,146	18,825	20,690	0	5,159	60,777	0	36,365	0	6,377	4,093	171,277
INTEREST EXPENSE	0	0	164	0	0	167	0	0	166	0	0	166	662
TOTAL DEPREC, INTEREST & OTHER	27,346	26,646	36,489	38,190	17,500	22,826	78,277	17,500	54,030	17,980	24,357	22,238	383,379
NET INCOME / (LOSS)	10,227	(2,678)	3,049	(766)	18,875	12,592	6,563	14,924	(29,219)	1,535	4,885	16,348	56,335

0

Comparative Profit and Loss

PLYMOUTH TOWNE SQUARE

Through March 31, 2025

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
INCOME						
67,558	66,720	62,865	APARTMENT RENTAL REVENUE	200,680	200,160	188,257
16,667	16,667	18,000	HRA INDIVIDUAL	50,001	50,001	54,000
3,900	3,840	3,900	GARAGE RENT	11,340	11,520	11,850
0	65	0	GUEST ROOM REVENUE	0	130	0
345	990	1,151	LAUNDRY REVENUE	2,294	2,970	2,641
0	0	105	APPLICATION FEE REVENUE	105	0	105
0	0	0	TRANSFER FEE REVENUE	500	0	0
1,756	1,750	423	INVESTMENT INCOME	5,267	5,250	1,269
5	100	14	MISCELLANEOUS REVENUE	439	300	345
90,230	90,132	86,457	TOTAL INCOME	270,626	270,331	258,468
EXPENSES						
ADMINISTRATION						
5,923	5,796	5,695	MANAGER SALARIES/WAGES	17,217	17,388	16,724
1,047	870	1,163	PAYROLL TAXES	3,103	2,610	2,359
1,520	951	689	HEALTH INSURANCE	3,585	2,853	3,059
113	145	177	WORKERS COMP INSURANCE	397	435	414
5,112	5,074	4,922	MAINTENANCE SALARIES/WAGES	15,019	15,222	14,696
0	10	90	EMPLOYEE COSTS	0	30	270
35	35	31	DATA PROCESSING	96	105	94
132	195	343	BANK FEES	371	585	808
0	0	0	DUES, SUBS & MEMBERSHIPS	65	65	60
0	15	0	MILEAGE REIMBURSEMENT	0	45	0
0	0	0	POSTAGE/OVERNIGHT EXPRESS	0	50	0
0	15	0	PRINTING	0	45	0
5,496	5,496	5,234	MANAGEMENT FEES	16,488	16,488	15,702
0	225	0	PROFESSIONAL FEES	0	675	0
440	535	426	TELEPHONE EXPENSE	1,317	1,605	1,244
804	325	408	EQUIPMENT LEASE/REPAIR	2,176	975	1,443
0	75	51	OFFICE SUPPLIES	283	225	379
20,621	19,762	19,231	TOTAL ADMIN EXPENSES	60,119	59,401	57,251
LIFE ENRICHMENT						
298	275	136	RESIDENT PROGRAM/ACTIVITIES	698	760	1,548
298	275	136	TOTAL LIFE ENRICHMENT EXPENSES	698	760	1,548

Comparative Profit and Loss

PLYMOUTH TOWNE SQUARE

Through March 31, 2025

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
MARKETING						
0	10	0	ADVERTISING	0	30	0
0	10	0	TOTAL MARKETING EXPENSES	0	30	0
HOUSEKEEPING						
1,470	1,560	1,470	CONTRACT LABOR	4,410	4,680	4,410
0	185	125	CLEANING SUPPLIES	418	555	515
1,470	1,745	1,595	TOTAL HOUSEKEEPING EXPENSES	4,828	5,235	4,925
BUILDING & GROUNDS						
193	500	346	CONTRACT LABOR	19,963	1,500	1,273
159	125	126	CABLE TV EXPENSE	475	375	380
1,468	1,900	1,854	UTILITIES - ELECTRICITY	4,491	5,700	3,893
3,556	3,800	3,091	UTILITIES - GAS	15,455	12,200	7,900
2,320	2,000	1,891	UTILITIES - WATER/SEWER	6,960	6,000	5,673
556	470	172	WATER SOFTENING SERVICE	1,317	1,410	954
437	200	82	DOORS, KEYS & WINDOWS	437	600	82
543	1,250	212	FIRE SYSTEM SERVICE	2,722	3,750	3,810
1,700	3,000	1,375	LAWN SERVICE/LANDSCAP/SNOW RMVL	4,775	9,300	4,195
0	170	0	PEST CONTROL	0	170	141
2,911	2,250	2,332	TRASH REMOVAL	8,156	6,750	6,582
2,779	3,417	0	UNIT TURNOVER REPAIRS	13,514	10,251	5,704
782	1,000	738	ELEVATOR-REPAIRS & MAINT	2,347	3,000	3,215
3,812	3,800	1,242	REPAIRS & MAINTENANCE	12,800	11,400	9,657
517	1,725	258	BUILDING & GROUNDS SUPPLIES	1,556	5,175	3,183
308	1,350	299	HVAC - REPAIRS & MAINTENANCE	1,025	4,050	2,627
0	1,000	0	MISCELLANEOUS B & G EXPENSES	0	3,000	0
22,041	27,957	14,017	TOTAL BUILDING & GROUNDS	95,994	84,631	59,268
OTHER OPERATING EXPENSES						
3,998	3,998	3,755	PROPERTY & LIABILITY INSURANCE	11,995	11,994	11,265
3,216	3,216	3,230	PAYMENT IN LIEU OF PROPERTY TAX	9,648	9,648	9,690
7,214	7,214	6,985	TOTAL OTHER OPERATING EXPENSES	21,643	21,642	20,955
51,644	56,963	41,964	TOTAL OPERATING EXPENSES	183,283	171,699	143,948
38,586	33,169	44,493	NET OPERATING INCOME / (LOSS)	87,344	98,632	114,520
DEPREC, INTEREST & OTHER						
17,980	17,980	17,500	DEPRECIATION EXPENSE	53,940	53,940	52,500
4,093	16,667	1,364	RESERVE/REPLACE CAPITAL EXPENSE	10,470	50,001	17,359
166	0	159	INTEREST EXPENSE	166	0	159
22,238	34,647	19,023	TOTAL DEPREC, INTEREST & OTHER	64,576	103,941	70,018
16,348	(1,478)	25,470	NET INCOME / (LOSS)	22,768	(5,309)	44,501

Profit and Loss Variance

PLYMOUTH TOWNE SQUARE

Through March 31, 2025

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
INCOME							
APARTMENT RENTAL REVENUE	67,558	66,720	838	200,680	200,160	520	800,640
HRA INDIVIDUAL	16,667	16,667	0	50,001	50,001	0	200,000
GARAGE RENT	3,900	3,840	60	11,340	11,520	(180)	46,080
GUEST ROOM REVENUE	0	65	(65)	0	130	(130)	715
LAUNDRY REVENUE	345	990	(645)	2,294	2,970	(676)	11,880
APPLICATION FEE REVENUE	0	0	0	105	0	105	350
TRANSFER FEE REVENUE	0	0	0	500	0	500	750
INVESTMENT INCOME	1,756	1,750	6	5,267	5,250	17	21,000
MISCELLANEOUS REVENUE	5	100	(95)	439	300	139	1,200
TOTAL INCOME	90,230	90,132	98	270,626	270,331	295	1,082,615
EXPENSES							
ADMINISTRATION							
MANAGER SALARIES/WAGES	5,923	5,796	(127)	17,217	17,388	171	69,546
PAYROLL TAXES	1,047	870	(177)	3,103	2,610	(493)	10,435
HEALTH INSURANCE	1,520	951	(569)	3,585	2,853	(732)	11,948
WORKERS COMP INSURANCE	113	145	32	397	435	38	1,740
MAINTENANCE SALARIES/WAGES	5,112	5,074	(38)	15,019	15,222	203	60,892
EMPLOYEE COSTS	0	10	10	0	30	30	120
SEMINAR/TRAINING	0	0	0	0	0	0	200
DATA PROCESSING	35	35	0	96	105	9	420
BANK FEES	132	195	63	371	585	214	2,340
DUES, SUBS & MEMBERSHIPS	0	0	0	65	65	0	65
LICENSE & PERMITS	0	0	0	0	0	0	1,120
MILEAGE REIMBURSEMENT	0	15	15	0	45	45	180
POSTAGE/OVERNIGHT EXPRESS	0	0	0	0	50	50	150
PRINTING	0	15	15	0	45	45	180
MANAGEMENT FEES	5,496	5,496	0	16,488	16,488	0	65,948
PROFESSIONAL FEES	0	225	225	0	675	675	2,700
TELEPHONE EXPENSE	440	535	95	1,317	1,605	288	6,420
EQUIPMENT LEASE/REPAIR	804	325	(479)	2,176	975	(1,201)	3,900
OFFICE SUPPLIES	0	75	75	283	225	(58)	900
TOTAL ADMIN EXPENSES	20,621	19,762	(859)	60,119	59,401	(718)	239,204
LIFE ENRICHMENT							
RESIDENT PROGRAM/ACTIVITIES	298	275	(23)	698	760	62	6,105
TOTAL LIFE ENRICHMENT EXPE	298	275	(23)	698	760	62	6,105

Profit and Loss Variance

PLYMOUTH TOWNE SQUARE

Through March 31, 2025

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
MARKETING							
ADVERTISING	0	10	10	0	30	30	120
TOTAL MARKETING EXPENSES	0	10	10	0	30	30	120
HOUSEKEEPING							
CONTRACT LABOR	1,470	1,560	90	4,410	4,680	270	18,720
CLEANING SUPPLIES	0	185	185	418	555	137	2,220
TOTAL HOUSEKEEPING EXPENSE	1,470	1,745	275	4,828	5,235	407	20,940
BUILDING & GROUNDS							
CONTRACT LABOR	193	500	308	19,963	1,500	(18,463)	6,000
CABLE TV EXPENSE	159	125	(34)	475	375	(100)	1,500
UTILITIES - ELECTRICITY	1,468	1,900	432	4,491	5,700	1,209	25,850
UTILITIES - GAS	3,556	3,800	244	15,455	12,200	(3,255)	33,500
UTILITIES - WATER/SEWER	2,320	2,000	(320)	6,960	6,000	(960)	26,950
WATER SOFTENING SERVICE	556	470	(86)	1,317	1,410	93	5,640
DOORS, KEYS & WINDOWS	437	200	(237)	437	600	163	2,400
FIRE SYSTEM SERVICE	543	1,250	707	2,722	3,750	1,028	15,000
LAWN SERVICE/LANDSCAP/SNOW RM	1,700	3,000	1,300	4,775	9,300	4,525	38,700
PEST CONTROL	0	170	170	0	170	170	820
TRASH REMOVAL	2,911	2,250	(661)	8,156	6,750	(1,406)	27,000
UNIT TURNOVER REPAIRS	2,779	3,417	638	13,514	10,251	(3,263)	41,000
ELEVATOR-REPAIRS & MAINT	782	1,000	218	2,347	3,000	653	12,000
REPAIRS & MAINTENANCE	3,812	3,800	(12)	12,800	11,400	(1,400)	51,800
BUILDING & GROUNDS SUPPLIES	517	1,725	1,208	1,556	5,175	3,619	20,700
HVAC - REPAIRS & MAINTENANCE	308	1,350	1,042	1,025	4,050	3,025	16,200
MISCELLANEOUS B & G EXPENSES	0	1,000	1,000	0	3,000	3,000	12,000
TOTAL BUILDING & GROUNDS	22,041	27,957	5,916	95,994	84,631	(11,363)	337,060
OTHER OPERATING EXPENSES							
PROPERTY & LIABILITY INSURANCE	3,998	3,998	(0)	11,995	11,994	(1)	50,408
PAYMENT IN LIEU OF PROPERTY TAX	3,216	3,216	0	9,648	9,648	0	38,587
TOTAL OTHER OPERATING EXPENSES	7,214	7,214	(0)	21,643	21,642	(1)	88,995
TOTAL OPERATING EXPENSES	51,644	56,963	5,319	183,283	171,699	(11,584)	692,424
NET OPERATING INCOME / (LOSS)	38,586	33,169	5,417	87,344	98,632	(11,288)	390,191
DEPREC, INTEREST & OTHER							
DEPRECIATION EXPENSE	17,980	17,980	0	53,940	53,940	0	215,754
RESERVE/REPLACE CAPITAL EXPENSE	4,093	16,667	12,574	10,470	50,001	39,531	200,000
INTEREST EXPENSE	166	0	(166)	166	0	(166)	0
TOTAL DEPREC, INTEREST & OT	22,238	34,647	12,409	64,576	103,941	39,365	415,754
NET INCOME / (LOSS)	16,348	(1,478)	17,826	22,768	(5,309)	28,077	(25,563)

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE

For Year 2025

	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Apr 30, 2025	Period End May 31, 2025	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Year To Date
CASHFLOW RECONCILIATION:													
NET INCOME / (LOSS)	1,535	4,885	16,348	0	0	0	0	0	0	0	0	0	22,768
ADJUSTMENTS TO NET CASHFLOW:													
DEPRECIATION & AMORTIZATION	17,980	17,980	17,980	0	0	0	0	0	0	0	0	0	53,940
(INCR) / DECR IN A/R	5,131	(2,134)	(1,595)	0	0	0	0	0	0	0	0	0	1,402
(INCR) / DECR IN ESCROW	0	0	0	0	0	0	0	0	0	0	0	0	0
(INCR) / DECR IN PREPAID EXP	1,929	3,017	6,252	0	0	0	0	0	0	0	0	0	11,198
(INCR)/DECR IN OTHER ASSETS	(21,826)	(16,667)	(16,667)	0	0	0	0	0	0	0	0	0	(55,160)
(INCR) / DECR IN OTHER ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
INCR /(DECR) IN ACCTS PAYABLE	9,964	11,906	(15,314)	0	0	0	0	0	0	0	0	0	6,556
INCR /(DECR) IN ACCRD LIAB	3,475	4,788	(36,347)	0	0	0	0	0	0	0	0	0	(28,084)
TOTAL ADJUSTMENTS	16,653	18,889	(45,691)	0	0	0	0	0	0	0	0	0	(10,148)
NET OPERATING CASHFLOW:	18,189	23,774	(29,343)	0	0	0	0	0	0	0	0	0	12,620
LESS CAPITAL EXPENDITURES:													
LAND	0	0	0	0	0	0	0	0	0	0	0	0	0
SITE IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURN, FIXT & EQUIP-GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE & FIXTURES - HOUSEKEEPING	0	0	0	0	0	0	0	0	0	0	0	0	0
COMPUTERS/OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
APARTMENT IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
VEHICLES	0	0	0	0	0	0	0	0	0	0	0	0	0
SIGNAGE	0	0	0	0	0	0	0	0	0	0	0	0	0
SMALL EQUIPMENT/FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASE ASSET	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCIPAL PYMTS ON LT DEBT	0	0	0	0	0	0	0	0	0	0	0	0	0
CONTRIBUTED CAPITAL	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS RSRVD FOR DS	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCR / (DECR) IN CASH:	18,189	23,774	(29,343)	0	0	0	0	0	0	0	0	0	12,620

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Accept Vicksburg Crossing monthly housing report and financials.**

1. Action Requested:

Accept attached Vicksburg Crossing Monthly report and financials.

2. Background:

The Plymouth HRA contracts with Grace Management, Inc. to manage the Vicksburg Crossing apartments. The attached report and financial statements cover the most recent reporting period (March 2025 and YTD).

3. Budget Impact:

N/A

4. Attachments:

1. VC - Balance Sheet - 3.2025
2. VC - 12-Month P&L - 3.2025
3. VC COMPARATIVE 3.2025
4. VC P&L VARIANCE 3.2025
5. VC - Cashflow - 3.2025

Balance Sheet

VICKSBURG CROSSING

As Of March 31, 2025

	Ending Balance	Total
ASSETS		
CURRENT ASSETS		
US BANK OPER ACCT	402,452	
US BANK SEC DEP ACCT	75,476	
INVESTMENTS - WORKING CAPITAL FUND	1,333,678	
INVESTMENTS - DEBT SERVICE	65,194	
ACCOUNTS REC-TENANTS	(2,887)	
INTEREST RECEIVABLE	(1,963)	
ACCOUNTS REC-OTHER	2,762	
PREPAID PROPERTY INSURANCE	6,693	
PREPAID WORKERS COMP INSUR	137	
PREPAID OTHER	6,389	
TOTAL CURRENT ASSETS		1,887,931
FIXED ASSETS		
LAND	874,593	
SITE IMPROVEMENTS	269,965	
BUILDING	9,904,487	
FURNITURE, FIXTURES & EQUIP-GENERAL	747,135	
COMPUTERS/OFFICE EQUIPMENT	8,680	
LEASE ASSET	6,669	
ACCUMULATED DEPRECIATION	(6,259,155)	
TOTAL FIXED ASSETS		5,552,374
NON-CURRENT ASSETS		
TOTAL ASSETS		7,440,306

Balance Sheet

VICKSBURG CROSSING

As Of March 31, 2025

	Ending Balance	Total
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE-TRADE	17,169	
ACCRUED PAYROLL	3,340	
ACCRUED COMPENSATED BALANCES	6,446	
ACCRUED INTEREST	24,121	
ACCRUED REAL ESTATE TAXES	15,211	
LEASES PAYABLE -SHORT TERM	1,291	
ACCRUED OTHER	15,782	
TOTAL CURRENT LIABILITIES		83,360
LONG-TERM LIABILITIES		
SECURITY DEPOSITS	75,642	
BOND PREMIUM-2021A	258,598	
BOND PAYABLE-2021A	5,545,000	
LEASES PAYABLE -LONG TERM	4,007	
		5,883,247
TOTAL LIABILITIES		5,966,607
EQUITY		
NET INVESTMENTS IN CAPITAL ASSETS	(1,164,950)	
RESTRICTED FOR DEBT SERVICE	555,943	
UNRESTRICTED	2,051,731	
TOTAL EQUITY		1,442,724
CURRENT YEAR INCOME/(LOSS)		30,975
TOTAL LIABILITIES & EQUITY		7,440,306

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2025

	Period End Apr 30, 2024	Period End May 31, 2024	Period End Jun 30, 2024	Period End Jul 31, 2024	Period End Aug 31, 2024	Period End Sep 30, 2024	Period End Oct 31, 2024	Period End Nov 30, 2024	Period End Dec 31, 2024	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Total
INCOME													
APARTMENT RENTAL REVENUE	108,238	108,311	107,256	108,722	108,772	105,567	105,752	107,324	107,879	107,933	108,548	108,773	1,293,075
APARTMENT RENTAL REVENUE - COUNTY	2,287	2,294	2,294	2,053	2,053	2,053	2,052	2,071	2,071	2,087	2,087	2,087	25,489
HRA SUBSIDY - TAX LEVY	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,333	3,333	3,333	43,749
GARAGE RENT	4,140	4,140	3,900	4,080	4,080	4,060	4,080	4,072	4,080	4,080	4,080	4,140	48,932
GUEST ROOM REVENUE	420	600	630	430	720	250	260	240	0	300	0	0	3,850
APPLICATION FEE REVENUE	0	0	35	0	105	140	35	0	0	0	0	35	350
TRANSFER FEE REVENUE	0	0	0	0	0	500	500	0	0	0	0	0	1,000
INVESTMENT INCOME	423	423	70	423	423	423	53,272	423	(11,537)	1,756	1,755	1,756	49,608
CONTRIBUTED CAPITAL REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS REVENUE	610	369	868	350	340	560	618	340	340	340	330	340	5,406
TOTAL INCOME	119,868	119,887	118,803	119,808	120,243	117,303	170,319	118,220	106,583	119,829	120,133	120,464	1,471,459
EXPENSES													
ADMINISTRATION													
MANAGER SALARIES	6,082	6,285	6,082	6,285	6,285	6,082	6,285	6,082	6,455	6,491	5,846	6,473	74,735
PAYROLL TAXES	811	807	794	810	1,162	753	744	749	1,278	1,044	1,092	1,090	11,133
HEALTH INSURANCE	1,064	1,156	1,094	1,122	946	1,122	1,122	1,122	909	1,160	1,122	1,122	13,065
WORKERS COMP INSURANCE	121	121	121	121	181	121	121	121	105	169	113	113	1,526
MAINTENANCE SALARIES/WAGES	4,725	4,620	4,733	4,901	4,834	4,683	4,870	4,771	5,920	5,077	4,606	5,064	58,801
EMPLOYEE COSTS	85	85	85	85	85	0	0	0	0	0	0	0	425
DATA PROCESSING	32	31	31	31	33	40	34	34	35	35	40	35	411
BANK FEES	304	310	148	101	92	85	95	88	86	107	90	106	1,613
DUES, SUBS & MEMBERSHIPS	0	0	0	60	0	0	0	0	0	0	0	0	60
LICENSE & PERMITS	0	0	0	0	120	0	0	797	0	0	0	200	1,117
POSTAGE/OVERNIGHT EXPRESS	14	0	0	0	0	0	0	0	0	0	0	0	14
PRINTING	0	0	803	0	0	0	0	134	0	0	0	0	937
MANAGEMENT FEES	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,991	59,892
PROFESSIONAL FEES	50	0	0	25	50	1,172	0	0	21	54	0	0	1,372
TELEPHONE EXPENSE	540	545	729	446	535	549	537	540	537	561	551	551	6,620
EQUIPMENT LEASE/REPAIR	926	443	128	128	173	398	473	233	513	433	125	474	4,447
OFFICE SUPPLIES	186	0	0	74	103	79	0	110	62	0	102	392	1,108
TOTAL ADMIN EXPENSES	19,931	19,394	19,740	19,180	19,590	20,075	19,272	19,773	20,911	20,122	18,678	20,609	237,276
LIFE ENRICHMENT													
RESIDENT PROGRAM/ACTIVITIES	54	484	230	351	701	355	574	822	1,405	0	243	706	5,925
TOTAL LIFE ENRICHMENT EXPENSES	54	484	230	351	701	355	574	822	1,405	0	243	706	5,925

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2025

	Period End Apr 30, 2024	Period End May 31, 2024	Period End Jun 30, 2024	Period End Jul 31, 2024	Period End Aug 31, 2024	Period End Sep 30, 2024	Period End Oct 31, 2024	Period End Nov 30, 2024	Period End Dec 31, 2024	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Total
MARKETING													
ADVERTISING - INTERNET	0	0	0	0	0	0	0	1,200	0	0	0	0	1,200
TOTAL MARKETING EXPENSES	0	0	0	0	0	0	0	1,200	0	0	0	0	1,200
HOUSEKEEPING													
CONTRACT LABOR	1,517	1,517	1,696	1,517	1,517	2,012	1,737	1,517	1,517	1,887	1,667	1,667	19,768
CLEANING SUPPLIES	245	153	0	0	168	39	95	0	125	0	232	54	1,111
TOTAL HOUSEKEEPING EXPENSES	1,762	1,670	1,696	1,517	1,685	2,051	1,832	1,517	1,642	1,887	1,899	1,721	20,879
BUILDING & GROUNDS													
CONTRACT LABOR	197	193	193	1,549	193	193	349	193	761	193	193	197	4,400
CABLE TV EXPENSE	315	332	303	291	303	303	303	303	303	381	341	366	3,844
UTILITIES - ELECTRICITY	333	1,716	1,613	2,075	2,299	2,275	1,964	1,595	1,873	2,181	2,355	2,280	22,560
UTILITIES - GAS	212	894	667	602	582	662	981	1,869	5,079	6,448	6,241	3,900	28,137
UTILITIES - WATER/SEWER	1,822	1,795	2,171	2,024	1,622	1,823	2,136	1,980	1,610	1,768	1,613	1,690	22,054
WATER SOFTENING SERVICE	360	0	317	0	291	218	249	0	266	227	233	0	2,159
DOORS, KEYS & WINDOWS	2,106	379	120	0	0	0	0	0	0	0	180	423	3,208
FIRE SYSTEM SERVICE	1,299	129	895	129	2,616	1,175	129	129	129	1,269	2,775	129	10,804
LAWN SERVICE/LANDSCAP/SNOW RMVL	2,350	3,606	1,450	4,150	2,095	1,450	1,450	1,070	2,850	950	3,240	3,000	27,661
PEST CONTROL	153	0	153	0	0	0	153	0	153	0	0	153	765
TRASH REMOVAL	2,733	2,389	2,619	2,619	2,617	2,617	3,022	2,621	2,632	3,423	3,206	3,211	33,708
UNIT TURNOVER REPAIRS	325	4,982	375	0	0	16,959	4,594	450	8,551	0	625	0	36,862
ELEVATOR-REPAIRS & MAINT	628	628	628	628	628	628	628	628	628	628	628	668	7,576
REPAIRS & MAINTENANCE	(114)	10,957	7,175	814	3,648	2,330	1,402	703	2,881	180	4,891	1,109	35,976
BUILDING & GROUNDS SUPPLIES	208	518	91	76	0	0	388	212	251	333	274	595	2,946
HVAC - REPAIRS & MAINTENANCE	399	273	273	273	273	1,875	295	295	950	295	295	295	5,792
TOTAL BUILDING & GROUNDS	13,326	28,791	19,042	15,229	17,167	32,508	18,043	12,049	28,918	18,274	27,090	18,015	248,452
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	3,283	3,683	3,483	3,483	3,448	3,448	3,448	3,448	3,448	3,448	3,448	3,448	41,517
PAYMENT IN LIEU OF PROPERTY TAX	5,388	5,388	5,388	5,388	5,388	5,388	5,388	5,388	5,382	5,446	5,446	5,446	64,824
TOTAL OTHER OPERATING EXPENSES	8,671	9,071	8,871	8,871	8,836	8,836	8,836	8,836	8,830	8,894	8,894	8,894	106,341
TOTAL OPERATING EXPENSES	43,744	59,410	49,579	45,148	47,979	63,824	48,557	44,197	61,707	49,177	56,805	49,946	620,073
NET OPERATING INCOME / (LOSS)	76,124	60,477	69,224	74,660	72,264	53,479	121,761	74,022	44,877	70,651	63,328	70,518	851,386
DEPREC, INTEREST & OTHER													
DEPRECIATION EXPENSE	24,876	24,876	24,876	24,876	24,876	24,876	24,876	24,876	24,876	27,719	27,719	27,719	307,041
AMORTIZATION EXPENSE	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(27,900)
RESERVE/REPLACE CAPITAL EXPENSE	16,434	0	0	0	0	0	1,419	661	0	0	51,096	17,790	87,399
INTEREST EXPENSE	10,620	10,620	10,798	10,620	10,620	10,798	10,620	10,620	10,794	9,426	9,426	9,603	124,566
TOTAL DEPREC, INTEREST & OTHER	49,605	33,171	33,349	33,171	33,171	33,349	34,590	33,831	33,345	34,820	85,915	52,787	491,105
NET INCOME / (LOSS)	26,519	27,306	35,875	41,489	39,093	20,130	87,172	40,191	11,532	35,831	(22,587)	17,731	360,280

Comparative Profit and Loss

VICKSBURG CROSSING

Through March 31, 2025

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
INCOME						
108,773	106,197	108,208	APARTMENT RENTAL REVENUE	325,254	321,216	321,424
2,087	2,053	2,287	APARTMENT RENTAL REVENUE - COUNTY	6,261	6,159	6,861
3,333	3,333	3,750	HRA SUBSIDY - TAX LEVY	9,999	9,999	11,250
4,140	4,080	4,080	GARAGE RENT	12,300	12,240	12,240
0	140	0	GUEST ROOM REVENUE	300	420	320
35	70	0	APPLICATION FEE REVENUE	35	140	70
0	0	0	TRANSFER FEE REVENUE	0	750	0
1,756	1,750	423	INVESTMENT INCOME	5,267	5,250	1,271
340	290	330	MISCELLANEOUS REVENUE	1,010	870	1,169
120,464	117,913	119,078	TOTAL INCOME	360,426	357,044	354,605
EXPENSES						
ADMINISTRATION						
6,473	6,333	6,285	MANAGER SALARIES	18,809	18,999	18,458
1,090	928	1,216	PAYROLL TAXES	3,226	2,784	2,462
1,122	951	887	HEALTH INSURANCE	3,405	2,853	3,206
113	150	181	WORKERS COMP INSURANCE	394	450	423
5,064	5,269	4,858	MAINTENANCE SALARIES/WAGES	14,746	15,807	14,364
0	10	85	EMPLOYEE COSTS	0	30	255
35	35	31	DATA PROCESSING	110	105	94
106	190	305	BANK FEES	304	570	749
200	676	676	LICENSE & PERMITS	200	676	876
0	10	0	MILEAGE REIMBURSEMENT	0	30	0
0	9	0	POSTAGE/OVERNIGHT EXPRESS	0	27	2
0	19	0	PRINTING	0	57	0
4,991	4,991	4,991	MANAGEMENT FEES	14,973	14,973	14,973
0	223	0	PROFESSIONAL FEES	54	669	0
551	575	649	TELEPHONE EXPENSE	1,662	1,725	1,702
474	350	1,658	EQUIPMENT LEASE/REPAIR	1,032	1,050	2,316
392	120	178	OFFICE SUPPLIES	494	360	267
20,609	20,839	22,001	TOTAL ADMIN EXPENSES	59,409	61,165	60,146
LIFE ENRICHMENT						
706	300	651	RESIDENT PROGRAM/ACTIVITIES	949	850	955
706	300	651	TOTAL LIFE ENRICHMENT EXPENSES	949	850	955

Comparative Profit and Loss

VICKSBURG CROSSING

Through March 31, 2025

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
MARKETING						
0	0	0	ADVERTISING	0	500	0
0	0	0	TOTAL MARKETING EXPENSES	0	500	0
HOUSEKEEPING						
1,667	1,850	1,517	CONTRACT LABOR	5,221	5,550	4,551
54	155	54	CLEANING SUPPLIES	286	465	311
1,721	2,005	1,571	TOTAL HOUSEKEEPING EXPENSES	5,507	6,015	4,862
BUILDING & GROUNDS						
197	600	193	CONTRACT LABOR	582	1,800	1,527
366	290	315	CABLE TV EXPENSE	1,087	870	945
2,280	2,000	3,024	UTILITIES - ELECTRICITY	6,816	6,000	8,754
3,900	4,000	3,414	UTILITIES - GAS	16,589	14,100	10,810
1,690	1,700	1,768	UTILITIES - WATER/SEWER	5,071	5,100	5,303
0	160	0	WATER SOFTENING SERVICE	459	480	617
423	73	52	DOORS, KEYS & WINDOWS	603	219	85
129	250	1,199	FIRE SYSTEM SERVICE	4,173	2,000	2,100
3,000	3,000	930	LAWN SERVICE/LANDSCAP/SNOW RMVL	7,190	10,000	4,960
153	182	0	PEST CONTROL	153	182	0
3,211	2,350	3,033	TRASH REMOVAL	9,840	7,050	8,433
0	4,250	285	UNIT TURNOVER REPAIRS	625	12,750	7,828
668	710	628	ELEVATOR-REPAIRS & MAINT	1,924	2,130	1,863
1,109	2,000	436	REPAIRS & MAINTENANCE	6,180	5,600	6,554
595	1,350	601	BUILDING & GROUNDS SUPPLIES	1,202	4,050	1,679
295	1,000	273	HVAC - REPAIRS & MAINTENANCE	885	3,000	5,480
0	1,000	0	MISCELLANEOUS B & G EXPENSES	0	3,000	0
18,015	24,915	16,149	TOTAL BUILDING & GROUNDS	63,380	78,331	66,937
OTHER OPERATING EXPENSES						
3,448	3,448	3,283	PROPERTY & LIABILITY INSURANCE	10,344	10,344	9,849
5,446	5,446	5,388	PAYMENT IN LIEU OF PROPERTY TAX	16,338	16,338	16,164
8,894	8,894	8,671	TOTAL OTHER OPERATING EXPENSES	26,682	26,682	26,013
49,946	56,953	49,043	TOTAL OPERATING EXPENSES	155,928	173,543	158,912
70,518	60,960	70,035	NET OPERATING INCOME / (LOSS)	204,498	183,501	195,693
DEPREC, INTEREST & OTHER						
27,719	27,719	24,876	DEPRECIATION EXPENSE	83,157	83,157	74,628
(2,325)	2,207	(2,325)	AMORTIZATION EXPENSE	(6,975)	6,621	(6,975)
17,790	9,583	0	RESERVE/REPLACE CAPITAL EXPENSE	68,886	28,749	9,890
9,603	9,426	10,797	INTEREST EXPENSE	28,455	28,278	32,037
52,787	48,935	33,348	TOTAL DEPREC, INTEREST & OTHER	173,523	146,805	109,580
17,731	12,025	36,687	NET INCOME / (LOSS)	30,975	36,696	86,113

Profit and Loss Variance

VICKSBURG CROSSING

Through March 31, 2025

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
INCOME							
APARTMENT RENTAL REVENUE	108,773	106,197	2,576	325,254	321,216	4,038	1,293,734
APARTMENT RENTAL REVENUE - COL	2,087	2,053	34	6,261	6,159	102	24,636
HRA SUBSIDY - TAX LEVY	3,333	3,333	0	9,999	9,999	0	40,000
GARAGE RENT	4,140	4,080	60	12,300	12,240	60	48,960
GUEST ROOM REVENUE	0	140	(140)	300	420	(120)	2,180
APPLICATION FEE REVENUE	35	70	(35)	35	140	(105)	560
TRANSFER FEE REVENUE	0	0	0	0	750	(750)	1,500
INVESTMENT INCOME	1,756	1,750	6	5,267	5,250	17	21,000
MISCELLANEOUS REVENUE	340	290	50	1,010	870	140	3,480
TOTAL INCOME	120,464	117,913	2,551	360,426	357,044	3,382	1,436,050
EXPENSES							
ADMINISTRATION							
MANAGER SALARIES	6,473	6,333	(140)	18,809	18,999	190	76,000
PAYROLL TAXES	1,090	928	(162)	3,226	2,784	(442)	11,139
HEALTH INSURANCE	1,122	951	(171)	3,405	2,853	(552)	11,945
WORKERS COMP INSURANCE	113	150	37	394	450	56	1,800
MAINTENANCE SALARIES/WAGES	5,064	5,269	205	14,746	15,807	1,061	63,232
EMPLOYEE COSTS	0	10	10	0	30	30	120
SEMINAR/TRAINING	0	0	0	0	0	0	150
DATA PROCESSING	35	35	0	110	105	(5)	420
BANK FEES	106	190	84	304	570	266	2,280
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	0	65
LICENSE & PERMITS	200	676	476	200	676	476	906
MILEAGE REIMBURSEMENT	0	10	10	0	30	30	120
POSTAGE/OVERNIGHT EXPRESS	0	9	9	0	27	27	108
PRINTING	0	19	19	0	57	57	228
MANAGEMENT FEES	4,991	4,991	0	14,973	14,973	0	59,892
PROFESSIONAL FEES	0	223	223	54	669	615	2,676
TELEPHONE EXPENSE	551	575	24	1,662	1,725	63	6,900
EQUIPMENT LEASE/REPAIR	474	350	(124)	1,032	1,050	18	4,200
OFFICE SUPPLIES	392	120	(272)	494	360	(134)	1,440
TOTAL ADMIN EXPENSES	20,609	20,839	230	59,409	61,165	1,756	243,621
LIFE ENRICHMENT							
RESIDENT PROGRAM/ACTIVITIES	706	300	(406)	949	850	(99)	6,750
TOTAL LIFE ENRICHMENT EXPE	706	300	(406)	949	850	(99)	6,750

Profit and Loss Variance

VICKSBURG CROSSING

Through March 31, 2025

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
MARKETING							
ADVERTISING	0	0	0	0	500	500	500
TOTAL MARKETING EXPENSES	0	0	0	0	500	500	500
HOUSEKEEPING							
CONTRACT LABOR	1,667	1,850	183	5,221	5,550	329	22,200
CLEANING SUPPLIES	54	155	101	286	465	179	1,860
TOTAL HOUSEKEEPING EXPENSE	1,721	2,005	284	5,507	6,015	508	24,060
BUILDING & GROUNDS							
CONTRACT LABOR	197	600	403	582	1,800	1,218	7,200
CABLE TV EXPENSE	366	290	(76)	1,087	870	(217)	3,480
UTILITIES - ELECTRICITY	2,280	2,000	(280)	6,816	6,000	(816)	29,400
UTILITIES - GAS	3,900	4,000	100	16,589	14,100	(2,489)	33,900
UTILITIES - WATER/SEWER	1,690	1,700	10	5,071	5,100	29	22,300
WATER SOFTENING SERVICE	0	160	160	459	480	21	1,920
DOORS, KEYS & WINDOWS	423	73	(350)	603	219	(384)	876
FIRE SYSTEM SERVICE	129	250	121	4,173	2,000	(2,173)	7,100
LAWN SERVICE/LANDSCAP/SNOW RM	3,000	3,000	0	7,190	10,000	2,810	28,100
PEST CONTROL	153	182	29	153	182	29	898
TRASH REMOVAL	3,211	2,350	(861)	9,840	7,050	(2,790)	28,200
UNIT TURNOVER REPAIRS	0	4,250	4,250	625	12,750	12,125	51,000
ELEVATOR-REPAIRS & MAINT	668	710	42	1,924	2,130	206	8,520
REPAIRS & MAINTENANCE	1,109	2,000	891	6,180	5,600	(580)	31,800
BUILDING & GROUNDS SUPPLIES	595	1,350	755	1,202	4,050	2,848	17,950
HVAC - REPAIRS & MAINTENANCE	295	1,000	705	885	3,000	2,115	12,000
MISCELLANEOUS B & G EXPENSES	0	1,000	1,000	0	3,000	3,000	12,000
TOTAL BUILDING & GROUNDS	18,015	24,915	6,900	63,380	78,331	14,951	296,644
OTHER OPERATING EXPENSES							
PROPERTY & LIABILITY INSURANCE	3,448	3,448	(0)	10,344	10,344	(0)	43,088
PAYMENT IN LIEU OF PROPERTY TAX	5,446	5,446	0	16,338	16,338	0	65,350
TOTAL OTHER OPERATING EXPENSES	8,894	8,894	(0)	26,682	26,682	(0)	108,438
TOTAL OPERATING EXPENSES	49,946	56,953	7,007	155,928	173,543	17,615	680,013
NET OPERATING INCOME / (LOSS)	70,518	60,960	9,558	204,498	183,501	20,997	756,037
DEPREC, INTEREST & OTHER							
DEPRECIATION EXPENSE	27,719	27,719	0	83,157	83,157	0	332,623
AMORTIZATION EXPENSE	(2,325)	2,207	4,532	(6,975)	6,621	13,596	26,486
RESERVE/REPLACE CAPITAL EXPENSE	17,790	9,583	(8,207)	68,886	28,749	(40,137)	115,000
INTEREST EXPENSE	9,603	9,426	(177)	28,455	28,278	(177)	113,115
TOTAL DEPREC, INTEREST & OT	52,787	48,935	(3,852)	173,523	146,805	(26,718)	587,224
NET INCOME / (LOSS)	17,731	12,025	5,706	30,975	36,696	(5,721)	168,813

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2025

	Period End Jan 31, 2025	Period End Feb 28, 2025	Period End Mar 31, 2025	Period End Apr 30, 2025	Period End May 31, 2025	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Year To Date
CASHFLOW RECONCILIATION:													
NET INCOME / (LOSS)	35,831	(22,587)	17,731	0	0	0	0	0	0	0	0	0	30,975
ADJUSTMENTS TO NET CASHFLOW:													
DEPRECIATION & AMORTIZATION	27,719	27,719	27,719	0	0	0	0	0	0	0	0	0	83,157
(INCR) / DECR IN A/R	10,366	(6,895)	1,195	0	0	0	0	0	0	0	0	0	4,666
(INCR) / DECR IN ESCROW	0	0	0	0	0	0	0	0	0	0	0	0	0
(INCR) / DECR IN PREPAID EXP	3,363	3,984	3,120	0	0	0	0	0	0	0	0	0	10,467
(INCR)/DECR IN OTHER ASSETS	(10,546)	541,862	(3,333)	0	0	0	0	0	0	0	0	0	527,983
(INCR) / DECR IN OTHER ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
INCR / (DECR) IN ACCTS PAYABLE	(12,719)	69,060	(64,963)	0	0	0	0	0	0	0	0	0	(8,622)
INCR / (DECR) IN ACCRD LIAB	13,645	(529,863)	(42,970)	0	0	0	0	0	0	0	0	0	(559,187)
TOTAL ADJUSTMENTS	31,828	105,867	(79,232)	0	0	0	0	0	0	0	0	0	58,463
NET OPERATING CASHFLOW:	67,660	83,280	(61,502)	0	0	0	0	0	0	0	0	0	89,438
LESS CAPITAL EXPENDITURES:													
LAND	0	0	0	0	0	0	0	0	0	0	0	0	0
SITE IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE, FIXTURES & EQUIP-GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE & FIXTURES - HOUSEKEEPING	0	0	0	0	0	0	0	0	0	0	0	0	0
COMPUTERS/OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
APARTMENT IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
VEHICLES	0	0	0	0	0	0	0	0	0	0	0	0	0
SMALL EQUIPMENT/FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASE ASSET	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCIPAL PYMTS ON LT DEBT	(2,325)	(2,325)	(2,325)	0	0	0	0	0	0	0	0	0	(6,975)
CONTRIBUTED CAPITAL	0	0	0	0	0	0	0	0	0	0	0	0	0
PARTNER DISTRIBUTIONS - CPF	0	0	0	0	0	0	0	0	0	0	0	0	0
PARTNER DISTRIBUTIONS - NON-CPF	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INVESTMENTS IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
RESTRICTED FOR DEBT SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0
UNRESTRICTED	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS-RSRVD FOR DS	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCR / (DECR) IN CASH:	65,335	80,955	(63,827)	0	0	0	0	0	0	0	0	0	82,463

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Housing Improvement Area Policy**

1. Action Requested:

Discuss Housing Improvement Area Policy

2. Background:

A Housing Improvement Area (HIA) is a defined area within the city in which improvements to townhomes, manufactured home parks or condominiums can be financed by city assistance. The HIA functions like a special assessment project.

Repairs are funded with city assistance and assessed back to the condo or townhome development residents through a low-interest loan. The HIA is a last resort financing option that must be initiated by the residents and can only be established when a majority (determined by the jurisdiction) of the residents approve of the proposed work and future assessment.

To date, the Plymouth HRA established one HIA in 1997 and received inquiries from a few other developments in the subsequent years. Within the last year, the HRA has received four inquires with significant interest from one development requesting financial assistance for HVAC and exterior updates.

The process for HIA implementation is highly technical and largely defined by the state statute. However, the application process and fee schedule can vary by jurisdiction.

To provide clarity about the process and define the specific requirements of the HIA program, many cities have adopted policies on how these requests are to be handled. Staff worked with several neighboring jurisdictions and have developed a policy and procedures to implement the HIA program in the City of Plymouth.

Staff is proposing a \$1,000 application fee to offset initial staff time expenses and a \$10,000 initial escrow for outside legal counsel expenses necessary to establish an

HIA. Staff also suggests an administrative fee of 1% of total project costs after the ordinance is approved through construction completion for ongoing city staff time expenses. In addition, staff recommends requiring 65% owner approval for participation in the program and a \$500,000 minimum funding amount.

Staff would like feedback on the proposed HIA policy.

3. Budget Impact:

N/A

4. Attachments:

- 1. Housing Improvement Area (HIA)
- 2. HIA city comparison
- 3. HIA Policy Plymouth Draft
- 4. HIA Property Standards
- 5. HIA Timeline

What are housing improvement areas?

A housing improvement area (HIA) is a defined area in a city in which housing improvements in condominium, townhome complexes, or manufactured home parks may be financed with the assistance of the city, or the city's economic development authority (EDA) or housing and redevelopment authority (HRA).

Prior to 1996, cities needed special legislation to establish an HIA. In 1996, cities were granted the authority under general law. The general law, codified in [Minnesota Statutes, sections 428A.11 to 428A.21](#), sunsets June 30, 2028.

What improvements can be made in an HIA?

Allowable improvements include improvements to the common elements in a condominium complex, townhome development, or manufactured home park, such as roofing, siding, landscaping, roadways, and walkways.

How is an HIA established?

At property owners' request. An HIA can only be established at the request (petition) of at least 50 percent of the owners of the housing units in the proposed area. If the petition is filed, then the city prepares an ordinance that:

- describes the area specifically;
- states the basis for imposing fees and the number of years the fees will be imposed;
- makes a finding that without the HIA, the proposed improvements could not be made; and
- specifies if the city, the EDA, or HRA will implement the ordinance.

In addition, the city must fully disclose the public expenditures and financing for the projects, and determine whether the association or the implementing agency will contract for the work.

Before adopting the ordinance, the city must hold a public hearing at which the proposed improvements, affected housing units, and the exempt units are listed. Potentially affected property owners may testify at the hearing. Prior to the adoption of the ordinance or at the hearing, an owner of property in the proposed HIA may file a written objection with the city clerk asserting that the property should not be included in the HIA or should not be subjected to the fee because the property will not benefit from the improvements. The city must make a determination regarding the exclusion of the property in the HIA within 60 days. Within 30 days after that determination is made, a property owner may appeal the city's decision to the district court.

The ordinance may be adopted within six months after the conclusion of the public hearing. If 45 percent or more of the affected residents file an objection, the HIA is not established.

How are the improvements financed?

The city may finance the housing improvements by:

- 1) advancing funds available to the city and then recovering the costs by charging the property owners fees; or
- 2) issuing bonds and then imposing fees to repay the bonds. The bonds are not included in the city's net debt and no election is required for their issuance.

After adopting the ordinance establishing an HIA, the city must separately adopt a resolution in order to impose a fee within the HIA. As with the process for establishing the HIA, the city must provide public notice and hold a public hearing on the proposed resolution. Within six months of the conclusion of the public hearing, the city may adopt the resolution to impose the fee.

Fees can be imposed on the basis of the tax capacity (value) of the housing unit, total square footage of the housing unit, or a method determined by the city and specified in the resolution. Before a city uses an alternative method to set fees, it must make a finding that the alternative basis is more fair and reasonable.

The city, HRA, or EDA may collect the fees in the same manner as provided for the collection of property taxes. The due dates, penalties, and interest applicable to property taxes apply to fees collected under this authority.

What plans or reports are required?

Before the city imposes and collects the fee, the condominium, townhome association, or manufactured home park must develop a long-term plan to maintain the complex. The plan must address operations, maintenance, and necessary capital improvements of the common elements. It must identify financing for the projects. The association must also submit its audited financial report to the city annually.

Are any other local units of government allowed to establish an HIA?

In 2014, the legislature passed a law authorizing the Ramsey County Housing and Redevelopment Authority to exercise housing improvement district powers. This is the same authority granted to the Dakota County Community Development Agency in 2013.



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City	Policy created, last updated	App fee	Admin fee	Escrow	Property standards	% Owner approval required	Minimum bond amount	Info on city website?	Authority	Other notes
Plymouth (proposed)	(tbd)	\$1,000	1% TPA (minimum \$5,000)	\$10,000 deposit (additional deposits required as needed to pay all expenses incurred)	yes	65%	\$500,000	yes	The City/HRA	"open application period" from June 1 - September 30 each year
Bloomington	8/4/2014, 6/3/2024	\$5,000		\$15,000 deposit (additional deposits required as needed to pay all expenses incurred)	yes	65% / 85%	250,000	yes	"The City/HRA"	"open application period" during which, city will receive/process HIA apps, between 7/1 and 9/1 of each year. Submissions outside of period considered on case-by-case basis; 85% owner support required "in the case of extreme financial burden"
Eagan	9/20/2005, 9/17/2024	(admin fee)		payment of an escrow fee of \$7,500	yes	65%	250,000	yes	"The City" "The City Council"	
Edina	5/27/2021	\$500	1% TPA or \$7,500, whichever greater	\$10,000 initial escrow deposit	no	70%	250,000	yes	"The City/HRA"	
Golden Valley		\$5,000	1% of loan/bond amount upon closing		no	60%	250,000	yes	"The City and/or HRA"	
Hopkins	9/18/2024	\$1,000		escrow of 1% TPA or \$7,500, whichever greater	no, but scope or work must include compliance w/city code	75%	750,000	no (only app)	The City/City Council	4.14 "average market value of units in association should not exceed 80% of AMI per HUD" ... unclear what this means
Minnetonka	11/14/2011	\$5,000 (due with app, but they call it an admin fee)	.5% of bond issuance to cover consulting expenses		no	60%		no	"The City" "The City Council"	"weight will be given when the values of the housing units are in the affordable to mid-priced range (approximately \$350,000 or less)" "applications/petitions reviewed annually, due by March 1"

City of Plymouth
Housing Improvement Area Policy
Approved Month X, 2025

1. PURPOSE

- 1.01 The purpose of this policy is to establish City of Plymouth and Housing and Redevelopment Authority in and for the City of Plymouth (HRA) conditions for the use of Housing Improvement Area (HIA) financing for privately owned townhome and condominium housing improvement projects. The HRA will accept these applications for review and make a recommendation to the City Council. Requests for the establishment of HIAs will be reviewed in accordance with state law and this HIA Policy.
- 1.02 The City/HRA shall have the option of amending or waiving sections of this policy when determined necessary or appropriate.

2. AUTHORITY

- 2.01 The City/HRA has the authority to establish HIAs under Minnesota Statutes, Sections 428A.11 to 428.21, as amended. Such authority expires June 30, 2028, unless extended by the legislature.
- 2.02 Within a HIA, the City has the authority to:
 - A. Make housing improvements.
 - B. Issue bonds or use other funds to pay for housing improvements.
 - C. Levy fees and assessments, including interest.

3. RESPONSIBILITY

- 3.01 The HRA has the authority to review each HIA request through a two step application process, including a petition, scope of proposed housing improvements, Association’s finances, long term financial plan, and the support of at least 65% of the private property association members. The HRA Board of Commissioners will review applicant information, or an appropriate summary thereof, for each HIA proposed housing improvement project at a public meeting. If approved by the HRA Board, the applicant information, or an appropriate summary thereof, will be provided to the City Council for review prior to a public hearing before the City Council.
- 3.02 For purposes of this Policy, the term “private property association member” means the housing unit owner. Such that if one owns more than one housing unit in the housing improvement area, then the owner gets one vote per owned housing unit; and a tenant/occupant of a housing unit that is not also an owner does not get a vote.

4. ELIGIBLE USES OF HIA FINANCING

- 4.01 As a matter of adopted policy, the City/HRA will consider using HIA financing to assist private property association members only in circumstances in which the proposed privately owned housing improvement project will address one or more of the following goals:
- A. To promote stabilization and revitalization by removing blight and/or upgrading the existing housing stock in a neighborhood.
 - B. To correct housing or building code violations as identified by the City code enforcement staff.
 - C. To maintain or obtain Federal Housing Administration (FHA) mortgage eligibility for a particular condominium or townhome association within the designated HIA.
 - D. To preserve or increase valuation and provide for the long-term maintenance of the property.
 - E. To preserve naturally occurring affordable housing (NOAH).
 - F. To stabilize or increase the owner-occupancy level within a neighborhood or association.
 - G. To meet other goals of stated public policy as adopted by the City of Plymouth from time to time, including promotion of quality urban design, quality architectural design, energy conservation, or decreasing the capital and operating costs of local government, and other related policy goals.

5. HIA APPROVAL CRITERIA

- 5.01 In order to be eligible for HIA financing through the City, the Association must submit a housing improvement project application and follow the HIA review process set forth in this Policy, along with an application fee and escrow deposit as set from time to time by resolution of the City Council. All Housing Improvement Area loans financed through the City of Plymouth must meet the following minimum criteria. A proposed housing improvement project that meets these criteria is not automatically approved. Meeting these criteria creates no contractual rights on the part of an association.
- A. The proposed housing improvement project must be in accordance with the Comprehensive Plan and Zoning Ordinances, or required changes to the Plan and Ordinances must be under active consideration by the City at the time of application.
 - B. The HIA financing shall be provided within applicable state legislative restrictions, debt limit guidelines, and City/HRA financial requirements and policies.
 - C. The proposed housing improvement project must meet one or more of the above adopted HIA Goals of the City of Plymouth, as noted in Section 4.
 - D. The Association shall designate an administrator who will be the City's point of contact throughout the process for HIA financing.
 - E. The term of the HIA should be the shortest term possible while still making the annual fee affordable, as to not cause economic hardship, to the association members. The term of any bonds or other debt incurred for the HIA shall mature in 20 years or less. The City has

the sole discretion to determine the source(s) of financing, and sources other than issuing bonds may be used.

- F. Service charges (including, but not limited to, construction/housing improvement project costs, cost of issuance of bonds and other pertinent costs associated with the proposed housing improvement project) will be imposed on the association members in the same ratio as common elements or other such uniform method as proposed by the applicant.
- G. The Association applying for HIA financing must provide adequate financial guarantees to ensure the repayment of potential HIA financing and the performance of the administrative requirements of the development agreement. Financial guarantees may include, but are not limited to the pledge of the Association's assets, including reserves, operating funds and/or property.
- H. The proposed housing improvement project, including the use of HIA financing, must be supported, in writing, by at least sixty-five percent (65%) of the Association members. The Association must include with its HIA proposed housing improvement project application, the results of a vote of support by a minimum of 65% of Association members along with the petitions to create the area.
- I. The minimum housing improvement project cost is \$500,000.
- J. The Association must have a replacement reserve study (the "Reserve Study") prepared by an independent third party, with designation as a Community Associations Institute (CAI) certified reserve specialist. The Reserve Study must conform to CAI Reserve Study standards. The components of the Reserve Study must include a thirty-year replacement reserve plan (the "Reserve Plan"), and the Reserve Study and Reserve Plan must be submitted with the proposed housing improvement project application and will be reviewed by the City's financial advisor. The Association must also have an independent third party prepare a thirty-year reserve plan (the "HIA Reserve Plan") with the components of the proposed project for housing improvements removed from the Reserve Plan. The independent third party must also prepare a thirty-year financial plan (the "Financial Plan") that reflects the annual replacement reserve contributions based on the HIA Reserve Plan. The Financial Plan will provide a plan for the Association's operating budget with cost increases over time to finance maintenance and operation of the common elements within the Association and a long-range plan to conduct and finance capital improvements therein, that does not rely upon the subsequent use of the HIA tool. The HIA Reserve Plan and the Financial Plan must be submitted with the proposed housing improvement project application and will be reviewed by the City's financial advisor.
- K. HIA financial assistance is last resort financing and will not be provided to proposed housing improvement projects that have the financial stability to proceed without the benefit of HIA financing. Evidence that the Association has sought other permanent financing for the proposed housing improvement project must be provided at time of application and should include an explanation and verification that an assessment by the Association is not feasible, along with rejection letters from at least two private lenders or other evidence indicating a lack of financing options.
- L. The Association shall obtain temporary construction financing from a private lender and the City shall provide a take-out commitment to the lender, detailing the terms for the payoff of the construction financing. Upon final approval of the housing improvement project and issuance of a certificate of completion, the City will issue bonds or notes to satisfy the temporary construction loan.

- M. The Association must be willing to enter into a development agreement, prepared by the City/HRA, which may include, but is not limited to, the following terms:
 - a. Establishment of a reserve fund;
 - b. Staffing requirements
 - c. Annual reporting and financial auditing requirements;
 - d. Conditions of disbursement;
 - e. Required dues increases;
 - f. Notification to new Association members of levied fees by specified party, including the individuals that purchase property after the initial development;
 - g. Limitations on prepayment of fees, if any;
 - h. Requirement of multiple bids for proposed housing improvement project construction;
 - i. Hiring of a construction manager and/or owner’s representative to monitor performance of the general contractor; and
 - j. Assessments, including interest and City/HRA fees.
- N. Any project for housing improvements financed through the HIA shall address all items not in compliance with the HIA Property Standards. Items defined within the governing documents of the Association as common elements are eligible for HIA financing. Limited Common Elements may be eligible for HIA financing if the costs of proposed project for housing improvements are prorated among Association members in the same ratio as common elements or such other uniform method as proposed by the applicant. The proposed components for housing improvement projects must be of a permanent nature and must normally be reflected in the Reserve Study.
- O. HIA financing will not be provided to a proposed housing improvement project that is not in the public interest, as determined by the City, including but not limited to: poor project quality; a project that is not in accordance with the Comprehensive Plan, zoning, redevelopment plans, and City policies; projects that provide no significant improvement to the neighborhood and/or the City; and projects that do not provide a significant increase in the tax base and/or prevent the loss of tax base.
- P. The financial structure of the proposed housing improvement project must receive a favorable review by the City’s Chief Financial Officer, Financial Advisor and the legal components reviewed by City/HRA legal counsel. If applicable, the review will include analysis of performance and amount of outstanding debt related to any previously approved HIA project.
- Q. If bonds are to be issued, legal components will be reviewed by the City/HRA bond counsel.
- R. All rental units within the HIA must be licensed according to Plymouth ordinance.

6. OTHER PROVISIONS

- 6.01 The City will receive and process Housing Improvement Area project applications between June 1 and September 30 of each year (“Open Application Period”). Applications submitted outside of the Open Application Period will be considered on a case-by-case basis due to demonstrated unforeseen circumstances.
- 6.02 The Association is to submit a \$1,000 non-refundable application fee, as set from time to time by resolution of the City Council.
- 6.03 The City/HRA will charge an administrative fee of 1% of the total project amount (a minimum of \$5,000). This amount will be due at the time of financing close.
- 6.04 The Association is responsible for all City/HRA consulting expenses. An escrow deposit in the amount of \$10,000 is required at the time the Association submits the supplemental application

materials, after preliminary review of the project by HRA and City staff. The escrow will be drawn upon to pay all of the City's costs for legal and fiscal review of this project including Bond Counsel (if not included in the bond amount), financial advisor, City attorney, and other external administrative costs. If the escrow becomes depleted prior to the issuance of bonds, the Association will be required to replenish the escrow. Any unused portion of the escrow shall be refundable to the Association.

- 6.05 The City/HRA reserves the right to deny funding for specific components of proposed housing improvement projects if any are determined not to be in accordance with the intent of this Policy.

City of Plymouth

Housing Improvement Area

Property Standards

These City standards provide a basis for assuring that a project meets minimum conditions established by the City. The scope of work for the project must include all items necessary to bring the association into compliance with all property standards. Only items that are the responsibility of the association (as determined by the association bylaws) are subject to these requirements. The following minimum standards are hereby accepted for implementation in the Housing Improvement Area (HIA) Program.

Site

The condition of exterior stairways, walkways, driveways, etc., shall not present a danger of tripping or falling. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in sound and good repair and maintained free from hazardous conditions.

The appearance of the site, after rehabilitation, should make a positive contribution to the general appearance of the association. To this extent, other items identified as deficient (including but not limited to, play areas, exterior lighting, landscaping, signage, and common spaces) should be included as part of the scope of work.

Grass maintenance on private property. Lawns of grass or weeds shall not exceed a height of 8", or be allowed to go to seed as required in Chapter 8 of Plymouth City Code.

Refuse Storage & Disposal. Refuse, trash, or residential solid waste must be properly stored and collected according to the requirements in Chapter 6 of Plymouth City Code.

Vehicles / Junk Vehicles / Furniture / Household Appliances. Vehicles must be parked or stored on driveways areas. It is unlawful to park or store a vehicle that is unlicensed, inoperable, or displaying expired registration tabs outside of a garage. Household furnishings or appliances, unless intended and constructed for outdoor use, must not be stored outdoors.

Fence Maintenance & Paint. All exterior fence shall be maintained in good repair. No fence section shall have peeling, cracked, chipped or deteriorated surface finish. The fence shall not be leaning or in the stage of collapse; firmly fastened and anchored. In addition, all fences must comply with standards in Section 21130.01 of Plymouth City Code.

Pool & Fence Requirements. All swimming pools and spas shall be City permitted and maintained according to the requirements of the State Pool Code, MN Rules Chapter 4717 and Plymouth City Code Chapter 9, 10, 21 and 7.

Structure and Materials

The general appearance of the outside of the structure, after rehabilitation, should make a positive contribution to the general appearance of the association.

Surface Condition. No part of exterior surface shall have deterioration, holes, breaks, or loose or rotting siding. All exterior surfaces shall be maintained in good condition and wood shall be protected from decay by painting or other protective treatment.

Paint / Finish Condition. Every exterior surface shall be maintained to avoid noticeable deterioration of the finish. No wall or other exterior surface shall have peeling, cracked, chipped, or otherwise deteriorated finish.

Siding / Masonry Joints Condition. All siding and masonry joints, including joints between the building envelope and the perimeter of windows, doors, and skylights, shall be maintained weather resistant and watertight.

Foundation Walls Condition. All foundation walls shall be maintained so as to prevent the entry of rodents as well as structural stability and intrusion of water.

Roofs & Drainage Condition. Roof structures, including but not limited to: drains, gutters and downspouts, fascia and trim, shall be maintained in good repair. All roof drainage systems shall be attached securely.

Building Projections Condition. Chimney, antennae, air vents, and other similar projections shall be structurally sound and in good repair. Such projections shall be attached securely, where applicable, to an exterior wall or roof.

Window / Door / Light Fixture Condition. Every window, exterior light fixture, skylight, door and frame shall be kept in sound condition; good repair, weather tight, and shall be maintained free from cracks and holes.

Decorative Features Condition. All cornices, moldings, decorative features, lintels, sills, bay or dormer windows, and similar projections shall be kept in good repair and free from cracks and defects which make them hazardous or unsightly.

Stairway & Exterior Safety Conditions. Every exterior stairway, ramp, deck, porch, balcony, etc. shall be kept in sound and good repair, maintained structurally sound and free of hazardous conditions, anchored and capable of supporting the imposed loads for which it was designed.

Handrails / Guardrails Condition. Every handrail and guardrail shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in sound and good repair and free from hazardous conditions.

Building Numbers Required. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numeral or alphabet letters. Numbers shall be a minimum of 4 inches in height.

Compliance with other Codes, Regulations, and Bylaws

- The completed Rehabilitation must meet the Minnesota State Building Code as well as all other state codes that have been adopted by the City of Plymouth.
- The contractor will be responsible for applying for and fulfilling any and all applicable building and trade permits and meeting the local building codes.
- Lead based paint-all work performed on structures built before 1978 shall be in compliance with the Environmental Protection Agency (EPA) Renovation, Repair, and Painting Rule (RRP).

Various state and federal laws, rules, and regulations and certain other codes are adopted by reference into these Standards. At least one copy of the adopted item will be kept for public review by the city clerk or the clerk's designee. Adoption of a state and federal law, rule, or regulation includes any subsequent amendments unless expressly stated otherwise.

Last Updated May 15, 2025

Timeline & Requirements for Establishment of a Housing Improvement Area			
Item/Milestone	Responsible Party	Time Required (~ = Estimated)	Notes
Petition to Establish HIA			
50% or more owners submit petition to hold public hearing to establish HIA	HOA	~1 month	
Public Hearing & Ordinance to Establish HIA			
Draft Ordinance to Establish HIA	City	~2 weeks	
Written Notice of Public Hearing to Property Owners	City	minimum 10 days prior to hearing	
Newspaper Publication of Public Hearing Notice	City	minimum 7 days prior to hearing	
Mail Publication to Property Owners	City	minimum 7 days prior to hearing	
City Council Approval of Ordinance	City	after public hearing (within 6 months)	-expected approval either same meeting or within 1 month -ordinance specifies area, basis and term of fees, and specifies if city or HRA will implement the ordinance
Effective Date of Ordinance	City	minimum 45 days after adoption	
Send copy of ordinance to Commissioner of Revenue	City	within 30 days after adoption	
Veto Period- owners or residences may file objection to City Clerk before effective date of ordinance	HOA	prior to effective date of ordinance	HIA not established if 45% or more file written objection prior to effective date of ordinance
Advisory Board Established (optional, not required by statute)	City	~1 month	City implementing entity may create and appoint an advisory board for the HIA to advise planning and construction of improvements
Procurement/Contracting for Improvements	City or HOA	~1-3 months	HIA ordinance will specify responsible party for contracting (can be HOA or City)
Public Hearing & Resolution to Impose Fees			
HOA Prepares & Submits Long-Range Maintenance, Operations, & Capital Improvement Plan	HOA	~1-3 months	
Draft Ordinance to Establish HIA Fee	City	~1 month	
Written Notice of Public Hearing to Property Owners	City	minimum 7 days prior to hearing	
Newspaper Publication of Public Hearing Notice	City	minimum 7 days prior to hearing	
City Approval of Ordinance to Impose Fees	City	after public hearing (within 6 months)	
Effective Date of Ordinance	City	minimum 45 days after adoption	
Veto Period- owners or residences may file objection to City Clerk before effective date of ordinance	HOA	prior to effective date of ordinance	ordinance not established if 45% or more file written objection prior to effective date of ordinance



To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Election of Officer, Vice Chair**

1. Action Requested:

Elect Vice Chair

2. Background:

HRA Commission officers are appointed at the annual meeting held in February each year. The elected officers hold office for one year or until their successors are elected.

In February 2025, the following Commissioners were elected:

HRA Chair – James Williams

HRA Vice Chair – Kim Vohs

Secretary - Wayne Peterson

HRA Vice Chair Kim Vohs resigned from the HRA Board last month. According to the Housing and Redevelopment Authority Bylaws, should the office of Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

3. Budget Impact:

N/A

4. Attachments:



To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **HRA Updates**

1. Action Requested:

Receive updates from HRA staff. No formal action is required

2. Background:

Attached are updates from the HRA division.

3. Budget Impact:

N/A

4. Attachments:

1. HRA_Updates__May_2025

MEMORANDUM

DATE: May 15, 2025

TO: HRA Commissioners

FROM: Grant Fernelius, CED Director/HRA Executive Director
Steven Schmidt, Housing Manager

SUBJECT: Updates for May 2025

The following memo summarizes relevant projects and activities of the Community and Economic Development (CED) Department.

Development Updates: See link to our website on development activity:

[Development Docket | City of Plymouth, MN \(plymouthmn.gov\)](https://www.plymouthmn.gov/development-docket)

Plymouth Towne Square Updates

The elevator modernization project continues to progress. Morcon Construction has made numerous site visits and has begun the fabrication process for the elevator modernization. The work is proposed to begin in the end of July and will take 2-3 months to complete. Morcon will work on one elevator cab at a time to allow continued elevator services to Plymouth Towne Square residents for the duration of the project.

Local Housing Trust Fund

On April 22nd the City Council held a special meeting to further discuss the creation of a Local Housing Trust Fund. Staff provided a presentation and draft ordinance for the creation of the fund. Council directed staff to work with the HRA commission to determine funding for the LHTF within the HRA levy/budget. Staff will bring the topic before the HRA Commission at a subsequent meeting.

HRA Updates

At the June HRA meeting we will begin the budgeting process for the 2026-2027 budget cycle. Staff will arrange for Grace Management to present a brief overview of our senior building operations.

