
**Cambridge EDA – Housing Division
Meeting Announcement and Agenda**

Monday, August 19, 2013- 6:00 pm
CAMBRIDGE CITY CENTER, 300 3RD AVENUE NE

Members of the audience are encouraged to follow the agenda. Copies of the agenda are on the table outside of the Council Chambers door.

If you are interested in addressing the EDA, please inform the Chair. If the item you wish to address is an agenda item, the Chair, as the presiding officer, will determine if public comment will be heard during the meeting. When addressing the EDA, please state your name, address, and the issue you wish to speak about.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Consent Agenda Approvals
 - A. July 15, 2013 EDA meeting minutes (p. 1)
 - B. EDA Housing Division Financial Statements for June 2013 (p. 5)
 - C. Housing Division Bills check #16585-#16675 totaling \$64,921.88 (p. 26)
 - D. EDA Bills check #93573 to #93958 totaling \$10,961.69 (p. 33)
4. New Business
 - A. Award Contract for Door Replacement for Unit 178 in City Center Mall (p. 46)
 - B. Lease Amendment for the Cambridge Center for the Arts (p. 52)
 - C. Approve Energy Audit for Bridge Park Apartments (p. 62)
5. Unfinished Business
6. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by call City Hall at (763) 689-3211 at least three days prior to the meeting.

Cambridge Economic Development Authority (EDA)
July 15, 2013

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, July 15, 2013 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk and EDA members Howard Lewis, Marlys Palmer, and Corey Bustrom

Members Absent: None

Others Present: Executive Director Woulfe and Economic Development Director Stan Gustafson

Call to Order

President Iverson called the meeting to order at 6:01 pm.

Approval of Agenda

Palmer moved, seconded by Bustrom, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

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

- A. Approve July 1, 2013 EDA meeting minutes

Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion carried unanimously.

New Business

Presentation on Need & Demand Analysis for Market Rate and Senior Housing

Gustafson reported the EDA approved the professional services contract to have a demand analysis done for market rate and senior housing. Gustafson stated staff has been assisting and helping with information requests and these studies are now complete.

Gustafson stated the Gill Group created two studies, a need demand analysis for market rate and senior housing and both documents have many similarities. Gustafson stated the reports indicate there is a need for all sectors of rental housing.

Gustafson announced the report showed a variety of apartment complexes throughout Isanti County including maps and their community services. Gustafson stated the reports indicated the number of bedrooms, bathrooms, approximate size of units, amenities provided, and average rents along with other information.

Gustafson announced the market vacancy rate for affordable housing – 1.3%, market housing – 2%, senior housing – 2%, and the overall vacancy was reported at 1.7%.

Gustafson stated the rental market has continued to see an increase due to the recession, foreclosures, change of lifestyles and the younger population wanting to rent versus buying.

Gustafson reported the completed study will give staff a better marketing piece to share with developers that are interested in seeing what options are available for additional multi-family residential sites in Cambridge.

Lewis asked what the LIHTC acronym meant. Gustafson explained it meant Low Income Housing Tax Credit. Lewis asked staff to explain the median income. Mark Ruff from Ehlers stated median income is a number provided by HUD and is adjusted by family size. Ruff reported for a family of four the median income as defined by HUD is \$84,000. Lewis stated he thought the median income for Isanti County was much lower. Ruff explained Isanti County is included in HUDs metro area and it is not broken out by county.

EDA Resolution No. EDA R13-006 Recommending the City Council adopt a modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-15

Gustafson stated staff has been working with the Developer, The Preserve of Cambridge, LLC, about constructing a market rate apartment complex. Gustafson stated the site is a 6.95 acre lot located at Outlot E Parkwood on the Lakes 3rd Addition. Gustafson noted, once platted, a new property identification number will be issued along with a new legal description. Gustafson stated recent studies indicate a strong need for a market rate apartment building.

Gustafson stated their concept plan was presented to City Council on April 15, 2013 for discussion and an open meeting was held and surrounding homeowners were invited. Gustafson reported the Planning Commission held a public hearing on July 2, 2013 and, at that meeting, reviewed and approved rezoning, an amendment to the future land use map, preliminary and final plats, and approval of Resolution R13-02 finding a modification to the Development Program for Development District No. 6.

Gustafson stated the Parkwood Development is a Planned Unit Development (PUD) that consists of single family, detached townhomes, attached townhomes, twin homes and senior housing units and very little development has occurred over the last several years. Gustafson added, within the last two years, the majority of the lots became State Tax Forfeited property and were placed up for sale by Isanti County.

Gustafson stated The Preserve of Cambridge, LLC is proposing to build two 46-unit, three-story apartment buildings in two phases. Gustafson stated this project will be an upscale apartment building with many amenities that are not currently offered in Cambridge. Gustafson stated the first phase is to start construction as soon as possible in 2013.

Gustafson stated of the 46 units, 9 units or 20% of the total units will need to meet an annual income certification. Gustafson reviewed the housing qualifications for the district.

Gustafson stated the apartment complex will feature an elevator, business office, library, manager office, community room, washer and dryer in each unit, playground, screened balconies, security system (keyless entry and cameras) and an in-house fitness center. Gustafson stated the designated library may be utilized for another use and will be determined prior to construction. Gustafson stated the building would be sprinkled, parking on the first level or below grade and

they will include a parking lot that would meet the City's requirements. Gustafson stated this apartment building would include 14 one-bedroom units, 29 two-bedroom units and 3 three-bedroom units. Gustafson reported these units are primarily market rate apartments with 20% of the units at 50% of median income to meet Tax Increment Financing rules.

Gustafson stated the Developer is requesting Tax Increment Financing to help finance this project and it would be used for a variety of qualified expenses as indicated in the Contract for Private Development which includes: land acquisition costs, costs to construct parking areas, sidewalks, street lighting, utility infrastructure, landscaping and three segments of City roads. Gustafson stated the Developer will build the streets on 11th Avenue SE from Opportunity Blvd. to Roosevelt and Zachary from 8th Lane SE & 10th Avenue SE to Roosevelt as part of this project. Gustafson stated the Tax Increment requested is up to \$1,307,861 or up 22 years, the Developer will retain 90% of the TIF, and the City will retain 10% for administration cost; this is a "pay-as-you-go" TIF obligation.

Gustafson reported the projected building cost is \$4,646,816 or \$101,018 per developed unit.

Mark Ruff with Ehlers explained the difference with the TIF plan and Developers agreement. Ruff explained the not-to-exceed budget is the maximum amount that can be captured over the life of the district. Ruff added that Minnesota has specific statutory requirements that need to be included on all TIF plans. Ruff gave a general overview of the TIF district and TIF plan. Palmer asked if this plan meets the "But For". Ruff confirmed that the plan met the "but for", but is still up to Council to approve.

Palmer stated this project will help with the 2% vacancy issue.

Lewis asked if this is a business subsidy. Ruff stated since this is a housing project it is not a business subsidy. Lewis asked what the citizens of Cambridge are getting in return for this District. Ruff stated businesses are attracted to communities that have a variety of housing and, by having newer housing stock; it could promote other new housing projects. Ruff stated school districts are supportive because they will likely see an increase in enrollment and this will also allow seniors additional housing options. Gustafson added, by constructing the streets, this will add more value to the development without assessments.

Caulk confirmed when the Developer purchased the land, the pending assessments were paid.

Caulk moved, seconded by Lewis to approve Resolution No. 13-006 recommending the City Council Adopt a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-15 as presented and forward to the City Council for their approval. Motion passed unanimously.

Recommend to the City Council the approval of the Contract for Private Development with Mick Construction, Inc. at Outlot E Parkwood on the Lakes 3rd Addition, Cambridge

Gustafson stated the contract has been reviewed by all attorneys and all are in agreement.

Bustrom moved, seconded by Palmer to recommend approval of the development contract to City Council. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Caulk, to adjourn the meeting at 6:50 p.m. The motion carried unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

Agenda Item 3B

EDA Finance Department Report 8/19/13

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the six months ended June 30, 2013. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– 2013 Adopted budget Compared to Actual

EDA Board Action Requested

1. NONE REQUIRED - For discussion only.

PREPARED BY: CAROLINE MOE, DIRECTOR OF FINANCE

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(3,881.04)	
901-10102	INVESTMENTS--PBC	313,128.52	
901-10103	INVESTMENTS-MINNCO	16,244.58	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	140,471.69	
901-11500	ACCOUNTS RECEIVABLE-TENANT	214.32	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
901-16250	BUILDING IMPROVEMENTS	1,062,039.93	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	100,854.24	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,762,850.79)	
901-16500	CONSTRUCTION IN PROGRESS	463.00	
	TOTAL ASSETS		<u>957,578.18</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,532.25	
901-21650	ACCRUED VACATION & SICK PAY	38,113.35	
901-22600	TENANT SECURITY DEPOSITS	19,515.54	
	TOTAL LIABILITIES		59,161.14

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	566,522.42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA REVENUE OVER EXPENDITURES - YTD	(227,249.46) 30,338.85	
	TOTAL FUND EQUITY		<u>898,417.04</u>
	TOTAL LIABILITIES AND EQUITY		<u>957,578.18</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	.00	.00	36,222.00	(36,222.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	36,222.00	(36,222.00)	.00	.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	.00	71.00	.00	94.00
901-36210 INTEREST EARNINGS	1,294.00	1,294.00	1,021.50	272.50	78.94	2,098.82
TOTAL INTEREST & MISC INCOME	1,365.00	1,365.00	1,021.50	343.50	74.84	2,192.82
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	75,768.47	74,231.53	50.51	149,483.04
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	3,903.00	2,097.00	65.05	7,569.75
TOTAL RENTAL INCOME	156,000.00	156,000.00	79,671.47	76,328.53	51.07	157,052.79
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL OTHER FINANCING SOURCES	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL FUND REVENUE	211,271.00	211,271.00	116,914.97	94,356.03	55.34	178,976.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	30,702.00	30,702.00	13,968.42 (16,733.58)	45.50	32,521.56
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	875.00 (1,225.00)	41.67	1,645.00
901-49500-121 PERA (EMPLOYER)	2,226.00	2,226.00	1,012.73 (1,213.27)	45.50	2,107.12
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,349.00	2,349.00	1,135.48 (1,213.52)	48.34	2,593.61
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	14.04 (37.96)	27.00	28.08
901-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	157.53 (109.47)	59.00	376.61
901-49500-201 OFFICE SUPPLY	2,000.00	2,000.00	1,065.86 (934.14)	53.29	2,206.17
901-49500-304 LEGAL FEES	250.00	250.00	16.40 (233.60)	6.56	195.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	833.26 (1,366.74)	37.88	1,992.50
901-49500-322 POSTAGE	800.00	800.00	307.70 (492.30)	38.46	234.00
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	.00 (450.00)	.00	254.36
901-49500-340 ADVERTISING	100.00	100.00	58.40 (41.60)	58.40	54.95
901-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	64.39 (2,935.61)	2.15	.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	412.50 (937.50)	30.56	1,695.00
901-49500-440 STAFF TRAINING	300.00	300.00	.00 (300.00)	.00	171.13
TOTAL LOW RENT ADMINISTRATION	52,546.00	52,546.00	22,321.71 (30,224.29)	42.48	49,075.09
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	118.43 (81.57)	59.22	1,202.80
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	118.43 (81.57)	59.22	1,202.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	38,167.00	38,167.00	19,084.80 (19,082.20)	50.00	36,483.08
901-49700-121 PERA (EMPLOYER)	2,767.00	2,767.00	1,383.59 (1,383.41)	50.00	2,659.31
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,920.00	2,920.00	1,424.43 (1,495.57)	48.78	2,722.06
901-49700-131 MEDICAL/DENTAL/LIFE	9,512.00	9,512.00	5,716.21 (3,795.79)	60.09	6,083.82
901-49700-133 DEDUCTIBLE CONTRIBUTION	900.00	900.00	455.89 (444.11)	50.65	839.39
901-49700-151 WORKERS' COMPENSATION PREMIUMS	2,079.00	2,079.00	1,222.63 (856.37)	58.81	1,913.15
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	1,065.22 (3,334.78)	24.21	5,204.59
901-49700-304 CONTRACT COSTS	13,000.00	13,000.00	5,673.01 (7,326.99)	43.64	1,934.39
901-49700-360 INSURANCE AND BONDS	13,000.00	13,000.00	.00 (13,000.00)	.00	12,664.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00 (11,100.00)	.00	11,923.00
901-49700-381 ELECTRIC UTILITIES	34,000.00	34,000.00	14,554.00 (19,446.00)	42.81	27,680.00
901-49700-382 WATER/WASTEWATER UTILITIES	12,000.00	12,000.00	3,993.96 (8,006.04)	33.28	9,268.37
901-49700-383 GAS UTILITIES	5,000.00	5,000.00	3,536.23 (1,463.77)	70.72	5,041.35
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	885.09 (1,214.91)	42.15	1,942.22
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (70,000.00)	.00	51,384.90
901-49700-430 MISCELLANEOUS & GENERAL EXP	200.00	200.00	63.00 (137.00)	31.50	78.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	12,296.67
901-49700-501 REPLACEMENT OF EQUIPMENT	7,380.00	7,380.00	.00 (7,380.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	5,077.92	5,077.92	.00	10,873.90
TOTAL LOW RENT MAINTENANCE	228,525.00	228,525.00	64,135.98 (164,389.02)	28.07	200,992.70
TOTAL FUND EXPENDITURES	281,271.00	281,271.00	86,576.12 (194,694.88)	30.78	251,270.59
NET REVENUES OVER EXPENDITURES	(70,000.00)	(70,000.00)	30,338.85	289,050.91		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10100	CASH AND INVESTMENTS	(2,093.38)	
902-10200	EDA OPERATING ACCT-SECTION 8	49,715.15	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,621.77</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>420.07</u>	
	TOTAL LIABILITIES		420.07

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,155.98	
	REVENUE OVER EXPENDITURES - YTD	<u>45.72</u>	
	TOTAL FUND EQUITY		<u>47,201.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,621.77</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	42,680.00	42,680.00	18,632.00	24,048.00	43.66	43,328.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	18,632.00	24,048.00	43.66	43,328.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	12,144.94	5,229.06	69.90	22,222.82
902-35100 FRAUD RECOVERY INCOME	.00	.00	544.00	(544.00)	.00	1,140.40
TOTAL RENTAL INCOME	17,374.00	17,374.00	12,688.94	4,685.06	73.03	23,363.22
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	27.80	(27.80)	.00	212.47
TOTAL INTEREST	.00	.00	27.80	(27.80)	.00	212.47
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL OTHER FINANCING SOURCES	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL FUND REVENUE	67,448.00	67,448.00	31,348.74	36,099.26	46.48	66,903.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,202.00	29,202.00	13,968.38 (15,233.62)	47.83	29,322.84
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,012.66 (1,104.34)	47.83	2,107.06
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,068.56 (1,165.44)	47.83	2,223.44
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	14.04 (37.96)	27.00	28.08
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	157.53 (109.47)	59.00	376.60
902-49500-201 OFFICE SUPPLIES	2,000.00	2,000.00	915.59 (1,084.41)	45.78	1,902.11
902-49500-304 LEGAL FEES	250.00	250.00	50.00 (200.00)	20.00	195.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	833.25 (1,366.75)	37.88	1,722.65
902-49500-322 POSTAGE	800.00	800.00	307.70 (492.30)	38.46	234.00
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	418.84 (31.16)	93.08	825.37
902-49500-340 ADVERTISING	.00	.00	.00	.00	.00	64.75
902-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	.00
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	64.38 (2,935.62)	2.15	.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	412.50 (937.50)	30.56	1,695.00
902-49500-440 STAFF TRAINING	300.00	300.00	.00 (300.00)	.00	147.50
TOTAL SECT 8 ADMINISTRATIVE	48,622.00	48,622.00	21,623.43 (26,998.57)	44.47	43,844.40
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,722.00	12,722.00	6,361.60 (6,360.40)	50.00	12,226.47
902-49700-121 PERA (EMPLOYER)	922.00	922.00	461.26 (460.74)	50.03	886.38
902-49700-122 FICA/MEDICARE (EMPLOYER)	973.00	973.00	474.76 (498.24)	48.79	912.40
902-49700-131 MEDICAL/DENTAL/LIFE	3,216.00	3,216.00	2,112.52 (1,103.48)	65.69	4,689.29
902-49700-133 INSURANCE DEDUCTIBLE	300.00	300.00	151.96 (148.04)	50.65	279.80
902-49700-151 WORKERS' COMPENSATION PREMIUMS	693.00	693.00	407.53 (285.47)	58.81	637.72
TOTAL SECT 8 MAINTENANCE	18,826.00	18,826.00	9,969.63 (8,856.37)	52.96	19,632.06
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	169,007.00	169,007.00	.00	323,205.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(169,208.04)	(169,208.04)	.00	(327,017.00)
902-49775-376 URP PORT REC	.00	.00	1,294.00	1,294.00	.00	3,812.00
902-49775-378 PORT REC URP REIMB	.00	.00	(1,383.00)	(1,383.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(290.04)	(290.04)	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	31,303.02 (36,144.98)	46.41	63,476.46
NET REVENUES OVER EXPENDITURES	.00	.00	45.72	72,244.24		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	257,312.11	
903-10200	EDA HOUSING DIV OPERATING CASH	19,000.03	
	TOTAL ASSETS		<u>276,312.14</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	(21,258.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		(19,686.58)

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	274,036.49	
	REVENUE OVER EXPENDITURES - YTD	21,962.23	
	TOTAL FUND EQUITY		<u>295,998.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>276,312.14</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	85,000.00	85,000.00	59,900.00	25,100.00	70.47	95,964.00
903-33440 HAP REGION 7E	13,000.00	13,000.00	4,873.73	8,126.27	37.49	18,776.39
TOTAL INTERGOVERNMENTAL REVENUES	98,000.00	98,000.00	64,773.73	33,226.27	66.10	114,740.39
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	5,720.00	2,280.00	71.50	9,120.00
903-35510 REGION 7E ADMIN FEES	1,000.00	1,000.00	600.00	400.00	60.00	1,920.00
TOTAL CHARGES FOR SERVICES	9,000.00	9,000.00	6,320.00	2,680.00	70.22	11,040.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	179.00	(179.00)	.00	.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	775.35	224.65	77.54	1,226.09
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	954.35	45.65	95.44	1,226.09
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	9,300.00	9,300.00	14,906.75	(5,606.75)	160.29	9,583.50
TOTAL INTERGOVERNMENTAL REVENUES	9,300.00	9,300.00	14,906.75	(5,606.75)	160.29	9,583.50
TOTAL FUND REVENUE	117,300.00	117,300.00	86,954.83	30,345.17	74.13	136,589.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 OFFICE SUPPLY	.00	.00	.00	.00	.00	59.82
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	218.87	218.87	.00	221.60
903-49500-440 STAFF TRAINING	.00	.00	.00	.00	.00	13.88
903-49500-720 TRANSFERSOUT	13,300.00	13,300.00	.00	(13,300.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-ADMIN	13,300.00	13,300.00	218.87	(13,081.13)	1.65	295.30
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	59,900.00	(25,100.00)	70.47	95,964.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	4,873.73	(14,126.27)	25.65	18,776.39
TOTAL HOUSING ASSISTANCE PROGRAMS	104,000.00	104,000.00	64,773.73	(39,226.27)	62.28	114,740.39
TOTAL FUND EXPENDITURES	117,300.00	117,300.00	64,992.60	(52,307.40)	55.41	115,035.69
NET REVENUES OVER EXPENDITURES	.00	.00	21,962.23	82,652.57		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2013

FUND 904 - CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>27,209.07</u>	
	TOTAL ASSETS		<u><u>27,209.07</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>27,209.07</u>	
	TOTAL FUND EQUITY		<u>27,209.07</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>27,209.07</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93
TOTAL INTERGOVERNMENTAL REVENUES	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93
TOTAL FUND REVENUE	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>						
904-49300-720 TRANSFERS OUT	48,000.00	48,000.00	.00	(48,000.00)	.00	19,730.93
TOTAL OTHER FINANCING USES	48,000.00	48,000.00	.00	(48,000.00)	.00	19,730.93
TOTAL FUND EXPENDITURES	<u>48,000.00</u>	<u>48,000.00</u>	<u>.00</u>	<u>(48,000.00)</u>	<u>.00</u>	<u>19,730.93</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>27,209.07</u>	<u>68,790.93</u>		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2013

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	4,578.80	
905-10200	EDA OPERATING ACCT-SECTION 8	20,391.87	
	TOTAL ASSETS		<u>24,970.67</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	4,578.80	
	TOTAL LIABILITIES		4,578.80

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	13,011.61	
	REVENUE OVER EXPENDITURES - YTD	7,380.26	
	TOTAL FUND EQUITY		<u>20,391.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>24,970.67</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	257,320.00	257,320.00	154,907.00	102,413.00	60.20	161,998.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	154,907.00	102,413.00	60.20	161,998.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	544.00 (544.00)	.00	1,140.39
905-35101 FSS FORFEITURE	.00	.00	5,728.33 (5,728.33)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	6,272.33 (6,272.33)	.00	1,140.39
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	9.51 (9.51)	.00	301.07
TOTAL INTEREST	.00	.00	9.51 (9.51)	.00	301.07
TOTAL FUND REVENUE	257,320.00	257,320.00	161,188.84	96,131.16	62.64	163,439.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 905 - HAP OCCUPIED UNITS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	257,320.00	257,320.00	147,473.00	(109,847.00)	57.31	312,578.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	483.00	483.00	.00	1,024.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	3,143.00	3,143.00	.00	10,356.00
905-49775-375 FSS	.00	.00	2,404.00	2,404.00	.00	615.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	305.58	305.58	.00	1,009.66
TOTAL HAP EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>153,808.58</u>	<u>(103,511.42)</u>	<u>59.77</u>	<u>325,582.66</u>
TOTAL FUND EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>153,808.58</u>	<u>(103,511.42)</u>	<u>59.77</u>	<u>325,582.66</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>7,380.26</u>	<u>199,642.58</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST	100.00	100.00	.00	(100.00)	.00	2,302.57
MALL OPERATING REVENUES	225,000.00	225,000.00	121,804.08	(103,195.92)	54.14	254,792.68
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	121,804.08	(103,295.92)	54.11	315,095.25
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	36,984.00	15,966.94	21,017.06	43.17	21,819.73
MALL OPERATING EXPENSES	138,510.00	139,235.00	33,974.33	105,260.67	24.40	200,048.14
TOTAL EDA OPERATIONS	167,851.00	176,219.00	49,941.27	126,277.73	28.34	221,867.87
TOTAL FUND EXPENDITURES	167,851.00	176,219.00	49,941.27	126,277.73	28.34	221,867.87
NET REVENUE OVER EXPENDITURES	57,249.00	48,881.00	71,862.81	(229,573.65)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	2,302.57
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	2,302.57
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	34.20	(34.20)	.00	323.68
205-37220 RENTAL FEES	225,000.00	225,000.00	121,769.88	103,230.12	54.12	254,469.00
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	121,804.08	103,195.92	54.14	254,792.68
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	121,804.08	103,295.92	54.11	315,095.25

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 205 - EDA ADMIN FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EDA ADMINISTRATION</u>							
<i>PERSONAL SERVICES</i>							
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	280.00 (2,220.00)	11.20	1,715.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	191.00	191.00	21.43 (169.57)	11.22	131.29
<i>TOTAL PERSONAL SERVICES</i>		<u>2,691.00</u>	<u>2,691.00</u>	<u>301.43 (</u>	<u>2,389.57)</u>	<u>11.20</u>	<u>1,846.29</u>
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	250.00	250.00	41.67 (208.33)	16.67	.00
205-41930-204	STATIONERY, FORMS & ENVELOPES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-209	SOFTWARE UPDATES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-210	MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-212	GASOLINE/FUEL/LUBRICANTS	500.00	500.00	24.42 (475.58)	4.88	.00
205-41930-221	REPAIR & MAINT VEH/EQUIPMENT	300.00	300.00	.00 (300.00)	.00	55.22
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00 (300.00)	.00	.00
<i>TOTAL SUPPLIES</i>		<u>2,100.00</u>	<u>2,100.00</u>	<u>66.09 (</u>	<u>2,033.91)</u>	<u>3.15</u>	<u>55.22</u>
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	782.46 (4,217.54)	15.65	4,938.75
205-41930-321	TELEPHONE/CELLULAR	500.00	500.00	.00 (500.00)	.00	.00
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	78.06 (671.94)	10.41	300.20
205-41930-334	MILEAGE REIMBURSEMENT	250.00	250.00	.00 (250.00)	.00	.00
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (200.00)	.00	163.88
205-41930-360	INSURANCE AND BONDS	3,800.00	3,800.00	.00 (3,800.00)	.00	1,575.50
205-41930-383	GAS UTILITIES	.00	.00	.00	.00	.00 (210.49)
<i>TOTAL OTHER SERVICES & CHARGES</i>		<u>10,500.00</u>	<u>10,500.00</u>	<u>860.52 (</u>	<u>9,639.48)</u>	<u>8.20</u>	<u>6,767.84</u>
<i>MISCELLANEOUS</i>							
205-41930-404	REP & MAINT LABOR VEH/EQUIP	250.00	250.00	.00 (250.00)	.00	.00
205-41930-409	MAINT CONTRACTS OFFICE EQUIP	1,000.00	500.00	.00 (500.00)	.00	.00
205-41930-430	MISCELLANEOUS	300.00	300.00	.00 (300.00)	.00	20.00
205-41930-433	DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	.00 (1,500.00)	.00	1,000.00
205-41930-440	SCHOOLS & MEETINGS	1,000.00	1,500.00	1,279.50 (220.50)	85.30	854.00
205-41930-485	PROPERTY TAXES	.00	.00	2,130.00	2,130.00	.00	1,080.00
205-41930-489	IND PARK MARKETING	10,000.00	17,643.00	11,329.40 (6,313.60)	64.21	10,196.38
<i>TOTAL MISCELLANEOUS</i>		<u>14,050.00</u>	<u>21,693.00</u>	<u>14,738.90 (</u>	<u>6,954.10)</u>	<u>67.94</u>	<u>13,150.38</u>
TOTAL EDA ADMINISTRATION		<u>29,341.00</u>	<u>36,984.00</u>	<u>15,966.94 (</u>	<u>21,017.06)</u>	<u>43.17</u>	<u>21,819.73</u>
<u>MALL OPERATING EXPENSES</u>							

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,500.00	4,116.89	(3,383.11)	54.89	7,240.69
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,500.00</u>	<u>4,116.89</u>	<u>(3,383.11)</u>	<u>54.89</u>	<u>7,240.69</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	616.80	(983.20)	38.55	1,219.77
205-47000-360 INSURANCE AND BONDS	6,500.00	6,500.00	747.68	(5,752.32)	11.50	6,625.00
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	7,575.31	(15,434.69)	32.92	20,693.63
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,331.15	(3,368.85)	40.90	4,585.60
205-47000-383 GAS UTILITIES	6,000.00	5,500.00	2,146.91	(3,353.09)	39.03	2,953.10
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	2,207.25	(2,292.75)	49.05	4,088.22
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>47,310.00</u>	<u>46,810.00</u>	<u>15,625.10</u>	<u>(31,184.90)</u>	<u>33.38</u>	<u>40,165.32</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	.00	(5,200.00)	.00	4,641.80
205-47000-413 BNSF PARKING LOT LEASE	.00	725.00	724.73	(.27)	99.96	1,295.00
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	29,000.00	13,507.61	(15,492.39)	46.58	25,437.05
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PRO	.00	.00	.00	.00	.00	57,868.28
205-47000-495 MALL LIGHTING PROJECT	.00	.00	.00	.00	.00	13,400.00
<i>TOTAL MISCELLANEOUS</i>	<u>84,200.00</u>	<u>84,925.00</u>	<u>14,232.34</u>	<u>(70,692.66)</u>	<u>16.76</u>	<u>152,642.13</u>
TOTAL MALL OPERATING EXPENSES	<u>138,510.00</u>	<u>139,235.00</u>	<u>33,974.33</u>	<u>(105,260.67)</u>	<u>24.40</u>	<u>200,048.14</u>
TOTAL FUND EXPENDITURES	<u>167,851.00</u>	<u>176,219.00</u>	<u>49,941.27</u>	<u>(126,277.73)</u>	<u>28.34</u>	<u>221,867.87</u>
NET REVENUES OVER EXPENDITURES	<u>57,249.00</u>	<u>48,881.00</u>	<u>71,862.81</u>	<u>229,573.65</u>	<u>68.02</u>	<u>93,227.38</u>

Date: 6/24/2013
Time: 14:25:23

Cambridge EDA
Check Register Detail Report
Cambridge

From: 07/01/2013 To: 07/24/2013

256,787.81

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2013	016585	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 321.00	321.00	256,466.81	July Hap Aadland, Ashley
07/01/2013	016586	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 581.00 609.00 392.00 376.00	1,958.00	254,508.81	July Hap Cross, Grace Hulbert, Jennifer Peterson, Todd E Williams, Monica
07/01/2013	016587	Cepco Management 4715.1 Hap - Occupied Unit	Payment 347.00	347.00	254,161.81	July Hap Deiman, Antoinette
07/01/2013	016588	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 79.00 315.00 624.00	1,018.00	253,143.81	July Hap Nord, Shannon Paquette, Laurie Schulz, Cynthia J
07/01/2013	016589	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 586.00	586.00	252,557.81	July Hap Mains, Kimberly A
07/01/2013	016590	Edlich Realty & Assoc 4715.1 Hap - Occupied Unit	Payment 418.00	418.00	252,139.81	July Hap Raboin, Robin
07/01/2013	016591	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit	Payment 522.00	522.00	251,617.81	July Hap Johnston, Shaylee
07/01/2013	016592	John Maher 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 193.00 667.00	860.00	250,757.81	July Hap Diers, Scott A Sundeen, Christina K
07/01/2013	016593	Monier Properties LLC 4715.1 Hap - Occupied Unit	Payment 414.00	414.00	250,343.81	July Hap Kovacs, Gail
07/01/2013	016594	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 147.00	147.00	250,196.81	July Hap Talbot, Alicia M
07/01/2013	016595	Rush City Apartments LP 4715.1 Hap - Occupied Unit	Payment 113.00	113.00	250,083.81	July Hap Erickson, Todd
07/01/2013	016596	Ordeen Splitsloser 4715.1 Hap - Occupied Unit	Payment 425.00	425.00	249,658.81	July Hap Young, Marrietta L
07/01/2013	016597	Sunrise Court Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 444.00 165.00	609.00	249,049.81	July Hap Kubes, Kevin P Mullens, Darice R
07/01/2013	016598	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 83.00	83.00	248,966.81	July Hap Wallace, Lynnell
07/01/2013	016599	Taylor Falls Townhomes	Payment 590.00	590.00	248,376.81	July Hap

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From: 07/01/2013 To: 07/24/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit	590.00			Beaulieu, Stephanie
07/01/2013	016600	William Francisco	Payment	411.00	247,965.81	July Hap
		4715.1 Hap - Occupied Unit	411.00			Griffin, Deena M
07/01/2013	016601	Wyoming Phase 1	Payment	744.00	247,221.81	July Hap
		4715.1 Hap - Occupied Unit	744.00			Stokes, Michele
07/01/2013	016602	Kimberly Mintell	Payment	1,110.00	246,111.81	July Hap
		4715.9 Hap - Portable Receiving	1,110.00			Gordon, Jennifer F
07/01/2013	016603	Annette M. Jensen	Payment	287.00	245,824.81	July Hap
		4715.1 Hap - Occupied Unit	287.00			Roberts, Paula
07/01/2013	016604	Bohmer, John	Payment	669.00	245,155.81	July Hap
		4715.9 Hap - Portable Receiving	669.00			Brasch, Terrie L
07/01/2013	016605	Dean & Jennifer Bondeson	Payment	859.00	244,296.81	July Hap
		4715.9 Hap - Portable Receiving	859.00			Bobo, Shawna L
07/01/2013	016606	Bridgeford Apartments, LP	Payment	642.00	243,654.81	July Hap
		4715.9 Hap - Portable Receiving	642.00			Roberts, Adam M
07/01/2013	016607	Brigitte Erickson	Payment	383.00	243,271.81	July Hap
		4715.1 Hap - Occupied Unit	383.00			White, Teresa
07/01/2013	016608	Ellen Brown	Payment	147.00	243,124.81	July Hap
		4715.94 Urp - Portable Receiving	147.00			Brown, Ellen
07/01/2013	016609	Bungalows of Chisago LLC	Payment	1,944.00	241,180.81	July Hap
		4715.1 Hap - Occupied Unit	552.00			LeCuyer, Christine J
		4715.9 Hap - Portable Receiving	379.00			Luck, Jennifer Lee
		4715.1 Hap - Occupied Unit	563.00			Mapson, Diane E
		4715.1 Hap - Occupied Unit	314.00			Marohn, Gerald
		4715.1 Hap - Occupied Unit	136.00			Meyers, Colleen J
07/01/2013	016610	Cepco Management	Payment	469.00	240,711.81	July Hap
		4715.1 Hap - Occupied Unit	469.00			Lillion, Laurie A
07/01/2013	016611	Cambridge Square Assoc. LP	Payment	2,249.00	238,462.81	July Hap
		4715.9 Hap - Portable Receiving	329.00			Erickson, James P
		4715.1 Hap - Occupied Unit	522.00			Falvey, Deborah
		4715.1 Hap - Occupied Unit	349.00			Longley, Christine A
		4715.1 Hap - Occupied Unit	514.00			Puffer, Michelle
		4715.9 Hap - Portable Receiving	535.00			Washington, Katherine L
07/01/2013	016612	Chen Liu	Payment	2,829.00	235,633.81	July Hap
		4715.1 Hap - Occupied Unit	555.00			Banaszak, David
		4715.9 Hap - Portable Receiving	272.00			Kress, Dawn
		4715.1 Hap - Occupied Unit	464.00			Paquette, JoAnn

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			555.00			Radke, Suzanne
		Hap - Portable Receiving	983.00			Troupe, Michael E
07/01/2013	016613	David Cobb	Payment	946.00	234,687.81	July Hap
		Hap - Portable Receiving	946.00			Taylor, Alice H
07/01/2013	016614	DJ Properties of Stanchfield, LLC	Payment	410.00	234,277.81	July Hap
		Hap - Occupied Unit	410.00			Fischer, Cheryl A
07/01/2013	016615	Edlich Realty & Assoc	Payment	800.00	233,477.81	July Hap
		Hap - Portable Receiving	800.00			Kraus, Carian J
07/01/2013	016616	Elmer D. Harp	Payment	759.00	232,718.81	July Hap
		Hap - Portable Receiving	759.00			Hart, Beth L
07/01/2013	016617	ELMSUN LLC	Payment	1,080.00	231,638.81	July Hap
		Hap - Occupied Unit	537.00			Pittman, Cheryl
		Hap - Occupied Unit	543.00			Zentic, Scott
07/01/2013	016618	Erlandson - Nelson Construction	Payment	535.00	231,103.81	July Hap
		Hap - Occupied Unit	535.00			Linda, Robin
07/01/2013	016619	Jill Fust	Payment	45.00	231,058.81	July Hap
		Hap - Utility Reimbursements	45.00			Fust, Jill
07/01/2013	016620	FYP PROPERTIES	Payment	435.00	230,623.81	July Hap
		Hap - Portable Receiving	435.00			Dodge, Rita
07/01/2013	016621	Steven & RyChel Gausted	Payment	131.00	230,492.81	July Hap
		Hap - Occupied Unit	131.00			Straw, Linda K
07/01/2013	016622	Robert Giffin	Payment	834.00	229,658.81	July Hap
		Hap - Occupied Unit	834.00			Giffin, Tammie
07/01/2013	016623	Hanson Properties	Payment	280.00	229,378.81	July Hap
		Hap - Occupied Unit	280.00			Hanson, Henry P
07/01/2013	016624	Haven Properties	Payment	301.00	229,077.81	July Hap
		Hap - Portable Receiving	301.00			Stroh, Kevin
07/01/2013	016625	Isanti Housing Associates, LP	Payment	885.00	228,192.81	July Hap
		Hap - Occupied Unit	386.00			Alexander, Cindy S
		Hap - Occupied Unit	499.00			Lynn, Christian R
07/01/2013	016626	Steven Scott Management, Inc	Payment	428.00	227,764.81	July Hap
		Hap - Occupied Unit	428.00			Junglen, Eunice M
07/01/2013	016627	INH Property Mgmt/ Isantl Village	Payment	862.00	226,902.81	July Hap
		Hap - Portable Receiving	394.00			Stoll, Vernon L
		Hap - Occupied Unit	468.00			Tews, Jackie

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2013	016628	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	226,350.81	July Hap Parris, Paula
07/01/2013	016629	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 540.00	540.00	225,810.81	July Hap Liberte, Ore'a Lareal
07/01/2013	016630	Kathryn Dahlberg 4715.1 Hap - Occupied Unit	Payment 707.00	707.00	225,103.81	July Hap Carlson, Samantha
07/01/2013	016631	Kestrel Meadows Townhomes 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 653.00 847.00 16.00 589.00	2,105.00	222,988.81	July Hap Davis, Stacy Haugen, Amanda Oliveraz, Correna Trader, Amanda Joy
07/01/2013	016632	Carian J. Kraus 4715.94 Urp - Portable Receiving	Payment 82.00	82.00	222,916.81	July Hap Kraus, Carian J
07/01/2013	016633	Kristine Yerigan 4715.9 Hap - Portable Receiving	Payment 563.00	563.00	222,353.81	July Hap Hjelmhaug, Karen E
07/01/2013	016634	Tami R. Kullmann 4715.4 Hap - Utility Reimbursements	Payment 21.00	21.00	222,332.81	July Hap Kullmann, Tami R
07/01/2013	016635	Brian Leet 4715.9 Hap - Portable Receiving	Payment 136.00	136.00	222,196.81	July Hap Weber, Kathleen A
07/01/2013	016636	Legacy Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 739.00 778.00	1,517.00	220,679.81	July Hap Degerstrom, Leah Parent, Cheri C
07/01/2013	016637	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 800.00	800.00	219,879.81	July Hap Kullmann, Tami R
07/01/2013	016638	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 293.00	293.00	219,586.81	July Hap Etchason, Paul
07/01/2013	016639	Louis Crawford 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	218,636.81	July Hap Perry, Amber L
07/01/2013	016640	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 558.00	558.00	218,078.81	July Hap Witkowski, Michelle N
07/01/2013	016641	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 75.00	75.00	218,003.81	July Hap Greenwood, Thomas J
07/01/2013	016642	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 738.00	738.00	217,265.81	July Hap Frandle, Dana
07/01/2013	016643	Allen Moulton	Payment 492.00	492.00	216,773.81	July Hap

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			492.00			Thompson, Marilyn J
07/01/2013	016644	4715.1 Hap - Occupied Unit	Payment	357.00	216,416.81	July Hap
		Multi-Investments, LLC	357.00			Anderson, Debra
07/01/2013	016645	4715.1 Hap - Occupied Unit	Payment	699.00	215,717.81	July Hap
		Mike Munsinger	699.00			Wells, Sheri A
07/01/2013	016646	4715.9 Hap - Portable Receiving	Payment	216.00	215,501.81	July Hap
		Loral Myers	216.00			Myers, Kyle C.
07/01/2013	016647	4715.1 Hap - Occupied Unit	Payment	841.00	214,660.81	July Hap
		Normandy Townhomes Limited	499.00			Matchinsky, Robert T
		4715.9 Hap - Portable Receiving	342.00			Swanson, Kathleen A
07/01/2013	016648	4715.9 Hap - Portable Receiving	Payment	695.00	213,965.81	July Hap
		North Branch Senior Housing	228.00			Castillo, Sharon
		4715.9 Hap - Portable Receiving	230.00			Fisk, Dolores M
		4715.1 Hap - Occupied Unit	237.00			Kalberg, Annette
07/01/2013	016649	4715.9 Hap - Portable Receiving	Payment	715.00	213,250.81	July Hap
		Northern Oaks Apts	715.00			Dunlap, Jacqueline D
07/01/2013	016650	4715.1 Hap - Occupied Unit	Payment	702.00	212,548.81	July Hap
		Oakhurst Apartments	351.00			Benson, Tracy E
		4715.1 Hap - Occupied Unit	351.00			Wenell, Russell
07/01/2013	016651	4715.1 Hap - Occupied Unit	Payment	2,500.00	210,048.81	July Hap
		Oakview Terrace Townhomes	497.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	651.00			Cole, Barbara
		4715.9 Hap - Portable Receiving	718.00			Kennedy, Carolyn Lee
		4715.9 Hap - Portable Receiving	634.00			Rosenberg, Gwen M
07/01/2013	016652	4715.94 Urp - Portable Receiving	Payment	207.00	209,841.81	July Hap
		Amber L. Perry	207.00			Perry, Amber L
07/01/2013	016653	4715.9 Hap - Portable Receiving	Payment	955.00	208,886.81	July Hap
		Peter Maus	955.00			Parrott, Gina M
07/01/2013	016654	4715.1 Hap - Occupied Unit	Payment	857.00	208,029.81	July Hap
		PK Investment Properties, LLC	857.00			Branville, Julie K
07/01/2013	016655	4715.1 Hap - Occupied Unit	Payment	422.00	207,607.81	July Hap
		Randall Propp	422.00			Nelson, Valerie J
07/01/2013	016656	4715.1 Hap - Occupied Unit	Payment	905.00	206,702.81	July Hap
		Robert Mattison	905.00			Good, Katherine
07/01/2013	016657	4715.9 Hap - Portable Receiving	Payment	541.00	206,161.81	July Hap
		Robert & Linnea Steman	541.00			Lake, Ruth

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2013	016658	Rush City Apartments LP 4715.1 Hap - Occupied Unit	Payment 456.00	1,503.00	204,658.81	July Hap Cory, Lynn M
		4715.9 Hap - Portable Receiving	534.00			Eickstadt, Cheryl
		4715.9 Hap - Portable Receiving	513.00			Grabau, Jill
07/01/2013	016659	Schaefer Rentals 4715.9 Hap - Portable Receiving	Payment 948.00	948.00	203,710.81	July Hap Butenhoff, Bradley
07/01/2013	016660	Ordeen Splittstoser 4715.9 Hap - Portable Receiving	Payment 263.00	263.00	203,447.81	July Hap Bazey, Jeanne E
07/01/2013	016661	Paul & Bethany Stiles 4715.1 Hap - Occupied Unit	Payment 778.00	778.00	202,669.81	July Hap Fust, Jill
07/01/2013	016662	Sunrise Court Apartments 4715.9 Hap - Portable Receiving	Payment 459.00	1,502.00	201,167.81	July Hap Johnson, Richard D
		4715.9 Hap - Portable Receiving	504.00			O'Donnell, Debra K
		4715.1 Hap - Occupied Unit	539.00			Simons, Lori J
07/01/2013	016663	Taylor Falls Townhomes 4715.1 Hap - Occupied Unit	Payment 48.00	48.00	201,119.81	July Hap Dehn, Diane
07/01/2013	016664	Timothy Manning 4715.9 Hap - Portable Receiving	Payment 1,060.00	1,060.00	200,059.81	July Hap Brown, Ellen
07/01/2013	016665	Tower Terrace Limited Partnership 4715.1 Hap - Occupied Unit	Payment 295.00	2,230.00	197,829.81	July Hap Dmytryszyn, Chad J
		4715.9 Hap - Portable Receiving	557.00			Holland, Kathleen
		4715.9 Hap - Portable Receiving	555.00			Jenson, Cheryl
		4715.9 Hap - Portable Receiving	396.00			Koenig, Lance L
		4715.9 Hap - Portable Receiving	427.00			Rohr, Russell
07/01/2013	016666	Washington County HRA 4715.8 Hap - Portable Paying	Payment 488.00	527.88	197,301.93	July Hap Brett, Patricia S
		4590 Admin - Portable Paying	39.88			Brett, Patricia S
07/01/2013	016667	Wayne Knutson 4715.9 Hap - Portable Receiving	Payment 585.00	585.00	196,716.93	July Hap Mollinedo, Nancy
07/01/2013	016668	Wyoming Phase 1 4715.1 Hap - Occupied Unit	Payment 650.00	1,156.00	195,560.93	July Hap Grundhauser, Palrice
		4715.9 Hap - Portable Receiving	506.00			Rafel, Kathy
07/01/2013	016669	Wyoming Phase 2 4715.1 Hap - Occupied Unit	Payment 552.00	1,953.00	193,607.93	July Hap Darveau, Linda
		4715.1 Hap - Occupied Unit	492.00			Dillon, Tracey
		4715.9 Hap - Portable Receiving	909.00			Harrington, Tina M
07/01/2013	016670	Peoples Bank Of Commerce	Payment 167.00	167.00	193,440.93	July Hap

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		1-002-4719 Fss Escrow Deposits	167.00			LeCuyer, Christine J: Fss Escrow Deposits
07/01/2013	016671	Oakview Terrace Townhomes	Payment	481.00	192,959.93	July Hap
		4715.9 Hap - Portable Receiving	481.00			Tipton, Mariesa A: Hap - Portable Receiving
07/08/2013	016599	**VOID** Taylor Falls Townhomes	Payment	(590.00)	193,549.93	July Hap
		4715.1 Hap - Occupied Unit	(590.00)			Beaulieu, Stephanie
		Void Refer 016599				
07/11/2013	016672	Chen Liu	Payment	579.00	192,970.93	July Hap
		4715.1 Hap - Occupied Unit	579.00			Schaefer, Mike E
07/11/2013	016673	Fergus Falls HRA	Payment	240.00	192,730.93	
		Refund July HAP overpayment for Mariesa Tipton.				
		HAP paid - \$721				
		HAP owing - \$481				
		Overpayment - \$240				
07/11/2013	016674	Loral Myers	Payment	65.00	192,665.93	July Hap
		4715.1 Hap - Occupied Unit	65.00			Myers, Kyle C: Hap - Occupied Unit
07/19/2013	016675	Minnesota Housing Finance Agency	Payment	800.00	191,865.93	

Reimburse Bridge's re-payment for unreported income -
 Alicia Talbot
 Grant MRA 15840

64,921.88

<p>CAMBRIDGE EDA MEETING August 19, 2013 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>	
Prepaid Checks	6/26/2013	93573 - 93596	2,403.00	
Prepaid Checks	7/3/2013	93636 - 93687	1,518.61	
Prepaid Checks	7/10/2013	93695 - 93747	3,112.58	
Prepaid Checks	7/17/2013	93785 - 93812	943.76	
Prepaid Checks	7/24/2013	93848 - 93876	1,460.86	
Prepaid Checks	7/31/2013	93935 - 93958	1,522.88	
		Prepaid Totals	<hr/> <u>10,961.69</u>	
TOTAL SUBMITTED FOR APPROVAL			<table border="1"><tr><td style="text-align: center;">\$10,961.69</td></tr></table>	\$10,961.69
\$10,961.69				

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
3521	Menards	Misc Operating Supplies-Fire Dept	159.10
		Misc Operating Supplies - Bridge Park	37.26
Total 3521			196.36
5191	SPEW Health Plan	Health Insurance Premium - September	847.50
		Health Insurance Premium - September	282.50
Total 5191			1,130.00
5401	Target Bank	Tenant Services	13.53
		Tenant Services	13.06
Total 5401			26.59
5666	TruGreen ChemLawn	Customized Lawn Plan - Bridge Park	169.93
Total 5666			169.93

Total Paid: -
 Total Unpaid: 1,522.88
 Grand Total: 1,522.88

Dated: 7/31/13

City Treasurer: Caroline Mue

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/13	07/31/2013	93935	3521	Menards	205-20100	196.36
07/13	07/31/2013	93951	5191	SPEW Health Plan	901-20100	1,130.00
07/13	07/31/2013	93952	5401	Target Bank	901-20100	26.59
07/13	07/31/2013	93958	5666	TruGreen ChemLawn	901-20100	169.93
Totals:						<u>1,522.88</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	151.75
Total 1661			151.75
2986	Konica Minolta Business	Copies Overage Charges	28.71
		Copies Overage Charges	28.71
Total 2986			57.42
3521	Menards	Misc Operating Supplies - Bridge Park	5.20
Total 3521			5.20
3586	Midwest Environmental	Pre-Burn Inspection at Residential Property	532.46
Total 3586			532.46
3721	Minnesota NAHRO	2013 Annual Conference - Marilyn Fromm	300.00
		2013 Annual Conference - Marilyn Fromm	300.00
Total 3721			600.00
4386	Papco, Inc.	maint supplies - mall	114.03
Total 4386			114.03

Total Paid: -
Total Unpaid: 1,460.86
Grand Total: 1,460.86

Dated: 7/24/13City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/13	07/24/2013	93848	1661	East Central Sanitation	901-20100	151.75
07/13	07/24/2013	93861	2986	Konica Minolta Business	901-20100	57.42
07/13	07/24/2013	93868	3521	Menards	901-20100	5.20
07/13	07/24/2013	93869	3586	Midwest Environmental	205-20100	532.46
07/13	07/24/2013	93870	3721	Minnesota NAHRO	901-20100	600.00
07/13	07/24/2013	93876	4386	Papco, Inc.	205-20100	114.03
Totals:						<u>1,460.86</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
2541	Industries Incorporated	Cleaning Services - June	592.16
Total 2541			592.16
3521	Menards	Repair & Maint - Mall	12.21
		Repair & Maint - Mall	29.45
Total 3521			41.66
4331	Oslin Lumber	Closet Door - Bridgepart Apt	309.94
Total 4331			309.94

Total Paid: -
 Total Unpaid: 943.76
 Grand Total: 943.76

Dated: 7/17/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/13	07/17/2013	93785	2541	Industries Incorporated	205-20100	592.16
07/13	07/17/2013	93805	3521	Menards	205-20100	41.66
07/13	07/17/2013	93812	4331	Oslin Lumber	901-20100	309.94
Totals:						<u>943.76</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms Cleaning - Work Force Center - June	106.88 897.75
Total 571			1,004.63
3501	MEI Total Elevator Solutions	July Service Billing	212.53
Total 3501			212.53
3576	Midcontinent Communications	Cable-Bridge Park Apts	1,290.84
Total 3576			1,290.84
4386	Papco, Inc.	maint supplies - mall	91.58
Total 4386			91.58
5056	SelectAccount	Participant fees - July	6.50
Total 5056			6.50
5786	Vander Vegt Electric, Inc.	Lamps	120.08
Total 5786			120.08
5861	Walmart Business Community	Tenants Services - Cambridge EDA Materials-Operating Supplies - Bridge Park	17.66 93.62
Total 5861			111.28
5996	Windstream	Telephone Service - Bridge Park Apts Telephone Service - Bridge Park Apts	137.57 137.57
Total 5996			275.14

Total Paid: -
 Total Unpaid: 3,112.58
 Grand Total: 3,112.58

Dated: 7/10/13

City Treasurer: Caroline Mwe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/13	07/10/2013	93695	571	Bill's Quality Cleaning	205-20100	1,004.63
07/13	07/10/2013	93713	3501	MEI Total Elevator Solutions	901-20100	212.53
07/13	07/10/2013	93715	3576	Midcontinent Communications	901-20100	1,290.84
07/13	07/10/2013	93722	4386	Papco, Inc.	205-20100	91.58
07/13	07/10/2013	93730	5056	SelectAccount	901-20100	6.50
07/13	07/10/2013	93743	5786	Vander Vegt Electric, Inc.	901-20100	120.08
07/13	07/10/2013	93746	5861	Walmart Business Community	901-20100	111.28
07/13	07/10/2013	93747	5996	Windstream	901-20100	275.14
Totals:						<u>3,112.58</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
969	Cardmember Service	Portable File & Fold Cart	29.91
		Sign Holder	11.76
Total 969			41.67
3521	Menards	Repair & Maint - Mall	6.94
		Misc Operating Supplies - Bridge Park	7.31
Total 3521			14.25
5191	SPEW Health Plan	Health Insurance Premium - August	847.50
		Health Insurance Premium - August	282.50
Total 5191			1,130.00
5431	Ted's Appliance	Repairs-Washer at Bridgepark Apts	60.00
Total 5431			60.00
5666	TruGreen ChemLawn	Customized Lawn Plan - Bridge Park	169.93
Total 5666			169.93
5996	Windstream	Telephone Service - Mall	102.76
Total 5996			102.76

Total Paid: -
 Total Unpaid: 1,518.61
 Grand Total: 1,518.61

Dated: 7/3/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/13	07/03/2013	93636	969	Cardmember Service	205-20100	41.67
07/13	07/03/2013	93660	3521	Menards	205-20100	14.25
07/13	07/03/2013	93676	5191	SPEW Health Plan	901-20100	1,130.00
07/13	07/03/2013	93679	5431	Ted's Appliance	901-20100	60.00
07/13	07/03/2013	93680	5666	TruGreen ChemLawn	901-20100	169.93
07/13	07/03/2013	93687	5996	Windstream	205-20100	102.76
Totals:						<u>1,518.61</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	169.49
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			483.99
1681	ECM Publishers, Inc.	Legal - Garage Proposal	36.90
Total 1681			36.90
2986	Konica Minolta Business	Copies Overage Charges	31.46
		Copies Overage Charges	31.46
Total 2986			62.92
3108	Law Bulletin Publishing Co	MN Retail & Restaurant Summit - S. Gustafson	1,500.00
Total 3108			1,500.00
3146	League MN Cities Ins Trust	Claim - R. Lufsky 09/11/12	31.08
Total 3146			31.08
3521	Menards	Repair & Maint - Mall	104.47
		Repair & Maint - Mall Unit 178	48.06
		Materials - Operating Supplies - Bridge Park	14.37
		Repair & Maint - Mall Unit 178	102.45
		Materials - Operating Supplies - Bridge Park	18.76
Total 3521			288.11

Total Paid: -
 Total Unpaid: 2,403.00
 Grand Total: 2,403.00

Dated: 6/26/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/13	06/26/2013	93573	1661	East Central Sanitation	901-20100	483.99
06/13	06/26/2013	93574	1681	ECM Publishers, Inc.	901-20100	36.90
06/13	06/26/2013	93588	2986	Konica Minolta Business	901-20100	62.92
06/13	06/26/2013	93589	3108	Law Bulletin Publishing Co	205-20100	1,500.00
06/13	06/26/2013	93590	3146	League MN Cities Ins Trust	205-20100	31.08
06/13	06/26/2013	93596	3521	Menards	205-20100	288.11
Totals:						<u>2,403.00</u>

Author: Marcia Westover

Unit 178 of the City Center Mall is in need of new doors as the use of the space is changing with the Center for the Arts moving in. The change of use requires panic hardware for exiting purposes according to the Building Code. The existing main entrance doors do not have panic hardware, the locks are worn out, and the threshold is missing. The back door also does not have panic hardware. This door will also need to be replaced with a door that has panic hardware.

The options for the main entrance doors are for a single door with two glass sidelights or a double door. The existing door is a double door. In order to install a new double door, the existing glass windows on the walls on each side of the door need to be tempered glass. This is a new code requirement. The existing glass window on the right side of the door opening is already tempered glass, however the glass window on the left side of the door is not tempered. The glass window on the left side would need to be replaced with tempered glass. However, if the single door option is chosen, then the glass window can remain as is, non-tempered glass. The use of the space with a single door should satisfy the needs of the new tenant.

Staff received bids from two local glazing companies. The bids are as follows:

Heat Mizer Glass:

Single door with two glass sidelights and back door:	\$4,865.00
Double door with tempered glass window to left and back door:	\$6,219.00

Star Quality Glass:

Single door with two glass sidelights and back door:	\$5,108.35
Double door No tempered glass window to left and back door:	\$6,677.11

Recommendation

Approve the low bid contract with Heat Mizer Glass to replace the main entrance doors with a single door with two sidelights and panic hardware and replace the back door with panic hardware in the amount of \$4,865.00.

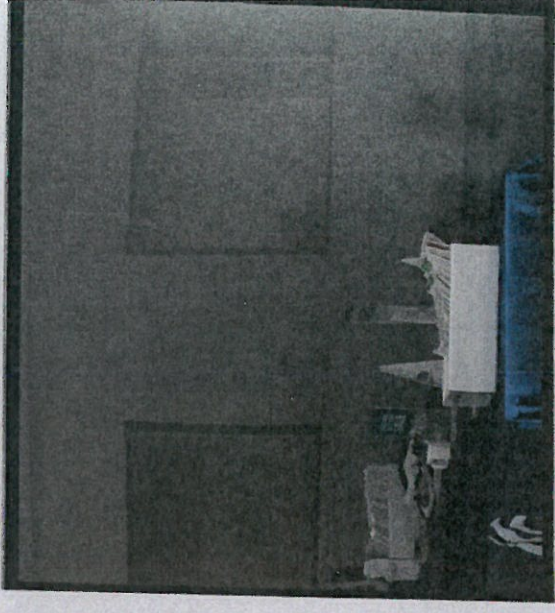
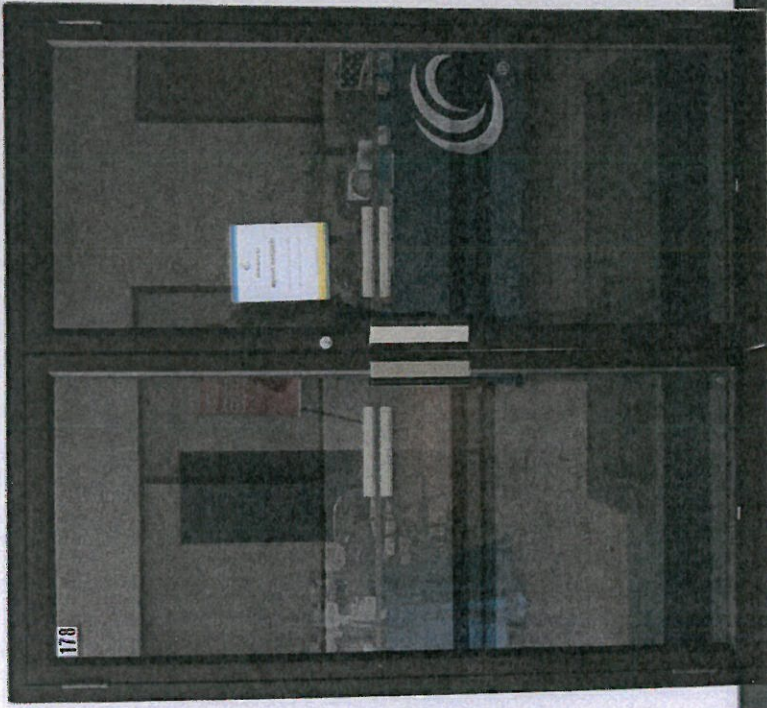
Attachments

1. Picture of Suite 178
2. Bids

City Center Mall
Unit 1718



↑
NON tempered Glass

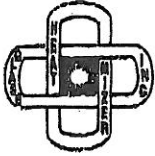


↑
Tempered Glass

PROPOSAL

HEAT MIZER GLASS, INC.

CONTRACT



30678 HIGHWAY 47 N.W.
ISANTI, MN 55040
PHONE: (763) 444-9234
FAX: (763) 444-6998

DATED: 8/09/2013

PROJECT City Center Mall

TO: City of Cambridge
300 Third Ave NE
Cambridge, MN 55008

LOCATION Suite 178
Cambridge, MN 55008

ATTN: MS. Marsha Westover
WE PROPOSE TO FURNISH

Base Proposal

Remove existing entrance pair of doors interior of mall. Furnish and install new entrance 3'-0" X 7'-0" single door with a fixed sidelite on each side: in opening where existing entrance was removed.

Door: N.S. with 10" ADA base rail butt hung. Dark bronze finish.

Frame: 1 1/4" X 4 1/2" flush glaze. Dark bronze finish.

Hardware: Three (3) butt hinges.

One (1) 1790 rim panic exit device with exterior key cylinder.

One (1) exterior pull handle.

One (1) L.C.N. Closer

Glass: 1/4" clear safety tempered glass.

Remove existing hollow metal door and frame at rear of suite 178. Furnish and install new hollow metal door frame and hardware, in opening where existing entrance was removed.

Frame : 16 gauge steel, prime painted.

Door: 18 gauge steel, prime painted.

FOR THE NET SUM OF:

Continue on Page 2 (\$ _____)

NOT INCLUDED PROTECTION

SUBJECT TO ALL OF THE TERMS AND CONDITIONS ON THE FACE AND REVERSE SIDE HEREOF: This proposal supersedes all others previously given. An extra charge will be made for all overtime work. We do not replace breakage or damage unless directly caused by our employees. We reserve the right to correct any clerical errors prior to acceptance. If this contract is not accepted within thirty (30) days, we reserve the right to withdraw.

TERMS: INSTALLED SALES: Progress Billings on all material furnished and work performed during the month is to be paid to us on or before the tenth of the following month. A late payment charge of: 1.5% per month, on the unpaid balance of any delinquent account will be charged.

MATERIAL ONLY SALES:
MATERIAL ONLY SALES: 30 days net - no retainer.

ACCEPTED
FOR CONTRACT _____

HEAT MIZER GLASS, INC.

ACCEPTED
FOR CONTRACT _____ DATE _____

CONTRACTOR, OWNER, TENANT OR AGENT

HEAT MIZER GLASS, INC.

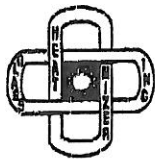
PROPOSAL SUBJECT TO CHANGE WITHOUT NOTICE UNTIL
SIGNED FOR CONTRACT BY BOTH PARTIES

[Handwritten Signature]
FOR PROPOSAL

PROPOSAL

HEAT MIZER GLASS, INC.

CONTRACT



30678 HIGHWAY 47 N.W.
ISANTI, MN 55040
PHONE: (763) 444-9234
FAX: (763) 444-6998

DATED: _____

PROJECT Page 2

TO: _____

LOCATION _____

WE PROPOSE TO FURNISH

- Hardware: One (1) rim exit device ^{with panic hardware} with exterior key cylinder.
- Three (3) butt hinges
- One (1) 4" thresholds.
- One (1) bottom weather sweep.
- One (1) set jamb and head weathering.
- One (1) L.C.N. Closer.

For the Net Sum: Material, Labor, and Tax \$4,865.00

*Total single door
& back door*

Alternate #1

As per previous base proposal, with the following changes.
Interior mall entrance to be 6'-0" X 7'-0" pair of doors in lieu of a single door and two sidelites. Vision window to the left or north side of the entrance to be changed to tempered glass to comply with current code.

Add the Net Sum of: Material, Labor, and Tax \$1,354.00

*\$6,219
total double
door with windows
glass to left
& back door*

FOR THE NET SUM OF:

_____ (\$ _____)

NOT INCLUDED PROTECTION

SUBJECT TO ALL OF THE TERMS AND CONDITIONS ON THE FACE AND REVERSE SIDE HEREOF: This proposal supersedes all others previously given. An extra charge will be made for all overtime work. We do not replace breakage or damage unless directly caused by our employees. We reserve the right to correct any clerical errors prior to acceptance. If this contract is not accepted within thirty (30) days, we reserve the right to withdraw.

TERMS: INSTALLED SALES: Progress Billings on all material furnished and work performed during the month is to be paid to us on or before the tenth of the following month. A late payment charge of: 1.5% per month, on the unpaid balance of any delinquent account will be charged.

MATERIAL ONLY SALES:
MATERIAL ONLY SALES: 30 days net - no retainer.

ACCEPTED
FOR CONTRACT _____

HEAT MIZER GLASS, INC.

ACCEPTED
FOR CONTRACT _____ DATE _____

CONTRACTOR, OWNER, TENANT OR AGENT

HEAT MIZER GLASS, INC.

PROPOSAL SUBJECT TO CHANGE WITHOUT NOTICE UNTIL
SIGNED FOR CONTRACT BY BOTH PARTIES

[Signature]

FOR PROPOSAL

Marcia Westover

From: Dianne Hanson <dianneo@starqualityglass.com>
Sent: Monday, July 29, 2013 10:18 AM
To: Marcia Westover
Subject: RE: quotes



648 N. MAIN ST.
CAMBRIDGE, MN 55008
WWW.STARQUALITYGLASS.COM

PROPOSAL

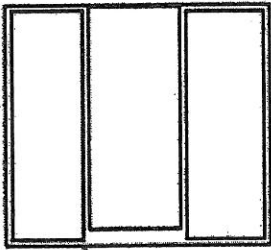
TO: city of Cambridge
FROM: DIANNE HANSON
DATE: 7/29/13 REVISED
JOB: next to the army space

OPTION 1:

3'- wide door

1---75 1/2 x 85 1/4 bronze color, 1/4" clear tempered glass with medium stile door and sidelites on each side of door, 3 butt hinges, falcon 1790 rim panic, falcon sc80 closer, pull handle, 10" bottom rail, sweep, threshold
Materials 2,600.63 tax 178.79 labor to install 440.00= \$3,219.42

*\$ 5108.35
total single
door + back door*

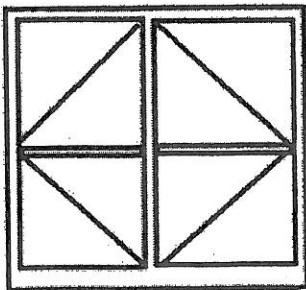


OPTION 2:

1---75 1/2 X 85 1/4 BRONZE FRAME, 1/4" CLEAR TEMPERED GLASS, WITH MEDIUM STILD DOORS, 3 BUTT HINGES PER LEAF, FALCON 1690 CVR PANICS, FALCON SC80 CLOSERS, PULL HANDLES, 10" BOTTOM RAILS, SWEEPS, THRESHOLD.

MATERIALS \$ 4,002.97 TAX 275.21 LABOR 500.00= \$ 4,788.18

*\$ 6677.11
total double door
with no tempered
glass in windows to
left + back door*



1---40 x 82---steel door flush, insulated flat commercial door with panic and key access outside

Materials 1,486.72 tax 102.21 labor to install 300.00= \$ 1,888.93

- If there are any unforeseen issues when job is started, we will have the right to add them to the final bill.
- Bids good for 90 days.

The proposal stated above shall become the governing contract upon execution by both parties in the appropriate spaces provided below.

Proposed by DIANNE HANSON

Accepted for Contract _____

Approval Signature

Date _____

Customer acknowledgement: I have reviewed my order listed above and have double-checked everything. I understand that my order will not be placed until Star Quality Glass receives this signed and dated form and either a 50% deposit or a credit card number to hold. Final payment due upon completion of job.

edit card number: _____ Exp. date: _____ verification numbers: _____

Customer signature: _____ Date: _____
 From: Marcia Westover [mailto:MWestover@ci.cambridge.mn.us]

Sent: Wednesday, July 24, 2013 4:47 PM Date: _____

To: 'Dianne Hanson'
 Subject: RE: quotes

Thank you Dianne! Can we also get a quote for a double door?

Thanks,

Marcia Westover
 City Planner
 City of Cambridge
 300 3rd Ave. N.E.
 Cambridge, MN 55008
 Phone: 763-552-3207
 Fax: 763-689-6801
 E-mail: mwestover@ci.cambridge.mn.us

From: Dianne Hanson [mailto:dianneo@starqualityglass.com]
 Sent: Wednesday, July 24, 2013 3:35 PM
 To: Mike Fabini; Marcia Westover
 Subject: quotes

Prepared by: Lynda Woulfe, Executive Director

We are running into a small snag with the Center for the Arts. Lisa McKinnis, In His Steps Ballet, had a “non-compete” clause in her lease that limits the City’s ability to rent space in the mall to specific businesses. The clause reads:

Landlord covenants that Tenant will have exclusivity during this period of the lease, and for all renewals. Specifically, landlord will not allow any competitor of dance, piano, drama, art or voice to lease at the property, at 140 Buchanan Street, Cambridge, MN 55008, as long as the tenant remains current on rental payments.

Initially when I read the non-compete clause I did not see Cambridge Center for the Arts as a competitor to In His Steps Ballet. However, In His Steps Ballet strongly believes the Cambridge Center for the Arts is in direct competition with her for students. Lisa does provide piano, vocal, violin, flute, and oboe lessons so this would be competition if Cambridge Center for the Arts did the same thing. Staff did extend an invitation to Lisa McKinnis to come in to meet to talk through these issues, but the only communication received back was the attached letter back from her attorney.

Stan, Marcia, and I met with Cambridge Center for the Arts and they have agreed to not occupy the space until January 1 and have agreed to limit their activities to visual art and visual art classes until May 2014. They would like to use the space at City Center Mall to get their art in a climate controlled storage environment from September through December. Cambridge Center needs this because they will maintain their current space on 2nd Avenue SE through May 2014. The revised lease reflects a reduced rent from January 1, 2014 to May 31, 2014 and no rent for September 1, 2013 to December 31, 2013 since the lease limits their ability to do business. This small gesture could save us the cost of legal fees fighting this lease issue out.

In the meantime, I needed to provide notice to In His Steps Ballet that the City will not allow her lease to go on a month to month basis after May 2014 unless we negotiate different lease language (see attached letter).

Recommendation

Adopt revised lease as presented for Cambridge Center for the Arts.

CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this 1st day of August, 2013, between the Cambridge EDA, a municipal corporation (the "Landlord") and the Cambridge Center for the Arts (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Cambridge, Minnesota 55008. Suite 178 (1,608 square feet) of the Cambridge City Center (the "Center") is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

LEASE TERM

The Lease Term and rent will commence on August 1, 2013 ("the Lease Term Commencement Date"). The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The first lease year's fixed annual rent will be as stated in the Minimum Rent schedule below.

The Lease Term expires at the end of a month 36 (thirty-six) months after the Lease Term Commencement Date, at which time the lease will be renegotiated between Tenant and Landlord. The fixed monthly minimum rent during the term of this lease will be as stated below. The first payment to Landlord is due the 1st day of September, 2013 with the expiration date being August 31, 2016.

Landlord and Tenant each agree that at the request of either they will execute and deliver a short form or memorandum of lease attached as Exhibit "C", in recordable form, that will contain the basic provisions of this Lease, acknowledge that Tenant has accepted possession of the Leased Premises, and recite all pertinent dates with regard to the Lease, including the Term.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

<u>Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
9/1/13 – 12/31/13	No rent		
1/1/14 – 5/31/14	\$502.50	-----	
5/31/14 – 12/31/14	\$1,005.00	-----	
2015	\$7.50/sf	\$1,005.00	\$12,060.00*
2016	\$7.50/sf	\$1,005.00	\$12,060.00

*\$7.50 per square foot x 1,608 square feet

TENANT AGREEMENT

The Tenant, in consideration of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring and glass in good repair, all at Tenant's expense, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.
3. To be responsible for a pro-rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center for Suite 178 during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "D" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. In addition, the Landlord will allow Tenant a marquee sign; purchased by Tenant to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3rd Avenue NE location.
6. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.

7. The premises will not be used for improper or questionable purposes whatsoever, and Tenant will not permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for:
 - a. any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person,
 - b. any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise;
 - c. for endangered by overloading said premises, walls or floors thereof, and
 - d. allowing the premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore.

Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.

10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of One Million Five Hundred Thousand Dollars (\$1,500,000) against liability for injury to or death arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage. Said insurance shall include Landlord as an additional insured party, and shall provide that Landlord shall be given a minimum of thirty (30) days' notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may

deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.

12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Tenant shall pay for all heating, air conditioning, electricity, gas, water/sewer and telephones used in the Leased Premises.

IT IS EXPRESSLY UNDERSTOOD AND AGREED BETWEEN LANDLORD AND TENANT AS FOLLOWS:

13. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
14. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.

This lease may be terminated by Tenant or Landlord at any time once the original lease term as been completed. Tenant must provide the Property Owner with one month written notice before vacating the Premises. Notice must be received by the Property Owner before the first day of the month in order for the Tenant to vacate the Premises by the last day of the month. If Tenant does not give the property owner the full one-month notice, Tenant shall be liable for rent up to the end of the one month for which notice was required or to the date the Premises is re-rented by the Property Owner, whichever date comes first.

15. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
16. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of \$1,000.00, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term

and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.

17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.

22. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

If to Landlord:
Cambridge EDA
Attn: Economic Development Director
300 3rd Avenue NE
Cambridge, MN 55008

If to Tenant:
Cambridge Center for the Arts
Attn: _____

Cambridge, MN 55008

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

ADDITIONAL PROVISIONS:

1. Tenant hereby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard Center hours of Monday to Saturday 7:00 am to 9:00 pm and Sunday closed.

IN WITNESS WHEREOF, Landlord and Tenant have signed this lease as of the day and year first above written.

Landlord
City of Cambridge, Minnesota

By: Lisa Iverson
Its: President
Date: _____

By: Lynda Woulfe
Its: Executive Director
Date: _____

Tenant
Cambridge Center for the Arts

By: _____
Its: _____
Date: _____

By: _____
Its: _____

Date: _____

ATTORNEYS AT LAW
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200 PROFESSIONAL BUILDING
363 5TH AVENUE NORTH
BAYPORT, MN 55003

900 IDS CENTER
80 SOUTH 8TH STREET
MINNEAPOLIS, MN 55402

Reply to Bayport

July 22, 2013

Marcia Westover
City of Cambridge
300 Third Avenue Northeast
Cambridge, MN 55008

RE: In His Steps Ballet and Performing Arts

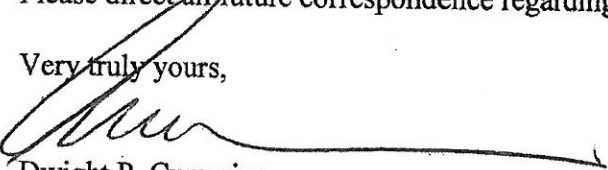
Dear Ms. Westover:

I represent In His Steps Ballet and Performing Arts, a tenant of the City of Cambridge in the City Center Mall. I have your letter of July 18, regarding the potential lease to Cambridge Center for the Arts, along with Play, Inc., within the same mall. We strongly disagree with your stance that these entities are not competitors with my client. With the exception of visual art, all of the activities you describe are those either currently engaged in actively by my client, or include those, such as drama, specifically contemplated and written into the exclusivity clause on page seven of my client's current lease. Further, the fact that dance, piano, and voice lessons are held at off-site locations coordinated through the Center for the Arts makes no difference to the competitive nature of the activity. These activities are in direct competition with my client's business, and will have the effect of not only luring current customers of my client to a competing organization, but also lead to confusion on the part of potential customers coming to the Mall to seek out classes or lessons in these areas.

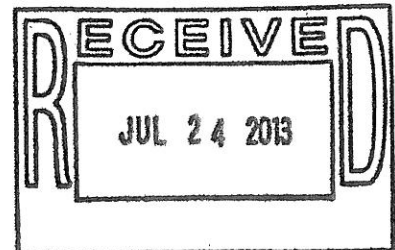
I am writing to let you know that my client fully intends to stand on the terms of her lease, which was negotiated in good faith, and for which the exclusivity clause represents a significant part of the consideration.

Please direct all future correspondence regarding this matter to the undersigned.

Very truly yours,


Dwight P. Cummins
DPC:ls

CC: Lisa McKinnis



August 7, 2013

Dwight Cummins
Cummins Law Office
200 Professional Building
363 5th Avenue North
Bayport, MN 55003

SUBJECT: In His Steps Ballet Lease

Dear Mr. Cummins,

Thank you for your letter. I understand your position and the need for the City to fulfill the requirements of the negotiated lease. The Center for the Arts will be using Suite 178 as storage space for art until January 1, 2014. They may have a holiday art show and art boutique where area artists come in and sell their wares (pottery, jewelry, photos, etc.). As you had indicated in your letter, you felt an exception was visual art. Therefore, after January 1, 2014 they will display visual art and hold only visual art classes such as photography, painting, drawing, etc in their space at City Center Mall.

Please accept this letter as notice that the City will not convert In His Steps Ballet's existing lease into a month to month lease after its expiration date of May 2014 given the current lease terms. If Ms. McKinnis would like to negotiate a new lease after May 2014, the City is very open to this option and would like to find ways the Center for the Arts and In His Steps Ballet can collaborate together and not compete.

When I met with the Center for the Arts to inform them they could not lease the space for anything but visual art, they indicated they would like to work with In His Steps to provide class instruction and want to complement, not compete. If Lisa is open to meeting with representatives of the Cambridge Center for the Arts they are very willing to meet and discuss ways to collaborate so everyone has a win-win scenario.

Sincerely,

Lynda J. Woulfe
City Administrator

4C EDA-Housing Division Meeting 8/19/2013

**Cambridge Economic Development Authority
Staff Report**

Subject: The need to conduct an Energy Audit in conjunction with the Green Physical Needs Assessment (GPNA).

Background:

At the March 18, 2013 the Cambridge EDA Board approved a proposal submitted by Lakes and Pines in the amount of \$800 to conduct a Green Physical Needs Assessment mandated by HUD. In conjunction with the GPNA, we are also required to have an energy audit which was not included in the GPNA initial proposal.

Staff contacted Richard Fuchs from Lakes & Pines to inquire if they are able to provide an audit in in compliance with HUD requirements. Mr. Fuch's stated that Lakes & Pines has an auditor with energy training, experience and the ability to conduct the audit. He submitted a proposal in the amount of \$2,000. Staff solicited a bid from Eden Engineering the firm that conducted our last energy audit in December 2007. A proposal was received from them in the amount of \$2,500. Staff also tried contacting Energy Services out of St. Cloud but did not receive a call back.

HUD requires PHAs to conduct energy audits every five years.

Board action requested:

Staff requests that the EDA Board approve the proposal submitted by Lakes and Pines in the amount of \$2,000. The audit is planned for some time in August.

Report Submitted by: Marilyn Fromm Date: 8/19/2013

Proposal for Cambridge EDA

Energy Audit

Lakes and Pines 1700 Maple Ave East, Mora MN 55051, has an auditor with BPI energy training who has 14 years of experience in housing rehabilitation which includes commercial buildings and rental property. It has provided services to Cities, Counties and townships for over 20 years. This has required knowledge of local and state building codes (including ADA) and the ability to do cost estimates.. It proposes to perform an energy audit for the Cambridge EDA.

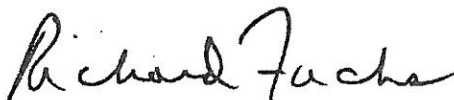
The work provided will follow the scope:

Specific scope components:

- 1) Perform an energy audit using EAQuip software which is designed to audit multi family structures.
- 2) ASHRE 62.2 standards will be used and possible resolutions will be identified.
- 3) Upon completion of the inspections, a report will be provided to the EDA.
- 4) The assessment is of observable components and destructive testing is not anticipated and would only occur with prior Agency approval.
- 5) Any deficiencies that are identified and which could have an impact on health and safety will be brought to the attention of the Agency immediately.

Compensation of \$2,000 will be made to Lakes and Pines upon completion of the audit and receipt of an invoice.

Submitted by:



Richard Fuchs, Energy/Housing Department Director

7-30-13

PROPOSAL FOR ENERGY AUDIT

Proposal Date
August 2, 2013

Proposal Number
13-567

Page
1 of 2

BY AND BETWEEN:

Customer:
Cambridge EDA
121 South Fern Street
Cambridge, MN 55008

AND

Consultant:
Eden Engineering, Inc.
9125 Flyway Circle
Eden Prairie, MN 55347

SERVICES WILL BE PERFORMED AT THE FOLLOWING LOCATION:

Bridge Park Apartments
121 South Fern Street
Cambridge, MN 55008

CONSULTANT SHALL PROVIDE THE FOLLOWING SERVICES FOR CUSTOMER:

Provide the requested energy audit in compliance with HUD requirements:

1. Complete and on-site visit to the apartment building and grounds.
2. Inspection of HVAC systems, lighting, electric, and building envelope components.
3. Recommendations including identification of energy conservation measures.
4. Energy savings calculations, estimated rebate amounts, project costs and payback periods.
5. Energy Audit Report and provide a pdf copy to customer.

The consulting services shall be provided at a total cost of\$2,500.00

Additional Services can be provided if requested including assistance with the Green Physical Needs Assessment at a cost of \$90 per hour.

We appreciate the opportunity to provide consulting services and look forward to working with you.

CONSULTANT: Eden Engineering, Inc.

CUSTOMER: Cambridge EDA

Name: Thomas L. Bissonett, P.E.

BY
Print Name

APPROVED FOR CONSULTANT

APPROVED FOR CUSTOMER

Signature: *Thomas L. Bissonett*

Signature

Title: President

Title

Date: August 2, 2013

Date Purchase Order #

Eden Engineering, Inc. 9125 Flyway Circle Eden Prairie, MN 55347 Phone: 952-914-0183

PROPOSAL TERMS AND CONDITIONS

Page 2 of 2

1. Eden Engineering, Inc. warrants that the information provided shall be based on standard engineering practices, observations at the time of the survey and experience with similar projects. Any projections, calculations, cost estimates, savings estimates, or other information provided by the consultant is not guaranteed for future performance.
2. Customer shall permit Consultant free and timely access to areas and equipment, and allow Consultant to start and stop the equipment as necessary to perform required services. All planned work under this Agreement shall be performed during Consultant's normal working hours.
3. Customer shall promptly pay invoices within (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Consultant may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, or addition to this Agreement involving extra work, cost of material or labor shall become an extra charge (fixed-price amount to be negotiated or on a time and material basis at Consultant's rates then in effect) over the sum stated in this Agreement.
6. In the event Consultant must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Consultant all court costs and attorney's fees incurred by Consultant.
7. Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Consultant shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Consultant's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Consultant, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Consultant.
10. Customer shall make available to Consultant's personnel all pertinent Material Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations. Customer shall be responsible for all costs associated with identification, handling, removal and mitigation of all hazardous materials found on the Customer's property.
11. Consultant's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Consultant's sole obligation shall be to notify the Owner of the existence of such products and materials. Consultant shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
12. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, shall consultant be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special indirect or consequential damages.
13. Customer recognizes that this is a consulting proposal agreement, which does not include specifications or design services or equipment installations. Any programming, construction, remodeling, removal and installation of any equipment or materials repaired or replaced shall be at customer's expense. In the event the customer solicits bids or proposals from contractors or other consultants based on the technical, performance, or equipment parameters recommended herein, the customer assumes all liability for errors and omissions and agrees to indemnify and hold harmless consultant, its agents and employees from any and all claims arising from such error or omission.