

Cambridge Economic Development Authority (EDA)
June 3, 2013

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

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

Members Absent: None

Others Present: Finance Director Caroline Moe, Economic Development Director Stan Gustafson, and Housing Supervisor Marilyn Fromm

Call to Order

President Iverson called the meeting to order at 3:04 pm.

Approval of Agenda

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

Consent Agenda

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

- A. Approve May 6, 2013 EDA meeting minutes
- B. Approve draft EDA financial statements for April 2013
- C. May 2013 Housing Division Bills check #16401 to #16490 totaling \$64,248.14
- D. Approve Resolution No. EDA R13-005 for Administration of Bridges Rental Assistance Program
- E. Resident Meeting Minutes

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

New Business

Housing Supervisor Report

The Housing Supervisor Report was accepted as presented.

Review Proposed Plans and Approve Request for Bids on Garage Project

Fromm stated as part of the 2012 Capital projects, the last work project to be completed is the construction of a new maintenance/bike storage garage. Fromm stated the board approved staff to have the plans drawn up by Dave Erickson. Fromm stated staff would like approval to go out for bids.

Palmer asked if the exterior will match the building. Fromm confirmed as close as possible. Palmer asked how residents will access the garage. Fromm stated a key pad will be installed.

Bustrom moved, seconded by Lewis for staff to approve the proposed plans and solicit bids. Lewis asked why there was no service door and stated he felt there should be service doors for an additional means of egress. Lewis stated it would also make sense to have a service door inside between the two garages. Bustrom stated a police officer informed him a service door is another point of entry for a burglar. Wegwerth stated overhead doors would be more practical than a service door because of three wheel bikes. Palmer stated she felt one service door would be a good idea and would rather not see windows. It was the consensus to direct staff to speak with Erickson on possibly putting in a service door. Motion passed unanimously.

Staff Report on Green Physical Needs Assessment

Fromm stated at the March 18, 2013 EDA Board meeting, staff reported that HUD is requiring all PHAs to conduct a Physical Needs Assessment for the purpose of assessing and measuring the needs of the public housing inventory and to facilitate capital planning. Fromm reported the cost for doing an assessment will come out of the Capital fund.

Fromm reported staff received approval from the EDA Board to solicit bids to conduct a physical needs assessment and staff posted a RFP on the City's website and sent RFPs to Richard Fuchs of Lakes and Pines and Ron Stanius of Stanius and Johnson Architects. Fromm stated staff has also contacted Todd Blank, City Engineer with SEH and inquired if their firm would be interested in submitting a proposal. Fromm stated Blank reviewed the assessment with SEH architects and that due to their current work load they are not able to handle this work.

Fromm reviewed the two proposals submitted and reported the low bidder was Richard Fuchs from Lakes and Pines at \$800. Fromm reported both firms meet HUDs requirement to perform a GPNA.

Iverson asked why the prices are so different. Fromm stated the only difference she feels is that Lakes and Pines is a "not for profit" agency. Fromm feels that Lakes and Pines will do a great job.

Lewis moved, seconded by Caulk to approve the proposal submitted by Lakes and Pines in the amount of \$800. Motion passed unanimously.

Lease for Cambridge Center for the Arts (Suite 178)

Gustafson stated representatives from the Cambridge Center for the Arts have approached the City about leasing Suite 178. Gustafson reviewed the standard lease for rental of mall space and reviewed the following terms:

Rental Rate:	\$7.50 per square foot
Monthly Rent:	\$1,005 per month
Annual Rent:	\$12,060
Utilities:	Paid by Tenant
Insurance:	Paid by Tenant
Prop. Taxes:	Paid by Tenant
Term:	Three years
Sec. Deposit:	\$1,000

Gustafson stated the City would need to cancel its existing lease with Weight Watchers which currently rents the space every Tuesday for \$400 per month. Gustafson stated the City is required to give Weight Watchers a 60 day notice to cancel the lease.

Gustafson stated the only problem is the City would be required to find an alternate location for a polling place for precinct 1. Gustafson stated the City will need to find a place by January 1, 2014 and could consider going back to the Fire Hall if they can't find a better layout or flow for voting.

Gustafson stated there are numerous benefits for the mall such as hosting art shows, utilizing the hallways for classes and public displays of art, and be of great source of entertainment for people attending events at the Senior Enrichment Center.

Gustafson introduced Susan Jacobus and Arne Everson from CHEF and they presented the EDA with a power point presentation.

Lewis moved to approve the lease with the Cambridge Center for the Arts in Suite 178 and lower the rent to \$5.50 per square foot with a verbal reciprocity agreement of free admission to the center, art in the park, and music in the park. With the lack of a second, he withdrew the motion.

Bustrom moved, seconded by Lewis to approve the lease with Cambridge Center for the Arts in Suite 178 as presented. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

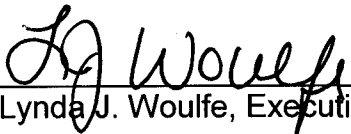
Adjournment

Caulk moved, seconded by Lewis, to adjourn the meeting at 4:06 p.m. The motion carried unanimously.



Lisa Iverson, President

ATTEST:



Lynda J. Woulfe, Executive Director