

Cambridge EDA Meeting – Monday, March 16, 2020 5:45 pm
City Council Chambers, 300 3rd Avenue NE
Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
5:45pm	1. Call to Order
5:45pm	2. Approval of Agenda
5:46pm	3. Consent Agenda
	A. Approval of February 21, 2020 meeting minutes (p. 3)
	B. Approve EDA Draft January 2020 Financial Statements (p. 6)
	C. Housing Division February 2020 Bills ACH only, Totaling \$62,523 (p. 33)
	D. Approve EDA Admin Division Bills Checks #116021- #116271 Totaling \$20,001.97 (p. 38)
	E. Housing Supervisor's Monthly Report (p. 47)
	4. Work Session
	5. Unfinished Business
5:48pm	6. New Business
	A. Approve Proposal from Inspec for Engineering Services for Roof and Roof Top Units Replacement at City Center Mall (This proposal will also be on Council Agenda) (p. 48)
	B. Approve Rum River Special Education Cooperative Storage Area Buildout Additional Lease for space (p. 57)
5:58pm	7. 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 calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes – February 18, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, February 18, 2020 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Lisa Iverson, Jim Godfrey, Joe Morin, and Kersten Conley.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, Economic Development Director Gustafson and Administrator Woulfe.

Call to Order

Shogren called the meeting to order at 5:45 p.m.

Approval of Agenda and Annual Meeting

Shogren added the Mora HRA to the agenda under Unfinished Business as item 5B. Iverson moved, seconded by Morin, to approve the amended agenda. Motion passes unanimously.

The EDA then held its Annual Meeting to elect its officers. Woulfe requested nominations for the office of President. Iverson moved, seconded by Conley, to elect Bob Shogren as President. No additional nominations were made and nominations were closed. Motion passed unanimously.

Shogren requested nominations for the office of Vice President. Conley moved, seconded by Iverson, to elect Joe Morin as Vice President. No additional nominations were made and nominations were closed. Motion passed unanimously.

Shogren requested nominations for the office of Treasurer. Iverson moved, seconded by Godfrey, to elect Kersten Conley as Treasurer. No additional nominations were made and nominations were closed. Motion passed unanimously.

Shogren appointed Woulfe as Secretary, with unanimous approval from EDA members.

Godfrey moved, seconded by Iverson, to appointment Caroline Moe as Executive Director and Linda Gerlach as Assistant Treasurer. Motion passed unanimously.

EDA members reviewed the EDA Code of Conduct & Bylaws. No changes were needed.

Consent Agenda

Godfrey moved, seconded by Conley, to approve consent agenda items A – H:

- A. Approval of January 21, 2020 meeting minutes
- B. Approve EDA Draft December 2019 Financial Statements
- C. Housing Division January 2020 Bills ACH only, Totaling \$63,550.00
- D. Approve EDA Admin Division Bills Checks #115804 - #116008 Totaling \$23,066.49

- E. Housing Supervisor's Monthly Report
- F. Resolution EDA R20-001 Amending 2020 EDA Admin Budget
- G. Approve Lease Extension for Pregnancy Resource Center of Cambridge Suite 138
- H. Resolution EDA R20-002 Approve 2019 fund transfers

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Work Session - There were no items under the work session.

Unfinished Business

Resolution EDA R20-003 Tower Terrace

Moe stated that the Cambridge EDA Board voted to relinquish their ½ of 1% ownership in Tower Terrace to Central Minnesota Housing Partnership back on September 16, 2019. This was done to make it easier for Central MN Housing Partnership to refinance the property to obtain funding for renovations and to relieve the Cambridge EDA of any future legal or financial obligations that could arise due to ownership. Documents have been prepared by the Central MN Housing Partnership's attorney to complete the transaction. Moe said that City Attorney Squires has reviewed the documents, and noted no concerns that have not been addressed.

Morin stated he was not on the board when the topic had been previously discussed, and questioned why the EDA would want to relinquish their share of ownership when the City was receiving dividends from it. Moe stated that with the renovations, there would be no distributions for many years, and the City could be financially responsible if any litigation were to arise.

Godfrey moved, seconded by Conley, to approve Resolution EDA R20-003 and authorized EDA President Shogren and EDA Executive Director Moe to sign documents to effectuate the agreements. Upon call of the roll, Godfrey, Conley, and Shogren voted aye; Iverson and Morin voting nay. Motion passed 3-2.

Mora HRA

Shogren stated he won't be able to attend and participate in the meeting on Monday, February 24th and wondered if the EDA had suggestions for conversation at the meeting. Iverson said that she thought the next meeting would be more informational, and that no decisions would be made at that time.

New Business

Security Camera Upgrade

Moe stated that the surveillance video at Bridge Park is only retained for one month. She believes that it would be in the EDA's best interest to be able to recall building activity for longer than a month, as sometimes incidents are not timely reported. She felt that an update to the surveillance system would be important as it has not been updated since the spring of 2011. Moe said that Marco has previously provided the surveillance video at Bridge Park, as well as at City Hall/Mall and Northbound Liquor. Barrett received a quote from Marco to install a March Networks 8000 Series Hybrid NVR- Hybrid Video Recorder- HDMI. The cost of the new Hybrid Video Recorder is \$3,784, and

the cost of the installation would not exceed \$1,200. Moe stated the funds would come out of the Operations Account from HUD's Capital Fund, and that funds are available to cover the expenditure. Morin wanted to make sure that the video would be digital, and Moe stated that it would be video taken inside Bridge Park that would have a digital format. Iverson asked how long the new video would be able to be retained, and Moe stated that they would be able to retain video for up to a year with the new equipment.

Iverson moved, seconded by Morin, to approve the Marco contract to update the surveillance camera recording for Bridge Park Apartments with a cost not to exceed \$5,000, and to authorize the Executive Director to sign contract documents. Motion passed unanimously.

Adjournment

Godfrey moved, seconded by Morin, to adjourn the meeting at 6:09 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>		
901-10010	CASH AND INVESTMENTS	(2,357.11)
901-10200	EDA OPERATING ACCOUNT-LOW RENT	163,554.77
901-15500	PREPAID EXPENSES	323.50
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37
901-16200	BUILDINGS AND STRUCTURES	474,877.78
901-16250	BUILDING IMPROVEMENTS	1,232,140.52
901-16300	SITE IMPROVEMENTS	103,618.10
901-16350	NON-DWELLING STRUCTURES	76,009.20
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90
901-16450	FURN, EQUIP, MACH-ADMIN	42,422.71
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,728,326.20)
	TOTAL ASSETS	<u>531,088.54</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
901-20100	AP ALLOCATED TO OTHER FUNDS	800.29
901-22600	TENANT SECURITY DEPOSITS	30,437.00
	TOTAL LIABILITIES	<u>31,237.29</u>
 <u>FUND EQUITY</u>		
901-27200	UNRESTRICTED NET ASSETS	187,110.44
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77
901-27400	HUD OPERATING RESERVE MEMO	227,249.46
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>11,185.04</u>
	BALANCE - CURRENT DATE	<u>11,185.04</u>
	TOTAL FUND EQUITY	<u>499,851.25</u>
	TOTAL LIABILITIES AND EQUITY	<u>531,088.54</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	75,000.00	75,000.00	6,800.00	68,200.00	9.07	76,779.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	6,800.00	68,200.00	9.07	76,779.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	14.59	485.41	2.92	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	14.59	485.41	2.92	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	15,983.00	131,017.00	10.87	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	298.24	3,701.76	7.46	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	16,281.24	134,718.76	10.78	173,416.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL FUND REVENUE	261,500.00	261,500.00	23,095.83			325,893.04

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	30,000.00	30,000.00	5,565.17	(24,434.83)	18.55	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	417.39	(1,832.61)	18.55	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	411.00	(1,884.00)	17.91	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	1,349.25	1,349.25	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	.00	(227.00)	.00	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	73.35
TOTAL PERSONAL SERVICES	34,772.00	34,772.00	7,742.81	(27,029.19)	22.27	37,423.24
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	508.50	(491.50)	50.85	769.51
TOTAL SUPPLIES	1,000.00	1,000.00	508.50	(491.50)	50.85	769.51
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	(700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	42.65	(6,757.35)	.63	7,462.42
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	46.50
TOTAL OTHER SERVICES AND CHA	13,950.00	13,950.00	268.46	(13,681.54)	1.92	12,640.15
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	9.83	(390.17)	2.46	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,165.00	1,565.00	360.83	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	(909.00)	8.55	454.00
TOTAL MISCELLANEOUS	4,494.00	4,494.00	2,259.83	(2,234.17)	50.29	3,590.72
TOTAL LOW RENT ADMINISTRATION	54,216.00	54,216.00	10,779.60	(43,436.40)	19.88	54,423.62

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49
	<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49
	TOTAL LOW RENT TENANT SERVICE	5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	.00	(24,000.00)	.00	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	.00	(1,800.00)	.00	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	.00	(1,836.00)	.00	1,235.68
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	654.36
TOTAL PERSONAL SERVICES	29,220.00	29,220.00	.00	(29,220.00)	.00	19,243.02
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	236.26	(3,763.74)	5.91	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	20.01
TOTAL SUPPLIES	4,200.00	4,200.00	236.26	(3,963.74)	5.63	2,971.99
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	1,077.71	(30,922.29)	3.37	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,003.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	12,459.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	.00	(36,000.00)	.00	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	664.10	(9,835.90)	6.32	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	.00	(6,500.00)	.00	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	185.12	(2,814.88)	6.17	2,670.72
TOTAL OTHER SERVICES AND CHA	112,364.00	112,364.00	1,926.93	(110,437.07)	1.71	104,057.84
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	41,142.82
TOTAL MISCELLANEOUS	50,000.00	50,000.00	.00	(50,000.00)	.00	807,267.00
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	201,784.00	201,784.00	2,163.19	(199,620.81)	1.07	933,539.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	261,500.00	261,500.00	11,910.79			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	11,185.04			(670,709.92)

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	145,289.72
902-11500	ACCOUNTS RECEIVABLE	830.59
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS	<u>146,120.31</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20100	AP ALLOCATED TO OTHER FUNDS	<u>3,707.90</u>
	TOTAL LIABILITIES	3,707.90
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	141,667.29
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>745.12</u>
	BALANCE - CURRENT DATE	<u>745.12</u>
	TOTAL FUND EQUITY	<u>142,412.41</u>
	TOTAL LIABILITIES AND EQUITY	<u>146,120.31</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	47,800.00	47,800.00	5,403.00	42,397.00	11.30	73,512.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	5,403.00	42,397.00	11.30	73,512.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
TOTAL RENTAL INCOME	150.00	150.00	.00	150.00	.00	2,188.45
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	13.52	36.48	27.04	115.38
TOTAL INTEREST	50.00	50.00	13.52	36.48	27.04	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	5,416.52			75,815.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	.00	(3,000.00)	.00	1,875.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	3,707.90	(40,292.10)	8.43	47,010.29
<i>TOTAL OTHER SERVICES AND CHA</i>		47,000.00	47,000.00	3,707.90	(43,292.10)	7.89	48,885.29
<i>MISCELLANEOUS</i>							
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>		1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>FUNCTION 7</i>							
902-49500-720	TRANSFERS OUT	.00	.00	.00	.00	.00	4,000.00
<i>TOTAL FUNCTION 7</i>		.00	.00	.00	.00	.00	4,000.00
TOTAL SECT 8 ADMINISTRATIVE		48,000.00	48,000.00	3,707.90	(44,292.10)	7.72	52,885.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	26,329.00	26,329.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(25,917.50)	(25,917.50)	.00	(303,344.05)
902-49775-376 URP PORT REC	.00	.00	552.00	552.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	963.50	963.50	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	963.50	963.50	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	4,671.40			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	745.12			22,930.54

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	373,691.22	
903-10200	EDA HOUSING DIV OPERATING CASH	12,442.79	
	TOTAL ASSETS		<u>386,134.01</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	203.79	
	BALANCE - CURRENT DATE	203.79	
	TOTAL FUND EQUITY		<u>386,134.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,134.01</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,615.00	1,615.00	203.79	1,411.21	12.62	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	203.79	1,411.21	12.62	2,269.04
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
TOTAL FUND REVENUE	1,615.00	1,615.00	203.79			12,095.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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>							
903-49500-112	BOARD PAY	1,500.00	1,500.00	.00	(1,500.00)	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	.00	(115.00)	.00	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>.00</u>	<u>(1,615.00)</u>	<u>.00</u>	<u>1,695.45</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>708.00</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>.00</u></u>	<u><u>(1,615.00)</u></u>	<u><u>.00</u></u>	<u><u>2,403.45</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	.00			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	203.79			9,692.09

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	10,985.00	
		<hr/>	
	TOTAL ASSETS		10,985.00
			<hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	10,985.00	
		<hr/>	
	BALANCE - CURRENT DATE	10,985.00	
		<hr/>	
	TOTAL FUND EQUITY		10,985.00
			<hr/>
	TOTAL LIABILITIES AND EQUITY		10,985.00
			<hr/>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
	TOTAL FUND REVENUE	35,000.00	35,000.00	10,985.00			74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	10,985.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 JANUARY 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		3,022.64
	TOTAL ASSETS		<u>3,022.64</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		1.64
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>3,021.00</u>	
	BALANCE - CURRENT DATE		<u>3,021.00</u>
	TOTAL FUND EQUITY		<u>3,022.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,022.64</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	352,200.00	352,200.00	39,690.00	312,510.00	11.27	480,125.00
	TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	39,690.00	312,510.00	11.27	480,125.00
<u>OTHER FINANCING SOURCES</u>							
905-39203	TRANSFER IN	.00	.00	.00	.00	.00	4,000.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	4,000.00
	TOTAL FUND REVENUE	352,200.00	352,200.00	39,690.00			484,125.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	352,200.00	352,200.00	36,669.00	(315,531.00)	10.41	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>36,669.00</u>	<u>(315,531.00)</u>	<u>10.41</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u><u>352,200.00</u></u>	<u><u>352,200.00</u></u>	<u><u>36,669.00</u></u>	<u><u>(315,531.00)</u></u>	<u><u>10.41</u></u>	<u><u>464,456.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	36,669.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	3,021.00			19,669.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	.00	.00	.00	.00	12,632.60
TOTAL INTEREST	.00	.00	.00	.00	.00	12,632.60
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	275,000.00	275,000.00	32,612.43	242,387.57	11.86	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	32,612.43	242,387.57	11.86	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL FUND REVENUE	569,391.00	569,391.00	32,612.43			490,376.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	96,512.00	96,512.00	11,443.20	(85,068.80)	11.86	95,263.53
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	665.00
205-41930-121 PERA (EMPLOYER)	7,452.00	7,452.00	858.24	(6,593.76)	11.52	7,041.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	838.59	(6,762.41)	11.03	7,051.80
205-41930-131 MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	2,859.90	(14,563.10)	16.41	16,513.20
205-41930-132 LONGEVITY PAY	2,845.00	2,845.00	.00	(2,845.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	575.00	575.00	.00	(575.00)	.00	297.68
205-41930-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	73.40
TOTAL PERSONAL SERVICES	136,208.00	136,208.00	15,999.93	(120,208.07)	11.75	128,105.61
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	70.99	(179.01)	28.40	136.02
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	246.97
TOTAL SUPPLIES	3,750.00	3,750.00	70.99	(3,679.01)	1.89	382.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	6,268.00
205-41930-313 IT MGMT & BACKUP	2,800.00	2,800.00	225.81	(2,574.19)	8.06	2,709.72
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	90.84	(1,309.16)	6.49	1,097.45
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10	(993.90)	.61	567.79
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	(1,200.00)	.00	606.68
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	184.00
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	997.81
205-41930-381 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	2,434.29
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	2,623.31
TOTAL OTHER SERVICES & CHARG	11,600.00	11,600.00	322.75	(11,277.25)	2.78	17,489.05
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	.00	.00	.00	.00	.00	100.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	.00	(10,000.00)	.00	14,541.96
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00	(2,505.00)	10.54	1,965.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	85.00	(1,415.00)	5.67	1,941.50
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	29,336.76
205-41930-484 NLX ACTIVITIES	.00	.00	.00	.00	.00	8,356.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-489 IND PARK MARKETING	10,500.00	18,000.00	.00	(18,000.00)	.00	2,000.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	30,800.00	38,300.00	380.00	(37,920.00)	.99	58,241.22
TOTAL EDA ADMINISTRATION	182,358.00	189,858.00	16,773.67	(173,084.33)	8.83	204,218.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	28,845.00	28,845.00	3,207.60	(25,637.40)	11.12	27,321.91
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	933.28	(6,066.72)	13.33	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	240.57	(1,923.43)	11.12	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	307.91	(1,899.09)	13.95	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	1,429.27	(7,282.73)	16.41	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	36.70
TOTAL PERSONAL SERVICES	52,212.00	52,212.00	6,118.63	(46,093.37)	11.72	45,959.87
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	17.00	(183.00)	8.50	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,029.61	(13,970.39)	6.86	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	.00	(3,000.00)	.00	39.97
TOTAL SUPPLIES	18,325.00	18,325.00	1,046.61	(17,278.39)	5.71	8,193.16
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	21.33	(328.67)	6.09	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	.00	(6,100.00)	.00	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	.00	(22,000.00)	.00	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	438.25	(4,761.75)	8.43	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	.00	(4,400.00)	.00	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	717.47	(3,482.53)	17.08	4,202.27
TOTAL OTHER SERVICES & CHARG	42,250.00	42,250.00	1,177.05	(41,072.95)	2.79	34,247.09
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	2,770.17	(13,229.83)	17.31	39,766.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
TOTAL MISCELLANEOUS	29,500.00	29,500.00	4,506.37	(24,993.63)	15.28	44,809.32
TOTAL MALL OPERATING EXPENSE	142,287.00	142,287.00	12,848.66	(129,438.34)	9.03	133,209.44

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	324,645.00	332,145.00	29,622.33			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	2,990.10			152,947.81

<p>CAMBRIDGE EDA MEETING</p> <p>March 16, 2020</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	2/3/2020	n/a	\$ 49,205.00
ACH-Section 8 Individuals (see attached)	2/3/2020	n/a	\$ 11,250.00
ACH-Section 8 Business (see attached)	2/20/2020	n/a	\$ 1,578.00
ACH-Section 8 Business (see attached)	2/27/2020	n/a	\$ 490.00
Prepaid Totals			<u>\$ 62,523.00</u>

\$ 62,523.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 2/1/2020-2/29/2020.

Caroline Moe 3/10/20

Caroline Moe, Director of Finance signature & date

Debra Barrett 3/10/2020

Deb Barrett, Housing Supervisor signature & date

Date: 01/27/2020

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction ReportBatch #: 000225
Created On: 01/27/2020

Name	Amount
Theresa Brunnette	\$1,174.00
Bungalows of Chisago L	\$928.00
Calhoun Apartments	\$1,094.00
Cambridge Square Assoc	\$1,149.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$6,452.00
DJ Properties of Stanc	\$1,628.00
Elmhurst Apt. c/o Lifes	\$242.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,466.00
Isanti Village Apartme	\$1,093.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$3,958.00
Legacy Townhomes	\$3,195.00
Main Street Flats LP	\$741.00
Allen Moulton	\$291.00
Normandy Townhomes	\$3,792.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,271.00
PG Companies Redwing A	\$1,057.00
Pine Village LLC	\$11.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconia Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$4,436.00
Wyoming Limited Partne	\$1,647.00
Wyoming Limited Partne	\$2,096.00
Cambridge EDA	\$-49,205.00
Batch Total:	\$0.00

Date: 01/27/2020

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000226

Created On: 01/27/2020

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$491.00
Bohmer, John	\$703.00
Dean & Jennifer Bondes	\$939.00
Charles Satak	\$621.00
David Findell	\$621.00
Elmer D. Harp	\$584.00
Jenell King	\$625.00
John Maher	\$377.00
Brett Nelson	\$422.00
Brian Leet	\$359.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$985.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$577.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,250.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000227
Created On: 02/19/2020

<u>Name</u>	<u>Amount</u>
Osmium Holdings LLC	\$950.00
Trikin Properties Inc.	\$628.00
Cambridge EDA	\$-1,578.00
Batch Total:	\$0.00

02/19/2020 09:28 #498 P.002/002

Date: 02/26/2020

Peoples Bank of Commerce / Cambridge EDA

Pa

ACH Transaction Report

Batch #: 000228

Created On: 02/26/2020

<u>Name</u>	<u>Amount</u>
Oakview Terrace Townho	\$50.00
Tower Terrace Limited	\$320.00
Wyoming Limited Partne	\$120.00
Cambridge EDA	\$-490.00
Batch Total:	\$0.00

02/26/2020 09:31 #548 P.002/004

CAMBRIDGE EDA MEETING
March 16, 2020
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<u>Submitted For Approval</u>
Prepaid Checks	2/12/2020	116021 - 116072	4,939.11
Prepaid Checks	2/19/2020	116082 - 116105	743.04
Prepaid Checks	2/26/2020	116130 - 116175	4,253.43
Prepaid Checks	3/5/2020	116195 - 116271	10,066.39
Prepaid Totals			20,001.97

TOTAL SUBMITTED FOR APPROVAL

\$20,001.97

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 2/6/20-3/5/2020.

Caroline Moe 3/16/2020
 Caroline Moe, Director of Finance signature & date

Linda Woulfe 3/10/2020
 Linda Woulfe, City Administrator signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Small Tools & Equipment - Mall	1,761.74
	Total 969:		1,761.74
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Operating Supplies - Bridge Park	94.98
	Total 1201:		94.98
2456	HDS, LLC	MTCS Transmittal Service 01/01/20-03/31/20	120.00
	Total 2456:		120.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	417.50
	Total 3086:		417.50
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	251.08
	Total 3189:		597.32
4886	Roof Tech	Roof Repairs - Mall	940.87
	Total 4886:		940.87
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	366.14
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	636.31
	Total 5878:		1,002.45
	Grand Totals:		4,939.11

Dated: 2-12-2020City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/12/2020	116021	969	Cardmember Service	205-20100	1,761.74
02/20	02/12/2020	116024	1140	Cintas Corporation	205-20100	4.25
02/20	02/12/2020	116025	1201	Cliff's Vacuum	901-20100	94.98
02/20	02/12/2020	116039	2456	Housing Data Systems, Inc	901-20100	120.00
02/20	02/12/2020	116042	3086	Landworks Construction, Inc.	901-20100	417.50
02/20	02/12/2020	116045	3189	LePage and Sons	901-20100	597.32
02/20	02/12/2020	116061	4886	Roof Tech	205-20100	940.87
02/20	02/12/2020	116072	5878	Waste Management of WI-MN	205-20100	1,002.45
Grand Totals:						<u>4,939.11</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - S. Gustafson	305.00
Total 969:			305.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
Total 1140:			4.24
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 310	266.00
Total 3006:			266.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
Total 3056:			69.80
3264	Lockstar Locksmith Service LLC	Service Call and Cylinder Re-Key - Bridge Park	98.00
Total 3264:			98.00
Grand Totals:			743.04

Dated: 2/19/2020

City Treasurer: Caroline Howe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/19/2020	116082	969	Cardmember Service	205-20100	305.00
02/20	02/19/2020	116085	1140	Cintas Corporation	205-20100	4.24
02/20	02/19/2020	116100	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	266.00
02/20	02/19/2020	116101	3056	Lake Superior Laundry Inc.	205-20100	69.80
02/20	02/19/2020	116105	3264	Lockstar Locksmith Service LLC	901-20100	98.00
Grand Totals:						743.04

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	32.40
Total 175:			32.40
555	Business Essentials	Maintenance Supplies - Mall	139.84
Total 555:			139.84
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
Total 1686:			160.68
3521	Menards	Materials - Operating Supplies - Bridge Park	41.94
Total 3521:			41.94
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	11.61
Total 3543:			11.61
3933	Mora HRA	February Contracted Section 8 Administration	3,707.90
Total 3933:			3,707.90
5801	Verizon Wireless	wireless phone service - Economic Developmen	90.84
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.32
5801	Verizon Wireless	wireless phone service - Bridge Park	42.65
Total 5801:			154.81
Grand Totals:			4,253.43

Dated: 2/26/2020

City Treasurer: Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/26/2020	116130	175	Amazon Capital Services, Inc.	205-20100	32.40
02/20	02/26/2020	116135	555	Business Essentials	205-20100	139.84
02/20	02/26/2020	116142	1140	Cintas Corporation	205-20100	4.25
02/20	02/26/2020	116147	1686	Ecolab Pest Elimination Div.	901-20100	160.68
02/20	02/26/2020	116158	3521	Menards	901-20100	41.94
02/20	02/26/2020	116159	3543	Metro Sales, Inc.	901-20100	11.61
02/20	02/26/2020	116160	3933	Mora HRA	902-20100	3,707.90
02/20	02/26/2020	116175	5801	Verizon Wireless	901-20100	154.81
Grand Totals:						4,253.43

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2421	Redpath and Company	Special Project - Review of Federal Program Co	3,200.00
	Total 2421:		3,200.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
	Total 3056:		69.80
3501	MEI Total Elevator Solutions	March Monthly Service - Bridge Park	253.03
	Total 3501:		253.03
3521	Menards	Maintenance Supplies - Mall	24.54
3521	Menards	Materials - Operating Supplies - Bridge Park	23.98
3521	Menards	Materials - Operating Supplies - Bridge Park	30.56
3521	Menards	Maintenance Supplies - Mall	415.68
	Total 3521:		446.80
4020	Nan McKay & Associates, Inc	Model Admission & Cont. Policy Digital Revision	239.00
	Total 4020:		239.00
4886	Roof Tech	Repair & Maint Bldg/Structures - Mall Roof Rep	1,028.87
4886	Roof Tech	Repair & Maint Bldg/Structures - Mall Roof Rep	518.02
	Total 4886:		1,546.89
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	771.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	1,542.00
	Total 5191:		3,855.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		10,066.39

Dated: 3/5/2020City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/05/2020	116195	1140	Cintas Corporation	205-20100	4.25
03/20	03/05/2020	116226	3056	Lake Superior Laundry Inc.	205-20100	69.80
03/20	03/05/2020	116231	3501	MEI Total Elevator Solutions	901-20100	253.03
03/20	03/05/2020	116232	3521	Menards	205-20100	446.80
03/20	03/05/2020	116237	4020	Nan McKay & Associates, Inc	901-20100	239.00
03/20	03/05/2020	116248	2421	Redpath and Company	902-20100	3,200.00
03/20	03/05/2020	116249	4886	Roof Tech	205-20100	1,546.89
03/20	03/05/2020	116256	5191	SPEW Health Plan	901-20100	3,855.00
03/20	03/05/2020	116271	5965	White Bear IT Solutions LLC	205-20100	451.62
Grand Totals:						<u>10,066.39</u>

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). The resident that was sent a letter for Abandonment Property did return and move out all of the personal belongings. Unit has been rented for March 24, 2020.
- Submitted to HUD the utilities expense for the Operating Fund
- Received vacate notice from #402 for April 30, 2020
- Submitted the Semi-Annual Labor Standards to HUD
- Yearly fire alarm inspection was completed on Monday, March 2, 2020.
- Resident meeting is scheduled for Thursday, March 12th at 11:00 a.m.
- Finished the annual re-certs for residents.
- The new camera video recorder was installed on Friday, March 6, 2020.
- Plumbing issues in #411 with the shower drain. Working with Kraemer Plumbing to resolve the issue.
- Resident from unit #103 still has not submitted her yearly re-certification papers.

6A Approve Proposal from Inspec for Engineering Services for Roof and HVAC Replacement at City Center Mall (EDA owned parcel)

March 16, 2020

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval for the proposal from Inspec for Engineering Services for Roof and HVAC replacement at City Center Mall (EDA owned parcel).

Background

Over the past year's we have been budgeting for roof, HVAC replacement on City Hall, City Center Mall (EDA owned portion). Due to ongoing roof leaks and boiler repairs staff reached out to Todd Blank, SEH to see if they had a company that could provide design and construction services for roof replacement, HVAC and Boiler replacement. This is a highly specialized field where detailed bidding document preparation and related services are needed. Staff had reach out to several companies including roofing companies and no one offered this type of service as Inspec offered, just creating an RFP is only a small portion of the project. SEH is also providing Mechanical Engineering Services for this project.

Due to the age (2002) of the roof and roof top units along with ongoing repairs this is the time to have the project completed in 2020 and Inspec will provide the services we need. Todd Blank and his staff reviewed the proposal from Inspec and it looks like it addresses our needs and is pretty complete and a fair fee.

Depending on the type of roof that will be constructed and roof top unit replacement their estimate is between \$800,000 to \$1,000,000. The approximate S/F on City Hall is 28,907 (48 %) and the Mall is 31,340 (52%).

Compensation for their services are based on both the City Hall and City Center Mall and will be proportionally paid for from the budgeted line item as listed below along with estimated reimbursable expenses as stated in the contract. The cost of the roof replacement, boiler and HVAC units if the Council and EDA move forward with this proposal the cost estimates.

The cost below reflects Inspec Services and SEH Services along with service information provided in their proposal:

Inspec Design Services	\$27,000
Infrared Scan	\$1,800
SEH Design Services	\$15,202
Inspec Bidding Services	\$2,700
SEH Bidding Services	<u>\$2,621</u>
Total Design and Bidding Services	\$49,323

Inspec Construction Observation and Testing	\$13,500*
SEH Construction Administration	\$5,726
Inspec Construction Management Services	<u>\$14,000**</u>

Total Construction Administration and Observation Services \$33,226

Approximate Reimbursables \$6,500

Cynthia Lang, SR Project manager Inspec, will be present at the EDA meeting to review the services they will provide and answer questions. This same item will be on the City Council consent agenda.

Fiscal Note

Funds are on hand in the EDA Administration (fund #205) and City Hall Capital Fund (fund #419) to pay for the proposed contract from Inspec as well as the project which includes replacement of roof and heating/cooling systems provided the bids are within the range given by Inspec. We will review the proposed funding for the project again prior to the awarding of the contract.

Recommendation

Approval proposal from Inspec for Engineering Services for Roof and HVAC replacement at City Center Mall (EDA owned parcel). Authorize the EDA president and Executive Director to sign the contract.



INSPEC

Smart engineering of

roofs, walls, windows,

pavements

and waterproofing

March 9, 2020

Mr. Stan Gustafson
City of Cambridge
300 Third Avenue Northeast
Cambridge, MN 55008

RE: Proposal for Engineering Services for Roof Replacement at City Hall and
Cambridge City Center Mall
Cambridge, Minnesota

Dear Mr. Gustafson:

We are grateful for the opportunity to submit this proposal on the above-referenced services. We have based this proposal on our conversations, emails, and preliminary drawings during the week of February 17-21, 2020.

A. DEFINITIONS

1. Owner/Client: City of Cambridge/EDA
2. Inspec: INSPEC, INC., Engineers/Architects
3. Mechanical/Electrical Engineer: SEH Inc.

B. PROJECT INFORMATION

1. Context

This project involves the roof replacement of City Hall located at 300 Third Avenue Northeast, which has a roof size of approximately 28,907 square feet. This roof consists of a single-ply ballasted EPDM roof membrane and is currently drained by primary scuppers.

The Cambridge City Center Mall, located at 140 Buchanan Street North, has a roof size of approximately 31,340 square feet. This roof consists of a fully adhered EPDM membrane and is currently drained by primary scuppers.

Along with the roof replacement, the City will be replacing seventeen (17) packaged rooftop units and four (4) condensing boilers at the facility.

Our opinion of estimated construction cost would be \$800,000 - \$1,000,000 depending on roof system approved by Owner/Client.

2. Owner's Known Problems or Needs

The roofs at City Hall and the Cambridge City Center Mall are experiencing water leakage into the building which is consistent with the age and system type.

5801 Duluth Street
Minneapolis, MN 55422
Ph. 763-546-3434
Fax 763-546-8660

Minneapolis

Rochester

Milwaukee

Chicago

www.inspec.com

The Cambridge City Hall is currently conditioned with multiple packaged rooftop air handling units. In addition to the rooftop air handling equipment, the facility includes four Lochinvar condensing boilers which provide heat to the facility. The equipment is past its expected service life and the City has experienced deficiencies and declining performance of these systems requiring maintenance and repair.

C. BASIC SERVICES

The following Basic Services pertain only to the Scope of Work described above.

1. Design Services

Roof Replacement

- a. Review existing drawings (if available). Currently, it is our understanding that there are no original drawings available for the original City Hall and City Center Mall with the exception of sheet A8.01 for the addition to City Hall. (Designed by Bonestroo Rosene Anderlik and Associates in 2002.)
- b. Verify existing conditions using exploratory test openings.
- c. Observe and evaluate the following to provide a basis for the development of reroofing design:
 - Feasibility of salvaging insulation.
 - Ponding layouts.
 - Interior verification of decking.
 - Reusing existing wood blocking.
 - Discuss roof history and past performance with building personnel.
 - Code considerations updated. The new IBC codes and Minnesota Amendments are effective March 31, 2020. The new required above deck insulation R-value will be 30; therefore, additional insulation will be required.
- d. Conduct structural analysis of existing structure to support new roof system, drift load, and ponding, if required, by code official (see E.2. Reimbursables).
- e. Design tapered insulation layout to improve drainage.
- f. Provide or improve upon drainage, if necessary.
- g. Evaluate mechanical curb height.
- h. Remove obsolete items and provide deck infill, if desired.
- i. Energy analysis of existing roof system and proposed new roof system.
- j. Include new access ladders for areas lacking roof access.
- k. Develop roof replacement report/matrix discussing roof system options and estimated construction costs.
- l. Attend one meeting to discuss roof system options and determine direction for roof system by Owner/Client.
- m. Infrared scan: On only the Cambridge City Center Mall, we can conduct non-destructive moisture testing as part of design using infrared testing on the roof and verify the anomalies with moisture probes. This will determine if the existing roof insulation can remain in place.

Mechanical and Electrical

Remove existing rooftop units (17 total) and replace with like-kind rooftop equipment meeting the current mechanical energy codes. New 24" R-8 roof curbs will be provided for all new units. Roof curbing and equipment supports will be coordinated with the new roof insulation. Supply/return ductwork will remain connected to the new air handlers. Remove existing condensing boilers (total 4) and replace with like-kind condensing boilers meeting current mechanical energy codes. New boilers will be integrated into the existing controls system. New combustion air and exhaust flues will be provided for the new systems. Supply/return piping will remain for connection to new boilers. Boiler stacks and combustion air roof penetrations will be coordinated with the new roof installation. Provide new Spirovent air separator and expansion tanks for the new boilers. Provide new pumps for the 399 MBH boilers.

2. Construction Documents

- a. Drawings and a project manual will be prepared for this project including information concerning insurance, performance bonds, construction schedule, submittals, and other project-related documents.
- b. Owners will provide a final review of the Construction Documents prior to bidding.
- c. We will work with you to develop an ad for bid, including dates, times, and places. To advertise the project in your local paper and/or websites based on the City and/or State's advertisement requirements. Fees for local papers and websites vary and will be treated as a reimbursable expense.
- d. We will provide two printed sets of documents to the Owner/Client for their records and/or use.
- e. Provide CAD/PDF drawings.

3. Bid Process

- a. We will assist in issuing the project for bid. We will consult with you concerning the more qualified contractors to notify regarding the availability of this project to bid and will then contact those contractors.
- b. A pre-bid conference will be held one week prior to the bid opening to discuss the scope of work with the contractors at the project site.
- c. It is the Owners intent for separate bids to be received for the roof replacement, mechanical, and electrical scope of work. Inspec and their team will assist you in the evaluation of the bids and provide a letter of recommendation, if requested.
- d. Once the project has been approved by the Owners, we will generate AIA contracts for you to implement with the contractor(s).

4. Roof Construction Observation

This service would include the following:

- Review of contractor submittals.
- Pre-construction conference with all parties.
- Periodic construction observation during roofing.
- Verification of pay requests.

- A final walkover of the roof will be performed.
- Per the Owner’s request, Inspec will provide limited construction management services to coordinate all the individual contractors during the length of the project.

Our on-site observer not only would act as your representative regarding the technical aspects of the project, but would also act as a liaison between you and the contractor with regard to the coordination issues that affect the building owner such as access and staging areas, shutting down air intakes, coordinating the uninterrupted air conditioning service, and resolving any other unforeseen problems that may develop.

5. Testing

Testing of the roof materials and the completed roof system should be conducted. The types of services could include the following:

- Type asphalt – ASTM D312
- 4x36 built-up roofing analysis – ASTM D3617
- Moisture tests of wood blocking
- Moisture tests of insulation and felts
- Material verification
- Aggregate sieve analysis – ASTM D1863
- Moisture tests of decking
- Insulation density and dimensions

Our on-site observers have the capability to conduct many of the roofing tests on site, providing prompt test results to the contractor so that application adjustments can be made during construction, avoiding “after-the-fact” conflicts. Those tests that cannot be conducted on site will be conducted in our in-house laboratory.

D. COMPENSATION – BASIC SERVICES

Inspec will provide Basic Services for the fees stipulated below:

Inspec Design Services	\$27,000
Infrared Scan.....	\$1,800
SEH Design Services.....	\$15,202
Inspec Bidding Services.....	\$2,700
SEH Bidding Services.....	\$2,621
Total Design and Bidding Services	\$49,323
Inspec Construction Observation and Testing.....	\$13,500 *
SEH Construction Administration	\$5,726
Inspec Construction Management Services	\$14,000 **
Total Construction Administration and Observation Services	\$33,226
Reimbursables	\$6,500

- * Periodic construction observations during roofing, which anticipates an approximate ten-week construction schedule. Inspec will provide eleven site visits during construction approximately five hours each, including travel time and mileage. Provide electronic written report for each site visit (which includes preconstruction conference and final walkover/punchlist).
- ** Construction Management services are based on ten hours per week for ten weeks (the anticipated length of the project).

Often times, this fee has the potential to be recouped from thorough Construction Documents based on as-built existing conditions verification, through competitive bidding of the project, minimizing change orders, and acting as your eyes and ears to observe that you are getting what you are paying for.

E. REIMBURSABLES

1. Reimbursable expenses will be charged in addition to the compensation for Basic Services. The extent of these expenses is not known at this time but may be necessary to perform the Basic Services indicated.
2. Reimbursable expenses may include, but not be limited to, the following items:
 - a. Consultant fees (asbestos testing and specifications)
 - b. Consultant fees (structural engineering)
 - c. Contractor assistance
 - d. Advertising fees for local newspaper and/or websites
 - e. Minnesota Department of Labor and Industry Review fees
 - f. Purchasing of electronically archived document
 - g. Mileage
 - h. Equipment rental

F. PROJECT SCHEDULE

The following schedule is proposed for the roof replacement and mechanical/electrical scope of work based on a start on or before March 13, 2020.

Bidding Documents Complete	April 24, 2020
Owner Review Complete	May 8, 2020
Final Documents Issued for Bid	May 18, 2020
Bid Opening	June 5, 2020
Contracts Signed	June 18, 2020
All Shop Drawings Reviewed	July 18, 2020
Construction Start	August 17, 2020
End Construction	October 23, 2020

The following is an alternate schedule for 2021 construction schedule.

Construction Start	As early as May 17, 2021
Construction End	July 23, 2021

G. COMPENSATION – REIMBURSABLES

All reimbursables will be charged at actual cost times 1.1.

H. ADDITIONAL SERVICES

1. Based on our current knowledge of the existing conditions, we have, to the best of our ability, matched our Basic Services to the needs of your project. However, should the need arise for us to expand our services in response to conditions or events outside our control, we would, under your direction, submit a separate proposal covering such Additional Services. Additional Services are not included under Basic Services nor are they covered by the compensation thereof.
2. Additional Services may include, but are not necessarily limited to, the following:
 - a. Architectural design services for work such as interior finishes.
 - b. After-hour meetings or board meetings.
 - c. Progress meetings.
 - d. As-built drawings.

I. COMPENSATION – ADDITIONAL SERVICES

1. Compensation for Additional Services shall be established by separate Additional Services proposal(s) unless indicated otherwise herein.
2. Compensation for Additional Services that are provided by others but retained by Inspec shall be based on the amount billed to Inspec times a factor of 1.1.

J. CLIENT'S RESPONSIBILITIES

1. Client shall return a signed proposal to Inspec prior to the commencement of services.
2. Client shall provide Inspec with existing documents available.
3. The Client shall allow Inspec access to roof areas and interior spaces necessary to provide Design Services.

K. PAYMENT PROVISIONS

Progress payment invoices for Inspec services shall generally be submitted monthly and are payable upon receipt. Invoices shall be considered past due if not paid within thirty (30) days of invoice date.

L. SUSPENSION OR TERMINATION OF SERVICES

This Agreement may be terminated by either party in the event of substantial failure to perform in accordance with the terms of this Agreement through no fault of the terminating party, but only after written notice of the specific nature of the failure to perform has been submitted and after seven days opportunity to cure such failure. If this Agreement is terminated, Inspec shall be paid for services performed to the termination notice date including reimbursable expenses due.

M. RISK ALLOCATION/DISPUTE RESOLUTION

1. All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Agreement, including, but not limited to, breach thereof, shall be referred for mediation under the then current Construction Industry Mediation Rules of the American Arbitration Association prior to any recourse to arbitration or litigation.

2. The Owner agrees to compensate Inspec for reasonable expenses incurred if Inspec is required to respond to legal processes which are related to Inspec's services, but that arise out of a lawsuit or proceeding to which Inspec is not a party.
3. If the Owner brings a lawsuit against Inspec that is dismissed or to which a verdict is rendered for Inspec, the Owner will reimburse Inspec for costs of defense, including but not limited to reasonable attorney's fees.
4. In recognition of the relative risks and benefits of the project to both the Client and to Inspec, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit Inspec's total liability to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of Inspec to the Client shall not exceed \$20,000 or the total amount actually paid by Client to Inspec under this proposal, whichever is greater. It is intended that limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

N. REMARKS

This proposal is valid for thirty (30) days, after which time Inspec reserves the right to modify and resubmit.

This Agreement represents the entire and integrated agreement between Client and Inspec and supersedes all prior negotiation, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Inspec and Client. Nothing herein shall be construed to give any rights or benefits to anyone other than Client and Inspec.

We invite you to visit our website at www.inspec.com. We would welcome the opportunity to show you our office and laboratory to learn more about our areas of expertise.

This Agreement entered into as of the day and year first above written.

For Client

Signature

Printed Name

Printed Title

City of Cambridge

CL/bap

cc: Chuck Schuh, Inspec

For Inspec

Cynthia J Long Sr

Signature

Cynthia J. Long

Printed Name

Senior Consultant/Associate

Printed Title

INSPEC, INC.

6B Rum River Special Education Revised Lease Including Addition of Storage Suite 150

March 16, 2020
Author: Stan Gustafson

Request:

Rum River Special Education Cooperative/District #6079 is requesting approval to build a storage unit in front of Suite 150.

BACKGROUND

Rum River Special Education Cooperative/District # 6079 leases Suite #150 & Suite #144 in the City Center Mall. They have been leasing these spaces since November 1, 2003. The EDA approved the renewal of their lease for an additional 3 years in 2017 from November 1, 2017 to October 31, 2020.

Rum River Special Education is in need of additional storage space and they would like to build a storage suite attached to the front of Suite 150. Rum River Special Education would be paying for all buildout cost and would use the same company that built the EDA storage suite. This would be a temporary lease from when the construction is completed to the October 31, 2020 date and then have it in one lease moving forward.

The storage suite would be use for equipment for students who are physically impaired and need assistive devices to work on gross and fine motor skills also books or curriculum may be store in that space. No liquids of any kind will be store in this suite. The building department will perform the needed inspect.

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 June 2020 with the expiration date being October 31, 2020. By adding the storage suite this will not affect the overall mall operations, with the exception when the senior fair is held in April and if they were to use this location in the future they would lose about three (3) tables spaces.

MINIMUM RENT

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

<u>Year</u>	<u>Rate</u>	<u>B/out</u>	<u>S/Unit</u>	<u>Base</u>	<u>Monthly</u>
2020	\$11.25 /s.f.	\$1,926.30	\$162.50	\$5,115.94	\$7,204.74
Final	\$11.25 /s.f.	\$1,926.28	\$162.50	\$5,115.94	\$7,204.72

The additional lease would be \$162.50 per month starting June 1, 2020 added to the current lease payment and the storage suite space is 325 s/f.

EDA ACTION

Approve revised lease with Rum River Special Education adding the storage suite to the existing lease for an additional \$162.50 per month. Authorize the EDA President and Executive Director to sign the lease.

ATTACHMENTS

Lease
Suite map
Storage suite location

**CAMBRIDGE CITY CENTER LEASE
FIFTH AMENDMENT OF LEASE**

THIS LEASE AMENDMENT is made this 16th day of March, 2020, between the Cambridge EDA, a public body corporate and poilitic (the "Landlord") and the Rum River Special Education Cooperative/District 6079, a joint powers entity (the "Tenant"). This is an amendment to the "Cambridge City Center Lease" dated October 1, 2003 ("Original Lease").

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 City of Cambridge, County of Isanti, in the State of Minnesota, the street address of which is 140 Buchanan Street North, Cambridge, Minnesota 55008. Suite #150 (4,005 square feet) and Suite #144 (1,452 sq. ft.) storage suite #150 325 sq. ft. of the Cambridge City 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 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 June 1, 2020 with the expiration date being October 31, 2020.

The payment schedule indicates base rent, monthly payment for 2018 build out project and the storage suite will be an additional \$162.50. The storage suite build out will be at the sole expense of Rum River Special Education.

The additional lease would be \$162.50 per month starting June 1, 2020 added to the current lease payment. Rum River Special Education would be paying for all buildout cost.

Rum River Special Education is required to (and provide proof of) the leasehold improvement project contractors carrying adequate insurance while the work is done. In addition, upon termination of the lease, the leasehold improvements become property of the Landlord.

MINIMUM RENT

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

Year	Rate	B/out	S/Unit	Base	Monthly
2020	\$11.25 /s.f.	\$1,926.30	\$162.50	\$5,115.94	\$7,204.74
Final	\$11.25 /s.f.	\$1,926.28	\$162.50	\$5,115.94	\$7,204.72

TENANT AGREEMENT

The Landlord and Tenant agree and acknowledge that the leasehold improvements contemplated in the Original Lease have been completed and all financial obligations related thereto have been satisfied. The payment for leasehold improvements for 2018 project is schedule to be paid off in October 2020.

The Tenant, in considerations 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 expenses, 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. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent.
4. 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 Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the City Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify.
5. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
6. To use the premises only as administrative offices and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises.
7. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
8. To neither hold nor attempt to hold the Landlord liable for 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, nor to hold the Landlord liable for 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; to neither permit nor suffer said premise, or the walls or floors thereof, to be endangered by overloading, nor said 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, but to permit the Landlord to place a "For Lease" card or sign upon the leased premises at any time after sixty (60) days before the end of this lease. 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 City Center.

9. 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 (\$1,500,000.00) against liability for injury to or death arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000.00) 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.
10. To allow the Landlord to enter upon the premises at any reasonable hour.
11. The leased premises are constructed to utilize individual heating and air conditioning systems. Tenant 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, telephone, water, and sewer charges used in the leased premises.

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

12. 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.
13. 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.

14. 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.
15. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of two thousand dollars (\$2,000.00), 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.
16. 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.
17. 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.

18. 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.
19. 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.
20. 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.
21. Landlord promises to keep the structural elements (i.e. walls and roof) and the parking lot and sidewalks of the Cambridge City Center in reasonable repair except when the damage is caused by the intentional or negligent action of Tenant or Tenant's agents, employees or guests. For purposes of this Lease, structural elements shall mean the foundation, floor, exterior and load bearing walls and the roof. Maintenance of the parking lot and sidewalks shall include snow removal.
22. If the Leased Premises is destroyed or damaged not due to the fault of Tenants or Tenant's guests, and the Leased Premises is unfit for Tenant's use, Tenant shall not be required to pay rent for the time the Leased Premises cannot be used. If part of the Leased Premises cannot be used, Tenant must only pay rent for the usable part. If the Leased Premises is substantially damaged or destroyed (meaning 50% or more of the Leased Premises is unusable), either Landlord or Tenant may terminate this Lease by written notice to the other within 30 days of the event causing such damage or destruction, and the Landlord shall have no obligation to Tenant to rebuild or repair the Premises.
23. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

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

IN WITNESS WHEREOF, Landlord and Tenant have signed this Third Amendment of Lease as of the date set forth above.

Cambridge EDA

By: _____

Its: _____

By: _____

Its: _____

**Rum River Special Education
Cooperative/District 6079**

By: _____

Its: _____

By: _____

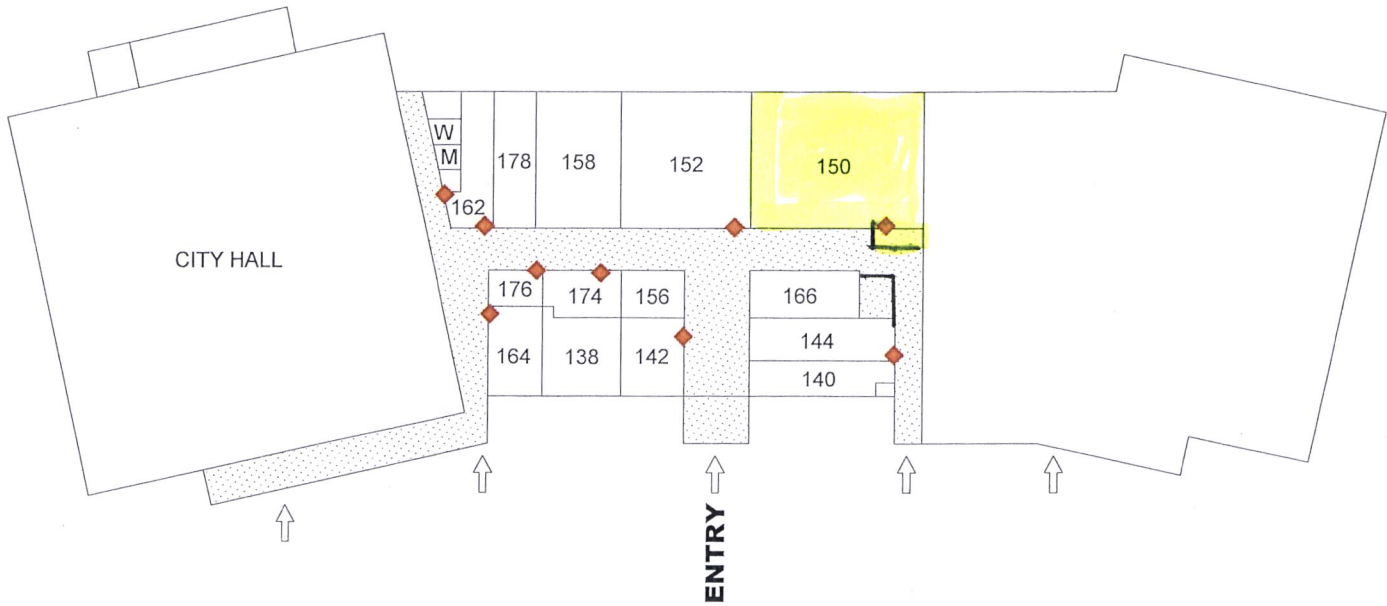
Its: _____

By: _____

Its: _____

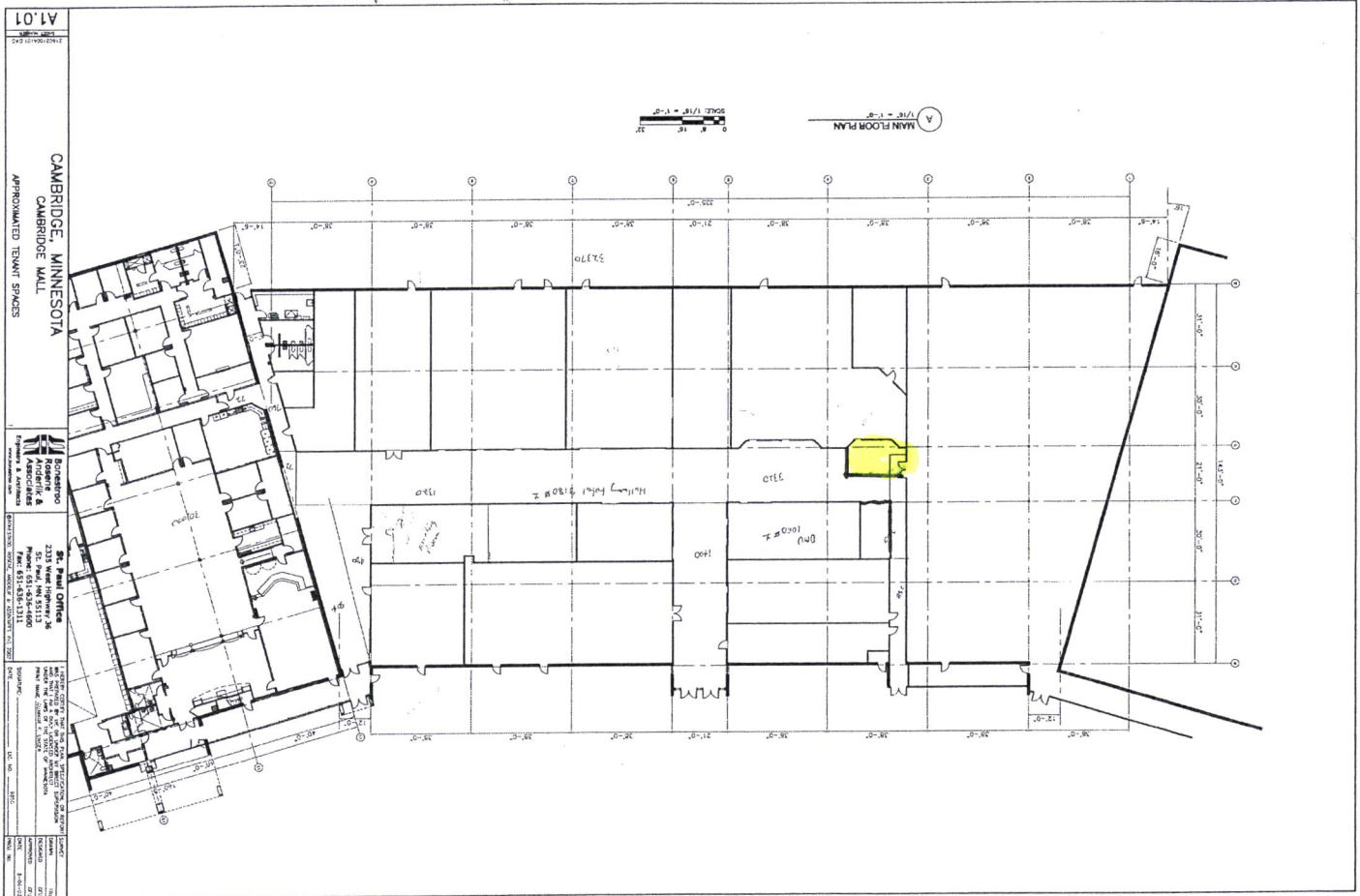
Exhibit A

Cambridge City Center



◆ Indicates approximate location of electrical outlet

2020/05/20 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM - 10:54:42 AM



A1.01

CAMBRIDGE, MINNESOTA
CAMBRIDGE MALL
APPROXIMATED TENANT SPACES

ROSENBERG
ANDERLE &
ASSOCIATES
ARCHITECTS
2335 West Highway 36
St. Paul, MN 55113
Phone: 651-436-1311
Fax: 651-436-1311

DAVIDSON & ASSOCIATES
ARCHITECTS
1200 Summit Street
St. Paul, MN 55102
Phone: 651-436-1311
Fax: 651-436-1311

MAN FLOOR PLAN
1/8" = 1'-0"
SCALE: 1/8" = 1'-0"



P68

