

---

**Economic Development Authority - City Hall Council Chambers**  
**Special Meeting, Monday, April 5, 2021**  
**6:30 PM (starting after the City Council meeting)**

**Meeting Announcement and Agenda -**

*Audience members should follow the agenda which is found on the table outside of Chambers.*

1. Call to Order

2. Approval of Agenda (p. 1)

3. New Business

A. Call for Public Hearing to Amend Capital Improvement Plan (p. )

B. Resolution R21-001 Amending of EDA Admin 2020 Budget (p.)

4. 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.

**This page is intentionally left blank.**

Prepared by: Caroline Moe

**Background:**

As required by the US Department of Housing and Urban Development (HUD), the Cambridge EDA adopted its 2021 & Five-Year Capital Public Housing Plan (PHA) in December 2020. Amendments to that plan that include new projects may only be done after a public hearing. Also, the capital plan must be amended to include capital projects not funded by HUD under their regulations.

As a result, we must amend PHA plan to include the potential project of installing the sprinkler system for Bridge Park Apartments that was discussed by the EDA Board on February 16, 2021. The sprinkler system project will not proceed unless we are approved to participate in the Minnesota Housing Finance Agency (MHFA) Publicly Owned Housing Program (PHOP) but must be included in the HUD PHA plan in the event the project proceeds.

To comply with all HUD regulations, we recommend that the Cambridge EDA Board call for a public hearing at 5:45 on Monday June 21, 2021 to consider amendment of the PHA Plan for the potential addition of the sprinkler installation project.

**Recommendation**

1. Call for public hearing on the amendment to the PHA Plan for June 21, 2021 at 5:45 pm.

### **3B**

## **2020 EDA Administration Special Revenue Fund Budget Amendment**

**April 5,2021**

### **Background**

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. As part of our normal process to make a final year-end budget adjustment for audit report presentation, the details of the 2020 budget amendment are listed below.

We recommend the following change to the EDA Special Revenue fund budgeted revenues:

<b>Revenue Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Interest Income	\$12,253	Adjust to actual for year.
Miscellaneous Revenue	500	Adjust to actual for year.
Rental Income	(2,640)	Adjust to actual for year.
Total	\$10,113	

### **Council Action**

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
EDA Admin	\$72,788	Increase for personnel cost related to retirement of staff unexpected in adopted budgeted. Also, increase in budget for Motek abatement of \$28K—amount already set aside in fund balance, just adjusting for budget presentation.
Mall Management	\$16,599	Increase of \$31,876 for share of roof project engineering offset by savings in other line items.
Total	\$89,387	

### **Council Action**

Approve Resolution EDA R21-001 2021 EDA Administration Special Revenue Fund Budget Revision

## Resolution No. EDA R21-001

### RESOLUTION AMENDING THE 2020 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge EDA passed Resolution R19-025 adopting the 2020 EDA Administration Budget;

WHEREAS, the Cambridge EDA passed Resolution R20-002 amending the 2020 EDA Administration Budget;

And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA,** that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2020 Proposed Amended Budget 4/5/2021	2020 Amended Budget 2/18/2020	Increase (decrease)
Revenue:			
Rental Income	\$272,360	\$275,000	(\$2,640)
Investment Income	12,253	0	12,253
Other Income	500	0	500
Transfer In from General Fund	294,391	294,391	0
Total Revenue	<u>\$579,504</u>	<u>\$569,391</u>	<u>\$10,113</u>
Expenditures:			
Personal Services	\$189,785	\$136,208	\$53,577
Supplies	229	3,750	(3,521)
Other Charges & Services	72,632	49,900	22,732
Mall Operations	158,885	142,286	16,599
Total Expenditures	<u>\$421,531</u>	<u>\$332,144</u>	<u>\$89,387</u>

Adopted this 5<sup>th</sup> Day of April, 2021

\_\_\_\_\_  
Robert Shogren, EDA President

Attest:

\_\_\_\_\_  
Caroline Moe, Executive Director

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2020**

	Adopted Budget 2020	02/18/20 Amended Budget 2020	04/05/21 Amended Budget 2020	12/31/20 YTD Actual 2020	12/31/19 YTD Actual 2019
<b>OTHER FINANCING SOURCES</b>					
205-36210 Interest Earnings	0	0	12,253	12253.79	12632.60
205-37200 Miscellaneous			500	500.00	0.00
205-37220 Rental Fees	275,000	275,000	272,360	272360.81	277743.52
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>275,000</b>	<b>275,000</b>	<b>285,113</b>	<b>285114.60</b>	<b>290376.12</b>
205-39203 General Fund Transfer In	294,391	294,391	294,391	294391.00	200000.00
<b>TOTAL TRANSFERS IN</b>	<b>294,391</b>	<b>294,391</b>	<b>294,391</b>	<b>294391.00</b>	<b>200000.00</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>569,391</b>	<b>569,391</b>	<b>579,504</b>	<b>579505.60</b>	<b>490376.12</b>
<b>EDA Admin #41930</b>					
<b>Personal Services</b>					
205-41930-101 Salaries	96,512	96,512	152,367	152366.87	95263.52
205-41930-102 Overtime				0.00	0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	1,190	1189.84	665.00
205-41930-121 PERA Employer Share	7,452	7,452	7,545	7544.47	7041.00
205-41930-122 FICA/Medicare Employer Share/Employee Benefits	7,601	7,601	7,481	7480.92	7051.80
205-41930-131 Medical/Dental/Life Employer Share	17,423	17,423	19,561	19560.30	16513.20
205-41930-132 Longevity	2,845	2,845	0	0.00	0.00
205-41930-133 Deductible Contribution	1,200	1,200	1,200	1200.00	1200.00
205-41930-154 HRA Fees	100	100	69	68.65	73.40
205-41930-151 Workers' Compensation Insurance	575	575	372	371.55	297.68
Total Personal Services	136,208	136,208	189,785	189782.60	128105.61
<b>Supplies</b>					
205-41930-201 Office Supplies - Accessories	250	250	229	228.99	136.02
205-41930-204 Stationary, Forms and Envelopes				0.00	0.00
205-41930-209 Software Updates				0.00	0.00
205-41930-210 Miscellaneous Operating Supplies				0.00	0.00
205-41930-212 Gasoline/Fuel/Lubricants/Additivs				0.00	0.00
205-41930-221 Repair and Maintenance Supplies - Vehicles	200	200	0	0.00	0.00
205-41930-240 Small Tools and Minor Equipment	3,300	3,300	0	0.00	246.97
Total Supplies	3,750	3,750	229	228.99	382.99
<b>Other Services and Charges</b>					
205-41930-304 Miscellaneous Professional Services	5000	5000	3675	3675.00	6268.00
205-41930-306 McComb's Study/Hotel Study				0.00	0.00
205-41930-313 IT Mgmt	2800	2800	5331	5330.40	2709.72
205-41930-321 Telephone/Cellular Phones	1400	1400	1085	1084.45	1097.45
205-41930-331 Travel/Meals/Lodging	1000	1000	7	6.10	567.79
205-41930-334 Mileage Reimbursement	1200	1200	203	202.40	606.68
205-41930-340 Advertising				0.00	0.00
205-41930-351 Legal Notices/Ordinance Publishing	200	200	20	20.00	184.00
205-41930-360 Insurance			1923	1922.49	997.81
205-41930-381 Electric--Church	0	0	1745	1744.69	2434.29
205-41930-382 Water Sewer Acq Property	0	0	42	41.86	0.00
205-41930-383 Gas--Church	0	0	457	456.92	2623.31
205-41930-404 Repairs and Maintenance				0.00	100.00
205-41930-407 HWY 95 Property Maint	10000	10000	26080	26080.00	14541.96
205-41930-409 Maintenance Contracts - Office Equipment				0.00	0.00
205-41930-430 Miscellaneous			46	46.00	0.00

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2020**

	Adopted Budget <u>2020</u>	02/18/20 Amended Budget <u>2020</u>	04/05/21 Amended Budget <u>2020</u>	12/31/20 YTD Actual <u>2020</u>	12/31/19 YTD Actual <u>2019</u>
<b>Mall Management</b>					
<b>Personal Services</b>					
205-47000-101 Salaries	28,845	28,845	28,010	28009.77	27321.9
205-47000-102 Overtime	1,000	1,000	0	0.00	0.00
205-47000-103 Temporary Employee	7,000	7,000	4,007	4006.79	4984.80
205-47000-121 PERA Employer Share	2,164	2,164	2,089	2088.36	2042.10
205-47000-122 FICA/Medicare Employer Share/Employee Benefits	2,207	2,207	2,368	2367.24	2379.70
205-47000-131 Medical/Dental/Life Employer Share	8,712	8,712	8,322	8321.40	8248.40
205-47000-133 Deductible Contribution	600	600	0	0.00	0.00
205-47000-151 Workers' Compensation Insurance	1,584	1,584	1,267	1266.71	946.10
205-47000-154 HRA/Flex Fees	100	100	35	34.35	36.70
<b>Total Personal Services</b>	<b>52,211</b>	<b>52,211</b>	<b>46,098</b>	<b>46094.62</b>	<b>45959.80</b>
<b>Miscellaneous Operating Supplies</b>					
205-47000-211	200	200	256	255.34	200.20
205-47000-212 Gasoline	125	125	24	23.87	96.70
205-47000-221 Repair and Maintenance Supplies	15,000	15,000	10,981	10980.21	7856.20
205-47000-240 Small Tools	3,000	3,000	3,464	3463.44	39.90
<b>Total Supplies</b>	<b>18,325</b>	<b>18,325</b>	<b>14,725</b>	<b>14722.86</b>	<b>8193.10</b>
<b>Other Services and Charges</b>					
205-47000-321 Telephone/Cellular Phones	350	350	253	252.97	261.80
205-47000-351 Legal Notices/Ordinance Publishing				0.00	0.00
205-47000-360 Insurance	6,100	6,100	4,977	4976.00	6135.20
205-47000-381 Electric Utilities	22,000	22,000	14,856	14855.22	16161.10
205-47000-382 Water/Wastewater Utilities	5,200	5,200	5,010	5009.37	5069.00
205-47000-383 Gas Utilities	4,400	4,400	2,251	2250.46	2417.50
205-47000-384 Refuse Hauling	4,200	4,200	5,196	5195.18	4202.20
205-47000-401 Rep & Maint.-Building/Structures	16,000	16,000	31,906	31905.05	39766.00
205-47000-413 BNSF Parking Lot Lease	1,500	1,500	1,717	1716.20	2282.50
205-47000-440			20	20.00	19.00
205-47000-489 Other Contracted Services	12,000	12,000	0	-0.20	391.80
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution				0.00	2350.00
205-47000-491 Work Force Center Remodel				0.00	0.00
205-47000-494 Landscaping/Front Exterior Project				0.00	0.00
205-47000-495 Mall Lighting Project				0.00	0.00
205-47000-496 Mall Capital Equipment				0.00	0.00
205-47000-499 Mall Roof Project			31,876	31875.20	0.00
<b>Total Other Services and Charges</b>	<b>71,750</b>	<b>71,750</b>	<b>98,062</b>	<b>98055.45</b>	<b>79056.40</b>
<b>Total Mall Management</b>	<b>142,286</b>	<b>142,286</b>	<b>158,885</b>	<b>158872.93</b>	<b>133209.40</b>
<b>Total EDA Admin &amp; Mall Management Expenditures</b>	<b>324,644</b>	<b>332,144</b>	<b>421,531</b>	<b>421512.61</b>	<b>337428.30</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>244,747</b>	<b>237,247</b>	<b>157,973</b>	<b>157992.99</b>	<b>152947.80</b>

\* Building fund balance for future capital needs.

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2020**

	Adopted Budget <u>2020</u>	02/18/20 Amended Budget <u>2020</u>	04/05/21 Amended Budget <u>2020</u>	12/31/20 YTD Actual <u>2020</u>	12/31/19 YTD Actual <u>2019</u>
205-41930-433 Dues and Subscriptions	2,800	2,800	295	295.00	1965.00
205-41930-440 Schools and Meetings	1,500	1,500	704	704.00	1941.50
205-41930-451 Tax Abatement-Motek/Team Ind			28,619	28618.78	29336.70
205-41930-484 NLX Activity				0.00	8356.00
205-41930-485 Property taxes on acquired land	3,000	3,000	0	0.00	0.00
205-41930-486				0.00	0.00
205-41930-488 Downtown Task Force				0.00	0.00
205-41930-497 EDA Web Maintenance	3,000	3,000	0	0.00	0.00
205-41930-487 MN Design Team				0.00	0.00
205-41930-489 Other Contracted Services--marketing	10,500	18,000	2,400	2400.00	2000.00
Total Other Services and Charges	<u>42,400</u>	<u>49,900</u>	<u>72,632</u>	<u>72628.09</u>	<u>75730.20</u>
<i>Total EDA Administration</i>	<u>182,358</u>	<u>189,858</u>	<u>262,646</u>	<u>262639.68</u>	<u>204218.80</u>