

**Cambridge EDA Meeting – Monday, May 17, 2021, 5:45 pm**  
**City Council Chambers, 300 3<sup>rd</sup> 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
	<b>1. Call to Order</b>
	<b>2. Approval of Agenda</b>
	<b>3. Consent Agenda</b>
	A. Approval of April 19, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft March 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #119704- #119955 Totaling \$16,027.43 (p. 21)
	D. Housing Supervisor's Monthly Report (p. 30)
	<b>4. Work Session</b>
	<b>5. Unfinished Business</b>
	<b>6. New Business</b>
	A. Workforce Center Lease Extension with Term Modifications (p. 31)
	<b>7. Adjourn</b>

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 – April 19, 2021**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 19, 2021 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

**Members Present:** EDA members Bob Shogren, Mark Ziebarth, Lisa Iverson, Jim Godfrey and Kersten Conley.

**Staff present:** Executive Director Moe, Housing Supervisor Deb Barrett, and City Administrator Woulfe.

#### **Call to Order**

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

#### **Approval of Agenda**

Iverson moved, seconded by Ziebarth, to approve the agenda. Motion carried unanimously.

#### **Consent Agenda**

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

- A. Approval of Minutes
  - 1. February 16, 2021 meeting minutes
  - 2. April 5, 2021 special meeting minutes
- B. Approve EDA Draft January 2021 Financial Statements
- C. Approve EDA Draft February 2021 Financial Statements
- D. Approve EDA Admin Division Bills Checks #119195- #119391 Totaling \$6,394.28 (carryover from cancelled March meeting)
- E. Approve EDA Admin Division Bills Checks # 119405- #119700 Totaling \$13,759.72
- F. Resolution updating bank signers effective 5/4/2021
- G. Housing Supervisor's Monthly Report (March & April)

Upon call of the roll, Ziebarth, Iverson, Conley, Godfrey, and Shogren all voted aye. Motion carried unanimously.

#### **Work Session**

There were no items under the work session.

#### **Unfinished Business**

There were no items under the unfinished business.

**New Business**

***Bridge Park Bathroom Renovations***

Barrett apprised the council about bathroom renovations being part of the Five-year Capital plan for the Bridge Park Apartments. She said renovations will be done in two phases to minimize disruptions to the tenants. Phase 1 includes shower and bathtub resurfacing in 43 of the units, with fixture repairs as needed. Barrett said the disruptions for this phase will be approximately 24 hours. In phase 2, the countertops, cabinets and medicine cabinets will be replaced, but will be a bit more disruptive. Therefore, Barrett said this phase will be scheduled for when COVID19 issues have lessened. She sought approval from the board to seek bids for Phase 1 of the project to be brought back for contract awarding at the June 21, 2021 EDA meeting. Ziebarth moved, seconded by Iverson, to approve staff to solicit bids for resurfacing shower and bathtubs in 43 units and to make repairs to fixtures as necessary. Motion passed unanimously.

**Adjournment**

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:48 p.m. Motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
MARCH 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,567.22	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	118,302.34	
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	1,239,980.52	
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	( 1,770,802.85)	
	TOTAL ASSETS		574,123.79

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS	31,274.00	
	TOTAL LIABILITIES		31,274.00

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	( 227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	12,176.60	
	BALANCE - CURRENT DATE	12,176.60	
	TOTAL FUND EQUITY		542,849.79
	TOTAL LIABILITIES AND EQUITY		574,123.79

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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	70,000.00	70,000.00	13,121.00	56,879.00	18.74	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>13,121.00</b>	<b>56,879.00</b>	<b>18.74</b>	<b>84,317.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	377.88	( 77.88)	125.96	400.64
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>300.00</b>	<b>300.00</b>	<b>377.88</b>	<b>( 77.88)</b>	<b>125.96</b>	<b>400.64</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	43,142.00	126,858.00	25.38	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	770.24	3,229.76	19.26	3,114.28
<b>TOTAL RENTAL INCOME</b>	<b>174,000.00</b>	<b>174,000.00</b>	<b>43,912.24</b>	<b>130,087.76</b>	<b>25.24</b>	<b>185,161.26</b>
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>27,525.00</b>
<b>TOTAL FUND REVENUE</b>	<b>279,300.00</b>	<b>279,300.00</b>	<b>57,411.12</b>			<b>297,403.90</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990.00	36,990.00	9,306.96	( 27,683.04)	25.16	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	698.03	( 2,075.97)	25.16	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	636.25	( 2,193.75)	22.48	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	3,244.84	( 7,099.16)	31.37	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	43.76	( 236.24)	15.63	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	26.10	( 73.90)	26.10	68.65
<b>TOTAL PERSONAL SERVICES</b>	<b>53,318.00</b>	<b>53,318.00</b>	<b>13,955.94</b>	<b>( 39,362.06)</b>	<b>26.17</b>	<b>45,999.21</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	209.09	( 1,766.91)	10.58	1,931.42
<b>TOTAL SUPPLIES</b>	<b>1,976.00</b>	<b>1,976.00</b>	<b>209.09</b>	<b>( 1,766.91)</b>	<b>10.58</b>	<b>1,931.42</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	( 500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	( 3,000.00)	.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	1,548.60	( 3,151.40)	32.95	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	1,267.38	( 5,432.62)	18.92	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00	( 50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	.00	( 300.00)	.00	24.50
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>15,350.00</b>	<b>15,350.00</b>	<b>2,815.98</b>	<b>( 12,534.02)</b>	<b>18.35</b>	<b>13,663.03</b>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	65.79	( 134.21)	32.90	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,864.00	( 236.00)	92.39	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	( 400.00)	.00	85.00
<b>TOTAL MISCELLANEOUS</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>2,929.79</b>	<b>( 770.21)</b>	<b>79.18</b>	<b>3,143.03</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>74,344.00</b>	<b>74,344.00</b>	<b>19,910.80</b>	<b>( 54,433.20)</b>	<b>26.78</b>	<b>64,736.69</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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	4,000.00	4,000.00	( 184.96)	( 4,184.96)	( 4.62)	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	( 184.96)	( 4,184.96)	( 4.62)	6,416.60
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>( 184.96)</b>	<b>( 4,184.96)</b>	<b>( 4.62)</b>	<b>6,416.60</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	4,886.32	( 19,113.68)	20.36	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	366.47	( 1,433.53)	20.36	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	333.93	( 1,502.07)	18.19	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	1,527.00	( 3,645.00)	29.52	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	208.41	( 1,375.59)	13.16	789.88
<b>TOTAL PERSONAL SERVICES</b>	<b>34,392.00</b>	<b>34,392.00</b>	<b>7,322.13</b>	<b>( 27,069.87)</b>	<b>21.29</b>	<b>24,587.11</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	556.24	( 3,443.76)	13.91	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	.00
<b>TOTAL SUPPLIES</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>556.24</b>	<b>( 3,643.76)</b>	<b>13.24</b>	<b>2,825.38</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	3,765.27	( 31,234.73)	10.76	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	( 11,364.00)	.00	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	( 13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	10,843.05	( 25,156.95)	30.12	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	1,635.07	( 7,364.93)	18.17	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	558.68	( 2,441.32)	18.62	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	828.24	( 3,171.76)	20.71	3,784.38
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>111,364.00</b>	<b>111,364.00</b>	<b>17,630.31</b>	<b>( 93,733.69)</b>	<b>15.83</b>	<b>114,354.49</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	( 45,000.00)	.00	42,476.65
<b>TOTAL MISCELLANEOUS</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>.00</b>	<b>( 45,000.00)</b>	<b>.00</b>	<b>42,476.65</b>
<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
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>( 6,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>200,956.00</b>	<b>200,956.00</b>	<b>25,508.68</b>	<b>( 175,447.32)</b>	<b>12.69</b>	<b>184,243.63</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	45,234.52			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	12,176.60			42,006.98

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>						
903-38210 INTEREST EARNINGS	1,615.00	1,615.00	.00	1,615.00	.00	2,304.85
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	.00	1,615.00	.00	2,304.85
 TOTAL FUND REVENUE	<u>1,615.00</u>	<u>1,615.00</u>	<u>.00</u>			<u>2,304.85</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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	980.16
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	.00	( 115.00)	.00	74.91
	<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>1,055.07</u>
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	.00	.00	.00	.00	.00	387,180.00
	<i>TOTAL TRANSFERS</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>387,180.00</u>
	<b>TOTAL OTHER HOUSING BUS ACTIV-</b>	<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>388,235.07</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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			388,235.07
NET REVENUES OVER EXPENDITURE	.00	.00	.00			( 385,930.22)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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	.00	35,000.00	.00	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>			<u>27,525.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	27,525.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**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			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-38210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	62,513.11	177,486.89	26.05	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	62,513.11	177,486.89	26.05	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	62,513.11			579,505.60

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	350.00 (	2,150.00)	14.00	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	28.78 (	164.22)	14.02	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	( 1,519.80)	( 1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
<b>TOTAL PERSONAL SERVICES</b>	<b>2,691.00</b>	<b>2,691.00</b>	<b>( 1,143.02)</b>	<b>( 3,834.02)</b>	<b>( 42.48)</b>	<b>189,782.60</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00 (	250.00)	.00	228.99
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	.00
<b>TOTAL SUPPLIES</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>.00 (</b>	<b>3,750.00)</b>	<b>.00</b>	<b>228.99</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,768.87 (	3,231.13)	35.38	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,548.60 (	1,451.40)	51.62	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	269.07 (	1,130.93)	19.22	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00 (	800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00 (	1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (	200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	.00 (	2,100.00)	.00	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	164.96	164.96	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00 (	75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	43.20	43.20	.00	456.92
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>13,775.00</b>	<b>13,775.00</b>	<b>3,794.70 (</b>	<b>9,980.30)</b>	<b>27.55</b>	<b>14,484.31</b>
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00 (	15,000.00)	.00	26,080.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	875.00 (	1,925.00)	31.25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	175.00 (	1,325.00)	11.67	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00 (	30,000.00)	.00	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00 (	10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 (	3,000.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>62,800.00</b>	<b>62,800.00</b>	<b>1,106.00 (</b>	<b>61,694.00)</b>	<b>1.76</b>	<b>58,143.78</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>83,016.00</b>	<b>83,016.00</b>	<b>3,757.68 (</b>	<b>79,258.32)</b>	<b>4.53</b>	<b>262,639.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	7,576.79	( 20,077.21)	27.40	28,009.77
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	773.64	( 6,226.36)	11.05	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	568.28	( 4,335.74)	11.59	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	618.35	( 4,384.65)	12.36	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	2,795.57	( 5,846.43)	32.35	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	.00	( 2,593.00)	.00	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	13.05	( 86.95)	13.05	34.35
<b>TOTAL PERSONAL SERVICES</b>	<b>57,496.00</b>	<b>57,496.00</b>	<b>12,345.66</b>	<b>( 45,150.34)</b>	<b>21.47</b>	<b>46,094.62</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	55.24	( 144.76)	27.62	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	( 125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	465.20	( 14,534.80)	3.10	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	( 1,000.00)	.00	3,463.44
<b>TOTAL SUPPLIES</b>	<b>16,325.00</b>	<b>16,325.00</b>	<b>520.44</b>	<b>( 15,804.56)</b>	<b>3.19</b>	<b>14,722.86</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	62.25	( 287.75)	17.79	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	( 6,000.00)	.00	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	3,844.92	( 16,655.08)	18.76	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	1,135.32	( 4,064.68)	21.83	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	666.38	( 3,533.62)	15.87	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	1,038.72	( 5,761.28)	15.28	5,195.18
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>43,050.00</b>	<b>43,050.00</b>	<b>6,747.59</b>	<b>( 36,302.41)</b>	<b>15.67</b>	<b>32,539.20</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	2,580.00	( 13,420.00)	16.13	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	( 12,000.00)	.00	(.20)
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	31,875.20
<b>TOTAL MISCELLANEOUS</b>	<b>29,750.00</b>	<b>29,750.00</b>	<b>5,001.50</b>	<b>( 24,748.50)</b>	<b>16.81</b>	<b>65,516.25</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>146,621.00</b>	<b>146,621.00</b>	<b>24,615.19</b>	<b>( 122,005.81)</b>	<b>16.79</b>	<b>158,872.93</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2021**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	28,372.87			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	34,140.24			157,992.99



Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	90.38
	Total 175:		90.38
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	15.78
	Total 2350:		15.78
2411	Hillyard Inc.	Maintenance Supplies - Mall	233.15
	Total 2411:		233.15
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	1,313.62
	Total 3006:		1,313.62
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
	Total 3056:		54.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
4011	NAC Mechanical & Electrical	Repairs & Maint Bldgs/Structures - Mall	389.32
	Total 4011:		389.32
5528	Tight Miter Carpentry, LLC	Door Replacement - Bridge Park	370.00
	Total 5528:		370.00
5861	Walmart Community Card	Office Supplies - Bridge Park	14.97
5861	Walmart Community Card	Tenant Services - Bridge Park	9.94
	Total 5861:		24.91
	Grand Totals:		2,842.05

Dated: 4/14/2021City Treasurer: Caroline Muel

PL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/14/2021	119704	175	Amazon Capital Services, Inc.	205-20100	90.38
04/21	04/14/2021	119716	1140	Cintas Corporation	205-20100	4.25
04/21	04/14/2021	119728	2350	HD Supply Facilities Maintenance Ltd	901-20100	15.78
04/21	04/14/2021	119729	2411	Hillyard / Minneapolis	205-20100	233.15
04/21	04/14/2021	119737	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	1,313.62
04/21	04/14/2021	119738	3056	Lake Superior Laundry Inc.	205-20100	54.40
04/21	04/14/2021	119741	3189	LePage and Sons	205-20100	346.24
04/21	04/14/2021	119750	4011	NAC Mechanical & Electrical Services	205-20100	389.32
04/21	04/14/2021	119769	5528	Tight Miter Carpentry, LLC	901-20100	370.00
04/21	04/14/2021	119773	5861	Walmart Business/SYNCB	901-20100	24.91
Grand Totals:						<u>2,842.05</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	137.00
	Total 306:		137.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1613	Dusty's Drain Cleaning, Inc.	Repairs & Maintenance - Bridge Park	139.00
	Total 1613:		139.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	197.19
	Total 3006:		197.19
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
	Total 3056:		54.40
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	1,145.2
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	381.7
	Total 3258:		2,290.50
3521	Menards	Maintenance Supplies - Mall	19.88
3521	Menards	Small Tools & Equipment - Mall	14.99
	Total 3521:		34.87
4211	Northland Fire Protection	Replace Horns and Repair/Test Elevator Recall	1,538.16
	Total 4211:		1,538.16
4661	Quill Corporation	Office Supplies - Bridge Park	65.96
	Total 4661:		65.96
	Grand Totals:		4,461.33

Dated: 4/22/2021

City Treasurer: Caroline Mue



3L Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/22/2021	119780	306	ARC Irrigation, LLC	901-20100	137.00
04/21	04/22/2021	119788	1140	Cintas Corporation	205-20100	4.25
04/21	04/22/2021	119790	1613	Dusty's Drain Cleaning, Inc.	901-20100	139.00
04/21	04/22/2021	119797	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
04/21	04/22/2021	119803	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	197.19
04/21	04/22/2021	119804	3056	Lake Superior Laundry Inc.	205-20100	54.40
04/21	04/22/2021	119808	3521	Menards	205-20100	34.87
04/21	04/22/2021	119815	4211	Northland Fire Protection	901-20100	1,538.16
04/21	04/22/2021	119819	4661	Quill Corporation	901-20100	65.96
Grand Totals:						<u>4,461.33</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2568	Inspec, Inc	RR and Mechanical Rehabilitation Construction Mgmt	2,954.25
	Total 2568:		2,954.25
2935	King Industries, Inc.	Materials-Operating Supplies - Bridge Park	96.41
	Total 2935:		96.41
3056	Lake Superior Laundry Inc.	Mall Rugs	15.40
	Total 3056:		15.40
3501	MEI Total Elevator Solutions	Service Elevator - Bridge Park	451.50
	Total 3501:		451.50
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	13.95
	Total 3543:		13.95
5251	Star	Public Notice EDA Annual PHA Plan	5.13
	Total 5251:		5.13
	Grand Totals:		3,540.89

Dated: 4/28/2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/28/2021	119842	1140	Cintas Corporation	205-20100	4.25
04/21	04/28/2021	119857	2568	Inspec, Inc	205-20100	2,954.25
04/21	04/28/2021	119863	2935	King Industries, Inc.	901-20100	96.41
04/21	04/28/2021	119864	3056	Lake Superior Laundry Inc.	205-20100	15.40
04/21	04/28/2021	119867	3501	MEI Total Elevator Solutions	901-20100	451.50
04/21	04/28/2021	119869	3543	Metro Sales, Inc.	901-20100	13.95
04/21	04/28/2021	119881	5251	Star	901-20100	5.13
Grand Totals:						<u>3,540.89</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2303	Hanson, Thomas	Security Deposit Refund Unit 409 Bridge Park	411.75
Total 2303:			411.75
2568	Inspec, Inc	RR and Mechanical Rehabilitation Construction Mgmt	861.25
Total 2568:			861.25
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			276.08
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	May Monthly Service - Bridge Park	271.04
Total 3501:			271.04
3521	Menards	Materials - Operating Supplies - Bridge Park	27.92
Total 3521:			27.92
5801	Verizon Wireless	wireless phone service - Economic Development	89.70
5801	Verizon Wireless	wireless phone service - Maintenance	20.76
5801	Verizon Wireless	wireless phone service - Bridge Park	41.51
Total 5801:			151.97
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
Total 5965:			888.40
Grand Totals:			5,183.16

Dated: 5/6/2021

City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/05/2021	119902	1140	Cintas Corporation	205-20100	4.25
05/21	05/05/2021	119916	2303	Thomas Hanson	901-20100	411.75
05/21	05/05/2021	119918	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
05/21	05/05/2021	119919	2568	Inspec, Inc	205-20100	881.25
05/21	05/05/2021	119925	3189	LePage and Sons	901-20100	276.08
05/21	05/05/2021	119928	3501	MEI Total Elevator Solutions	901-20100	271.04
05/21	05/05/2021	119930	3521	Menards	901-20100	27.92
05/21	05/05/2021	119950	5801	Verizon Wireless	205-20100	151.97
05/21	05/05/2021	119955	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						5,183.16

3D

**Date:** May 17, 2021  
**To:** EDA Board of Commissioners  
**From:** Deb Barrett, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Public Housing:**

- Submitted MTCS (vacancy report) to HDS
- 100% Occupancy currently. Resident in #106 is breaking her lease, vacating end of May. Unit is re-rented for June 1, 2021.
- Busy with minor maintenance repairs from the unit inspections that was completed last month.
- Sent out bid packets for the repairs and resurfacing of the shower stalls and bathtub.

Prepared by: Caroline Moe, Executive Director

**Background:**

The Minnesota Department of Employment and Economic Development (DEED) currently leases space from the Cambridge EDA for the Workforce Center. The current lease expires on June 30, 2021.

We have learned from the State of MN Administration Department, the department that negotiates leases on behalf of DEED, that due to COVID 19 the Workforce Center will require a smaller space in the future. They have learned that many of their staff can effectively work remotely so they will be shrinking their office space. There is also pressure from the State to reduce lease costs as part of cost saving measures for the State budget.

Since we are not prepared to lease this large space to another tenant on short notice, staff is recommending that we approve the following modifications to the DEED lease from July 1, 2021-June 30, 2022. To offset the loss in revenue per month, DEED has agreed to some cost savings measures that will benefit the Cambridge EDA. The Workforce Center is currently being cleaned daily. For the period July 1, 2021-June 30, 2022, the Cambridge EDA will only be required to clean the space once per week on Thursdays.

Based on 6,680 Square feet rent leased	Current Rent	New proposed rent 7/2021-6/2022	Other changes to lease
Per Square Foot Rent	\$13.90	\$10.50	Once per week cleaning of offices on Thursdays. One year lease only.
Monthly Rent	\$7,737.67	\$5845.00	
Annual Rent	\$92,852	\$70,140	

If the Board agrees to this lease extension, we will actively work with DEED to determine how much space will be retained in the future. We will work with them to determine how to split the space in the future and will market the space to attract a new tenant if the Workforce Center vacates.

**Recommendation**

Approve an extension of the Workforce Center Lease space with DEED with the modification of terms as listed above and authorize the Executive Director and EDA Board Chair to execute the lease amendment.