

Cambridge EDA Meeting – Monday, June 21, 2021, 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
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of May 17, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft April 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks # 119966- # 120265 Totaling \$30,720.58 (p. 11)
	D. Housing Supervisor's Monthly Report (p. 22)
	4. Work Session
	5. Unfinished Business
	A. Capital Project-Shower Stall/Bathtub Resurfacing (p. 23)
	6. New Business
	A. Cable Contract with MIDCO (p. 26)
	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 – May 17, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 17, 2021 at Cambridge City Center, 300 3rd 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, City Administrator Vogel, and Assistant City Administrator Lewis.

Call to Order

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

Approval of Agenda

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

Consent Agenda

Iverson moved, seconded by Conley, to approve consent agenda items A – D:

- A. Approval of April 19, 2021 meeting minutes
- B. Approve EDA Draft March 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #119704- #119955 Totaling \$16,027.43
- D. Housing Supervisor's Monthly Report

Upon call of the roll, all ayes, no nays. 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

Workforce Center Lease Extension with Term Modifications

Moe stated that it was time to renew the lease with the Minnesota Department of Employment and Economic Development (DEED). She said their lease expires on June 30, 2021, but they have proposed some changes if they are to continue to lease space from the Cambridge EDA. These changes are due in part to COVID19, as many of the staff have been working from home and won't require as much office space in the future. Moe said there has also been pressure from the State to reduce lease costs as part of cost saving measures for the State budget.

Moe said there is little time to change the unit or square footage, so DEED is asking for a reduction in rent for their lease for the upcoming year from July 1, 2021 to June 30, 2022. She said the per square foot amount would change from \$13.90 to \$10.50, reducing the annual income from \$92,852 to \$70,140. To offset the loss in revenue, DEED has agreed to change their cleaning schedule to once per week instead of daily. Moe said it would be better to collect less in lease payments, than to have an empty space that is collecting no revenue. She said they will work with DEED to determine how much space is needed in the future, or if the space needs to be marketed to attract a new tenant. Conley moved, seconded by Godfrey, to approve an extension of the Workforce Center Lease space with DEED with the modifications of terms as listed and authorized the Executive Director and EDA Board Chair to execute the lease amendment. Motion passed unanimously.

Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:52 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,630.64	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	123,667.55	
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		<u>579,552.42</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,516.18	
901-22600	TENANT SECURITY DEPOSITS	31,505.00	
	TOTAL LIABILITIES		34,021.18

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	<u>14,858.05</u>	
	BALANCE - CURRENT DATE	<u>14,858.05</u>	
	TOTAL FUND EQUITY		<u>545,531.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>579,552.42</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	18,121.00	51,879.00	25.89	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	18,121.00	51,879.00	25.89	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	453.07	(153.07)	151.02	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	453.07	(153.07)	151.02	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	59,616.00	110,384.00	35.07	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,018.22	2,981.78	25.46	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	60,634.22	113,365.78	34.85	185,161.26
<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
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	79,208.29			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2021

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	36,990.00	36,990.00	11,930.10	(25,059.90)	32.25	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	894.77	(1,879.23)	32.26	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	826.21	(2,003.79)	29.19	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	4,199.21	(6,144.79)	40.60	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	30.80	(69.20)	30.80	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	17,924.85	(35,393.15)	33.62	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	290.02	(1,685.98)	14.68	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	290.02	(1,685.98)	14.68	1,931.42
<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	2,300.00	(700.00)	76.67	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	1,992.80	(2,707.20)	42.40	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	1,880.37	(4,819.63)	28.07	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	5.13	(294.87)	1.71	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	6,178.30	(9,171.70)	40.25	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	79.74	(120.26)	39.87	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
TOTAL MISCELLANEOUS	3,700.00	3,700.00	2,943.74	(756.26)	79.56	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	27,336.91	(47,007.09)	36.77	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	412.57	(3,587.43)	10.31	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	412.57	(3,587.43)	10.31	6,416.60
TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	412.57	(3,587.43)	10.31	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2021

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	6,277.75	(17,722.25)	26.16	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	470.82	(1,329.18)	26.16	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	434.57	(1,401.43)	23.67	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	1,908.75	(3,263.25)	36.91	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	208.41	(1,375.59)	13.16	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	9,300.30	(25,091.70)	27.04	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	796.89	(3,203.11)	19.92	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	796.89	(3,403.11)	18.97	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	8,428.78	(26,571.22)	24.08	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	13,988.32	(22,011.68)	38.86	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	2,181.71	(6,818.29)	24.24	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	800.44	(2,199.56)	26.68	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	1,104.32	(2,895.68)	27.61	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	26,503.57	(84,860.43)	23.80	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<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	200,956.00	200,956.00	36,600.76	(164,355.24)	18.21	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	64,350.24			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	14,858.05			42,006.98

<p>CAMBRIDGE EDA MEETING June 21, 2021 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	5/12/2021	119966 - 120013	3,499.79
Prepaid Checks	5/19/2021	120036 - 120083	3,661.56
Prepaid Checks	5/26/2021	120098 - 120156	829.82
Prepaid Checks	6/2/2021	120171 - 120207	4,618.58
Prepaid Checks	6/9/2021-6/10/2021	120221 - 120281	18,110.83
	Prepaid Totals		<u>30,720.58</u>

TOTAL SUBMITTED FOR APPROVAL

\$30,720.58

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 5/7/21-6/10/2021.

Caroline Moe 6/15/2021
Caroline Moe, Director of Finance signature & date


Linda Gerlach 6/15/2021
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Electrical Service Work - Bridge Park	175.00
	Total 444:		175.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	May Service - Bridge Park	145.00
	Total 1648:		145.00
2421	Redpath and Company	Completion of 2020 Audit	2,300.00
	Total 2421:		2,300.00
2455	HDS, LLC	MTCS Transmittal Service	40.00
	Total 2455:		40.00
3056	Lake Superior Laundry Inc.	Mall Rugs	72.55
	Total 3056:		72.55
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
3521	Menards	Materials - Operating Supplies - Bridge Park	45.75
	Total 3521:		45.75
5431	Ted's Complete Appliance	Repairs - Bridge Park	101.00
5431	Ted's Complete Appliance	Repairs - Bridge Park	270.00
	Total 5431:		371.00
	Grand Totals:		3,499.79

Dated: 5/12/2021City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/12/2021	119966	444	Bassing Electric	901-20100	175.00
05/21	05/12/2021	119972	1140	Cintas Corporation	205-20100	4.25
05/21	05/12/2021	119978	1648	East Central Exterminating	901-20100	145.00
05/21	05/12/2021	119984	2455	HDS, LLC	901-20100	40.00
05/21	05/12/2021	119989	3056	Lake Superior Laundry Inc.	205-20100	72.55
05/21	05/12/2021	119991	3189	LePage and Sons	205-20100	346.24
05/21	05/12/2021	119995	3521	Menards	901-20100	45.75
05/21	05/12/2021	120008	2421	Redpath and Company	901-20100	2,300.00
05/21	05/12/2021	120013	5431	Ted's Appliance	901-20100	371.00
Grand Totals:						<u>3,499.79</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - A. Lewis	225.00
Total 969:			225.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	45.49
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	45.49
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	738.00
Total 2350:			738.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	1,252.99
Total 3006:			1,252.99
4886	Roof Tech	Repair & Maint Bldg/Structures - Mall Roof Repairs	956.32
Total 4886:			956.32
5836	Vintage Lock	Lock & Keys - Workforce Center	485.00
Total 5836:			485.00
Grand Totals:			3,661.56

Dated: 5/19/2021City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/19/2021	120036	969	Cardmember Service	205-20100	225.00
05/21	05/19/2021	120040	1140	Cintas Corporation	205-20100	4.25
05/21	05/19/2021	120052	2350	HD Supply Facilities Maintenance Ltd	901-20100	738.00
05/21	05/19/2021	120059	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	1,252.99
05/21	05/19/2021	120076	4886	Roof Tech	205-20100	956.32
05/21	05/19/2021	120083	5836	Vintage Lock	205-20100	485.00
Grand Totals:						<u>3,661.56</u>

Vendor	Vendor Name	Description	Net Invoice Amount
718	Brothers Fire & Security	Annual Monitoring Fire Alarm Account - Mall	186.00
Total 718:			186.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
Total 3056:			72.05
5251	Star	Public Notice - Bridge Park Request for Bid	6.15
Total 5251:			6.15
5261	Star Quality Glass	Materials-Operating Supplies - Bridge Park	409.40
Total 5261:			409.40
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
Grand Totals:			829.82

Dated: 5/26/2021

City Treasurer: Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/26/2021	120098	718	Brothers Fire & Security	205-20100	186.00
05/21	05/26/2021	120104	1140	Cintas Corporation	205-20100	4.25
05/21	05/26/2021	120124	3056	Lake Superior Laundry Inc.	205-20100	72.05
05/21	05/26/2021	120148	5251	Star	901-20100	6.15
05/21	05/26/2021	120149	5261	Star Quality Glass	901-20100	409.40
05/21	05/26/2021	120156	5801	Verizon Wireless	205-20100	151.97
Grand Totals:						<u>829.82</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1280	Consolidated Plastics Compa	Materials-Operating Supplies - Bridge Park	1,781.50
	Total 1280:		1,781.50
2166	Grainger	Repair & Maint Supplies Mall	346.18
	Total 2166:		346.18
2465	Hunley, Norma	Refund Security Deposit, Interest, June Rent	1,245.11
	Total 2465:		1,245.11
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
	Total 3056:		72.05
3501	MEI Total Elevator Solutions	June Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	10.05
	Total 3543:		10.05
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:		4,618.58

Dated: 6/2/2021City Treasurer: Cashline

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/02/2021	120171	1140	Cintas Corporation	205-20100	4.25
06/21	06/02/2021	120172	1280	Consolidated Plastics Company, Inc.	901-20100	1,781.50
06/21	06/02/2021	120177	2166	Grainger	205-20100	346.18
06/21	06/02/2021	120180	2465	Norma Hunley	901-20100	1,245.11
06/21	06/02/2021	120185	3056	Lake Superior Laundry Inc.	205-20100	72.05
06/21	06/02/2021	120188	3501	MEI Total Elevator Solutions	901-20100	271.04
06/21	06/02/2021	120190	3543	Metro Sales, Inc.	901-20100	10.05
06/21	06/02/2021	120207	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>4,618.58</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2421	Redpath and Company	Completion of REAC submission	700.00
Total 2421:			700.00
2467	Hummingbird Environmental,	Removal & Disposal ACM & Hazardous Materials	5,240.00
2467	Hummingbird Environmental,	Removal & Disposal ACM & Hazardous Materials	9,600.00
Total 2467:			14,840.00
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 July	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	381.75
Total 3258:			2,290.50
Grand Totals:			18,110.83

Dated: 6/15/2021

City Treasurer: Caroline Mose

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/09/2021	120221	1140	Cintas Corporation	205-20100	4.25
06/21	06/09/2021	120237	2467	Hummingbird Environmental, LLC	205-20100	14,840.00
06/21	06/09/2021	120238	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	.00 V
06/21	06/09/2021	120246	3189	LePage and Sons	901-20100	276.08
06/21	06/09/2021	120265	2421	Redpath and Company	901-20100	700.00
06/21	06/10/2021	120281	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
Grand Totals:						<u>18,110.83</u>

3D

Date: *June 21, 2021*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Processed rent checks. Submitted MTCS Report (vacancy report). All units are occupied at this time and no vacancies notices received.
- Ted's Appliance has been coming out to the property and pulling out the air conditioner and cleaning them.
- Drew down \$9620.00 for the 2021 Capital Fund Plan from the Operations account.
- All the maintenance work from the unit inspection has been completed.
- Resident meeting has been scheduled for Thursday, June 24, 2021, at 11:00 a.m. Weather permitting we will be having the meeting in the Gazebo.
- Open bids for capital project to resurface shower stalls and bathtub. Project will be on the June 21 EDA agenda for Board action.

Prepared by: Deb Barrett

Background:

As a part of the approved capital fund plan, the EDA Board previously authorized staff to solicit proposals for the Repairs/Resurfacing of 43 shower stalls and 1 bathtub at Bridge Park. The rehab will consist of repairing any cracks, chips or scratches and applying the slip resistant treatment to the floors, removing old grab bar, and installing new ones and resurfacing.

Bids were solicited in the following manner:

- Bid packets were sent to local contractors.
- Bid solicitation was advertised on the City of Cambridge website.
- Bid solicitation was advertised in the official legal newspaper.

Sealed bids were opened at 10:00 a.m. on Wednesday June 9, 2021. We received two proposals:

Surface Renewal, Bloomington, MN - \$42,500.00

Surface Specialists Metro, Isanti, MN - \$36,300.00

Payment terms were discussed with Surface Specialists Metro since they appeared to be the apparent low bid. They will bill 50% of the project once the first half of the units have been done and the remainder when all units have been done. Invoices are due within 30 days.

Recommendation:

Staff is recommending that the Board accept the bid submitted by Surface Specialists Metro in the amount of \$36,300.00 and authorize Executive Director to sign contract for work to be performed with the payment terms as outlined above.

Attachments:

Proposal from Surface Renewal, Bloomington, MN -

Proposal from Surface Specialists Metro, Isanti, MN



Bridge Park Apartments
121 South Fern Street
Cambridge, MN 55008

Thank you for allowing us to bid on your upcoming project. The prices are as follows:

Refinish shower floor, walls and dome ceiling: \$695 each

- This includes removal of old grab bar, repairing holes from screws, repairing any cracks, chips or scratches and applying the slip resistant treatment to the floor.

Refinish bath tub: \$425 each

- This includes repairing any cracks, chips or scratches and applying the slip resistant treatment to the floor.

Install 1 new grab bar in each unit: \$140 each

This proposal includes all materials, tax, permits, warranties and labor. All refinishing comes with a 3 year warranty. We have read through the construction agreement and meet all requirements.

Surface Specialists has been in business for over 30 years and we only use the best refinishing products! Our technicians are well trained, skilled, clean and perform outstanding work. We are also locally owned right out of Isanti, MN. We would love to work with you on this project!

Please call with any questions.

Best Regards,

Brenda Boettger
Owner
763-753-2807



9635 Humboldt Avenue South
Bloomington, MN 55431

952-946-1460
www.surfacerenew.net

PROPOSAL FOR 121 SOUTH FERN STREET, CAMBRIDGE

Thank you so much for the invitation to view the project, and for taking the time to meet with us. The Estimate for the bathroom project is as follows:

To resurface the shower stalls (43) would be \$725.00 per unit.

The cost for the bathtub (1) would be \$575.00.

The cost for removing the current grab bars in the showers, fixing the holes and replacing them with new grab bars would be \$250 per unit.

This would make the overall cost totals \$575.00 for the tub, \$31,175.00 for the resurfacing of the showers, and the grab bar replacement would be a total of \$10,750.

The total cost of all of the work totals to \$42,500.

Please feel free to contact us with any questions you may have, and thanks again for considering us.

A handwritten signature in black ink, appearing to read "Dan Krautbauer", with a long horizontal flourish extending to the right.

Dan Krautbauer,

Service Manager, Surface Renew

952-946-1460

office@surfacerenew.net

Prepared by: Caroline Moe, Executive Director

Background:

The Cambridge EDA currently has a contract with MIDCO to provide bulk cable services for Bridge Park Apartments through November 2022 which costs approximately \$1900 per month. Residents may get cable in their apartments for additional \$50 per month as part of our delivering the bulk contract to individual units. Currently, only 28 residents subscribe to cable which means we are collecting only \$1400 from residents to offset the cost of cable.

In past years, the amount paid to MIDCO was approximately the same as what we collected. Approximately 5 years ago, we paid \$1350 per month for bulk cable. But according to MIDCO, the amount they must pay to offer certain cable channels has increased so they have passed the costs on to customers. In addition, more residents are streaming TV through the internet or their cellphone, so cable is no longer of interest to many residents.

The US Department of Housing and Urban Development (HUD) does not allow cable to be included as an amenity as part of rental fees for an apartment. Also, HUD subsidy funds are not allowed to pay for cable.

We reached out to MIDCO to see if they could reduce their costs on the bulk cable contract. They have offered to reduce the cost approximately 14% but that not enough reduction to reach a "breakeven" situation on cost of bulk cable versus amount we are likely to collect.

Under our current contract, we would need to charge \$68 per month to reach "breakeven" status. If MIDCO was to service residents directly, they would charge approximately \$70 per month.

Due to HUD compliance issues, staff believes that we must end the bulk cable contract relationship when the contract expires. To minimize the impact on residents, we would recommend that for "public safety" purposes, the community room TV be hooked to cable. This would allow residents that do not have any other access to TV to monitor severe weather and other emergencies, if necessary. We also would recommend the Housing Supervisor develop a Community Room TV "check-out" routine for use by residents during "non-emergency" times.

Recommendation

1. Notify residents and MIDCO that the Cambridge EDA will not be renewing bulk cable after the current agreement expires. Residents will be allowed to contract with MIDCO individually for cable in the future, if desired.
2. Authorize staff to obtain cable service for Bridge Park Community room as a public safety service so residents can monitor weather or other emergencies, if necessary.
3. Authorize staff to operate a community room TV "check-out" schedule. Staff may temporarily terminate the "check-out" schedule until the Board can act if there are any issues with residents.