

**Cambridge EDA Meeting – Monday, October 18, 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
5:45 pm	1. Call to Order
5:46 pm	2. Approval of Agenda
5:47 pm	3. Consent Agenda
	A. Approval of September 20, 2021 meeting minutes (p. 2)
	B. Approve EDA Draft August 2021 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks #121102- #121344 Totaling \$52,071.01 (p. 18)
	D. Housing Supervisor's Monthly Report (p. 28)
	E. Approve Contract for Ceramic Tile Cleaning (p. 29)
5:50 pm	4. Work Session
	A. Update on Eviction Moratorium and Eviction Procedures/Lease Termination (p. 33)
	B. Update on Procedures for Unit Inspections/Entry (p. 36)
5:51 pm	5. Unfinished Business - None
5:52 pm	6. New Business - None
5:53 pm	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.

3A

## Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – September 20, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, September 20, 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, City Administrator Vogel, Assistant City Administrator Lewis, and Police Chief Schuster.

### Call to Order

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

### Approval of Agenda

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

### Consent Agenda

Godfrey pulled item E for further discussion, and Iverson pulled item D for further discussion.

Iverson moved, seconded by Godfrey, to approve consent agenda items A – C:

- A. Approval of August 16, 2021 meeting minutes
- B. Approve EDA Draft July 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #120765- #121090 Totaling \$493,249.37

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

### *Housing Supervisor's Monthly Report and Resident Meeting Minutes*

Barrett addressed items D and E, the Housing Supervisor's Monthly Report and the Resident Meeting Minutes, together as they are both related to each other. She said a resident gave notice to vacate, and while doing a pre-inspection it was noted that the carpet and tiles were in bad condition. She said they had a flooring person come to assess the damage, and they stated it was ruined and not repairable. Barrett noted she had given the tenant a notice back in April 2021 that the carpeting was in bad shape and needed to be professionally cleaned, but the tenant never had the cleaning done. Shogren asked if the quality of the flooring used had anything to do with the situation, and Barrett said it was all due to the tenant's neglect of care for their apartment. Shogren also asked if the damage deposit was enough to cover the cost to replace the flooring, and Barrett stated it was not and that staff would need to apply for revenue recapture through the State of Minnesota for the flooring replacement not covered by the damage deposit.

Barrett stated many of the apartments are in bad shape, and many have unsafe conditions due to the tenants' own actions. She said HUD only requires an annual inspection, and generally she doesn't go into any units unless she needs to do maintenance. It was asked if the tenants understand this type of behavior is inappropriate, and she said she does a Move-in Condition Form so she and the tenants are aware of the

apartment's condition before they occupy it. She said this form and inspection is used as a basis for identifying any future damages caused by tenants. Ziebarth asked what percentage of the residents have a case manager or social worker, and Barrett stated about 50% of them have some sort of oversight. She has been informed that the even with tenant oversight, there is no way to force tenants to keep their apartments clean.

Shogren asked if there was a process in place for bringing the tenant before the EDA board for eviction, and Barrett stated they are given a notice of lease violation and weekly inspections. She said this is the first tenant that they would have had to evict for violations. Shogren asked if Barrett or staff would be able to create a better plan or process for bringing tenants forward for eviction due to lease violations. He is very concerned about resident safety and the condition of the apartments being properly maintained. Vogel stated that he would be meeting with Barrett and Moe later in the month and would come up with some clarified procedures for Barrett to use in the eviction process. He planned to bring this information back to the EDA meeting in October. Godfrey moved, seconded by Ziebarth, to approve Consent Agenda items D and E. Upon roll call, all members voted aye and the motion passed.

### **Work Session**

There were no items under the work session.

### **Unfinished Business**

There were no items under the unfinished business.

### **New Business**

#### *Call for Hearing on PHA Plan*

Barrett stated they are required annually to develop a Public Housing Agency (PHA) Plan and a 5-year action plan. She said a public hearing on the plans is required as well. Ziebarth moved, seconded by Iverson, to call for a public hearing on the PHA Plan and the 5-Year Capital Plan on November 15, 2021, at 5:45 pm. Motion passed unanimously.

### **Adjournment**

Godfrey moved, seconded by Conley, to adjourn the meeting at 6:03 p.m. Motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director

3B

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,870.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	141,340.85	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,245,049.52	
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		602,211.34

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	7,427.07	
901-22600	TENANT SECURITY DEPOSITS	30,288.20	
	TOTAL LIABILITIES		37,715.27

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	33,822.88	
	BALANCE - CURRENT DATE	33,822.88	
	TOTAL FUND EQUITY		564,496.07
	TOTAL LIABILITIES AND EQUITY		602,211.34

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	43,121.00	26,879.00	61.60	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>43,121.00</b>	<b>26,879.00</b>	<b>61.60</b>	<b>84,317.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	745.32	( 445.32)	248.44	400.64
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>300.00</b>	<b>300.00</b>	<b>745.32</b>	<b>( 445.32)</b>	<b>248.44</b>	<b>400.64</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	118,854.00	51,146.00	69.91	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,240.77	1,759.23	56.02	3,114.26
<b>TOTAL RENTAL INCOME</b>	<b>174,000.00</b>	<b>174,000.00</b>	<b>121,094.77</b>	<b>52,905.23</b>	<b>69.59</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>164,961.09</b>			<b>297,403.90</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	23,494.74	( 13,495.26)	63.52	32,674.18
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	111.15	111.15	.00	.00
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	1,770.45	( 1,003.55)	63.82	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,621.38	( 1,208.62)	57.29	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	7,062.29	( 3,281.71)	68.27	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	93.04	( 186.96)	33.23	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	49.60	( 50.40)	49.60	68.65
<b>TOTAL PERSONAL SERVICES</b>	<b>53,318.00</b>	<b>53,318.00</b>	<b>34,202.65</b>	<b>( 19,115.35)</b>	<b>64.15</b>	<b>45,999.21</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	698.87	( 1,277.13)	35.37	1,931.42
<b>TOTAL SUPPLIES</b>	<b>1,976.00</b>	<b>1,976.00</b>	<b>698.87</b>	<b>( 1,277.13)</b>	<b>35.37</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	3,000.00	.00	100.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	3,769.60	( 930.40)	80.20	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	4,334.34	( 2,365.66)	64.69	6,142.35
901-49500-322 POSTAGE	50.00	50.00	58.00	8.00	116.00	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	11.28	( 288.72)	3.76	24.50
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>15,350.00</b>	<b>15,350.00</b>	<b>11,173.22</b>	<b>( 4,176.78)</b>	<b>72.79</b>	<b>13,663.03</b>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	124.52	( 75.48)	62.26	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,904.00	( 196.00)	93.68	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>3,028.52</b>	<b>( 671.48)</b>	<b>81.85</b>	<b>3,143.03</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>74,344.00</b>	<b>74,344.00</b>	<b>49,103.26</b>	<b>( 25,240.74)</b>	<b>66.05</b>	<b>64,736.69</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	2,464.87	( 1,535.13)	61.62	6,416.60
	<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	2,464.87	( 1,535.13)	61.62	6,416.60
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>2,464.87</b>	<b>( 1,535.13)</b>	<b>61.62</b>	<b>6,416.60</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	12,289.72	( 11,710.28)	51.21	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	921.72	( 878.28)	51.21	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	843.90	( 992.10)	45.96	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	3,435.75	( 1,736.25)	66.43	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	450.23	( 1,133.77)	28.42	789.88
<i>TOTAL PERSONAL SERVICES</i>	<u>34,392.00</u>	<u>34,392.00</u>	<u>17,941.32</u>	<u>( 16,450.68)</u>	<u>52.17</u>	<u>24,587.11</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	3,246.56	( 753.44)	81.16	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>4,200.00</u>	<u>4,200.00</u>	<u>3,246.56</u>	<u>( 953.44)</u>	<u>77.30</u>	<u>2,825.38</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	17,222.23	( 17,777.77)	49.21	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	8,720.00	( 2,644.00)	76.73	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	24,052.71	( 11,947.29)	66.81	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	4,542.03	( 4,457.97)	50.47	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,636.59	( 1,363.41)	54.55	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	2,208.64	( 1,791.36)	55.22	3,784.38
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>111,364.00</u>	<u>111,364.00</u>	<u>58,382.20</u>	<u>( 52,981.80)</u>	<u>52.42</u>	<u>114,354.49</u>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	( 45,000.00)	.00	42,476.65
<i>TOTAL MISCELLANEOUS</i>	<u>45,000.00</u>	<u>45,000.00</u>	<u>.00</u>	<u>( 45,000.00)</u>	<u>.00</u>	<u>42,476.65</u>
<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
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>6,000.00</u>	<u>6,000.00</u>	<u>.00</u>	<u>( 6,000.00)</u>	<u>.00</u>	<u>.00</u>
<b>TOTAL LOW RENT MAINTENANCE</b>	<u><u>200,956.00</u></u>	<u><u>200,956.00</u></u>	<u><u>79,570.08</u></u>	<u><u>( 121,385.92)</u></u>	<u><u>39.60</u></u>	<u><u>184,243.63</u></u>



CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 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	<u>279,300.00</u>	<u>279,300.00</u>	<u>131,138.21</u>			<u>255,396.92</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>33,822.88</u>			<u>42,006.98</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 31, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	9,620.00	
	TOTAL ASSETS		9,620.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	9,620.00	
	BALANCE - CURRENT DATE	9,620.00	
	TOTAL FUND EQUITY		9,620.00
	TOTAL LIABILITIES AND EQUITY		9,620.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	9,620.00	25,380.00	27.49	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	9,620.00	25,380.00	27.49	27,525.00
TOTAL FUND REVENUE	35,000.00	35,000.00	9,620.00			27,525.00

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 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 8 MONTHS ENDING AUGUST 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	9,620.00			.00

CITY OF CAMBRIDGE  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 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	176,987.60	63,012.40	73.74	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	176,987.60	63,012.40	73.74	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	176,987.60			579,505.60

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	1,155.00	( 1,345.00)	46.20	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	88.35	( 102.65)	46.26	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>( 276.45)</b>	<b>( 2,967.45)</b>	<b>( 10.27)</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	3,769.60	769.60	125.65	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	551.32	( 848.68)	39.38	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	1,728.78	( 371.22)	82.32	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	795.24	795.24	.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	140.22	140.22	.00	456.92
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>13,775.00</b>	<b>13,775.00</b>	<b>8,754.03</b>	<b>( 5,020.97)</b>	<b>63.55</b>	<b>14,484.31</b>
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	8,740.00	( 6,260.00)	58.27	26,080.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	9,600.00	9,600.00	.00	.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	1,455.00	( 1,345.00)	51.96	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	1,400.00	( 100.00)	93.33	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	14,004.55	( 15,995.45)	46.68	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>35,255.55</b>	<b>( 27,544.45)</b>	<b>56.14</b>	<b>58,143.78</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>83,016.00</b>	<b>83,016.00</b>	<b>43,733.13</b>	<b>( 39,282.87)</b>	<b>52.68</b>	<b>262,639.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	19,509.59	( 8,144.41)	70.55	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	4,875.16	( 2,124.84)	69.65	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	1,463.22	( 3,440.78)	29.84	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	1,815.71	( 3,187.29)	36.29	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	6,241.47	( 2,400.53)	72.22	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	454.03	( 2,138.97)	17.51	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	24.80	( 75.20)	24.80	34.35
<b>TOTAL PERSONAL SERVICES</b>	<b>57,496.00</b>	<b>57,496.00</b>	<b>34,383.98</b>	<b>( 23,112.02)</b>	<b>59.80</b>	<b>46,094.62</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	148.74	( 51.26)	74.37	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	4,076.80	( 10,923.20)	27.18	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	14.99	( 985.01)	1.50	3,463.44
<b>TOTAL SUPPLIES</b>	<b>16,325.00</b>	<b>16,325.00</b>	<b>4,240.53</b>	<b>( 12,084.47)</b>	<b>25.98</b>	<b>14,722.86</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	166.03	( 183.97)	47.44	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	4,007.00	( 1,993.00)	66.78	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	10,577.79	( 9,922.21)	51.60	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	3,168.22	( 2,031.78)	60.93	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	1,730.98	( 2,469.02)	41.21	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	2,786.30	( 4,013.70)	40.98	5,195.18
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>43,050.00</b>	<b>43,050.00</b>	<b>22,436.32</b>	<b>( 20,613.68)</b>	<b>52.12</b>	<b>32,539.20</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	5,120.64	( 10,879.36)	32.00	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	186.00	( 11,814.00)	1.55	(.20)
205-47000-499 MALL ROOF PROJECT	.00	.00	446,159.70	446,159.70	.00	31,875.20
<b>TOTAL MISCELLANEOUS</b>	<b>29,750.00</b>	<b>29,750.00</b>	<b>453,887.84</b>	<b>424,137.84</b>	<b>1,525.67</b>	<b>65,516.25</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>146,621.00</b>	<b>146,621.00</b>	<b>514,948.67</b>	<b>368,327.67</b>	<b>351.21</b>	<b>158,872.93</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	558,681.80			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	( 381,694.20)			157,992.99

3C

Agenda Item 3C

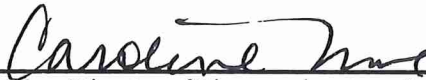
CAMBRIDGE EDA MEETING
October 18, 2021
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<b>Submitted For Approval</b>
Prepaid Checks	9/15/2021	121102 - 121152	39,066.45
Prepaid Checks	9/22/2021	121178 - 121209	1,851.78
Prepaid Checks	9/29/2021	121221 - 121281	456.60
Prepaid Checks	10/6/2021	121295 - 121344	10,696.18
Prepaid Totals			52,071.01

**TOTAL SUBMITTED FOR APPROVAL**

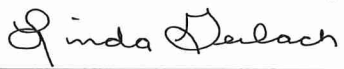
\$52,071.01
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I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 9/9/21-10/6/2021.


10-6-2021  


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 Caroline Moe, Director of Finance signature & date


10-6-2021  


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 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1648	East Central Exterminating	September Service - Bridge Park	145.00
Total 1648:			145.00
2455	HDS, LLC	MTCS Transmittal Service	40.00
Total 2455:			40.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	381.75
Total 3258:			2,290.50
3521	Menards	Materials - Operating Supplies - Bridge Park	31.70
Total 3521:			31.70
5353	Surface Specialists Metro, M	Refinish Showers - Bridge Park	36,300.00
5353	Surface Specialists Metro, M	Clean Units - Bridge Park	255.00
Total 5353:			36,555.00
Grand Totals:			39,066.45

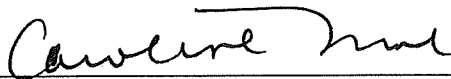
Dated: 9-15-2021

City Treasurer: Caroline Howe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/15/2021	121102	1140	Cintas Corporation	205-20100	4.25
09/21	09/15/2021	121109	1648	East Central Exterminating	901-20100	145.00
09/21	09/15/2021	121116	2455	HDS, LLC DBA Kanso Software	901-20100	40.00
09/21	09/15/2021	121117	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
09/21	09/15/2021	121132	3521	Menards	901-20100	31.70
09/21	09/15/2021	121152	5353	Surface Specialists Metro, MN LLC	901-20100	36,555.00
Grand Totals:						<u>39,066.45</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1648	East Central Exterminating	Service Call - Bridge Park	280.00
	Total 1648:		280.00
2717	J's Carpet and Upholstery Cle	Carpet Cleaning - Bridge Park	600.00
	Total 2717:		600.00
2935	King Industries, Inc.	Materials-Operating Supplies - Bridge Park	198.32
	Total 2935:		198.32
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	248.32
	Total 3006:		248.32
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
5601	TR Computer Sales LLC	Office Supplies - Econ Dev	178.90
	Total 5601:		178.90
	Grand Totals:		1,851.78

Dated: 9/22/2021

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/22/2021	121178	1648	East Central Exterminating	901-20100	280.00
09/21	09/22/2021	121186	2717	J's Carpet and Upholstery Cleaning LLC	901-20100	600.00
09/21	09/22/2021	121187	2935	King Industries, Inc.	901-20100	198.32
09/21	09/22/2021	121189	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	248.32
09/21	09/22/2021	121192	3189	LePage and Sons	205-20100	346.24
09/21	09/22/2021	121209	5601	TR Computer Sales LLC	205-20100	178.90
Grand Totals:						<u>1,851.78</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
2166	Grainger	Repair & Maint Supplies Mall	42.48
	Total 2166:		42.48
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	11.70
	Total 3543:		11.70
5431	Ted's Complete Appliance	Repairs Bridge Park	159.00
	Total 5431:		159.00
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance Dept	20.72
5801	Verizon Wireless	wireless phone service - Bridge Park	41.44
	Total 5801:		102.17
	Grand Totals:		456.60

Dated: 9/29/2021City Treasurer: Caroline [Signature]

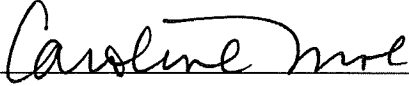
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/29/2021	121221	306	ARC Irrigation, LLC	901-20100	137.00
09/21	09/29/2021	121229	1140	Cintas Corporation	205-20100	4.25
09/21	09/29/2021	121238	2166	Grainger	205-20100	42.48
09/21	09/29/2021	121255	3543	Metro Sales, Inc.	901-20100	11.70
09/21	09/29/2021	121275	5431	Ted's Appliance	901-20100	159.00
09/21	09/29/2021	121281	5801	Verizon Wireless	901-20100	102.17
Grand Totals:						<u>456.60</u>



Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
2233	Grimebusters Commercial Cle	Carpet Cleaning - Mall	1,803.90
Total 2233:			1,803.90
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	290.65
Total 3006:			290.65
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
Total 3056:			77.05
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 November	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	October Monthly Service - Bridge Park	271.04
Total 3501:			271.04
4011	NAC Mechanical & Electrical	Fall Semi-Annual Maintenance	1,298.75
Total 4011:			1,298.75
4175	Northern Edge Carpet & Vinyl	Vinyl Flooring - Bridge Park	229.25
4175	Northern Edge Carpet & Vinyl	Vinyl Flooring - Bridge Park	2,977.45
Total 4175:			3,206.70
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge Pa	280.00
Total 4567:			280.00
5251	Star	Public Notice EDA Annual PHA Plan	4.61
Total 5251:			4.61
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20

Vendor	Vendor Name	Description	Net Invoice Amount
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
Total 5965:			888.40
Grand Totals:			10,696.18

Dated: 10-6-2021

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/06/2021	121295	1140	Cintas Corporation	205-20100	8.50
10/21	10/06/2021	121303	2233	Grimebusters Commercial Cleaning LLC	205-20100	1,803.90
10/21	10/06/2021	121307	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
10/21	10/06/2021	121312	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	290.65
10/21	10/06/2021	121313	3056	Lake Superior Laundry Inc.	205-20100	77.05
10/21	10/06/2021	121315	3189	LePage and Sons	901-20100	276.08
10/21	10/06/2021	121319	3501	MEI Total Elevator Solutions	901-20100	271.04
10/21	10/06/2021	121324	4011	NAC Mechanical & Electrical Services	205-20100	1,298.75
10/21	10/06/2021	121329	4175	Northern Edge Carpet & Vinyl LLC	901-20100	3,206.70
10/21	10/06/2021	121332	4567	Precision Property Maintenance	901-20100	280.00
10/21	10/06/2021	121338	5251	Star	901-20100	4.61
10/21	10/06/2021	121344	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>10,696.18</u>

3D

**Date:** October 18, 2021  
**To:** EDA Board of Commissioners  
**From:** Deb Barrett, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Public Housing:**

- Bridge Park is 100% occupied and no Notice of Vacating have been received
- Processed rent checks. Submitted MTCS Report (Vacancy Report)
- Submitted Maintenance Wage Rate Determination to Davis Bacon Labor Standards.
- On September 24, 2021, Will Pennings, Caroline Moe and I did a unit inspection on 4 concerned units at Bridge Park. 3 of the units had some safety issues that was noted by Will. Follow-up inspection will be completed on Tuesday, October 12<sup>th</sup>.
- Meet with Evan, and Caroline on Thursday, October 7<sup>th</sup> and went over issues with condition of some of the units at Bridge Park, notice of entry for residents, eviction moratorium. Evan will be creating a document for Release of Liability that will need to be signed by a resident and whomever is not listed on the lease and wants information on a resident.
- BDS was out on Friday, October 8<sup>th</sup> and cleaned inside of the dryers.

**Capital Fund:**

- Completion of bathroom renovation is planned to be done by September 2022. Plans include replacement of vanity, medicine cabinet and sink in each apartment. We will be working on the plans for bidding by February.

**Minnesota Housing Finance Agency—Public Owned Housing Program:**

- Working on developing plan to install sprinkler's system in each apartment by September 2022.

Prepared by: Deb Barrett

**Background:**

Staff is requesting the EDA Board approve for the cleaning of the ceramic tile in the common areas of the building since the regular cleaning effort of staff is not achieving the desired results.

Please find attached three estimate's staff has received for the cleaning of the ceramic tile.

Premier Clean & Restore \$517.20  
My Trusted Carpet Cleaners \$400.00  
J's Carpet & Upholstery \$700.00

Fiscal note – Bridge Park Budget has adequate amount in its contract maintenance line item to fund this proposed action.

**Recommendation**

Authorize My Trusted Carpet Cleaners to clean all common areas for \$400.00



**My Trusted Carpet Cleaners**

Bridge Park Apartments  
 121 South Fern Street  
 Cambridge, MN 55008

(763) 552-3278  
 housingdivision@ci.cambridge.mn.us

ESTIMATE	#175
SCHEDULED DATE	Mon Oct 4, 2021 10:00am
TOTAL	\$427.50

CONTACT US  
 2911 162nd Ave NE  
 Ham Lake, MN 55304

(612) 961-0906  
 MyTrustedCarpetCleaners@gmail.com

**ESTIMATE**

Synthetic Tile & Grout - Synthetic Tile & Grout	800.0	\$0.50	\$400.00
Steam Cleaning Tile and Grout at pressures of 800 - 1200 PSI. Clean main lobby floor and 2nd, 3rd, and 4th floor tiled areas outside the elevator (middle of bldg)			
Subtotal			\$400.00
Tax (Combined Isanti County Rate 6.875%)			<del>-\$27.50</del>
Total			<del>\$427.50</del> \$400.00 <sup>00</sup>

Thank you for the opportunity to serve you!



# PREMIER CLEAN RESTORE

Expert solutions for carpet, upholstery,  
hard flooring, odors & floods.

# Estimate / Invoice

651-674-2888

46391 Cedarcrest Trail

Harris, MN 55032

Website: [www.PremierCleanAndRestore.com](http://www.PremierCleanAndRestore.com)

Email: [PremierCleanAndRestore@gmail.com](mailto:PremierCleanAndRestore@gmail.com)

PHONE	763 552 3278	DATE	10/4/21	EMAIL	
NAME	Bridge Park Apts.				
ADDRESS	121 S. Fern St				
CITY, STATE, ZIP	Cambridge				

Qty	Description	Unit Price	Amount
	LR x		
	DR x		
	HALL x		
( )	STAIRS		
	MBR x		
	BR x		
	BR x		
	OFFICE x		
	FR x		
	LOBBY AREAS		
164	8X20.5		
117	6.5X18		
42	6.5X6.5 entry		
85	17X5 entry		
24	8X3 in front of elevator (1st FLR)		
	2, 3rd floor, 4th floor		
430	(20.5X7) 3		
862	Sq. Ft. Cleaned @ .60		517 20
Subtotal			517 20
Sales Tax			
Total			517 20

*Handwritten notes:* TRUCK MOUNT HOT WATER EXTRACTION @ HIGH HEAT CLEANING OF TILE GROUT

*Signature:* Ethan & Tyler Ellingson

*Text:* Exempt

Thank You

*\*Estimate\**

**J's Carpet & Upholstery  
Cleaning LLC.**

651-755-1010

**Work Order/  
Invoice**

COD   
 BILLING  Please remit payment as soon as possible.  
 11579 Marigold Street NW,  
 Coon Rapids, MN 55433

Date 9/30/21 Day Thursday Time \_\_\_\_\_

Customer Bridge Park Home Phone \_\_\_\_\_  
121 South Fern St  
 Address Cambridge MN 55008 Work Phone \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell/Pager/Fax \_\_\_\_\_

**Carpet/Upholstery Cleaning**

Area				Total
___ LV ___ LAND(S)	Bldg 121	"commers"		700 <sup>00</sup>
___ DIN ___ SOFA				
___ FAM ___ LOVE	Tile & Grout			
___ REC ___ SEC	cleaning all floors			
___ BED(S) ___ CHAIR				
___ M. BED ___ OTTOMAN	80¢ per sq. Ft.			
___ HALL(S)				
___ STEPS				

NOTES  
 (Estimate)

Subtotal	700 <sup>00</sup>
Tax	_____
Total	700 <sup>00</sup>

I am satisfied with the work completed and agree with the cleaning cost stated.

Sign \_\_\_\_\_ Date 1 / 1

CAUTION: DAMP CARPETS MAKE HARD SURFACES SLIPPERY. ALL FURNITURE AND HOUSEHOLD ITEMS MOVED AT CUSTOMER REQUEST AND RISK. CARPET/UPHOLSTERY BY NATURE HAS CERTAIN CHARACTERISTICS, FIBER WEAR AND STAINING THAT CANNOT BE CHANGED AND MAY BE HIGHLIGHTED BY CLEANING, SPECIALTY WORK IS NEVER GUARANTEED AND IS PERFORMED AT THE CUSTOMERS REQUEST AND RISK. DO NOT REPLACE FURNITURE OR REMOVE TABS FOR 24 HOURS AFTER CLEANING.

*Thank you for your business Please call us AGAIN!*



Prepared by: Deb Barrett/Caroline Moe

**Background:**

Follow up from the meeting on September 20, 2021, on the discussion for eviction procedures for residents at Bridge Park.

**Eviction:**

The following excerpt is from the Cambridge EDA Admission & Continued Occupancy Policy updated by the EDA Board on September 17, 2018. This section defines eviction and indicates it must be done by court action. Eviction is a different than lease termination and is used when someone does not vacate the unit after termination notice. Please note, this procedure takes court action, not board action.

**13-IV.E. EVICTION [24 CFR 966.4(l)(4) and 966.4(m)]**

Eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. The PHA may only evict the tenant from the unit by instituting a court action, unless the law of the jurisdiction permits eviction by administrative action, after a due process administrative hearing, and without a court determination of the rights and liabilities of the parties.

PHA Policy

When a family does not vacate the unit after receipt of a termination notice, by the deadline given in the notice, the PHA will follow state and local landlord-tenant law in filing an eviction action with the local court that has jurisdiction in such cases.

If the eviction action is finalized in court and the family remains in occupancy beyond the deadline to vacate given by the court, the PHA will seek the assistance of the court to remove the family from the premises as per state and local law.

**Lease Termination:**

The following are excerpts from the Bridge Park lease agreement that discusses when termination can occur from the landlord and the process for notice. In the past, lease terminations have been performed by Housing Management so that if a tenant has any disagreement with the action, the grievance can be brought to the EDA Board for consideration. The following lists the reason a lease can be terminated:

16. **LEASE TERMINATION BY LANDLORD:** Any termination of this Lease shall be carried out in accordance with U.S. Department of Housing and Urban Development regulations, State and local law, and the terms of this Lease.

The Landlord shall not terminate or refuse to renew the Lease other than for serious or repeated violation of material terms of the Lease, such as, but not limited to, the following:

- a. nonpayment of rent or other charges due under the Lease (i.e. utilities), or repeated chronic late payment of rent (four times in a twelve month period);
- b. failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertifications, to attend scheduled reexamination interviews or to cooperate in the verification process if the tenant has chosen to pay rent based on a percentage of income;
- c. furnishing false or misleading information during the application or review process;
- d. assignment or subleasing of the premises or providing accommodation for boarders or lodgers;
- e. use of the premises for purposes other than solely as a dwelling unit for the tenant and tenant's household as identified in this Lease, or permitting its use for any other purpose without the written permission of the Landlord;
- f. failure to abide by necessary and reasonable rules made by the Landlord for the benefit and well being of the housing development and the tenants;
- g. failure to abide by applicable building and housing codes materially affecting health or safety;
- h. failure to dispose of garbage, waste and rubbish in a safe and sanitary manner;
- i. failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner;
- j. acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts;
- k. failure to pay reasonable charges for the repair of damages to the premises, property buildings, facilities or common areas;
- l. any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the authority;
- m. failure to abide by the provisions of the pet policy;
- n. any violent or drug-related criminal activity on or off the premises, not just on or near the premises;
- o. alcohol abuse that the Landlord determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other tenants;
- p. failure to perform required community service or be exempted therefrom;
- q. failure to allow inspection of the dwelling unit;
- r. determination that a family member has knowingly permitted an ineligible non-citizen not listed on the lease to permanently reside in their public housing unit;
- s. determination or discovery that a tenant is a registered sex offender;
- t. is smoking in their apartment (no warnings)
- u. failure to abide by the provision of the Admissions & Continued Occupancy Policy (ACOP), a copy of the policy, which is publicly posted in the Project Office. A copy of the policy can be furnished on request at the expense of the person making the request. Or
- v. any other good cause

17. **NOTICE OF LEASE TERMINATION:** If the Landlord proposes to terminate this Lease, the tenant shall be given written notice of the proposed termination, as listed below:

- a. found smoking in your apartment (immediate termination)
- b. for failure to pay rent, at least fourteen (14) days;
- c. for creation or maintenance of a threat to health or safety of other tenants or Landlord's employees, a reasonable time based on the urgency of the situation; or
- d. for all other cases, thirty (30) days, unless State law permits a shorter period.

The Notice to Vacate required by State or local law may be combined with or run concurrently with a Notice of Lease termination required by this lease.

The Notice of Lease Termination from the Landlord shall be either personally delivered to the tenant or to an adult member of the tenant's family residing in the dwelling unit, or sent to the tenant by First Class Mail, properly addressed, postage pre-paid. The notice shall:

- a. specify the date the Lease shall be terminated;
- b. state the grounds for termination with enough detail for the tenant to prepare a defense. The Landlord shall rely solely on the grounds stated in the Notice of Lease Termination in the event eviction action is initiated;
- c. advise the tenant of the right to reply as he or she may wish, to examine the Landlord's documents directly relevant to the termination or eviction, to use the Grievance Policy to contest the termination, and/or to defend the action in court.

Staff was also asked at the September 20, 2021, to provide an update on the moratorium on evictions related to COVID-19. While the federal government COVID-19 eviction moratorium has ended, the State of MN does not allow eviction for non-payment if a tenant has applied for COVID 19 rental assistance. This state protection is in effect until June 1, 2022. However, if a tenant does not apply Covid 19 rental assistance, landlords now may evict renters for non-payment.

The Housing Staff works diligently with residents to prevent lease terminations and evictions. However, at times if a resident is not able to comply with lease terms, it may be necessary to terminate a lease, especially when safety concerns involving other residents exist.

### **Recommendation**

For discussion only.

Prepared by: Deb Barrett

**Background:**

At the EDA meeting on September 20, 2021, there was some EDA Board discussion about unit inspections. Staff thought it was important to revisit this topic with the Board.

**Annual Inspections:**

The United States Department of Housing and Urban Development (HUD) requires the Cambridge EDA to conduct annual unit inspections at Bridge Park Apartments.

Each resident will receive a written Notice of Entry Letter stating the purpose of entry with date and approximate time of entry into their unit. Residents will be given a two week notice prior to the inspection.

During the inspection staff is looking to ensure that the units are maintained in decent, safe, and sanitary conditions. Residents whose housekeeping habits pose a non-emergency health or safety risk, encourage insect or rodent infestation, or cause damage to the unit are in violation of the lease. In these instances, the PHA will provide proper notice of a lease violation.

A reinspection will be conducted within 30 days to confirm that the resident has complied with the requirement to abate the problem. Failure to abate the problem or allow for a reinspection is considered a violation of the lease and may result in termination of tenancy in accordance with Chapter 13.

**Special Inspections:**

Staff may also conduct a special inspection for any of the following reasons per the Admission & Continued Occupancy Policy (ACOP):

PHA Policy

PHA staff may conduct a special inspection for any of the following reasons:

Housekeeping

Unit condition

Suspected lease violation

Preventive maintenance

Routine maintenance

There is reasonable cause to believe an emergency exists

Entry for repairs/maintenance requested by residents when they invite staff into the unit will not require prior notice.

Entry, when not invited in, for the items above, may only occur when the tenant has been given proper notice. For maintenance, the tenant's lease specifies that at least 24- hour notice must be provided prior to entry. For other non-emergency inspections, the Bridge Park Admission and Continued Occupancy Policy (ACOP) approved by the EDA Board, a written notice of at least 48 hours.

In the future, based on recent advice of Council, staff will be generating individual notices for tenants when entry is required, not only posting notice in common spaces.

**Emergency Entry:**

Immediate entry is allowed by the landlord for the following reasons:

1. It is necessary to prevent injury to persons or property because of conditions related to maintenance, building security, or law enforcement;
2. It is necessary to determine a residential tenant's safety; or
3. It is necessary to comply with local ordinances regarding unlawful activity occurring within the residential tenants' premises.

**Recommendation**

For discussion only.

