

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 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, 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.

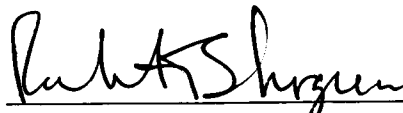
New Business

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.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE

BALANCE SHEET

JULY 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,122.31)	
901-10102	INVESTMENTS--PBC		120,811.18	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		143,728.43	
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>597,348.03</u>

LIABILITIES AND EQUITYLIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		192.37	
901-22600	TENANT SECURITY DEPOSITS		30,907.00	
	TOTAL LIABILITIES			31,099.37

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>35,575.47</u>	
	BALANCE - CURRENT DATE		<u>35,575.47</u>	
	TOTAL FUND EQUITY			<u>566,248.66</u>
	TOTAL LIABILITIES AND EQUITY			<u>597,348.03</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	35,621.00	34,379.00	50.89	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	35,621.00	34,379.00	50.89	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	671.54	(371.54)	223.85	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	671.54	(371.54)	223.85	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	104,362.00	65,638.00	61.39	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,971.04	2,028.96	49.28	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	106,333.04	67,666.96	61.11	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	142,625.58			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	20,683.98	(16,306.02)	55.92	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	1,551.31	(1,222.69)	55.92	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,419.90	(1,410.10)	50.17	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	6,298.80	(4,045.20)	60.89	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	44.90	(55.10)	44.90	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	30,091.93	(23,226.07)	56.44	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	698.87	(1,277.13)	35.37	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	698.87	(1,277.13)	35.37	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	3,000.00	.00	100.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	3,325.40	(1,374.60)	70.75	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	3,721.22	(2,978.78)	55.54	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	11.28	(288.72)	3.76	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	10,057.90	(5,292.10)	65.52	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	112.22	(87.78)	56.11	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
TOTAL MISCELLANEOUS	3,700.00	3,700.00	3,016.22	(683.78)	81.52	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	43,864.92	(30,479.08)	59.00	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	1,967.30	(2,032.70)	49.18	6,416.60
	<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	1,967.30	(2,032.70)	49.18	6,416.60
	TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	1,967.30	(2,032.70)	49.18	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	10,841.60	(13,158.40)	45.17	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	813.11	(986.89)	45.17	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	744.09	(1,091.91)	40.53	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	3,054.00	(2,118.00)	59.05	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	450.23	(1,133.77)	28.42	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	15,903.03	(18,488.97)	46.24	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	2,988.10	(1,011.90)	74.70	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	2,988.10	(1,211.90)	71.15	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	13,559.60	(21,440.40)	38.74	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	21,361.71	(14,638.29)	59.34	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	3,941.09	(5,058.91)	43.79	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,531.80	(1,468.20)	51.06	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	1,932.56	(2,067.44)	48.31	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	42,326.76	(69,037.24)	38.01	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	61,217.89	(139,738.11)	30.46	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	107,050.11			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	35,575.47			42,006.98

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2021

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	<u>35,000.00</u>	<u>35,000.00</u>	<u>9,620.00</u>			<u>27,525.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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	154,201.52	85,798.48	64.25	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	154,201.52	85,798.48	64.25	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	154,201.52			579,505.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,015.00	(1,485.00)	40.60	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	77.64	(113.36)	40.65	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
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(427.16)	(3,118.16)	(15.87)	189,782.60
<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
TOTAL SUPPLIES	3,750.00	3,750.00	.00	(3,750.00)	.00	228.99
<i>OTHER SERVICES & 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	3,325.40	325.40	110.85	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	511.31	(888.69)	36.52	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	694.13	694.13	.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	116.09	116.09	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	6,415.80	(7,359.20)	46.58	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	7,740.00	(7,260.00)	51.60	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	875.00	(1,925.00)	31.25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	410.00	(1,090.00)	27.33	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
TOTAL MISCELLANEOUS	62,800.00	62,800.00	32,685.55	(30,114.45)	52.05	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	38,674.19	(44,341.81)	46.59	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	17,339.99	(10,314.01)	62.70	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	1,300.50	(3,603.50)	26.52	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	1,655.59	(3,347.41)	33.09	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	5,552.29	(3,089.71)	64.25	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	22.45	(77.55)	22.45	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	31,200.01	(26,295.99)	54.26	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	127.49	(72.51)	63.75	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	3,890.22	(11,109.78)	25.93	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	14.99	(985.01)	1.50	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	4,032.70	(12,292.30)	24.70	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	145.28	(204.72)	41.51	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	9,239.21	(11,260.79)	45.07	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,762.10	(2,437.90)	53.12	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	1,634.15	(2,565.85)	38.91	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	2,440.06	(4,359.94)	35.88	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	16,220.80	(26,829.20)	37.68	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	4,895.64	(11,104.36)	30.60	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)
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	3,523.50	3,523.50	.00	.00
205-47000-499 MALL ROOF PROJECT	.00	.00	153,106.50	153,106.50	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	164,133.14	134,383.14	551.71	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	215,586.65	68,965.65	147.04	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	254,260.84			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	(100,059.32)			157,992.99

CAMBRIDGE EDA MEETING
 September 20, 2021
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	8/11/2021	120765 - 120842	294,266.28
Prepaid Checks	8/18/2021	120849 - 120884	583.24
Prepaid Checks	8/26/2021	120920 - 120973	1,808.11
Prepaid Checks	9/1/2021	120985 - 131031	3,245.75
Prepaid Checks	9/8/2021	121041 - 121090	193,345.99
Prepaid Totals			493,249.37

TOTAL SUBMITTED FOR APPROVAL

\$493,249.37

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/10/21-9/8/2021.

Caroline Moe 9-9-2021
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 9-9-2021
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - A. Lewis	10.00
Total 969:			10.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
1648	East Central Exterminating	August Service & Unit Treatment - Bridge Park	320.00
Total 1648:			320.00
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	3,523.50
Total 2568:			3,523.50
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	181.19
Total 3006:			181.19
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
Total 3056:			144.10
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			622.32
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	August Monthly Service - Bridge Park	271.04
Total 3501:			271.04
3521	Menards	Maintenance Supplies - Mall	28.40
Total 3521:			28.40
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	11.18
Total 3543:			11.18

Vendor	Vendor Name	Description	Net Invoice Amount
3675	MNCAR	Exchange Access - EDC Member	580.00
Total 3675:			580.00
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - City Ha	164.45
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - Workfo	78.00
Total 4211:			242.45
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,000.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge	70.00
Total 4567:			1,070.00
5808	Versacon, Inc.	City Hall Roof Replacement - Pay App No 5	284,074.70
Total 5808:			284,074.70
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:			294,266.28

Dated: _____

8/10/2021

City Treasurer: _____

Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/11/2021	120765	969	Cardmember Service	205-20100	10.00
08/21	08/11/2021	120767	1140	Cintas Corporation	205-20100	8.50
08/21	08/11/2021	120773	1648	East Central Exterminating	901-20100	320.00
08/21	08/11/2021	120787	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
08/21	08/11/2021	120788	2568	Inspec, Inc	205-20100	3,523.50
08/21	08/11/2021	120795	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	181.19
08/21	08/11/2021	120796	3056	Lake Superior Laundry Inc.	205-20100	144.10
08/21	08/11/2021	120797	3189	LePage and Sons	901-20100	622.32
08/21	08/11/2021	120803	3501	MEI Total Elevator Solutions	901-20100	271.04
08/21	08/11/2021	120804	3521	Menards	205-20100	28.40
08/21	08/11/2021	120805	3543	Metro Sales, Inc.	901-20100	11.18
08/21	08/11/2021	120811	3675	MNCAR Exchange	205-20100	580.00
08/21	08/11/2021	120816	4211	Northland Fire Protection	205-20100	242.45
08/21	08/11/2021	120819	4567	Precision Property Maintenance	901-20100	1,070.00
08/21	08/11/2021	120838	5808	Versacon, Inc.	205-20100	284,074.70
08/21	08/11/2021	120842	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						294,266.28

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Tenant Services - Bridge Park	9.98
958	Capital One	Materials/Operating Supplies - Bridge Park	48.75
Total 958:			58.73
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	98.20
Total 2350:			98.20
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	373.77
Total 3006:			373.77
3521	Menards	Materials - Operating Supplies - Bridge Park	48.29
Total 3521:			48.29
Grand Totals:			583.24

Dated: 8/18/2021City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/18/2021	120849	958	Capital One	901-20100	58.73
08/21	08/18/2021	120852	1140	Cintas Corporation	205-20100	4.25
08/21	08/18/2021	120868	2350	HD Supply Facilities Maintenance Ltd	901-20100	98.20
08/21	08/18/2021	120876	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	373.77
08/21	08/18/2021	120884	3521	Menards	901-20100	48.29
Grand Totals:						<u>583.24</u>

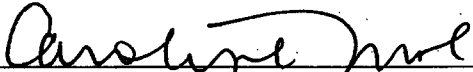
Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - A. Lewis	340.00
	Total 969:		340.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2166	Grainger	Repair & Maint Supplies Mall	42.48
	Total 2166:		42.48
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	14.25
	Total 2350:		14.25
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	949.82
	Total 3006:		949.82
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
	Total 3056:		72.05
5261	Star Quality Glass	Service Call - Mall	225.00
	Total 5261:		225.00
5686	U.S. Postal Service	Postage - Bridge Park	58.00
	Total 5686:		58.00
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance Dept	20.75
5801	Verizon Wireless	wireless phone service - Bridge Park	41.50
	Total 5801:		102.26
	Grand Totals:		1,808.11

Dated: 8/26/2021City Treasurer: Caroline Hunk

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/26/2021	120920	969	Cardmember Service	205-20100	340.00
08/21	08/26/2021	120922	1140	Cintas Corporation	205-20100	4.25
08/21	08/26/2021	120932	2166	Grainger	205-20100	42.48
08/21	08/26/2021	120936	2350	HD Supply Facilities Maintenance Ltd	901-20100	14.25
08/21	08/26/2021	120940	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	949.82
08/21	08/26/2021	120942	3056	Lake Superior Laundry Inc.	205-20100	72.05
08/21	08/26/2021	120963	5261	Star Quality Glass	205-20100	225.00
08/21	08/26/2021	120970	5686	U.S. Postal Service	901-20100	58.00
08/21	08/26/2021	120973	5801	Verizon Wireless	205-20100	102.26
Grand Totals:						1,808.11

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Installation of Wiring - Bridge Park	480.00
Total 444:			480.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	44.00
Total 2350:			44.00
2450	Hoskins, Joseph	Refund Security Deposit & Interest	618.80
Total 2450:			618.80
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	12.30
Total 3543:			12.30
5431	Ted's Complete Appliance	Repairs Bridge Park	111.00
5431	Ted's Complete Appliance	Repairs Bridge Park	111.00
5431	Ted's Complete Appliance	Repairs Bridge Park	255.00
5431	Ted's Complete Appliance	Repairs Bridge Park	213.00
5431	Ted's Complete Appliance	Repairs Bridge Park	95.00
5431	Ted's Complete Appliance	Repairs Bridge Park	182.00
5431	Ted's Complete Appliance	Repairs Bridge Park	231.00
Total 5431:			1,198.00
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:			3,245.75

Dated: 9/1/2021

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/01/2021	120985	444	Bassing Electric	901-20100	480.00
09/21	09/01/2021	120994	1140	Cintas Corporation	205-20100	4.25
09/21	09/01/2021	121001	2350	HD Supply Facilities Maintenance Ltd	901-20100	44.00
09/21	09/01/2021	121002	2450	Joseph Hoskins	901-20100	618.80
09/21	09/01/2021	121011	3543	Metro Sales, Inc.	901-20100	12.30
09/21	09/01/2021	121024	5431	Ted's Appliance	901-20100	1,198.00
09/21	09/01/2021	121031	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>3,245.75</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Vacuum Repairs - Bridge Park	69.99
	Total 1201:		69.99
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	5,455.00
	Total 2568:		5,455.00
3006	Kramer Mechanical Plumbing	Building Improvements - Bridge Park	5,069.00
	Total 3006:		5,069.00
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
3501	MEI Total Elevator Solutions	September Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3521	Menards	Materials - Operating Supplies - Bridge Park	4.97
	Total 3521:		4.97
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge Pa	210.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,500.00
	Total 4567:		1,710.00
5808	Versacon, Inc.	City Hall Roof Replacement - Pay App No 6	179,758.61
	Total 5808:		179,758.61
6014	Wisconsin Economic Develop	Basic Economic Development Course - A. Lewis	650.00
	Total 6014:		650.00
	Grand Totals:		193,345.99

Vendor	Vendor Name	Description	Net Invoice Amount
--------	-------------	-------------	--------------------

Dated: 9-8-2021

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/08/2021	121041	1140	Cintas Corporation	205-20100	4.25
09/21	09/08/2021	121042	1201	Cliff's Vacuum	901-20100	69.99
09/21	09/08/2021	121054	2568	Inspec, Inc	205-20100	5,455.00
09/21	09/08/2021	121061	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	5,069.00
09/21	09/08/2021	121062	3056	Lake Superior Laundry Inc.	205-20100	77.05
09/21	09/08/2021	121065	3189	LePage and Sons	901-20100	276.08
09/21	09/08/2021	121067	3501	MEI Total Elevator Solutions	901-20100	271.04
09/21	09/08/2021	121069	3521	Menards	901-20100	4.97
09/21	09/08/2021	121076	4567	Precision Property Maintenance	205-20100	1,710.00
09/21	09/08/2021	121084	5808	Versacon, Inc.	205-20100	179,758.61
09/21	09/08/2021	121090	6014	Wisconsin Economic Development Assoc	205-20100	650.00
Grand Totals:						<u>193,345.99</u>