

Cambridge EDA Meeting – Monday, January 18, 2022, 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 December 20, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft November 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #121862- #122038 Totaling \$9,585.36 (p. 15)
	D. Housing Supervisor's Monthly Report (p. 24)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Mall Lease Pregnancy Resource Center Lease Renewal (p. 25)
	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 – December 20, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 20, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: EDA Chair Bob Shogren.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, City Administrator Vogel.

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approval of November 15, 2021 and December 2, 2021 special meeting minutes
- B. Approve EDA Draft October 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 121582- # 121838 Totaling \$30,851.23
- D. Housing Supervisor's Monthly Report

Upon call of the roll, Conley, Iverson, Godfrey and Ziebarth all voted aye, no nays. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under unfinished business.

New Business

Mall Lease Proposal

Moe informed the board that the tenant of suite #140 (Just for Paws) has vacated the space due to personal health reasons. The Gamers Den, which currently occupies suites #142, 174, 144, and 156, has requested to lease suite #140 as soon as a signed lease and utilities can be

transferred over to their name. Lease payments for The Gamers Den would start effective January 1, 2022, and the Just for Paws tenant would be removed from lease payment obligations effective January 1, 2022. They would like to extend their lease on all of the spaces until March 31, 2027, with increases of \$0.25 per square foot occurring each April 1st during the lease to offset increases in mall operating costs. Godfrey moved, seconded by Conley, to approve the lease for The Gamers Den by adding suite #140 to their existing lease of suites #142, 144, 156, and 174 in the City Center Mall, with possession starting immediately after lease is signed with rents as indicated above and rent beginning January 1, 2022, authorizing the Economic Development Authority President and Executive Director to sign the lease, to approve the removal of lease payment obligation for Just for Paws tenant effective January 1, 2022 with the December rent being satisfied via the Just for Paws damage deposit, and to amend the mall hours. Motion passed unanimously.

Adjournment

Iverson moved, seconded by Godfrey, to adjourn the meeting at 5:51 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(4.70)	
901-10102	INVESTMENTS--PBC	120,990.01	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	134,987.66	
901-15500	PREPAID EXPENSES	2,440.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,281,349.52	
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)	
			634,712.70
TOTAL ASSETS			634,712.70

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,160.21	
901-22600	TENANT SECURITY DEPOSITS	31,529.80	
			33,690.01
TOTAL LIABILITIES			33,690.01

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			70,349.50
BALANCE - CURRENT DATE			70,349.50
TOTAL FUND EQUITY			601,022.69
TOTAL LIABILITIES AND EQUITY			634,712.70

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	77,113.00	(7,113.00)	110.16	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	77,113.00	(7,113.00)	110.16	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	906.24	(606.24)	302.08	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	906.24	(606.24)	302.08	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	165,944.12	4,055.88	97.61	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	3,145.87	854.13	78.65	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	169,089.99	4,910.01	97.18	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	247,109.23			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	31,502.28	(5,487.72)	85.16	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	2,371.01	(402.99)	85.47	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	2,179.90	(650.10)	77.03	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	9,543.64	(800.36)	92.26	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	135.43	(144.57)	48.37	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	63.70	(36.30)	63.70	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	45,907.11	(7,410.89)	86.10	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	709.04	(1,266.96)	35.88	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	709.04	(1,266.96)	35.88	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	5,102.20	402.20	108.56	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	6,172.67	(527.33)	92.13	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	15.89	(284.11)	5.30	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	14,348.76	(1,001.24)	93.48	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	165.48	(34.52)	82.74	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,944.00	(156.00)	94.97	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	3,109.48	(590.52)	84.04	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	64,074.39	(10,269.61)	86.19	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	4,037.76	37.76	100.94	6,416.60
	<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	4,037.76	37.76	100.94	6,416.60
	TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	4,037.76	37.76	100.94	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	16,499.00	(7,501.00)	68.75	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	1,237.41	(562.59)	68.75	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	1,137.38	(698.62)	61.95	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	4,581.00	(591.00)	88.57	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	652.14	(931.86)	41.17	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	24,106.93	(10,285.07)	70.09	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	4,249.37	249.37	106.23	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	4,249.37	49.37	101.18	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	22,934.86	(12,065.14)	65.53	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	11,695.00	331.00	102.91	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	30,543.53	(5,456.47)	84.84	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	6,290.55	(2,709.45)	69.90	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	2,009.89	(990.11)	67.00	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	3,092.00	(908.00)	77.30	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	76,565.83	(34,798.17)	68.75	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	3,725.45	725.45	124.18	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	3,725.45	(2,274.55)	62.09	.00
TOTAL LOW RENT MAINTENANCE	200,956.00	200,956.00	108,647.58	(92,308.42)	54.07	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	176,759.73			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	70,349.50			42,006.98

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	50,989.00	
	TOTAL ASSETS		50,989.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	50,989.00	
	BALANCE - CURRENT DATE	50,989.00	
	TOTAL FUND EQUITY		50,989.00
	TOTAL LIABILITIES AND EQUITY		50,989.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	50,989.00	(15,989.00)	145.68	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	50,989.00	(15,989.00)	145.68	27,525.00
TOTAL FUND REVENUE	35,000.00	35,000.00	50,989.00			27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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	50,989.00			.00

<p>CAMBRIDGE EDA MEETING January 18, 2022 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	12/15/2021	121862 - 121887	1,791.66
Prepaid Checks	12/21/2021	121909 - 121939	402.94
Prepaid Checks	12/29/2021	121964 - 121993	3,731.07
Prepaid Checks	1/5/2022	122015 - 122038	3,659.69
	Prepaid Totals		9,585.36

TOTAL SUBMITTED FOR APPROVAL

\$9,585.36

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 12/9/21-1/5/2022.

Caroline Moe 1/10/2022
Caroline Moe, Director of Finance signature & date

Linda Gerlach 1/10/2022
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
2568	Inspec, Inc	RR and Mechanical Rehabilitation Construction Mgmt	905.40
	Total 2568:		905.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
3521	Menards	Materials - Operating Supplies - Bridge Park	72.87
3521	Menards	Repair & Maint Supplies - Mall	112.90
	Total 3521:		185.77
4567	Precision Property Maintenance	Property Maintenance Services - Lawn Care Bridge	350.00
	Total 4567:		350.00
	Grand Totals:		1,791.66

Dated: 12-15-2021City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/15/2021	121862	1140	Cintas Corporation	205-20100	4.25
12/21	12/15/2021	121871	2568	Inspec, Inc	205-20100	905.40
12/21	12/15/2021	121876	3189	LePage and Sons	205-20100	346.24
12/21	12/15/2021	121879	3521	Menards	205-20100	112.90
12/21	12/15/2021	121880	3521	Menards	901-20100	72.87
12/21	12/15/2021	121887	4567	Precision Property Maintenance	901-20100	350.00
Grand Totals:						<u>1,791.66</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	79.81
Total 969:			79.81
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1666	East Central Solid Waste Co	Mixed Solid Waste - Mall	40.99
1666	East Central Solid Waste Co	Mixed Solid Waste - Mall	43.15
Total 1666:			84.14
4211	Northland Fire Protection	CO Detector Repair - Bridge Park	234.74
Total 4211:			234.74
Grand Totals:			402.94

Dated: 12/21/21

City Treasurer: Caroline Dine

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/21/2021	121909	969	Cardmember Service	205-20100	79.81
12/21	12/21/2021	121912	1140	Cintas Corporation	205-20100	4.25
12/21	12/21/2021	121918	1866	East Central Solid Waste Commission	205-20100	84.14
12/21	12/21/2021	121939	4211	Northland Fire Protection	901-20100	234.74
Grand Totals:						<u>402.94</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3521	Menards	Repair & Maint Supplies - Mall	1,244.04
3521	Menards	Repair & Maint Supplies - Mall	1,679.72
3521	Menards	Repair & Maint Supplies - Mall	437.89
3521	Menards	Repair & Maint Supplies - Mall	4.93
3521	Menards	Repair & Maint Supplies - Mall	16.85
3521	Menards	Repair & Maint Supplies - Mall	8.57
3521	Menards	Repair & Maint Supplies - Mall	86.39
3521	Menards	Repair & Maint Supplies - Mall	146.55
Total 3521:			3,624.94
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.25
Total 5801:			101.88
Grand Totals:			3,731.07

Dated: 12-29-21

City Treasurer: Caroline Tme

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/29/2021	121964	1140	Cintas Corporation	205-20100	4.25
12/21	12/29/2021	121978	3521	Menards	205-20100	3,624.94
12/21	12/29/2021	121993	5801	Verizon Wireless	205-20100	101.88
Grand Totals:						<u>3,731.07</u>

Vendor	Vendor Name	Description	Net Invoice Amount
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	271.04
Total 3501:			271.04
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	9.75
Total 3543:			9.75
4471	Public Housing Authorities Dir	Housing Authority - C. Moe	200.00
Total 4471:			200.00
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:			3,659.69

Dated: 1/5/2022

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/05/2022	122015	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
01/22	01/05/2022	122019	3501	MEI Total Elevator Solutions	901-20100	271.04
01/22	01/05/2022	122020	3543	Metro Sales, Inc.	901-20100	9.75
01/22	01/05/2022	122028	4471	PHADA	901-20100	200.00
01/22	01/05/2022	122038	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>3,659.69</u>

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). Bridge Park is at 100% Occupancy. Have not received any vacate notices. Processed rent checks.
- Handed out and mailed Certificate of Rent Paid to current and past residents.
- Prepared re-certification packets for all current residents to complete. Resident meeting is on January 13, 2022.
- Annual online seminar training for MN Revenue Recapture
- Waiting to hear from HUD as to when I can submit 2022 PHA Annual Plan, 5- year Capital Fund Plan and all other required forms to HUD.
- Had to have a new toilet installed in the women's public restroom.
- On December 23, 2021, had coffee and donuts for the residents.
- Took down all Christmas decorations
- Fire drill was conducted on January 4, 2022. Very few residents participated.

6A Pregnancy Resource Center Lease Extension

January 18,2022

Author: Caroline Moe

Request:

Staff is requesting the approval of the extension of the Pregnancy Resource Center lease of Suite #138.

BACKGROUND

The Pregnancy Resource Center (PRC) leases unit #138 in the City Center Mall has been leasing this space since March 1, 2004. Staff proposed extensions with terms of one, three and five years. Pregnancy Resource Center is interested in renewing for a one year term at this time.

The proposed lease is as follows:

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

Expiring Lease	Rate	Monthly	Annual
March 2021- February 2022	\$8.75	\$1,093.75	\$13,125.00
Proposed New Lease	Rate	Monthly	Annual
March 2022- February 2023	\$9.0125	\$1,126.56	\$13,518.72

PROPOSED ACTION

A motion from the EDA authorizing approval of the lease for the Pregnancy Resource Center in unit #138 in the City Center Mall for one more year ending February 28, 2023.

Attachment

Lease

CAMBRIDGE CITY CENTER LEASE

THIS LEASE amendment is made this 18th day of January, 2022, between the Cambridge EDA, a public body corporate and politic (the "Landlord") and the Pregnancy Resource Center of Cambridge (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the City of Cambridge, County of Isanti, in the State of Minnesota, the street address of which is 140 Buchanan Street North, Cambridge, Minnesota 55008. Suite #138 (1500 square feet) of the Cambridge City Center is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

LEASE TERM

The Lease Term amendment and rent will commence March 1, 2022. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The Lease Term shall run from March 1, 2022 to February 28, 2023.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

Year	Rate	Monthly	Annual
March 2022- February 2023	\$9.0125	\$1,126.56	\$13,518.72

TENANT AGREEMENT

The Tenant, in considerations of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring (including lights bulbs, light fixtures, outlets and outlet covers, ballast and glass in good repair, all at Tenant's expenses, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.

3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the City Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3rd Avenue NE location.
6. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as medical/professional offices and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or

default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premise, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the leased premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the City Center.

10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,500,000) Dollars against liability arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage; said insurance shall include Landlord, its agents, beneficiaries, and employees as assured parties and shall provide that Landlord shall be given a minimum of thirty (30) days notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.
12. The leased premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the leased premises. Tenant shall pay for all heating, air conditioning, electricity, gas, and telephone charges used in the leased premises.

IT IS EXPRESSLY UNDERSTOOD AND AGREED BETWEEN LANDLORD AND TENANT AS FOLLOWS:

13. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
14. If, after the expiration of this Lease, the tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
15. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
16. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum \$1,000, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.
17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the

premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.

18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. Landlord promises to keep the structural elements (i.e. walls and roof) and the parking lot and sidewalks of the Cambridge City Center in reasonable repair except when the damage is caused by the intentional or negligent action of Tenant or Tenant's agents, employees or guests. For purposes of this Lease, structural elements shall mean the foundation, floor, exterior and load bearing walls and the roof. Maintenance of the parking lot and sidewalks shall include snow removal.
23. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger rail service is located at the City Center Mall, the City of Cambridge will make every attempt to retain space for the Pregnancy Resource Center of Cambridge.

24. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to,: interior cleaning of the unit and glass doors; light bulb replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).
25. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall. This lease only grants use by the tenant for the suite as outlined on Exhibit A.
26. In the event the Tenant or Landlord wish to terminate the lease for any reason, the Landlord shall provide Tenant with a six-month early termination notice and Tenant shall provide the Landlord with a 3-month early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.
27. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

If to Landlord:

Cambridge EDA
Attn: Caroline Moe
300 3rd Avenue NE
Cambridge, MN 55008
(763) 552-3202

If to Tenant:

Gina M. Kennedy
Pregnancy Resource Center
140 Buchanan St. N, Suite 138
Cambridge, MN 55008
763-689-4319

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

IN WITNESS WHEREOF, Landlord and Tenant have signed this Lease as of the date set forth above.

Cambridge EDA

By: _____

Its: _____

By: _____

Its: _____

Pregnancy Resource Center of Cambridge

By: _____

Its: _____

By: _____

Its: _____