

# **Cambridge Economic Development Authority (EDA)**

## **Regular Meeting Minutes – November 15, 2021**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, November 15, 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, Police Chief Schuster, Public Works Director Schwab, and Deputy Fire Chief Pennings.

### **Call to Order**

Shogren called the meeting to order at 5:47 p.m.

### **Approval of Agenda**

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

### **Consent Agenda**

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

- A. Approval of October 18, 2021 meeting minutes
- B. Approve EDA Draft September 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #121354- #121574 Totaling \$9,782.97
- D. Housing Supervisor's Monthly Report

Upon roll call, Shogren, Conley, Godfrey, Iverson, 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**

#### ***Public Housing Authority Plan***

The Public Housing Agency (PHA) is required to annually develop a PHA Plan in relation to the funding received from the US Department of Housing & Urban Development (HUD). A Five-Year Action Plan is also developed to assist with goals and objectives in the upcoming year and through the next five years. Shogren opened the Public Hearing up for public comment at 5:49

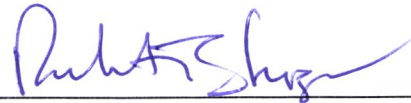
pm. Three calls were made with no comment and the Public Hearing was closed at 5:49 pm. Conley moved, seconded Iverson, to approve Resolution EDA R21-004 accepting the 2022 Annual PHA Plan and the 2022-2026 capital plan. Motion passed unanimously.

*Resolution EDA R21-005 Adjusting Fair Market Rent*

The establishment of the Payment Standards of the fair market rent and updated utility allowance effective January 1, 2022 had been previously discussed by the board at past meetings. Godfrey moved, seconded by Ziebarth, to approve Resolution EDA R21-005 approving the new Payment Standard established on HUD Fair Market Rents for FY 2022 and updated utility allowance effective January 1, 2022. Motion passed unanimously.

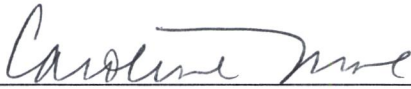
**Adjournment**

Godfrey moved, seconded by Conley, 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  
SEPTEMBER 30, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 51,251.11)	
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	1,281,349.52	
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)	
	<b>TOTAL ASSETS</b>		<u><u>587,260.23</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS	30,288.20	
	<b>TOTAL LIABILITIES</b>		<u>30,288.20</u>

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)	
	<b>UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD</b>	<u>26,298.84</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>26,298.84</u>	
	<b>TOTAL FUND EQUITY</b>		<u><u>556,972.03</u></u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>587,260.23</u></u>

**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
<b>TOTAL PERSONAL SERVICES</b>	<b>34,392.00</b>	<b>34,392.00</b>	<b>17,941.32</b>	<b>( 16,450.68)</b>	<b>52.17</b>	<b>24,587.11</b>
<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
<b>TOTAL SUPPLIES</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>3,246.56</b>	<b>( 953.44)</b>	<b>77.30</b>	<b>2,825.38</b>
<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
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>111,364.00</b>	<b>111,364.00</b>	<b>58,382.20</b>	<b>( 52,981.80)</b>	<b>52.42</b>	<b>114,354.49</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	( 45,000.00)	.00	42,476.65
<b>TOTAL MISCELLANEOUS</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>.00</b>	<b>( 45,000.00)</b>	<b>.00</b>	<b>42,476.65</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>( 6,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>200,956.00</b>	<b>200,956.00</b>	<b>79,570.08</b>	<b>( 121,385.92)</b>	<b>39.60</b>	<b>184,243.63</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
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	131,138.21			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	33,822.88			42,006.98



CITY OF CAMBRIDGE  
BALANCE SHEET  
SEPTEMBER 30, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	9,620.00	
		<hr/>	
	TOTAL ASSETS		9,620.00
			<hr/> <hr/>
<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	
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	TOTAL FUND EQUITY		9,620.00
			<hr/>
	TOTAL LIABILITIES AND EQUITY		9,620.00
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**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



<p>CAMBRIDGE EDA MEETING November 15, 2021 BILLS LIST</p>
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<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For Approval</b>
Prepaid Checks	10/13/2021	121354 - 121392	1,994.37
Prepaid Checks	10/20/2021	121424 - 121430	257.02
Prepaid Checks	10/27/2021	121472 - 121520	1,820.72
Prepaid Checks	11/3/2021	121533 - 121574	5,710.86
	Prepaid Totals		<u>9,782.97</u>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$9,782.97</b>
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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 10/7/21-11/3/2021.

Caroline Moe 11/4/2021  
Caroline Moe, Director of Finance signature & date

Linda Gerlach 11-4-2021  
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	October Service - Bridge Park	145.00
Total 1648:			145.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	31.36
2411	Hillyard Inc.	Maintenance Supplies - Mall	85.68
2411	Hillyard Inc.	Maintenance Supplies - Mall	40.58
Total 2411:			157.62
3675	MNCAR	Exchange Access - EDC Member	580.00
Total 3675:			580.00
4567	Precision Property Maintenan	Property Maintenance Services - Lawn Care	1,000.00
Total 4567:			1,000.00
5528	Tight Miter Carpentry, LLC	Service Call and Repairs - Bridge Park	107.50
Total 5528:			107.50
Grand Totals:			1,994.37

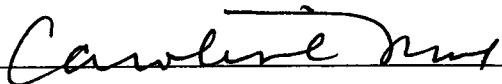
Dated: 10/13/2021

City Treasurer: Caroline Moul

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/13/2021	121354	1140	Cintas Corporation	205-20100	4.25
10/21	10/13/2021	121357	1648	East Central Exterminating	901-20100	145.00
10/21	10/13/2021	121360	2411	Hillyard / Minneapolis	205-20100	157.62
10/21	10/13/2021	121376	3675	MNCAR Exchange	205-20100	580.00
10/21	10/13/2021	121384	4567	Precision Property Maintenance	205-20100	1,000.00
10/21	10/13/2021	121392	5528	Tight Miter Carpentry, LLC	901-20100	107.50
Grand Totals:						<u>1,994.37</u>

Vendor	Vendor Name	Description	Net Invoice Amount
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	146.77
Total 3006:			146.77
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
Total 3056:			77.05
3521	Menards	Materials - Operating Supplies - Bridge Park	33.20
Total 3521:			33.20
Grand Totals:			257.02

Dated: 10-20-21

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/20/2021	121424	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	146.77
10/21	10/20/2021	121425	3056	Lake Superior Laundry Inc.	205-20100	77.05
10/21	10/20/2021	121430	3521	Menards	901-20100	33.20
Grand Totals:						<u>257.02</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Lodging - A. Lewis	495.20
969	Cardmember Service	Meals - A. Lewis	21.76
969	Cardmember Service	Lodging - A. Lewis	283.04
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	18.89
Total 969:			818.89
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	203.40
Total 2411:			203.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
Total 3189:			346.24
3821	MN Dept of Commerce	Unclaimed Property	341.81
Total 3821:			341.81
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:			1,820.72

Dated: 10/27/21

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	121472	969	Cardmember Service	205-20100	818.89
10/21	10/27/2021	121474	1140	Cintas Corporation	205-20100	8.50
10/21	10/27/2021	121487	2411	Hillyard / Minneapolis	205-20100	203.40
10/21	10/27/2021	121497	3189	LePage and Sons	205-20100	346.24
10/21	10/27/2021	121508	3821	Minnesota Department of Commerce	901-20100	341.81
10/21	10/27/2021	121520	5801	Verizon Wireless	205-20100	101.88
Grand Totals:						1,820.72

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1837	Evergreen Recycling LLC	Electronics, Appliances, Bulbs Recycling	13.00
	Total 1837:		13.00
2455	HDS, LLC	HDSWin Annual License and Support	1,980.00
	Total 2455:		1,980.00
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	2,325.00
	Total 2568:		2,325.00
3501	MEI Total Elevator Solutions	November Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	16.58
	Total 3543:		16.58
4171	Northern Business Products, I	Office Supplies - Economic Development	26.59
	Total 4171:		26.59
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - Bridge	186.00
	Total 4211:		186.00
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:		5,710.86

Dated: 11/3/2021

City Treasurer: Caroline Moe



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/03/2021	121533	1140	Cintas Corporation	205-20100	4.25
11/21	11/03/2021	121541	1837	Evergreen Recycling LLC	901-20100	13.00
11/21	11/03/2021	121545	2455	HDS, LLC DBA Kanso Software	901-20100	1,980.00
11/21	11/03/2021	121548	2568	Inspec, Inc	205-20100	2,325.00
11/21	11/03/2021	121555	3501	MEI Total Elevator Solutions	901-20100	271.04
11/21	11/03/2021	121557	3543	Metro Sales, Inc.	901-20100	16.58
11/21	11/03/2021	121560	4171	Northern Business Products, Inc.	205-20100	26.59
11/21	11/03/2021	121561	4211	Northland Fire Protection	901-20100	186.00
11/21	11/03/2021	121574	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>5,710.86</u>