

# 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 3<sup>rd</sup> 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**

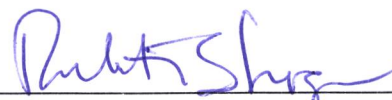
#### ***Mall Lease Proposal***

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 1<sup>st</sup> 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  
OCTOBER 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 4.70)	
901-10102	INVESTMENTS--PBC	120,960.19	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	114,614.90	
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)	
	TOTAL ASSETS		<u>611,870.12</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	692.85	
901-22600	TENANT SECURITY DEPOSITS	31,218.20	
	TOTAL LIABILITIES		31,911.05

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>49,285.88</u>	
	BALANCE - CURRENT DATE	<u>49,285.88</u>	
	TOTAL FUND EQUITY		<u>579,959.07</u>
	TOTAL LIABILITIES AND EQUITY		<u>611,870.12</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	58,774.00	11,226.00	83.96	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>58,774.00</b>	<b>11,226.00</b>	<b>83.96</b>	<b>84,317.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	860.97	( 560.97)	286.99	400.64
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>300.00</b>	<b>300.00</b>	<b>860.97</b>	<b>( 560.97)</b>	<b>286.99</b>	<b>400.64</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	150,148.12	19,851.88	88.32	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,845.97	1,154.03	71.15	3,114.26
<b>TOTAL RENTAL INCOME</b>	<b>174,000.00</b>	<b>174,000.00</b>	<b>152,994.09</b>	<b>21,005.91</b>	<b>87.93</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>212,629.06</b>			<b>297,403.90</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	28,859.58	( 8,130.42)	78.02	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	2,172.81	( 601.19)	78.33	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,999.31	( 830.69)	70.65	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	8,780.15	( 1,563.85)	84.88	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	59.00	( 41.00)	59.00	68.65
<b>TOTAL PERSONAL SERVICES</b>	<b>53,318.00</b>	<b>53,318.00</b>	<b>42,117.43</b>	<b>( 11,200.57)</b>	<b>78.99</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	4,658.00	( 42.00)	99.11	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	5,561.01	( 1,138.99)	83.00	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
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>15,350.00</b>	<b>15,350.00</b>	<b>13,292.90</b>	<b>( 2,057.10)</b>	<b>86.60</b>	<b>13,663.03</b>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	152.80	( 47.20)	76.40	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
<b>TOTAL MISCELLANEOUS</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>3,096.80</b>	<b>( 603.20)</b>	<b>83.70</b>	<b>3,143.03</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>74,344.00</b>	<b>74,344.00</b>	<b>59,206.00</b>	<b>( 15,138.00)</b>	<b>79.64</b>	<b>64,736.69</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	3,490.05	( 509.95)	87.25	6,416.60
	<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	3,490.05	( 509.95)	87.25	6,416.60
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>3,490.05</b>	<b>( 509.95)</b>	<b>87.25</b>	<b>6,416.60</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	15,098.70	( 8,901.30)	62.91	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	1,132.39	( 667.61)	62.91	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	1,041.71	( 794.29)	56.74	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	4,199.25	( 972.75)	81.19	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	652.14	( 931.86)	41.17	789.88
<b>TOTAL PERSONAL SERVICES</b>	<b>34,392.00</b>	<b>34,392.00</b>	<b>22,124.19</b>	<b>( 12,267.81)</b>	<b>64.33</b>	<b>24,587.11</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	4,000.05	.05	100.00	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>4,000.05</b>	<b>( 199.95)</b>	<b>95.24</b>	<b>2,825.38</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	21,253.79	( 13,746.21)	60.73	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	28,252.58	( 7,747.42)	78.48	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	5,722.19	( 3,277.81)	63.58	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,861.08	( 1,138.92)	62.04	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	2,760.80	( 1,239.20)	69.02	3,784.38
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>111,364.00</b>	<b>111,364.00</b>	<b>71,545.44</b>	<b>( 39,818.56)</b>	<b>64.24</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	2,977.45	( 22.55)	99.25	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>2,977.45</b>	<b>( 3,022.55)</b>	<b>49.62</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>200,956.00</b>	<b>200,956.00</b>	<b>100,647.13</b>	<b>( 100,308.87)</b>	<b>50.08</b>	<b>184,243.63</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	163,343.18			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	49,285.88			42,006.98



CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 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 10 MONTHS ENDING OCTOBER 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	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 10 MONTHS ENDING OCTOBER 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
TOTAL FUNCTION 7	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 10 MONTHS ENDING OCTOBER 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	50,989.00			.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	214,915.19	25,084.81	89.55	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	214,915.19	25,084.81	89.55	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	130,000.00	.00	100.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	130,000.00	.00	100.00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	344,915.19			579,505.60

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	1,505.00	( 995.00)	60.20	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	115.13	( 75.87)	60.28	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>100.33</b>	<b>( 2,590.67)</b>	<b>3.73</b>	<b>189,782.60</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	205.49	( 44.51)	82.20	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>205.49</b>	<b>( 3,544.51)</b>	<b>5.48</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	4,658.00	1,658.00	155.27	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	631.34	( 768.66)	45.10	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	800.00	.00	100.00	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	2,385.80	285.80	113.61	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>11,179.47</b>	<b>( 2,595.53)</b>	<b>81.16</b>	<b>14,484.31</b>
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	11,235.74	( 3,764.26)	74.90	26,080.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	9,599.45	9,599.45	.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	2,035.00	( 765.00)	72.68	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>38,330.74</b>	<b>( 24,469.26)</b>	<b>61.04</b>	<b>58,143.78</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>83,016.00</b>	<b>83,016.00</b>	<b>49,816.03</b>	<b>( 33,199.97)</b>	<b>60.01</b>	<b>262,639.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	23,848.79	( 3,805.21)	86.24	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	1,788.66	( 3,115.34)	36.47	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	2,138.88	( 2,864.12)	42.75	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	7,658.00	( 984.00)	88.61	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	787.71	( 1,805.29)	30.38	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	29.50	( 70.50)	29.50	34.35
<b>TOTAL PERSONAL SERVICES</b>	<b>57,496.00</b>	<b>57,496.00</b>	<b>41,126.70</b>	<b>( 16,369.30)</b>	<b>71.53</b>	<b>46,094.62</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	182.74	( 17.26)	91.37	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	6,135.91	( 8,864.09)	40.91	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>6,333.64</b>	<b>( 9,991.36)</b>	<b>38.80</b>	<b>14,722.86</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	207.37	( 142.63)	59.25	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	5,376.00	( 624.00)	89.60	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	12,905.48	( 7,594.52)	62.95	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	3,999.96	( 1,200.04)	76.92	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	1,994.59	( 2,205.41)	47.49	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	3,478.78	( 3,321.22)	51.16	5,195.18
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>43,050.00</b>	<b>43,050.00</b>	<b>27,962.18</b>	<b>( 15,087.82)</b>	<b>64.95</b>	<b>32,539.20</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	6,924.54	( 9,075.46)	43.28	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	2,325.00	2,325.00	.00	.00
205-47000-499 MALL ROOF PROJECT	.00	.00	625,918.31	625,918.31	.00	31,875.20
<b>TOTAL MISCELLANEOUS</b>	<b>29,750.00</b>	<b>29,750.00</b>	<b>637,775.35</b>	<b>608,025.35</b>	<b>2,143.78</b>	<b>65,516.25</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>146,621.00</b>	<b>146,621.00</b>	<b>713,197.87</b>	<b>566,576.87</b>	<b>486.42</b>	<b>158,872.93</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	763,013.90			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	( 418,098.71)			157,992.99



<p>CAMBRIDGE EDA MEETING</p> <p>December 20, 2021</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	<u>Submitted For Approval</u>
Prepaid Checks	11/10/2021	121582 - 121625	6,128.00
Prepaid Checks	11/17/2021	121642 - 121666	6,437.11
Prepaid Checks	12/2/2021	121710 - 121776	2,863.77
Prepaid Checks	12/8/2021	121786 - 121838	15,422.35
	Prepaid Totals		30,851.23

**TOTAL SUBMITTED FOR APPROVAL** **\$30,851.23**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 11/4/21-12/8/2021.

Caroline Moe 12-10-21  
Caroline Moe, Director of Finance signature & date

Linda Gerlach 12-10-2021  
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Electrical Service Work - Bridge Park	110.00
	Total 444:		110.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1214	Cole, Jack	Return Mall Deposit - Event on 10/30/21	100.00
	Total 1214:		100.00
1648	East Central Exterminating	November Service - Bridge Park	145.00
	Total 1648:		145.00
2166	Grainger	Repair & Maint Supplies Mall	40.48
	Total 2166:		40.48
2411	Hillyard Inc.	Maintenance Supplies - Mall	35.43
	Total 2411:		35.43
2935	King Industries, Inc.	Blinds - Bridge Park	458.29
	Total 2935:		458.29
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	201.16
	Total 3189:		201.16
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance December	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance December	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance December	381.75
	Total 3258:		2,290.50
3521	Menards	Maintenance Supplies - Mall	30.91
3521	Menards	Materials - Operating Supplies - Bridge Park	31.98
	Total 3521:		62.89
4008	My Trusted Carpet Cleaners	Steam Cleaning Tile and Grout - Bridge Park	400.00
	Total 4008:		400.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge	280.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	2,000.00

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Vendor	Vendor Name	Description	Net Invoice Amount
Total 4567:			2,280.00
Grand Totals:			6,128.00

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Dated: 11/10/21

City Treasurer: Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/10/2021	121582	444	Bassing Electric	901-20100	110.00
11/21	11/10/2021	121588	1140	Cintas Corporation	205-20100	4.25
11/21	11/10/2021	121589	1214	Jack Cole	205-20100	100.00
11/21	11/10/2021	121596	1648	East Central Exterminating	901-20100	145.00
11/21	11/10/2021	121598	2166	Grainger	205-20100	40.48
11/21	11/10/2021	121601	2411	Hillyard / Minneapolis	205-20100	35.43
11/21	11/10/2021	121602	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
11/21	11/10/2021	121608	2935	King Industries, Inc.	901-20100	458.29
11/21	11/10/2021	121609	3189	LePage and Sons	205-20100	201.16
11/21	11/10/2021	121614	3521	Menards	205-20100	30.91
11/21	11/10/2021	121615	3521	Menards	901-20100	31.98
11/21	11/10/2021	121619	4008	My Trusted Carpet Cleaners	901-20100	400.00
11/21	11/10/2021	121625	4567	Precision Property Maintenance	205-20100	2,280.00
Grand Totals:						6,128.00

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Office Supplies - Bridge Park	10.17
958	Capital One	Tenant Services - Bridge Park	10.12
958	Capital One	Materials/Operating Supplies - Bridge Park	2.67
Total 958:			22.96
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	5,649.90
Total 2568:			5,649.90
3721	Minnesota NAHRO	Agency Membership Renewal	460.00
Total 3721:			460.00
4211	Northland Fire Protection	Fire Alarm Monitoring - Bridge Park	300.00
Total 4211:			300.00
Grand Totals:			6,437.11

Dated: 11/17/21

City Treasurer: Caroline Nue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/17/2021	121642	958	Capital One	901-20100	22.96
11/21	11/17/2021	121645	1140	Cintas Corporation	205-20100	4.25
11/21	11/17/2021	121654	2568	Inspec, Inc	205-20100	5,649.90
11/21	11/17/2021	121662	3721	Minnesota NAHRO	901-20100	460.00
11/21	11/17/2021	121666	4211	Northland Fire Protection	901-20100	300.00
Grand Totals:						<u>6,437.11</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	239.25
Total 2411:			239.25
3223	Linder, Florence	Security Deposit Refund Unit #101	618.40
Total 3223:			618.40
3521	Menards	Materials - Operating Supplies - Bridge Park	246.65
Total 3521:			246.65
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	12.68
Total 3543:			12.68
4175	Northern Edge Carpet & Vinyl	Vinyl Flooring - Bridge Park	748.00
Total 4175:			748.00
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance Dept	20.63
5801	Verizon Wireless	wireless phone service - Bridge Park	41.25
Total 5801:			101.89
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:			2,863.77

Dated: 12-2-21

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/02/2021	121710	1140	Cintas Corporation	205-20100	8.50
12/21	12/02/2021	121727	2411	Hillyard / Minneapolis	205-20100	239.25
12/21	12/02/2021	121740	3223	Florence Linder	901-20100	618.40
12/21	12/02/2021	121744	3521	Menards	901-20100	246.65
12/21	12/02/2021	121745	3543	Metro Sales, Inc.	901-20100	12.68
12/21	12/02/2021	121753	4175	Northern Edge Carpet & Vinyl LLC	901-20100	748.00
12/21	12/02/2021	121771	5801	Verizon Wireless	205-20100	101.89
12/21	12/02/2021	121776	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>2,863.77</u>



Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	December Service - Bridge Park	145.00
	Total 1648:		145.00
1690	Ecowater Systems	Repair & Maint Equipment - Bridge Park	175.03
	Total 1690:		175.03
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
3056	Lake Superior Laundry Inc.	Mall Rugs	69.10
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
	Total 3056:		223.20
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	318.20
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	281.08
	Total 3189:		599.28
3501	MEI Total Elevator Solutions	December Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
5426	Team Industries Cambridge In	Tax Abatement per Agreement 15.047.0072	14,004.55
	Total 5426:		14,004.55
	Grand Totals:		15,422.35

Dated: 12-8-2021

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/08/2021	121786	1140	Cintas Corporation	205-20100	4.25
12/21	12/08/2021	121792	1648	East Central Exterminating	901-20100	145.00
12/21	12/08/2021	121794	1690	Ecowater Systems	901-20100	175.03
12/21	12/08/2021	121807	3056	Lake Superior Laundry Inc.	205-20100	223.20
12/21	12/08/2021	121809	3189	LePage and Sons	901-20100	599.28
12/21	12/08/2021	121814	3501	MEI Total Elevator Solutions	901-20100	271.04
12/21	12/08/2021	121838	5426	Team Industries Cambridge Inc.	205-20100	14,004.55
Grand Totals:						<u>15,422.35</u>