

**Cambridge EDA Meeting – Tuesday, February 22, 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
5:45 pm	<b>1. Call to Order</b>
5:45 pm	<b>2. Approval of Agenda</b>
	<ul style="list-style-type: none"> <li>A. Annual Meeting – Election of Officers               <ul style="list-style-type: none"> <li>1. President (must be a commission member)</li> <li>2. Vice President (must be a commission member)</li> <li>3. Treasurer (must be a commission member)</li> <li>4. Secretary</li> </ul> </li> <li>B. Appointment of Executive Director (Caroline Moe)</li> <li>C. Appointment of Assistant Treasurer (Linda Gerlach)</li> <li>D. EDA Code of Conduct &amp; Bylaws (p. 3)</li> </ul>
5:50 pm	<b>3. Consent Agenda</b>
	A. Approval of January 18, 2022 meeting minutes (p. 23)
	B. Approve EDA Draft December 2021 Financial Statements (p. 25)
	C. Approve EDA Admin Division Bills Checks #122058- #122315 Totaling \$47,571.00 (p. 38)
	D. Housing Supervisor's Monthly Report (p. 48)
	E. Resident Meeting Minutes (p. 49)
5:51 pm	<b>4. Work Session</b>
5:51 pm	<b>5. Unfinished Business</b>
5:52 pm	<b>6. New Business</b>
	<ul style="list-style-type: none"> <li>A. EDA Admin 2021 Budget Revision (p. 50)</li> <li>B. EDA Admin 2022 Budget Revision (p. 55)</li> </ul>
6:00 pm	<b>7. Adjourn</b>

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.



**EDA Code of Conduct  
And  
Bylaws  
February 2012**

Amended: December 2013, December 2016



## City of Cambridge EDA Code of Conduct

### Purpose

The EDA Board determines that a code of conduct for its members is essential for the public affairs of the Authority. By eliminating conflicts of interest and providing standards for conduct in business matters, the EDA hopes to promote the faith and confidence of the citizens of Cambridge in their action and to encourage its citizens to serve on its Authority and boards and commissions.

### Standards of Conduct

No board member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the EDA that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the EDA or committee.
- h. Disclose information that was received, discussed, or decided in conference with the EDA's or City's legal counsel that is protected by the attorney-client privilege unless a majority of the EDA has authorized the disclosure.

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item (b) of this section for a matter that comes before the EDA, if the board member publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter.

**Complaint, Hearing**

Any person may file a written complaint with the EDA Executive Director alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The EDA may hold a hearing after receiving the written complaint.

A hearing must be held only if the EDA determines (1) upon advice of the EDA's attorney, designee, or other attorney appointed by the EDA, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The EDA's determination must be made within 30 days of the filing of the allegation with the Executive Director. If the EDA determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the EDA finds that a violation of a standard has occurred or does exist, the EDA may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove the member from office.

## Cambridge EDA Bylaws

- I. **STATUTORY AUTHORITY.** The EDA is authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 469.090 through 469.101.
- A. **NAME OF AUTHORITY:** The Authority's name is the "Cambridge Economic Development Authority."
- B. **SEAL OF AUTHORITY:** The seal of the Authority is in the form of a circle and bears the name of the Authority.
- C. **OFFICES OF AUTHORITY:** The offices of the Authority are at Cambridge City Hall. The Authority may hold its meetings at such other place or places as it designates by motion.
- D. **BOARD:** The Authority is governed by five commissioners (the "Board") who are the members of the Cambridge City Authority.
- II. **OFFICERS.** The officers of the Authority are the President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The Authority shall elect the President, Vice President, Secretary, and Treasurer annually at the first meeting in February of each year and they shall hold office for a term of one year or until their successors are elected and qualified. The Secretary and Assistant Treasurer need not be members of the board.
- A. **President:** The President shall preside at meetings of the Authority. The President shall sign contracts, deeds, and other instruments made by the Authority. The President may submit recommendations and information concerning the business, affairs, and policies of the Authority at any meeting.
- B. **Vice President:** The Vice President shall perform the duties of the President in the absence or incapacity of the President. In case of the absence, incapacity, or vacancy of the office of President, the Vice President shall perform the duties of President until a successor has been appointed and qualifies. No person may serve as President and Vice President at the same time.
- C. **Secretary:** The Secretary shall keep minutes of all meetings of the Board and maintain all records of the Authority. The Secretary shall have custody of the seal of the Authority and shall affix the seal to contracts and other instruments as required by the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time prescribe by resolution.
- D. **Treasurer:** The Treasurer shall:
- a) receive and be responsible for Authority money;
  - b) be responsible for the acts of the Assistant Treasurer;

- c) disburse Authority money by check only;
  - d) keep an account of the source of all receipts along with the nature, purpose, and authority of all disbursements; and
  - e) file the Authority's detailed financial statement with the Secretary at least once per year at the time set by the Authority.
- E. **Assistant Treasurer:** The Assistant Treasurer shall have the powers and duties of the Treasurer if the Treasurer is absent or incapacitated. The Assistant Treasurer shall deposit the funds in the name of the Authority in a depository selected by the Authority. The Assistant Treasurer shall keep regular books of account showing Authority receipts and expenditures and render to the Authority an account of the financial condition of the Authority. In the absence or incapacity of the Executive Director, the Assistant Treasurer, with the President, may sign contracts, deeds, and other instruments made by the Authority.
- F. **Executive Director:** The Authority shall employ an executive director who shall exercise supervision over the administration of its business and affairs. With the President, the executive director shall sign contracts, deeds, and other instruments made by the Authority. The Executive Director shall be responsible for the management of the projects and general affairs of the Authority, under the direction of the Board.
- G. **Employees:** The Authority may employ a chief engineer, other technical experts, and agents and other employees as it may require, and determine their duties, qualifications, and compensation. The Authority may, by resolution, place any employee of the City under the direction and control of the Authority or may authorize any employee of the City to devote a portion of the employee's time to Authority duties and determine what reimbursement, if any, the Authority shall make to the City for use of its employees. The Authority may contract for the services of consultants, agents, public accounts, and other persons needed to perform its duties and exercise its powers. The Authority may use the services of the city attorney or hire a general counsel for its legal needs.

The officers and employees of the Authority shall perform other duties and functions as may from time to time be required of them by the Authority pursuant to resolution, these bylaws, or the rules and regulations of the Authority.

**Vacancies:** If the office of President, Vice President, Treasurer, Secretary or Assistant Treasurer becomes vacant, the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

**III. THE OPEN MEETING LAW.** The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public.

- A. This presumption of openness serves three basic purposes:

1. To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.
  2. To ensure the public's right to be informed.
  3. To afford the public an opportunity to present its views to the public body.
- B. The EDA views providing and encouraging citizen access to meetings as one of its most important duties. As a result, all EDA meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. Chapter 13D, shall be open to the public.
- C. In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).
- D. In keeping with the intent of the Minnesota Open Meeting Law, Authority members shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting in a manner that is hidden or shielded from the public view.
- E. Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to Authority at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged or materials related to agenda items of closed meetings.

**IV. QUORUM.** A simple majority (three members) of the Authority shall constitute a quorum for the valid transaction of any scheduled business to come before the Authority.

**V. EDA MEETINGS.**

- A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held at the Cambridge City Hall in Council Chambers, unless otherwise designated by motion.
- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the Executive Director. The EDA will meet on the third Monday of each month at 5:30 pm. If a meeting falls on a holiday, the meeting shall be moved to the Tuesday of the same week. All regular EDA meetings must be recorded. The order of business shall be as follows:
1. Call to order
  2. Approval of agenda



3. Consent agenda
  4. New business
  5. Unfinished business
  6. Adjourn
- C. **Special meetings.** A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the President or any two EDA members by filing a request for the meeting with the Executive Director at least three days before the meeting. Days shall be counted as provided in III-C. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2. All special EDA meetings must be recorded.
- D. **Emergency meetings.** An emergency meeting may be called by the President or any two EDA members. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the Authority require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the Authority will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.
- E. **Closed meetings.** The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the Executive Director will state the reason for closing the meeting on the record and cite the state statute that permits closure.
- F. **Recessed or continued meetings.** When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.
- G. **Organizational meetings.** The Authority will conduct its organizational meeting concurrent with the first regular EDA meeting in February of each year to:
1. Elect officers.
  2. Review bylaws and make any needed changes.

**VI. PRESIDING OFFICER.** The President shall preside at all meetings of the EDA.

- A. **Role of the presiding officer.** The presiding officer shall preserve order, enforce the Authority's Rules of Order and Procedure as adopted in VII, and determine, without debate, all questions of procedure and order, subject to the final decision of the Authority on appeal as provided in VI-D. The presiding officer shall determine the order in which each member may speak and may move matters to a vote once the officer has determined that all members

have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

- B. **Adjourning meetings.** If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.
- C. **Designation of a sergeant-at-arms.** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at EDA meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.
- D. **Motions and voting.** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the Authority.
- E. **Absences of the presiding officer.** In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the Executive Director shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The Executive Director shall preside until the Authority members present choose a member to act as presiding officer.
- F. **Appeals of rulings of the presiding officer.** Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
  - 1. **Procedure for appeals.** An appeal is made by motion. No second is need for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority member may participate in the discussion.
  - 2. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
  - 3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.
- G. **Temporary designation of a presiding officer.** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the Authority may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

**VII. DECORUM OF AUTHORITY MEMBERS.**

- A. **Aspirational statement:** All Authority members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.
- B. **Aspirational statement:** No Authority Member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.
- C. **Aspirational statement:** EDA meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
- D. To effectuate these aspirational goals, Authority members shall conduct themselves at meetings in a manner consistent with the following:
  - 1. No Authority Member shall engage in private conversation or pass private messages while in the chamber in order to not interrupt the proceedings of the Authority.
  - 2. No Authority Member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
  - 3. No Authority Member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during an Authority meeting.
  - 4. No Authority Member shall speak on any subject other than the subject in debate.
  - 5. No Authority Member shall speak without being recognized by the chair; nor shall any Authority Member interrupt the speech of another Authority Member.
  - 6. No Authority Member shall disobey the decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of Authority.
  - 7. No Authority Member shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

**VIII. MOTIONS.** The purpose of this policy is to foster debate and discussion in an orderly manner, and not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all Authority action, no matter how well intended. Rules allow Authority business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

- A. **Rights of Authority members** . All Authority members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- B. **Obligations of Authority members** . The rights of individual Authority members cannot be realized unless all Authority members also recognize their obligations as members of the political body. Authority members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim.

Authority members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, Authority members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

**1. Motions.**

All formal actions of Authority must be by motion. Authority Member may make only one motion at a time.

**2. Language for making a motion.**

The appropriate language for making a motion shall be substantially similar to "I move to \_\_\_\_\_."

**3. Procedure for consideration of a motion.**

All motions must be seconded for consideration and discussion. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the President determines that the motion is in order and no objections to the motion have been.

A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or Authority policy, including the Authority's policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law.

**4. Objections to a motion.**

- a. Any member of the Authority may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or Authority policy, including the Authority's policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to "I object to the motion as being out of order, and call for a ruling by the presiding officer."
  - c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
  - d. The presiding officer shall determine whether the motion is in order.
  - e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.
  - f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
  - g. The presiding officer's ruling may be appealed as provided in Rule 7.
5. **Debate.** Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
  - b. The maker of the motion shall be permitted to speak first on the issue.
  - c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
  - d. Everyone who wishes to speak on the issue must be permitted to speak once, before Authority members who have already spoken are permitted to speak again.
  - e. Authority members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, Authority members may affirm agreement or disagreement.
  - f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion's maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a

call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

6. **Definitions of motions that may interrupt debate (secondary motions).** As explained in #5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in #3 to consider the secondary motion.

A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the Authority, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. **Motion to amend the original motion.** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

*The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."*

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

*The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for \_\_\_\_\_ minutes."*

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

*The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."*

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the Authority to break larger questions into smaller parts, which are considered separately.

*The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into \_\_\_\_\_ parts. Part 1 shall be \_\_\_\_\_ . Part 2 shall be \_\_\_\_\_ ."*

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

*The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until \_\_\_\_\_ ."*

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

*The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the \_\_\_\_\_ committee for its consideration and recommendation. The committee should report back to the Authority in \_\_\_ days/weeks."*

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the Authority have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

*The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."*

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

*The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to \_\_\_ minutes per person" or "I move to limit Authority debate on this issue to no more than \_\_\_ minutes total."*

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the Authority Member feels the proceedings have gotten disorderly.

*The appropriate language for making a motion for a call to order shall be substantially similar to "I move for a call to order by the presiding officer."*

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

**7. *Appealing procedural decisions of the presiding officer.***

- a. Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
- b. ***Procedure for appeals.*** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority Member may participate in the discussion.
- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

**8. *Other special motions explained.***

- a. ***Motion to adjourn*** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

*The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."*

- b. ***Motion to go into closed session*** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without an Authority vote, if closing the meeting is mandatory under the law or if directed by the city attorney.



*The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider \_\_\_\_\_ pursuant to \_\_\_\_\_ of the Minnesota Open Meeting Law."*

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

*The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."*

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

*The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of \_\_\_\_\_ previously tabled/deferred/referred to committee."*

- e. **Motion to reconsider** may be made only at the **same** meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

*The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider \_\_\_\_\_."*

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any Authority Member, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the Authority's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

*The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the Authority's previous action related to \_\_\_\_\_ as stated in resolution number \_\_\_\_\_."*

- g. **Motion to prevent reintroduction of an issue for \_\_\_\_ months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

*The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for \_\_\_\_\_ months."*

- h. Motion to suspend the rules or to consider a motion informally* should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

*The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of \_\_\_\_\_."*

- 9. Resolutions.** Simple motions shall be used for meeting matters. Substantive issues, such as the approval or disapproval of capital projects; the censure of Authority members, and amendments to the bylaws shall be by resolution. All resolutions shall be written and numbered in a manner consistent with the Authority's record keeping policies.

*The appropriate language for a motion for the adoption of a resolution shall be substantially similar to "I move to adopt the resolution numbered \_\_\_\_."*

- 10. Robert's Rules not applicable.** These model rules are designed specifically for Minnesota EDAs. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the Authority's attorney.

#### **IX. VOTING.**

- A. The votes of the EDA will be taken by voice vote. The presiding officer shall announce the results of all votes of the Authority.
- B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.
- C. Authority members may ask for a roll call of the vote by the President on any motion or resolution.
- D. The Executive Director may ask for a verification roll call if the vote of an Authority Member is not clear on the voice vote.
- E. A majority vote of the quorum present shall be sufficient for all matters before the Authority, unless otherwise provided by state law.

- F. Whenever a matter is put forward for a vote, every Authority Member shall vote, unless a bona fide conflict of interest, as defined by state law, exists.

**X. PUBLIC COMMENT AT AUTHORITY MEETINGS AND AT PUBLIC HEARINGS**

- A. **Public participation and comment at Authority meetings.** EDA meetings are the forum for the EDA to conduct business. While EDA meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in Authority discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of Authority.
- B. **Members of the public shall follow the direction of the presiding officer.** Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room.

If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

- C. **Public comment period.** A limited forum for residents of Bridge Park to speak with the Authority is provided on the agenda for the Authority meeting. Public comments during the public comment period are subject to these limitations:
1. Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.
  2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
  3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Authority meeting or at a continued meeting.
  4. Speakers must sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the start of the EDA meeting.

5. Speakers must direct their remarks toward the presiding officer.
  6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
  7. Speakers are required to follow the direction of the presiding officer.
  8. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.
  9. Authority will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally the matter will be referred to staff for further research and possible report or action at a future Authority meeting.
- D. A summary of these rules for public comment may be provided in the Authority meeting room.

**XI. PUBLIC HEARINGS.** Public hearings are sometimes required by law to allow the public to offer input on EDA decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

- A. **General procedure for public hearings.** The order of business for all public hearings conducted by Authority shall be:
1. Opening comments by presiding officer announcing the purpose of the public hearing.
  2. Presiding officer opens the public hearing portion of the meeting.
  3. Staff presentation (including Executive Director, Housing Supervisor, Economic Development Director, attorney, engineering reports if any).
  4. Developer/other presentation (if any).
  5. Public comments.
  6. Reading of written comments.
  7. Presiding officer formally closes the public hearing portion of the meeting.

- B. Speakers who wish to address the EDA at a public hearing must follow the same rules in Section X Public Hearings. However, the presiding officer may allow additional time for speakers, as required, to comply with applicable state law.
- C. Speakers may also provide written comments to the EDA before or at the meeting. Written comments may be read aloud by the Executive Director or their designee. Anonymous, unsigned communications will not be read.
- D. The presiding officer may continue the hearing, if necessary, following the procedures in Section V Authority meetings, subsection F.

**XII. PROCEDURE FOR RESOLUTION AND ORDINANCE ADOPTION.** All resolutions and ordinances shall be in writing. Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of Authority members present at the Authority meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

**XIII. COMMITTEE ASSIGNMENTS.** All assignments of Authority members to serve on committees shall be by a majority vote of Authority members present at the meeting, unless otherwise provided by law.

**XIV. SEATING ASSIGNMENTS.** Authority members shall occupy the chairs assigned to them by the presiding officer.

**XV. SUSPENSION OR AMENDMENT OF THESE RULES.** Any or all of these rules may be temporarily suspended by a majority vote of the Authority members present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole Authority after notice has been given at a preceding Authority meeting.

**XVI. MISCELLANEOUS.**

- A. **Fiscal Year:** The fiscal year of the Authority shall be January 1 to December 31.
- B. **Treasurer's Bond:** The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary. The bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Authority, provided that the bond must not exceed \$300,000.
- C. **Checks:** All Authority checks shall be signed by the Treasurer or Assistant Treasurer, or the Executive Director and one other officer named by the Authority. The check must state the name of the payee and the nature for which the check is issued.

- D. **Financial Statement:** The Authority shall examine the financial statement together with the Treasurer's vouchers, which financial statement shall disclose all receipts and disbursements, their nature, money on hand, the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities in a form required by the Authority's financial statements. If the Authority finds the financial statement and Treasurer's vouchers to be correct, it shall be approved by motion.
- E. **Report to the City:** The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.
- F. **Budget to the City:** The Authority shall annually send its budget to the City Council at a time fixed by the City. The budget shall include a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.
- G. **Audits:** The Authority's financial statements shall be prepared, audited, filed and published or posted in the manner required for the Authority's financial statements. The financial statements shall permit comparison and reconciliation with the Authority's accounts and financial reports and shall be filed with the State Auditor by June 30 of every year.
- H. **Depositories:** The Authority shall use the same depositories as approved by the City Council.
- I. **Supplies, Purchasing, Facilities, and Services.** The Authority may purchase supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures, space, secretarial, engineering, or other assistance needed by the Authority.

**Cambridge Economic Development Authority (EDA)**  
**Regular Meeting Minutes – January 18, 2022**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, January 18, 2022 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, City Administrator Vogel.

**Call to Order**

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

**Approval of Agenda**

Ziebarth asked when the reorganizational meeting will occur, and Moe stated it will be in February. Iverson moved, seconded by Godfrey, to approve the agenda. Motion carried unanimously.

**Consent Agenda**

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

- A. Approval of December 20, 2021 meeting minutes
- B. Approve EDA Draft November 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #121862- #122038 Totaling \$9,585.36
- D. Housing Supervisor's Monthly Report

Upon roll call, Shogren, Godfrey, Conley, Iverson, and Ziebarth all voted aye, no nays. Motion passed unanimously.

**Work Session**

There were no items under the work session.

**Unfinished Business**

There were no items under unfinished business.

**New Business**

*Mall Lease Pregnancy Resource Center*

Moe stated staff has been working with the Pregnancy Resource Center about extending their lease for mall unit #138 in the City Center Mall. She said a one, three, and five-year extension with terms were proposed, and the Pregnancy Resource Center is interested in renewing a one-year lease at this time. Moe stated the lease is being renewed with a 3% increase. Conley

moved, seconded by Godfrey, to approve the lease with the Pregnancy Resource Center in unit #138 in the City Center Mall for one more year ending on February 28, 2023. Motion passed unanimously.

**Adjournment**

Godfrey moved, seconded by Ziebarth, to adjourn the meeting at 5:49 p.m. Motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director



CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

DRAFT

ASSETS

901-10010	CASH AND INVESTMENTS	(	6,638.23)	
901-10102	INVESTMENTS--PBC		121,020.84	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		202,621.56	
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	(	1,810,959.00)	
	TOTAL ASSETS			<u>655,587.75</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		15,670.46	
901-22600	TENANT SECURITY DEPOSITS		31,730.00	
	TOTAL LIABILITIES			47,400.46

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>77,514.10</u>	
	BALANCE - CURRENT DATE		<u>77,514.10</u>	
	TOTAL FUND EQUITY			<u>608,187.29</u>
	TOTAL LIABILITIES AND EQUITY			<u>655,587.75</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2021**

**DRAFT**

**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	87,113.00	( 17,113.00)	124.45	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>87,113.00</b>	<b>( 17,113.00)</b>	<b>124.45</b>	<b>84,317.00</b>
<u>INTEREST &amp; MISC INCOME</u>							
901-36210	INTEREST EARNINGS	300.00	300.00	954.87	( 654.87)	318.29	400.64
<b>TOTAL INTEREST &amp; MISC INCOME</b>		<b>300.00</b>	<b>300.00</b>	<b>954.87</b>	<b>( 654.87)</b>	<b>318.29</b>	<b>400.64</b>
<u>RENTAL INCOME</u>							
901-37220	DWELLING RENTAL	170,000.00	170,000.00	182,542.92	( 12,542.92)	107.38	182,047.00
901-37221	LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	3,246.90	753.10	81.17	3,114.26
<b>TOTAL RENTAL INCOME</b>		<b>174,000.00</b>	<b>174,000.00</b>	<b>185,789.82</b>	<b>( 11,789.82)</b>	<b>106.78</b>	<b>185,161.26</b>
<u>OTHER FINANCING SOURCES</u>							
901-39203	TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	50,989.00	( 15,989.00)	145.68	27,525.00
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>50,989.00</b>	<b>( 15,989.00)</b>	<b>145.68</b>	<b>27,525.00</b>
<b>TOTAL FUND REVENUE</b>		<b>279,300.00</b>	<b>279,300.00</b>	<b>324,846.69</b>			<b>297,403.90</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	35,296.54	( 1,693.46)	95.42	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	2,655.58	( 118.42)	95.73	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	2,438.35	( 391.65)	86.16	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	8,971.00	( 1,373.00)	86.73	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	160.18	( 119.82)	57.21	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	68.40	( 31.60)	68.40	68.65
<b>TOTAL PERSONAL SERVICES</b>	<b>53,318.00</b>	<b>53,318.00</b>	<b>49,701.20</b>	<b>( 3,616.80)</b>	<b>93.22</b>	<b>45,999.21</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	709.04	( 1,266.96)	35.88	1,931.42
<b>TOTAL SUPPLIES</b>	<b>1,976.00</b>	<b>1,976.00</b>	<b>709.04</b>	<b>( 1,266.96)</b>	<b>35.88</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	5,546.40	846.40	118.01	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	7,353.99	653.99	109.76	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>15,974.28</b>	<b>624.28</b>	<b>104.07</b>	<b>13,663.03</b>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	175.23	( 24.77)	87.62	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	3,064.00	( 36.00)	98.84	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>3,239.23</b>	<b>( 460.77)</b>	<b>87.55</b>	<b>3,143.03</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>74,344.00</b>	<b>74,344.00</b>	<b>69,623.75</b>	<b>( 4,720.25)</b>	<b>93.65</b>	<b>64,736.69</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	6,553.79	2,553.79	163.84	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	6,553.79	2,553.79	163.84	6,416.60
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>6,553.79</b>	<b>2,553.79</b>	<b>163.84</b>	<b>6,416.60</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	18,571.97	( 5,428.03)	77.38	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	1,392.88	( 407.12)	77.38	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	1,278.55	( 557.45)	69.64	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	767.61	( 816.39)	48.46	789.88
<b>TOTAL PERSONAL SERVICES</b>	<b>34,392.00</b>	<b>34,392.00</b>	<b>26,592.01</b>	<b>( 7,799.99)</b>	<b>77.32</b>	<b>24,587.11</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	4,322.24	322.24	108.06	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>4,322.24</b>	<b>122.24</b>	<b>102.91</b>	<b>2,825.38</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	25,366.50	( 9,633.50)	72.48	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	14,069.00	1,069.00	108.22	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	32,357.22	( 3,642.78)	89.88	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	6,880.63	( 2,119.37)	76.45	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	2,617.77	( 382.23)	87.26	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	3,373.08	( 626.92)	84.33	3,784.38
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>111,364.00</b>	<b>111,364.00</b>	<b>96,359.20</b>	<b>( 15,004.80)</b>	<b>86.53</b>	<b>114,354.49</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	40,156.15	( 4,843.85)	89.24	42,476.65
<b>TOTAL MISCELLANEOUS</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>40,156.15</b>	<b>( 4,843.85)</b>	<b>89.24</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	3,725.45	725.45	124.18	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>3,725.45</b>	<b>( 2,274.55)</b>	<b>62.09</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>200,956.00</b>	<b>200,956.00</b>	<b>171,155.05</b>	<b>( 29,800.95)</b>	<b>85.17</b>	<b>184,243.63</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	247,332.59			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	77,514.10			42,006.98

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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 12 MONTHS ENDING DECEMBER 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	50,989.00	15,989.00	145.68	27,525.00
TOTAL FUNCTION 7	35,000.00	35,000.00	50,989.00	15,989.00	145.68	27,525.00
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	50,989.00	15,989.00	145.68	27,525.00



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	50,989.00			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2021**

**DRAFT**

**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	250,131.84	( 10,131.84)	104.22	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	250,131.84	( 10,131.84)	104.22	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	380,131.84			579,505.60

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	1,995.00	( 505.00)	79.80	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	152.60	( 38.40)	79.90	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>627.80</b>	<b>( 2,063.20)</b>	<b>23.33</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	5,546.40	2,546.40	184.88	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	711.36	( 688.64)	50.81	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>12,147.89</b>	<b>( 1,627.11)</b>	<b>88.19</b>	<b>14,484.31</b>
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	13,235.74	( 1,764.26)	88.24	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	28,009.10	( 1,990.90)	93.36	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>54,335.29</b>	<b>( 8,464.71)</b>	<b>86.52</b>	<b>58,143.78</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>83,016.00</b>	<b>83,016.00</b>	<b>67,316.47</b>	<b>( 15,699.53)</b>	<b>81.09</b>	<b>262,639.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 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	28,284.10	630.10	102.28	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	18.42 (	981.58)	1.84	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	7,103.98	103.98	101.49	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	2,196.69 (	2,707.31)	44.79	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	2,767.31 (	2,235.69)	55.31	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	8,234.69 (	407.31)	95.29	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	674.91 (	1,918.09)	26.03	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	34.20 (	65.80)	34.20	34.35
<b>TOTAL PERSONAL SERVICES</b>	<b>57,496.00</b>	<b>57,496.00</b>	<b>49,314.30 (</b>	<b>8,181.70)</b>	<b>85.77</b>	<b>46,094.62</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	220.99	20.99	110.50	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	12,729.37 (	2,270.63)	84.86	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>12,965.35 (</b>	<b>3,359.65)</b>	<b>79.42</b>	<b>14,722.86</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	248.62 (	101.38)	71.03	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	17,118.38 (	3,381.62)	83.50	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	4,842.60 (	357.40)	93.13	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,753.03 (	1,446.97)	65.55	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	4,026.18 (	2,773.82)	59.21	5,195.18
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>43,050.00</b>	<b>43,050.00</b>	<b>34,364.81 (</b>	<b>8,685.19)</b>	<b>79.83</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	8,880.30	8,880.30	.00	.00
205-47000-499 MALL ROOF PROJECT	.00	.00	683,704.36	683,704.36	.00	31,875.20
<b>TOTAL MISCELLANEOUS</b>	<b>29,750.00</b>	<b>29,750.00</b>	<b>702,116.70</b>	<b>672,366.70</b>	<b>2,360.06</b>	<b>65,516.25</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>146,621.00</b>	<b>146,621.00</b>	<b>798,761.16</b>	<b>652,140.16</b>	<b>544.78</b>	<b>158,872.93</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2021**

**DRAFT**

**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	866,077.63			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	( 485,945.79)			157,992.99

<p>CAMBRIDGE EDA MEETING February 22, 2022 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	1/12/2022	122058 - 122096	2,210.90
Prepaid Checks	1/19/2022	122125 - 122158	23,235.85
Prepaid Checks	1/26/2022	122181 - 122241	2,269.33
Prepaid Checks	2/2/2022	122253 - 122315	19,854.92
Prepaid Totals			47,571.00

**TOTAL SUBMITTED FOR APPROVAL**

\$47,571.00
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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 1/6/22-2/2/2022.

*Caroline Moe*      2-3-2022

Caroline Moe, Director of Finance signature & date

*Linda Gerlach*      2-3-2022

Linda Gerlach, Finance Clerk signature & date

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
1648	East Central Exterminating	January Service - Bridge Park	145.00
Total 1648:			145.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	578.36
Total 3006:			578.36
3056	Lake Superior Laundry Inc.	Mall Rugs	50.46
Total 3056:			50.46
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	497.50
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	355.00
Total 3086:			852.50
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			276.08
3675	MNCAR	Community Development Member	300.00
Total 3675:			300.00
Grand Totals:			2,210.90

Dated: 1/12/2022

City Treasurer: *Carolene Moe*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/12/2022	122058	1140	Cintas Corporation	205-20100	8.50
01/22	01/12/2022	122061	1648	East Central Exterminating	901-20100	145.00
01/22	01/12/2022	122075	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	578.36
01/22	01/12/2022	122076	3056	Lake Superior Laundry Inc.	205-20100	50.46
01/22	01/12/2022	122077	3086	Landworks Construction, Inc.	901-20100	852.50
01/22	01/12/2022	122080	3189	LePage and Sons	901-20100	276.08
01/22	01/12/2022	122096	3675	MNCAR	205-20100	300.00
Grand Totals:						<u>2,210.90</u>



Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Tenant Services - Bridge Park	40.85
	Total 958:		40.85
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1553	DW Companies LLC	Demolition House - 345 4th Ave	8,200.00
	Total 1553:		8,200.00
2455	HDS, LLC	MTCSQ 10/01/2021 to 12/31/2021	120.00
	Total 2455:		120.00
2631	Isanti County Auditor-Treasur	Payment in Lieu of Taxes 2021 - Bridge Park Apts	14,069.00
	Total 2631:		14,069.00
3056	Lake Superior Laundry Inc.	Mall Rugs	50.46
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
	Total 3056:		127.51
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
4011	NAC Mechanical & Electrical	Repairs & Maint Mall	328.00
	Total 4011:		328.00
	Grand Totals:		23,235.85

Dated: 1/19/2022City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/19/2022	122125	958	Capital One	901-20100	40.85
01/22	01/19/2022	122130	1140	Cintas Corporation	205-20100	4.25
01/22	01/19/2022	122134	1553	DW Companies LLC	205-20100	8,200.00
01/22	01/19/2022	122143	2455	HDS, LLC DBA Kanso Software	901-20100	120.00
01/22	01/19/2022	122145	2631	Isanti County Auditor-Treasurer	901-20100	14,069.00
01/22	01/19/2022	122148	3056	Lake Superior Laundry Inc.	205-20100	127.51
01/22	01/19/2022	122152	3189	LePage and Sons	205-20100	346.24
01/22	01/19/2022	122158	4011	NAC Mechanical & Electrical Services	205-20100	328.00
Grand Totals:						<u>23,235.85</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	449.85
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	386.49
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	963.96
Total 969:			1,800.30
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2455	HDS, LLC	MTCSQ 01/01/2022 to 03/31/2022	120.00
Total 2455:			120.00
2935	King Industries, Inc.	Materials-Operating Supplies - Bridge Park	132.20
Total 2935:			132.20
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	85.00
Total 3086:			85.00
3521	Menards	Materials - Operating Supplies - Bridge Park	25.74
Total 3521:			25.74
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Bridge Park	41.22
Total 5801:			101.84
Grand Totals:			2,269.33

Dated: 1/27/22City Treasurer: Caroline Ture

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/26/2022	122181	969	Cardmember Service	205-20100	1,800.30
01/22	01/26/2022	122183	1140	Cintas Corporation	205-20100	4.25
01/22	01/26/2022	122206	2455	HDS, LLC DBA Kanso Software	901-20100	120.00
01/22	01/26/2022	122212	2935	King Industries, Inc.	901-20100	132.20
01/22	01/26/2022	122213	3086	Landworks Construction, Inc.	901-20100	85.00
01/22	01/26/2022	122222	3521	Menards	901-20100	25.74
01/22	01/26/2022	122241	5801	Verizon Wireless	205-20100	101.84
Grand Totals:						<u>2,269.33</u>

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Repair & Maint Bldg/Structures - Mall	339.00
	Total 596:		339.00
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	4.02
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	6.45
	Total 969:		10.47
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Vacuum Cleaner Supplies - Bridge Park	101.97
	Total 1201:		101.97
1553	DW Companies LLC	Demolition House - 105 S Cypress	9,300.00
1553	DW Companies LLC	Demolition House - 517 1st Ave	8,800.00
	Total 1553:		18,100.00
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
	Total 3056:		77.05
3501	MEI Total Elevator Solutions	February Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3521	Menards	Repair & Maint Supplies - Mall	44.15
	Total 3521:		44.15
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	18.59
	Total 3543:		18.59
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:		19,854.92

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Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 2/2/2022

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/02/2022	122253	596	Bloomquist Electric Inc	205-20100	339.00
02/22	02/02/2022	122258	969	Cardmember Service	205-20100	10.47
02/22	02/02/2022	122262	1140	Cintas Corporation	205-20100	4.25
02/22	02/02/2022	122263	1201	Cliff's Vacuum	901-20100	101.97
02/22	02/02/2022	122266	1553	DW Companies LLC	205-20100	18,100.00
02/22	02/02/2022	122283	3056	Lake Superior Laundry Inc.	205-20100	77.05
02/22	02/02/2022	122289	3501	MEI Total Elevator Solutions	901-20100	271.04
02/22	02/02/2022	122290	3521	Menards	205-20100	44.15
02/22	02/02/2022	122291	3543	Metro Sales, Inc.	901-20100	18.59
02/22	02/02/2022	122315	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>19,854.92</u>

Prepared by: Deb Barrett

**RE: Report on Bridge Park Apartments Housing Operations**

- Working on Residents Annual Income Re-certifications that take effect May 1, 2022.
- Resident in unit #311 was found deceased in the unit.
- Resident in #308 was given a 15- day notice to vacate due to smoking in the unit again.
- Applications pending on both vacant units for a March 1<sup>st</sup> move-in.
- Processed rents checks, MTCS Report (vacancy report).
- Caroline and I submitted the Utilities Expense Report (HUD 52722 & 52723) to HUD on February 10, 2022.
- Resident meeting was held on January 13, 2022
- Completed some mandatory safety training videos.
- Working with Janine from State of MN on Revenue Recapture audit.



**3E**

## **Resident Meeting**

**January 13, 2022, at 11:00 a.m.**

- **Informed residents that there is a complaint form on the bulletin board to use when they have a complaint with another resident, and they must submit it in writing and turn it into the office immediately.**
- **Reminded residents that their rent is due on the 5<sup>th</sup> of each month**
- **Went over the NO Smoking Policy for Bridge Park**
- **Will be sending out new Animal/Pet Lease to residents for any updates**
- **Reminded residents to please check their smoke detectors and if they have any problems with it, please let me know immediately**
- **Went over the Annual Re-Certification requirements and handed out the packet to the residents in attendance**
- **Had a resident ask about the bulk cable ending here. I informed the residents, yes, the bulk cable will be ending here, and I was not sure on the exact date that the contract with Midco will be ending, and I would keep them updated with any information regarding their cable.**

**C: Bulletin Board**

**6A**

**2021 EDA Administration Special Revenue Fund Budget Amendment**

February 22, 2022

**Background**

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. As part of our normal process to make a final year-end budget adjustment for audit report presentation, the details of the 2021 budget amendment are listed below.

We recommend the following change to the EDA Special Revenue fund budgeted revenues:

<b>Rental Income</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Rental Income	\$10,131	Adjust to actual for year.
Transfers In	\$155,940	Adjust for resolution approved by Council on 2/7/2022. Excess funds from TIF 6-9 will be used to help pay for Mall/City Hall parking lot rehab in 2023.
<b>Total</b>	<b>\$166,071</b>	

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
EDA Admin	(\$8843)	Adjust to actual for year—due to staff transition, expenses were less in EDA Admin.
Mall Management	\$652,150	Increase due to adding roof project to mall budget. Roof replacement had been anticipated in long-range plan projections but had not been added to 2021 budget officially.
<b>Total</b>	<b>\$643,307</b>	

**Council Action**

Approve Resolution EDA R22-001 2021 EDA Administration Special Revenue Fund Budget Revision

**Resolution No. EDA R22-001**

**RESOLUTION AMENDING THE 2021 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET**

WHEREAS, the Cambridge EDA passed Resolution R20-09 adopting the 2021 EDA Administration Budget;

And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA,** that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2021 Proposed Amended Budget 2/22/22	2021 Adopted Budget	Increase (decrease)
Revenue:			
Rental Income	\$250,131	\$240,000	\$10,131
Transfers In	285,940	130,000	155,940
Total Revenue	<u>\$536,071</u>	<u>\$370,000</u>	<u>\$166,071</u>
Expenditures:			
EDA Admin-Personal Services	\$629	\$2,691	(\$2,062)
EDA Admin-Supplies	206	3,750	(3,544)
EDA Admin-Other Charges & Services	73,338	76,575	(3,237)
Mall Operations	798,771	146,621	652,150
Total Expenditures	<u>\$872,944</u>	<u>\$229,637</u>	<u>643,307</u>

Adopted this 22nd Day of February, 2022

\_\_\_\_\_  
Robert Shogren, EDA President

Attest:

\_\_\_\_\_  
Caroline Moe, Executive Director

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2021**

		Adopted Budget <u>2021</u>	02/22/22 Proposed Amended Budget <u>2020</u>	12/31/2021 YTD Actual <u>2021</u>	12/31/20 YTD Actual <u>2020</u>
<b>OTHER FINANCING SOURCES</b>					
205-36210	Interest Earnings	0	0	0.00	12,253.79
205-37200	Miscellaneous			0.00	500.00
205-37220	Rental Fees	240,000	250,131	250,131.84	272,360.81
205-33633	Init Foundation Downtown Revitalization			0.00	0.00
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>240,000</b>	<b>250,131</b>	<b>250,131.84</b>	<b>285,115</b>
205-39203	Transfer In	130,000	285,940	285,940.74	294,391.00
<b>TOTAL TRANSFERS IN</b>		<b>130,000</b>	<b>285,940</b>	<b>285,940.74</b>	<b>294,391</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>		<b>370,000</b>	<b>536,071</b>	<b>536072.58</b>	<b>579505.60</b>
<b>EDA Admin #41930</b>					
<b>Personal Services</b>					
205-41930-101	Salaries	0		0.00	152,366.87
205-41930-102	Overtime			0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	1,995	1,995.00	1,189.84
205-41930-121	PERA Employer Share	0		0.00	7,544.47
205-41930-122	FICA/Medicare Employer Share/Employee Benefits	191	153	152.60	7,480.92
205-41930-131	Medical/Dental/Life Employer Share	0	(1,519)	-1,519.80	19,560.30
205-41930-132	Longevity	0		0.00	0.00
205-41930-133	Deductible Contribution	0		0.00	1,200.00
205-41930-151	Workers' Compensation Insurance	0		0.00	371.55
205-41930-154	HRA Fees	0		0.00	68.65
205-41930-XXX	Unemployment	0		0.00	0.00
<b>Total Personal Services</b>		<b>2,691</b>	<b>629</b>	<b>627.80</b>	<b>189782.60</b>
<b>Supplies</b>					
205-41930-201	Office Supplies - Accessories	250	206	205.49	228.99
205-41930-204	Stationary, Forms and Envelopes			0.00	0.00
205-41930-209	Software Updates			0.00	0.00
205-41930-210	Miscellaneous Operating Supplies			0.00	0.00
205-41930-212	Gasoline/Fuel/Lubricants/Additives			0.00	0.00
205-41930-221	Repair and Maintenance Supplies - Vehicles	200	0	0.00	0.00
205-41930-240	Small Tools and Minor Equipment	3,300	0	0.00	0.00
<b>Total Supplies</b>		<b>3,750</b>	<b>206</b>	<b>205.49</b>	<b>228.99</b>
<b>Other Services and Charges</b>					
205-41930-304	Miscellaneous Professional Services	5000	1769	1,768.87	3,675.00
205-41930-306	McComb's Study/Hotel Study			0.00	0.00
205-41930-313	IT Mgmt	3000	5547	5,546.40	5,330.40
205-41930-321	Telephone/Cellular Phones	1400	712	711.36	1,084.45
205-41930-331	Travel/Meals/Lodging	800	800	800.00	6.10
205-41930-334	Mileage Reimbursement	1200	0	0.00	202.40
205-41930-340	Advertising			0.00	0.00

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2021**

		02/22/22	12/31/2021	12/31/20	
	Adopted	roposed Amende	YTD	YTD	
	Budget	Budget	Actual	Actual	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	
205-41930-351	Legal Notices/Ordinance Publishing	200	0	0.00	20.00
205-41930-360	Insurance	2100	2386	2,385.80	1,922.49
205-41930-381	Electric--Church	0	796	795.24	1,744.69
205-41930-382	Water Sewer Acq Property	75	0	0.00	41.86
205-41930-383	Gas--Church	0	141	140.22	456.92
205-41930-404	Repairs and Maintenance	0		0.00	0.00
205-41930-407	HWY 95 Property Maint	15000	13236	13,235.74	26,080.00
205-41930-408	Property Acq Maint Exp		16450	16,449.45	0.00
205-41930-409	Maintenance Contracts - Office Equipment			0.00	0.00
205-41930-430	Miscellaneous		56	56.00	46.00
205-41930-433	Dues and Subscriptions	2,800	2,035	2,035.00	295.00
205-41930-440	Schools and Meetings	1,500	1,400	1,400.00	704.00
205-41930-450	Tax Abatement--Main & 65 LLC			0.00	0.00
205-41930-451	Tax Abatement--Motek	30,000	28,010	28,009.10	28,618.78
205-41930-484	NLX Activity	0		0.00	0.00
205-41930-485	Property taxes on acquired land	0	0	0.00	0.00
205-41930-486	Community Collaborations			0.00	0.00
205-41930-488	Downtown Task Force			0.00	0.00
205-41930-497	EDA Web Maintenance	3,000	0	0.00	0.00
205-41930-487	MN Design Team			0.00	0.00
205-41930-489	Other Contracted Services--marketing	10,500	0	0.00	2,400.00
<b>Total Other Services and Charges</b>		<b>76,575</b>	<b>73,338</b>	<b>73,333.18</b>	<b>72,628</b>
<i>Total EDA Administration</i>		<b>83,016</b>	<b>74,173</b>	<b>74166.47</b>	<b>262639.68</b>

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2021**

	Adopted Budget <u>2021</u>	02/22/22 Proposed Amended Budget <u>2020</u>	12/31/2021 YTD Actual <u>2021</u>	12/31/20 YTD Actual <u>2020</u>
Mall Management				
Personal Services				
205-47000-101 Salaries	27,654	28,285	28,284.10	28,009.77
205-47000-102 Overtime	1,000	19	18.42	0.00
205-47000-103 Temporary Employee	7,000	7,104	7,103.98	4,006.79
205-47000-121 PERA Employer Share	4,904	2,197	2,196.69	2,088.36
205-47000-122 FICA/Medicare Employer Share/Employee Benefits	5,003	2,768	2,767.31	2,367.24
205-47000-131 Medical/Dental/Life Employer Share	8,642	8,235	8,234.69	8,321.40
205-47000-133 Deductible Contribution	600	0	0.00	0.00
205-47000-151 Workers' Compensation Insurance	2,593	675	674.91	1,266.71
205-47000-154 HRA/Flex Fees	100	35	34.20	34.35
<b>Total Personal Services</b>	<b>57,496</b>	<b>49,318</b>	<b>49,314.30</b>	<b>46,094.62</b>
205-47000-211 Miscellaneous Operating Supplies	200	221	220.99	255.34
205-47000-212 Gasoline	125	0	0.00	23.87
205-47000-221 Repair and Maintenance Supplies	15,000	12,730	12,729.37	10,980.21
205-47000-240 Small Tools	1,000	15	14.99	3,463.44
<b>Total Supplies</b>	<b>16,325</b>	<b>12,966</b>	<b>12,965.35</b>	<b>14,722.86</b>
Other Services and Charges				
205-47000-321 Telephone/Cellular Phones	350	249	248.62	252.97
205-47000-351 Legal Notices/Ordinance Publishing	0		0.00	0.00
205-47000-360 Insurance	6,000	5,376	5,376.00	4,976.00
205-47000-381 Electric Utilities	20,500	17,119	17,118.38	14,855.22
205-47000-382 Water/Wastewater Utilities	5,200	4,843	4,842.60	5,009.37
205-47000-383 Gas Utilities	4,200	2,754	2,753.03	2,250.46
205-47000-384 Refuse Hauling	6,800	4,027	4,026.18	5,195.18
205-47000-401 Rep & Maint.-Building/Structures	16,000	6,925	6,924.54	31,905.05
205-47000-413 BNSF Parking Lot Lease	1,750	2,422	2,421.50	1,716.20
205-47000-440 Schools & Meetings		0	0.00	20.00
205-47000-489 Other Contracted Services	12,000	186	186.00	(0.20)
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution			0.00	0.00
205-47000-499 Mall Roof Project		683,705	683,704.36	31,875.20
205-47000-496 Mall Capital Equipment		8,881	8,880.30	0.00
205-47000-498 Rum River Buildout		0	0.00	0.00
<b>Total Other Services and Charges</b>	<b>72,800</b>	<b>736,487</b>	<b>736,481.51</b>	<b>98,055.45</b>
<i>Total Mall Management</i>	<i>146,621</i>	<i>798,771</i>	<i>798,761.16</i>	<i>158,872.93</i>
<b>Total EDA Admin &amp; Mall Management Expenditures</b>	<b>229,637</b>	<b>872,944</b>	<b>872,927.63</b>	<b>421,512.61</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>140,363</b>	<b>(336,873)</b>	<b>-336,855.05</b>	<b>157,992.99</b>

## **6B**

### **2022 EDA Administration Special Revenue Fund Budget Amendment**

**February 22, 2022**

#### **Background**

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations.

We recommend the following change to the EDA Special Revenue fund budgeted revenue:

<b>Revenue Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Transfer In	(\$80,000.00)	Due to prefunding in 2021, approved by CC on 2/7/22, amount of transfer from general fund can be reduced.
Interest Earnings	(\$1,000.00)	Interest earnings have been very low.
Total	(\$81,000.00)	

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
EDA Admin	\$75,350.00	Added \$30,000 to market study line to assist with economic development. Added \$7,800 for resuming NLX membership. Added \$37,550 for demolition of city properties—carryover of work approved by City Council from EDA funding in 2021, but not done until 2022.
Mall Management	(1,137)	Minor adjustments based on revised expected activity for 2022.
Total	\$74,213	

#### **Council Action**

Approve Resolution EDA R22-002 2022 EDA Administration Special Revenue Fund Budget Revision

## Resolution No. EDA R22-002

### RESOLUTION AMENDING THE 2022 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge EDA passed Resolution EDA R21-006 adopting the 2022 EDA Administration Budget;  
And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA,** that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2022 Proposed Amended Budget 2/22/2022	2022 Adopted Budget
Revenues and Transfers In:		
Mall Rental	\$225,000	\$225,000
Interest	\$0	\$1,000
Transfers In	<u>\$150,000</u>	<u>\$230,000</u>
Total Revenue & Transfer In	<u>\$375,000</u>	<u>\$456,000</u>
Expenditures:		
Personal Services	\$42,386	\$42,386
Supplies	\$3,950	\$3,950
Other Charges & Services	\$172,830	\$97,480
Mall Operations	<u>\$155,834</u>	<u>\$156,971</u>
Total Expenditures	<u>\$375,000</u>	<u>\$300,787</u>

Adopted this 22nd Day of February, 2022

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Robert Shogren, EDA President

Attest:

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Caroline Moe, Executive Director



**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2022**

	Adopted Budget <u>2022</u>	02/22/22 Proposed Budget Amendment <u>2022</u>	12/31/2022 YTD Actual <u>2022</u>	12/31/21 YTD Actual <u>2021</u>
<b>OTHER FINANCING SOURCES</b>				
205-36210 Interest Earnings	1,000	0	0.00	0.00
205-37200 Miscellaneous			0.00	0.00
205-37220 Rental Fees	225,000	225,000	29,462.58	250131.84
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>226,000</b>	<b>225,000</b>	<b>29,462.58</b>	<b>250131.84</b>
205-39203 General Fund Transfer In	230,000	150,000	0.00	285940.74
<b>TOTAL TRANSFERS IN</b>	<b>230,000</b>	<b>150,000</b>	<b>0.00</b>	<b>285940.74</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>456,000</b>	<b>375,000</b>	<b>29,462.58</b>	<b>536072.58</b>
<b>EDA Admin #41930</b>				
<b>Personal Services</b>				
205-41930-101 Salaries	28,664	28,664	0.00	0.00
205-41930-102 Overtime			0.00	0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	0.00	1995.00
205-41930-121 PERA Employer Share	2,154	2,154	0.00	0.00
205-41930-122 FICA/Medicare Employer Share/Employee Benefits	2,387	2,387	0.00	152.60
205-41930-131 Medical/Dental/Life Employer Share	6,049	6,049	0.00	-1519.80
205-41930-132 Longevity	50	50	0.00	0.00
205-41930-133 Deductible Contribution	420	420	0.00	0.00
205-41930-151 Workers' Compensation Insurance	162	162	0.00	0.00
205-41930-154 HRA Fees	0	0	0.00	0.00
<b>Total Personal Services</b>	<b>42,386</b>	<b>42,386</b>	<b>0.00</b>	<b>627.80</b>
<b>Supplies</b>				
205-41930-201 Office Supplies - Accessories	300	300	0.00	205.49
205-41930-204 Stationary, Forms and Envelopes	0	0	0.00	0.00
205-41930-209 Software Updates			0.00	0.00
205-41930-210 Miscellaneous Operating Supplies			0.00	0.00
205-41930-212 Gasoline/Fuel/Lubricants/Additivs			0.00	0.00
205-41930-221 Repair and Maintenance Supplies - Vehicles	350	350	0.00	0.00
205-41930-240 Small Tools and Minor Equipment	3,300	3,300	0.00	0.00
<b>Total Supplies</b>	<b>3,950</b>	<b>3,950</b>	<b>0.00</b>	<b>205.49</b>
<b>Other Services and Charges</b>				
205-41930-304 Miscellaneous Professional Services	5000	5000	0.00	1768.87
205-41930-306 Hotel Study	3000	3000	0.00	0.00
205-41930-307 Market Study	5000	35000		
205-41930-313 IT Mgmt	5330	5330	888.40	5546.40
205-41930-321 Telephone/Cellular Phones	1400	1400	40.01	711.36
205-41930-331 Travel/Meals/Lodging	800	800	0.00	800.00
205-41930-334 Mileage Reimbursement	1200	1200	0.00	0.00
205-41930-340 Advertising			0.00	0.00
205-41930-351 Legal Notices/Ordinance Publishing	350	350	0.00	0.00
205-41930-360 Insurance	2200	2200	0.00	2385.80
205-41930-381 Electric--Church	2000	2000	0.00	795.24
205-41930-382 Water Sewer Acq Property	100	100	0.00	0.00
205-41930-383 Gas--Church	600	600	0.00	140.22

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2022**

	Adopted Budget 2022	02/22/22 Proposed Budget Amendment 2022	12/31/2022 YTD Actual 2022	12/31/21 YTD Actual 2021
205-41930-404 Repairs and Maintenance	100	100	0.00	0.00
205-41930-407 HWY 95 Property Maint	30000	30000	0.00	13235.74
205-41930-408 Property Acq Maint Exp		37550	26,300.00	16449.45
205-41930-409 Maintenance Contracts - Office Equipment			0.00	0.00
205-41930-430 Miscellaneous	100	100	0.00	56.00
205-41930-433 Dues and Subscriptions	2,800	2,800	300.00	2035.00
205-41930-440 Schools and Meetings	2,000	2,000	0.00	1400.00
205-41930-450 Tax Abatement--Main & 65 LLC			0.00	0.00
205-41930-451 Tax Abatement--Motek	30,000	30,000	0.00	28009.10
205-41930-484 NLX Activity	0	7,800	0.00	0.00
205-41930-485 Property taxes on acquired land	0	0	0.00	0.00
205-41930-486 Community Collaborations			0.00	0.00
205-41930-488 Downtown Task Force			0.00	0.00
205-41930-497 EDA Web Maintenance	3,000	3,000	0.00	0.00
205-41930-487 MN Design Team			0.00	0.00
205-41930-489 Other Contracted Services--marketing	2,500	2,500	0.00	0.00
<b>Total Other Services and Charges</b>	<b>97,480</b>	<b>172,830</b>	<b>27,528.41</b>	<b>73333.18</b>
<b>Total EDA Administration</b>	<b>143,816</b>	<b>219,166</b>	<b>27,528.41</b>	<b>74166.47</b>
<b>Mall Management</b>				
<b>Personal Services</b>				
205-47000-101 Salaries	28,070	28,070	2,202.40	28284.10
205-47000-102 Overtime	1,000	1,000	0.00	18.42
205-47000-103 Temporary Employee	7,000	7,000	171.92	7103.98
205-47000-121 PERA Employer Share	2,752	2,752	165.18	2196.69
205-47000-122 FICA/Medicare Employer Share/Employee Benefits	2,807	2,807	175.79	2767.31
205-47000-131 Medical/Dental/Life Employer Share	8,641	8,641	691.20	8234.69
205-47000-132 Longevity Pay	1,228	1,228	0.00	0.00
205-47000-133 Deductible Contribution	600	600	0.00	0.00
205-47000-151 Workers' Compensation Insurance	1,598	1,598	0.00	674.91
205-47000-154 HRA/Flex Fees	100	100	8.15	34.20
<b>Total Personal Services</b>	<b>53,796</b>	<b>53,796</b>	<b>3,414.64</b>	<b>49314.30</b>
<b>Supplies</b>				
205-47000-211 Miscellaneous Operating Supplies	200	200	21.25	220.99
205-47000-212 Gasoline	125	125	0.00	0.00
205-47000-221 Repair and Maintenance Supplies	15,000	15,000	208.72	12729.37
205-47000-240 Small Tools	1,000	1,000	0.00	14.99
<b>Total Supplies</b>	<b>16,325</b>	<b>16,325</b>	<b>229.97</b>	<b>12965.35</b>
<b>Other Services and Charges</b>				
205-47000-321 Telephone/Cellular Phones	350	350	20.61	248.62
205-47000-351 Legal Notices/Ordinance Publishing	0	0	0.00	0.00
205-47000-360 Insurance	6,000	6,000	0.00	5376.00
205-47000-381 Electric Utilities	20,500	20,500	0.00	17118.38
205-47000-382 Water/Wastewater Utilities	5,500	5,500	868.58	4842.60
205-47000-383 Gas Utilities	4,200	4,200	0.00	2753.03
205-47000-384 Refuse Hauling	6,000	5,663	346.24	4026.18
205-47000-401 Rep & Maint.-Building/Structures	30,000	30,000	339.00	6924.54
205-47000-413 BNSF Parking Lot Lease	2,300	2,500	0.00	2421.50

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2022**

	02/22/22	12/31/2022	12/31/21
	Adopted Budget <u>2022</u>	Proposed Budget Amendment <u>2022</u>	YTD Actual <u>2022</u>
			YTD Actual <u>2021</u>
205-47000-440 Schools & Meetings			0.00 0.00
205-47000-489 Other Contracted Services	12,000	11,000	0.00 186.00
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution			0.00 0.00
205-47000-499 Mall Roof Project			0.00 683704.36
205-47000-496 Mall Capital Equipment			0.00 8880.30
205-47000-xxx Parking Lot Mill & Overlay	0	0	
205-47000-498 Rum River Buildout			0.00 0.00
Total Other Services and Charges	<u>86,850</u>	<u>85,713</u>	<u>1,574.43 736481.51</u>
<i>Total Mall Management</i>	<u>156,971</u>	<u>155,834</u>	<u>5,219.04 798761.16</u>
Total EDA Admin & Mall Management Expenditures	<u>300,787</u>	<u>375,000</u>	<u>32,747.45 872927.63</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<u>155,213</u>	<u>0</u>	<u>-3,284.87 -336855.05</u>