

**Cambridge EDA Meeting – Monday, June 20, 2022, 5:45 pm**  
**City Council Chambers, 300 3<sup>rd</sup> Avenue NE**  
 Meeting Announcement and Agenda

*Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.*

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of May 16, 2022 meeting minutes (p. 3)
	B. Approve EDA Draft April 2022 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #123062 - #123333 Totaling \$78,006 (p. 19)
	D. Housing Supervisor's Monthly Report (p. 32)
	E. Declare Surplus Property and Authorize Staff to Dispose of Old Furniture (p. 33)
	4. Work Session
	A. Discussion of use of common areas in the mall (p. 34)
	5. Unfinished Business
	6. New Business
	A. Solicit Bids for Bathroom Cabinets & Sinks (p. 37)
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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## Cambridge Economic Development Authority (EDA) Regular Meeting Minutes – May 16, 2022

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 16, 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, Assistant City Administrator Smith, Adm. Assistant Denney, Police Chief Schuster.

### Call to Order

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

### Approval of Agenda

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

### Consent Agenda

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

- A. Approval of April 18, 2022 meeting minutes
- B. Approve EDA Draft March 2022 Financial Statements
- C. Approve EDA Admin Division Bills Checks #122789-#123053 Total \$16,139.21
- D. Housing Supervisor's Monthly Report
- E. Approve draft lease for Gamer's Den

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

### Work Session

#### A. Discussion of City Center Mall future leasing direction

Moe introduced the discussion of the Gamer's Den expansion and how the relocation will affect the other leasing space in City Center Mall. Moe noted that the Pregnancy Resource Center (PRC) would like to expand into a larger retail space. Moe inquired whether the council would like the mall to be more remain retail oriented or as office space. Iverson said she would like the space to be filled, and Conley said that she would like to see retail. Shogren mentioned that as Pregnancy Resource Center is a current tenant then they should get priority to expand within the City Mall.

Administrator Vogel believes that the commission should keep some flexibility in the space. Godfrey mentioned that he would like shorter leases (about a year) so that small businesses can use the City Mall as 'incubator' spaces where businesses can get a strong start before taking the consideration of moving into a more permanent space downtown.

Shogren thinks that as the PRC is a nonprofit it won't be as easy for them to find space that works with similar rates. Iverson and Conley agree to have PRC have a first bid at the space as they provide an important resource for the community.

Moe mentioned that there were different lease rates in the mall depending on the service that the nonprofit or business provides. Moe continued that if the PRC were to be moving into a more desirable retail space, then there should be some discussion on if the lease rate should change. Something that the commission should think about is how the PRC may take up quite a bit of desirable leasing space and what the value of those spaces could be for private or retail businesses.

Godfrey suggested that the city could do a rating system and allow the businesses to make the decision on the retail space they would prefer. Vogel asked if staff if should assign lease at market rate and then allow the PRC to have priority to make the decision on whether they would like to move into the new lease space.

Moe concluded the discussion inquiring if the council would like the retail spaces to start with lower rates and then gradually raise over time. Ziebarth believed that was a reasonable suggestion.

#### Unfinished Business

There were no items under unfinished business.

#### New Business

There was no new business to discuss.

#### Adjournment

Conley moved, seconded by Godfrey to adjourn the meeting at 6:10 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  
APRIL 30, 2022

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>			
901-10102	INVESTMENTS--PBC	121,141.24	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	212,698.44	
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		669,983.26
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
901-20100	AP ALLOCATED TO OTHER FUNDS	2,374.99	
901-22600	TENANT SECURITY DEPOSITS	32,111.76	
	TOTAL LIABILITIES		34,486.75
<u>FUND EQUITY</u>			
901-27200	UNRESTRICTED NET ASSETS	306,631.52	
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	27,309.22	
	BALANCE - CURRENT DATE	27,309.22	
	TOTAL FUND EQUITY		635,496.51
	TOTAL LIABILITIES AND EQUITY		669,983.26

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2022**

**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	29,045.00	40,955.00	41.49	87,113.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	29,045.00	40,955.00	41.49	87,113.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	195.49	104.51	65.16	954.87
TOTAL INTEREST & MISC INCOME	300.00	300.00	195.49	104.51	65.16	954.87
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	62,510.91	107,489.09	36.77	182,542.92
901-37221 LAUNDRY INCOME BRIDGE PARK	3,500.00	3,500.00	2,164.67	1,335.33	61.85	3,246.90
TOTAL RENTAL INCOME	173,500.00	173,500.00	64,675.58	108,824.42	37.28	185,789.82
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	50,989.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	50,989.00
TOTAL FUND REVENUE	278,800.00	278,800.00	93,916.07			324,846.69

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2022**

**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	38,851.00	38,851.00	11,456.17	( 27,394.83)	29.49	35,296.54
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	111.15
901-49500-121 PERA (EMPLOYER)	2,914.00	2,914.00	859.21	( 2,054.79)	29.49	2,655.58
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,972.00	2,972.00	801.87	( 2,170.13)	26.98	2,438.35
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	4,390.09	( 5,953.91)	42.44	8,971.00
901-49500-151 WORKERS' COMPENSATION PREMIU	294.00	294.00	43.30	( 250.70)	14.73	160.18
901-49500-154 HRA/FLEX FEES	100.00	100.00	30.40	( 69.60)	30.40	68.40
<b>TOTAL PERSONAL SERVICES</b>	<b>55,475.00</b>	<b>55,475.00</b>	<b>17,581.04</b>	<b>( 37,893.96)</b>	<b>31.69</b>	<b>49,701.20</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	.00	( 1,000.00)	.00	709.04
<b>TOTAL SUPPLIES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.00</b>	<b>( 1,000.00)</b>	<b>.00</b>	<b>709.04</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	1,500.00	( 1,500.00)	50.00	3,000.00
901-49500-313 IT MGMT & BACKUP	6,300.00	6,300.00	1,776.80	( 4,523.20)	28.20	5,546.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	1,874.68	( 4,825.32)	27.98	7,353.99
901-49500-322 POSTAGE	100.00	100.00	58.00	( 42.00)	58.00	58.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-340 ADVERTISING	200.00	200.00	.00	( 200.00)	.00	15.89
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>16,900.00</b>	<b>16,900.00</b>	<b>5,209.48</b>	<b>( 11,690.52)</b>	<b>30.83</b>	<b>15,974.28</b>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	62.37	( 137.63)	31.19	175.23
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,999.00	( 101.00)	96.74	3,064.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	( 400.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>3,061.37</b>	<b>( 638.63)</b>	<b>82.74</b>	<b>3,239.23</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>77,075.00</b>	<b>77,075.00</b>	<b>25,851.89</b>	<b>( 51,223.11)</b>	<b>33.54</b>	<b>69,623.75</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

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	4,336.00	4,336.00	579.36	( 3,756.64)	13.36	6,553.79
	<i>TOTAL SUPPLIES</i>	4,336.00	4,336.00	579.36	( 3,756.64)	13.36	6,553.79
	TOTAL LOW RENT TENANT SERVICE	4,336.00	4,336.00	579.36	( 3,756.64)	13.36	6,553.79



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2022**

**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	22,847.00	22,847.00	5,958.55	( 16,888.45)	26.08	18,571.97
901-49700-121 PERA (EMPLOYER)	1,714.00	1,714.00	446.90	( 1,267.10)	26.07	1,392.88
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,748.00	1,748.00	416.96	( 1,331.04)	23.85	1,278.55
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	1,908.75	( 3,263.25)	36.91	4,581.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,508.00	1,508.00	250.24	( 1,257.76)	16.59	767.61
<b>TOTAL PERSONAL SERVICES</b>	<b>32,989.00</b>	<b>32,989.00</b>	<b>8,981.40</b>	<b>( 24,007.60)</b>	<b>27.23</b>	<b>26,592.01</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	947.01	( 3,052.99)	23.68	4,322.24
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>947.01</b>	<b>( 3,252.99)</b>	<b>22.55</b>	<b>4,322.24</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	31,000.00	31,000.00	13,205.02	( 17,794.98)	42.60	25,366.50
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	.00	( 12,500.00)	.00	11,695.00
901-49700-370 PAYMENT IN LIEU OF TAXES	14,500.00	14,500.00	.00	( 14,500.00)	.00	14,069.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	13,218.03	( 24,781.97)	34.78	32,357.22
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	2,110.69	( 6,889.31)	23.45	6,880.63
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	524.89	( 2,475.11)	17.50	2,617.77
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,188.56	( 3,011.44)	28.30	3,373.08
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>112,200.00</b>	<b>112,200.00</b>	<b>30,247.19</b>	<b>( 81,952.81)</b>	<b>26.96</b>	<b>96,359.20</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	( 43,000.00)	.00	40,156.15
<b>TOTAL MISCELLANEOUS</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>.00</b>	<b>( 43,000.00)</b>	<b>.00</b>	<b>40,156.15</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	( 5,000.00)	.00	3,725.45
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.00</b>	<b>( 5,000.00)</b>	<b>.00</b>	<b>3,725.45</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>197,389.00</b>	<b>197,389.00</b>	<b>40,175.60</b>	<b>( 157,213.40)</b>	<b>20.35</b>	<b>171,155.05</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	278,800.00	278,800.00	66,606.85			247,332.59
NET REVENUES OVER EXPENDITURE	.00	.00	27,309.22			77,514.10

CITY OF CAMBRIDGE  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

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	.00	35,000.00	.00	50,989.00
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	50,989.00
	TOTAL FUND REVENUE	35,000.00	35,000.00	.00			50,989.00

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	( 35,000.00)	.00	50,989.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	50,989.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	50,989.00

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			50,989.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

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	1,000.00	.00	.00	.00	.00	.00
TOTAL INTEREST	1,000.00	.00	.00	.00	.00	.00
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	225,000.00	225,000.00	83,417.06	141,582.94	37.07	250,131.84
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	83,417.06	141,582.94	37.07	250,131.84
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	230,000.00	150,000.00	.00	150,000.00	.00	285,940.74
TOTAL TRANSFERS FROM OTHER FU	230,000.00	150,000.00	.00	150,000.00	.00	285,940.74
TOTAL FUND REVENUE	456,000.00	375,000.00	83,417.06			536,072.58

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2022**

**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	28,664.00	28,664.00	7,388.16	( 21,275.84)	25.78	.00
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	315.00	( 2,185.00)	12.60	1,995.00
205-41930-121 PERA (EMPLOYER)	2,154.00	2,154.00	554.10	( 1,599.90)	25.72	.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	2,387.00	2,387.00	579.94	( 1,807.06)	24.30	152.60
205-41930-131 MEDICAL/DENTAL/LIFE	6,049.00	6,049.00	2,321.04	( 3,727.96)	38.37	( 1,519.80)
205-41930-132 LONGEVITY PAY	50.00	50.00	.00	( 50.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	420.00	420.00	.00	( 420.00)	.00	.00
205-41930-151 WORKERS' COMPENSATION PREMIU	162.00	162.00	.00	( 162.00)	.00	.00
205-41930-154 HRA/FLEX FEES	.00	.00	3.76	3.76	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>42,386.00</b>	<b>42,386.00</b>	<b>11,162.00</b>	<b>( 31,224.00)</b>	<b>26.33</b>	<b>627.80</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	241.53	( 58.47)	80.51	205.49
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	350.00	350.00	.00	( 350.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	279.99	( 3,020.01)	8.48	.00
<b>TOTAL SUPPLIES</b>	<b>3,950.00</b>	<b>3,950.00</b>	<b>521.52</b>	<b>( 3,428.48)</b>	<b>13.20</b>	<b>205.49</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	134.00	( 4,866.00)	2.68	1,768.87
205-41930-306 MCCOMB & HOTEL STUDY	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
205-41930-307 MARKET OR BRE STUDY	5,000.00	35,000.00	.00	( 35,000.00)	.00	.00
205-41930-313 IT MGMT & BACKUP	5,330.00	5,330.00	1,776.80	( 3,553.20)	33.34	5,546.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	160.04	( 1,239.96)	11.43	711.36
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	15.00	( 785.00)	1.88	800.00
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	( 1,200.00)	.00	.00
205-41930-351 LEGAL NOTICES/ORD PUB	350.00	350.00	.00	( 350.00)	.00	.00
205-41930-360 INSURANCE AND BONDS	2,200.00	2,200.00	.00	( 2,200.00)	.00	2,385.80
205-41930-381 ELECTRIC UTILITIES	2,000.00	2,000.00	.00	( 2,000.00)	.00	795.24
205-41930-382 WATER/SEWER/STORM PROPERTY A	100.00	100.00	.00	( 100.00)	.00	.00
205-41930-383 GAS UTILITIES	600.00	600.00	.00	( 600.00)	.00	140.22
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>26,980.00</b>	<b>56,980.00</b>	<b>2,085.84</b>	<b>( 54,894.16)</b>	<b>3.66</b>	<b>12,147.89</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	100.00	100.00	.00	( 100.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	30,000.00	30,000.00	.00	( 30,000.00)	.00	13,235.74
205-41930-408 PROPERTY ACQ MAINT EXP	.00	37,550.00	26,300.00	( 11,250.00)	70.04	16,449.45
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	( 100.00)	.00	56.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	2,443.60	( 356.40)	87.27	2,035.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	1,018.00	( 982.00)	50.90	1,400.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00	( 30,000.00)	.00	28,009.10
205-41930-484 NLX ACTIVITIES	.00	7,800.00	.00	( 7,800.00)	.00	.00
205-41930-489 IND PARK MARKETING	2,500.00	2,500.00	.00	( 2,500.00)	.00	.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>70,500.00</b>	<b>115,850.00</b>	<b>29,761.60</b>	<b>( 86,088.40)</b>	<b>25.69</b>	<b>61,185.29</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>143,816.00</b>	<b>219,166.00</b>	<b>43,530.96</b>	<b>( 175,635.04)</b>	<b>19.86</b>	<b>74,166.47</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2022**

**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	28,070.00	28,070.00	8,815.20	( 19,254.80)	31.40	28,284.10
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	( 1,000.00)	.00	18.42
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	171.92	( 6,828.08)	2.46	7,103.98
205-47000-121 PERA (EMPLOYER)	2,752.00	2,752.00	661.14	( 2,090.86)	24.02	2,196.69
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,807.00	2,807.00	667.06	( 2,139.94)	23.76	2,767.31
205-47000-131 MEDICAL/DENTAL/LIFE	8,641.00	8,641.00	3,558.39	( 5,082.61)	41.18	8,234.69
205-47000-132 LONGEVITY PAY	1,228.00	1,228.00	.00	( 1,228.00)	.00	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,598.00	1,598.00	378.02	( 1,219.98)	23.66	674.91
205-47000-154 HRA/FLEX FEES	100.00	100.00	15.20	( 84.80)	15.20	34.20
<b>TOTAL PERSONAL SERVICES</b>	<b>53,796.00</b>	<b>53,796.00</b>	<b>14,266.93</b>	<b>( 39,529.07)</b>	<b>26.52</b>	<b>49,314.30</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	72.29	( 127.71)	36.15	220.99
205-47000-212 GASOLINE/FUEL	125.00	125.00	58.53	( 66.47)	46.82	.00
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,298.56	( 13,701.44)	8.66	12,729.37
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	( 1,000.00)	.00	14.99
<b>TOTAL SUPPLIES</b>	<b>16,325.00</b>	<b>16,325.00</b>	<b>1,429.38</b>	<b>( 14,895.62)</b>	<b>8.76</b>	<b>12,965.35</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	82.44	( 267.56)	23.55	248.62
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	( 6,000.00)	.00	5,376.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	4,874.31	( 15,625.69)	23.78	17,118.38
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,687.24	( 3,812.76)	30.68	4,842.60
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,361.28	( 1,838.72)	56.22	2,753.03
205-47000-384 REFUSE HAULING	6,000.00	5,663.00	1,396.96	( 4,266.04)	24.67	4,026.18
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>42,550.00</b>	<b>42,213.00</b>	<b>10,402.23</b>	<b>( 31,810.77)</b>	<b>24.64</b>	<b>34,364.81</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	30,000.00	30,000.00	2,145.00	( 27,855.00)	7.15	6,924.54
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,500.00	2,494.15	( 5.85)	99.77	2,421.50
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	11,000.00	.00	( 11,000.00)	.00	186.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	8,880.30
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	683,704.36
<b>TOTAL MISCELLANEOUS</b>	<b>44,300.00</b>	<b>43,500.00</b>	<b>4,639.15</b>	<b>( 38,860.85)</b>	<b>10.66</b>	<b>702,116.70</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>156,971.00</b>	<b>155,834.00</b>	<b>30,737.69</b>	<b>( 125,096.31)</b>	<b>19.72</b>	<b>798,761.16</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	300,787.00	375,000.00	74,268.65			872,927.63
NET REVENUES OVER EXPENDITURE	155,213.00	.00	9,148.41			( 336,855.05)

CAMBRIDGE EDA MEETING  
 June 20, 2022  
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	5/11/2022	123062 - 123117	57,557.90
Prepaid Checks	5/13/2022	123123	2,548.82
Prepaid Checks	5/18/2022	123134 - 123143	1,677.73
Prepaid Checks	5/25/2022	123164 - 123226	8,566.94
Prepaid Checks	6/1/2022	123232 - 123280	1,837.52
Prepaid Checks	6/8/2022	123293 - 123333	5,817.09
Prepaid Totals			78,006.00

**TOTAL SUBMITTED FOR APPROVAL**

**\$78,006.00**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 5/5/22-6/8/2022.

Caroline Moe 6-9-22  
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 6-9-22  
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.27
	Total 1140:		4.27
2458	Houston, Michael	Security Deposit Refund Unit 206 Bridge Park	719.01
	Total 2458:		719.01
3056	Lake Superior Laundry Inc.	Mall Rugs	85.00
	Total 3056:		85.00
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	292.46
	Total 3189:		292.46
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,221.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	381.75
	Total 3258:		3,512.10
3521	Menards	Materials - Operating Supplies - Bridge Park	75.41
	Total 3521:		75.41
4191	Northern Technology Initiative,	GPS 45:93 FY 2022 Membership Dues	560.00
	Total 4191:		560.00
5261	Star Quality Glass	Repairs - Bridge Park	30.00
	Total 5261:		30.00
5808	Versacon, Inc.	City Hall Roof Replacement - Retainage Dist 1	52,279.65
	Total 5808:		52,279.65
	Grand Totals:		57,557.90

Dated: 5/11/22

City Treasurer: Caroline Trol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/11/2022	123062	1140	Cintas Corporation	205-20100	4.27
05/22	05/11/2022	123074	2458	Michael Houston	901-20100	719.01
05/22	05/11/2022	123075	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,512.10
05/22	05/11/2022	123082	3056	Lake Superior Laundry Inc.	205-20100	85.00
05/22	05/11/2022	123084	3189	LePage and Sons	901-20100	292.46
05/22	05/11/2022	123088	3521	Menards	901-20100	75.41
05/22	05/11/2022	123098	4191	Northern Technology Initiative, Inc.	205-20100	560.00
05/22	05/11/2022	123108	5261	Star Quality Glass	901-20100	30.00
05/22	05/11/2022	123117	5808	Versacon, Inc.	205-20100	52,279.65
Grand Totals:						<u>57,557.90</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Furniture - Bridge Park	2,548.82
Total 969:			2,548.82
Grand Totals:			2,548.82

Dated: 5/13/22

City Treasurer: Carolene Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/13/2022	123123	969	Cardmember Service	901-20100	2,548.82
Grand Totals:						2,548.82

Vendor	Vendor Name	Description	Net Invoice Amount
1578	Don Metcalf Construction	Repair Sheetrock Labor & Material - Bridge Park	467.42
Total 1578:			467.42
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	847.69
Total 3006:			847.69
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	362.62
Total 3189:			362.62
Grand Totals:			1,677.73

Dated: 5/18/2022

City Treasurer: Caroline [Signature]



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/18/2022	123134	1578	Don Metcalf Construction	901-20100	467.42
05/22	05/18/2022	123140	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	847.69
05/22	05/18/2022	123143	3189	LePage and Sons	205-20100	362.62
Grand Totals:						<u>1,677.73</u>

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
Total 70:			145.00
969	Cardmember Service	Training - A. Smith	345.00
Total 969:			345.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.27
1140	Cintas Corporation	Uniform Rental - Maintenance	4.27
Total 1140:			8.54
1201	Cliff's Vacuum	Vacuum Repairs - Bridge Park	95.99
Total 1201:			95.99
2263	H & T Trucking	Ace Tack Building Demolition - Pay App 3 & Final	5,060.67
Total 2263:			5,060.67
2411	Hillyard Inc.	Maintenance Supplies - Mall	173.55
2411	Hillyard Inc.	Maintenance Supplies - Mall	38.59
Total 2411:			212.14
3013	Krystal Clean Floors	Floor Cleaning - Mall	2,571.45
Total 3013:			2,571.45
3056	Lake Superior Laundry Inc.	Mall Rugs	85.00
Total 3056:			85.00
5801	Verizon Wireless	wireless phone service - Economic Development	18.66
5801	Verizon Wireless	wireless phone service - Maintenance	20.60
5801	Verizon Wireless	wireless phone service - Bridge Park	41.21
Total 5801:			43.15
Grand Totals:			8,566.94

Dated: 5/25/22

City Treasurer: Carolise Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/25/2022	123164	70	Adams Pest Control - Main	901-20100	145.00
05/22	05/25/2022	123174	969	Cardmember Service	205-20100	345.00
05/22	05/25/2022	123176	1140	Cintas Corporation	205-20100	8.54
05/22	05/25/2022	123177	1201	Cliff's Vacuum	901-20100	95.99
05/22	05/25/2022	123192	2263	H & T Trucking	205-20100	5,060.67
05/22	05/25/2022	123195	2411	Hillyard / Minneapolis	205-20100	212.14
05/22	05/25/2022	123201	3013	Krystal Clean Floors	205-20100	2,571.45
05/22	05/25/2022	123202	3056	Lake Superior Laundry Inc.	205-20100	85.00
05/22	05/25/2022	123226	5801	Verizon Wireless	205-20100	43.15
Grand Totals:						8,566.94

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	160.87
	Total 306:		160.87
444	Bassing Electric	Electrical Service Work - Bridge Park	484.62
	Total 444:		484.62
1140	Cintas Corporation	Uniform Rental - Maintenance	4.27
	Total 1140:		4.27
3501	MEI Total Elevator Solutions	June Monthly Service - Bridge Park	281.88
	Total 3501:		281.88
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	17.48
	Total 3543:		17.48
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:		1,837.52


Dated: 6/1/22

City Treasurer: Caroline Mac

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/01/2022	123232	306	ARC Irrigation, LLC	901-20100	160.87
06/22	06/01/2022	123235	444	Bassing Electric	901-20100	484.62
06/22	06/01/2022	123239	1140	Cintas Corporation	205-20100	4.27
06/22	06/01/2022	123254	3501	MEI Total Elevator Solutions	901-20100	281.88
06/22	06/01/2022	123256	3543	Metro Sales, Inc.	901-20100	17.48
06/22	06/01/2022	123280	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>1,837.52</u>

Vendor	Vendor Name	Description	Net Invoice Amount
826	North 65 Chamber of Comme	Chamber Luncheon - Economic Development	15.00
826	North 65 Chamber of Comme	Chamber Luncheon - Economic Development	15.00
Total 826:			30.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.27
Total 1140:			4.27
1716	Ehlers & Associates, Inc.	TIF/Tax Abatement Assistance - TIF Administrative Exp	500.00
Total 1716:			500.00
2421	Redpath and Company	Professional Services - Completion of REAC	1,000.00
Total 2421:			1,000.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	105.64
Total 3006:			105.64
3056	Lake Superior Laundry Inc.	Mall Rugs	85.00
Total 3056:			85.00
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			276.08
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,221.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	381.75
Total 3258:			3,512.10
5431	Ted's Complete Appliance	Repairs Bridge Park	140.00
5431	Ted's Complete Appliance	Repairs Bridge Park	164.00
Total 5431:			304.00
Grand Totals:			5,817.09

Dated: 6/8/22

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/08/2022	123293	1140	Cintas Corporation	205-20100	4.27
06/22	06/08/2022	123297	1716	Ehlers & Associates, Inc.	205-20100	500.00
06/22	06/08/2022	123306	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,512.10
06/22	06/08/2022	123312	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	105.64
06/22	06/08/2022	123313	3056	Lake Superior Laundry Inc.	205-20100	85.00
06/22	06/08/2022	123314	3189	LePage and Sons	901-20100	276.08
06/22	06/08/2022	123321	826	North 65 Chamber of Commerce	205-20100	30.00
06/22	06/08/2022	123326	2421	Redpath and Company	901-20100	1,000.00
06/22	06/08/2022	123333	5431	Ted's Appliance	901-20100	304.00
Grand Totals:						<u>5,817.09</u>

3D

**Date:** June 20, 2022  
**To:** EDA Board of Commissioners  
**From:** Deb Barrett, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Public Housing:**

- Processed rent checks. Submitted MTCS Report (vacancy report). All units are occupied at this time and no vacancies notices received.
- Ted's Appliance has been coming out to the property and pulling out the air conditioner and cleaning them.
- Bridge Park will be receiving \$66,603.00 for 2022 Capital Fund Grant.
- All the maintenance work from the unit inspection has been completed.
- Busy working on Phase 2 of the Capital Fund Bathroom Renovation



Prepared by: Deb Barrett, Housing Supervisor

**Background:**

Staff has purchased a new couch, love seat and lounge chair for the lobby at Bridge Park. The furniture currently in the lobby was purchased in October 2006.

Staff recommends that the old furniture be declared Surplus Property. We will solicit sealed bids. We will sell to highest sealed bidder. If no sealed bids are received, the furniture will be disposed.

**Requested Board Action:**

Approve the old lobby furniture for Bridge Park Apartments be declared surplus property, authorize acceptance of sealed bids, and if no sealed bids are received to dispose of property.

Prepared by: Alex Smith, Assistant City Administrator

**Background:**

The city has allowed the community to use the common area of the City Center Mall for hosting events such as job fairs, community outreach, a specialty events. Due to staff changes and the pause in group gatherings in COVID, the process of reserving the space has shifted. Staff has identified a need to update our reservation form and process to how the space can be reserved. In this, staff would like guidance from Council on what they would like to see this space used for.

The updated process involves all reservations be organized through the Assistant City Administrator with the help of the front desk to process payments. Additionally, removing the need for City maintenance staff to need to do event setup and teardown, leaving only mall cleanup which is a regular job duty.

**Changes to the possible new City Center Mall Reservation Form include:** updated layout, flat rental fee of \$100, ability to request rental fee waiver for nonprofits and community service events, ability to pay by card, updated disclaimers, removing the possibility of city staff doing table and chairs setup.

**Recommendation**

Staff recommends approving the submitted City Center Mall Reservation Form and to provide guidance on what the Council sees for future use of the mall space.

**Attached**

New Mall Reservation Form



300 Third Avenue NE (763) 689-3211  
 Cambridge, MN 55008 (763) 689-6801 FAX  
 www.ci.cambridge.mn.us

### **City Center Mall Reservation Form**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Start Date	End Date	Start Time (including set-up time)	End Time (including clean-up time)
Type & Purpose of Event			
Additional Comments			

#### ***Equipment Needs***

Do you need access to City table and chairs?  Yes  No

Number of Tables (30 max): \_\_\_\_\_

Number of Chairs (80 max): \_\_\_\_\_

Will you be bringing in outside items such as tables, chairs, etc...?  Yes  No

If so, please describe: \_\_\_\_\_

#### ***Fees***

Damage Deposit (refundable) \_\_\_\_\_ \$100

Rental Fee \_\_\_\_\_ \$100

- Requesting Fee Waiver *\*Rental fee may be waived for eligible nonprofits or events providing community services*

**Total Cost Due** \_\_\_\_\_

<b>Date Paid:</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Check # <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
<b>Name on Card</b>	
<b>Billing Address</b>	
<b>City, State, Zip</b>	
<b>Card Number</b>	
<b>Expiration Date</b>	
<b>CVV Code</b>	

<i>CITY USE ONLY</i>
Application Approval
<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____
Initials: _____
Date Key Returned: _____
Date Deposit Returned: _____

*DISCLAIMERS*

Any organization using any City facility shall hold the City of Cambridge harmless for any loss, theft, damage, injury, or illness incurred by the users of City facilities. The organization agrees to return the facilities in the same or better condition from before they were used. The organization agrees to pay for any damages or missing City items including any that exceed the \$100 deposit if damages are found by the City. The organization shall not affix anything to the walls in a manner that will damage the facilities. All garbage shall be placed in the garbage cans provided. The organization recognizes that smoking is prohibited in City Hall facilities. No alcoholic beverages are permitted on City property in any circumstances. Refusal to comply will result in the inability to use the City Center Mall in the future.

I accept these terms of the facility use contract.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Prepared by: Deb Barrett, Housing Supervisor

**Background:**

The EDA Board approved the five-year capital plan for Bridge Park Apartments on November 15, 2021. The next projects in the plan called for completion of renovation in the bathrooms in all 45 units along with installation of a sprinkler system in the building. Currently, staff is wanting to move forward with completion with the bathroom renovations.

As the Board may recall, the bathroom renovations are being completed in two phases to minimize disruption on residents as well as to match up with availability of capital funding.

Phase 1 of the project was the resurfacing of the shower stalls in the bathrooms. This work was completed in September 2021.

Phase 2 of the bathroom renovation includes replacing the cabinet, sink/countertop, and medicine cabinet in the bathroom of each unit. Bid solicitation specification will be broken down as follows:

- Package #1--Bid for cabinet/vanity with combination countertop and sink including installation. Estimated cost per unit is \$1,500 for a total of \$67,500 for the 45 units in Bridge Park.
- Package #2--Bid for plumbing to install new faucets as well as under-sink piping. Estimated cost per unit is \$500 for a total of \$22,500 for the 45 units in Bridge Park.
- Package #3--Bid for replacement of lighted medicine cabinets along with electrician labor. Estimated cost per unit is \$1,000 for a total of \$45,000 for the 45 units in Bridge Park, but these cost estimates are very preliminary.

Initially, staff will be bidding package #1 and #2 since we are still working to get more solid cost estimates on package #3 which will be discussed at a future EDA meeting. Bid opening for package #1 and #2 would be scheduled for August 9. Once bids are received, they will be brought back to the board for approval on August 15. The contract for packages #1 and #2 would specify for work to be completed by December 30, 2022.

**Fiscal Notes:**

Available funds for Phase 2 of the Bathroom Renovation are \$153,608.00 from HUD capital funds but we are hoping the bathroom renovations will be less due to other projects in the capital plan.

**Recommendation:**

Authorize staff to solicit bids for package #1 and package #2 of phase 2 of the Bridge Park Bathroom Renovation Project and bring bids for consideration at the August 15, 2022 EDA meeting.