

Cambridge EDA Meeting – Monday May 15, 2023, 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	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of April 17, 2023 meeting minutes (p. 2)
	B. Approve EDA Draft March 2023 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks # 125911- # 126130 Totaling \$11,887.70 (p. 21)
	D. Housing Supervisor's Report (p. 31)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Approve Lease Extension—Dept of Human Services (p. 32)
	B. Approve Flooring Replacement Quote for Dept of Human Services Suite (p. 33)
	C. Approve Month-to-Month lease of Suite 142 to Senior Activities Center (p. 35)
	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.

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – April 17, 2023

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 17, 2023 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Mark Ziebarth, Lisa Iverson, Jim Godfrey and Aaron Berg.

Staff present: City Administrator Evan Vogel, Executive Director Moe, Deputy City Administrator Smith, Police Chief Schuster, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

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

Consent Agenda

Godfrey moved, seconded by Berg, to approve consent agenda items A – E:

- A. Approval of February 21, 2023 meeting minutes
- B. Approve EDA Draft January and February 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 125443- # 12900 Totaling \$44,820.03
- D. Housing Supervisor’s Report
- E. Approve Reimbursement of Land Purchase from EDA Land Acquisition Fund

Upon roll call, all voted aye, no nays. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under unfinished business.

New Business

A Creation of Housing Maintenance On-Call Position

Moe summarized, for several years, the former Housing Maintenance Supervisor that retired from Bridge Park over five years ago has been servicing on-call needs at Bridge Park when the current Housing Supervisor is not available. However, the retired employee is no longer available to cover on-call needs.

Moe said staff would like to formally create a Housing Maintenance On-Call Position to help ensure Bridge Park is properly maintained when the Housing Supervisor is on vacation or absent for other reasons. In addition, at times when apartments are vacated, there is excessive cleaning that must be done to prepare the unit for the incoming tenant. It would be helpful to augment the Housing Supervisor's work capacity with small amounts of on-call staff. It is estimated that this position would be approximately 80 hours per year.

Moe stated the ideal candidate for this position would be a resident at Bridge Park so maintenance needs, like snow or ice removal, can readily be addressed. However, Bridge Park residency will not be a mandatory qualification for applicant consideration.

Moe explained the Housing budget currently anticipates some fill-in staff hours and could easily be amended to accommodate estimated on-call hours of 80 hours per year.

Shogren asked if income received from this position would affect eligibility if a resident was hired, Moe said the extra income would have to be reported but didn't feel there would be enough hours to create ineligibility. Shogren asked what pay grade this position started at, Vogel answered this position doesn't require a pay grade due to the infrequency of work and would start at \$15.71 per hour, which is equivalent to seasonal employees.

Godfrey motioned, seconded by Ziebarth, to authorize the creation of Housing Maintenance On-Call position and recommends the Cambridge City Council authorize the posting of the Housing Maintenance On-Call position.

Adjournment

Berg motioned, seconded by Ziebarth, to adjourn the meeting at 5:52 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2023

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(4.70)	
901-10102	INVESTMENTS--PBC	121,476.21	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	264,530.13	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,317,540.79	
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	38,854.91	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,798,444.35)	
TOTAL ASSETS			767,283.34

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,165.00	
901-21650	ACCRUED VACATION & SICK PAY	1,614.38	
901-22600	TENANT SECURITY DEPOSITS	37,020.66	
TOTAL LIABILITIES			40,800.04

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	406,795.54	
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		18,131.99	
BALANCE - CURRENT DATE			18,131.99
TOTAL FUND EQUITY			726,483.30
TOTAL LIABILITIES AND EQUITY			767,283.34

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	85,000.00	85,000.00	21,794.00	63,206.00	25.64	96,574.00
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	21,794.00	63,206.00	25.64	96,574.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	181.39	118.61	60.46	648.47
TOTAL INTEREST & MISC INCOME	300.00	300.00	181.39	118.61	60.46	648.47
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	175,000.00	175,000.00	48,013.53	126,986.47	27.44	187,460.38
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	791.80	2,208.20	26.39	4,589.79
TOTAL RENTAL INCOME	178,000.00	178,000.00	48,805.33	129,194.67	27.42	192,050.17
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	88,074.30
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	88,074.30
TOTAL FUND REVENUE	298,300.00	298,300.00	70,780.72			377,346.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	41,833.00	41,833.00	9,238.12	(32,594.88)	22.08	38,868.81
901-49500-104 ADMIN PART-TIME - OVERTIME	262.00	262.00	.00	(262.00)	.00	.00
901-49500-121 PERA (EMPLOYER)	3,138.00	3,138.00	692.87	(2,445.13)	22.08	2,790.62
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	654.64	(2,545.36)	20.46	2,652.39
901-49500-131 MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	3,720.36	(5,823.64)	38.98	9,161.88
901-49500-151 WORKERS' COMPENSATION PREMIU	300.00	300.00	86.09	(213.91)	28.70	193.40
901-49500-154 HRA/FLEX FEES	100.00	100.00	25.10	(74.90)	25.10	68.00
<i>TOTAL PERSONAL SERVICES</i>	<u>58,377.00</u>	<u>58,377.00</u>	<u>14,417.18</u>	<u>(43,959.82)</u>	<u>24.70</u>	<u>53,735.10</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	800.00	800.00	106.86	(693.14)	13.36	309.00
<i>TOTAL SUPPLIES</i>	<u>800.00</u>	<u>800.00</u>	<u>106.86</u>	<u>(693.14)</u>	<u>13.36</u>	<u>309.00</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	2,000.00	2,000.00	.00	(2,000.00)	.00	2,190.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	(1,000.00)	66.67	2,500.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	1,360.47	(5,139.53)	20.93	5,330.40
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	1,270.37	(6,229.63)	16.94	7,200.80
901-49500-322 POSTAGE	100.00	100.00	63.00	(37.00)	63.00	58.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	30.45
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>19,300.00</u>	<u>19,300.00</u>	<u>4,693.84</u>	<u>(14,606.16)</u>	<u>24.32</u>	<u>17,309.65</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	2,548.12	2,348.12	1,274.06	182.09
901-49500-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	744.00	(2,756.00)	21.26	3,479.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,100.00</u>	<u>4,100.00</u>	<u>3,292.12</u>	<u>(807.88)</u>	<u>80.30</u>	<u>3,661.09</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>82,577.00</u></u>	<u><u>82,577.00</u></u>	<u><u>22,510.00</u></u>	<u><u>(60,067.00)</u></u>	<u><u>27.26</u></u>	<u><u>75,014.84</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	240.00	240.00	32.87	(207.13)	13.70	8,295.91
	<i>TOTAL SUPPLIES</i>	240.00	240.00	32.87	(207.13)	13.70	8,295.91
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	32.87	(207.13)	13.70	8,295.91

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,586.00	24,586.00	5,011.67	(19,574.33)	20.38	20,029.74
901-49700-121 PERA (EMPLOYER)	1,844.00	1,844.00	360.76	(1,483.24)	19.56	1,472.60
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	356.23	(1,524.77)	18.94	1,392.86
901-49700-131 MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	1,564.50	(3,207.50)	32.78	4,581.00
901-49700-151 WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	425.80	(1,574.20)	21.29	963.38
<i>TOTAL PERSONAL SERVICES</i>	<u>35,083.00</u>	<u>35,083.00</u>	<u>7,718.96</u>	<u>(27,364.04)</u>	<u>22.00</u>	<u>28,439.58</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	453.66	(3,546.34)	11.34	3,920.91
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>4,200.00</u>	<u>4,200.00</u>	<u>453.66</u>	<u>(3,746.34)</u>	<u>10.80</u>	<u>3,920.91</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	9,983.96	(25,016.04)	28.53	42,793.57
901-49700-360 INSURANCE AND BONDS	14,000.00	14,000.00	.00	(14,000.00)	.00	10,727.00
901-49700-370 PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	.00	(15,000.00)	.00	14,783.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	8,971.88	(29,028.12)	23.61	35,235.69
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	1,498.79	(7,501.21)	16.65	6,618.15
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	392.25	(2,607.75)	13.08	2,364.71
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,086.36	(3,113.64)	25.87	4,024.56
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>21,933.24</u>	<u>(96,266.76)</u>	<u>18.56</u>	<u>116,546.68</u>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	48,000.00	48,000.00	.00	(48,000.00)	.00	42,716.18
<i>TOTAL MISCELLANEOUS</i>	<u>48,000.00</u>	<u>48,000.00</u>	<u>.00</u>	<u>(48,000.00)</u>	<u>.00</u>	<u>42,716.18</u>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	2,248.82
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>10,000.00</u>	<u>10,000.00</u>	<u>.00</u>	<u>(10,000.00)</u>	<u>.00</u>	<u>2,248.82</u>
TOTAL LOW RENT MAINTENANCE	<u><u>215,483.00</u></u>	<u><u>215,483.00</u></u>	<u><u>30,105.86</u></u>	<u><u>(185,377.14)</u></u>	<u><u>13.97</u></u>	<u><u>193,872.17</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	298,300.00	298,300.00	52,648.73			277,182.92
NET REVENUES OVER EXPENDITURE	.00	.00	18,131.99			100,164.02

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2023

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10200	EDA HOUSING DIV OPERATING CASH	75,733.00	
	TOTAL ASSETS		75,733.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	75,733.00	
	TOTAL FUND EQUITY		75,733.00
	TOTAL LIABILITIES AND EQUITY		75,733.00

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>							
903-36201	HUD LAWSUIT PROCEEDS	.00	.00	.00	.00	.00	75,733.00
	TOTAL INTEREST & MISC INCOME	.00	.00	.00	.00	.00	75,733.00
	TOTAL FUND REVENUE	.00	.00	.00			75,733.00
	NET REVENUES OVER EXPENDITURE	.00	.00	.00			75,733.00

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2023

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	8,700.00	
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	TOTAL ASSETS		8,700.00
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<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	8,700.00	
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	BALANCE - CURRENT DATE	8,700.00	
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	TOTAL FUND EQUITY		8,700.00
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	TOTAL LIABILITIES AND EQUITY		8,700.00
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CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	8,700.00	26,300.00	24.86	88,074.30
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	8,700.00	26,300.00	24.86	88,074.30
TOTAL FUND REVENUE	35,000.00	35,000.00	8,700.00			88,074.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	88,074.30
<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	88,074.30
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	88,074.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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			88,074.30
NET REVENUES OVER EXPENDITURE	.00	.00	8,700.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	3,251.38
205-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(11,911.77)
TOTAL INTEREST	.00	.00	.00	.00	.00	(8,660.39)
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	180,000.00	180,000.00	53,450.96	126,549.04	29.69	187,492.73
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	53,450.96	126,549.04	29.69	187,492.73
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	50,000.00	50,000.00	.00	50,000.00	.00	350,000.00
TOTAL TRANSFERS FROM OTHER FU	50,000.00	50,000.00	.00	50,000.00	.00	350,000.00
TOTAL FUND REVENUE	230,000.00	230,000.00	53,450.96			528,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101	68,521.00	68,521.00	15,463.06	(53,057.94)	22.57	51,998.63
205-41930-112	2,500.00	2,500.00	315.00	(2,185.00)	12.60	1,435.00
205-41930-121	5,150.00	5,150.00	1,159.75	(3,990.25)	22.52	3,886.10
205-41930-122	5,253.00	5,253.00	1,183.23	(4,069.77)	22.52	3,984.79
205-41930-131	13,826.00	13,826.00	4,715.07	(9,110.93)	34.10	9,887.40
205-41930-132	143.00	143.00	.00	(143.00)	.00	.00
205-41930-133	1,200.00	1,200.00	.00	(1,200.00)	.00	420.00
205-41930-151	565.00	565.00	176.72	(388.28)	31.28	282.20
205-41930-154	80.00	80.00	20.08	(59.92)	25.10	33.84
<i>TOTAL PERSONAL SERVICES</i>	<i>97,238.00</i>	<i>97,238.00</i>	<i>23,032.91</i>	<i>(74,205.09)</i>	<i>23.69</i>	<i>71,927.96</i>
<i>SUPPLIES</i>						
205-41930-201	300.00	300.00	.00	(300.00)	.00	241.53
205-41930-209	.00	.00	.00	.00	.00	73.44
205-41930-221	350.00	350.00	.00	(350.00)	.00	.00
205-41930-240	3,300.00	3,300.00	.00	(3,300.00)	.00	279.99
<i>TOTAL SUPPLIES</i>	<i>3,950.00</i>	<i>3,950.00</i>	<i>.00</i>	<i>(3,950.00)</i>	<i>.00</i>	<i>594.96</i>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	5,000.00	5,000.00	250.00	(4,750.00)	5.00	1,321.50
205-41930-306	.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-307	.00	35,000.00	.00	(35,000.00)	.00	.00
205-41930-313	5,600.00	5,600.00	1,360.47	(4,239.53)	24.29	5,330.40
205-41930-321	540.00	540.00	135.00	(405.00)	25.00	608.89
205-41930-331	1,200.00	1,200.00	391.30	(808.70)	32.61	940.64
205-41930-334	1,500.00	1,500.00	93.60	(1,406.40)	6.24	459.14
205-41930-351	350.00	350.00	.00	(350.00)	.00	.00
205-41930-360	2,500.00	2,500.00	.00	(2,500.00)	.00	4,311.98
205-41930-381	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-41930-382	75.00	75.00	.00	(75.00)	.00	.00
205-41930-383	200.00	200.00	.00	(200.00)	.00	.00
<i>TOTAL OTHER SERVICES & CHARG</i>	<i>17,965.00</i>	<i>55,965.00</i>	<i>2,230.37</i>	<i>(53,734.63)</i>	<i>3.99</i>	<i>12,972.55</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

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	101.00	101.00	.00 (101.00)	.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00 (15,000.00)	.00
205-41930-408	PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	31,360.67
205-41930-430	MISCELLANEOUS	100.00	100.00	.00 (100.00)	.00
205-41930-433	DUES AND SUBSCRIPTIONS	3,770.00	3,770.00	1,485.00 (2,285.00)	39.39
205-41930-440	SCHOOLS & MEETINGS	2,000.00	2,000.00	350.00 (1,650.00)	17.50
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00 (30,000.00)	.00
205-41930-484	NLX ACTIVITIES	7,800.00	7,800.00	.00 (7,800.00)	.00
205-41930-485	PROPERTY TAXES	.00	.00	.00	.00	712.00
205-41930-489	IND PARK MARKETING	5,000.00	5,000.00	.00 (5,000.00)	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>63,771.00</u>	<u>63,771.00</u>	<u>1,835.00 (</u>	<u>61,936.00)</u>	<u>2.88</u>
	TOTAL EDA ADMINISTRATION	<u><u>182,924.00</u></u>	<u><u>220,924.00</u></u>	<u><u>27,098.28 (</u></u>	<u><u>193,825.72)</u></u>	<u><u>12.27</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	29,193.00	29,193.00	6,888.00	(22,305.00)	23.59	28,813.20
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	1,240.61	(5,759.39)	17.72	5,040.54
205-47000-121 PERA (EMPLOYER)	2,843.00	2,843.00	516.60	(2,326.40)	18.17	2,154.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	606.92	(2,293.08)	20.93	2,511.05
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	2,940.45	(5,701.55)	34.03	8,270.16
205-47000-132 LONGEVITY PAY	712.00	712.00	.00	(712.00)	.00	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00	(750.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	3,089.00	3,089.00	691.21	(2,397.79)	22.38	1,577.49
205-47000-154 HRA/FLEX FEES	100.00	100.00	12.55	(87.45)	12.55	34.00
TOTAL PERSONAL SERVICES	56,229.00	56,229.00	12,896.34	(43,332.66)	22.94	48,401.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	55.79	(144.21)	27.90	221.74
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	216.22
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,701.04	(13,298.96)	11.34	8,362.99
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	(1,000.00)	.00	347.12
TOTAL SUPPLIES	16,325.00	16,325.00	1,756.83	(14,568.17)	10.76	9,148.07
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	61.71	(288.29)	17.63	247.22
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	5,280.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	3,882.54	(16,617.46)	18.94	18,352.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,368.90	(4,131.10)	24.89	5,265.88
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,165.42	(2,034.58)	51.56	4,818.60
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,168.60	(4,831.40)	19.48	5,686.74
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	8,647.17	(33,902.83)	20.32	39,650.73
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	3,590.14	(16,409.86)	17.95	40,340.82
205-47000-413 BNSF PARKING LOT LEASE	2,500.00	2,500.00	2,568.97	68.97	102.76	2,494.15
205-47000-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
205-47000-494 PARKING LOT/EXTERIOR PROJECT	480,000.00	480,000.00	.00	(480,000.00)	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	22,810.05	22,810.05	.00	13,797.53
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	306.39
TOTAL MISCELLANEOUS	507,500.00	507,500.00	28,969.16	(478,530.84)	5.71	56,938.89
TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	52,269.50	(570,334.50)	8.40	154,138.97

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	805,528.00	843,528.00	79,367.78			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(25,916.82)			205,691.81

CAMBRIDGE EDA MEETING
May 15, 2023
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	4/12/2023	125911 - 125936	3,205.77
Prepaid Checks	4/19/2023	125950 - 125970	345.00
Prepaid Checks	4/26/2023	126006 - 126054	3,000.97
Prepaid Checks	5/3/2023	126072 - 126130	5,335.96
	Prepaid Totals		<hr/> 11,887.70 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$11,887.70

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 4/6/23-5/3/23.

Caroline Moe 5/3/2023

Caroline Moe, Director of Finance signature & date

Linda Gerlach 5/4/2023

Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2421	Redpath and Company	Professional Services - Completion of 2022 Audit	2,000.00
Total 2421:			2,000.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	855.28
Total 3006:			855.28
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
Total 3189:			346.24
Grand Totals:			3,205.77

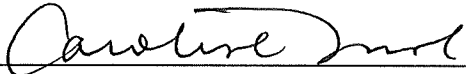
Dated: 4-12-2023

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/23	04/12/2023	125911	1140	Cintas Corporation	205-20100	4.25
04/23	04/12/2023	125922	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	855.28
04/23	04/12/2023	125924	3189	LePage and Sons	205-20100	346.24
04/23	04/12/2023	125936	2421	Redpath and Company	901-20100	2,000.00
Grand Totals:						<u>3,205.77</u>

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
Total 70:			145.00
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
Total 1170:			85.00
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	115.00
Total 3086:			115.00
Grand Totals:			345.00

Dated: 4/19/2023

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/23	04/19/2023	125950	70	Adams Pest Control - Main	901-20100	145.00
04/23	04/19/2023	125960	1170	City Laundering Co.	205-20100	85.00
04/23	04/19/2023	125970	3086	Landworks Construction, Inc.	901-20100	115.00
Grand Totals:						<u>345.00</u>

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Installation of Wiring - Bridge Park	220.00
	Total 444:		220.00
969	Cardmember Service	Office Supplies - Econ Dev	70.99
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	Membership EDAM	320.00
969	Cardmember Service	Training - A. Smith	35.00
	Total 969:		440.99
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		8.50
1553	DW Companies LLC	Demo Building (Main St N & 2nd Ave NW)	1,075.00
	Total 1553:		1,075.00
1666	East Central Solid Waste Co	Disposal of Appliances & Electronics (Main St N & 2nd	72.00
1666	East Central Solid Waste Co	Demo to Transfer Station (Main St N & 2nd Ave NW)	374.19
	Total 1666:		446.19
2411	Hillyard Inc.	Maintenance Supplies - Mall	56.13
	Total 2411:		56.13
3189	LePage and Sons	Bldg Demo 40 Yd Container (Main St N & 2nd Ave NW)	669.46
	Total 3189:		669.46
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	23.04
	Total 3543:		23.04
5801	Verizon Wireless	wireless phone service - Maintenance	20.55
5801	Verizon Wireless	wireless phone service - Bridge Park	41.11
	Total 5801:		61.66
	Grand Totals:		3,000.97

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 4/26/2023

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/23	04/26/2023	126006	444	Bassing Electric	901-20100	220.00
04/23	04/26/2023	126013	969	Elan Financial Services	205-20100	440.99
04/23	04/26/2023	126015	1140	Cintas Corporation	205-20100	8.50
04/23	04/26/2023	126017	1553	DW Companies LLC	205-20100	1,075.00
04/23	04/26/2023	126018	1666	East Central Solid Waste Commission	205-20100	446.19
04/23	04/26/2023	126027	2411	Hillyard / Minneapolis	205-20100	56.13
04/23	04/26/2023	126035	3189	LePage and Sons	205-20100	669.46
04/23	04/26/2023	126039	3543	Metro Sales, Inc.	901-20100	23.04
04/23	04/26/2023	126054	5801	Verizon Wireless	901-20100	61.66
Grand Totals:						<u>3,000.97</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		4.60
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
2631	Isanti County Auditor-Treasur	Property Taxes ID 15.045.0320	3,042.00
	Total 2631:		3,042.00
2935	King Industries, Inc.	Blinds - Bridge Park	277.64
	Total 2935:		277.64
3501	MEI Total Elevator Solutions	May Monthly Service - Bridge Park	298.79
	Total 3501:		298.79
4530	Pohl, Daniel	Refund Security Deposit and Interest - Bridge Park	712.31
	Total 4530:		712.31
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	457.81
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	457.81
	Total 5965:		915.62
	Grand Totals:		5,335.96

Dated: 5/3/2023

City Treasurer: Caroline Mrc

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/03/2023	126072	1140	Cintas Corporation	205-20100	4.60
05/23	05/03/2023	126073	1170	City Laundering Co.	205-20100	85.00
05/23	05/03/2023	126092	2631	Isanti County Auditor-Treasurer	205-20100	3,042.00
05/23	05/03/2023	126099	2935	King Industries, Inc.	901-20100	277.64
05/23	05/03/2023	126101	3501	MEI Total Elevator Solutions	901-20100	298.79
05/23	05/03/2023	126112	4530	Daniel Pohl	901-20100	712.31
05/23	05/03/2023	126130	5965	White Bear IT Solutions LLC	901-20100	915.62
Grand Totals:						<u>5,335.96</u>

Date: May 15, 2023
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Submitted MTCS (vacancy report). Applications pending on unit#105 and #411.
- Processed rent checks, Ran monthly reports through HUD-Income verification reports.
- Was busy doing maintenance work in the resident's unit from the unit inspection that was completed in April.

Prepared by: Caroline Moe

Background: The Minnesota Department of Human Services (DHS) has leased space in the City Center Mall for its Direct Care and Treatment/Community Based Service Program since August 2018. The current lease is expiring on July 31, 2023. DHS has expressed interest in extending its lease provided the flooring is replaced in the unit and a fresh coat of paint is given to the unit.

Staff recommends extension of the lease with accommodation of the flooring change and unit painting provided that increases to the lease amount occurs and lease language gives us the flexibility to make changes, if needed, due to the Northern Lights Express (NLX) project. DHS would continue to pay utility costs for the space as well as maintaining the interior of the suite.

Currently, the rent for DHS is \$10.50 per square foot. Proposed rent for the lease extension is as follows:

Renewal Term	Square Feet Rented	Rate per Square Foot	Monthly Payment	Rent for Lease Period
8/1/2023-7/31/2024	2675	\$11.00	\$2,452.08	\$29,424.96
8/1/2024-7/31/2025	2675	\$11.50	\$2,563.54	\$30,762.48
8/1/2025-7/31/2026	2675	\$12.00	\$2,675.00	\$32,100.00
Optional Lease Extension Given Language can be agreed upon for both lessee and lessor				
8/1/2026-7/31/2027	2675	\$12.25	\$2,730.73	\$32,768.76
8/1/2027-7/31/2028	2675	\$12.50	\$2,786.46	\$33,437.52

Recommendation

Approve lease extension for Minnesota Department of Human Services beginning August 1, 2023 subject to City Attorney review and final approval of lease language by the City Administrator.

Prepared by: Caroline Moe

Background: Assuming the EDA Board approved the lease extension for the Department of Human Services, the flooring in the main part of the suite needs to be replaced. A quote was obtained from Northern Edge Carpet and Vinyl due to the positive experience staff have had with the company many times at Bridge Park Apartments. Staff received a bid of \$15,791.50—see attached quote. Due to the dollar value of the procurement, two quotations are not required.

Fiscal Note-

The cost of the flooring replacement will be recovered from the increased rate collected in future years.

Recommendation: Approve quote for flooring replacement from Northern Edge Carpet & Vinyl in the amount of \$15,791.50 and direct staff to coordinate work to minimize disruption for tenant.

INVOICE

Date: 4-7-23

No. _____

Installer Eli Erickson

Telephone (763) 245-3959

Address Northern Edge Carpet + Vinyl
Floor Covering Retailer

City _____ State/Province _____ Zip/Postal Code _____
Telephone _____

Address Cambridge P.D.
Customer 300 3rd Ave. NE

City Cambridge State/Province MN Zip/Postal Code _____
Telephone _____

Quantity	U/M*	Material	Description	Price	Total
		Carpet			
		Ceramic Tile			
		Hardwood			
		Laminate			
		Marble			
		Padding			
		Vinyl (sheet)			
		Vinyl (tile)	<u>lifestyles</u> <u>New Silhouette - 921</u> <u>1,672 sqft</u>	<u>7.00</u>	<u>11,704.00</u>
Other		Description/Comments/Diagrams 1 Square = <input type="checkbox"/> ft.			
		Base ()			
		Base ()			
		Disposal			
		Furniture	<u>- Move Furniture Back + forth</u>		<u>200.00</u>
		Mouldings	<u>- 15' TRANSITIONS</u>	<u>4.00</u>	<u>60.00</u>
		Refrigerator			
		Repairs			
		Stairs			
		Stove			
		Subfloor Prep			
		Take-Up	<u>- Take-up Laminate 1,520 sqft</u>	<u>2.00</u>	<u>3,040.00</u>
		Toilet			
		Trip Charge			
		Underlayment			
		Vinyl Cove	<u>- Remove + Install new Base</u> <u>22.5 Ft.</u>	<u>3.50</u>	<u>787.50</u>
		Washer/Dryer		<u>Tax</u>	<u>409.64</u>

Customer Signature _____	Date _____	Total ➔ \$ <u>16,201.14</u>
		Guarantee: _____

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\$ 15,791.50

Prepared by: Alex Smith, Deputy City Administrator

Background:

Staff was approached by the Senior Activities Center (SACs) regarding possible use of vacant mall suite space while the suites remained unleased. A rate of \$250 per month has been negotiated for use of suite 142, as is, while it is continued to be marketed for a long-term tenant. If approved, the lease would begin June 1st, 2023 and go until the suite is leased or the lease is terminated by either party.

SACs is looking to utilize the space for additional room to host social activities, such as card games and other organized events. They are finding a need for additional room due to the success of their current activities, which has been an asset to aiding the senior community in creating social engagement and connectivity. The use of this suite will allow a temporary expanded space to accommodate more individuals per activity.

Recommendation:

Approve the month-to-month lease of Suite 142 to SACs at the rate of \$250 per month, pending administrative and attorney approval.

Attachments:

1. Draft lease for Suite 142 for Senior Activities Center

CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this ___ day of _____ 20___, between the Cambridge EDA, a municipal corporation (the "Landlord") and the Isanti County Commission on Aging (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Cambridge, Minnesota 55008 including the following suites of the Cambridge City Center (the "Center"):

- Suite 142 (1,500 square feet)

The lease space is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. The total leased space has 1,500 square feet. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

LEASE TERM

The Lease Term and rent will commence on ____, 20___. The fixed monthly minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. This lease is to be a month-to-month, with each rental period being a calendar month. Either party may terminate this lease at any time, with or without cause, by written notice to the other, giving at least one rental period plus one day prior notice.

MINIMUM RENT

The minimum rent during the term of this lease shall be \$250 per month.

TENANT AGREEMENT

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

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

3. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
4. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify.
5. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
6. To use the premises only as a Senior Enrichment Center and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically, the tenant shall comply with all Federal, State and Local regulations.
7. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
8. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written

consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.

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

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

12. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as

required herein, shall not be deemed a waiver of the Tenant's liability to pay same.

13. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
14. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
15. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
16. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
17. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
18. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
19. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery

or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

If to Landlord:

Cambridge EDA
Attn: Caroline Moe
300 3rd Avenue NE
Cambridge, MN 55008
(763) 689-3211

If to Tenant:

Isanti County Commission on Aging
Attn : Christine Wilkes
140 Buchanan St. N., Suite 164
Cambridge, MN 55008

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

ADDITIONAL PROVISIONS:

1. Tenant hereby accepts the Leased Premises in an “as is” condition. All interior finishing work approved by the Landlord will be at the sole expense of the Tenant and with prior written approval by landlord as described in this lease.
2. Tenant hereby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard Center hours of Monday to Friday 7:00 am to 9:00 pm, Saturday 7:00 am to 9:00 pm and Sunday closed. Tenant has expressed interest to be open beyond normal business hours and shall be responsible for assuring all areas are cleared and mall doors locked. If the mall doors are not operational due to no fault of the Tenant. Tenant shall immediately notify City Hall and the police Department.
3. Tenant hereby agrees to be responsible for all damages associated with the use of Center common area including but not limited to hallways and restrooms associated with the use of common areas after regular mall hours (Monday to Friday 7:00 am to 9:00 pm, Saturday 7:00 am to 9:00 pm and Sunday closed). Furthermore, should the landlord determine that there is a security issue associated with the extended use of the Center common area that can not be addressed by the tenant to the satisfaction of the landlord the landlord may revoke this right upon 30 days written notice.
4. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to: interior cleaning of the unit and glass and doors/windows; light bulb

replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).

IN WITNESS WHEREOF, Landlord and Tenant have signed this lease as of the day and year first above written.

City of Cambridge, Minnesota
Landlord

By: Robert Shogren_____
Its: President_____

By: Caroline Moe_____
Its: Executive Director_____

Tenant

By: _____
Its: _____
Date: _____