

# Cambridge Economic Development Authority (EDA)

## Regular Meeting Minutes –Monday, May 15th, 2023

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 15th, 2023 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 Aaron Berg.

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

### Call to Order

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

### Approval of Agenda

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

### Consent Agenda

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

- A. Approval of April 17, 2023 meeting minutes
- B. Approve EDA Draft March 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 125911- # 126130 Totaling \$11,887.70
- D. Housing Supervisor's Report

Upon roll call, all ayes, 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 \_\_\_\_\_ Approve Lease Extension for Department of Human Services

Moe said the Minnesota Department of Human Services (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.

Moe noted staff recommended 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.

Zeibarth motioned, seconded by Godfrey, to 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. All voted aye, motion carried unanimously.

B Approve Flooring Replacement Quote for Dept of Human Services Suite

Moe said the flooring in the main part of the Department of Human Services suite needs to be replaced. The cost of the flooring replacement will be recovered from the increased rate collected in future years. Because of the positive experience staff have had with Northern Edge Carpet and Vinyl at Bridge Park Apartments, a quote was obtained from them. Staff received a bid of \$15,791.50. Due to the dollar value of the procurement, two quotations are not required.

Iverson motioned, seconded by Godfrey, to approve quote for flooring replacement from Northern Edge Carpet and Vinyl in the amount of \$15,791.50 and direct staff to coordinate work to minimize disruption for tenant. All voted aye, motion carried unanimously.

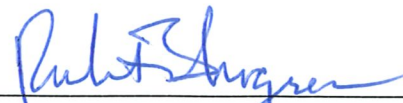
C Approve Month-to-Month lease of Suite 142 to Senior Activities Center

Smith said staff was approached by the Senior Activities Center (SACs) regarding possible use of vacant mall suite spaces to host social activities, such as card games and other organized events, 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 1<sup>st</sup>, 2023 and go until the suite is leased or the lease is terminated by either party.

Godfrey motioned, seconded by Iverson, to approve the month-to-month lease of Suite 142 to SACs at the rate of \$250 per month, pending administrative and attorney approval. All voted aye, motion carried unanimously.

Adjournment

Ziebarth moved, seconded by Berg, to adjourn the meeting at 5:51 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director