

Cambridge EDA Meeting – Monday August 21, 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 July 17, 2023 meeting minutes (p. 2)
	B. Approve EDA Draft June 2023 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks # 126642- # 126863 Totaling \$34,549.61 (p. 20)
	D. Housing Supervisor's Report (p. 28)
	E. Resident Meeting Minutes (p. 29)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Proposed Lease Suite 156—Temporary Month-to-Month Lease to SACS (p. 32)
	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 – July 17, 2023

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

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

Members Absent: Lisa Iverson

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, City Administrator Vogel, Assistant to the City Administrator Seiberlich.

Call to Order

Shogren called the meeting to order at 5:46 p.m.

Approval of Agenda

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

Consent Agenda

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

- A. Approval of June 20, 2023 meeting minutes
- B. Approve EDA Draft May 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 126404- # 126627 Totaling \$400,529.29
- D. Housing Supervisor's Report
- E. Approve Lease Extension with Rum River Special Education Cooperative

Upon roll call, Ziebarth, Godfrey, Berg and Shogren voted aye, no nays. Motion carried.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under unfinished business.

New Business

A. Quarterly Safety Inspection Policy for Bridge Park Apartments

Moe said Bridge Park Apartments were inspected by the United States Department of Housing and Urban Development (HUD) in the fall of 2022. Several of the apartments selected for inspection had significant safety violations including blocking of fire access to the windows and storage of flammable materials on top of a stove. As a result, HUD has encouraged the Cambridge EDA to improve its monitoring of resident units.

Moe noted staff recommended a quarterly inspection program instead of the current annual inspection. The goal of the more frequent inspection is to identify gross safety violations timely. Under the quarterly inspection program, the residents will be given at least one-week written notice that their unit will be entered for the purpose of safety inspection.

Moe presented Council with the inspection form that will be used for the quarterly inspection. Godfrey asked if every unit would be inspected quarterly, Moe replied yes.

Berg asked if residents had signed an annual lease, Moe responded yes. Berg asked if the city had the authority to change leases, Moe said they did. A meeting was scheduled for Friday, July 21st to announce the change to residents, and written notice would be provided.

Ziebarth motioned, seconded by Godfrey, to approve the policy that requires quarterly inspection of each unit. All voted aye, no nays, motion carried.

B. Update on conflict between Federal Law versus new State Cannabis Law

Moe said in May 2023, the State of Minnesota passed a new law that legalizes the possession, use, and home growth of certain cannabis products within the State of Minnesota, effective on August 1, 2023. This is in direct conflict with previously established federal law regarding cannabis. Cambridge EDA staff contacted the United States Department of Housing and Urban Development (HUD) to get an updated understanding of cannabis law application. They were clear that cannabis is prohibited at HUD-funded properties, including Bridge Park Apartments.

Moe continued, staff recommend the Housing Supervisor host a Bridge Park Resident meeting before the end of July 2023 to educate residents on the continued prohibition of cannabis at Bridge Park. The Housing Supervisor will also post information about the continued prohibition and send each resident a personal letter reminding them of the probation.

Berg asked if a civil eviction could occur if a resident violates this law, Moe said it would be considered a lease violation.

Council members indicated they were all in agreement and understanding of the proposed approach as outlined.

Adjournment

Berg moved, seconded by Godfrey, to adjourn the meeting at 5:54 p.m. Motion carried.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2023

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,778.52)	
901-10102	INVESTMENTS--PBC	121,567.09	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	290,154.29	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,317,760.79	
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		790,444.56

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	145.00	
901-21650	ACCRUED VACATION & SICK PAY	1,614.38	
901-22600	TENANT SECURITY DEPOSITS	36,853.92	
	TOTAL LIABILITIES		38,613.30

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	43,479.95	
	BALANCE - CURRENT DATE	43,479.95	
	TOTAL FUND EQUITY		751,831.26
	TOTAL LIABILITIES AND EQUITY		790,444.56

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	47,661.00	37,339.00	56.07	96,574.00
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	47,661.00	37,339.00	56.07	96,574.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	366.84	(66.84)	122.28	648.47
TOTAL INTEREST & MISC INCOME	300.00	300.00	366.84	(66.84)	122.28	648.47
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	175,000.00	175,000.00	98,728.53	76,271.47	56.42	187,460.38
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,632.17	1,367.83	54.41	4,589.79
TOTAL RENTAL INCOME	178,000.00	178,000.00	100,360.70	77,639.30	56.38	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	148,388.54			377,346.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	20,131.78	(21,701.22)	48.12	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	1,509.90	(1,628.10)	48.12	2,790.62
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	1,413.17	(1,786.83)	44.16	2,652.39
901-49500-131 MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	5,923.11	(3,620.89)	62.06	9,161.88
901-49500-151 WORKERS' COMPENSATION PREMIU	300.00	300.00	161.14	(138.86)	53.71	193.40
901-49500-154 HRA/FLEX FEES	100.00	100.00	39.20	(60.80)	39.20	68.00
TOTAL PERSONAL SERVICES	58,377.00	58,377.00	29,178.30	(29,198.70)	49.98	53,735.10
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	800.00	800.00	106.86	(693.14)	13.36	309.00
TOTAL SUPPLIES	800.00	800.00	106.86	(693.14)	13.36	309.00
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	2,000.00	2,000.00	2,178.00	178.00	108.90	2,190.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,500.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	2,733.90	(3,766.10)	42.06	5,330.40
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	3,114.81	(4,385.19)	41.53	7,200.80
901-49500-322 POSTAGE	100.00	100.00	252.00	152.00	252.00	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
TOTAL OTHER SERVICES AND CHA	19,300.00	19,300.00	11,278.71	(8,021.29)	58.44	17,309.65
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	2,595.69	2,395.69	1,297.85	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
TOTAL MISCELLANEOUS	4,100.00	4,100.00	3,339.69	(760.31)	81.46	3,661.09
TOTAL LOW RENT ADMINISTRATION	82,577.00	82,577.00	43,903.56	(38,673.44)	53.17	75,014.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	79.35	(160.65)	33.06	8,295.91
<i>TOTAL SUPPLIES</i>	<u>240.00</u>	<u>240.00</u>	<u>79.35</u>	<u>(160.65)</u>	<u>33.06</u>	<u>8,295.91</u>
TOTAL LOW RENT TENANT SERVICE	<u>240.00</u>	<u>240.00</u>	<u>79.35</u>	<u>(160.65)</u>	<u>33.06</u>	<u>8,295.91</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	10,700.34	(13,885.66)	43.52	20,029.74
901-49700-121 PERA (EMPLOYER)	1,844.00	1,844.00	787.42	(1,056.58)	42.70	1,472.60
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	752.31	(1,128.69)	40.00	1,392.86
901-49700-131 MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	2,766.00	(2,006.00)	57.96	4,581.00
901-49700-151 WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	793.65	(1,206.35)	39.68	963.38
TOTAL PERSONAL SERVICES	35,083.00	35,083.00	15,799.72	(19,283.28)	45.04	28,439.58
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	1,899.68	(2,100.32)	47.49	3,920.91
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	1,899.68	(2,300.32)	45.23	3,920.91
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	19,027.04	(15,972.96)	54.36	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	17,975.43	(20,024.57)	47.30	35,235.69
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	3,219.46	(5,780.54)	35.77	6,618.15
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	955.65	(2,044.35)	31.86	2,364.71
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	2,048.70	(2,151.30)	48.78	4,024.56
TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	43,226.28	(74,973.72)	36.57	116,546.68
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	48,000.00	48,000.00	.00	(48,000.00)	.00	42,716.18
TOTAL MISCELLANEOUS	48,000.00	48,000.00	.00	(48,000.00)	.00	42,716.18
<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
TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	.00	(10,000.00)	.00	2,248.82
TOTAL LOW RENT MAINTENANCE	215,483.00	215,483.00	60,925.68	(154,557.32)	28.27	193,872.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	104,908.59			277,182.92
NET REVENUES OVER EXPENDITURE	.00	.00	43,479.95			100,164.02

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2023

HOUSING-OTHER BUS ACTIVITIES

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

CITY OF CAMBRIDGE
 BALANCE SHEET
 JUNE 30, 2023

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	8,700.00	
		8,700.00	
	TOTAL ASSETS		<u>8,700.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	8,700.00	
		8,700.00	
	BALANCE - CURRENT DATE		8,700.00
	TOTAL FUND EQUITY		<u>8,700.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>8,700.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	<u>35,000.00</u>	<u>35,000.00</u>	<u>8,700.00</u>	<u>26,300.00</u>	<u>24.86</u>	<u>88,074.30</u>
TOTAL FUND REVENUE	<u><u>35,000.00</u></u>	<u><u>35,000.00</u></u>	<u><u>8,700.00</u></u>			<u><u>88,074.30</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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 6 MONTHS ENDING JUNE 30, 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 6 MONTHS ENDING JUNE 30, 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	111,205.42	68,794.58	61.78	187,492.73
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	111,205.42	68,794.58	61.78	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	111,205.42			528,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	FULL-TIME EMPLOYEES - REGULAR	68,521.00	68,521.00	34,059.55 (34,461.45)	49.71	51,998.63
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	665.00 (1,835.00)	26.60	1,435.00
205-41930-121	PERA (EMPLOYER)	5,150.00	5,150.00	2,554.50 (2,595.50)	49.60	3,886.10
205-41930-122	FICA/MEDICARE (EMPLOYER)	5,253.00	5,253.00	2,598.31 (2,654.69)	49.46	3,984.79
205-41930-131	MEDICAL/DENTAL/LIFE	13,826.00	13,826.00	8,131.38 (5,694.62)	58.81	9,887.40
205-41930-132	LONGEVITY PAY	143.00	143.00	.00 (143.00)	.00	.00
205-41930-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00 (1,200.00)	.00	420.00
205-41930-151	WORKERS' COMPENSATION PREMIU	565.00	565.00	301.75 (263.25)	53.41	282.20
205-41930-154	HRA/FLEX FEES	80.00	80.00	31.36 (48.64)	39.20	33.84
	TOTAL PERSONAL SERVICES	97,238.00	97,238.00	48,341.85 (48,896.15)	49.71	71,927.96
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	300.00	300.00	70.99 (229.01)	23.66	241.53
205-41930-209	SOFTWARE UPDATES	.00	.00	.00 (.00)	.00	73.44
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	.00 (3,300.00)	.00	279.99
	TOTAL SUPPLIES	3,950.00	3,950.00	70.99 (3,879.01)	1.80	594.96
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	250.00 (4,750.00)	5.00	1,321.50
205-41930-306	MCCOMB & HOTEL STUDY	.00	3,000.00	.00 (3,000.00)	.00	.00
205-41930-307	MARKET OR BRE STUDY	.00	35,000.00	.00 (35,000.00)	.00	.00
205-41930-313	IT MGMT & BACKUP	5,600.00	5,600.00	2,733.90 (2,866.10)	48.82	5,330.40
205-41930-321	TELEPHONE/CELLULAR	540.00	540.00	270.00 (270.00)	50.00	608.89
205-41930-331	TRAVEL/MEALS/LODGING	1,200.00	1,200.00	436.30 (763.70)	36.36	940.64
205-41930-334	MILEAGE REIMBURSEMENT	1,500.00	1,500.00	165.91 (1,334.09)	11.06	459.14
205-41930-351	LEGAL NOTICES/ORD PUB	350.00	350.00	125.37 (224.63)	35.82	.00
205-41930-360	INSURANCE AND BONDS	2,500.00	2,500.00	.00 (2,500.00)	.00	4,311.98
205-41930-381	ELECTRIC UTILITIES	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
205-41930-382	WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00 (75.00)	.00	.00
205-41930-383	GAS UTILITIES	200.00	200.00	.00 (200.00)	.00	.00
	TOTAL OTHER SERVICES & CHARG	17,965.00	55,965.00	3,981.48 (51,983.52)	7.11	12,972.55

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	1,500.00	(13,500.00)	10.00	11,500.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	2,190.65	2,190.65	.00	31,360.67
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	3,770.00	3,770.00	1,805.00	(1,965.00)	47.88	4,163.60
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	385.00	(1,615.00)	19.25	1,678.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00	(30,000.00)	.00	29,091.82
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	.00	(7,800.00)	.00	.00
205-41930-485 PROPERTY TAXES	.00	.00	3,042.00	3,042.00	.00	712.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	(5,000.00)	.00	5,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>63,771.00</u>	<u>63,771.00</u>	<u>8,922.65</u>	<u>(54,848.35)</u>	<u>13.99</u>	<u>83,506.09</u>
TOTAL EDA ADMINISTRATION	<u><u>182,924.00</u></u>	<u><u>220,924.00</u></u>	<u><u>61,316.97</u></u>	<u><u>(159,607.03)</u></u>	<u><u>27.75</u></u>	<u><u>169,001.56</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	14,940.79	(14,252.21)	51.18	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	4,669.75	(2,330.25)	66.71	5,040.54
205-47000-121 PERA (EMPLOYER)	2,843.00	2,843.00	1,120.56	(1,722.44)	39.41	2,154.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	1,463.75	(1,436.25)	50.47	2,511.05
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	5,069.16	(3,572.84)	58.66	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	1,412.25	(1,676.75)	45.72	1,577.49
205-47000-154 HRA/FLEX FEES	100.00	100.00	19.60	(80.40)	19.60	34.00
TOTAL PERSONAL SERVICES	56,229.00	56,229.00	28,695.86	(27,533.14)	51.03	48,401.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	114.18	(85.82)	57.09	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	3,122.61	(11,877.39)	20.82	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	3,236.79	(13,088.21)	19.83	9,148.07
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	123.36	(226.64)	35.25	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	9,114.64	(11,385.36)	44.46	18,352.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	2,811.79	(2,688.21)	51.12	5,265.88
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	4,382.05	182.05	104.33	4,818.60
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	2,180.14	(3,819.86)	36.34	5,686.74
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	18,611.98	(23,938.02)	43.74	39,650.73
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	23,280.28	3,280.28	116.40	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	358,685.80	(121,314.20)	74.73	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	35,544.75	35,544.75	.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	420,079.80	(87,420.20)	82.77	56,938.89
TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	470,624.43	(151,979.57)	75.59	154,138.97

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	531,941.40			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(420,735.98)			205,691.81

CAMBRIDGE EDA MEETING
 August 21, 2023
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	7/19/2023	126642 - 126705	23,639.67
Prepaid Checks	7/26/2023	126723 - 126781	8,421.69
Prepaid Checks	8/2/2023	126785 - 126863	2,488.25
	Prepaid Totals		34,549.61

TOTAL SUBMITTED FOR APPROVAL

\$34,549.61

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 7/8/23-8/2/23.

Caroline Moe 8/2/23
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 8/2/23
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
Total 1140:			9.20
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
Total 1170:			85.00
2455	HDS, LLC	MTCSQ 04/01/2023 to 09/30/2023	240.00
Total 2455:			240.00
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	188.10
Total 3006:			188.10
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	1,281.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	801.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	1,201.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	400.50
Total 3258:			3,684.60
3521	Menards	Materials - Operating Supplies - Bridge Park	54.22
Total 3521:			54.22
4919	Squires, Waldspurger & Mace	May Housing Legal Expense	2,148.00
4919	Squires, Waldspurger & Mace	May Housing Legal Expense	1,800.00
Total 4919:			3,948.00
5116	Short, Elliott, Hendrickson Inc	CAMBR 2023 Parking Lot Const	15,430.55
Total 5116:			15,430.55
Grand Totals:			23,639.67

Dated: 7/20/23

City Treasurer: Caroline Dore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/23	07/19/2023	126642	1140	Cintas Corporation	205-20100	9.20
07/23	07/19/2023	126643	1170	City Laundering Co.	205-20100	85.00
07/23	07/19/2023	126661	2455	HDS, LLC DBA Kanzo Software	901-20100	240.00
07/23	07/19/2023	126662	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,684.60
07/23	07/19/2023	126670	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	188.10
07/23	07/19/2023	126676	3521	Menards	901-20100	54.22
07/23	07/19/2023	126702	5116	Short, Elliott, Hendrickson Inc	205-20100	15,430.55
07/23	07/19/2023	126705	4919	Squires, Waldspurger & Mace, P.A.	901-20100	3,948.00
Grand Totals:						23,639.67

Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Health History, Physical, Questionnaire, Hep B - Bridge	235.25
Total 165:			235.25
306	ARC Irrigation, LLC	Commercial Service Work - City Hall/Mall	5,556.40
Total 306:			5,556.40
969	Cardmember Service	MNCAR Exchange Access Fees	580.00
969	Cardmember Service	Repair & Maint Bldg/Structures - Mall	194.17
Total 969:			774.17
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
Total 1140:			4.60
1949	First Advantage	Pre-Employment Drug Test - Bridge Park	60.81
Total 1949:			60.81
2536	Independent Testing Tech. Inc	City Parking Lot Reconstruction - I.T.T. Project #23-122	380.00
Total 2536:			380.00
3521	Menards	Maintenance Supplies - Mall	19.92
3521	Menards	Materials - Operating Supplies - Bridge Park	113.86
Total 3521:			133.78
4567	Precision Property Maintenan	Lawn Care - Bridge Park	140.00
Total 4567:			140.00
4844	Robert C. Roby	Hearing Officer Services	1,075.00
Total 4844:			1,075.00
5801	Verizon Wireless	wireless phone service - Maintenance	20.56
5801	Verizon Wireless	wireless phone service - Bridge Park	41.12
Total 5801:			61.68
Grand Totals:			8,421.69

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 7/26/2023

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/23	07/26/2023	126723	165	Allina Health	901-20100	235.25
07/23	07/26/2023	126725	306	ARC Irrigation, LLC	205-20100	5,556.40
07/23	07/26/2023	126731	969	Elan Financial Services	205-20100	774.17
07/23	07/26/2023	126733	1140	Cintas Corporation	205-20100	4.60
07/23	07/26/2023	126742	1949	First Advantage	901-20100	60.81
07/23	07/26/2023	126748	2536	Independent Testing Tech. Inc.	205-20100	380.00
07/23	07/26/2023	126758	3521	Menards	205-20100	19.92
07/23	07/26/2023	126759	3521	Menards	901-20100	113.86
07/23	07/26/2023	126769	4567	Precision Property Maintenance	901-20100	140.00
07/23	07/26/2023	126771	4844	Minnesota Mediation Services, LLC	901-20100	1,075.00
07/23	07/26/2023	126781	5801	Verizon Wireless	901-20100	61.68
Grand Totals:						8,421.69

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
	Total 70:		145.00
444	Bassing Electric	Electrical Service Work - Bridge Park	143.02
	Total 444:		143.02
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
2425	Hoffman, Jodi	Entry Decorate - Bridge Park	500.00
	Total 2425:		500.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	256.29
	Total 3006:		256.29
3501	MEI Total Elevator Solutions	August Monthly Service - Bridge Park	298.79
	Total 3501:		298.79
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	14.93
	Total 3543:		14.93
5431	Ted's Complete Appliance	Repairs - Bridge Park	125.00
	Total 5431:		125.00
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:		2,488.25

Dated: 8/2/2023City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/23	08/02/2023	126785	70	Adams Pest Control - Main	901-20100	145.00
08/23	08/02/2023	126790	444	Bassing Electric	901-20100	143.02
08/23	08/02/2023	126798	1140	Cintas Corporation	205-20100	4.60
08/23	08/02/2023	126799	1170	City Laundering Co.	205-20100	85.00
08/23	08/02/2023	126818	2425	Jodi Hoffman	901-20100	500.00
08/23	08/02/2023	126830	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	256.29
08/23	08/02/2023	126833	3501	MEI Total Elevator Solutions	901-20100	298.79
08/23	08/02/2023	126837	3543	Metro Sales, Inc.	901-20100	14.93
08/23	08/02/2023	126852	5431	Ted's Appliance	901-20100	125.00
08/23	08/02/2023	126863	5965	White Bear IT Solutions LLC	901-20100	915.62
Grand Totals:						2,488.25

3D Housing Supervisor Report

Date: *August 21, 2023*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Submitted MTCS Report (Vacancy report). Resident in #205 vacated on July 31, 2023. Resident gave a 2 ½ weeks' notice to vacate. Resident lived in the unit for 11 months and the unit must be completely repainted and lots of cleaning to be done. Application is pending for a September 1, 2023, move-in.
- Processed rent checks, month end for July and ACH for August
- The lobby is being redecorated with new pictures.
- Been busy updating the changes in the Admission & Continued Occupancy Policy (ACOP). Changes will be brought to the Board meeting in September.

3E

RESIDENT MEETING

07/21/2023 AT 11:00 A.M.

- EVAN AND CAROLINE WERE PRESENT AT THE MEETING. EVAN EXPLAINED TO THE RESIDENTS ABOUT THE TWO CHANGES HAPPENING AT BRIDGE PARK. FIRST ONE WAS REGARDING QUARTELY INSPECTIONS, QUARTELY INSPECTIONS WERE APPROVED BY THE BOARD MEMEBERS AT THE JULY 17, 2023 EDA MEETING. UNIT INSPECTIONS WILL NOW BE DONE ON A QUARTERLY BASIS INSTEAD OF ANNUALLY.

SECOND DISCUSSION, EVAN INFORMED THE RESIDENTS ABOUT THE USE OF CANNABIS AT BRIDGE PARK. BRIDGE PARK IS FEDERALLY FUNDED AND FEDERAL LAW PROHIBITS THE USE OF MARIJUANA IN HUD FUNDED HOUSING. BRIDGE PARK RESIDENTS WILL NOT BE ABLE TO POSSESS, MANUFACTURE, OR SELL CANNABIS PRODUCTS.

- PLEASE FIND ATTACHED A MEMO THAT WAS PASSED OUT TO ALL THE RESIDENTS ON JULY 21, 2023.
- INFORMED RESIDENTS THAT I WOULD BE OUT FOR A COUPLE OF WEEKS STARTING MONDAY, AUGUST 14, 2023. DIANE B. WOULD BE OVERSEEING THE RESIDENT'S EMERGENCY CALLS AND CLEANING THE BUILDING.



CAMBRIDGE ECONOMIC DEVELOPMENT AUTHORITY



121 South Fern Street, Cambridge, MN 55008-1454
Phone : 763-552-3278 Fax : 763-689-9148 E-mail : HousingDivision@ci.cambridge.mn.us
Bridge Park Apartments
Equal Opportunity Providers: Complaints of discrimination should be sent to:
Office of Civil Rights, Washington, D.C. 20250-9410

July 20, 2023

ALL RESIDENTS AT BRIDGE PARK APARTMENTS

RE: QUARTERLY INSPECTIONS AND CANNABIS LAW

Dear Residents,

We are providing communications regarding two significant changes that impact Bridge Park residents.

Quarterly Inspections:

At the Cambridge EDA Board meeting that was held on July 17, 2023, the Board Members adopted a new policy change for unit Inspections.

Unit inspections will now be done on a quarterly instead of annually. Residents will be given a written one week notice prior to the scheduled inspection. This policy change was made at the urging of HUD due to a number of safety violations noted during a HUD inspection last fall.

Cannabis Law Changes:

The State of Minnesota passed a new law that legalizes the possession, use, manufacturing, and sale of certain cannabis products within the State of Minnesota starting August 1, 2023. However, Federal law, prohibits the use of marijuana in HUD funded housing.

HUD has provided guidance to us that since federal funding supports Bridge Park Apartments, Federal law supersedes State Law. Accordingly, Bridge Park residents **will not** be able to possess, manufacture or sell cannabis products at Bridge Park on or after August 1. Resident leases will be terminated if the federal law is not followed.

Thank you!

Deb Barrett
Cambridge EDA/Bridge Park Apartments

From: Pontiff, Morgan D <Morgan.D.Pontiff@hud.gov>
Sent: Wednesday, June 7, 2023 12:09 PM
To: Deb Barrett <DBarrett@ci.cambridge.mn.us>
Subject: RE: Guidance on Cannabis use

Hello Deb,

No changes to federal law, still a Schedule I substance.

Can a Public Housing Agency (PHA) make a reasonable accommodation for medical marijuana in a State which allows medical and/or recreational marijuana?

Date Published: January 2022

No. Consistent with Federal law, HUD prohibits the admission of users of marijuana to HUD assisted housing, including those who use medical marijuana. Pursuant to the Controlled Substances Act, 21 U.S.C. § 801 et. seq., marijuana is categorized as a Schedule 1 substance; therefore, the manufacture, distribution, or possession of marijuana is a federal criminal offense. Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that PHAs administering HUD rental assistance programs to establish standards and lease provisions that prohibit admission to HUD rental assistance programs based on the illegal use of controlled substances, including state legalized medical marijuana. Absent a change in Federal law, HUD does not have the discretion to admit users of marijuana, including medical marijuana, to HUD assisted programs.

With regard to continued occupancy after admission, QHWRA requires that PHAs establish policies allowing the termination of the tenancy of any household where the PHA has determined that a member is illegally using a controlled substance or the use thereof interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Cross References: Public Housing, Reasonable Accommodation, Marijuana, Medical Marijuana, Pot, Weed, eligibility, continued eligibility

Morgan D. Pontiff
Portfolio Management Specialist
Office: (612) 370-3095
Email: Morgan.D.Pontiff@hud.gov

U.S. Department of HUD
Office of Public and Indian Housing
212 3rd Avenue South
Suite 150
Minneapolis, MN 55401



Prepared by: Caroline Moe, Executive Director

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 156, as is, while it is continued to be marketed for a long-term tenant. If approved, the lease would begin September 1, 2023 and go until the suite is leased or the lease is terminated by either party.

SACs is looking to utilize the space for to improve their services to the senior population in Cambridge.

Recommendation:

Approve the month-to-month lease of Suite 156 to SACs at the rate of \$250 per month, pending administrative and attorney approval and conferring with insurance agent on recommended insurance limits.

Attachments:

1. Draft lease for Suite 156 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 156 (950 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 950 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 September 1, 2023. 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 improvements 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. 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 or other security from the Tenant for said actions. Tenant agrees to defend, indemnify and hold Landlord and its officers, employees, and 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 promulgated by 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 (\$1,000,000) 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 and 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 or improvements shall be approved by the Landlord in writing, and will be at the sole expense of the Tenant.
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.
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: _____