

Cambridge EDA Meeting – Tuesday, February 20, 2024, 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 & Annual Meeting
	A. Annual Meeting – Election of Officers <ul style="list-style-type: none"> 1. President (must be a commission member) 2. Vice President (must be a commission member) 3. Treasurer (must be a commission member) 4. Secretary
	B. Appointment of Executive Director (Caroline Moe)
	C. Appointment of Assistant Treasurer (Linda Gerlach)
	D. EDA Code of Conduct & Bylaws (p. 2)
	3. Consent Agenda
	A. Approval of January 16, 2024 meeting minutes (p. 22)
	B. Approve EDA Draft December 2023 Financial Statements (p. 24)
	C. Approve EDA Admin Division Bills Checks # 128139 - # 128447 Totaling \$57,649.51 (p. 38)
	D. Resolution EDA R24-001 2023 EDA Admin Budget Amendment (p. 50)
	E. Resolution EDA R24-002 2024 EDA Admin Budget Amendment (p. 54)
	F. Housing Supervisor Report (p. 59)
	G. Resident Meeting Minutes (p. 60)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Approve Solicitation for Roof Replacement Plans & Specification Preparation (p. 61)
	B. Suite 140 Jayda Belle Boutique 2 Year Lease (p. 62)
	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.



EDA Code of Conduct And Bylaws February 2012

Amended: December 2013, December 2016



City of Cambridge EDA Code of Conduct

Purpose

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

Standards of Conduct

No board member may knowingly:

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

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

Complaint, Hearing

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

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

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

Cambridge EDA Bylaws

- I. **STATUTORY AUTHORITY.** The EDA is authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 469.090 through 469.101.
 - A. **NAME OF AUTHORITY:** The Authority's name is the "Cambridge Economic Development Authority."
 - B. **SEAL OF AUTHORITY:** The seal of the Authority is in the form of a circle and bears the name of the Authority.
 - C. **OFFICES OF AUTHORITY:** The offices of the Authority are at Cambridge City Hall. The Authority may hold its meetings at such other place or places as it designates by motion.
 - D. **BOARD:** The Authority is governed by five commissioners (the "Board") who are the members of the Cambridge City Authority.

- II. **OFFICERS.** The officers of the Authority are the President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The Authority shall elect the President, Vice President, Secretary, and Treasurer annually at the first meeting in February of each year and they shall hold office for a term of one year or until their successors are elected and qualified. The Secretary and Assistant Treasurer need not be members of the board.
 - A. **President:** The President shall preside at meetings of the Authority. The President shall sign contracts, deeds, and other instruments made by the Authority. The President may submit recommendations and information concerning the business, affairs, and policies of the Authority at any meeting.
 - B. **Vice President:** The Vice President shall perform the duties of the President in the absence or incapacity of the President. In case of the absence, incapacity, or vacancy of the office of President, the Vice President shall perform the duties of President until a successor has been appointed and qualifies. No person may serve as President and Vice President at the same time.
 - C. **Secretary:** The Secretary shall keep minutes of all meetings of the Board and maintain all records of the Authority. The Secretary shall have custody of the seal of the Authority and shall affix the seal to contracts and other instruments as required by the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time prescribe by resolution.
 - D. **Treasurer:** The Treasurer shall:
 - a) receive and be responsible for Authority money;
 - b) be responsible for the acts of the Assistant Treasurer;

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

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

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

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

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

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

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

V. EDA MEETINGS.

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

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

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

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

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

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

VII. DECORUM OF AUTHORITY MEMBERS.

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

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

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

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

1. Motions.

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

2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to “I move to _____.”

3. Procedure for consideration of a motion.

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

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

4. Objections to a motion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. *Other special motions explained.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IX. VOTING.

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

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

X. PUBLIC COMMENT AT AUTHORITY MEETINGS AND AT PUBLIC HEARINGS

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

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

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

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

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

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

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

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

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

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

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

XVI. MISCELLANEOUS.

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

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

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – January 16, 2024

A regular meeting of the Cambridge Economic Development Authority (EDA) was held at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Executive Director Moe, Housing Supervisor Barrett, Police Chief Schuster, Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approval of December 18, 2023 regular meeting minutes
- B. Approve EDA Draft November 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks #127906 - #128135 Totaling \$54,306.07
- 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 Recommended Lease Changes due to New Crime Free Leasing Legislation

Barrett stated Squires, Waldspurger & Mace, P.A. reviewed the Bridge Park Apartments residential lease to determine necessary changes to comply with recent changes to Minnesota housing laws.

Godfrey motioned, seconded by Ziebarth, to approve the recommended changes to the residential lease for Bridge Park Apartments. All voted aye, motion passed unanimously.

B Solicit Bids for Water Softener

Barrett asked the EDA Board to authorize staff to solicit bids for a new water softener and bring bids for consideration at the March 18, 2024 EDA meeting. The last time the water softener was installed was in 2002 by Eco Water.

Iverson motioned, seconded by Ziebarth, to authorize staff to solicit bids for a new water softener and bring bids for consideration at the March 18, 2024 EDA meeting. All voted aye, no nays, motion passed unanimously.

C Solicit Bids for New Appliances

Barrett asked the EDA Board authorize staff to solicit bids for new appliances and bring bids for consideration at the March 18, 2024, EDA meeting. Stoves and refrigerators were replaced in 2007. Depending on the cost, staff may only be able to replace a portion of the appliances in 2024.

Berg motioned, seconded by Godfrey, to authorize staff to solicit bids for new appliances and bring bids for consideration at the March 18, 2024, EDA meeting. All voted aye, no nays, motion passed unanimously.

Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2023

LOW RENT PROGRAM-BRIDGE PARK

DRAFT

ASSETS

901-10010	CASH AND INVESTMENTS	(7,467.33)	
901-10102	INVESTMENTS--PBC	121,749.05	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	361,631.75	
901-15500	PREPAID EXPENSES	2,475.00	
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	(1,843,700.42)	
	TOTAL ASSETS		814,634.10

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	20,455.68	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	35,763.00	
	TOTAL LIABILITIES		59,110.24

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	47,172.55	
	BALANCE - CURRENT DATE	47,172.55	
	TOTAL FUND EQUITY		755,523.86
	TOTAL LIABILITIES AND EQUITY		814,634.10

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	85,000.00	85,000.00	111,842.00	(26,842.00)	131.58	96,574.00
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	111,842.00	(26,842.00)	131.58	96,574.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	760.98	(460.98)	253.66	648.47
TOTAL INTEREST & MISC INCOME	300.00	300.00	760.98	(460.98)	253.66	648.47
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	175,000.00	175,000.00	205,890.74	(30,890.74)	117.65	187,460.38
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	3,418.67	(418.67)	113.96	4,589.79
TOTAL RENTAL INCOME	178,000.00	178,000.00	209,309.41	(31,309.41)	117.59	192,050.17
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	18,700.00	16,300.00	53.43	88,074.30
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	18,700.00	16,300.00	53.43	88,074.30
TOTAL FUND REVENUE	<u>298,300.00</u>	<u>298,300.00</u>	<u>340,612.39</u>			<u>377,346.94</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	41,617.18	(215.82)	99.48	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	3,023.72	(114.28)	96.36	2,790.62
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	2,919.38	(280.62)	91.23	2,652.39
901-49500-131 MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	9,527.61	(16.39)	99.83	9,161.88
901-49500-151 WORKERS' COMPENSATION PREMIU	300.00	300.00	334.69	34.69	111.56	193.40
901-49500-154 HRA/FLEX FEES	100.00	100.00	67.40	(32.60)	67.40	68.00
TOTAL PERSONAL SERVICES	58,377.00	58,377.00	57,489.98	(887.02)	98.48	53,735.10
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	800.00	800.00	209.23	(590.77)	26.15	309.00
TOTAL SUPPLIES	800.00	800.00	209.23	(590.77)	26.15	309.00
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	2,000.00	2,000.00	11,197.00	9,197.00	559.85	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	5,482.52	(1,017.48)	84.35	5,330.40
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	7,373.83	(126.17)	98.32	7,200.80
901-49500-322 POSTAGE	100.00	100.00	269.12	169.12	269.12	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	61.96	(38.04)	61.96	30.45
TOTAL OTHER SERVICES AND CHA	19,300.00	19,300.00	27,384.43	8,084.43	141.89	17,309.65
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	282.34	82.34	141.17	182.09
901-49500-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	3,699.00	199.00	105.69	3,479.00
901-49500-440 STAFF TRAINING	400.00	400.00	225.00	(175.00)	56.25	.00
TOTAL MISCELLANEOUS	4,100.00	4,100.00	4,206.34	106.34	102.59	3,661.09
TOTAL LOW RENT ADMINISTRATION	82,577.00	82,577.00	89,289.98	6,712.98	108.13	75,014.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

DRAFT

	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	225.33	(14.67)	93.89	8,295.91
<i>TOTAL SUPPLIES</i>	<u>240.00</u>	<u>240.00</u>	<u>225.33</u>	<u>(14.67)</u>	<u>93.89</u>	<u>8,295.91</u>
TOTAL LOW RENT TENANT SERVICE	<u><u>240.00</u></u>	<u><u>240.00</u></u>	<u><u>225.33</u></u>	<u><u>(14.67)</u></u>	<u><u>93.89</u></u>	<u><u>8,295.91</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	23,660.84	(925.16)	96.24	20,029.74
901-49700-121	PERA (EMPLOYER)	1,844.00	1,844.00	1,616.59	(227.41)	87.67	1,472.60
901-49700-122	FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	1,672.15	(208.85)	88.90	1,392.86
901-49700-131	MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	4,768.50	(3.50)	99.93	4,581.00
901-49700-151	WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	1,765.26	(234.74)	88.26	963.38
	TOTAL PERSONAL SERVICES	35,083.00	35,083.00	33,483.34	(1,599.66)	95.44	28,439.58
<i>SUPPLIES</i>							
901-49700-210	MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	5,033.89	1,033.89	125.85	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	5,033.89	833.89	119.85	3,920.91
<i>OTHER SERVICES AND CHARGES</i>							
901-49700-304	CONTRACT COSTS	35,000.00	35,000.00	44,718.19	9,718.19	127.77	42,793.57
901-49700-360	INSURANCE AND BONDS	14,000.00	14,000.00	6,813.00	(7,187.00)	48.66	10,727.00
901-49700-370	PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	16,498.00	1,498.00	109.99	14,783.00
901-49700-381	ELECTRIC UTILITIES	38,000.00	38,000.00	35,794.69	(2,205.31)	94.20	35,235.69
901-49700-382	WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	6,727.28	(2,272.72)	74.75	6,618.15
901-49700-383	GAS UTILITIES	3,000.00	3,000.00	1,806.96	(1,193.04)	60.23	2,364.71
901-49700-384	REFUSE HAULING	4,200.00	4,200.00	4,498.91	298.91	107.12	4,024.56
	TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	116,857.03	(1,342.97)	98.86	116,546.68
<i>MISCELLANEOUS</i>							
901-49700-420	DEPRECIATION EXPENSE	48,000.00	48,000.00	45,256.07	(2,743.93)	94.28	42,716.18
	TOTAL MISCELLANEOUS	48,000.00	48,000.00	45,256.07	(2,743.93)	94.28	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	3,294.20	(1,705.80)	65.88	.00
	TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	3,294.20	(6,705.80)	32.94	2,248.82
	TOTAL LOW RENT MAINTENANCE	215,483.00	215,483.00	203,924.53	(11,558.47)	94.64	193,872.17

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023
 FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	298,300.00	298,300.00	293,439.84			277,182.92
NET REVENUES OVER EXPENDITURE	.00	.00	47,172.55			100,164.02

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	18,700.00	16,300.00	53.43	88,074.30
TOTAL INTERGOVERNMENTAL REVE	<u>35,000.00</u>	<u>35,000.00</u>	<u>18,700.00</u>	<u>16,300.00</u>	<u>53.43</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>18,700.00</u></u>			<u><u>88,074.30</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	18,700.00	(16,300.00)	53.43	88,074.30
<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	18,700.00	(16,300.00)	53.43	88,074.30
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	18,700.00	(16,300.00)	53.43	88,074.30

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	18,700.00			88,074.30
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

FUND 205 - EDA ADMIN FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>							
205-36210	INTEREST EARNINGS	.00	.00	17,368.71	(17,368.71)	.00	3,251.38
205-36215	UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(11,911.77)
	TOTAL INTEREST	.00	.00	17,368.71	(17,368.71)	.00	(8,660.39)
<u>MALL OPERATING REVENUES</u>							
205-37220	RENTAL FEES	180,000.00	180,000.00	195,844.79	(15,844.79)	108.80	187,492.73
	TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	195,844.79	(15,844.79)	108.80	187,492.73
<u>TRANSFERS FROM OTHER FUNDS</u>							
205-39203	TRANSFERS FROM OTHER FUNDS	50,000.00	50,000.00	50,000.00	.00	100.00	350,000.00
	TOTAL TRANSFERS FROM OTHER FU	50,000.00	50,000.00	50,000.00	.00	100.00	350,000.00
	TOTAL FUND REVENUE	230,000.00	230,000.00	263,213.50			528,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	69,411.24	890.24	101.30	51,998.63
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	1,845.00 (655.00)	73.80	1,435.00
205-41930-121	PERA (EMPLOYER)	5,150.00	5,150.00	5,185.36	35.36	100.69	3,886.10
205-41930-122	FICA/MEDICARE (EMPLOYER)	5,253.00	5,253.00	5,311.26	58.26	101.11	3,984.79
205-41930-131	MEDICAL/DENTAL/LIFE	13,826.00	13,826.00	13,810.56 (15.44)	99.89	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	1,200.00	.00	100.00	420.00
205-41930-151	WORKERS' COMPENSATION PREMIU	565.00	565.00	668.83	103.83	118.38	282.20
205-41930-154	HRA/FLEX FEES	80.00	80.00	53.92 (26.08)	67.40	33.84
	TOTAL PERSONAL SERVICES	97,238.00	97,238.00	97,486.17	248.17	100.26	71,927.96
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	300.00	300.00	122.29 (177.71)	40.76	241.53
205-41930-209	SOFTWARE UPDATES	.00	.00	102.94	102.94	.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	225.23 (3,724.77)	5.70	594.96
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	844.00 (4,156.00)	16.88	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	5,482.52 (117.48)	97.90	5,330.40
205-41930-321	TELEPHONE/CELLULAR	540.00	540.00	405.00 (135.00)	75.00	608.89
205-41930-331	TRAVEL/MEALS/LODGING	1,200.00	1,200.00	466.30 (733.70)	38.86	940.64
205-41930-334	MILEAGE REIMBURSEMENT	1,500.00	1,500.00	275.95 (1,224.05)	18.40	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	1,735.62 (764.38)	69.42	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	9,334.76 (46,630.24)	16.68	12,972.55

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	8,800.00 (6,200.00)	58.67	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	2,965.00 (805.00)	78.65	4,163.60
205-41930-440	SCHOOLS & MEETINGS	2,000.00	2,000.00	795.00 (1,205.00)	39.75	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>	63,771.00	63,771.00	17,792.65 (45,978.35)	27.90	83,506.09
	TOTAL EDA ADMINISTRATION	182,924.00	220,924.00	124,838.81 (96,085.19)	56.51	169,001.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	30,064.05	871.05	102.98	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	5,769.37 (1,230.63)	82.42	5,040.54
205-47000-121	PERA (EMPLOYER)	2,843.00	2,843.00	2,247.87 (595.13)	79.07	2,154.84
205-47000-122	FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	2,663.13 (236.87)	91.83	2,511.05
205-47000-131	MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	8,605.68 (36.32)	99.58	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	2,815.28 (273.72)	91.14	1,577.49
205-47000-154	HRA/FLEX FEES	100.00	100.00	33.70 (66.30)	33.70	34.00
	TOTAL PERSONAL SERVICES	56,229.00	56,229.00	52,199.08 (4,029.92)	92.83	48,401.28
<i>SUPPLIES</i>							
205-47000-211	MISC OPERATING SERVICES	200.00	200.00	240.77	40.77	120.39	221.74
205-47000-212	GASOLINE/FUEL	125.00	125.00	102.41 (22.59)	81.93	216.22
205-47000-221	REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	5,089.56 (9,910.44)	33.93	8,362.99
205-47000-240	SMALL TOOLS	1,000.00	1,000.00	97.79 (902.21)	9.78	347.12
	TOTAL SUPPLIES	16,325.00	16,325.00	5,530.53 (10,794.47)	33.88	9,148.07
<i>OTHER SERVICES & CHARGES</i>							
205-47000-321	TELEPHONE/CELLULAR PHONES	350.00	350.00	246.93 (103.07)	70.55	247.22
205-47000-360	INSURANCE AND BONDS	6,000.00	6,000.00	4,966.00 (1,034.00)	82.77	5,280.00
205-47000-381	ELECTRIC UTILITIES	20,500.00	20,500.00	20,264.18 (235.82)	98.85	18,352.29
205-47000-382	WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	5,667.75	167.75	103.05	5,265.88
205-47000-383	GAS UTILITIES	4,200.00	4,200.00	6,257.20	2,057.20	148.98	4,818.60
205-47000-384	REFUSE HAULING	6,000.00	6,000.00	4,527.26 (1,472.74)	75.45	5,686.74
	TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	41,929.32 (620.68)	98.54	39,650.73
<i>MISCELLANEOUS</i>							
205-47000-401	REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	25,128.30	5,128.30	125.64	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	458,597.21 (21,402.79)	95.54	.00
205-47000-496	MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	13,797.53
205-47000-498	TENANT BUILD OUT	.00	.00	15,940.00	15,940.00	.00	.00
205-47000-499	MALL ROOF PROJECT	.00	.00	.00	.00	.00	306.39
	TOTAL MISCELLANEOUS	507,500.00	507,500.00	502,234.48 (5,265.52)	98.96	56,938.89
	TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	601,893.41 (20,710.59)	96.67	154,138.97

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

DRAFT

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	726,732.22			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(463,518.72)			205,691.81

CAMBRIDGE EDA MEETING
 February 20, 2024
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	1/10/2024	128138 - 128188	4,426.60
Prepaid Checks	1/17/2024	128199 - 128244	19,643.61
Prepaid Checks	1/24/2024	128256 - 128297	25,048.62
Prepaid Checks	1/31/2024	128319 - 128332	3,873.20
Prepaid Checks	2/7/2024	128375 - 128447	4,657.48
Prepaid Totals			57,649.51

TOTAL SUBMITTED FOR APPROVAL

\$57,649.51

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 1/4/24-2/7/24.

Caroline Moe 2/8/24
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 2/9/24
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
Total 70:			145.00
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
1379	Custom Woodworks LLC	Materials/Operating Supplies - Bridge Park	111.00
1379	Custom Woodworks LLC	Vanity Top and Door plus Installation - Bridge Park	846.00
Total 1379:			957.00
1553	DW Companies LLC	Salting Parking Lot - Bridge Park	300.00
1553	DW Companies LLC	Salting Parking Lot - Bridge Park	600.00
Total 1553:			900.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	87.52
2411	Hillyard Inc.	Maintenance Supplies - Mall	122.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	41.77-
Total 2411:			168.00
5528	Tight Miter Carpentry, LLC	Door Replacement and Replace Ceiling Tiles - Bridge	2,167.00
Total 5528:			2,167.00
Grand Totals:			4,426.60

Dated: 1/10/24

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/10/2024	128138	70	Adams Pest Control - Main	901-20100	145.00
01/24	01/10/2024	128148	1140	Cintas Corporation	205-20100	4.60
01/24	01/10/2024	128149	1170	City Laundering Co.	205-20100	85.00
01/24	01/10/2024	128150	1379	Custom Woodworks LLC	901-20100	957.00
01/24	01/10/2024	128153	1553	DW Companies LLC	901-20100	900.00
01/24	01/10/2024	128160	2411	Hillyard / Minneapolis	205-20100	168.00
01/24	01/10/2024	128188	5528	Tight Miter Carpentry, LLC	901-20100	2,167.00
Grand Totals:						4,426.60

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Tenant Services - Bridge Park	35.82
	Total 958:		35.82
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	456.28
	Total 3006:		456.28
3521	Menards	Materials - Operating Supplies - Bridge Park	171.56
	Total 3521:		171.56
4179	Northern Lights Express NLX	Passenger Rail Alliance 2024	9,324.00
	Total 4179:		9,324.00
5172	Sonshine Coatings	Commercial Coating and Repairs Mondo's Pet Depot	9,566.00
	Total 5172:		9,566.00
5261	Star Quality Glass	Repairs & Maint Supplies - Mall	4.95
	Total 5261:		4.95
	Grand Totals:		19,643.61

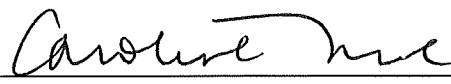
Dated: 1/17/2024

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/17/2024	128199	958	Capital One	901-20100	35.82
01/24	01/17/2024	128203	1170	City Laundering Co.	205-20100	85.00
01/24	01/17/2024	128226	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	456.28
01/24	01/17/2024	128228	3521	Menards	901-20100	171.56
01/24	01/17/2024	128234	4179	Northern Lights Express NLX	205-20100	9,324.00
01/24	01/17/2024	128241	5172	Sonshine Coatings	205-20100	9,566.00
01/24	01/17/2024	128244	5261	Star Quality Glass	205-20100	4.95
Grand Totals:						<u>19,643.61</u>

Vendor	Vendor Name	Description	Net Invoice Amount
152	All Pride Plumbing Inc	Plumbing Mondo's Pet Depot - 2nd Half Payment	5,250.00
Total 152:			5,250.00
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Maintenance	13.99
Total 175:			13.99
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	Training - A. Smith	575.00
Total 969:			590.00
2631	Isanti County Auditor-Treasur	Payment in Lieu of Taxes 2023 - Bridge Park Apts	16,498.00
Total 2631:			16,498.00
3521	Menards	Small Tools & Equipment - Mall	11.88
3521	Menards	Small Tools & Equipment - Mall	3.82
Total 3521:			15.70
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	33.43
Total 3543:			33.43
4160	North Grid Electric	Electrical Mondo's Pet Depot - 2nd Half Payment	2,437.50
Total 4160:			2,437.50
4471	Public Housing Authorities Dir	Housing Authority - C. Moe	210.00
Total 4471:			210.00
Grand Totals:			25,048.62

Dated: 1/24/24

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/24/2024	128256	152	All Pride Plumbing Inc	205-20100	5,250.00
01/24	01/24/2024	128257	175	Amazon Capital Services, Inc.	205-20100	13.99
01/24	01/24/2024	128263	969	Elan Financial Services	205-20100	590.00
01/24	01/24/2024	128279	2631	Isanti County Auditor-Treasurer	901-20100	16,498.00
01/24	01/24/2024	128285	3521	Menards	205-20100	15.70
01/24	01/24/2024	128286	3543	Metro Sales, Inc.	901-20100	33.43
01/24	01/24/2024	128292	4160	North Grid Electric	205-20100	2,437.50
01/24	01/24/2024	128297	4471	Public Housing Authorities Directors Ass	901-20100	210.00
Grand Totals:						<u>25,048.62</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
Total 1140:			4.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	420.50
Total 3258:			3,868.60
Grand Totals:			3,873.20

Dated: 1/31/24

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/31/2024	128319	1140	Cintas Corporation	205-20100	4.60
01/24	01/31/2024	128332	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
Grand Totals:						<u>3,873.20</u>

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
	Total 70:		145.00
165	Allina Health	Heartsafe Package - Bridge Park	1,875.00
	Total 165:		1,875.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		13.80
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	43.00
	Total 2411:		43.00
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	934.05
	Total 3006:		934.05
3501	MEI Total Elevator Solutions	February Monthly Service - Bridge Park	298.79
	Total 3501:		298.79
3521	Menards	Tenant Services - Bridge Park	8.98
3521	Menards	Materials - Operating Supplies - Bridge Park	275.50
	Total 3521:		284.48
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.24
	Total 5801:		61.86
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
	Total 5965:		916.50
	Grand Totals:		4,657.48

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 2/8/24

City Treasurer: *Cavolise*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/24	02/07/2024	128375	70	Adams Pest Control - Main	901-20100	145.00
02/24	02/07/2024	128377	165	Allina Health System	901-20100	1,875.00
02/24	02/07/2024	128390	1140	Cintas Corporation	205-20100	13.80
02/24	02/07/2024	128391	1170	City Laundering Co.	205-20100	85.00
02/24	02/07/2024	128405	2411	Hillyard / Minneapolis	205-20100	43.00
02/24	02/07/2024	128412	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	934.05
02/24	02/07/2024	128418	3501	MEI Total Elevator Solutions	901-20100	298.79
02/24	02/07/2024	128420	3521	Menards	901-20100	284.48
02/24	02/07/2024	128444	5801	Verizon Wireless	901-20100	61.86
02/24	02/07/2024	128447	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						4,657.48

3D

2023 EDA Administration Special Revenue Fund Budget Amendment

February 20, 2024

Background

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. As part of our normal process to make a final year-end budget adjustment for audit report presentation, the details of the 2023 budget amendment are listed below.

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

Rental Income	Amount of increase (decrease)	Rationale
Rental Income	\$15,844	Adjust to actual collections for 2023.
Interest Income & Unrealized Gain/Loss on Investments	\$17,368	Adjust to actual for 2023—interest income higher than planned.
Total	\$33,212	

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

Expenditure Line Impacted	Amount of increase (decrease)	Rationale
EDA Admin-Personnel	\$154	Adjust to actual for 2023.
EDA Admin-Supplies	\$(3,724)	Adjust to actual for 2023.
EDA Admin-Other Charges & Services	\$(92,606)	Adjust to actual for 2023. Housing study amount not spent in 2023, carried over to 2024. No NLX spending in 2023. Budgeted for Motek abatement but amount due wrapped up in 2022.
Mall Management	\$(21,113)	Parking lot project was \$21K under budget.
Total	\$(117,289)	

Council Action

Approve Resolution EDA R24-001 2023 EDA Administration Special Revenue Fund Budget Revision

Resolution No. EDA R24-001

RESOLUTION AMENDING THE 2023 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge EDA passed Resolution EDA R22-004 adopting the 2023 EDA Administration Budget;
And

WHEREAS, the Cambridge EDA passed Resolution EDA R23-002 amending the 2023 EDA Administration Budget; And

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

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

	2023 Proposed Amended Budget 2/20/2024	2023 Amended Budget 2/21/2023
Revenues and Transfers In:		
Interest Income	\$17,368	\$180,000
Mall Rental	\$195,844	\$180,000
Transfers In	<u>\$50,000</u>	<u>\$50,000</u>
Total Revenue & Transfer In	<u>\$263,212</u>	<u>\$230,000</u>
 Expenditures:		
Personal Services	\$97,392	\$97,238
Supplies	\$226	\$3,950
Other Charges & Services	\$27,130	\$119,736
Mall Operations	<u>\$601,491</u>	<u>\$622,604</u>
Total Expenditures	<u>\$726,239</u>	<u>\$843,528</u>

Adopted this 20th Day of February, 2024

Robert Shogren, EDA President

Attest:

Caroline Moe, Executive Director

City of Cambridge EDA- Fund #205
Adopted Budget for year ended December 31, 2023

	Adopted Budget <u>2023</u>	02/21/23 Amended Budget <u>2023</u>	2/20/24 Proposed Amended Budget <u>2023</u>	12/31/2023 YTD Actual <u>2023</u>	12/31/2022 YTD Actual <u>2022</u>
OTHER FINANCING SOURCES					
205-36210 Interest Earnings	0	0	17,368	17368.71	3,251.38
205-36215 Unrealized mkt value gain/loss				0.00	
205-37200 Miscellaneous				0.00	0.00
205-37220 Rental Fees	180,000	180,000	195,844	195844.79	187,492.73
TOTAL OTHER FINANCING SOURCES	180,000	180,000	213,212	213213.50	190,744.11
205-39203 General Fund Transfer In	50,000	50,000	50,000	50000.00	350,000.00
TOTAL TRANSFERS IN	50,000	50,000	50,000	50000.00	350,000.00
TOTAL REVENUES AND TRANSFERS IN	230,000	230,000	263,212	263213.50	540,744.11
EDA Admin #41930					
Personal Services					
205-41930-101 Salaries	68,521	68,521	69,412	69411.24	51,998.63
205-41930-102 Overtime				0.00	0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	1,845	1845.00	1,435.00
205-41930-121 PERA Employer Share	5,150	5,150	5,186	5185.36	3,886.10
205-41930-122 FICA/Medicare Employer Share/Employee Benefits	5,253	5,253	5,312	5311.26	3,984.79
205-41930-131 Medical/Dental/Life Employer Share	13,826	13,826	13,811	13810.56	9,887.40
205-41930-132 Longevity	143	143	0	0.00	0.00
205-41930-133 Deductible Contribution	1,200	1,200	1,200	1200.00	420.00
205-41930-151 Workers' Compensation Insurance	566	566	572	571.12	282.20
205-41930-154 HRA Fees	80	80	54	53.92	33.84
205-41930-XXX Unemployment	0	0	0	0.00	0.00
Total Personal Services	97,238	97,238	97,392	97388.46	71,927.96
Supplies					
205-41930-201 Office Supplies - Accessories	300	300	123	122.29	241.53
205-41930-204 Stationary, Forms and Envelopes				0.00	0.00
205-41930-209 Software Updates			103	102.94	73.44
205-41930-210 Miscellaneous Operating Supplies				0.00	0.00
205-41930-212 Gasoline/Fuel/Lubricants/Additivs				0.00	0.00
205-41930-221 Repair and Maintenance Supplies - Vehicles	350	350	0	0.00	0.00
205-41930-240 Small Tools and Minor Equipment	3,300	3,300	0	0.00	279.99
Total Supplies	3,950	3,950	226	225.23	594.96
Other Services and Charges					
205-41930-304 Miscellaneous Professional Services	5000	5000	844	844.00	1,321.50
205-41930-306 Hotel Study		3000	0	0.00	0.00
205-41930-307 Market or BRE Study		35000	0	0.00	
205-41930-313 IT Mgmt	5600	5600	5483	5482.52	5,330.40
205-41930-321 Telephone/Cellular Phones	540	540	405	405.00	608.89
205-41930-331 Travel/Meals/Lodging	1200	1200	467	466.30	940.64
205-41930-334 Mileage Reimbursement	1500	1500	276	275.95	459.14
205-41930-351 Legal Notices/Ordinance Publishing	350	350	126	125.37	0.00
205-41930-360 Insurance	2500	2500	1736	1735.62	4,311.98
205-41930-381 Electric--Church	1000	1000	0	0.00	0.00
205-41930-382 Water Sewer Acq Property	75	75	0	0.00	0.00
205-41930-383 Gas--Church	200	200	0	0.00	0.00
205-41930-404 Repairs and Maintenance	101	101	0	0.00	0.00
205-41930-407 HWY 95 Property Maint	15000	15000	8800	8800.00	11,500.00
205-41930-408 Property Maint Exp			2191	2190.65	31,360.67
205-41930-409 Maintenance Contracts - Office Equipment				0.00	0.00
205-41930-430 Miscellaneous	100	100	0	0.00	0.00
205-41930-433 Dues and Subscriptions	3,770	3,770	2,965	2965.00	4,163.60
205-41930-440 Schools and Meetings	2,000	2,000	795	795.00	1,678.00
205-41930-451 Tax Abatement--Motek	30,000	30,000	0	0.00	29,091.82
205-41930-484 NLX Activity	7,800	7,800	0	0.00	0.00
205-41930-485 Property taxes on acquired land			3,042	3042.00	712.00

City of Cambridge EDA- Fund #205
Adopted Budget for year ended December 31, 2023

	Adopted Budget <u>2023</u>	02/21/23 Amended Budget <u>2023</u>	2/20/24 Proposed Amended Budget <u>2023</u>	12/31/2023 YTD Actual <u>2023</u>	12/31/2022 YTD Actual <u>2022</u>
205-41930-486 Community Collaborations				0.00	0.00
205-41930-488 Downtown Task Force				0.00	0.00
205-41930-497 EDA Web Maintenance	0	0	0	0.00	0.00
205-41930-487 MN Design Team				0.00	0.00
205-41930-489 Other Contracted Services--marketing	5,000	5,000	0	0.00	5,000.00
Total Other Services and Charges	81,736	119,736	27,130	27127.41	96,478.64
<i>Total EDA Administration</i>	<u>182,924</u>	<u>220,924</u>	<u>124,748</u>	<u>124741.10</u>	<u>169,001.56</u>
<i>Mall Management</i>					
Personal Services					
205-47000-101 Salaries	29,193	29,193	30,065	30064.05	28,813.20
205-47000-102 Overtime	1,000	1,000	0	0.00	0.00
205-47000-103 Temporary Employee	7,000	7,000	5,770	5769.37	5,040.54
205-47000-121 PERA Employer Share	2,843	2,843	2,248	2247.87	2,154.84
205-47000-122 FICA/Medicare Employer Share/Employee Benefits	2,900	2,900	2,664	2663.13	2,511.05
205-47000-131 Medical/Dental/Life Employer Share	8,642	8,642	8,606	8605.68	8,270.16
205-47000-132 Longevity Pay	712	712	0	0.00	0.00
205-47000-133 Deductible Contribution	750	750	0	0.00	0.00
205-47000-151 Workers' Compensation Insurance	3,089	3,089	2,404	2403.99	1,577.49
205-47000-154 HRA/Flex Fees	100	100	34	33.70	34.00
Total Personal Services	56,229	56,229	51,791	51787.79	48,401.28
205-47000-211 Miscellaneous Operating Supplies	200	200	241	240.77	221.74
205-47000-212 Gasoline	125	125	103	102.41	216.22
205-47000-221 Repair and Maintenance Supplies	15,000	15,000	5,090	5089.56	8,362.99
205-47000-240 Small Tools	1,000	1,000	98	97.79	347.12
Total Supplies	16,325	16,325	5,532	5530.53	9,148.07
Other Services and Charges					
205-47000-321 Telephone/Cellular Phones	350	350	247	246.93	247.22
205-47000-351 Legal Notices/Ordinance Publishing				0.00	0.00
205-47000-360 Insurance	6,000	6,000	4,966	4966.00	5,280.00
205-47000-381 Electric Utilities	20,500	20,500	20,265	20264.18	18,352.29
205-47000-382 Water/Wastewater Utilities	5,500	5,500	5,668	5667.75	5,265.88
205-47000-383 Gas Utilities	4,200	4,200	6,258	6257.20	4,818.60
205-47000-384 Refuse Hauling	6,000	6,000	4,528	4527.26	5,686.74
205-47000-401 Rep & Maint.-Building/Structures	20,000	20,000	25,129	25128.30	40,340.82
205-47000-413 BNSF Parking Lot Lease	2,500	2,500	2,569	2568.97	2,494.15
205-47000-440 Schools & Meetings	0	0	0	0.00	0.00
205-47000-489 Other Contracted Services	5,000	5,000	0	0.00	0.00
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution	0	0	0	0.00	0.00
205-47000-499 Mall Roof Project	0	0	0	0.00	306.39
205-47000-496 Mall Capital Equipment				0.00	13,797.53
205-47000-494 Parking Lot Mill & Overlay	480,000	480,000	458,598	458597.21	0.00
205-47000-498 Tenant Buildout	0	0	15,940	15940.00	0.00
Total Other Services and Charges	550,050	550,050	544,168	544163.80	96,589.62
<i>Total Mall Management</i>	<u>622,604</u>	<u>622,604</u>	<u>601,491</u>	<u>601482.12</u>	<u>154,138.97</u>
Total EDA Admin & Mall Management Expenditures	805,528	843,528	726,239	726223.22	323,140.53
NET INCREASE (DECREASE) IN FUND BALANCE	<u>(575,528)</u>	<u>(613,528)</u>	<u>(463,027)</u>	<u>-463009.72</u>	<u>217,603.58</u>

3E

2024 EDA Administration Special Revenue Fund Budget Amendment

February 20, 2024

Background

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

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

Expenditure Line Impacted	Amount of increase (decrease)	Rationale
EDA Admin	\$19,000	Carryover unspent housing study money from 2023
Total	\$19,000	

Council Action

Approve Resolution EDA R24-002 2024 EDA Administration Special Revenue Fund Budget Revision

Resolution No. EDA R24-002

RESOLUTION AMENDING THE 2024 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge EDA passed Resolution EDA R23-04 adopting the 2024 EDA Administration Budget;
And

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

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

	2024 Proposed Amended Budget 2/20/2024	2024 Adopted Budget
Revenues and Transfers In:		
Mall Rental	\$180,000	\$180,000
Transfers In	<u>\$150,000</u>	<u>\$150,000</u>
Total Revenue & Transfer In	<u>\$330,000</u>	<u>\$330,000</u>
Expenditures:		
Personal Services	\$115,024	\$115,024
Supplies	\$600	\$600
Other Charges & Services	\$51,440	\$32,440
Mall Operations	<u>\$146,493</u>	<u>\$146,493</u>
Total Expenditures	<u>\$313,557</u>	<u>\$294,557</u>

Adopted this 20th Day of February, 2024

Robert Shogren, EDA President

Attest:

Caroline Moe, Executive Director

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2024

		2/20/24 Proposed		11/30/2023	12/31/2022
		Adopted	Amended	YTD	YTD
		Budget	Budget	Actual	Actual
		<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
OTHER FINANCING SOURCES					
205-36210	Interest Earnings	0	0	0.00	3,251.38
205-37200	Miscellaneous			0.00	0.00
205-37220	Rental Fees	180,000	180,000	183203.50	187,492.73
TOTAL OTHER FINANCING SOURCES		180,000	180,000	183203.50	190,744.11
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205-39203	General Fund Transfer In	150,000	150,000	50000.00	350,000.00
TOTAL TRANSFERS IN		150,000	150,000	50000.00	350,000.00
<hr/>					
TOTAL REVENUES AND TRANSFERS IN		330,000	330,000	233203.50	540,744.11
<hr/>					
<i>EDA Admin #41930</i>					
Personal Services					
205-41930-101	Salaries	82,933	82,933	57969.32	51,998.63
205-41930-102	Overtime			0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	2,500	1505.00	1,435.00
205-41930-121	PERA Employer Share	6,248	6,248	4347.75	3,886.10
205-41930-122	FICA/Medicare Employer Share/Employee Benefits	6,373	6,373	4452.43	3,984.79
205-41930-131	Medical/Dental/Life Employer Share	14,500	14,500	14053.50	9,887.40
205-41930-132	Longevity	380	380	0.00	0.00
205-41930-133	Deductible Contribution	1,200	1,200	1500.00	420.00
205-41930-151	Workers' Compensation Insurance	810	810	484.09	282.20
205-41930-154	HRA Fees	80	80	46.40	33.84
Total Personal Services		115,024	115,024	84358.49	71,927.96
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Supplies					
205-41930-201	Office Supplies - Accessories	300	300	70.99	241.53
205-41930-204	Stationary, Forms and Envelopes			0.00	0.00
205-41930-209	Software Updates			0.00	73.44
205-41930-210	Miscellaneous Operating Supplies			0.00	0.00
205-41930-212	Gasoline/Fuel/Lubricants/Additivs			0.00	0.00
205-41930-221	Repair and Maintenance Supplies - Vehicles			0.00	0.00
205-41930-240	Small Tools and Minor Equipment	300	300	0.00	279.99
Total Supplies		600	600	70.99	594.96
<hr/>					
Other Services and Charges					
205-41930-304	Miscellaneous Professional Services	5000	5000	844.00	1,321.50
205-41930-306	Hotel Study			0.00	0.00
205-41930-307	Market or BRE Study		19000	0.00	
205-41930-313	IT Mgmt	5600	5600	5024.27	5,330.40
205-41930-321	Telephone/Cellular Phones	540	540	315.00	608.89
205-41930-331	Travel/Meals/Lodging	1200	1200	451.30	940.64
205-41930-334	Mileage Reimbursement	800	800	275.95	459.14
205-41930-351	Legal Notices/Ordinance Publishing	300	300	125.37	0.00
205-41930-360	Insurance			1735.62	4,311.98

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2024

		2/20/24 Proposed		11/30/2023	12/31/2022
		Adopted	Amended	YTD	YTD
		Budget	Budget	Actual	Actual
		<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
205-41930-381	Electric--Church			0.00	0.00
205-41930-382	Water Sewer Acq Property			0.00	0.00
205-41930-383	Gas--Church			0.00	0.00
205-41930-404	Repairs and Maintenance	100	100	0.00	0.00
205-41930-407	HWY 95 Property Maint			8800.00	11,500.00
205-41930-408	Property Maint Exp			2190.65	31,360.67
205-41930-409	Maintenance Contracts - Office Equipment			0.00	0.00
205-41930-430	Miscellaneous	100	100	0.00	0.00
205-41930-433	Dues and Subscriptions	4,000	4,000	2965.00	4,163.60
205-41930-440	Schools and Meetings	2,000	2,000	415.00	1,678.00
205-41930-451	Tax Abatement--Motek			0.00	29,091.82
205-41930-484	NLX Activity	7,800	7,800	0.00	0.00
205-41930-485	Property taxes on acquired land			3042.00	712.00
205-41930-486	Community Collaborations			0.00	0.00
205-41930-488	Downtown Task Force			0.00	0.00
205-41930-497	EDA Web Maintenance			0.00	0.00
205-41930-487	MN Design Team			0.00	0.00
205-41930-489	Other Contracted Services--marketing	5,000	5,000	0.00	5,000.00
Total Other Services and Charges		32,440	51,440	26184.16	96,478.64
<i>Total EDA Administration</i>		148,064	167,064	110613.64	169,001.56
Mall Management					
Personal Services					
205-47000-101	Salaries	30,981	30,981	25297.99	28,813.20
205-47000-102	Overtime	1,000	1,000	0.00	0.00
205-47000-103	Temporary Employee	7,000	7,000	5799.51	5,040.54
205-47000-121	PERA Employer Share	2,500	2,500	1897.35	2,154.84
205-47000-122	FICA/Medicare Employer Share/Employee Benefits	3,045	3,045	2317.90	2,511.05
205-47000-131	Medical/Dental/Life Employer Share	9,064	9,064	8761.84	8,270.16
205-47000-132	Longevity Pay	833	833	0.00	0.00
205-47000-133	Deductible Contribution	750	750	0.00	0.00
205-47000-151	Workers' Compensation Insurance	3,845	3,845	2139.18	1,577.49
205-47000-154	HRA/Flex Fees	100	100	29.00	34.00
Total Personal Services		59,118	59,118	46242.77	48,401.28
205-47000-211	Miscellaneous Operating Supplies	200	200	201.58	221.74
205-47000-212	Gasoline	125	125	102.41	216.22
205-47000-221	Repair and Maintenance Supplies	15,000	15,000	4139.86	8,362.99
205-47000-240	Small Tools	1,000	1,000	97.79	347.12
Total Supplies		16,325	16,325	4541.64	9,148.07
Other Services and Charges					
205-47000-321	Telephone/Cellular Phones	350	350	205.69	247.22
205-47000-351	Legal Notices/Ordinance Publishing			0.00	0.00
205-47000-360	Insurance	6,000	6,000	4966.00	5,280.00

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2024

		2/20/24 Proposed		11/30/2023	12/31/2022
		Adopted	Amended	YTD	YTD
		Budget	Budget	Actual	Actual
		<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
205-47000-381	Electric Utilities	20,500	20,500	15683.22	18,352.29
205-47000-382	Water/Wastewater Utilities	5,500	5,500	5190.49	5,265.88
205-47000-383	Gas Utilities	4,200	4,200	5218.77	4,818.60
205-47000-384	Refuse Hauling	6,000	6,000	3679.76	5,686.74
205-47000-401	Rep & Maint.-Building/Structures	25,000	25,000	23636.30	40,340.82
205-47000-413	BNSF Parking Lot Lease	2,500	2,500	2568.97	2,494.15
205-47000-440	Schools & Meetings			0.00	0.00
205-47000-489	Other Contracted Services	1,000	1,000	0.00	0.00
(1) 205-47000-490	Mall Cap Fund & Gen Fund Contribution			0.00	0.00
205-47000-499	Mall Roof Project			0.00	306.39
205-47000-496	Mall Capital Equipment			63410.78	13,797.53
205-47000-xxx	Parking Lot Mill & Overlay			0.00	
205-47000-498	Rum River Buildout			0.00	0.00
Total Other Services and Charges		<u>71,050</u>	<u>71,050</u>	<u>124559.98</u>	<u>96,589.62</u>
<i>Total Mall Management</i>		<u>146,493</u>	<u>146,493</u>	<u>175344.39</u>	<u>154,138.97</u>
Total EDA Admin & Mall Management Expenditures		<u>294,557</u>	<u>313,557</u>	<u>285958.03</u>	<u>323,140.53</u>
NET INCREASE (DECREASE) IN FUND BALANCE		<u>35,443</u>	<u>16,443</u>	<u>-52754.53</u>	<u>217,603.58</u>

** Planned decrease in fund balance for parking lot project.

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Working on Residents Annual Income Re-certifications that take effect May 1, 2024.
- Processed rent checks, MTCS Report (vacancy report).
- Resident meeting was held on January 11, 2024.
- Handed out Certificate of Rent Paid to current residents and mailed to past residents.
- Resident in #311 turned in a Vacate Notice, vacating on February 29, 2024. His lease does not end till October 31, 2024. Will work on re-renting the unit.
- Quarterly unit inspections were conducted on January 23rd & January 24th. Inspections went well. Had a few minor maintenance issues. Maintenance issues were completed.
- An AED has been installed at Bridge Park.

3G

RESIDENT MEETING

JANUARY 11, 2024

- HANDED OUT RECERTIFICATION PACKETS TO RESIDENTS THAT ATTENDED.
- INFORMED THE RESIDENTS OF THE CHANGES IN THE LEASE AND IN THE CAPITAL FUND, WE WILL BE INSTALLING A NEW WATER SOFTENER AND START INSTALLING NEW APPLIANCES
- INFORMED THEM THAT THE CRP'S (CERTIFICATE OF RENT PAID) WAS HANDED OUT TO ALL RESIDENT'S
- ASKED RESIDENTS TO STOP UNPLUGGING THE WASHING MACHINES AND DRYER'S AND LEAVING THEM SET WITHOUT INFORMING ME WHAT THE ISSUE IS WITH THEM OR CONTACTING BDS
- REMINDED RESIDENTS OF THE OFFICE HOURS: MONDAY THROUGH THURSDAY ARE 8:00 A.M. – 2:00 P.M. AND FRIDAY'S ARE MY CLEANING DAY
- ASKED RESIDENTS TO STOP CALLING DIANE WHEN THEY HAVE AN EMERGENCY, THEY NEED TO CALL THE EMERGENCY CELL PHONE. DIANE IS ONLY AN ON-CALL STAFF FOR WHEN I'M ON VACATION

POSTED ON BULLETIN BOARD 1/11/2024.

Prepared by:
Deb Barrett & Caroline Moe

Background:

As identified in the capital plan approved by the EDA Board, Bridge Park Apartments is scheduled to replace its roof in 2025. The last time the roof was replaced was in 2007 and the warranty expired in 2022. Based on a rough estimate from a roofing contractor, the cost of the roof is estimated to be over \$175,000 which requires the project to be awarded to a contractor after receiving sealed bids.

To facilitate the solicitation of sealed bids, staff will need to hire an architect/engineer/project manager to prepare detailed plans and specifications for bidding the project as well as overseeing the completion of the project. Staff anticipates the following schedule for the roof replacement project:

Activity	Estimated Timing
EDA Board Approves Soliciting for Architect/Engineer/Project Manager for Plan Design and Construction Oversight	February 20, 2024
Architect/Engineer/Project Manager for Plan Design and Construction Oversight Bids Due for Consideration	May 1, 2024
EDA Board Approves Contract for Architect/Engineer/Project Manager for Plan Design and Construction Oversight	May 20, 2024
EDA Board Approves Plans and Authorizes Roof Project to be bid	August 19, 2024
Roof Contractor Bids Due	November 7, 2024
EDA Board Approves Bid for Roof Replacement	November 18, 2024
Contractor Begins Work, depending on weather	April 15, 2025
Contractor Completes Work	August 31, 2025

Recommendation:

Approval from the EDA Board Members to solicit bids for an architect/engineer/project manager to prepare detailed plans and specifications for bidding the project as well as overseeing the completion of the Bridge Park Apartment roof replacement project.

Prepared by: Alex Smith, Deputy City Administrator

Background:

Jayda Belle Boutique began leasing Suite 140 on a month-to-month basis starting in Nov 2023 to determine if a physical location would be financially feasible. They are now asking to enter into a two-year lease at the below rates. The rates include the cost of utilities.

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1st (March 1, 2024 to February 28, 2025)	\$10.25/s.f.	\$627.81	\$7,533.72
2nd (March 1, 2025 to February 28, 2026)	\$10.56/s.f.	\$646.80	\$7,761.60

Recommendation:

Approve the 2-year lease for Suite 140 with Jayda Belle Boutique.

Attachment:

1. Jayda Belle Boutique Suite 140 Lease 2024

CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this _____ day of _____ 2024, between the Cambridge EDA, a municipal corporation (the “Landlord”) and the Jayda Belle Boutique, LLC (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 140 (735 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 735 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 March 1, 2024. 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 Term shall run from March 1, 2024 to February 28, 2026.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

Lease Term	Rate	Monthly	Annual
2 nd (Jan 1, 2024 - March 31, 2024 month-to-month)	\$10.25/s.f.	\$627.81	\$7,533.72
3 rd (April 1, 2024 to TBD month-to-month)	\$10.56/s.f.	\$646.80	\$7,761.60

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. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against tenant during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. 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.
5. 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.
6. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as a Boutique Retail Store 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.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
 9. 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 after sixty (60) days before the end of this lease. 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.
 10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of One Million Five Hundred Thousand Dollars (\$1,500,000) against liability for injury to or death 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.
 11. 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.

12. 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.
13. 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, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all of the terms and conditions of this lease.
14. 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.
15. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of \$627.81, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or

- any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.
16. 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.
 17. Tenant agrees to pay last month's rent in the amount of \$627.81/\$646.80 in advance. This amount shall be paid on or before the commencement of the lease term. The last month's rent will be held by the Landlord as security for the last month of the lease term and will not be considered a deposit.
 18. 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.
 19. 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.
 20. 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.
 21. 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.

22. 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:

Jayda Belle Boutique, LLC
Attn: Jodi Mora



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 cannot 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: _____