

**Cambridge EDA Meeting – Monday March 18, 2024, 5:45 pm**  
**City Council Chambers, 300 3<sup>rd</sup> Avenue NE**  
 Meeting Announcement and Agenda

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

Tentative Time	Agenda Item
5:45 pm	<b>1. Call to Order</b>
	<b>2. Approval of Agenda</b>
	<b>3. Consent Agenda</b>
	A. Approval of February 20, 2024 regular meeting minutes (p. 2)
	B. Approve EDA Draft January 2024 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #128460 - #128638 Totaling \$14,755.11 (p. 19)
	D. Housing Supervisor’s Report (p. 25)
	<b>4. Work Session</b>
	<b>5. Unfinished Business</b>
	<b>6. New Business</b>
	A. Award bid for Water Softener (p. 26)
	B. Award bid for New Refrigerators (p. 32)
	C. SACs Lease Suite 164 (p. 34)
	D. Jayda Belle Lease Amendment Suite 140 (p. 47)
	<b>7. Adjourn</b>

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

# **Cambridge Economic Development Authority (EDA)**

## **Regular Meeting Minutes – Tuesday, February 20, 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: Executive Director Moe, City Administrator Vogel, Deputy City Administrator Smith, Deputy Fire Chief Benzen, Lucas Milz, Chief Shuster and Assistant to the City Administrator Seiberlich.

### **Call to Order**

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

### **Approval of Agenda**

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

### **Annual Meeting**

#### **A. Annual Meeting – Election of Officers**

Berg nominated Shogren for EDA President, seconded by Iverson. Shogren motioned Berg for EDA President, seconded by Godfrey. Godfrey asked if Shogren was interested in being EDA President for another year, Shogren said he would like to see another board member serve but was willing if members preferred. Shogren voted for Berg as President. Ziebarth, Iverson, Godfrey and Berg voted for Shogren. Shogren was elected as EDA President in a 4/1 vote.

Berg nominated himself for EDA Vice President, seconded by Shogren. There were no other nominations. All voted aye, no nays. Motion passed unanimously.

Shogren nominated Ziebarth for EDA Treasurer, seconded by Godfrey. There were no other nominations. All voted aye, no nays. Motion passed unanimously.

Councilmembers appointed Moe as EDA Executive Director, Gerlach as EDA Assistant Treasurer, and Seiberlich as Secretary.

#### **D. EDA Code of Conduct & Bylaws**

Commissioners reviewed the bylaws. There were no changes from the previous year.

Iverson motioned, seconded by Ziebarth, to approve the EDA Code of Conduct & Bylaws. All voted aye, no nays. Motion passed unanimously.

### **Consent Agenda**

Iverson requested to pull Item C. Approve EDA Admin Division Bills Checks # 128139 - # 128447 Totaling \$57,649.51

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

- A. Approval of January 16, 2024 meeting minutes
- B. Approve EDA Draft December 2023 Financial Statements
- ~~C. Approve EDA Admin Division Bills Checks # 128139 - # 128447 Totaling \$57,649.51~~
- D. Resolution EDA R24-001 2023 EDA Admin Budget Amendment
- E. Resolution EDA R24-002 2024 EDA Admin Budget Amendment
- F. Housing Supervisor Report
- G. Resident Meeting Minutes

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

### **C Approve EDA Admin Division Bills Checks # 128139 - # 128447 Totaling \$57,649.51**

Iverson questioned the variation in payment to DW for salting contracted parking lots, Moe said the payment amount depended on time and amount of salt per job.

Iverson motioned, seconded by Godfrey to approve Item C. Approve EDA Admin Division Bills Checks # 128139 - # 128447 Totaling \$57,649.51. Upon roll call Godfrey, Iverson, Ziebarth, Berg and Shogren voted aye. No nays. Motion carried unanimously.

### **Work Session**

There were no items under the work session.

### **Unfinished Business**

There were no items under unfinished business.

### **New Business**

#### **A Solicit Bids for Architect for Roof Replacement**

Moe said staff are preparing to replace the roof at Bridge Park Apartments in the near future. Staff need plans and specifications to solicit bids for the project. These need to be done by an architect, engineer, or a project manager. HUD requires a bidding process for these services.

Godfrey motioned, seconded by Ziebarth, to approve the solicitation of bids for an architect, engineer, or 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.

Shogren asked if the roof needed replacement since it was less than 20 years old, Moe said has needed repairs and has been out of warranty for a couple years and does need replacement.

Upon vote, all voted aye, no nays, motion passed unanimously.

**B Suite 140 Jayde Belle Boutique 2-Year Lease**

Smith announced that Jayda Belle Boutique, who began their lease on suite 140 in November on a month-to-month basis, wants to enter into a two-year lease. The proposed first-year rent remains the same as the tenant currently pays, and increases 3% in the second year.

Godfrey motioned, seconded by Shogren, to approve the 2-year lease for Suite 140 with Jayda Belle Boutique. All voted aye, no nays, motion passed unanimously.

**Adjournment**

Berg moved, seconded by Godfrey, to adjourn the meeting at 5:56 p.m. All voted aye, motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
JANUARY 31, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 1,602.00)	
901-10102	INVESTMENTS--PBC	121,780.08	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	348,502.59	
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		<u>804,926.30</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,345.72	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	36,773.00	
	TOTAL LIABILITIES		42,010.28

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	453,968.09	
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	<u>7,392.16</u>	
	BALANCE - CURRENT DATE	<u>7,392.16</u>	
	TOTAL FUND EQUITY		<u>762,916.02</u>
	TOTAL LIABILITIES AND EQUITY		<u>804,926.30</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**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	90,000.00	90,000.00	7,412.00	82,588.00	8.24	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	7,412.00	82,588.00	8.24	111,842.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	70.08	229.92	23.36	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	70.08	229.92	23.36	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	19,298.21	160,701.79	10.72	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	326.85	2,673.15	10.90	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	19,625.06	163,374.94	10.72	209,309.41
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL FUND REVENUE	<u>308,300.00</u>	<u>308,300.00</u>	<u>27,107.14</u>			<u>340,612.39</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	44,392.00	44,392.00	3,124.46	( 41,267.54)	7.04	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	234.33	( 3,095.67)	7.04	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	216.66	( 3,179.34)	6.38	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	3,264.00	( 6,749.00)	32.60	9,527.61
901-49500-151 WORKERS' COMPENSATION PREMIU	433.00	433.00	.00	( 433.00)	.00	334.69
901-49500-154 HRA/FLEX FEES	100.00	100.00	15.35	( 84.65)	15.35	67.40
<i>TOTAL PERSONAL SERVICES</i>	<u>61,664.00</u>	<u>61,664.00</u>	<u>6,854.80</u>	<u>( 54,809.20)</u>	<u>11.12</u>	<u>57,489.98</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	.00	( 658.00)	.00	209.23
<i>TOTAL SUPPLIES</i>	<u>658.00</u>	<u>658.00</u>	<u>.00</u>	<u>( 658.00)</u>	<u>.00</u>	<u>209.23</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	10,000.00	10,000.00	.00	( 10,000.00)	.00	11,197.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	( 3,000.00)	.00	3,000.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	458.25	( 6,041.75)	7.05	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	41.24	( 7,458.76)	.55	7,373.83
901-49500-322 POSTAGE	300.00	300.00	.00	( 300.00)	.00	269.12
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-340 ADVERTISING	50.00	50.00	.00	( 50.00)	.00	61.96
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>27,450.00</u>	<u>27,450.00</u>	<u>499.49</u>	<u>( 26,950.51)</u>	<u>1.82</u>	<u>27,384.43</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	33.43	( 241.57)	12.16	282.34
901-49500-433 DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	2,685.00	( 1,115.00)	70.66	3,699.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	( 400.00)	.00	225.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,475.00</u>	<u>4,475.00</u>	<u>2,718.43</u>	<u>( 1,756.57)</u>	<u>60.75</u>	<u>4,206.34</u>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<u><u>94,247.00</u></u>	<u><u>94,247.00</u></u>	<u><u>10,072.72</u></u>	<u><u>( 84,174.28)</u></u>	<u><u>10.69</u></u>	<u><u>89,289.98</u></u>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024  
  
 FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	240.00	240.00	8.98	( 231.02)	3.74	225.33
	<i>TOTAL SUPPLIES</i>	240.00	240.00	8.98	( 231.02)	3.74	225.33
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>240.00</b>	<b>240.00</b>	<b>8.98</b>	<b>( 231.02)</b>	<b>3.74</b>	<b>225.33</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	26,084.00	26,084.00	1,690.09	( 24,393.91)	6.48	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	126.76	( 1,830.24)	6.48	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	117.19	( 1,878.81)	5.87	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	1,221.50	( 3,784.50)	24.40	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	.00	( 2,520.00)	.00	1,765.26
<b>TOTAL PERSONAL SERVICES</b>	<b>37,563.00</b>	<b>37,563.00</b>	<b>3,155.54</b>	<b>( 34,407.46)</b>	<b>8.40</b>	<b>33,483.34</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	2,322.06	( 2,677.94)	46.44	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	( 50.00)	.00	.00
<b>TOTAL SUPPLIES</b>	<b>5,050.00</b>	<b>5,050.00</b>	<b>2,322.06</b>	<b>( 2,727.94)</b>	<b>45.98</b>	<b>5,033.89</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	3,667.07	( 37,332.93)	8.94	44,718.19
901-49700-360 INSURANCE AND BONDS	10,000.00	10,000.00	.00	( 10,000.00)	.00	6,813.00
901-49700-370 PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	.00	( 15,000.00)	.00	16,498.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	.00	( 38,000.00)	.00	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	488.61	( 6,511.39)	6.98	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	.00	( 3,000.00)	.00	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	.00	( 4,200.00)	.00	4,498.91
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>118,200.00</b>	<b>118,200.00</b>	<b>4,155.68</b>	<b>( 114,044.32)</b>	<b>3.52</b>	<b>116,857.03</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	( 43,000.00)	.00	45,256.07
<b>TOTAL MISCELLANEOUS</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>.00</b>	<b>( 43,000.00)</b>	<b>.00</b>	<b>45,256.07</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	( 5,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	( 5,000.00)	.00	3,294.20
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>( 10,000.00)</b>	<b>.00</b>	<b>3,294.20</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>213,813.00</b>	<b>213,813.00</b>	<b>9,633.28</b>	<b>( 204,179.72)</b>	<b>4.51</b>	<b>203,924.53</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	308,300.00	308,300.00	19,714.98			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	7,392.16			47,172.55

CITY OF CAMBRIDGE  
BALANCE SHEET  
JANUARY 31, 2024

HOUSING-OTHER BUS ACTIVITIES

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

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>			<u>18,700.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	( 35,000.00)	.00	18,700.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	18,700.00
	<b>TOTAL OTHER FINANCING USES</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>( 35,000.00)</b>	<b>.00</b>	<b>18,700.00</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024  
 FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			18,700.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	17,368.71
TOTAL INTEREST	.00	.00	.00	.00	.00	17,368.71
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	180,000.00	180,000.00	25,465.03	154,534.97	14.15	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	25,465.03	154,534.97	14.15	195,844.79
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL TRANSFERS FROM OTHER FU	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL FUND REVENUE	<u>330,000.00</u>	<u>330,000.00</u>	<u>25,465.03</u>			<u>263,213.50</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	82,933.00	82,933.00	6,396.16	( 76,536.84)	7.71	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	175.00	( 2,325.00)	7.00	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	479.72	( 5,768.28)	7.68	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	492.89	( 5,880.11)	7.73	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	3,787.33	( 10,712.67)	26.12	13,810.56
205-41930-132 LONGEVITY PAY	380.00	380.00	.00	( 380.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	( 1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	810.00	810.00	.00	( 810.00)	.00	571.12
205-41930-154 HRA/FLEX FEES	80.00	80.00	12.31	( 67.69)	15.39	53.92
<b>TOTAL PERSONAL SERVICES</b>	<b>115,024.00</b>	<b>115,024.00</b>	<b>11,343.41</b>	<b>( 103,680.59)</b>	<b>9.86</b>	<b>97,388.46</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	.00	( 300.00)	.00	122.29
205-41930-209 SOFTWARE UPDATES	.00	.00	.00	.00	.00	102.94
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	( 300.00)	.00	.00
<b>TOTAL SUPPLIES</b>	<b>600.00</b>	<b>600.00</b>	<b>.00</b>	<b>( 600.00)</b>	<b>.00</b>	<b>225.23</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	( 5,000.00)	.00	844.00
205-41930-307 MARKET OR BRE STUDY	.00	19,000.00	.00	( 19,000.00)	.00	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	458.25	( 5,141.75)	8.18	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	45.00	( 495.00)	8.33	405.00
205-41930-331 TRAVEL/MEALS/LODGING	1,200.00	1,200.00	15.00	( 1,185.00)	1.25	466.30
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	.00	( 800.00)	.00	275.95
205-41930-351 LEGAL NOTICES/ORD PUB	300.00	300.00	.00	( 300.00)	.00	125.37
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	1,735.62
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>13,440.00</b>	<b>32,440.00</b>	<b>518.25</b>	<b>( 31,921.75)</b>	<b>1.60</b>	<b>9,334.76</b>
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	100.00	100.00	.00	( 100.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	8,800.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	2,190.65
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	( 100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	4,000.00	4,000.00	320.00	( 3,680.00)	8.00	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	575.00	( 1,425.00)	28.75	795.00
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	9,324.00	1,524.00	119.54	.00
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	3,042.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	( 5,000.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>10,219.00</b>	<b>( 8,781.00)</b>	<b>53.78</b>	<b>17,792.65</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>148,064.00</b>	<b>167,064.00</b>	<b>22,080.66</b>	<b>( 144,983.34)</b>	<b>13.22</b>	<b>124,741.10</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101	30,981.00	30,981.00	2,442.40	( 28,538.60)	7.88	30,064.05
205-47000-102	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
205-47000-103	7,000.00	7,000.00	.00	( 7,000.00)	.00	5,769.37
205-47000-121	2,500.00	2,500.00	183.18	( 2,316.82)	7.33	2,247.87
205-47000-122	3,045.00	3,045.00	180.70	( 2,864.30)	5.93	2,663.13
205-47000-131	9,064.00	9,064.00	2,364.92	( 6,699.08)	26.09	8,605.68
205-47000-132	833.00	833.00	.00	( 833.00)	.00	.00
205-47000-133	750.00	750.00	.00	( 750.00)	.00	.00
205-47000-151	3,845.00	3,845.00	.00	( 3,845.00)	.00	2,403.99
205-47000-154	100.00	100.00	7.70	( 92.30)	7.70	33.70
<i>TOTAL PERSONAL SERVICES</i>	<i>59,118.00</i>	<i>59,118.00</i>	<i>5,178.90</i>	<i>( 53,939.10)</i>	<i>8.76</i>	<i>51,787.79</i>
<i>SUPPLIES</i>						
205-47000-211	200.00	200.00	36.99	( 163.01)	18.50	240.77
205-47000-212	125.00	125.00	.00	( 125.00)	.00	102.41
205-47000-221	15,000.00	15,000.00	385.95	( 14,614.05)	2.57	5,089.56
205-47000-240	1,000.00	1,000.00	15.70	( 984.30)	1.57	97.79
<i>TOTAL SUPPLIES</i>	<i>16,325.00</i>	<i>16,325.00</i>	<i>438.64</i>	<i>( 15,886.36)</i>	<i>2.69</i>	<i>5,530.53</i>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321	350.00	350.00	20.62	( 329.38)	5.89	246.93
205-47000-360	6,000.00	6,000.00	.00	( 6,000.00)	.00	4,966.00
205-47000-381	20,500.00	20,500.00	( 230.27)	( 20,730.27)	( 1.12)	20,264.18
205-47000-382	5,500.00	5,500.00	468.49	( 5,031.51)	8.52	5,667.75
205-47000-383	4,200.00	4,200.00	.00	( 4,200.00)	.00	6,257.20
205-47000-384	6,000.00	6,000.00	.00	( 6,000.00)	.00	4,527.26
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	<i>42,550.00</i>	<i>42,550.00</i>	<i>258.84</i>	<i>( 42,291.16)</i>	<i>.61</i>	<i>41,929.32</i>
<i>MISCELLANEOUS</i>						
205-47000-401	25,000.00	25,000.00	.00	( 25,000.00)	.00	19,621.90
205-47000-413	2,500.00	2,500.00	2,646.04	146.04	105.84	2,568.97
205-47000-489	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
205-47000-494	.00	.00	.00	.00	.00	458,597.21
205-47000-498	.00	.00	17,253.50	17,253.50	.00	15,940.00
<i>TOTAL MISCELLANEOUS</i>	<i>28,500.00</i>	<i>28,500.00</i>	<i>19,899.54</i>	<i>( 8,600.46)</i>	<i>69.82</i>	<i>496,728.08</i>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>146,493.00</b>	<b>146,493.00</b>	<b>25,775.92</b>	<b>( 120,717.08)</b>	<b>17.60</b>	<b>595,975.72</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	294,557.00	313,557.00	47,856.58			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	( 22,391.55)			( 457,503.32)

<p>CAMBRIDGE EDA MEETING</p> <p>March 18, 2024</p> <p>BILLS LIST</p>
--

<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For Approval</b>
Prepaid Checks	2/22/2024	128460 - 128504	2,046.49
Prepaid Checks	3/7/2024	128564 - 128638	12,708.62
	Prepaid Totals		14,755.11

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$14,755.11</b>
--------------------

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 2/8/24-3/7/24.

Caroline Moe 3/7/24  
Caroline Moe, Director of Finance signature & date

Linda Gerlach 3/7/24  
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Lodging - A. Smith	274.94
	Total 969:		274.94
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
1553	DW Companies LLC	Snow Removal & Salting - Bridge Park	1,275.00
	Total 1553:		1,275.00
3006	Kramer Mechanical Plumbing	Service - Bridge Park	395.00
	Total 3006:		395.00
3521	Menards	Maintenance Supplies - Mall	16.55
	Total 3521:		16.55
	Grand Totals:		2,046.49

Dated: 2/22/24

City Treasurer: *Caroline*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/24	02/22/2024	128460	969	Elan Financial Services	205-20100	274.94
02/24	02/22/2024	128466	1170	City Laundering Co.	205-20100	85.00
02/24	02/22/2024	128474	1553	DW Companies LLC	901-20100	1,275.00
02/24	02/22/2024	128497	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	395.00
02/24	02/22/2024	128504	3521	Menards	205-20100	16.55
Grand Totals:						<u>2,046.49</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1201	Cliff's Sewing Service Inc.	Vacuum - Bridge Park	399.99
1201	Cliff's Sewing Service Inc.	Vacuum Supplies - Bridge Park	21.99
Total 1201:			421.98
2411	Hillyard Inc.	Maintenance Supplies - Mall	352.30
2411	Hillyard Inc.	Credit Maintenance Supplies - Mall	43.76-
Total 2411:			308.54
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	172.00
Total 3006:			172.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	420.50
Total 3258:			3,868.60
3264	Lockstar Locksmith Service L	Service Call, Cylinder Re-Key, Keys - Bridge Park	162.00
Total 3264:			162.00
3439	Maxfield Research & Consulti	Research & Consulting Services - Housing Needs	3,800.00
Total 3439:			3,800.00
3501	MEI Total Elevator Solutions	March Monthly Service - Bridge Park	298.79
Total 3501:			298.79
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	32.15
Total 3543:			32.15
3829	Minnesota Dept of Labor and	Elevator Annual Operation - Bridge Park Apts	100.00
Total 3829:			100.00
4020	Nan McKay & Associates, Inc	Model Admission & Cont. Policy Digital Revision Servic	239.00
Total 4020:			239.00
4942	Sawmark Construction, LLC	Demo/Remodel Mondo's Pet Depot - Final	2,893.75
Total 4942:			2,893.75

Vendor	Vendor Name	Description	Net Invoice Amount
5261	Star Quality Glass	Door and Service Call - Bridge Park	349.95
Total 5261:			349.95
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.24
Total 5801:			61.86
Grand Totals:			12,708.62

Dated: 3/7/24

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/24	03/07/2024	128564	1201	Cliff's Sewing Service Inc.	901-20100	421.98
03/24	03/07/2024	128579	2411	Hillyard / Minneapolis	205-20100	308.54
03/24	03/07/2024	128580	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
03/24	03/07/2024	128591	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	172.00
03/24	03/07/2024	128593	3264	Lockstar Locksmith Service LLC	901-20100	162.00
03/24	03/07/2024	128597	3439	Maxfield Research & Consulting	205-20100	3,800.00
03/24	03/07/2024	128600	3501	MEI Total Elevator Solutions	901-20100	298.79
03/24	03/07/2024	128603	3543	Metro Sales, Inc.	901-20100	32.15
03/24	03/07/2024	128604	3829	MN Dept of Labor and Industry	901-20100	100.00
03/24	03/07/2024	128606	4020	Nan McKay & Associates, Inc	901-20100	239.00
03/24	03/07/2024	128622	4942	Sawmark Construction, LLC	205-20100	2,893.75
03/24	03/07/2024	128626	5261	Star Quality Glass	901-20100	349.95
03/24	03/07/2024	128638	5801	Verizon Wireless	901-20100	61.86
Grand Totals:						12,708.62



Prepared by: Deb Barrett

**Report on Bridge Park Apartments Housing Operations**

- Submitted MTCS report (vacancy report). Application pending on unit #311 for a March 27, 2024, move-in.
- Was busy working on the annual recertifications for residents. All recertifications have been completed. Residents have till March 28, 2024, to sign their new recertification papers and updated leases.
- Participating in on-line safety training.
- Did annual on-line training for MN Revenue Recapture.

Prepared by: Deb Barrett

**Background:**

According to the approved capital fund, the EDA Board previously this year authorized staff to solicit proposals for replacing the water softener at Bridge Park.

Bids were solicited in the form of a bid packet sent to local contractors and advertised on the City of Cambridge website and advertised in the official legal newspaper.

At the bid opening at 9:00 a.m. on Thursday, March 7, 2024, we received two proposals:

Kramer Mechanical, Stacy, MN - \$8,614.00

Hayes Mechanical, Brooklyn Center, MN - \$7,077.00

Amount is less than we had in the capital plan so HUD funding is in place to support purchase.

**Recommendation:**

Staff is recommending that the Board accept the bid submitted by Hayes Mechanical in the amount of \$7,077.00 and authorize Executive Director to sign contract for work to be performed.

**HAYES MECHANICAL**  
ESTABLISHED 1918  
6840 Shingle Creek Parkway, Suite 31, Brooklyn Center, MN 55430  
Main: 763-568-7086 Fax: 763-276-9618

**Submitted to:**

City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55008

**Project:**

Proposal 0052-Water Softener  
The Cambridge EDA, Mng. Agent  
121 South Fern Street  
Cambridge, MN 55008

Hayes Mechanical sincerely appreciates the opportunity to propose our services on the above project. Outlined below is our response to your request for our quotation for this project:

**Inclusions:**     Replacement of Commercial Water Softener

Scope of work

- Remove old softener and old brine tank
- Dispose of old water softener and old brine tank
- Install (1) New MF-90-MR water softener and brine tank
- Supplier delivery, setup, startup and training
- Replace existing backwash discharge line with solid PVC

Misc

- Permits and inspections
- Clean up of work site

**Price: \$7077**

**Alternate/Option (for consideration)**

- Robert Hill Company, St. Louis Park, High Capacity Series same specs, 90,000 grains  
See attached

**Deduct \$700**

Should you have any questions, please contact me at 763-202-0792

Sincerely,

Darrell Callahan



## Product Specification/Submittal: Water Control Corporation Model MF-90-MR

**General:** System shall be a Water Control Corporation model MF-90-MR water softening system designed to handle a continuous flow rate of 22 gpm at a pressure loss not exceeding 7 psi, 30 gpm at a pressure loss not exceeding 15 psi and a peak flow rate of 42 gpm at a pressure loss not exceeding 25 psi. System will have a softening capacity of not less than 90,000 grains of softening per regeneration, with a salt dosage of 13 lbs per cubic foot of resin used.

**Resin Tanks:** The system shall incorporate 1 resin tank, a minimum of 14 inches in diameter. The tank volume shall be sufficient to allow a minimum freeboard space of 50 percent of the resin depth for adequate expansion of the resin during backwashing. The resin tank shall be designed for an operating pressure up to 125 psi and shall be manufactured of fiberglass reinforced polyester, reinforced with a continuous roving glass filament overwrap. Tank shall have a molded polypropylene base for support.

**Distributor System:** The resin tank shall be equipped with a hub and lateral type distributor system, with a plastic riser pipe and a fine slotted bottom distributor assembly.

**Softening Media:** The resin tank shall be provided with 3 cubic feet of high capacity synthetic cation exchange resin having a maximum exchange capacity of 30,000 grains per cubic foot when regenerated with 13 lbs of salt per cubic foot. The resin shall be manufactured to comply with the food additive regulation, paragraph 121.1148 of the Food and Drug Administration.

**Automatic Controls:** The resin tank shall incorporate a top mounted control valve. The control valve shall be of all brass construction, multi-port for maximum flow, and have a 1.5 inch NPT inlet and outlet connection. The control valve shall be motor driven, top mounted, mechanically activated design with five positions to accomplish the regeneration steps of backwash, brine and rinse, rapid rinse, brine refill, and service. The control valve shall be fitted with a brine injector assembly, and a self adjusting backwash flow control. System shall include a 1.5 inch meter located on the outlet of the control valve.

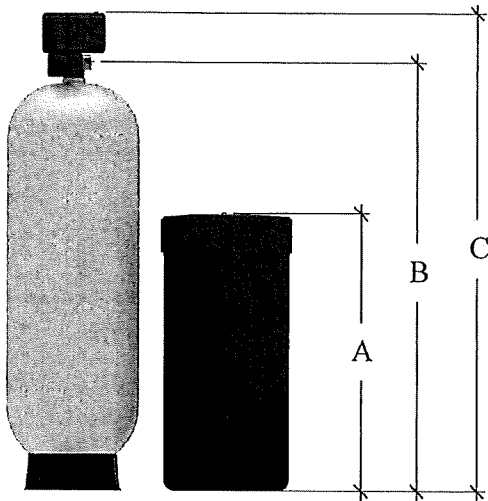
**Electrical Requirements:** Valve (1 total) shall be pre-wired with a 2-prong plug, complete with in-line 5 Amp breaker, for GFI wall outlet connection. Unit shall operate at 120 VAC, 1.3 Amps FLA, 60 Hz. Total quantity of GFI outlets required is 1.

**Brine System:** A combination salt storage and brine tank, measuring 24 inches in diameter by 50 inches tall, with cover shall be provided. The tank shall be molded of corrosion proof, high density polyethylene. The tank shall be equipped with a chamber to house a brine check assembly. The brine check shall automatically open during education, and close automatically to prevent introduction of air into the resin tank.

**Warranty:** WCC shall warrant the control valve, plastic brine tank(s) and fiberglass-reinforced resin tank(s) to be free of manufacturers defects for the lesser of 18 months from shipment or 12 months from system startup. Full warranty details available for review at [www.watercontrolinc.com](http://www.watercontrolinc.com).

Water Control Corporation  
7150 143<sup>rd</sup> Ave NW; Anoka, MN 55303  
Toll Free: 1-866-405-1268; Local: (763) 427-9638; Fax: (763) 427-5665  
[www.watercontrolinc.com](http://www.watercontrolinc.com)

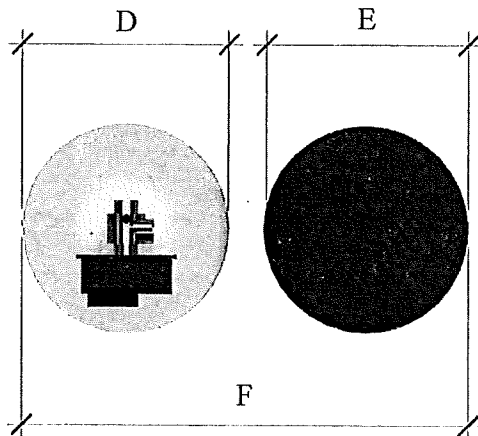
# SYSTEM SPECIFICATIONS



## DIMENSIONS

TAG/DESCRIPTION	INCHES
(A) BRINE TANK HEIGHT	50
(B) INLET/OUTLET HEIGHT	68
(C) OVERALL HEIGHT	73
(D) RESIN TANK DIAMETER	14
(E) BRINE TANK DIAMETER	24
(F) OVERALL LENGTH	42

Note: Dimensions are estimates only. Actual dimensions may vary based on job-site space limitations and piping layouts. Allow a minimum of 24 inches above the overall system height dimension for resin loading during system set up. The use of ASME rated tanks may add up to 14 inches to the overall height of the system.



LF-240-MR Model Shown

<b>Exchange Capacity** (grains)</b>	<b>Service Flow Rate (gpm)</b>	<b>Connection Size (inch)</b>
Min (1): 69,000	7 psid	Service: 1.5"
Mid (2): 81,375	15 psid	Drain: 3/4"
Max (3): 90,000	25 psid	
Backwash Rate (gpm): 5	Regeneration Time (mins): 90	
System Dry Weight (lbs): 300	Brine Tank Salt Capacity (lbs): 650	
Resin Volume Per Tank (cuft): 3	Dynamic Inlet Pressure Range (psi): 20 - 125	
Feed Water Temperature Range (°F): 34 - 110	Brine Tank Size (inches): 24W x 50H	
Resin Tank Size (inches): 14W x 65H	Number of System Regenerations*: 6	

### Notes

\*Total system regenerations before mandatory brine tank fill is required. (based on brine tank salt capacity)

\*\*If the number of system regenerations is less than 4, WCC recommends incorporating multiple brine tanks or bulk salt storage system into the system design.

\*\*Based on Salt Setting: (1) 7 lbs / cu ft (2) 10 lbs / cu ft (3) 13 lbs / cu ft

Water Control Corporation  
 7150 143<sup>rd</sup> Ave NW; Anoka, MN 55303  
 Toll Free: 1-866-405-1268; Local: (763) 427-9638; Fax: (763) 427-5665  
[www.watercontrolinc.com](http://www.watercontrolinc.com)

# KRAMER MECHANICAL

## PLUMBING & HEATING

**BID GOOD FOR 30 DAYS.**

Kramer Mechanical  
 Plumbing & Heating, Inc.  
 7860 Fawn Lake Dr NE, Stacy MN 55079  
 Office (651)462-2194  
 Fax (651)462-1434

### RESIDENTIAL BID PLUMBING

DATE: 1/8/24

CONTRACTOR: **BRIDGEPART APARTMENTS**

ATTENTION: **DEB 763-552-3278**

JOB: 121 FERN ST., S, CAMBRIDGE, MN

QTY	DESCRIPTION	
X	REMOVE AND DISPOSE OF EXISTING SOFTENER	
X	SUPPLY AND INSTALL	
1	WATER SOFTENER: WATER CONTROL MF-90-MR COMMERCIAL WATER SOFTENER WITH 90,000 GRAINS CAPACITY	
1	WATER CONTROL DELIVERY, SETUP, STARTUP AND TRAINING	
X	PIPE DISCHARGE LINE IN PVC	
X	LABOR	
X	MISC. MATERIALS	
X	BID UNDER DAVIS BACON ACT	
X	CITY PERMIT FEES FIGURED IN BID	

<b>TOTAL</b>	<b>\$</b>		<b>8,614.00</b>
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# KRAMER MECHANICAL PLUMBING & HEATING

**BID GOOD FOR 30 DAYS.**

Kramer Mechanical  
Plumbing & Heating, Inc.  
7860 Fawn Lake Dr NE, Stacy MN 55079  
Office (651)462-2194  
Fax (651)462-1434

## RESIDENTIAL BID PLUMBING

DATE: 1/8/24  
 CONTRACTOR: BRIDGEPART APARTMENTS  
 ATTENTION: DEB 763-552-3278  
 JOB: 121 FERN ST., S, CAMBRIDGE, MN

QTY	DESCRIPTION
NOTE:	No electric in bid
NOTE:	Credit card payments are accepted with an added fee of 3.5% of invoice total
Signature	<p>Payment due within 30 days of invoice.            Invoices not paid within 30 days will be assessed a finance charge of 1.5% per month or 18% annually.            Debtor agrees to pay all costs, collections and reasonable attorney fees.</p>
Date	<p><b>ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.</b></p> <p><b>UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE</b></p>

**TOTAL BID**

Prepared by: Deb Barrett

**Background:**

According to the approved capital fund, The EDA Board previously this year authorized staff to solicit proposals for replacing 45 refrigerators at Bridge Park.

Bids were solicited in the form of a bid packet sent to local contractors and advertised on the City of Cambridge website and advertised in the official legal newspaper.

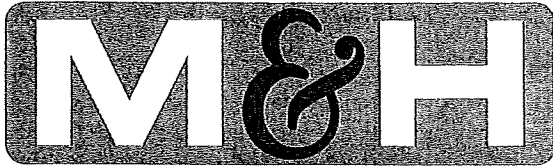
At the bid opening at 9:00 a.m. on Thursday, March 7, 2024, we received one proposal:  
M&H Appliance, Cambridge, MN - \$35,144.55.

Amount is less than we had in the capital plan so HUD funding is in place to support purchase.

**Recommendation :**

Staff is recommending that the Board accept the bid submitted by M&H Appliance in the amount of \$35,144.55 and authorize the Executive Director to sign contract for work to be performed.





# QUOTE

## appliance

SALES AND SERVICE

St. Cloud, Minnesota

<b>Invoice #</b> S00335180	
Date 3/4/2024	Page Page 1 of 1
Ref #	PO #
Date Printed Mar 06, 2024	Time Printed 1:14 pm



**Bill To:** Customer 7635523278  
 APARTMENTS, BRIDGE PARK  
 121 FERN ST  
 CAMBRIDGE, MN 55008  
 (763) 552-3278

**Ship To:** Customer 7635523278  
 APARTMENTS, BRIDGE PARK  
 121 FERN ST  
 CAMBRIDGE, MN 55008  
 (763) 552-3278

Invoice Type QUOTE ST CLOUD	Ship Via	Payment Type COD	Salesperson SEAN ARCHER	Schedule Date May 1, 2024
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FROM	QTY	BRAND	MODEL / ITEM #	DESCRIPTION	LIST PRICE	YOUR PRICE	TOTAL
	45	WHR	WRT148FZDW	WHIRLPOOL 30 IN. 18.3 CU. FT. WHI	729.00	729.00	32,805.00
	45		HAULAWAY	HAUL AWAY SERVICE		15.00	675.00
	45		REFR1	REFR. INSTALL NO DOOR REMOVAL		29.99	1,349.55
	90		WP841180A	TRAY	8.99	3.50 *BO*	315.00

<ul style="list-style-type: none"> <li>ALL REBATES ARE THE RESPONSIBILITY OF THE CUSTOMER.</li> <li>CUSTOMERS ARE RESPONSIBLE TO ENSURE THAT APPLIANCES ARE GOING TO FIT, SEE DELIVERY PAGE AT <a href="http://www.salemiappliance.com">www.salemiappliance.com</a>. APPLIANCES THAT DO NOT FIT MAY BE RETURNED WITH A 25% RESTOCKING FEE.</li> <li>ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY.</li> <li>PLEASE INSPECT PRODUCTS IMMEDIATELY FOR DEFECTS &amp; SHIPPING DAMAGE.</li> <li>NEW APPLIANCES ARE WARRANTED BY THE MANUFACTURER ONLY.</li> <li>NO GOODS ARE TO BE RETURNED WITHOUT OUR PRIOR AUTHORIZATION.</li> <li>NON-STOCKED PRODUCTS AND PARTS MAY NOT BE CANCELLED OR RETURNED.</li> <li>PRICE QUOTES FOR INSTALLATION ARE ESTIMATES ONLY.</li> </ul>	<b>SUB TOTAL</b>	35,144.55
	<b>Tax</b>	2,542.13
	<b>TOTAL</b>	37,686.68
	<b>PAYMENT</b>	0.00
	<b>BALANCE</b>	37,686.68
	_____ CUSTOMER SIGNATURE	_____ DRIVER SIGNATURE

Prepared by: Alex Smith, Deputy City Administrator

**Background:**

The lease for Isanti County Commission on Aging (SACs) expires at the end of March for Suite 164 and what was formerly 176, a space totaling 2,294 square feet. They have requested to renew their lease for an additional ten (10) years, asking to do so at the same rate of \$500 per month (\$6,000 per year), which includes the cost of utilities.

Staff would like to request review and discussion and guidance from the EDA regarding the length and rate terms for this lease renewal. Attached is a draft copy of the lease with the requested terms of \$500 per month for ten years. At this time, staff would suggest considering a five-year lease.

The rate of \$500 per month totals to \$0.22 a square foot. The next lowest lease held in the Cambridge City Center Mall is for Pregnancy Resource Center, Suite 174 at \$8.76 per square foot. The low rate with SACs has been allowed as the kitchen is agreed to be utilized to support emergency management staff operations in the case of an emergency, as well as to be used for wine tasting events by the City, which have not been hosted in the City Center Mall in several years due to needing more space for the event.

<u>Lease Year</u>	<u>Monthly</u>	<u>Annual</u>
<b>April 1, 2024 to March 31, 2034</b>	<b>\$500.00</b>	<b>\$6,000.00</b>

**Recommendation:**

Discuss the desired rate and lease length for Suite 164 for SACs and approve the lease under those terms.

**Attachment:**

1. 2024 Lease Suite 164 for SACs – 10 years
2. 2024 Lease Suite 164 for SACs – 5 years

**CAMBRIDGE CITY CENTER LEASE**

THIS AMENDED LEASE is made this 18 day of March, 2024 between the Cambridge Economic Development Authority (EDA), a municipal corporation (the “Landlord”) and the Isanti County Commission on Aging (the “Tenant”).

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Suite 164, Cambridge, Minnesota 55008. Suite 164 (includes the former Suite 176) will have a total of 2,294 square feet of the Cambridge City Center (the “Center”) and is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises").

**LEASE TERM**

The Lease Term and rent will commence the date Tenant occupies and takes possession of the Leased Premises in its entirety (“the Lease Term Commencement Date”). The approximate date for Lease Commencement is April 1, 2024. The fixed annual 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. The ten-year lease fixed annual rent will be \$500 per month, for a total annual rent of \$6,000.00. The Lease Term is ten years commencing after the Lease Term Commencement Date (April 1, 2024) and ending March 31, 2034.

Landlord and Tenant shall memorialize the actual Commencement Date and corresponding rent payable. If the Commencement Date is other than the first day of the month, rent payable for the first month of occupancy shall be prorated to the product obtained by multiplying the full monthly rent payable by a fraction, of which the numerator is the actual number of days in the month that the Leased Premises is occupied and the denominator of which is equal to the total number of days in the applicable calendar month.

**MINIMUM RENT**

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

<u>Lease Year</u>	<u>Monthly</u>	<u>Annual</u>
April 1 <sup>st</sup> , 2024 to March 31, 2034	\$500	\$ 6,000.00

**OPTION TO RENEW**

Tenant shall have the following options to renew this Lease for a period of ten (10) years upon the existing terms and conditions of the Lease.

**TENANT AGREEMENT**

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

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, 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 the Center 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. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
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. Tenant is authorized to use its existing outdoor sign to be placed on the front portion of the building in a location as directed by the Landlord. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3<sup>rd</sup> Avenue NE location.
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 Senior Enrichment Center and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.
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 as an additional insured party, 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 or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, 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. Landlord shall pay for all heating, air conditioning, electricity, water and gas. Tenant shall pay for 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:

14. 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.

15. 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 the terms and conditions of this lease.
16. 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.
17. 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.
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 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

*If to Tenant:*

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

ADDITIONAL PROVISIONS

1. Tenant shall allow Northbound Liquor to use Suite 164 at least three (3) times per year for wine tasting events. Northbound Liquor shall be allowed to use the kitchen facilities and to store various items in the space (for no more than three days) for the event. The use of the space shall not interfere with the normal operations of the Senior Enrichment Center.
2. In the event the City declares an emergency, the Tenant agrees to utilize the kitchen to support emergency management staff operations.
3. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall.
4. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger rail service is located at the City Center Mall, the City of Cambridge will make every attempt to retain space for the Isanti County Commission on Aging.

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

*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: \_\_\_\_\_  
Its: President

By: \_\_\_\_\_  
Its: Executive Director

\_\_\_\_\_,  
***Tenant***

\_\_\_\_\_,  
***Tenant***

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



**CAMBRIDGE CITY CENTER LEASE**

THIS AMENDED LEASE is made this 18 day of March, 2024 between the Cambridge Economic Development Authority (EDA), a municipal corporation (the “Landlord”) and the Isanti County Commission on Aging (the “Tenant”).

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Suite 164, Cambridge, Minnesota 55008. Suite 164 (includes the former Suite 176) will have a total of 2,294 square feet of the Cambridge City Center (the “Center”) and is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises").

**LEASE TERM**

The Lease Term and rent will commence the date Tenant occupies and takes possession of the Leased Premises in its entirety (“the Lease Term Commencement Date”). The approximate date for Lease Commencement is April 1, 2024. The fixed annual 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. The five-year lease fixed annual rent will be \$500 per month, for a total annual rent of \$6,000.00. The Lease Term is five years commencing after the Lease Term Commencement Date (April 1, 2024) and ending March 31, 2029.

Landlord and Tenant shall memorialize the actual Commencement Date and corresponding rent payable. If the Commencement Date is other than the first day of the month, rent payable for the first month of occupancy shall be prorated to the product obtained by multiplying the full monthly rent payable by a fraction, of which the numerator is the actual number of days in the month that the Leased Premises is occupied and the denominator of which is equal to the total number of days in the applicable calendar month.

**MINIMUM RENT**

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

<u>Lease Year</u>	<u>Monthly</u>	<u>Annual</u>
April 1 <sup>st</sup> , 2024 to March 31, 2029	\$500	\$ 6,000.00

**OPTION TO RENEW**

Tenant shall have the following options to renew this Lease for a period of five (5) years upon the existing terms and conditions of the Lease.

**TENANT AGREEMENT**

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

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, 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 the Center 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. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
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. Tenant is authorized to use its existing outdoor sign to be placed on the front portion of the building in a location as directed by the Landlord. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3<sup>rd</sup> Avenue NE location.
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 Senior Enrichment Center and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.
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 as an additional insured party, 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 or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, 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. Landlord shall pay for all heating, air conditioning, electricity, water and gas. Tenant shall pay for 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:

14. 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.

15. 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 the terms and conditions of this lease.
16. 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.
17. 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.
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 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

*If to Tenant:*

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

ADDITIONAL PROVISIONS

1. Tenant shall allow Northbound Liquor to use Suite 164 at least three (3) times per year for wine tasting events. Northbound Liquor shall be allowed to use the kitchen facilities and to store various items in the space (for no more than three days) for the event. The use of the space shall not interfere with the normal operations of the Senior Enrichment Center.
2. In the event the City declares an emergency, the Tenant agrees to utilize the kitchen to support emergency management staff operations.
3. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall.
4. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger rail service is located at the City Center Mall, the City of Cambridge will make every attempt to retain space for the Isanti County Commission on Aging.

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

*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: \_\_\_\_\_  
Its: President

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Executive Director

\_\_\_\_\_,  
***Tenant***

\_\_\_\_\_,  
***Tenant***

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

Prepared by: Alex Smith, Deputy City Administrator

**Background:**

The lease for Jayda Belle Boutique for Suite 140 was approved by EDA on Feb 20<sup>th</sup>, 2024. Unfortunately, there was a typo on the lease itself and it is being brought back to the EDA for approval of the amended lease. The typo was the lease term dates, matching the information below. The staff and verbal report were correct, it was the lease attached that did not properly reflect such.

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

**Recommendation:**

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

**Attachment:**

1. Amended 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
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

### 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:

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
  19. 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.
  20. 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.
  21. 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.
  22. 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.
  23. 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.

24. 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 3<sup>rd</sup> 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: \_\_\_\_\_