

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.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
 BALANCE SHEET
 DECEMBER 31, 2023

LOW RENT PROGRAM-BRIDGE PARK

DRAFT

ASSETS

901-10010	CASH AND INVESTMENTS	(7,467.33)	
901-10102	INVESTMENTS--PBC		121,749.05	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		361,631.75	
901-15500	PREPAID EXPENSES		2,475.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,317,760.79	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		38,854.91	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,843,700.42)	
	TOTAL ASSETS			<u>814,634.10</u>

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		406,795.54	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		47,172.55	
	BALANCE - CURRENT DATE		47,172.55	
	TOTAL FUND EQUITY			<u>755,523.86</u>
	TOTAL LIABILITIES AND EQUITY			<u>814,634.10</u>

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

DRAFT

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

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

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

DRAFT

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	41,833.00	41,833.00	41,617.18	(215.82)	99.48	38,868.81
901-49500-104 ADMIN PART-TIME - OVERTIME	262.00	262.00	.00	(262.00)	.00	.00
901-49500-121 PERA (EMPLOYER)	3,138.00	3,138.00	3,023.72	(114.28)	96.36	2,790.62
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	2,919.38	(280.62)	91.23	2,652.39
901-49500-131 MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	9,527.61	(16.39)	99.83	9,161.88
901-49500-151 WORKERS' COMPENSATION PREMIU	300.00	300.00	334.69	34.69	111.56	193.40
901-49500-154 HRA/FLEX FEES	100.00	100.00	67.40	(32.60)	67.40	68.00
TOTAL PERSONAL SERVICES	58,377.00	58,377.00	57,489.98	(887.02)	98.48	53,735.10
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	800.00	800.00	209.23	(590.77)	26.15	309.00
TOTAL SUPPLIES	800.00	800.00	209.23	(590.77)	26.15	309.00
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	2,000.00	2,000.00	11,197.00	9,197.00	559.85	2,190.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,500.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	5,482.52	(1,017.48)	84.35	5,330.40
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	7,373.83	(126.17)	98.32	7,200.80
901-49500-322 POSTAGE	100.00	100.00	269.12	169.12	269.12	58.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	100.00	100.00	61.96	(38.04)	61.96	30.45
TOTAL OTHER SERVICES AND CHA	19,300.00	19,300.00	27,384.43	8,084.43	141.89	17,309.65
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	282.34	82.34	141.17	182.09
901-49500-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	3,699.00	199.00	105.69	3,479.00
901-49500-440 STAFF TRAINING	400.00	400.00	225.00	(175.00)	56.25	.00
TOTAL MISCELLANEOUS	4,100.00	4,100.00	4,206.34	106.34	102.59	3,661.09
TOTAL LOW RENT ADMINISTRATION	82,577.00	82,577.00	89,289.98	6,712.98	108.13	75,014.84

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

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	240.00	240.00	225.33	(14.67)	93.89	8,295.91
<i>TOTAL SUPPLIES</i>	<u>240.00</u>	<u>240.00</u>	<u>225.33</u>	<u>(14.67)</u>	<u>93.89</u>	<u>8,295.91</u>
TOTAL LOW RENT TENANT SERVICE	<u>240.00</u>	<u>240.00</u>	<u>225.33</u>	<u>(14.67)</u>	<u>93.89</u>	<u>8,295.91</u>

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

DRAFT

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE							
<i>PERSONAL SERVICES</i>							
901-49700-103	MAINT PT EMPLOYEES - REGULAR	24,586.00	24,586.00	23,660.84	(925.16)	96.24	20,029.74
901-49700-121	PERA (EMPLOYER)	1,844.00	1,844.00	1,616.59	(227.41)	87.67	1,472.60
901-49700-122	FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	1,672.15	(208.85)	88.90	1,392.86
901-49700-131	MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	4,768.50	(3.50)	99.93	4,581.00
901-49700-151	WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	1,765.26	(234.74)	88.26	963.38
	TOTAL PERSONAL SERVICES	35,083.00	35,083.00	33,483.34	(1,599.66)	95.44	28,439.58
<i>SUPPLIES</i>							
901-49700-210	MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	5,033.89	1,033.89	125.85	3,920.91
901-49700-212	FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
	TOTAL SUPPLIES	4,200.00	4,200.00	5,033.89	833.89	119.85	3,920.91
<i>OTHER SERVICES AND CHARGES</i>							
901-49700-304	CONTRACT COSTS	35,000.00	35,000.00	44,718.19	9,718.19	127.77	42,793.57
901-49700-360	INSURANCE AND BONDS	14,000.00	14,000.00	6,813.00	(7,187.00)	48.66	10,727.00
901-49700-370	PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	16,498.00	1,498.00	109.99	14,783.00
901-49700-381	ELECTRIC UTILITIES	38,000.00	38,000.00	35,794.69	(2,205.31)	94.20	35,235.69
901-49700-382	WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	6,727.28	(2,272.72)	74.75	6,618.15
901-49700-383	GAS UTILITIES	3,000.00	3,000.00	1,806.96	(1,193.04)	60.23	2,364.71
901-49700-384	REFUSE HAULING	4,200.00	4,200.00	4,498.91	298.91	107.12	4,024.56
	TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	116,857.03	(1,342.97)	98.86	116,546.68
<i>MISCELLANEOUS</i>							
901-49700-420	DEPRECIATION EXPENSE	48,000.00	48,000.00	45,256.07	(2,743.93)	94.28	42,716.18
	TOTAL MISCELLANEOUS	48,000.00	48,000.00	45,256.07	(2,743.93)	94.28	42,716.18
<i>IMPROVEMENTS/BETTERMENTS</i>							
901-49700-501	REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	2,248.82
901-49700-502	BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	3,294.20	(1,705.80)	65.88	.00
	TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	3,294.20	(6,705.80)	32.94	2,248.82
	TOTAL LOW RENT MAINTENANCE	215,483.00	215,483.00	203,924.53	(11,558.47)	94.64	193,872.17

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

DRAFT

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

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

DRAFT

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	18,700.00	16,300.00	53.43	88,074.30
TOTAL INTERGOVERNMENTAL REVE	<u>35,000.00</u>	<u>35,000.00</u>	<u>18,700.00</u>	<u>16,300.00</u>	<u>53.43</u>	<u>88,074.30</u>
TOTAL FUND REVENUE	<u><u>35,000.00</u></u>	<u><u>35,000.00</u></u>	<u><u>18,700.00</u></u>			<u><u>88,074.30</u></u>

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

DRAFT

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>						
904-49300-720 TRANSFERS OUT	35,000.00	35,000.00	18,700.00	(16,300.00)	53.43	88,074.30
<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	18,700.00	(16,300.00)	53.43	88,074.30
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	18,700.00	(16,300.00)	53.43	88,074.30

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

DRAFT

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	18,700.00			88,074.30
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

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

DRAFT

FUND 205 - EDA ADMIN FUND

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

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

DRAFT

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
EDA ADMINISTRATION							
<i>PERSONAL SERVICES</i>							
205-41930-101	FULL-TIME EMPLOYEES - REGULAR	68,521.00	68,521.00	69,411.24	890.24	101.30	51,998.63
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	1,845.00 (655.00)	73.80	1,435.00
205-41930-121	PERA (EMPLOYER)	5,150.00	5,150.00	5,185.36	35.36	100.69	3,886.10
205-41930-122	FICA/MEDICARE (EMPLOYER)	5,253.00	5,253.00	5,311.26	58.26	101.11	3,984.79
205-41930-131	MEDICAL/DENTAL/LIFE	13,826.00	13,826.00	13,810.56 (15.44)	99.89	9,887.40
205-41930-132	LONGEVITY PAY	143.00	143.00	.00 (143.00)	.00	.00
205-41930-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	420.00
205-41930-151	WORKERS' COMPENSATION PREMIU	565.00	565.00	668.83	103.83	118.38	282.20
205-41930-154	HRA/FLEX FEES	80.00	80.00	53.92 (26.08)	67.40	33.84
	TOTAL PERSONAL SERVICES	97,238.00	97,238.00	97,486.17	248.17	100.26	71,927.96
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	300.00	300.00	122.29 (177.71)	40.76	241.53
205-41930-209	SOFTWARE UPDATES	.00	.00	102.94	102.94	.00	73.44
205-41930-221	REPAIR & MAINT VEH/EQUIPMENT	350.00	350.00	.00 (350.00)	.00	.00
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00 (3,300.00)	.00	279.99
	TOTAL SUPPLIES	3,950.00	3,950.00	225.23 (3,724.77)	5.70	594.96
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	844.00 (4,156.00)	16.88	1,321.50
205-41930-306	MCCOMB & HOTEL STUDY	.00	3,000.00	.00 (3,000.00)	.00	.00
205-41930-307	MARKET OR BRE STUDY	.00	35,000.00	.00 (35,000.00)	.00	.00
205-41930-313	IT MGMT & BACKUP	5,600.00	5,600.00	5,482.52 (117.48)	97.90	5,330.40
205-41930-321	TELEPHONE/CELLULAR	540.00	540.00	405.00 (135.00)	75.00	608.89
205-41930-331	TRAVEL/MEALS/LODGING	1,200.00	1,200.00	466.30 (733.70)	38.86	940.64
205-41930-334	MILEAGE REIMBURSEMENT	1,500.00	1,500.00	275.95 (1,224.05)	18.40	459.14
205-41930-351	LEGAL NOTICES/ORD PUB	350.00	350.00	125.37 (224.63)	35.82	.00
205-41930-360	INSURANCE AND BONDS	2,500.00	2,500.00	1,735.62 (764.38)	69.42	4,311.98
205-41930-381	ELECTRIC UTILITIES	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
205-41930-382	WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00 (75.00)	.00	.00
205-41930-383	GAS UTILITIES	200.00	200.00	.00 (200.00)	.00	.00
	TOTAL OTHER SERVICES & CHARG	17,965.00	55,965.00	9,334.76 (46,630.24)	16.68	12,972.55

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

DRAFT

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	101.00	101.00	.00	(101.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	8,800.00	(6,200.00)	58.67	11,500.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	2,190.65	2,190.65	.00	31,360.67
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	3,770.00	3,770.00	2,965.00	(805.00)	78.65	4,163.60
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	795.00	(1,205.00)	39.75	1,678.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00	(30,000.00)	.00	29,091.82
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	.00	(7,800.00)	.00	.00
205-41930-485 PROPERTY TAXES	.00	.00	3,042.00	3,042.00	.00	712.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	(5,000.00)	.00	5,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>63,771.00</u>	<u>63,771.00</u>	<u>17,792.65</u>	<u>(45,978.35)</u>	<u>27.90</u>	<u>83,506.09</u>
TOTAL EDA ADMINISTRATION	<u><u>182,924.00</u></u>	<u><u>220,924.00</u></u>	<u><u>124,838.81</u></u>	<u><u>(96,085.19)</u></u>	<u><u>56.51</u></u>	<u><u>169,001.56</u></u>

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

DRAFT

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
MALL OPERATING EXPENSES							
<i>PERSONAL SERVICES</i>							
205-47000-101	FULL-TIME EMPLOYEES - REGULAR	29,193.00	29,193.00	30,064.05	871.05	102.98	28,813.20
205-47000-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
205-47000-103	TEMPORARY EMPLOYEE	7,000.00	7,000.00	5,769.37 (1,230.63)	82.42	5,040.54
205-47000-121	PERA (EMPLOYER)	2,843.00	2,843.00	2,247.87 (595.13)	79.07	2,154.84
205-47000-122	FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	2,663.13 (236.87)	91.83	2,511.05
205-47000-131	MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	8,605.68 (36.32)	99.58	8,270.16
205-47000-132	LONGEVITY PAY	712.00	712.00	.00 (712.00)	.00	.00
205-47000-133	DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00 (750.00)	.00	.00
205-47000-151	WORKERS' COMPENSATION PREMIU	3,089.00	3,089.00	2,815.28 (273.72)	91.14	1,577.49
205-47000-154	HRA/FLEX FEES	100.00	100.00	33.70 (66.30)	33.70	34.00
	TOTAL PERSONAL SERVICES	56,229.00	56,229.00	52,199.08 (4,029.92)	92.83	48,401.28
<i>SUPPLIES</i>							
205-47000-211	MISC OPERATING SERVICES	200.00	200.00	240.77	40.77	120.39	221.74
205-47000-212	GASOLINE/FUEL	125.00	125.00	102.41 (22.59)	81.93	216.22
205-47000-221	REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	5,089.56 (9,910.44)	33.93	8,362.99
205-47000-240	SMALL TOOLS	1,000.00	1,000.00	97.79 (902.21)	9.78	347.12
	TOTAL SUPPLIES	16,325.00	16,325.00	5,530.53 (10,794.47)	33.88	9,148.07
<i>OTHER SERVICES & CHARGES</i>							
205-47000-321	TELEPHONE/CELLULAR PHONES	350.00	350.00	246.93 (103.07)	70.55	247.22
205-47000-360	INSURANCE AND BONDS	6,000.00	6,000.00	4,966.00 (1,034.00)	82.77	5,280.00
205-47000-381	ELECTRIC UTILITIES	20,500.00	20,500.00	20,264.18 (235.82)	98.85	18,352.29
205-47000-382	WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	5,667.75	167.75	103.05	5,265.88
205-47000-383	GAS UTILITIES	4,200.00	4,200.00	6,257.20	2,057.20	148.98	4,818.60
205-47000-384	REFUSE HAULING	6,000.00	6,000.00	4,527.26 (1,472.74)	75.45	5,686.74
	TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	41,929.32 (620.68)	98.54	39,650.73
<i>MISCELLANEOUS</i>							
205-47000-401	REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	25,128.30	5,128.30	125.64	40,340.82
205-47000-413	BNSF PARKING LOT LEASE	2,500.00	2,500.00	2,568.97	68.97	102.76	2,494.15
205-47000-489	OTHER CONTRACTED SERVICES	5,000.00	5,000.00	.00 (5,000.00)	.00	.00
205-47000-494	PARKING LOT/EXTERIOR PROJECT	480,000.00	480,000.00	458,597.21 (21,402.79)	95.54	.00
205-47000-496	MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	13,797.53
205-47000-498	TENANT BUILD OUT	.00	.00	15,940.00	15,940.00	.00	.00
205-47000-499	MALL ROOF PROJECT	.00	.00	.00	.00	.00	306.39
	TOTAL MISCELLANEOUS	507,500.00	507,500.00	502,234.48 (5,265.52)	98.96	56,938.89
	TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	601,893.41 (20,710.59)	96.67	154,138.97

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

DRAFT

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	805,528.00	843,528.00	726,732.22			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(463,518.72)			205,691.81

<p>CAMBRIDGE EDA MEETING</p> <p>February 20, 2024</p> <p>BILLS LIST</p>

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

TOTAL SUBMITTED FOR APPROVAL

\$57,649.51

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

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

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

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
Total 70:			145.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
Total 1140:			4.60
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
Total 1170:			85.00
1379	Custom Woodworks LLC	Materials/Operating Supplies - Bridge Park	111.00
1379	Custom Woodworks LLC	Vanity Top and Door plus Installation - Bridge Park	846.00
Total 1379:			957.00
1553	DW Companies LLC	Salting Parking Lot - Bridge Park	300.00
1553	DW Companies LLC	Salting Parking Lot - Bridge Park	600.00
Total 1553:			900.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	87.52
2411	Hillyard Inc.	Maintenance Supplies - Mall	122.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	41.77-
Total 2411:			168.00
5528	Tight Miter Carpentry, LLC	Door Replacement and Replace Ceiling Tiles - Bridge	2,167.00
Total 5528:			2,167.00
Grand Totals:			4,426.60

Dated: 1/10/24

City Treasurer: Caroline [Signature]

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

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

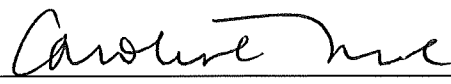
Dated: 1/17/2024

City Treasurer: Caroline Moe

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

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

Dated: 1/24/24

City Treasurer: 

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

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

Dated: 1/31/24

City Treasurer: Caroline Mue

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

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

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

City Treasurer: *Caroline*

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