

Cambridge EDA Meeting – Monday April 15, 2024, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
 Meeting Announcement and Agenda

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

Tentative Time	Agenda Item
5:45 pm	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of March 18, 2024 regular meeting minutes (p. 2)
	B. Approve EDA Draft February 2024 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks # 128645- # 128883 Totaling \$22,330.86 (p. 19)
	D. Housing Supervisor's Report (p. 27)
	4. Work Session
	5. Unfinished Business
	6. New Business
	7. Adjourn

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

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – Monday, March 18, 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, Housing Supervisor Barrett, City Administrator Vogel, Deputy City Administrator Smith, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approval of February 20, 2024 regular meeting minutes
- B. Approve EDA Draft January 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks #128460 - #128638 Totaling \$14,755.11
- D. Housing Supervisor's Report

Upon roll call, Godfrey, Shogren, Ziebarth, Berg and Iverson 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 Award bid for Water Softener

Barret said two proposals were received for the water softener replacement project. Kramer Mechanical out of Stacy, MN bid \$8,614.00 and Hayes Mechanical out of Brooklyn Center, MN bid \$7,077.00.

Iverson motioned, seconded by Ziebarth, to accept the bid submitted by Hayes Mechanical in the amount of \$7,077.00 and authorize the Executive Director to sign contract for work to be performed. All voted aye, no nays, motion passed unanimously.

B Award bid for New Refrigerators

Barret said staff received one proposal from M&H Appliance in Cambridge, MN for \$35,144.55.

Iverson motioned, seconded by Berg, to 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.

Godfrey noted tax was included in the quote, but the City is tax exempt, Barret said the amount to be paid would be the pre-tax dollars quoted at \$35,144.55.

All voted aye, no nays, motion passed unanimously.

C SACs Lease Suite 164

Smith said the lease for Isanti County Commission on Aging (SACs) expires at the end of March, they have requested to renew their lease for suites 164 and 176 for an additional ten years at the same rate of \$500 per month, or \$6,000 per year, which includes the cost of utilities. The rate of \$500 per month totals to \$0.22 per square foot, the next lowest lease held in the Cambridge City Center Mall is for Pregnancy Resource Center 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, a rare occurrence, as well as to be used for wine tasting events by the City, which have been hosted at the Armory for the past several years due to needing more space. Staff recommend approving a 5-year lease and to discuss the rate.

Iverson noted the kitchen was used to host the Minnesota Design Team in 2017.

Shogren asked if the kitchen in the EOC was too small, Smith in case of an emergency the commercial sized kitchen would be needed.

Godfrey asked if any other tenants have a 10-year lease, Smith replied Gamers Den does.

Berg asked the length of current lease that is expiring, Smith answered it was for 5 years.

Shogren asked if staff feel there should be an increase in the rate, Vogel said staff recommend to maintain the \$500 per month lease. Increases in rates are usually 3%, which the EDA board could chose to utilize, but the amount would be nominal so staff do not see the benefit. SACs offers seniors a place to go and residents would have a place to go in an emergency.

Berg motioned, seconded by Iverson, to renew the lease for Isanti County Commission on Aging (SACs) for 5-years at \$500 per month. All voted aye, no nays, motion passed unanimously.

D Jayda Belle Lease Amendment Suite 140

Smith said there was an error on the lease presented in the February meeting for Jayda Belle Boutique. The typo was the term dates on the lease, the staff report and verbal presentation were correct.

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

Adjournment

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

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	121,809.10	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	357,832.90	
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-OWE	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			815,887.63

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,569.18	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	36,773.00	
TOTAL LIABILITIES			41,233.74

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		19,130.03	
BALANCE- CURRENT DATE		19,130.03	
TOTAL FUND EQUITY			774,653.89
TOTAL LIABILITIES AND EQUITY			815,887.63

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	15,715.00	74,285.00	17.46	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	15,715.00	74,285.00	17.46	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	134.60	165.40	44.87	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	134.60	165.40	44.87	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	38,689.06	141,310.94	21.49	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	800.74	2,199.26	26.69	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	39,489.80	143,510.20	21.58	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>55,339.40</u>			<u>340,612.39</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
901-49500-103	ADMIN PART-TIME- REGULAR	44,392.00	44,392.00	6,320.07 (38,071.93)	14.24	41,617.18
901-49500-121	PERA (EMPLOYER)	3,330.00	3,330.00	474.01 (2,855.99)	14.23	3,023.72
901-49500-122	FICN MEDICARE (EMPLOYER)	3,396.00	3,396.00	438.10 (2,957.90)	12.90	2,919.38
901-49500-131	MEDICAULIFE/DENTAL	10,013.00	10,013.00	2,853.50 (7,159.50)	28.50	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	20.05 (79.95)	20.05	67.40
	<i>TOTAL PERSONAL SERVICES</i>	61,664.00	61,664.00	10,105.73 (51,558.27)	16.39	57,489.98
<i>SUPPLIES</i>						
901-49500-201	OFFICE SUPPLY	658.00	658.00	.00 (658.00)	.00	209.23
	<i>TOTAL SUPPLIES</i>	658.00	658.00	.00 (658.00)	.00	209.23
<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	916.50 (5,583.50)	14.10	5,482.52
901-49500-321	TELEPHONE EXPENSE	7,500.00	7,500.00	656.29 (6,843.71)	8.75	7,373.83
901-49500-322	POSTAGE	300.00	300.00	.00 (300.00)	.00	269.12
901-49500-331	TRAVEUMEALS/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>	27,450.00	27,450.00	1,572.79 (25,877.21)	5.73	27,384.43
<i>MISCELLANEOUS</i>						
901-49500-413	RENTALS - OFFICE EQUIPMENT	275.00	275.00	65.58 (209.42)	23.85	282.34
901-49500-433	DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	3,224.00 (576.00)	84.84	3,699.00
901-49500-440	STAFF TRAINING	400.00	400.00	.00 (400.00)	.00	225.00
	<i>TOTAL MISCELLANEOUS</i>	4,475.00	4,475.00	3,289.58 (1,185.42)	73.51	4,206.34
	TOTAL LOW RENT ADMINISTRATION	94,247.00	94,247.00	14,968.10 (79,278.90)	15.88	89,289.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	8.98	(231.02)	3.74	225.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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	26,084.00	26,084.00	3,467.29	(22,616.71)	13.29	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	260.04	(1,696.96)	13.29	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	240.94	(1,755.06)	12.07	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
<i>TOTAL PERSONAL SERVICES</i>	<u>37,563.00</u>	<u>37,563.00</u>	<u>5,189.77</u>	<u>(32,373.23)</u>	<u>13.82</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	2,349.90	(2,650.10)	47.00	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	(50.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>5,050.00</u>	<u>5,050.00</u>	<u>2,349.90</u>	<u>(2,700.10)</u>	<u>46.53</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	7,498.86	(33,501.14)	18.29	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	4,819.01	(33,180.99)	12.68	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	862.50	(6,137.50)	12.32	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	158.71	(2,841.29)	5.29	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	353.54	(3,846.46)	8.42	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>13,692.62</u>	<u>(104,507.38)</u>	<u>11.58</u>	<u>116,857.03</u>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	(43,000.00)	.00	45,256.07
<i>TOTAL MISCELLANEOUS</i>	<u>43,000.00</u>	<u>43,000.00</u>	<u>.00</u>	<u>(43,000.00)</u>	<u>.00</u>	<u>45,256.07</u>
<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
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>10,000.00</u>	<u>10,000.00</u>	<u>.00</u>	<u>(10,000.00)</u>	<u>.00</u>	<u>3,294.20</u>
TOTAL LOW RENT MAINTENANCE	<u><u>213,813.00</u></u>	<u><u>213,813.00</u></u>	<u><u>21,232.29</u></u>	<u><u>(192,580.71)</u></u>	<u><u>9.93</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	36,209.37			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	19,130.03			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2024

HOUSING-OTHER BUS ACTIVITIES

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 2 MONTHS ENDING FEBRUARY 29, 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
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	18,700.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 2 MONTHS ENDING FEBRUARY 29, 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	44,838.88	135,161.12	24.91	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	44,838.88	135,161.12	24.91	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>44,838.88</u>			<u>263,213.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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	82,933.00	82,933.00	12,792.32	(70,140.68)	15.42	69,411.24
205-41930-112	2,500.00	2,500.00	350.00	(2,150.00)	14.00	1,845.00
205-41930-121	6,248.00	6,248.00	959.44	(5,288.56)	15.36	5,185.36
205-41930-122	6,373.00	6,373.00	985.54	(5,387.46)	15.46	5,311.26
205-41930-131	14,500.00	14,500.00	3,662.66	(10,837.34)	25.26	13,810.56
205-41930-132	380.00	380.00	.00	(380.00)	.00	.00
205-41930-133	1,200.00	1,200.00	.00	(1,200.00)	.00	1,200.00
205-41930-151	810.00	810.00	.00	(810.00)	.00	571.12
205-41930-154	80.00	80.00	16.07	(63.93)	20.09	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	18,766.03	(96,257.97)	16.31	97,388.46
<i>SUPPLIES</i>						
205-41930-201	300.00	300.00	.00	(300.00)	.00	122.29
205-41930-209	.00	.00	.00	.00	.00	102.94
205-41930-240	300.00	300.00	.00	(300.00)	.00	.00
TOTAL SUPPLIES	600.00	600.00	.00	(600.00)	.00	225.23
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	5,000.00	5,000.00	.00	(5,000.00)	.00	844.00
205-41930-307	.00	19,000.00	.00	(19,000.00)	.00	.00
205-41930-313	5,600.00	5,600.00	916.50	(4,683.50)	16.37	5,482.52
205-41930-321	540.00	540.00	90.00	(450.00)	16.67	405.00
205-41930-331	1,200.00	1,200.00	289.94	(910.06)	24.16	466.30
205-41930-334	800.00	800.00	148.74	(651.26)	18.59	275.95
205-41930-351	300.00	300.00	.00	(300.00)	.00	125.37
205-41930-360	.00	.00	.00	.00	.00	1,735.62
TOTAL OTHER SERVICES & CHARG	13,440.00	32,440.00	1,445.18	(30,994.82)	4.45	9,334.76
<i>MISCELLANEOUS</i>						
205-41930-404	100.00	100.00	.00	(100.00)	.00	.00
205-41930-407	.00	.00	.00	.00	.00	8,800.00
205-41930-408	.00	.00	.00	.00	.00	2,190.65
205-41930-430	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433	4,000.00	4,000.00	320.00	(3,680.00)	8.00	2,965.00
205-41930-440	2,000.00	2,000.00	575.00	(1,425.00)	28.75	795.00
205-41930-484	7,800.00	7,800.00	9,324.00	1,524.00	119.54	.00
205-41930-485	.00	.00	.00	.00	.00	3,042.00
205-41930-489	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL MISCELLANEOUS	19,000.00	19,000.00	10,219.00	(8,781.00)	53.78	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	30,430.21	(136,633.79)	18.21	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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	30,981.00	30,981.00	4,884.80	(26,096.20)	15.77	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	366.36	(2,133.64)	14.65	2,247.87
205-47000-122	3,045.00	3,045.00	361.25	(2,683.75)	11.86	2,663.13
205-47000-131	9,064.00	9,064.00	2,284.84	(6,779.16)	25.21	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	10.05	(89.95)	10.05	33.70
<i>TOTAL PERSONAL SERVICES</i>	<u>59,118.00</u>	<u>59,118.00</u>	<u>7,907.30</u>	<u>(51,210.70)</u>	<u>13.38</u>	<u>51,787.79</u>
<i>SUPPLIES</i>						
205-47000-211	200.00	200.00	55.69	(144.31)	27.85	240.77
205-47000-212	125.00	125.00	34.68	(90.32)	27.74	102.41
205-47000-221	15,000.00	15,000.00	881.04	(14,118.96)	5.87	5,089.56
205-47000-240	1,000.00	1,000.00	15.70	(984.30)	1.57	97.79
<i>TOTAL SUPPLIES</i>	<u>16,325.00</u>	<u>16,325.00</u>	<u>987.11</u>	<u>(15,337.89)</u>	<u>6.05</u>	<u>5,530.53</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321	350.00	350.00	41.24	(308.76)	11.78	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	1,758.91	(18,741.09)	8.58	20,264.18
205-47000-382	5,500.00	5,500.00	950.40	(4,549.60)	17.28	5,667.75
205-47000-383	4,200.00	4,200.00	1,035.01	(3,164.99)	24.64	6,257.20
205-47000-384	6,000.00	6,000.00	277.04	(5,722.96)	4.62	4,527.26
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>42,550.00</u>	<u>42,550.00</u>	<u>4,062.60</u>	<u>(38,487.40)</u>	<u>9.55</u>	<u>41,929.32</u>
<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>	<u>28,500.00</u>	<u>28,500.00</u>	<u>19,899.54</u>	<u>(8,600.46)</u>	<u>69.82</u>	<u>496,728.08</u>
TOTAL MALL OPERATING EXPENSES	<u><u>146,493.00</u></u>	<u><u>146,493.00</u></u>	<u><u>32,856.55</u></u>	<u><u>(113,636.45)</u></u>	<u><u>22.43</u></u>	<u><u>595,975.72</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	63,286.76			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(18,447.88)			(457,503.32)

Agenda Item 3C

<p>CAMBRIDGE EDA MEETING</p> <p>April 15, 2024</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	3/13/2024	128645 - 128698	1,075.82
Prepaid Checks	3/20/2024	128724 - 128770	5,414.30
Prepaid Checks	4/3/2024	128801 - 128883	15,840.74
	Prepaid Totals		<hr/> <u>22,330.86</u>

TOTAL SUBMITTED FOR APPROVAL

\$22,330.86

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 3/8/24-4/3/24.

Caroline Moe 4/5/24
Caroline Moe, Director of Finance signature & date

Linda Gerlach 4/5/24
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
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	5.91
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	8.99
Total 175:			14.90
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			23.60
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			145.02
3521	Menards	Materials - Operating Supplies - Bridge Park	27.84
Total 3521:			27.84
3721	Minnesota NAHRO	2024 Agency Membership - Cambridge EDA	300.00
Total 3721:			300.00
4661	Quill Corporation	Office Supplies - Bridge Park	153.98
4661	Quill Corporation	Materials/Operating Supplies - Bridge Park	265.48
Total 4661:			419.46
Grand Totals:			1,075.82

Dated: 3/13/2024

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/24	03/13/2024	128645	70	Adams Pest Control - Main	901-20100	145.00
03/24	03/13/2024	128646	175	Amazon Capital Services, Inc.	205-20100	14.90
03/24	03/13/2024	128655	1140	Cintas Corporation	205-20100	23.60
03/24	03/13/2024	128656	1170	City Laundering Co.	205-20100	145.02
03/24	03/13/2024	128685	3521	Menards	901-20100	27.84
03/24	03/13/2024	128688	3721	Minnesota NAHRO	901-20100	300.00
03/24	03/13/2024	128698	4661	Quill Corporation	901-20100	419.46
Grand Totals:						<u>1,075.82</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	MNCAR Exchange Access Fees	590.00
Total 969:			620.00
3439	Maxfield Research & Consulti	Research & Consulting Services - Housing Needs Ass	4,457.78
Total 3439:			4,457.78
3521	Menards	Maintenance Supplies - Mall	11.52
Total 3521:			11.52
4242	Northwoods Electric, LLC	Service - Senior Activity Center	325.00
Total 4242:			325.00
Grand Totals:			5,414.30

Dated: 3/21/24

City Treasurer: Caroline Mol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/24	03/20/2024	128724	969	Elan Financial Services	205-20100	620.00
03/24	03/20/2024	128761	3439	Maxfield Research & Consulting	205-20100	4,457.78
03/24	03/20/2024	128763	3521	Menards	205-20100	11.52
03/24	03/20/2024	128770	4242	Northwoods Electric, LLC	205-20100	325.00
Grand Totals:						<u>5,414.30</u>

Vendor	Vendor Name	Description	Net Invoice Amount
906	NAPA Central MN	Materials - Operating Supplies - Bridge Park	56.61
Total 906:			56.61
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			14.25
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
1553	DW Companies LLC	Snow Removal & Salting - Bridge Park	685.00
1553	DW Companies LLC	Snow Removal & Salting - Bridge Park	2,055.00
Total 1553:			2,740.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	79.00
Total 3006:			79.00
3013	Krystal Clean Floors	Floor Cleaning - Mall	3,012.27
Total 3013:			3,012.27
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	420.50
Total 3258:			3,868.60
3264	Lockstar Locksmith Service L	Deadbolt Hole Cup and Labor Install	1,300.00
3264	Lockstar Locksmith Service L	Deadbolt Hole Cover and Labor Install	1,300.00
Total 3264:			2,600.00
3501	MEI Total Elevator Solutions	April Monthly Service - Bridge Park	313.73
Total 3501:			313.73
3521	Menards	Maintenance Supplies - Mall	33.97
3521	Menards	Tenant Services - Bridge Park	9.97
3521	Menards	Materials - Operating Supplies - Bridge Park	107.35
Total 3521:			151.29

Vendor	Vendor Name	Description	Net Invoice Amount
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	38.69
Total 3543:			38.69
4211	Northland Fire Protection	Annual Inspection Fire Alarm System - Bridge Park	1,391.00
Total 4211:			1,391.00
5313	Stokes, Donald	Security Deposit Refund and Interest - Bridge Park Uni	536.92
Total 5313:			536.92
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:			15,840.74

Dated: 4/3/2024

City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/24	04/03/2024	128801	1140	Cintas Corporation	205-20100	14.25
04/24	04/03/2024	128802	1170	City Laundering Co.	205-20100	60.02
04/24	04/03/2024	128811	1553	DW Companies LLC	901-20100	2,740.00
04/24	04/03/2024	128820	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
04/24	04/03/2024	128830	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	79.00
04/24	04/03/2024	128831	3013	Krystal Clean Floors	205-20100	3,012.27
04/24	04/03/2024	128834	3264	Lockstar Locksmith Service LLC	901-20100	2,600.00
04/24	04/03/2024	128837	3501	MEI Total Elevator Solutions	901-20100	313.73
04/24	04/03/2024	128838	3521	Menards	205-20100	33.97
04/24	04/03/2024	128839	3521	Menards	901-20100	117.32
04/24	04/03/2024	128840	3543	Metro Sales, Inc.	901-20100	38.69
04/24	04/03/2024	128851	906	NAPA Central MN	901-20100	56.61
04/24	04/03/2024	128854	4211	Northland Fire Protection	901-20100	1,391.00
04/24	04/03/2024	128869	5313	Donald Stokes	901-20100	536.92
04/24	04/03/2024	128878	5801	Verizon Wireless	901-20100	61.86
04/24	04/03/2024	128883	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						15,840.74

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). Bridge Park is 100% occupied.
- Did a fire alarm test on March 13th. Only 2 residents participated.
- Completed the quarterly inspection on April 3, 2024. Two residents given lease violations and put on weekly inspections.
- Holes in the apartment door frames have been repaired.
- Bridge Park is having a HUD/REAC Inspection on Tuesday, April 16th starting at 9:00 a.m.