

**Cambridge Economic Development Authority (EDA)**  
**May 6, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 6, 2013 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk and EDA members Marlys Palmer, Corey Bustrom and Howard Lewis

Members Absent: None

Others Present: Executive Director Lynda Woulfe, and Housing Supervisor Marilyn Fromm

**Call to Order**

President Iverson called the meeting to order at 3:02 pm.

**Approval of Agenda**

Caulk moved, seconded by Bustrom, to approve the agenda as presented. Motion carried unanimously.

**Consent Agenda**

Palmer moved, seconded by Lewis, to approve consent agenda as follows:

- A. Approve April 15, 2013 EDA meeting minutes
- B. 2013 Budget Revision Resolution No. EDA R13-004  
Approve Resolution No. EDA R13-004 2012 EDA Administration Special Revenue Fund Budget
- C. March 2013 Housing Division Bills check # 16309 to # 16400 totaling \$64,458.14
- D. Approve draft EDA financial statements for March 2013

Upon call of the roll, Bustrom, Caulk, Palmer, Iverson and Lewis, voted aye. No nay. Motion carried unanimously.

**New Business**

***Housing Supervisor Report***

Fromm stated staff has designated \$43,715 for a garage project. Fromm reported currently they have two small buildings, one used for tenant storage and the other for maintenance. Fromm stated staff would like to remove these buildings from the property. Fromm stated Public Works is looking at the buildings to see if there is a use for them and, if not, the City will declare them as surplus property and solicit sealed bids.

Fromm stated the garage would be classified as a residential structure so it is not necessary to use an architect. Fromm stated she has contacted Dave Erickson to inquire if he could draw plans for a 24 x 34 garage. Fromm reported Erickson is a local designer with a good reputation and staff will present the plans at the June EDA meeting.

Caulk moved, seconded by Palmer to authorize staff to contract with Dave Erickson to draw garage plans not to exceed \$1,000. Motion passed unanimously.

### ***Request to Solicit Bids for Surplus Property***

Fromm stated staff received a newer copier with more features that used to be at City Hall to replace Bridge Park's 14 year old copier.

Fromm asked the Board to declare the Bridge Park's 14 year old Cannon copier, two end table lamps and two end tables as surplus property and is seeking authorization to solicit bids for these items. Fromm reported if acceptable bids are received, the copier, lamps and tables would be sold to the highest bidder and, if no one bids on these items, staff will donate the furniture to Family Pathways and send the copier to E-Cycling Solutions for destruction since they do not have an area for storage. Fromm stated proceeds would be recorded as "other income".


Lewis moved, seconded by Bustrom to declare the aged copier, two small table lamps and two living room end tables as surplus property and approve advertising for sealed bids on the City's website. The highest bid in the envelope can pick up the items once they pay for it and, if no bids are received, the furniture shall be donated to Family Pathways and the copier sent to recycling. Palmer asked that staff recognize there are several thrift stores in the City and will rotate donations to the different agencies. Motion passed unanimously.

#### **Unfinished Business**

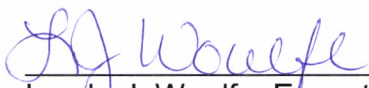
There was no unfinished business.

#### **Adjournment**

Caulk moved, seconded by Lewis, to adjourn the meeting at 3:15 p.m. The motion carried unanimously.

  
\_\_\_\_\_  
Lisa Iverson, President

ATTEST:

  
\_\_\_\_\_  
Lynda J. Woulfe, Executive Director