



## City of Columbia Heights

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Visit our website at: [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

### **Mayor**

*Donna Schmitt*

### **Councilmembers**

*Robert A. Williams*

*John Murzyn, Jr.*

*Connie Buesgens*

*Nick Novitsky*

### **City Manager**

*Walter R. Fehst*

## NOTICE OF WORK SESSION

Meeting of:	Columbia Heights City Council
Date of Meeting:	Tuesday September 5, 2017
Time of Meeting:	7:00 PM (Following the EDA Meeting)
Location of Meeting:	City Hall-Conference Room No. 1
Purpose of Meeting:	Worksession

- K-12 School Space Requirements
- City Newsletter discussion
- Summary presentation on 2018 City Manager's Proposed Budget
- Discuss special assessment policy for private tree removal
- Discussion of City Council Handbook



AGENDA SECTION	WORK SESSION
ITEM NO.	WS 1
MEETING DATE	09-05-2017

**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<b>ITEM:</b>	K-12 School Space Requirements		
<b>DEPARTMENT:</b>	Community Development	<b>CITY MANAGER'S APPROVAL:</b>	
<b>BY/DATE:</b>	Joe Hogeboom/ August 15, 2017	<b>BY/DATE:</b>	
<b>CITY STRATEGY:</b>	#4: Opportunities for Play and Learning		
<b>Additional Strategy?</b>	#6: Excellent Housing/Neighborhoods		
<b>SHORT TERM GOAL (IF APPLICABLE):</b>	N/A		
<b>Additional Goal?</b>	Choose an item.		

**BACKGROUND:**

Earlier this summer, the City Council was presented with Site Plan proposal that included two K-12 schools. The site was zoned Mixed Use; however, the site did not meet a standard in the Zoning Code that states:

“The parcel upon which the use (K-12 School) is located shall have a lot area no less than four times the area of the building footprint.”

The City Council directed staff to research spatial requirements for K-12 schools in surrounding schools, and determine whether or not Columbia Heights’ ordinance should be amended. Staff researched zoning regulations, as they pertain to school site size requirements, for the following communities:

- Blaine
- Brooklyn Center
- Brooklyn Park
- Champlin
- Crystal
- Fridley
- Hilltop
- Minneapolis
- Mounds View
- New Brighton
- New Hope
- Robbinsdale
- Roseville
- Spring Lake Park
- St. Anthony

Of the cities listed, only the cities of Hilltop and Mounds View had spatial requirements for K-12 schools regulated through municipal code. In Hilltop, a school building cannot cover more than 30% of a parcel. In Mounds View, a school must be located on a parcel that has a minimum size of one acre.

Staff reached out to the Minnesota Department of Education (DOE) for guidance on this matter. The DOE has established the following criteria for new public school buildings:

- Elementary Schools: 10-15 acres
- Middle Schools: 25-35 acres
- High School: 60+ acres

**STAFF RECOMMENDATION:**

Based on the information obtained from the Minnesota Department of Education, staff recommends that school sites continue to accommodate significant outdoor space, and that no changes should be made to Columbia Heights City Code at this time.



AGENDA SECTION	WORK SESSION
ITEM NO.	WS2
MEETING DATE	SEPTEMBER 5, 2017

**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<b>ITEM:</b>	PRINT HEIGHTS HAPPENINGS CITY NEWSLETTER IN FULL COLOR		
<b>DEPARTMENT:</b>	RECREATION	<b>CITY MANAGER'S APPROVAL:</b>	
<b>BY/DATE:</b>	Keith Windschitl / August 30, 2017	<b>BY/DATE:</b>	
<b>CITY STRATEGY:</b>	#8: Engaged, Multi-Generational Population		
<b>Additional Strategy?</b>	#4: Opportunities for Play and Learning		
<b>SHORT TERM GOAL (IF APPLICABLE):</b>	#3 Develop a Communication Plan and Staff Position		
<b>Additional Goal?</b>	N/A		

**BACKGROUND:** Staff has obtained price quotes for a full color Heights Happenings Newsletter. The newsletter is sent out four times each year. We currently are printing a 24 page black and white document that costs \$3,483 to print and postage that costs about \$1667 each quarter. Full color pricing would be \$4,358.28 plus postage.

**STAFF RECOMMENDATION:** Staff feels a black and white publication as opposed to color has resulted in less readership by our residents. More residents are apt to throw away a black and white version because it is not eye catching. For example, the school district's publications are very colorful and draw you to pick up the brochure and read it. The editor of the Heights Happenings would also like to form the newsletter after the new City website which also uses a lot of color. For the Winter edition staff is recommending printing in full color. We feel this will highlight and educate residents on the many positive things going on in the City. Give residents something to be proud of. The extra \$875.28 per issue will be worth the investment. Many people still like the hard copy to look through and we also feel it may be needed for our very diverse community.

**RECOMMENDED MOTION(S):** Move to enter into an agreement with Nystrom Publishing for printing, publishing, and distributing the Winter 2017 newsletter based upon their proposal of \$4,358.28 plus postage; and furthermore to authorize the Mayor and City Manager to enter into an agreement for the same.

**ATTACHMENTS:** N/A