



City of Columbia Heights

590 40th Avenue NE, Columbia Heights, MN 55421-3878 (763) 706-3600

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: January 8, 2018
Time of Meeting: 6:00 PM
Location of Meeting: City Hall-Conference Room No. 1
Purpose of Meeting: Worksession

1. Anoka County Economic Development Plan update
2. Discuss Appointment of Council Liaisons and Staff Assignments to City Boards & Commissions and External Boards.
3. Discuss Appointment of Council President.
4. Discuss Appointment to Columbia Heights Volunteer Firefighters Relief Association Board of Trustees for 2018.
5. Discuss EDA Appointments
6. Discuss Legal Newspaper for 2018

Auxiliary aids or other accommodations for disabled persons are available upon request when the request is made at least 48 hours in advance. Please contact the City Clerk at 763-706-3611 or kbruno@columbiaheightsmn.gov, to make arrangements.



AGENDA SECTION	WORKSESSION
ITEM NO.	WS2
MEETING DATE	JANUARY 8, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Appointment of Council Liaisons and Staff Assignments to City Boards & Commissions and External Boards		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Katie Bruno / December 1, 2017	BY/DATE:	
CITY STRATEGY:	N/A		
Additional Strategy?	N/A		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND:

Annually the Council appoints liaisons to City Boards & Commissions as well as assigning delegates to External Boards. City Boards and Commissions include; Library Board, Park & Recreation Commission, Planning & Zoning Commission, and the Traffic Commission.

External Boards include; The League of Minnesota Cities, Metro Cities, Mississippi Water Management Organization, Rice Creek Watershed Advisory Board, The Anoka County Joint Law Enforcement Council and Anoka County Fire Protection Council.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution No. 2018-03, there being ample copies available to the public.

MOTION: Motion to adopt Resolution No. 2018-03, appointing liaisons to City Boards & Commissions, and External Boards.

COUNCIL LIAISONS AND STAFF ASSIGNMENTS TO CITY BOARDS & COMMISSIONS AND EXTERNAL BOARDS

City Board & Commission

Boards / Commissions:	Current Liaison	Recommended Liaison
Library Board	Councilmember Williams	
Park & Recreation Commission	Councilmember Buesgens	
Planning & Zoning Commission	Councilmember Murzyn, Jr.	
Traffic Commission	Councilmember Novitsky	
Charter Commission	Councilmember Buesgens	

External Boards

Boards:	Current Delegate/Alternate	Recommended Delegate / Alternate
The League of Minnesota Cities	Buesgens/Novitsky	
Metro Cities	Buesgens/Novitsky	
Mississippi Water Management Organization	Schmitt/Linda Johnson (Hilltop)	
Rice Creek Watershed Advisory Board	Williams/Kevin Hansen	
The Anoka County Joint Law Enforcement Council	Schmitt/Austin	
Anoka County Fire Protection Council	Murzyn, Jr./Walt Fehst	
Columbia Heights School District Liaison	Williams	



AGENDA SECTION	WORK SESSION
ITEM NO.	WS3
MEETING DATE	JANUARY 8, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Appointment of Council President for 2018		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Katie Bruno / December 22, 2017	BY/DATE:	
CITY STRATEGY:	N/A		
Additional Strategy?	N/A		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND:

Section 10 of the City Charter states that a council president shall be chosen who shall serve as president in the Mayor's absence. The Council discussed this appointment at a work session on January 8, 2018.

RECOMMENDED MOTION(S):

MOTION: Motion to appoint Councilmember _____ as Council President.



AGENDA SECTION	WORK SESSION
ITEM NO.	WS4
MEETING DATE	JANUARY 9, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Appointments to Fire Relief Association Board of Trustees		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Katie Bruno	BY/DATE:	

BACKGROUND:

State Statute 424a.04 mandates that the City Council annually appoint two trustees to the Columbia Heights Volunteer Firefighters Relief Association board of trustees. Under the Statute one of the trustees must be an elected official and the other can be an elected or appointed official.

In 2017 it was determined to appoint Councilmember John Murzyn, Jr. and City Manager Walt Fehst to the board of trustees, no change from 2016.

RECOMMENDED MOTION(S):

Move to appoint Councilmember _____ and _____ to the Columbia Heights Volunteer Firefighters Relief Association Board of Trustees for 2018.



AGENDA SECTION	WORK SESSION
ITEM NO.	WS5
MEETING DATE	JANUARY 8, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Consideration of Appointments to the EDA		
DEPARTMENT:		CITY MANAGER'S APPROVAL:	
BY/DATE:		BY/DATE:	
CITY STRATEGY:	#8: Engaged, Multi-Generational Population		
Additional Strategy?	N/A		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND:

The EDA terms of Marlaine Szurek and Gerry Herringer expired on January 1, 2018. Both have indicated they would like to remain on the commission. The enabling resolution states that "members shall be appointed by the mayor with approval of the City Council."

RECOMMENDED MOTION(S):

MOTION: Move to approve the mayor's appointment of Marlaine Szurek and Gerry Herringer to the EDA, each for a six year term.

ATTACHMENTS:



AGENDA SECTION	WORK SESSION
ITEM NO.	WS6
MEETING DATE	JANUARY 8, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Designation of Legal Newspaper		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Katie Bruno / December 27, 2017		
CITY STRATEGY:	N/A		
Additional Strategy?			
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?			

BACKGROUND:

Annually the City Council designates an official newspaper for publishing of legal notices and other required publications. The City Charter Chapter 12, Section 10 and State Statute 331A addresses the requirements of a legal newspaper, some of the requirements include that the newspaper:

- Be published at least twice a month
- Be registered with the Secretary of State's office
- Be circulated in the political subdivision which it purports to serve
- Have its known office of issue established in either the county in which it lies, or the political subdivision which the newspaper purports to serve
- File a copy of each issue immediately with the State Historical Society
- Submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section and paid the fee.
- It shall annually designate a newspaper of general circulation in the city as the official paper in which shall be published such measures and matters as are by the constitution and laws of this state required to be so published, and such other matters as the council may deem it wise to have published in this matter, or in lieu thereof it may establish a municipal publication, which shall then be the official newspaper.

The Sun Focus submitted a letter of interest for 2018. The Sun Focus fees are \$11.00 (a .50 decrease from last year's quote) per column inch for first insertion and \$7.00 (a .50 increase from last year's quote) per column inch, for each subsequent insertion.

STAFF RECOMMENDATION:

Staff recommends designating the Sun Focus as the official legal newspaper for 2018.

RECOMMENDED MOTION(S):

Motion to designate the Sun Focus as the City of Columbia Heights official legal newspaper for 2018.

ATTACHMENTS:

Bid Letter from Sun Media



December 2017

City of Columbia Heights
City Council
590 - 40th Avenue NE
Columbia Heights, MN 55421

Dear City Council Members:

Please accept the following bid from the **Columbia Heights/Fridley Sun-Focus** for legal newspaper designation for the City of Columbia Heights. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2018:

First insertion:	\$11.00 per column inch
Subsequent insertions:	\$7.00 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Sun-Focus* website at no additional charge.

The *Sun-Focus* is published weekly on Fridays. The deadline is 11:00 a.m. on Monday for publication on Friday of the same week. Please email legal notices to publicnotice@ecm-inc.com

Thank you for considering the *Sun-Focus* as the official newspaper for the City of Columbia Heights for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in black ink that reads "Michael Jetchick". The signature is written in a cursive style with a large, prominent "M" and "J".

Michael Jetchick
Sales Manager