Columbia Heights
All-America City
NATIONAL CIVIC LEAGUE
2016

COLUMBIA HEIGHTS
www.columbiaheightsmn.gov

Mayor
Donna Schmitt
Councilmembers
Robert A. Williams
John Murzyn, Jr.
Connie Buesgens
Nick Novitsky
City Manager
Walter R. Fehst

AGENDA
CITY COUNCIL MEETING
CITY HALL-COUNCIL CHAMBERS
590 40th AVE NE
MONDAY, March 12, 2018
7:00 PM

1. CALL TO ORDER/ROLL CALL

2. INVOCATION
Invocation provided by Bill Hugo, St Matthew Lutheran Church

3. PLEDGE OF ALLEGIANCE

4. MISSION STATEMENT
Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible manner.

5. APPROVAL OF AGENDA
(The Council, upon majority vote of its members, may make additions and deletions to the agenda. These may be items brought to the attention of the Council under the Citizen Forum or items submitted after the agenda preparation deadline.)

6. PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS pg 4
A. SACA & Columbia Heights Police Department Food Drive Announcement

7. CONSENT AGENDA
(These items are considered to be routine by the City Council and will be enacted as part of the Consent Agenda by one motion. Items removed from consent agenda approval will be taken up as the next order of business.)

A. Approve Minutes of the City Council
MOTION: Move to approve the minutes of the City Council meeting of February 26, 2018 pg 5
MOTION: Move to approve the minutes of the City Council work session of February 12, 2018 pg 18
MOTION: Move to approve the minutes of the City Council work session of March 5, 2018 pg 19
MOTION: Move to approve the minutes of the Special City Council work session of March 5, 2018 pg 20

B. Accept Board and Commission Meeting Minutes pg 21
MOTION: Move to accept the Park & Recreation commission minutes from December 13, 2017

C. Change Order No. 2 for the 2017 Sanitary Sewer Lining Program, Project 1704 pg 25

MOTION: Move to approve contract Change Order No. 2 to Hydro-Klean LLC for the 2017 Sanitary Sewer Lining, Project 1704 in the amount of $43,312.00 with funds to be appropriated from Fund 652-51704-5185.

D. Resolution adopting the Solid Waste Operations Policy pg 27

MOTION: Move to waive the reading of Resolution No. 2018-13, there being ample copies available to the public.

MOTION: Move to approve and adopt Resolution No. 2018-13, being a resolution adopting the Solid Waste Operations Policy for the City of Columbia Heights.

E. Authorize the purchase of replacement radios for the Fire Department pg 43

MOTION: Move to authorize the purchase of radios and accessories in the amount of $81,248.00 from Motorola Solutions per State Contract #119587 and additional accessories from Ancom Communications in the amount of $1225.00.

MOTION: Move to authorize the Fire Chief to expend up to $2500.00 for the installation of the radios.

F. Approval of Off-Site Gambling Application for Columbia Heights Athletic Boosters to conduct charitable gambling activities at Murzyn Hall, 530 Mill St NE, on June 24, 2018 pg 48

MOTION: Move to approve the Off-Site Gambling Application for the Columbia Heights Athletic Boosters to conduct a bingo event at Murzyn Hall, 530 Mill Street NE, on June 24, 2018, and to direct the City Manager to sign the Off-Site Gambling Permit Application verifying the City's approval.

G. Approve Business License Applications pg 51

MOTION: Move to approve the items as listed on the business license agenda for March 12, 2018.

H. Consideration of Appointments to various Advisory Commissions pg 53

MOTION: Move to appoint volunteers to serve on various commissions as recommended.

I. Review of Bills pg 55

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of $739,293.93.

MOTION: Move to approve the Consent Agenda items.

8. PUBLIC HEARINGS

9. ITEMS FOR CONSIDERATION

A. Other Ordinances and Resolutions

B. Bid Considerations

a. Accept Bids and Award a Contract for the Keyes Park Improvements, Project No. 1610 pg 67

Accept bids and award the Keyes Park Improvement Project, City Project No. 1610, including Alternates 3-7 and 10 to Odesa II LLC of Sauk Rapids, Minnesota based upon their low, qualified, responsible bid in the amount of $452,810.50 with funds to be appropriated from Fund 412-51610 and Fund 652-51610; and, furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

C. New Business and Reports

10. CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council
Report of the City Manager
Report of the City Attorney

11. COMMUNITY FORUM

At this time, individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, sign their name and address on the form for the Council Secretary's record, and limit their comments to five minutes. Individuals are asked to state their name for the record. The City Council will listen to the brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda. Generally, the City Council will not take official action on items raised at the Community Forum at the meeting in which they are raised.

12. ADJOURNMENT

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Walt Fehst, City Manager

uxiliary 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.

SACA Food Shelf & Thrift Store

SACA & the CHPD Present

FOOD DRIVE

AT FAMILY DOLLAR

Friday, March 30, 2018

10a.m. - 4p.m.

Donate any acceptable item and receive a free reusable bag!

4037 CENTRAL AVE NE - PHONE 763-406-8107

www.facebook.com/chpolice

FAMILY DOLLAR

OFFICIAL PROCEEDINGS
CITY OF COLUMBIA HEIGHTS
CITY COUNCIL MEETING
FEBRUARY 26, 2018

The following are the minutes for the regular meeting of the City Council held at 7:00 PM on Monday February 26, 2018 the City Council Chambers, City Hall, 590 40th Ave. N.E., Columbia Heights, Minnesota

1. CALL TO ORDER/ROLL CALL
Mayor Schmitt called the meeting to order at 7:04 p.m.

Present: Mayor Schmitt, Councilmember Williams, Councilmember Buesgens, Councilmember Murzyn, Jr. and Councilmember Novitsky

Also Present: Walt Fehst; City Manager, Jim Hoeft; City Attorney, Gary Gorman; Fire Chief, Lenny Austin; Police Chief, Kevin Hansen; Public Works Director, and Katie Bruno; City Clerk/Council Secretary

2. INVOCATION
Invocation provided by Bob Lyndes, Crest View Senior Community

3. PLEDGE OF ALLEGIANCE

4. MISSION STATEMENT, Read by Mayor Schmitt.
Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible and customer friendly manner.

5. APPROVAL OF AGENDA
Mayor Schmitt announced an addition to Section 6; Lee Carlson Center Fundraiser.

Motion by Councilmember Murzyn, Jr., seconded by Councilmember Novitsky to approve the agenda as amended. All Ayes, Motion Carried.

6. PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS
Maria Davis-3932 Central Ave. announced Bridgeview will be having a Chili Cook-off and Beer Tasting on March 22nd. Proceeds will benefit the "Meals for Members" program.

7. CONSENT AGENDA
(These items are considered to be routine by the City Council and will be enacted as part of the Consent Agenda by one motion. Items removed from consent agenda approval will be taken up as the next order of business.)

A. Approve Minutes of the City Council
MOTION: Move to approve the minutes of the City Council meeting of February 12, 2018

B. Accept Board and Commission Meeting Minutes
MOTION: Move to accept the Planning & Zoning commission minutes from December 5, 2017

C. Consideration of approval of attached list of rental housing applications.
MOTION: Move to approve the items listed for rental housing license applications for February 26, 2018, in that they have met the requirements of the Property Maintenance Code.

D. Authorize the purchase of a 2018 Ford Expedition for the Fire Department
MOTION: Move to approve the purchase of a 2018 Ford Expedition from Midway Ford for the State Contract price of $29,673.00 and to equip the vehicle with emergency lights and computer equipment for the State contract price of $15,640.93 through Emergency Automotive Technologies Inc.

E. SECOND READING Ordinance 1646 being an Ordinance amending the Refuse and Recycling section of the City Code: Chapter 4
MOTION: Move to waive the reading of Ordinance 1646, there being ample copies available to the public.
MOTION: Move to adopt Ordinance 1646, being an ordinance amending the Refuse and Recycling Section of the City Code: Chapter 4.
MOTION: Move to approve the summary for publication for Ordinance 1646, being an ordinance amending Chapter 4, Chapter VII, of the 2010 City Code relating to Refuse and Recycling.

F. Authorization to Purchase Police Vehicles
MOTION: Move to authorize the purchase of two 2018 Ford Police Interceptor Utility vehicles under the State of Minnesota bid, with funding to come from 431.42100.5150, in the amount of $54,874.90 and that the Mayor and City Manager are authorized to enter into a contract for same. These vehicles will be used as marked patrol cars.
MOTION: Move to authorize the Police Chief to expend up to $42,108.00 to set up and outfit two marked patrol cars.

G. Authorization to Purchase Squad Radios
MOTION: Move to authorize the purchase of eight Motorola mobile radios under the State of Minnesota bid (via Anoka County Communications), with funding to come from 431.42100.2010, in the amount of $39,164.50 and that the Mayor and City Manager are authorized to enter into a contract for same.
MOTION: Move to authorize the Police Chief to expend up to $2,200 for the installation of these radios.

H. Approve Business License Applications
MOTION: Move to approve the items as listed on the business license agenda for February 26, 2018.

I. Review of Bills
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of $1,047,264.80.

Motion by Councilmember Buesgens, seconded by Councilmember Williams to approve the Consent Agenda items as presented. All Ayes, Motion carried.

8. PUBLIC HEARINGS

A. Consideration of declaration of a nuisance and abatement of violations within the City of Columbia Heights is requested regarding the property at 3989 Central Avenue NE for failure to meet the requirements of the Residential Maintenance Code.

Gary Gorman, Fire Chief reported the retaining wall on the south side of the building is in disrepair. The Property Management Company has been notified. This action will allow the City to move forward with repairs if necessary.

Motion by Councilmember Buesgens, seconded by Councilmember Williams to close the public hearing and to waive the reading of Resolution Number 2018-12, there being ample copies available to the public. All Ayes, Motion carried.

Motion by Councilmember Buesgens, seconded by Councilmember Williams to adopt Resolution Number 2018-12, being resolution of the City Council of the City of Columbia Heights declaring the property listed a nuisance and approving the abatement of violations from the property pursuant to City Code section 8.206. All Ayes, Motion carried.

9. ITEMS FOR CONSIDERATION

A. Other Ordinances and Resolutions
B. Bid Considerations
C. New Business and Reports

10. CITY COUNCIL AND ADMINISTRATIVE REPORTS

Councilmember Novitsky attended a Tibetan New Year celebration on February 16th. He attended the "What is Islam" meeting, Coffee with a Cop at Community Methodist Church, the School Board listening session, and the wrestling event at Murzyn Hall.

Councilmember Murzyn, Jr. announced Columbia Heights Royalty will be hosting a waffle breakfast at Murzyn Hall on Sunday, March 4th.

Councilmember Buesgens read to a group of First Graders at Valley View Elementary, she attended the ground breaking for Grand Central Flats, and attended the "What is Islam" dialogue. Residents were encouraged to sign up for organic recycling.

Mayor Schmitt read to a group of Third Graders at Valley View Elementary, she attended the ground breaking for Grand Central Flats; commenting that this is the first non-senior new apartment complex in the city in over 40 years. The Sister Cities Young Artists showcase will take place on March 2nd.
Condolences were extended to the family of long-time Columbia Heights resident Cliff Shedlov.

City Manager Walt Fehst also expressed condolences to the Shedlov family. Upcoming work session topics were announced.

11. CITIZENS FORUM

Nelle Bing-3966 5th St NE commented that the city does a phenomenal job with snow removal. The council was asked to re-evaluate their overnight winter parking restriction. Bing suggested having the restriction in effect during inclement weather only.

Nikki Wakal-4041 Washington also suggested the council consider revising the parking ban. Wakal reported she researched the DNR website, and noted there were nine days in six years with significant snowfall.

Mike Giralico-3742 2nd St NE shred the same concern with the parking ban, and asked the council to consider reexamining the parking restrictions, especially with mild winters.

Kevin Hansen, Public Works Director reported the ban has been in place for over 30 years, and it has been a very effective tool in street clearing. Residents were encouraged to review the City's Snow and Ice Control Policy. Hansen reported there have been 27 events this year; 9 of them being full events between the hours of midnight at 3:00 AM. Hansen suggested the concerned residents contact him to discuss further.

Chief Austin commented that it doesn't take long for the streets to become narrow; making it difficult for emergency vehicles to get through.

Councilmember Murzyn, Jr. indicated it can be difficult to get a plow through with parked vehicles.

Malcolm Watson-1717 49th Ave NE thanked the Finance Director Joe Kloiber for responding to his questions. Mr. Watson suggested narrowing the median on Central Ave. south of 40th Ave. and making room for a few parking spaces in front of the library.

12. ADJOURNMENT

Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr. to adjourn. All Ayes, Motion carried; Motion Carried.

Meeting adjourned at 7:47 p.m.

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Respectively Submitted,
Katie Bruno, Council Secretary/City Clerk

RESOLUTION 2018-12

Resolution of the City Council for the City of Columbia Heights declaring the property a nuisance and approving abatement of ordinance violations pursuant to Chapter 8, Article II, of City Code, of the property owned by 500 LLC (Hereinafter "Owner of Record").

Whereas, the owner of record is the legal owner of the real property located at 3989 Central Avenue N.E., Columbia Heights, Minnesota.

And whereas, pursuant to Columbia Heights Code, Chapter 8, Article II, Section 8.206, written notice setting forth the causes and reasons for the proposed council action contained herein was sent via regular mail to the owner of record on February 1, 2018.

Now, therefore, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

FINDINGS OF FACT

1. That on December 1, 2017, an inspection was conducted on the property listed above. Inspectors found violations. A compliance order was sent via regular mail to the owner at the address.
2. That on February 1, 2018, inspectors re-inspected the property listed above. Inspectors noted that violations remained uncorrected. A compliance order and statement of cause was mailed via regular mail to the owner listed in the property records.
3. That on February 14, 2018, inspectors re-inspected the property and found that violations remained uncorrected.
4. That based upon said records of the Fire Department, the following conditions and violations of City Codes(s) were found to exist, to wit:

    A. Shall repair/replace bricks falling off south side of building.

5. That all parties, including the owner of record and any occupants or tenants, have been given the appropriate notice of this hearing according to the provisions of the City Code Section 8.206(A) and 8.206(B).

CONCLUSIONS OF COUNCIL

1. That the property located at 3989 Central Avenue N.E. is in violation of the provisions of the Columbia Heights City Code as set forth in the Notice of Abatement.

2. That all relevant parties and parties in interest have been duly served notice of this hearing, and any other hearings relevant to the abatement of violations on the property listed above.

3. That all applicable rights and periods of appeal as relating to the owner of record, occupant, or tenant, as the case may be, have expired, or such rights have been exercised and completed.

ORDER OF COUNCIL

1. The property located at 3989 Central Avenue N.E. constitutes a nuisance pursuant to City Code.

2. That a copy of this order shall be served upon all relevant parties and parties in interest.

ORDINANCE 1646

BEING AN ORDINANCE AMENDING ORDINANCE NO. 1578, City Code of 2010, pertaining to Chapter 4, Article VII, Garbage and Recycling Services.

The City of Columbia Heights does ordain:

Chapter 4, Article VII is intended to be repealed and replaced with the attached.

Chapter 4, Article VII is intended to be repealed and replaced with the following:

CHAPTER 4: MUNICIPAL SERVICES
ARTICLE VII: GARBAGE AND RECYCLING SERVICES

Section:

4.701 Intent

4.702 Definitions

4.703 General Operations

4.704 Garbage General Requirements
4.705 Recycling General Requirements
4.706 Other General Requirements

4.707 Solid Waste Service Rates and Billing

Intent.

It is the intent of the City Council to establish a system for the orderly and regular collection of garbage, recyclables, problem materials, source separated organic materials and yard wastes in the city; to insure that the disposal of the materials shall be accomplished in a sanitary manner; to ensure the protection of public health and safety and promote city cleanliness and livability; to minimize vehicle wear and tear on streets due to large truck traffic; to provide high quality solid waste and recycling services in the most cost-effective manner possible; and, to be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans.

The City Manager or their designee shall have the authority to develop Solid Waste Management Operating Policy (SWMOP) concerning days of collection, use, type and location of waste containers and other matters as they deem necessary to provide for the safe, orderly and cost-efficient preparation, storage, collection and disposal of all waste materials covered in this ordinance. These Operating Policies shall not be contrary to this ordinance. The City Council will approve the SWMOP and approve changes as required.

Definitions.

As used in this Section, the following words, terms and phrases shall have the following meanings, except where the context clearly indicates otherwise:

A. Appliance. “Appliance” shall mean white goods such as refrigerators, freezers, washers, dryers, dishwashers and other similar large household equipment, but shall not include electronic devices such as computers, printers, routers and similar equipment.

B. City. "City" shall mean the City of Columbia Heights, Anoka County, Minnesota.

C. City Council. "City Council" shall mean the City Council of the City of Columbia Heights, Anoka County, Minnesota.

D. City-Designated Solid Waste Disposal Facility. “City-Designated Solid Waste Disposal Facility” shall mean the facility designated by the city where MSW collected in accordance with the city’s Solid Waste Services Agreement is to be deposited.

E. Collection. “Collection” shall mean the aggregation of MSW, recyclables, problem materials, yard waste, and source separated organic materials from the premise at which they are generated, and including all activities up to the time they are delivered

to a facility or end market.

F. Collection Vehicle. A “Collection Vehicle” shall be any vehicle licensed and inspected for Solid Waste Collection as required by the city, county, and/or state

G. Composting Facility. “Composting Facility” shall mean any facility licensed to process Yard Waste and/or SSOM in conformance with federal, state and local regulations.

H. County. "County" shall mean County of Anoka, Minnesota.

I. Designated Service Provider, Service Provider. The Designated Service Provider (Service Provider) is the haulers/handlers contracted by the city to provide collection of most Solid Wastes generated at Premises in the city. The city reserves the discretion to add other service locations (non-municipal) as agreed to by Council resolution.

J. Dumpster. “Dumpster” shall mean a container having a minimum capacity of one (1) cubic yard, of an approved sanitary type, with the proper attachments for lifting onto a Collection Vehicle.

K. Dwelling Unit. “Dwelling Unit” shall mean a separate dwelling place with a kitchen.

L. Electronic Waste (electronic items) has the meaning set forth in Minnesota Statutes, section 115A.1310, subdivision 7 as a “covered electronic device” and includes items such as television and computer monitors, computers, computer peripheral devices, fax machines, DVD players, video cassette recorders, other video display devices, cell phones and other small Appliances with an electric cord.

M. Hazardous Wastes. “Hazardous Wastes” shall have the meaning set forth in Minnesota State Statutes. Wastes are hazardous in Minnesota when they display one or more of these characteristics: Ignitable, Oxidizer, Corrosive, Reactive, Toxic, or Lethal.

N. Holidays. “Holidays” shall be New Year’s Day, Memorial Day, Fourth of July (Independence Day), Labor Day, Thanksgiving Day, and Christmas Day.

O. Mixed Municipal Solid Waste. (MSW) "Mixed Municipal Solid Waste" has the meaning set forth in Minnesota Statutes and includes refuse, rubbish, trash, and other Solid Waste from residential, commercial, industrial, and community activities, that the generator of the waste aggregates for collection. MSW does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. Also referred to as “Garbage.”

P. Multiple Dwelling Premises (Multi-Dwelling Premises). “Multiple Dwelling Premises” are any premise with more than four (4) separate dwelling units including, but not limited to, apartments.

Q. Premise, Premises. “Premise(s)” shall mean any dwelling unit, building and every other place where any person resides within the city, including properties with more than one dwelling unit and properties with premises attached to retail or commercial structures.

R. Problem Materials. “Problem Materials,” also known as bulky waste, shall have the meaning set forth in Minnesota State Statutes 115A.952 and is a subset of Municipal

Solid Waste. In this Ordinance Problem Materials includes household items and other discarded materials that, due to their dimensions and weight, are typically not collected as part of the regular Garbage and recycling services or for which there may be a separate fee, such as furniture, carpeting, and mattresses.

S. Processing. Processing shall have the definition in Minnesota Statutes and shall mean the treatment of waste after collection and before disposal.

T. Recycling. “Recycling” shall have the definition in Minnesota Statutes, and shall mean the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

U. Recyclables. "Recyclables" shall have the meaning set forth in Minnesota Statutes and means materials that are separated from municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials and all material hereafter designated as Recyclable by the city’s Solid Waste Operating Policies.

V. Roll-off container. A “Roll-off container” is an open top dumpster characterized by a rectangular footprint, utilizing wheels to facilitate rolling the dumpster in place. The container is designed to be transported by special roll-off trucks.

W. Solid Waste. “Solid Waste” has the meaning set forth in Minnesota Statutes, section 116.06, but is further defined for purposes of this ordinance to include MSW, recyclables, problem materials, yard waste, SSOM and litter.

X. Source Separated Organic Materials (SSOM). “Source Separated Organic Materials” shall have the meaning set forth in State Statute, and shall include food waste and other compostable organic materials that are source separated for recovery. The term “Organics” does not include yard waste for purposes of this Ordinance. (Also referred to as “food waste/organics” and “source separated organics”.)

Y. State. State shall mean the State of Minnesota.

Z. Yard Waste. "Yard Waste" shall mean garden wastes, leaves, lawn cuttings, weeds, shrubs, brush and tree waste and prunings.

General Operations.

A. Collection Required. Every Residential Premise shall use the collection service for MSW, recyclables, SSOM and yard wastes, as is made available by contract between the city and its designated service provider and which complies with the Solid Waste Operating Policies of the city.

B. Unlawful Accumulation. No person shall allow MSW, recyclables, problem materials, SSOM, yard wastes, hazardous wastes or any other waste to accumulate upon property owned or occupied by any such person; or fail to dispose thereof in a manner meeting the provisions of this Section and Chapters 5A and 8 of city code.

C. Burning or burying prohibited. No person shall burn or bury any MSW, recyclables or other waste materials within the city.

D. Hazardous Waste. No person shall place hazardous waste in garbage, recycling or yard waste containers. Hazardous waste shall only be processed/disposed of in accordance with city, county, state and federal rules and requirements.

E. Ownership of Solid Waste. MSW, recyclables, problem materials, SSOM or yard wastes shall be owned by and be the responsibility of the occupants of the premises until collection by the designated service provider. Upon collection of the solid waste by the designated service provider, the solid waste becomes the property and responsibility of the service provider. All solid waste shall be transported to, weighed in at and disposed at a solid waste facility that is approved by the city.

(1) Collection of Solid Waste. The service provider shall collect solid wastes at designated collection points as permitted by Section 8.301 (E). All collection services shall be conducted Monday through Friday. When holidays fall on a weekday, collection shall be made within the next calendar day which is not a Sunday. Clean and Safe Collection. It shall be the duty of the service provider and every subcontractor, and person, including their agents and employees, who is licensed to remove any solid waste or any other waste material or who is engaged in the removal, loading or unloading of any such substance in the city to do so efficiently, in a clean manner and with as little danger and prejudice to life and health as possible.

(2) All persons engaged in the collection of solid waste in the city shall transport the materials in enclosed vehicles, carts, dumpsters, bins, or other secure containers so as to prevent any loss of these materials and to prevent litter. Care shall be taken to ensure no blowing or escape of trash, litter, yard wastes or liquids from truck operations occurs during collection.

(3) No collection of residential MSW, recyclables, problem materials, SSOM or yard wastes shall be made except between the hours of 6:00 a.m. and 8:00 p.m.

F. Walk-up Service. Residents who are elderly or physically disabled and are unable to place their containers at the designated location may request “walk-up” service from the provider, whereby the hauler will service those containers from the house access that is nearest the designated collection point.

G. Collection Point: The location for collection of refuse containers as determined in Solid Waste Operating Policy must be cleared of obstructions and hazards such as snow and ice for the scheduled collection to occur.

H. Separation of Recyclables. Occupants of all premises shall separate recyclables for pick-up. All separated recyclables must be transported to a licensed recycling facility or delivered to an end market for sale or reuse, or brought to an intermediate collection center for later delivery to a licensed processing center or end market for recycling. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a MSW disposal facility. No separated recyclables may be incinerated or landfilled or composted or made into fuel pellets.

I. Scavenging Prohibited. No person shall scavenge or otherwise collect MSW, recyclables,

problem materials, SSOM or yard wastes from containers or from public or private property unless licensed therefore by the city or unless permission of the owner of any such materials has been given.

J. Service Provider limits: The City will review other service providers and prices at the end of each contract term or following contract extension.

Garbage General Requirements.

A. Each premise shall have its garbage collected a minimum of once each week, excepting those premises participating in the SSOM program and authorized a thirty (30) gallon cart low volume service as determined by Solid Waste Operating Policies.

B. The City shall provide each premise with a garbage container (wheeled carts with attached lids) or dumpsters. Except as otherwise set forth herein, all containers furnished by the city shall, while in the possession and control of the residences and multiple dwelling units, remain the property of the city. Residents and multiple dwelling units shall use the containers only for the purposes for which it is intended and shall not make any alterations to the containers. Owners of premises shall be responsible for loss or damage to the containers in excess of ordinary wear and tear. In the event more than one container is requested or a replacement container is requested due to theft or damage beyond ordinary wear and tear, the City shall provide additional containers.

C. Multiple dwelling properties. The service provider shall provide each multiple dwelling Premise with at least one standard dumpster or equivalent number of large containers and collections, to be collected a minimum of once per week. Dumpsters remain the property of the service providers. Multiple dwelling premises may not have extra garbage or rubbish outside of the provided container, except for large household items such as furniture items, carpet, padding, and mattresses. See chapters 5A and 8 of city code.

Recycling General Requirements.

A. Items designated for recycling shall be listed in the Solid Waste Operating Policies to be part of an authorized recycling program and contamination will be dealt with according to that policy.

B. The City shall be responsible for collection of recyclable materials from containers at residential properties in the city. Additional authorized recyclable materials will be collected outside of the container when bagged or boxed that meets service provider specified procedures.

C. City of Columbia Heights Recycling Center. The city may, at the city's option, add or remove recyclable items collected at the Recycling Center or discontinue the program

entirely as determined by the Solid Waste Operating Policies. The Recycling Center may be utilized by area businesses and residents. Rimless tires may be delivered only by Columbia Heights residents for non-commercial purposes. Further, rimless tires are limited to four car or light truck tires per resident each year.

Other General Requirements.

A. The City shall organize weekly collection and recycling/processing of appliances at a minimum. Each property is authorized removal of one appliance each calendar year at no cost, for each dwelling unit, which shall be tracked by the service provider.

B. The City shall provide problem material (bulk) collection services a minimum of twice/week. The service provider shall conduct scheduling, collection and processing/disposal, donation and/or recycling services for problem materials from premises at the premise's request. Contamination will be dealt with according to Solid Waste Operating Policy. Problem material recycling must include a donation stop and the recycling must meet SCORE (Select Committee on Recycling and the Environment) creditable.

C. The City shall organize monthly residential collection and processing/disposal of household electronic waste at a minimum. The service provider shall schedule work orders for premises and charge a flat fee as determined by the city.

D. The service provider shall insure that processing of problem materials shall be conducted at a licensed facility in accordance with applicable county, state and federal rules and regulations.

E. The City is responsible for weekly collection of yard waste (as defined by Solid Waste Operating Policies) from premises during the growing season (April - November). Yard waste collected from premises shall occur on the same collection day as garbage and recycling. Christmas tree collection will be conducted after the holiday season.

F. Yard waste collection shall be limited to only those materials placed in carts owned by the city or in compostable bags that meet State of Minnesota, Anoka County, and City of Columbia Heights requirements. Other reusable containers allowed will be determined by the service provider and the City in the Refuse Operations Policy.

G. The City is responsible for weekly collection of organics (as defined by Solid Waste Operating Policies) from premises during the growing season, April – November, plus during the winter. Organics collected from premises shall occur on the same collection day as garbage and recycling except during the winter. Items designated for recycling shall be listed in the Solid Waste Operating Policies to be part of an authorized organics program and contamination will be dealt with according to that policy. Food waste must be enclosed in compostable bags and disposed in City authorized containers only.

H. The City Council may impose an administrative fine on any person found in violation of any applicable statute, regulation, and provision of this section, or the city's Solid Waste Operating Policies.

(1) Any proposed administrative fine shall be preceded by a public hearing, conducted before the City Council, and preceded by at least 15 days' public

notice of the hearing. The notice, in addition to setting forth the time and place of the hearing, shall state the basis for which administrative fine shall be considered.

(2) The following are minimum penalties which shall be imposed by the City Council for violations of any applicable statute, regulation, provision of this chapter, or the city's Solid Waste Operating Policies

(a) For the first violation, at least a $100 administrative fine.

(b) For the second violation within any four (4) year period, at least a $300 administrative fine.

Solid Waste Service Rates and Billing.

A. Charges. The Council shall by resolution fix all charges and penalties for solid waste service rates for dwellings and shall similarly fix the rates by which such charges shall be computed. All such utility bills may be collected as provided for billing by division (C) of this section. Other charges and fees for services may be included in Solid Waste Management Operating Policies.

B. Owner liability for charges. In billing solid waste service the rates shall be applied by container size and service level. The property owner shall be liable for solid waste service to the property owner's property, whether the owner is occupying the property or not, and any charges unpaid shall be a lien upon the property.

C. Statements; delinquent bills, stop-service for non-payment; resumption of services.

(1) *Accounting.* The administration services of the city shall provide for a method of periodic accounting and recording of solid waste service level at each location throughout the city. Bills shall then be calculated to include penalty and extra service charges; minimum charges for availability of solid waste services, regardless of usage; and other charges as necessary and appropriate for revenue for the maintenance and operation of the city solid waste budgets.

(2) *Statements.* The administrative service shall mail said utility bills to the owner at the address listed for each specified location or to such address as the owner of record may request in writing.

(3) *Due date.* Utility bills are due and payable on the tenth day of the month following the date of the postmark. Any bill not paid by the close of business on the tenth day of the month following its mailing is delinquent, at which time a charge established by the City Council shall be added to the billing. Partial payments shall be considered as payment towards most dated amounts billed.

(4) *Delinquent bills.* The administrative service shall ascertain all utility bills that are delinquent after the tenth day of the month and mail notice of such delinquency to the occupant of the location by the twentieth day of the same month. If such bill remains unpaid at the last day of the month in which the delinquency notice was sent, the administrative service shall

send a second

written notice of such delinquency. Said notice shall include a statement that solid waste service will be discontinued unless full payment is received by the tenth day of the month following the month in which the first delinquency notice was mailed. Before the solid waste service will be continued, the entire account, including any current charges must be paid along with and including the charge established by the Council for

penalties. Solid waste service will only be provided during regular working hours. If utility bills are not paid, the bills may be levied against the property owner prior to continuing solid waste service, and proof of levy payment must be provided to the administrative service prior to said service being turned back on.

(5) *Shut-off for non-payment.* Solid waste service may be discontinued at any time thereafter, subject to the following exceptions. Service may not be discontinued in this manner for:

(a) Any tenant, lessee, or individual occupant of a multiple dwelling or commercial building which does not have a separate utility bill for each separate tenant, lessee, or occupant unit.

(b) Any person who has filed with the Finance Director a written protest of the amount billed, either in whole or in part, together with the reasons or basis for such protest.

(6) Shut-off for non-payment under subdivision (C)(5)(a).

(a) Solid waste service may be discontinued under circumstances described in subdivision (C)(5)(a) by providing 30 days' written "Final Notice" to each individual tenant, lessee or occupant.

(b) Upon expiration of 25 days of said 30-day period, additional written notice shall be provided to each individual tenant, lessee, or occupant indicating whether the delinquent utility bills remain unpaid.

(7) *Shut-off for non-payment under subdivision (C)(5)(b).* Under circumstances described in subdivision (C)(5)(b), the administrative service shall investigate the basis for the protest and issue a report of its findings to the aggrieved party. When so warranted by the results of the investigation, solid waste service may thereafter be terminated upon 24 hours' notice.

(8) *Certification of delinquent bills.* The Council may certify unpaid and delinquent solid waste bills to the County Auditor annually for collection pursuant to the provisions of M.S. § 444.075, as it may be amended from time to time.

Meeting of:	COLUMBIA HEIGHTS CITY COUNCIL
Date of Meeting:	February 12, 2018
Time of Meeting:	6:30 PM
Location of Meeting:	Conference Room #1
Purpose of Meeting:	WORKSESSION

CALL TO ORDER/ROLL CALL - The meeting was called to order at 6:30 PM

Present: Mayor Schmitt, Councilmembers Williams, Murzyn Jr., Buesgens and Novitsky
Also Present: Kelli Bourgeois; Human Resources Director/Assistant to the City Manager, Kevin Hansen; Public Works Director, Jesse Davies; Administrative Assistant Public Works, and Katie Bruno; City Clerk

1. Discussion of amending Chapter 4 of the Refuse & Recycling Section of the City Code.
Jesse Davies; Administrative Assistant reported staff is proposing changes to Chapter 4 of the City Code. The main goal is to reduce trash disposal, especially since the city pays separately by the ton for disposal ($75/ton).
The MPCA passed the latest version of the Metro Solid Waste Policy last April. In the document they specify numerous RBMPs (Recycling Best Management Practices), including weekly single-sort recycling, organics recycling, bulk recycling, and the goal to recycle 75% of trash by 2030.
The Council reviewed various RBMPs and decided to keep all current services plus add service for organics collection on the curb, and to reuse/recycle bulk (furniture, mattresses, and carpet) where practicable. In addition, the City will provide a 30 gallon every-other-week trash service option for those who participate in the curbside organics program.
The City will continue to operate weekly recycling center and conduct or coordinate more recycling events.
The primary changes from the previous version are as follows:
•The addition of RBMPs into the suite of municipal provided services.
•An administrative fine has been added for those who dispose of hazardous waste into the refusestream and dumping illegally at the Recycling Center. The ordinance also authorizes a Solid Waste Operations Policy. Davies requested feedback from the council on the draft policy.
Councilmember Buesgens questioned how much trash the City is currently recycling. Davies indicated about 18%.
Mayor Schmitt asked when residents can sign up for the yard waste carts. Davies stated the program begins April 1st, and there will be information in the upcoming newsletter.

Meeting Adjourned at 6:47 PM

Respectively Submitted,

_____
Katie Bruno, Council Secretary/City Clerk

Meeting of:	COLUMBIA HEIGHTS CITY COUNCIL
Date of Meeting:	March 5, 2018
Time of Meeting:	7:00 PM
Location of Meeting:	Conference Room #1
Purpose of Meeting:	Work Session

CALL TO ORDER/ROLL CALL - The meeting was called to order at 7:00 PM

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Williams, Novitsky and Buesgens
Also present: Walt Fehst; City Manager, Lenny Austin; Police Chief, Andy Museus; Sergeant, Gary Gorman; Fire Chief, and Katie Bruno; City Clerk.

Discussion regarding Public Hearing for Revocation; 4625 and 4633 Tyler St.
Police Chief Lenny Austin reported there has been a disproportionate number of police calls for the properties at 4625 and 4633 Tyler St. The property owner; Brad Schumacher has not been responsive. Sergeant Andy Museus reviewed the Conduct on Licensed Premise and the Nuisance Calls for Service ordinances. Museus reported Brad Schumacher has received three letters regarding Conduct on Licensed Premise violations, requiring termination of the tenancy. Mr. Schumacher has not evicted any of the problem tenants. In comparison with like properties in the City since 2009, the two properties account for 5% of the 4-plexes and 20% of the calls for service.

Chief Austin reported a Crime Mitigation Plan was established in late in 2010. During that time, there was a decrease in incidents, however calls have always been considerably higher than average. Austin reported that Mr. Schumacher has failed to respond to recent communication.

Chief Austin reported that if the Council revokes the licenses; Mr. Schumacher will not be able to have a landlord license for five years. Councilmember Buesgens and Novitsky commented that because no effort has been made, they would support revocation. Councilmember Murzyn, Jr. and Williams agreed.

Councilmember Buesgens asked if assistance will be offered to the other tenants in the buildings. Austin confirmed that there are agencies available to assist.

Meeting Adjourned at 8:16 PM

Respectively Submitted,

_____
Katie Bruno, Council Secretary/City Clerk

Meeting of:	COLUMBIA HEIGHTS CITY COUNCIL
Date of Meeting:	March 5, 2018
Time of Meeting:	6:00 PM
Location of Meeting:	Conference Room #1
Purpose of Meeting:	Interview of Candidates for Vacancy on City Commissions

CALL TO ORDER/ROLL CALL - The meeting was called to order at 6:00 PM

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Williams, Novitsky and Buesgens

The following questions were asked of each of the candidates:
1. What Boards or Commissions would you choose to participate on?
2. Why do you want to be on a Board or Commission?
3. What skills, expertise, training, or interest do you possess that would be beneficial to our Community?
4. Conflict Of Interest, which is defined as:

Do you own any real property or business located in Columbia Heights in which you have a legal or equitable interest and could be construed as a conflict of interest?

The following three Candidates were interviewed:
Joe Schluender
Thomas Kaiser
Rachel James

Meeting Adjourned at 6:27 PM

Respectively Submitted,

_____
Katie Bruno, Council Secretary/City Clerk

Park & Recreation Commission
Minutes of the Meeting
December 13, 2017

David Payne called the meeting to order at 5:30 p.m.

Roll Call
Members present: Anne Carder, Sean Clerkin, Bruce Evans, Kevin McDonald, David Payne, Marsha Stroik
Staff present: Kevin Hansen, Public Works Director; Keith Windschitl, Recreation Director; Deanna Saefke, Commission Secretary; Connie Buesgens, Council Liaison

Approval Consent Agenda
Clerkin asked if the Onsite Sanitation was used at the parks year round. Hansen replied at some parks there is a satellite there all year. For example at the parks where DNR grant money is received there needs to be one there all year.

Motion by Clerkin, second by McDonald, to approve the consent agenda. Upon vote: All ayes. **Motion Carried.**

Letters and Requests
A. Request from SACA to waive the park rental fee for the use of Silver Lake Park for the annual Polar Plunge fundraiser on January 27, 2018.
Windschitl indicated Dave Rudolph from SACA submitted a park permit and request to waive the fee for the park usage at Silver Lake Park for the Polar Plunge Fundraiser on January 27, 2018. In the past the fee has been waived and it was added as long as the group provides a copy of their liability insurance listing the City of Columbia Heights as additional insured.

Motion by Stroik, second by Carder, to approve the request to waive the park usage fee for the SACA Polar Plunge on January 27, 2018, as long as the group provides a copy of their liability insurance listing the City as additional insured. Upon vote: All ayes. **Motion Carried.**

Old Business
A. Keyes Park Master Plan
Hansen presented a revised version of the Keyes Park Master Plan. The main revision is to pull both fields back by thirty feet, and to put the player's bench in the back stop. This pulls everything about 60 feet away from where sliders might come down the hill. Staff will redirect any slider down the hill with plastic snow fencing to avoid the backstop. Hansen indicated the intent is to have each outfield separated so that both fields could be used at one time. This plan also indicates the ability to have a soccer field that will overlay an existing playing field. One concern from Windschitl is when an overlay happens with a soccer field on the outfield of a baseball or softball playing field, there is a lot of wear and tear on the outfields. Hansen stated that when that type of overlay happens on a primary field there should be some type of irrigation. The irrigation would be bid as an add-alternate. Clerkin asked if a plan could happen without the overlay. Hansen replied it could if the soccer field size was smaller. Hansen replied all of the Master Plan elements are included with slightly revising the location of the fields, pulling them west by thirty feet, and also pulling the backstops back about fifty to sixty feet. If the Commission accepts the changes the plans will be sent for rebid. Stroik asked if by pulling the fields back

if it will impact anything planned on the west side. Hansen replied no, it will not. Hansen reported currently on site at the park is 3000 cubic yards of dirt from a road project which will be used to build the two fields. The playground equipment has been delivered; this was funded in part by a grant. In the ice rink contaminated material is being held and will be removed to a landfill in the spring. Clerkin asked if the hockey rink will be removed in the master plan. Hansen replied yes and staff is in the process of removing the boards. He stated that by having staff remove the hockey rink, remove the backstops, and installing the playground equipment the hope is to cut $30,000 to $50,000 dollars from the bids received. The plan is to go to bid in early January and report back to the Commission in February. Stroik asked if the City applied for any of the Super Bowl grants or if we were even eligible. Hansen replied no. The grant for this particular project was a 50/50 grant for the cost of the playground equipment.

Hansen reported one other cost savings adjustment is to end the walking trail on Reservoir Boulevard and not to continue the trail down the hill at this time. Having the trail going down the hill would be difficult to construct, to maintain, and could present potential hazards with that steep of a hill. The trail will have somewhat of a turnaround with some benches. Hansen indicated this will a good alignment for the two ballfields. Stroik replied it will also protect the sliders on the hill. Payne asked where the parking lot will be. Hansen replied the primary parking will be off of 46th and the south side will have about ten spaces of pull in curb parking similar to what is at Ramsdell Park.

Motion by Clerkin, second by Carder, to accept the changes to the Keyes Park Master Plan; moving the fields back from the original location by thirty feet, and to place the players benches in the backstop. Upon vote: All ayes. **Motion Carried.**

B. Dog Park Petition
Hansen indicated the process will be to have the Commission review the requirements of a dog park and evaluate a location on a park by park basis. There are fifteen parks and the process will be similar for each park. Staff will list the criteria for a dog park and in this case we are looking at a size of eight tenths of an acre up to 1.2 acres as listed by the American Kennel Club. This size will be laid out in the parks to see what arrangement makes the most sense. Staff picked Hilltop Park for the first example based on the size of the park. You can evaluate what the impacts are, and look at adjacent uses. For instance at Hilltop Park there is plenty of on street parking the entire park backs up either directly to or is across the street from residential housing. Staff would go through and note what some of the conditions are, such as this example, on a park by park basis. The findings would be brought back to the Commission for review on each city park. Hansen indicated this proposed park evaluation process is to give the Commission information to then evaluate the one or two parks that might be best suited for a dog park and to bring that proposed park usage into the comprehensive plan. He stated the received petition was not to actually install a dog park in any given year but the petition was to have a dog park represented within the Comprehensive Plan the City is currently working on.

Clerkin asked if what is currently being presented at Hilltop Park is to give the group a preliminary idea of what the process would look like going forward with each individual park. Hansen replied yes. He asked if this format works for the members and if the information presented makes sense. Carder asked if the two colors on the park overlay indicated the areas for big dogs versus smaller dogs. Hansen replied no it represents the area needed if the dog park was .8 acres or 1.2 acres. One other item to note in each park staff would be looking for an area to include a dog park where not much site grading would be needed. Stroik stated that a dog park would not obviously fit into every park. Hansen replied no. In Hilltop Park for example a dog park would occupy the whole park space. Hansen stated in the criteria is to evaluate if there are other conflicting adjacent uses. Do you want to have dogs barking and running in an area that is right next to a playground or near houses? Clerkin asked if higher fencing is required if

the dog park is adjacent to residential property. Hansen replied that is a consideration. Some recommendations for dog park fencing are a six foot high fence. Payne asked if Lomianki Park is being considered. Hansen replied that this process will occur for each city park. Commission members agreed that a playground should not be removed for a dog park and that having one near residential housing should be avoided if possible. Hansen encouraged the Commission to discuss the evaluations at a future meeting and determine one, two, or three parks where a potential dog park could be located that meets most of the criteria. This would be included in the Comprehensive Plan. Clerkin agrees this is a good way to evaluate each park.

New Business
None at this time.

Reports
A. Recreation Director
Windschitl reported the new recreation employee, Carissa Goebel, has started as the part time athletic coordinator. We are also playing in a new basketball league that includes Coon Rapids, Fridley, Spring Lake Park, Blaine, and a few other organizations. This has been a good league to be in so far for the youth girl's teams. The boys will be starting soon. Coaches are needed for the boy's teams if anyone knows of anyone that could help. There are three to four teams already filled with students that need a coach. These teams practice at the Hylander Center. Buesgens asked if the need for coaches was posted on any Facebook pages. Saefke replied yes, weeks ago on various pages. Stroik suggested using the Next Door app with community groups based on the area of the neighborhood.

Stroik asked if the elementary school gyms are being used for practices. Windschitl replied no, not by our teams. There have been many conflicts in the past years. It can be a regularly scheduled practice or class and it gets bumped last minute for concerts or conferences. He gets concerned when this has happened because if a child gets dropped off at the curb by their parent and go to the door and it is locked they might not have a way to reach their parent. He is thankful for the Hylander Center gym so that the department can schedule programs as needed without conflicts. Stroik doesn't understand why the schedule isn't clear at the beginning of the year when everything is booked. Windschitl stated that the Hylander Center is used for practices on Mondays, Tuesdays, and Thursdays. Wednesday evenings remains a community open gym night. Saefke reported the youth Sports Sampler happens five different evenings at Valley View. Windschitl indicated the Hylander Center gym also has the capability to lower the basketball hoops for the 2nd grade teams for example.

Buesgens asked if any complaints were received by the resident next door to the community garden. Windschitl replied not this year, but he has spoken with him in the past. Buesgens replied hearing his complaint was that when the community gardens are being cleared out the people throw rocks in his year. Windschitl replied it would be easy to have buckets at the garden to collect rocks.

B. Public Works Director/City Engineer
Hansen reported over the course of the winter staff are updating the park plan. Updates are being listed for the changes within the parks such as addition of the splash pad, and new playground equipment at five or six parks. The City of Fridley did this on an interactive web page so that anyone can see what amenities are at each park.

Hansen reported the Canadian Pacific Holiday Train was a great event. The train was on time at 7:45 p.m., the stage came down at 8:00 p.m., and they performed for about 30 minutes, and took about 10 minutes to pull away. It was estimated about 3000 people were in attendance. The site could fit closer

to 500 people. Buesgens stated the fire rings were a great addition. Hansen replied the fire rings are four feet in diameter, they were made for this event, the fire department monitored the fires, and public works staff picked them up after the event. Buesgens asked how many years this train has stopped in Columbia Heights. Hansen replied this is the second year at this location. Payne stated the holiday train started in 1999.

C. Commission Members
None at this time.

Saefke reported that at the city employee holiday luncheon Windschitl and Hansen were recognized for twenty years of service. The city manager gave compliments to them both. Commission Members congratulated them.

Payne adjourned the meeting at 6:18 p.m.

_____
Deanna Saefke, Recreation Secretary

AGENDA SECTION	CONSENT
ITEM NO.	7C
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: CHANGE ORDER NO. 2 FOR THE 2017 SANITARY SEWER LINING PROGRAM, PROJECT 1704	
DEPARTMENT: Public Works	**CITY MANAGER'S APPROVAL:**
BY/DATE: Kevin Hansen / March 7, 2018	**BY/DATE:**
CITY STRATEGY: #7: Strong Infastructure/Public Services **Additional Strategy?**	
SHORT TERM GOAL (IF APPLICABLE): **Additional Goal?**	

BACKGROUND:
The City annually conducts a sanitary sewer lining program to rehabilitate sections of sanitary sewer pipe that have been televised and found to be deteriorating, have cracked or broken joints or sections, contain root intrusion or have infiltration present. The 2017 program consisted of lining 3,850 LF of 8" vitrified clay pipe (VCP) sanitary sewer and 333 LF of 8½" VCP.

STAFF RECOMMENDATION:
As part of the Street Rehabilitation work, staff annually reviews the condition of the underground utilities. For the sanitary sewer lines, recent inspection logs may be used or the lines may be televised. Staff then makes a determination if any corrective action is necessary. During the Main Street and 37th Avenue State Aid Street Rehabilitation area investigation, the segments of 8" VCP sanitary sewer in Main Street, from 37th to 40th Avenues, was found to have moderate to heavy root infiltration and cracked pipes. With the delay in the Mill and Overlay construction to summer/fall, staff is recommending accelerating the lining of the Main Street segments by adding these to the 2017 contract. Hydro-Klean's contract bid price of $20.60 per lineal foot would be applied, plus mobilization.

The 2018 Sanitary Sewer Lining program will be reduced by the amount of the change order.

Staff recommends approval of Change Order No. 2 for the 2017 Sanitary Sewer Lining Project 1704.

RECOMMENDED MOTION(S):
Move to approve contract Change Order No. 2 to Hydro-Klean LLC for the 2017 Sanitary Sewer Lining, Project 1704 in the amount of $43,312.00 with funds to be appropriated from Fund 652-51704-5185.

ATTACHMENT(S): Change Order No. 2

CHANGE ORDER NO. 2

Project: 2017 Sanitary Sewer Lining **City Project: 1704**

Owner: City of Columbia Heights 637 38th Avenue N.E. Columbia Heights, MN 55421	Date of Issuance: March 7, 2018
Contractor: Hydro-Klean 333 NW 49th Place Des Moines, IA 50313	Engineer: City Engineer

You are directed to make the following changes in the Contract Documents:

Description: Change in original contract price to compensate for additional work added to the contract by the City.

No.	Item Description	Unit	Quantity	Unit Price	Total Price
1	Mobilization	L.S.	1	$3,760.00	$ 3,760.00
2	Install 8" continuous liner	L.F.	1,920	$ 20.60	$39,552.00
	TOTAL				$43,312.00

Purpose of Change Order: The contract has been modified as follows:

1) install continuous 8" liner on Main Street, 37th Avenue to 40th Avenue

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIME**
Original Contract Price: $ 86,169.80	Original Contract Time:
Previous Change Orders No. _1_ to No. _1_ $ 9,950.00	Net Change from Previous Change Order:
Contract Price Prior to this Change Order: $ 96,119.80	Contract Time Prior to this Change Order:
Net Increase (Decrease) of this Change Order: $ 43,312.00	Net Increase (Decrease) of Change Order:
Contract Price with all Approved Change Orders: $139,431.80	Contract Time with Approved Change Orders:
Recommended By: _____ City Engineer	Approved By: _____ Hydro-Klean

_____ _____ _____

City Manager Walt Fehst Mayor Donna Schmitt Date of Council Action

AGENDA SECTION	CONSENT
ITEM NO.	7D
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: RESOLUTION ADOPTING THE SOLID WASTE OPERATIONS POLICY	
DEPARTMENT: Public Works	**CITY MANAGER'S APPROVAL:**
BY/DATE: Jesse Davies/Kevin Hansen / March 6, 2018	**BY/DATE:**
CITY STRATEGY: #7: Strong Infastructure/Public Services **Additional Strategy?** #3: Affordability	
SHORT TERM GOAL (IF APPLICABLE): **Additional Goal?**	

BACKGROUND:
The main goal of Columbia Heights Solid Waste Management is to reduce trash disposal, especially since the City pays separately (by the ton) for waste hauling and disposal. The MPCA (Minnesota Pollution Control Agency) has a mandate from the MN State Legislature for the state to be recycling 75% by 2030. The MPCA passed the latest version of the Metro Solid Waste Policy last April. In the document they specify numerous RBMPs (Recycling Best Management Practices), including weekly single-sort recycling, organics recycling, and bulk recycling. They are expecting and have been encouraging counties and cities in the metro area to begin implementing some of these RBMPs. The MPCA also distributes the SCORE (recycling grant) funds to the counties.

Last month, the City Council passed ordinance 1646 to update City Code Chapter 4: Municipal Services, Article VII: Refuse and Recycling Services. The new code authorizes a Solid Waste Operations Policy which has been developed and recommended by City staff that establishes goals, policy plans, and City procedures for garbage, single-sort recycling, recycling center, problem materials, reuse, yard waste and organics recycling operations in the City of Columbia Heights.

STAFF RECOMMENDATION:
Staff has developed a proposed policy which includes a mechanism for goal setting and policy planning. It also establishes City procedures and standards for the total refuse operation. Some of the unique features and highlights of this policy are:

- Allows split residential/commercial properties to opt out of the City provided refuse services.
- Allows all properties to order larger and/or additional single-sort recycling carts for no added cost.
- Doubles all multi-unit recycling volume by providing weekly service. Also requires rental properties to include expectations for recycling in tenant lease agreements. The City will provide free tenant recycling kits when requested by residential rental properties.
- Authorizes that the City study methods to increase the materials allowed in single-sort recycling.
- The City will annually recognize Recycling Champions.
- Creates a curbside bulk (furniture, mattresses, carpet) reuse/recycling stream rather than trash disposal. Provides that the City may use a local service organization to accomplish this task.
- Organizes City reuse operations such as clothing collection from multi-units, local service organization event support such as Fix-It Clinic and Citywide Garage Sale day.
- Changes the standards for yard waste collection: 1) Households must use compostable bags (owner provided) or the City provided yard waste/organics cart; 2) The City Contractor will not empty

household owned reusable containers.

- Provides organics collection on the curb by comingling yard waste and organics into the dual purpose yard waste/organic cart and the City will provide free kitchen starter kits.
- Provides a new, low volume 30 gallon every-other-week trash service in conjunction with organics recycling and a City provided recycling education class.
- Establishes service fees not identified in the City's 5-year rate resolution.

Public Works recommends approving the Solid Waste Operations Policy.

RECOMMENDED MOTION(S):
Move to waive the reading of Resolution 2018-13, there being ample copies available to the public.

Move to approve and adopt Resolution 2018-13, being a resolution adopting the Solid Waste Operations Policy for the City of Columbia Heights.

ATTACHMENT(S): Resolution 2018-13
Solid Waste Operations Policy

RESOLUTION NO. 2018-13

A resolution of the City Council for the City of Columbia Heights, Minnesota,

WHEREAS, a Solid Waste Operations Policy has been developed and recommended by City staff; and

WHEREAS, adoption of said policy has been determined to be in the best interest of the City of Columbia Heights,

WHEREAS, the Solid Waste Operations Policy establishes goals, policy plans, and City procedures for garbage, single-sort recycling, recycling center, problem materials, reuse, yard waste and organics recycling operations in the City of Columbia Heights.

Now, therefore, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

FINDINGS OF FACT

1. The City Council hereby approves and adopts a Solid Waste Operations Policy for the City of Columbia Heights.

ORDER OF COUNCIL

Passed this 12th day of March, 2018

Offered by:
Seconded by:
Roll Call:

_____
Donna K. Schmitt, Mayor

Attest:

_____
Katie Bruno, City Clerk/Council Secretary

City of Columbia Heights
Solid Waste Operating Policies*

* As Authorized by the 2018 Amendments to the
City Solid Waste Management Ordinances
January, 2018

COLUMBIA
-HEIGHTS-
REDISCOVER THE HEIGHTS

City of Columbia Heights
Department of Public Works
637 38th Avenue
Columbia Heights, MN 55421

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Appendix: Refuse Services Matrix

Introduction

The City of Columbia Heights has developed these standards as specific requirements for the storage, collection and transportation of residential solid waste. The goals of these standards are to:

- Establish a system for the orderly and regular collection of garbage, recyclables, problem materials, organics, and yard wastes in the city;
- Ensure that the disposal of the materials shall be accomplished in a sanitary manner;
- Ensure the protection of public health and safety and promote city cleanliness and livability;
- Minimize vehicle wear and tear on streets due to large truck traffic;
- Provide high quality solid waste and recycling services in the most cost-effective manner possible;
- Be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans; and,
- Implement the City's Garbage and Recycling Services Ordinance, Chapter 4 of the City's code of ordinances through detailed instructions.

To accomplish the above goals, it is important for the city to have specific and consistent instructions for residents to follow as part of the waste and recyclables collection system. These standards do not replace or supersede city ordinances. The City Manager's authority for adopting or amending these standards comes from Chapter 4: Municipal Services, Article VII: Refuse and Recycling Services.

These standards address:

- Garbage, problem material, recyclables, yard waste and other waste collection and disposal requirements;
- Recycling programs; and,
- Other collection system details that are part of the city's garbage collection system.

Section 1 Definitions

All terms used within these standards shall have the same definition as the Garbage and Recycling Services Ordinance 1646. For convenience, frequently used terms are listed and defined below:

1.1 ***Appliances*** include washers, dryers, refrigerators, freezers, air conditioners, dehumidifiers, humidifiers, stoves, ranges, hot water heaters, water softeners and other, similar large household items that require electricity and/or special processing under Minnesota laws, but do not include "electronic waste."

1.2 ***Construction debris*** means building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings.

1.3 ***Electronic waste (electronic items)*** has the meaning set forth in Minnesota Statutes, section 115A.1310, subdivision 7 as a "covered electronic device" and includes items such as television and computer monitors, computers, computer peripheral devices, fax machines, DVD players, video cassette recorders, other video display devices, cell phones and other small appliances with an electric cord.

1.4 ***Food waste*** means residential food waste and includes meal preparation and left over food scraps from households intentionally separated at the source by residents for the purpose of backyard composting or separate collection.

1.5 ***Garbage/Trash*** has the meaning set forth in Minnesota Statues, section 115A.03, subdivision 21, mixed municipal solid waste, and means solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludge, tree and agricultural waste, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

1.6 ***Household hazardous waste*** has the meaning set forth in Minnesota Statutes, section 115A.96, subdivision 1, paragraph (b), and/or Minnesota Pollution Control Agency regulations and means waste generated from household activities that exhibits the characteristics of or that is listed as hazardous waste under agency rules, but does not include waste from commercial activities that is generated, stored, or present in a household and includes items such as paint, fluorescent light bulbs, mercury thermometers, cleaning fluids, herbicides, pesticides, fertilizers and other waste as defined in Minnesota statutes or regulations in that paragraph.

1.7 ***Premise, Premises*** shall mean any dwelling unit, building and every other place where any person resides within the City, including properties with more than one dwelling unit and properties with premises attached to retail or commercial structures.

1.8 ***Problem materials*** means all large, bulky household materials which are too large for one person to pick up and/or do not fit within the garbage cart, and include (but are not limited to) carpeting and padding, mattresses, chairs, couches, tables, appliances and household electronic waste.

1.9 ***Residential dwelling unit (dwelling unit)*** is a separate dwelling place with a kitchen.

1.10 ***Solid waste(s)*** has the meaning set forth in Minnesota Statutes, section 116.06, subdivision 22(1)(9) but is further defined for purposes of this ordinance to include garbage, recyclables, appliances, problem materials, organics, yard waste, and household hazardous waste items***.***

Section 2 Goals and Plans

2.1 Background: The Minnesota Pollution Control Agency (MPCA) is mandated by the state legislature to recycle 75% of solid waste by 2030. The MPCA approved the latest version of the Metro Solid Waste Policy April 2017. In the document they specify numerous RBMPs (Recycling Best Management Practices) including organics recycling and bulk recycling. They are expecting and have been encouraging counties and cities in the metro area to begin implementing some of these RBMPs. The MPCA manages the SCORE (Select Committee On Recycling and the Environment) funds and distributes it to the counties.

2.2 Organized Collection: It is the intent of the City Council to continue an organized collection system for the orderly and regular collection of garbage, recyclables, problem materials, source separated organic materials, yard waste, and other wastes in the city; to insure that the disposal of the materials shall be accomplished in a sanitary manner; to ensure the protection of public health and safety and promote city cleanliness and livability; to minimize vehicle wear and tear on streets due to large truck traffic; to provide high quality solid waste and recycling services in the most cost-effective manner possible; and, to be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans.

2.3 Goals: The main goal of Columbia Heights Solid Waste Management is to reduce trash disposal, especially since the City pays separately by the ton for disposal. The more the city recycles the fewer trash tons and lower costs. By implementing some of the RBMPs the City expects to increase recycling tonnage 12% over the next two years.

2.4 Solid Waste Management Plan.

2.4.1 Trash: The City will follow county and state waste management plans and policies for disposal of solid wastes. Therefore, most of the trash collected by the City's organized system will be incinerated at a Refuse to Fuel facility to generate electricity.

2.4.2 Curbside: The City of Columbia Heights will provide full service recycling programs with various city run curbside collections including: Unlimited single-sort recycling, Organics comingled with yard waste recycling, Bulk (furniture, mattresses, carpet) reuse/recycling, Electronics recycling, Appliance recycling, Christmas tree recycling, Multi-dwellings included, plus City buildings and events recycling.

2.4.3 Recycling Center: The City, in partnership with a local volunteer service organization, will operate a weekly drop-off center which is very convenient for Southern Anoka County residents to keep hazardous materials out of the waste and for recycling of special items that are not acceptable in the single sort system. The city will also use the center as a "test site" to work with the MRF (Materials Recovery Facility) to increase the materials allowed in single sort recycling. A local volunteer service organization will also conduct the MN Composting Council's "Plate to Garden Compost" fundraiser at the recycling center to promote organics recycling and to return fresh compost for participating households.

2.4.4 Reuse: The City will also coordinate with local reuse vendors such as Southern Anoka Community Assistance for drop-off of clothing and other household goods. Plus we will coordinate with the DAV to partner with several multi-dwellings for collection of those items. The City will also assist local volunteer service organizations with organizing reuse events such as Fix-it Clinic, and the Citywide Garage Sale weekend. A local volunteer service organization and BRIDGING may also assist with the bulk collection and reuse/recycling program.

2.4.5 Promotions/Education: The City will conduct extensive promotions including two citywide flyers and direct outreach to multi and other rental properties (including tenant recycling kits). Plus we will produce localized publications for spring/fall cleaning and garage sale reuse and recycling information. The City will promote recycling through its own entire communication means monthly. The City is offering a 30 gallon every-other-week trash service option in conjunction with organics recycling, plus there will be an educational requirement as well so the City may also help coordinate an Anoka County Master Recycler Course. The City may also require residential rental properties to add tenant recycling expectations to the lease agreement. The City will recognize those Recycling Champions who's properties increase recycling and/or utilize the organics recycling service.

Section 3 General Operations

3.1 Services Required: Every Residential Premise shall use the collection service provided by the City as directed in City Code CHAPTER 4: MUNICIPAL SERVICES. Multi-dwellings are considered residential properties for the purpose of refuse operations, but other split use properties with both dwelling units and commercial units can opt out of the City provided refuse services.

3.2 Policy Changes: The City manager has the authority to change portions of this policy for those operations that will have a financial effect under their limit of spending and remains within budget constraints. The Council can review and update at their discretion or for financial changes above the City Manager limits. The City will solicit bids for contracted services at the end of each agreement period.

3.3 Schedule Notification: Collection shall occur on days and in areas designated by the City. Schedule changes may be made for major holidays, or for adverse weather conditions. The City will post a news flash on the website and social media for unscheduled service delays. Collection days may only be permanently modified with the prior approval of the City Manager. The City shall notify each premise of any change in collection day four (4) weeks before the change and again one (1) week before the change.

3.4 Collection Points: Directed per City Code CHAPTER 8: PUBLIC HEALTH AND SAFETY, except as otherwise described in this policy. Properties must have their containers set out for collection prior to 6:00 a.m. on the collection day for service. Property owners shall ensure obstructions are removed and hazards (such as accumulation of snow and ice) are mitigated before collection. Where these conditions exist refuse may not be collected until resolved.

3.5 Containers: The City shall provide each residential dwelling property with a garbage cart (30, 60, 90 gallon) or dumpster (2, 4, 6, 8 yards) and a clearly distinguished single-sort recycling container. All containers shall be handled in accordance with City Code CHAPTER 4: MUNICIPAL SERVICES. Any markings that appear on the outside of the carts or dumpsters that are not placed there by the hauler or the City shall be promptly removed by the customer. The City shall own the carts; residents are granted exclusive use of the carts at their address only. If a resident moves, the carts shall remain at the assigned premise.

3.6 Service Changes: Official changes will be made through the City and the hauler will be notified. If temporary discontinuation of collection is desired by the premise due to vacancy of the property, the request shall be made to the City. Approval or denial of the request shall be at the sole discretion of the City.

3.7 Customer Service: The contract hauler and other refuse vendors will perform customer service operations as dictated in contracts and agreements as supervised by the City.

Section 4 Garbage Operations

4.1 Organized Collection: The City organizes collection of Solid Waste for all residential properties as directed by City Code CHAPTER 4: MUNICIPAL SERVICES. The City reserves the discretion to add other service locations (non-municipal) as agreed to by Council resolution.

4.2 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for garbage/trash operations as dictated in contracts and agreements as supervised by the City.

4.3 Trash Requirements. Each residence shall have its garbage and all other permissible disposable items collected a minimum of once each week, per City Code 8.301 STORAGE CONTAINERS, except as otherwise noted in this policy. Only household garbage shall be placed in the garbage containers. Items prohibited from disposal with garbage in the carts include, but may not be limited to: problem materials, tree and shrub waste, other yard waste, automotive parts or fluids, electronic waste, or hazardous waste. Garbage must be handled according to CHAPTER 8: PUBLIC HEALTH AND SAFETY. If the hauler determines a trash container is too contaminated with non-disposable materials, service will not be provided, nor will a refund be authorized. Collection of materials can be provided by the contracted hauler when issues are resolved.

4.4 Service Levels: There are also two classifications of household trash services which are “Full Service” and “Limited Service”. Households are considered triplex and below dwelling unit properties. Multi-dwellings are those properties with four or more dwelling units. City utility charges for trash service will be volume based following MN Statute CHAPTER 115A. WASTE MANAGEMENT.

4.4.1 Full Service: Full service households are those who pay for the 90 gallon trash cart service, plus senior service properties with any size cart. They are allowed up to 1.5 yards of additional amounts of solid waste such as stone, sod, earth, concrete, and building materials resulting from minor remodeling of the residence on the property at which these materials have been placed. Where practicable, such items will be bagged, boxed, or bundled. Premise will call the contracted hauler to schedule pick up before placing the material outside. See Refuse Service Matrix (attachment A) for other city refuse services provided to full service households.

4.4.2 Limited Service: Limited Service properties are not allowed extra material outside of the 60 or 30 gallon cart. See Refuse Service Matrix (attachment A) for other city refuse services provided to limited service households.

4.5 Multiple Dwelling: The contracted hauler shall provide each multiple dwelling (four and more units) premise with at least one standard dumpster (if not serviced by carts) and provide collection at a minimum of once/week. Multiple dwelling premises may not have extra garbage or waste outside of the provided cart or dumpster, except for problem materials. See Refuse Service Matrix (attachment A) for other city refuse services provided to multi-dwelling properties.

Section 5 General Recycling Operations

5.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for recycling operations as dictated in contracts and agreements as supervised by the City.

5.2 Requirement to Recycle: The City is required to provide all residents the ability to recycle a basic set of materials as set out in MN Statue 115A.552 OPPORTUNITY TO RECYCLE; therefore the City's basic refuse service package includes single-sort recycling. Single sort recyclable materials generated from premises will be collected a minimum of once every-other-week, except for multi-dwellings which will have weekly collection. All properties can order larger or additional containers, plus households can place additional recyclable materials outside of the cart when bagged (paper bags only NO plastic bags) or boxed in a manner that meets the contracted hauler specified procedures. General recycling utility rate will be flat based on living quarter units and not charged on volume or weight.

5.3 Recycling Standards: Recyclable materials included as part of the city's single-sort recycling system will be consistent with the designated MRF (i.e. sorting plant) requirements, except items by agreement with the City and the MRF to study methods for increasing the materials allowed. Recyclable materials are to be clean, and kept as dry as practicable. If the hauler determines a recycling cart is too contaminated with non-recyclable materials, service will not be provided, nor will a refund be authorized. Collection of recycling materials can be provided by the contracted hauler when issues are resolved.

5.4 Rental Properties: The City will require residential rental properties to add tenant recycling expectations to the lease agreement. The City will provide rental properties with tenant recycling kits and advise upon request.

5.5 Recognition: The City will recognize those Recycling Champions whose properties increase recycling and/or utilize the organics recycling service on an annual basis.

5.6 ***City of Columbia Heights Recycling Center.***

5.6.1 Operations: The Recycling Center will operate according to City Code CHAPTER 4: MUNICIPAL SERVICES. The center will be open on Saturdays except for major holiday weekends.

5.6.2 Materials: The City's recycling drop-off center will be used to provide convenience for disposal of certain hazardous wastes, but also recyclable items not accepted in the single sort system. All items collected curbside will also be collected at the Recycling Center with the addition of scrap metal, used oil, oil filters, fluorescent bulbs, string lights, household batteries, and rimless tires.

5.6.3 Illegal Activities: Residents must leave only acceptable items or will be considered illegal dumping subject to penalties described in city ordinances and laws. No one may remove items dropped off for the Recycling Center as it becomes the property of the City, unless authorized by City staff. If persons do not leave the Recycling Center, when asked by the monitor, they will be reported for trespassing on City property.

5.6.4 Volunteers: The City will work with a non-profit service organization to monitor the Recycling Center and provide assistance to residents at the center. The organization shall be paid $3,000/year plus rebates for material value collected at the Recycling Center. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.

5.6.5 Other Activities: The Recycling Center will also be used by a local service organization to package and distribute fresh compost to the community, plus to promote organics recycling. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.

Section 6 Problem Materials (Bulk), Appliances, and Electronic Waste services.

6.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for special material handling as dictated in contracts and agreements as supervised by the City.

6.2 Bulk (furniture, mattresses, carpet): The City will provide a convenient curbside collection to properly dispose of problem materials (bulk). See the Refuse Service Matrix for service level information. The designated vendor must collect the items within three business days. Problem materials will be collected where determined by the property owner. All items must have come from the property where collected i.e. no items from other premises.

6.2.1 Recycling: The City will arrange for reuse or recycling of items before disposing with the trash. Premises must keep problem materials inside, or otherwise protected from rain/snow until collection. In addition, furniture, mattress, and bed springs that are known to be contaminated by bedbugs or other vermin must be securely bagged or wrapped to prevent infestation of other persons or property. If materials are wet or infested items are not sealed, the property will pay for disposal of the items. Premises must call the designated vendor to schedule the special service.

6.2.2 Service Organization: The City may utilize a volunteer service organization as a subcontractor to the contracted hauler for collection and recycling of bulk materials. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.

6.3 Appliances: The City will provide a convenient curbside collection to properly recycle appliances. See the Refuse Service Matrix for service level information. Premises must call the designated vendor to schedule the special service and follow City Code 5A.205 to limit hazards to children. All items must have come from the property where collected i.e. no items from other premises.

6.4 Electronics: The City will provide a convenient curbside collection to properly recycle electronic waste. See the Refuse Service Matrix for service level information. Premises must call the designated vendor to schedule the special service. All items must have come from the property where collected i.e. no items from other premises.

6.5 Other Reuse: Reduction of trash through reuse operations and events: The City will sponsor or partner with local service organizations for reuse events such as Fix-It Clinic and the Citywide Garage Sale day. The City will also produce packets of local reuse vendors and options for residents to utilize when conducting spring and fall cleaning to reuse or recycle household goods and clothing. The City will also organize collection of those items from multi-dwelling buildings. The non-profit organizations must provide their own insurance for members performing this activity and indemnify the City of their operations.

Section 7 Collection of Yard and Shrub Waste.

7.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for yard waste handling as dictated in contracts and agreements as supervised by the City.

7.2 Requirement to Collect: The City will provide a convenient curbside collection to properly recycle yard waste to assist property lawn care, plus to keep yard waste off the street and down the storm drain which causes problems with street flooding and pollution of lakes and rivers. Therefore the City's basic refuse service package includes yard waste collection.

7.3 Container Standards: Must follow City Code CHAPTER 4: MUNICIPAL SERVICES. Those who choose to use the City provided cart will not need to bag or bundle the yard waste. Household owned reusable containers will not be used to contain yard waste for collection by the designated hauler due to worker safety concerns and liability of handling private containers.

7.4 Composability: Yard waste materials included as part of the City's yard waste program will be consistent with the designated Yard Waste/Organics Recycling Facility (i.e. the composter) requirements. Brush must be bundled in manageable 3-foot lengths not to exceed an 18" roll. Woody yard waste not collected by the hauler i.e. tree limbs, stumps, and roots greater than four (4) inches in diameter must be transported to a properly permitted and licensed tree waste transfer or handling facility, such as the Anoka County Bunker Hills site, by the property owner. Christmas trees will be collected when the property schedules it after the holiday season. If the hauler determines yard waste is too contaminated with non-compostable materials, service will not be provided, nor will a refund be authorized. Collection of yard waste can be provided by the contracted hauler after issues are resolved.

Section 8 Collection of Source Separated Organics Comingled with Yard Waste, Every Other Week Garbage Collection

8.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for organics handling and composting as dictated in contracts and agreements as supervised by the City.

8.2 Yard Waste/Organic Cart: The City will provide a convenient curbside collection to properly recycle organics by utilizing a dual purpose cart for both yard waste and organics (food scraps and food soiled paper). Premises can request the cart plus will receive a free kitchen starter kit and the required bags for disposal from the City. Apartment buildings and condos can order also, townhomes will be offered small organic carts as well. Duplexes can share one yard waste/organics cart. An organics cart service fee will be charged. Collection will occur weekly on the same day as garbage during the yard waste season, and every-other-week in the winter. Yard waste comingled with organics in City provided carts will be collected on the curb during the season, except properties where it is physically challenging due to the landscape of the front yard, then it will be collected in the alley. Organics will be collected in the alley during the winter for all properties with alleys; otherwise organics is collected at the curb.

8.3 Organics Standards: All food waste must be securely contained in a BPI-Certified compostable bag and disposed of in the City provided carts only. Organics materials included as part of the City's organics recycling program will be consistent with the designated Organics Recycling Facility (i.e. the composter) requirements. Paper plates, bowls, cups, dinnerware must have the BPI-Certificate on the packaging in order to compost it. Comingled yard waste must meet the standards stated in Section 7 of this policy. If the hauler determines a yard waste/organics cart is too contaminated with non-compostable materials, service will not be provided, nor will a refund be authorized. Collection of organic materials can be provided by the contracted hauler when issues are resolved.

8.4 Low Volume Trash: The City will authorize 30 gallon limited service garbage carts with every-other-week (EOW) garbage service; 30 gallon, EOW garbage collection must be combined with organics collection. In addition, households must attend a City-provided recycling class for information on how to reduce trash and maximize recycling. Approval or denial of the request shall be at the sole discretion of the City.

Section 9 Fees and Charges other than Utility Rates.

9.1 Bulk collection and disposal. Limited service properties pay per item fees based on the designated hauler rates.

9.2 Unacceptable Bulk. Bulk that is wet or infested, and not properly sealed, will pay per item fees based on the designated hauler rates.

9.3 Properties will pay for additional appliances, over the one free per year, based on the designated hauler rates.

9.4 All properties will pay a flat $20 electronics pickup fee when service is scheduled.

9.5 Yard Waste/Organic cart service fee is $2.50 per month for households that sign up for the service. Multi-dwellings will pay $2.50 for the cart plus $2.00 for a yard waste fee, which they are not currently charged.

9.6 Low volume trash service as defined in section 8.4 of this Policy: 30 gallon limited service collected every-other-week collection charge is $10.00 per month.

Section 10 Resolution of Disputes

10.1 Contractor: If there is a dispute between the customer and the Contractor regarding expenses related to poor service or damages caused by the Contractor's actions, resident and/or property owner shall file a claim with the Contractor as the City is indemnified by contract from their operations.

10.2 City: If there is a dispute between the customer and the City regarding poor service and the City's utility charge for refuse they can file a claim including any and all evidence related to the dispute (photographs, neighbor's statements, etc.). The City may only deduct from the next utility bill the affected time period of the poor service.

10.3 Fines: Administrative fines imposed by the City can be appealed to the City Council and further in District Court if the property owner and/or resident seek additional remedy.

CH Refuse Services Matrix

SERVICE	Household Full Service	Household Limited Service	Multiple Unit
Trash	Per 90 gal cart or Senior servic	Per 60 or 30 gal cart	Per container x frequency
Extra bags/ C & D rubbish	1.5 yards included	Not included	No bags/rubbish outside of containers
Problem material Bulk Items Recycling	Included	Per item fees	Included
Single Sort Recycling	EOW Unlimited	EOW Unlimited	Weekly Unlimited
Appliances	1 included /year	1 included /year	1 Included/unit/year
Electronics	Pay pick-up fee City subsidized	Pay pick-up fee City subsidized	Pay pick-up fee City subsidized
Yard Waste	Unlimited bags	Unlimited bags	NA
YW/Organic carts	Subscription	Subscription	Subscription
Christmas tree	1 included/year	1 included/year	1 included/unit/year
Recycling Center	Free	Free	Free

AGENDA SECTION	CONSENT AGENDA
ITEM NO.	7E
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Authorize the purchase of replacement radios for the Fire Department
DEPARTMENT: Fire	**CITY MANAGER'S APPROVAL:**
BY/DATE: Gary Gorman/ March 12, 2018	**BY/DATE:**
CITY STRATEGY: #7: Strong Infastructure/Public Services **Additional Strategy?** #7: Strong Infastructure/Public Services	
SHORT TERM GOAL (IF APPLICABLE): **Additional Goal?**	

BACKGROUND: Fire Department mobile and portable radios were purchased in 2004 when Anoka County upgraded to the 800 MHz radio system. Motorola, the radio manufacturer will be discontinuing service and support for the mobile radios in 2018 and for the portable radios in 2019. Due to the number and cost of radios all of the Fire Department mobile radios and approximately half of the portable radios are budgeted to be replaced this year. The remainder of the radios will be budgeted for in 2019. The radios are used in the Anoka County radio system so the radio specs are predetermined for us.

STAFF RECOMMENDATION: Staff recommends purchasing the replacement radios and accessories from Motorola Solutions per State contract 119587. A copy of the spec and price sheet is included. The specs have been reviewed and approved by Anoka County Central Communications. Additional accessories will be purchased from Ancom Communications.

RECOMMENDED MOTION(S):
MOTION: Move to authorize the purchase of radios and accessories in the amount of $81,248.00 from Motorola Solutions per State Contract #119587 and additional accessories from Ancom Communications in the amount of $1225.00.
MOTION: Move to authorize the Fire Chief to expend up to $2500.00 for the installation of the radios.

ATTACHMENTS:
Radio and accessories specs and pricing

DATE: 2/20/2018

CUSTOMER: Mr. Jake Thompson/Kelli Rogers
Anoka County
Columbia Heights FD

CONTACT: Mr. Jake Thompson/Kelli Rogers
PHONE: (763) 324-4756/(763) 324-4766

Sales: Dean R. Daninger Fax: 952.808.0034
Phone: 763.755.3377 Email: dean.daninger@ancom.org

2017 MN State Contract Pricing 119587

Quantity			Description	List	Discount	Contract	Extended
Motorola APX6000 Digital Portable Radio							
14	H98UCF9PW6BN		APX6000 700/800 Portable radio	$ 2,938.00	25%	$ 2,203.50	$ 30,849.00
14	QA05570AA	PMNN4486	ADD: LIION IMPRES II 3400 MAH IP68	$ 100.00	25%	$ 75.00	$ 1,050.00
14	H122	NAR6595A	ADD: 1/4 Wave 7/800 GPS Stubby Antenna	$ 24.00	25%	$ 18.00	$ 252.00
14	H885		ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	$ 90.00	0%	$ 84.00	$ 1,176.00
14	Q806		ADD: Astro Digital Operation	$ 515.00	25%	$ 386.25	$ 5,407.50
14	H38		ADD: Smartzone Operation	$ 1,200.00	25%	$ 900.00	$ 12,600.00
14	Q361		ADD: P25 9600 Baud Trunking	$ 300.00	25%	$ 225.00	$ 3,150.00
14	Trade		Motorola Trade in, 10 plus units			$ (500.00)	$ (7,000.00)
Accessories							
14	PMMN4069		IMPRES Remote Speaker Microphone	$ 121.00	25%	$ 90.75	$ 1,270.50
14	NNTN8860		APX IMPRES II Single Unit Charger	$ 150.00	25%	$ 112.50	$ 1,575.00
Options							
14	PMNN4486		ADD: LIION IMPRES II 3400 MAH IP68	$ 142.00	25%	$ 106.50	$ 1,491.00
1	RLN6554		APX Wireless RSM with battery	$ 300.00	25%	$ 225.00	$ 225.00
5	NNTN7624		IMPRES VEHICULAR CHARGER	$ 429.00	25%	$ 321.75	$ 1,608.75
2	NNTN8844		Generation II Multi Unit Charger	$ 1,250.00	25%	$ 937.50	$ 1,875.00
						Total	$ 55,529.75
Motorola APX6500 Digital Remote Mount Mobile Radio							
6	M25URS9PW1-N		APX6500 700/800 MID POWER MOBILE	$ 2,344.00	25%	$ 1,758.00	$ 10,548.00
6	G67		ADD: REMOTE MOUNT	$ 297.00	25%	$ 222.75	$ 1,336.50
6	G442		ADD: APX 05 CONTROL HEAD	$ 432.00	25%	$ 324.00	$ 1,944.00
6	G24		ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	$ 131.00	0%	$ 131.00	$ 786.00
6	G444		ADD: CONTROL HEAD SOFTWARE	$ -		$ -	$ -
6	G806		ENH: ASTRO DIGITAL CAI OPERATION	$ 515.00	25%	$ 386.25	$ 2,317.50
6	G51		ENH: SMARTZONE OPERATION	$ 1,200.00	25%	$ 900.00	$ 5,400.00
6	G361		ADD: P25 TRUCKING SOFTWARE	$ 300.00	25%	$ 225.00	$ 1,350.00
6	W22		ADD: PALM MICROPHONE	$ 72.00	25%	$ 54.00	$ 324.00

6	W484	ALT: ANTENNA 3DB GAIN 762-870MHZ	$	38.00	25%	$	28.50	$	171.00
6	G609	ADD: 50 FOOT CABLE	$	35.00	25%	$	26.25	$	157.50
6	B18	ADD: AUXILARY SPEAKER 7.5 WATT	$	60.00	25%	$	45.00	$	270.00
6	Trade	Motorola Trade in, 10 plus units				$	(500.00)	$	(3,000.00)
						Total		$	21,604.50

Motorola APX6500 Digital Dash Mount Mobile Radio Base

1	M25URS9PW1-N	APX6500 700/800 MID POWER MOBILE	$	2,344.00	25%	$	1,758.00	$	1,758.00
1	G66	ADD: DASH MOUNT	$	125.00	25%	$	93.75	$	93.75
1	G442	ADD: APX 05 CONTROL HEAD	$	432.00	25%	$	324.00	$	324.00
1	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	$	131.00	0%	$	131.00	$	131.00
1	G444	ADD: CONTROL HEAD SOFTWARE	$	-		$	-	$	-
1	G806	ENH: ASTRO DIGITAL CAI OPERATION	$	515.00	25%	$	386.25	$	386.25
1	G51	ENH: SMARTZONE OPERATION	$	1,200.00	25%	$	900.00	$	900.00
1	G361	ADD: P25 TRUCKING SOFTWARE	$	300.00	25%	$	225.00	$	225.00
1	W22	ADD: PALM MICROPHONE	$	72.00	25%	$	54.00	$	54.00
0	W484	ALT: ANTENNA 3DB GAIN 762-870MHZ	$	38.00	25%	$	28.50	$	-
1	G89	ALT: DELETE ANTENNA 3DB GAIN 762-870MHZ	$	-	25%	$	-	$	-
1	B18	ADD: AUXILARY SPEAKER 7.5 WATT	$	60.00	25%	$	45.00	$	45.00
1	W969	ENH: MULTIPLE KEY ENCRYPTION OPERATION	$	330.00	25%	$	247.50	$	247.50
1	G625	ENH: DES/DES-XL/DES-OFB ENCRYPTION	$	599.00	25%	$	449.25	$	449.25
1	XXXX	Radio Trade in				$	(500.00)	$	(500.00)
						Total		$	4,113.75

Motorola APX6000 Digital Portable Radio	$	55,529.75
Motorola APX6500 Digital Remote Mount Mobile Radio	$	21,604.50
Motorola APX6500 Digital Dash Mount Mobile Radio Base	$	4,113.75
Motorola Consolette and remotes (from tab 5)	$	-
Headsets for portable radios (from tab 6)	$	1,225.00
Grand Total	$	82,473.00

Purchase order is made out to: Motorola Solutions
13108 Collections Center Drive

	Chicago, IL 60693	Call/email county to order
Please include on the purchase order:	Payment per State contract. State Bid Contract Number: 119587	
Email copy of Purchase order to:	dean.daninger@ancom.org	

DATE: 2/6/2018

CUSTOMER: Mr. Jake Thompson/Kelli Rogers
Anoka County
Columbia Heights FD

Sales: Dean R. Daninger
Phone: 763.755.3377

Fax: 952.808.0034
Email: dean.daninger@ancom.org

CONTACT: Mr. Jake Thompson/Kelli Rogers
PHONE: (763) 324-4756/(763) 324-4766

Quantity		Description	Sell	Extended
		David Clark Headset		
3	H6240-51	David Clark Behind the head, No adapter. PTT on headset For Motorola APX6000 portable	$340.00	$ 1,020.00
2	RMN5058	Motorola Lightweight Headset with Boom Microphone	$90.00	$ 180.00
		Shipping		$ 25.00
		Grand Total		$ 1,225.00

Purchase order is made out to: Ancom

AGENDA SECTION	CONSENT
ITEM NO.	7F
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Approval of Off-Site Gambling Application for Columbia Heights Athletic Boosters to conduct charitable gambling activities at Muzyn Hall, 530 Mill St NE, on June 24, 2018
DEPARTMENT: Police Department	**CITY MANAGER'S APPROVAL:**
BY/DATE: Chief Austin/March 7, 2018	**BY/DATE:**
CITY STRATEGY: #1; Safe Community **Additional Strategy?** #4: Opportunities for Play and Learning	
SHORT TERM GOAL (IF APPLICABLE): Choose an item. **Additional Goal?** Choose an item.	

BACKGROUND:
The Columbia Heights Athletic Boosters Club has submitted an Application to Conduct Off-Site Gambling at Murzyn Hall, 530 Mill Street NE. The Athletic Boosters propose to have bingo on June 24, 2018.

The Athletic Boosters are joining the Columbia Heights Lions in a group effort to host a purse/merchandise bingo event on Sunday, June 24, 2018 during Jamboree. All proceeds would benefit the kids of Columbia Heights.

STAFF RECOMMENDATION:
The Police Department has no objection to this request, and recommends the City Council approve the application as submitted.

RECOMMENDED MOTION(S):
MOTION: Move to approve the Off-Site Gambling Application for the Columbia Heights Athletic Boosters to conduct a bingo event at Murzyn Hall, 530 Mill Street NE, on June 24, 2018, and to direct the City Manager to sign the Off-Site Gambling Permit Application verifying the City's approval.

ATTACHMENTS:
CH Athletic Boosters Application to Conduct Off-Site Gambling

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Columbia Heights Athletic Booster License Number: 62072

Address: 530 Mill Street NE City: Columbia Heights, MN Zip: 55421

Chief Executive Officer (CEO) Name: Jeremy Deel Daytime Phone: 763-458-4417

Gambling Manager Name: Wendy Martinson Daytime Phone: 763-706-3743

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 6/24/18 to 6/24/18

Check the type of games that will be conducted:

- [ ] Raffle
- [ ] Pull-Tabs
- [x] Bingo
- [ ] Tipboards
- [ ] Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: John P. Murzyn Hall

Street address and City (or township): 530 Mill Street NE, Columbia Heights Zip: 55421 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- [ ] **Yes** If yes, a lease is not required.
- [x] **No** If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: $ Ø (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Deanna Saefke Date: 2-27-18

Print Lessor's Name: Deanna J Saefke

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____
	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: _____
	Signature of Township Officer: _____
	Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

_____ _____

Signature of CEO (must be CEO's signature; designee may not sign) Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

AGENDA SECTION	CONSENT AGENDA
ITEM NO.	7G
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: LICENSE AGENDA	
DEPARTMENT: COMMUNITY DEVELOPMENT	**CITY MANAGER'S APPROVAL:**
BY/DATE: March 7, 2018	**BY/DATE:**
CITY STRATEGY: #1; Safe Community **Additional Strategy?** Choose an item.	
SHORT TERM GOAL (IF APPLICABLE): Choose an item. **Additional Goal?** Choose an item.	

BACKGROUND:

BACKGROUND/ANALYSIS

Attached is the business license agenda for the March 12, 2018 Council meeting. This agenda consists of applications for 2018 Contractor Licenses.

At the top of the license agenda you will notice a phrase stating *Signed Waiver Form Accompanied Application. This means that the data privacy form has been submitted as required. If not submitted, certain information cannot be released to the public.

RECOMMENDED MOTION:

Move to approve the items as listed on the business license agenda for March 12, 2018 as presented.

ATTACHMENTS:

TO CITY COUNCIL March 12, 2018
*Signed Waiver Form Accompanied Application

CONTRACTOR'S LICENSES-2018

BLDG	*S & R Appliance	4118 Hoffman Rd, White Bear Lk	$60
	*Park Construction	1481 81st Ave NE, Mpls	$60
	*Amp's Future Inc dba Mr. Rooter	5155 E River Rd, Fridley	$60
	*MNP Mechanical	16320 Harvard Dr, Lakeville	$60
	*MN Tree Experts	7527 Oliver Ave N, Brooklyn Park	$60

AGENDA SECTION	CONSENT
ITEM NO.	7H
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: Consideration of Appointments to Advisory Commissions	
DEPARTMENT: Administration	**CITY MANAGER'S APPROVAL:**
BY/DATE: Katie Bruno / December 27, 2017	
CITY STRATEGY: #8: Engaged, Multi-Generational Population **Additional Strategy?** #5: Diverse, Welcoming "Small-Town" Feel	
SHORT TERM GOAL (IF APPLICABLE): #7 Develop and Implement Strategies to Support Volunteerism Within the Community **Additional Goal?** N/A	

BACKGROUND:
The City has eight commissioners on various commissions with terms expiring in April 2018. All eight commissioners have expressed interest in continuing to serve.

In addition the City Council adopted Ordinance 1645 on February 12, 2018. This ordinance changes some of the operational bylaws of the Planning & Zoning commission; including increasing Commission membership from five to seven members, and formally changing the name of the commission to the Planning Commission.

The City advertised for the openings, and received applications from seven residents. Interviews were held at Special Work Sessions on March 5th and March 12th.

RECOMMENDATION:
It is recommended that the council make the following appointments.

Reappointment of Commissioners with expiring terms:

Traffic Commission	Term Expires	Term Length
Ed Carlson	4-1-2022	4 years

Library Board		
Tricia Conway	4-1-2021	3 years
Catherine Vesley	4-1-2021	3 years

Park & Recreation Commission		
Sean Clerkin	4-1-2023	5 years
David Payne	4-1-2020	2 years
Ann Carder	4-1-2023	5 years
Kevin McDonald	4-1-2020	2 years

Planning Commission

Rob Fiorendino	4-1-2022	4 years

New Appointment of Commissioners:

Planning Commission	Term Expires	Term Length
_____	4-1-2022	4 years
_____	4-1-2022	4 years

Traffic Commission	Term Expires	Term Length
_____	4-1-2019	(completion of vacated 4 year term)

RECOMMENDED MOTION(S):

MOTION: Move to appoint volunteers to serve on various commissions as recommended.

CITY OF COLUMBIA HEIGHTS

FINANCE DEPARTMENT

AGENDA SECTION Consent
ITEM NO. 7I
MEETING DATE March 12, 2018

COUNCIL MEETING OF: March 12, 2018 .

STATE OF MINNESOTA

COUNTY OF ANOKA

CITY OF COLUMBIA HEIGHTS

Motion: Move that in accordance with Minnesota Statutes the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of $ 739,293.93.

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*****************************************************************************
*                    * * *  L  E  A  N  N  O  * * *                          *
*                    * * *  L  E  A  N  N  O  * * *                          *
*                    * * *  L  E  A  N  N  O  * * *                          *
*                    * * *  L  E  A  N  N  O  * * *                          *
*****************************************************************************
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Report Selection:

Optional Report Title.....03/12/2018 COUNCIL LISTING

INCLUSIONS:

Fund & Account.		thru
Check Date.....		thru
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check Number.....	169543	thru 169705
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Voucher		thru
Released Date.....		thru
Cleared Date.....		thru

Include Exp/Rev Closing Entries	N
Create Excel file & Download	N

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L	LEANNO	01		PRT04	Y	S	6	066	10	Y	Y	

Check History
03/12/2018 COUNCIL LISTING

BANK CHECKING ACCOUNT

BANK	VENDOR	CHECK#	CHECK DATE	AMOUNT
	NORTHEAST BANK	169543	02/26/18	120,452.12
	A E SIGN SYSTEMS	169544	02/28/18	101.32
	AMERICAN BOTTLING COMPAN	169545	02/28/18	334.04
	AMERIPRIDE LINEN INC	169546	02/28/18	505.71
	ANOKA COUNTY - ES	169547	02/28/18	600.00
	ARTISAN BEER COMPANY	169548	02/28/18	2,516.50
	ASPEN MILLS, INC.	169549	02/28/18	304.00
	AZTECA SYSTEMS INC	169550	02/28/18	1,562.00
	BELLBOY BAR SUPPLY	169551	02/28/18	410.92
	BELLBOY CORPORATION	169552	02/28/18	980.80
	BERNICK'S WINE	169553	02/28/18	1,404.75
	BREAKTHRU BEVERAGE MN BE	169554	02/28/18	23,353.25
	BREAKTHRU BEVERAGE MN W&	169555	02/28/18	14,613.93
	BROKEN CLOCK BREWING COO	169556	02/28/18	60.00
	CAPITOL BEVERAGE SALES L	169557	02/28/18	10,393.96
	CENTER POINT ENERGY	169558	02/28/18	7,635.15
	CENTURYLINK	169559	02/28/18	88.08
	COMCAST	169560	02/28/18	33.93
	COMMERCIAL ASPHALT	169561	02/28/18	338.85
	COMMON CRAFT GROUP LLC	169562	02/28/18	435.00
	COON RAPIDS ATHLETIC ASS	169563	02/28/18	234.00
	CRYSTAL SPRINGS ICE LLC	169564	02/28/18	250.04
	DAVIS/ADAM B	169565	02/28/18	109.93
	EHLERS & ASSOCIATES INC	169566	02/28/18	2,805.00
	FARNER-BOCKEN	169567	02/28/18	4,312.64
	FIRE ENGINEERING	169568	02/28/18	26.00
	FIRST ADVANTAGE LNS SCRE	169569	02/28/18	154.00
	FLEETPRIDE INC	169570	02/28/18	41.88
	G & K SERVICES INC	169571	02/28/18	76.86
	GENUINE PARTS/NAPA AUTO	169572	02/28/18	17.98
	GREAT LAKES COCA-COLA DI	169573	02/28/18	1,195.88
	GREEN LIGHTS RECYCLING I	169574	02/28/18	488.25
	HAMLINE UNIVERSITY	169575	02/28/18	700.00
	HAU/KYLE	169576	02/28/18	0.00
	HOHENSTEINS INC	169577	02/28/18	2,412.82
	HOME DEPOT #2802	169578	02/28/18	44.85
	HYDRO-KLEAN LLC	169579	02/28/18	1,128.76
	I & S GROUP INC	169580	02/28/18	6,403.24
	INDEED BREWING COMPANY L	169581	02/28/18	382.90
	INNOVATIVE OFFICE SOLUTN	169582	02/28/18	176.62
	INTEGRATED LOSS CONTROL	169583	02/28/18	422.00
	J. B. HUDSON	169584	02/28/18	292.25
	JJ TAYLOR DIST OF MN	169585	02/28/18	22,003.94
	JOHNSON BROS. LIQUOR CO.	169586	02/28/18	20,643.64
	KENNEDY & GRAVEN	169587	02/28/18	1,269.15
	LEGAN/CHERYL	169588	02/28/18	2,062.00
	LITTLE FALLS MACHINE INC	169589	02/28/18	854.77

BANK	VENDOR	CHECK#	CHECK DATE	AMOUNT
BANK CHECKING ACCOUNT				
	LOFFLER COMPANIES INC	169590	02/28/18	467.70
	LVC COMPANIES INC	169591	02/28/18	912.50
	MANSFIELD OIL COMPANY	169592	02/28/18	9,506.97
	MCDONALD DISTRIBUTING CO	169593	02/28/18	484.20
	MENARDS CASHWAY LUMBER-F	169594	02/28/18	287.08
	MIDWAY FORD	169595	02/28/18	92.81
	MN DEPT OF HEALTH	169596	02/28/18	64.00
	MN DEPT OF PUBLIC SAFETY	169597	02/28/18	25.00
	MN POLLUTION CONTROL AGE	169598	02/28/18	220.00
	OFFICE DEPOT	169599	02/28/18	298.21
	OLIPHANT BREWING LLC	169600	02/28/18	180.00
	PAUSTIS & SONS WINE COMP	169601	02/28/18	973.25
	PHILLIPS WINE & SPIRITS	169602	02/28/18	1,710.61
	RJM DISTRIBUTING INC	169603	02/28/18	389.70
	ROGER'S AUTO BODY	169604	02/28/18	2,141.22
	SCHACHTELE/BRYAN	169605	02/28/18	163.65
	SHORT ELLIOT HENDRICKSON	169606	02/28/18	1,809.93
	SOUTHERN GLAZER'S	169607	02/28/18	10,537.03
	STAPLES ADVANTAGE	169608	02/28/18	145.91
	THE EAU CLAIRE BREWING P	169609	02/28/18	606.00
	TRIO SUPPLY COMPANY INC	169610	02/28/18	934.16
	VINOCOPIA INC	169611	02/28/18	1,362.50
	VIRIDI INVESTMENTS LLC	169612	02/28/18	203.27
	WINE COMPANY/THE	169613	02/28/18	242.87
	XCEL ENERGY (N S P)	169614	02/28/18	25,888.59
	ZEP MANUFACTURING COMPAN	169615	02/28/18	257.74
	56 BREWING LLC	169616	02/28/18	288.00
	NORTHEAST BANK CREDIT CA	169617	02/28/18	0.00
	AID ELECTRIC SERVICE INC	169618	03/07/18	4,115.75
	ALEX AIR APPARATUS INC	169619	03/07/18	754.40
	ANOKA COUNTY ATTORNEY	169620	03/07/18	348.80
	ANOKA CTY - CENTRAL COMM	169621	03/07/18	347.28
	ARTISAN BEER COMPANY	169622	03/07/18	3,619.58
	ASPEN EQUIPMENT	169623	03/07/18	226.38
	ASPEN MILLS, INC.	169624	03/07/18	919.24
	AWWA MINN SECTION HEALTH	169625	03/07/18	980.00
	AXON ENTERPRISE INC	169626	03/07/18	19,851.79
	BAKER & TAYLOR	169627	03/07/18	3,205.43
	BELANGER/BRIANNA	169628	03/07/18	71.76
	BELLBOY BAR SUPPLY	169629	03/07/18	432.23
	BELLBOY CORPORATION	169630	03/07/18	855.85
	BERNICK'S WINE	169631	03/07/18	3,753.65
	BLACK STACK BREWING	169632	03/07/18	549.00
	BREAKTHRU BEVERAGE MN BE	169633	03/07/18	20,449.09
	BREAKTHRU BEVERAGE MN W&	169634	03/07/18	7,254.16
	BROKEN CLOCK BREWING COO	169635	03/07/18	240.00
	CAPITOL BEVERAGE SALES L	169636	03/07/18	11,307.70

BANK	VENDOR	CHECK#	CHECK DATE	AMOUNT
BANK CHECKING ACCOUNT				
	CENGAGE LEARNING INC	169637	03/07/18	52.48
	CENTER POINT ENERGY	169638	03/07/18	2,883.27
	CITY OF MAPLEWOOD	169639	03/07/18	6,250.00
	CITY OF ST ANTHONY	169640	03/07/18	46,338.13
	COLE INFORMATION SERVICE	169641	03/07/18	537.95
	COMMON CRAFT GROUP LLC	169642	03/07/18	120.00
	CONSTRUCTIVE PLAYTHINGS	169643	03/07/18	962.44
	CORE & MAIN LP	169644	03/07/18	1,510.70
	CUSTOM REMODELERS INC	169645	03/07/18	150.00
	DALCO ENTERPRISES INC	169646	03/07/18	111.54
	EMERGENCY APPARATUS MAIN	169647	03/07/18	2,263.26
	FERGUSON WATERWORKS INC	169648	03/07/18	55.00
	FLEETPRIDE INC	169649	03/07/18	329.52
	FLEX COMPENSATION, INC	169650	03/07/18	125.00
	FOTH INFRASTRUTRE&ENVIRO	169651	03/07/18	4,254.00
	G & K SERVICES INC	169652	03/07/18	205.59
	GENERAL BOOK COVERS	169653	03/07/18	431.85
	GENERAL OFFICE PRODUCTS	169654	03/07/18	3,188.38
	GENUINE PARTS/NAPA AUTO	169655	03/07/18	159.98
	HALL/KYLE	169656	03/07/18	162.63
	HOHENSTEINS INC	169657	03/07/18	4,801.95
	HOME DEPOT #2802	169658	03/07/18	47.51
	INDEED BREWING COMPANY L	169659	03/07/18	267.80
	J H LARSON ELECTRIC COMP	169660	03/07/18	51.48
	JJ TAYLOR DIST OF MN	169661	03/07/18	5,435.64
	JOHNSON BROS. LIQUOR CO.	169662	03/07/18	31,715.90
	JUNTILLA/RICHARD E	169663	03/07/18	10.65
	LADEN'S BUSINESS MACHINE	169664	03/07/18	195.00
	LEAGUE OF MINNESOTA CITI	169665	03/07/18	130.00
	LUPULIN BREWING CO	169666	03/07/18	189.00
	MARCO, INC	169667	03/07/18	1,093.02
	MARTIN-MCALLISTER INC	169668	03/07/18	4,800.00
	MCDONALD DISTRIBUTING CO	169669	03/07/18	1,584.75
	MEDINA/JULIO	169670	03/07/18	112.60
	MENARDS CASHWAY LUMBER-F	169671	03/07/18	94.72
	MIDWAY FORD	169672	03/07/18	64.53
	MIDWEST TAPE	169673	03/07/18	288.82
	MINNESOTA GFOA	169674	03/07/18	15.00
	MN CHAPTER IAAI	169675	03/07/18	75.00
	MN POLLUTION CONTROL AGE	169676	03/07/18	1,560.00
	MONTGOMERY BREWING CO LL	169677	03/07/18	366.00
	NADA APPRAISAL GUIDES	169678	03/07/18	80.00
	OFFICE DEPOT	169679	03/07/18	114.02
	PAUSTIS & SONS WINE COMP	169680	03/07/18	680.00
	PHILLIPS WINE & SPIRITS	169681	03/07/18	17,812.29
	PREMIUM WATERS INC	169682	03/07/18	33.70
	PUNJANI/SADIQUE	169683	03/07/18	140.44

Check History
03/12/2018 COUNCIL LISTING

BANK	VENDOR	CHECK#	CHECK DATE	AMOUNT
BANK CHECKING ACCOUNT				
	R & B FOODS LLC	169684	03/07/18	172.50
	RESPEC INC	169685	03/07/18	1,422.50
	RODER/JOHN	169686	03/07/18	38.78
	ROGER'S AUTO BODY	169687	03/07/18	2,701.48
	ROHN INDUSTRIES	169688	03/07/18	15.00
	S & E LLC	169689	03/07/18	98.17
	SOUTHERN GLAZER'S	169690	03/07/18	22,396.04
	STATE OF MINN-DEPT OF FI	169691	03/07/18	174.40
	STREICHER'S GUN'S INC/DO	169692	03/07/18	129.90
	TCF NATIONAL BANK	169693	03/07/18	182.92
	TEE JAY NORTH INC	169694	03/07/18	1,304.74
	THE EAU CLAIRE BREWING P	169695	03/07/18	144.00
	THELEN INC	169696	03/07/18	282.01
	THYSSENKRUPP ELEVATOR CO	169697	03/07/18	75.04
	TIN WHISKERS BREWING CO	169698	03/07/18	159.00
	TITAN MACHINERY INC	169699	03/07/18	229.38
	TRIO SUPPLY COMPANY INC	169700	03/07/18	39.90
	URBAN GROWLER BREWING CO	169701	03/07/18	264.00
	VERIZON WIRELESS	169702	03/07/18	1,737.77
	VINOCOPIA INC	169703	03/07/18	1,188.00
	WSB & ASSOCIATES INC	169704	03/07/18	1,038.50
	56 BREWING LLC	169705	03/07/18	150.00
				569,904.27

Check History
03/12/2018 COUNCIL LISTING

BANK	VENDOR	CHECK#	CHECK DATE	AMOUNT
REPORT TOTALS:				569,904.27

RECORDS PRINTED - 000904

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL	61,006.19
201	PLANNING & INSPECTIONS	278.13
204	EDA ADMINISTRATION	19.96
212	STATE AID MAINTENANCE	52,349.50
240	LIBRARY	6,821.02
261	AFTER-SCHOOL PROGRAMS	676.80
265	FORFEITURE FUND	6,773.20
371	TIF T4: KMART/CENTRAL AVE	916.00
372	HUSET PARK AREA TIF (T6)	561.00
376	TIF DISTRICTS A3/C7/C8	561.00
385	TIF K2 M.U.R.P.	561.00
389	TIF R8 CRESTV/TRANSITION BLK	561.00
402	STATE AID CONSTRUCTION	1,809.93
408	EDA REDEVELOPMENT PROJECT FD	121,366.27
412	CAPITAL IMPROVEMENT PARKS	10,760.06
415	CAPITAL IMPRVMT - PIR PROJ	182.92
601	WATER UTILITY	6,195.81
602	SEWER UTILITY	5,432.37
603	REFUSE FUND	4,961.62
604	STORM SEWER UTILITY	1,384.31
609	LIQUOR	263,010.09
653	STORM SEWER CONSTRUCT. FUND	1,038.50
701	CENTRAL GARAGE	16,429.57
720	INFORMATION SYSTEMS	317.88
883	CONTRIBUTED PROJECTS-OTHER	962.44
884	INSURANCE	4,842.70
887	FLEX BENEFIT FUND	125.00
TOTAL ALL FUNDS		569,904.27

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CHECKING ACCOUNT	569,904.27
TOTAL ALL BANKS		569,904.27

PERIOD 1 DATING FROM 2/10/2018 THRU 2/23/2018 CHECK DATE 3/02/2018

```
VENDOR #POLICE COL HGTS POLICE ASSN         CHECK #   86205
      885.00.10110 PAYROLL ACCOUNT         TOTAL                        124.50 *

CHECK # 086205 TOTAL                                                    124.50 **

VENDOR #1ST CU COL HTS LOCAL 1216           CHECK #   86206
      885.00.10110 PAYROLL ACCOUNT         TOTAL                        150.00 *

CHECK # 086206 TOTAL                                                    150.00 **

VENDOR #DENTAL DELTA DENTAL OF MINNESOT     CHECK #   86207
      885.00.10110 PAYROLL ACCOUNT         TOTAL                      2,668.50 *

CHECK # 086207 TOTAL                                                  2,668.50 **

VENDOR #PMA    FINANCIAL ONE                CHECK #   86208
      885.00.10110 PAYROLL ACCOUNT         TOTAL                         50.00 *

CHECK # 086208 TOTAL                                                     50.00 **

VENDOR #HSA    HSA BANK                     CHECK #   86209
      885.00.10110 PAYROLL ACCOUNT         TOTAL                      5,762.42 *

CHECK # 086209 TOTAL                                                  5,762.42 **

VENDOR #COP/UN LAW ENFORCEMENT LABOR SE     CHECK #   86210
      885.00.10110 PAYROLL ACCOUNT         TOTAL                        818.71 *

CHECK # 086210 TOTAL                                                    818.71 **

VENDOR #POL/UN LAW ENFORCEMENT LABOR SE     CHECK #   86211
      885.00.10110 PAYROLL ACCOUNT         TOTAL                        245.00 *

CHECK # 086211 TOTAL                                                    245.00 **

VENDOR #MEDICA MEDICA                       CHECK #   86212
      885.00.10110 PAYROLL ACCOUNT         TOTAL                      5,477.93 *

CHECK # 086212 TOTAL                                                  5,477.93 **

VENDOR #CHSUPP MN CHILD SUPPORT PAYMENT     CHECK #   86213
      885.00.10110 PAYROLL ACCOUNT         TOTAL                        176.74 *

CHECK # 086213 TOTAL                                                    176.74 **

VENDOR #GW     MSRS MNDCP PLAN 650251       CHECK #   86214
      885.00.10110 PAYROLL ACCOUNT         TOTAL                      4,880.80 *

CHECK # 086214 TOTAL                                                  4,880.80 **

VENDOR #PERA   PERA  397400                 CHECK #   86215
```

PERIOD 1 DATING FROM 2/10/2018 THRU 2/23/2018 CHECK DATE 3/02/2018

VENDOR #PERA PERA 397400 CHECK # 86215

885.00.10110 PAYROLL ACCOUNT TOTAL 65,525.90 *

CHECK # 086215 TOTAL 65,525.90 **

VENDOR #VISION UNUM LIFE INS CO OF AMER CHECK # 86216
885.00.10110 PAYROLL ACCOUNT TOTAL 359.44 *

CHECK # 086216 TOTAL 359.44 **

VENDOR #ROTH VANTAGEPOINT TRANSFER -4 CHECK # 86217
885.00.10110 PAYROLL ACCOUNT TOTAL 729.77 *

CHECK # 086217 TOTAL 729.77 **

VENDOR #RHS VANTAGEPOINT TRANSFER AG CHECK # 86218
885.00.10110 PAYROLL ACCOUNT TOTAL 733.06 *

CHECK # 086218 TOTAL 733.06 **

VENDOR #ICMA VANTAGEPOINT TRANSFER 45 CHECK # 86219
885.00.10110 PAYROLL ACCOUNT TOTAL 15,639.89 *

CHECK # 086219 TOTAL 15,639.89 **

PERIOD 1 DATING FROM 2/10/2018 THRU 2/23/2018 CHECK DATE 3/02/2018

FUND 885	PAYROLL FUND	103,342.66
	TOTAL ALL FUNDS	103,342.66

CITY OF COLUMBIA HEIGHTS ELECTRONIC PAYMENTS

PAID TO	FOR	CONFIRMATION#	TRANSACTION DATE	AMOUNT	BY
MNDOR	FEB 2018 Water Sales Tax	1-641-041-088	03/15/18	11,704.00	JH
MNDOR	Feb 2018 Liquor Sales Tax	734880448	03/16/18	54,343.00	SS
				==========	
		For Council Meeting:	03/12/18	$ 66,047.00	

AGENDA SECTION	BID CONSIDERATIONS
ITEM NO.	9Ba
MEETING DATE	MARCH 12, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: ACCEPT BIDS AND AWARD A CONTRACT FOR THE KEYES PARK IMPROVEMENTS, PROJECT NO. 1610	
DEPARTMENT: Public Works	**CITY MANAGER'S APPROVAL:**
BY/DATE: Kevin Hansen / March 7, 2018	**BY/DATE:**
CITY STRATEGY: #4: Opportunities for Play and Learning **Additional Strategy?** #6: Excellent Housing/Neighborhoods	
SHORT TERM GOAL (IF APPLICABLE): **Additional Goal?**	

BACKGROUND: At their August 22, 2016 meeting the City Council accepted the Master Plan for Keyes Park and authorized the preparation of plans.

An amount of $350,000 was budgeted in the 2017 Parks Capital Improvement Fund and $75,000 from the Storm Water Fund. Plans and specifications were advertised for bids. Two bids were received and publicly read aloud at the August 22, 2017 bid opening. Both bids came in above the engineer's estimate. At the August 28, 2017 meeting the City Council moved to reject all bids for Keyes Park Improvements, Project Number 1610, and authorized staff to seek new bids over the winter of 2017/2018.

Plans and specifications were modified and advertised for bids in the Sun Focus, the City website and QuestCDN. Nine bids were received and publicly read aloud at the February 27, 2018 bid opening. The high bid was $646,562 and the low bid $409,575. A detailed bid tabulation is available from the City Engineer.

STAFF RECOMMENDATION: Based upon the low bid from Odesa II, LLC staff is recommending contract award of the base bid with alternates 3-7 and 10. As an item that had been talked about during the public meetings and plan development, the Council may wish to consider adding alternate 1 which provides a sidewalk along 45th Avenue from the park and then along the back of the curb down to 44th Avenue.

The alternates and low bid pricing from Odesa II are described as follows:

Base Bid:	$409,575
Add Alternates:	
1 – 45th Avenue and McCleod Sidewalk and Trail	$38,011
2 – 46th Avenue and Reservoir Sidewalk	$49,790
3 – Bleachers (2)	$3,000
4 – Players Benches (4)	$3,200
5 – Park Benches (3)	$3,300
6 – Trash and Recycling Receptacles (4)	$3,600
7 – Bicycle Rack (1)	$500
8 – Portable Restroom Enclosure	$7,500
9 – Furnish and Install Trees (28)	$18,200
10 – Parking Lot on 45th Avenue	$29,635.50
Recommended Project Award (alternates 3-7 & 10)	**$452,810.50**
Alternate Recommended Project Award (alternates 1, 3-7 & 10)	**$490,821.50**

The base bid is approximately 9.3% less than the engineer's estimate of $451,000.

The base bid plus alternates is consistent with the engineer's estimate of $451,000.

RECOMMENDED MOTION(S): Accept bids and award the Keyes Park Improvement Project, City Project No. 1610, including Alternates 3-7 and 10 to Odesa II LLC of Sauk Rapids, Minnesota based upon their low, qualified, responsible bid in the amount of $452,810.50 with funds to be appropriated from Fund 412-51610 and Fund 652-51610; and, furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

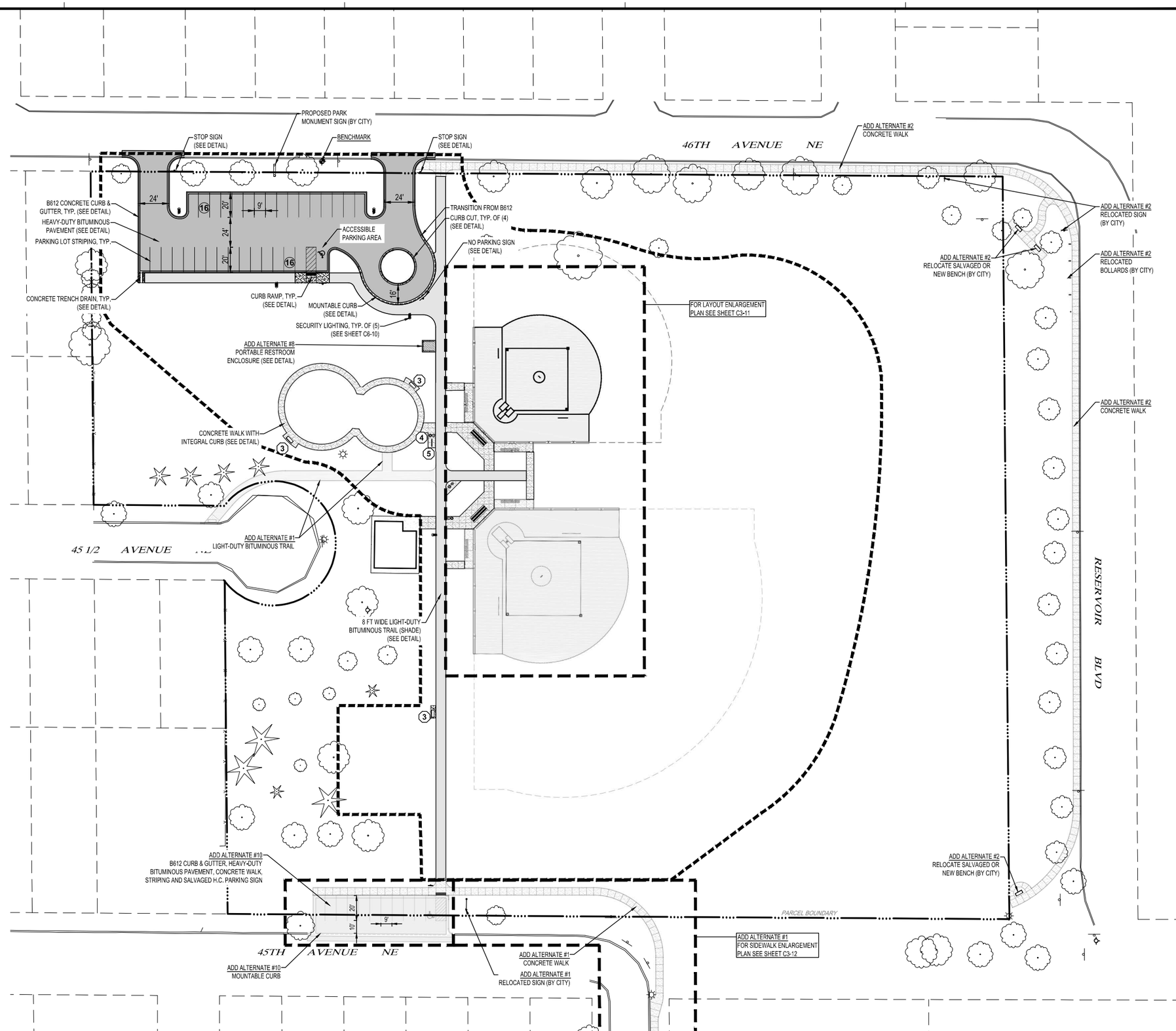
ATTACHMENTS: Site Plan
Minutes of the Bid Opening
Engineer's Letter of Recommendation

SURFACING LEGEND

SYMBOL	DESCRIPTION
	HEAVY-DUTY BITUMINOUS PAVEMENT
	LIGHT-DUTY BITUMINOUS PAVEMENT
	CONCRETE WALK
	AG-LIME INFIELD

SITE AMENITY KEY

SYMBOL	DESCRIPTION
1	SPECTATOR BLEACHERS (ADD ALTERNATE #3)
2	PLAYER BENCH (ADD ALTERNATE #4)
3	BENCH (ADD ALTERNATE #5)
4	TRASH AND RECYCLING (ADD ALTERNATE #6)
5	BIKE RACK (ADD ALTERNATE #7)



B.M. ELEVATION=971.64

T.N.F.H. APPROX. 187 LF EAST OF EXISTING PLAYGROUND SIGN IN NW CORNER OF LOT

ISG

COLUMBIA HEIGHTS
REDISCOVER THE HEIGHTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ANDREW T. BRANDEL

DATE 01/29/18 LIC. NO. 47078

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

AMANDA M. PROSSER

DATE 01/29/18 LIC. NO. 46766

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PROJECT

CITY OF COLUMBIA HEIGHTS

KEYES PARK

COLUMBIA HEIGHTS MINNESOTA

REVISION SCHEDULE

DATE	DESCRIPTION	BY

PROJECT NO.	17-20363
CAD FILE NAME	20363 C3 - SITE
DRAWN BY	MNA
DESIGNED BY	MNA
REVIEWED BY	AMP & ATB
ORIGINAL ISSUE DATE	01/29/18
CLIENT PROJECT NO.	1610

TITLE

SITE PLAN

SHEET

C3-10

CITY OF COLUMBIA HEIGHTS

Minutes of Bid Opening on Tuesday, February 27, 2018, 2:00 p.m.
Keyes Park Site Improvements
City Project 1610

Pursuant to an advertisement for bids for Keyes Park Site Improvements, City Project 1610, an administrative meeting was held on February 27, 2018 at 2:00 p.m. for the purpose of bid opening.

Attending the meeting was:
Kevin Hansen, City Engineer
ISG, Amanda Prosser
Jim Janson, Odesa II
Jack Kovanik, Meyer Contracting, Inc.
Ryan Swanson, Sunram Construction
Don Luedtke, Peterson Companies
Angie Daneny, Frattalone Companies
Nate Menge, New Look Contracting
Chris Brown, Forest Lake Contracting

Bids were opened and read aloud as follows:

Bidder	Base Bid	Base Bid plus Alternates
Odesa II	409,575.00	566,405.50
Meyer Contracting, Inc.	417,846.05	573,646.65
Custom Builders, Inc.	450,479.54	622,812.74
Frattalone Companies	452,472.80	637,383.93
Peterson Companies	458,409.76	640,876.31
Sunram Construction, Inc.	459,322.00	640,335.60
Forest Lake Contracting, Inc.	464,743.50	692,552.70
New Look Contracting, Inc.	469,876.50	651,429.50
Urban Companies	646,562.00	875,522.50

Respectfully submitted,

Sue Schmidtbauer
Public Works Secretary

ISG

March 9, 2018

Kevin Hansen
Director of Public Works/City Engineer
City of Columbia Heights
637 38th Avenue NE
Columbia Heights, MN 55421

RE: Bid Recommendation for Keyes Park Site Improvements
Columbia Heights, Minnesota

Kevin,

On February 27, 2018, a Public Bid Opening was held for the Keyes Park Site Improvements project. Nine compliant bids were received, with base bids ranging from $409,575.00 to $646,562.00. In addition to the base bid, this project also included alternate options as outlined within the attached bid tabulation. Note that there were minor math errors associated with four of the nine bids, however these errors only occurred with the alternate options and did not affect the overall results.

ISG has reviewed the received bids and finds the base bid, submitted by Odesa II, acceptable in the amount of $409,575.00, which was slightly lower than the engineer's estimate of $451,415.50.

Odesa II has previous experience performing this type of work, including previously contracted work that was performed with both the City of Columbia Heights and Amanda Prosser, and we feel they are fully capable of completing the project per the plans and specifications.

We recommend that the City of Columbia Heights award the contract to Odesa II for the total base bid of $409,575.00, along with alternate options 3-7 and 10 as selected by the City in the amount of $13,600, and $29,635.50, respectively, for a total Contact amount of $452,810.50. The City may also consider accepting alternate bid item 1, as during the public input and design development phases this option was noted as a priority. If the City chooses to accept alternate bid item 1 in the amount of $38,011.00, the total Contract amount would be $490,821.50.

We look forward to continuing to work with you as the project moves forward. If you have any questions or would like to discuss further, please contact me at 952.426.0699.

Sincerely,

Amanda Prosser

Amanda Prosser, PLA, ASLA
Associate Principal + Practice Group Leader

7900 International Drive + Suite 550 + Minneapolis, MN 55425
952.426.0699 + www.is-grp.com
ARCHITECTURE + ENGINEERING + ENVIRONMENTAL + PLANNING