

Meeting of: COLUMBIA HEIGHTS CITY COUNCIL  
Date of Meeting: May 7, 2018  
Time of Meeting: 7:00 PM (Following the EDA Meeting)  
Location of Meeting: Conference Room #1  
Purpose of Meeting: Work Session

CALL TO ORDER/ROLL CALL - The meeting was called to order at 7:43 PM

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Williams, Novitsky and Buesgens  
Also present: Walt Fehst; City Manager, Kelli Bourgeois; Human Resources Director/Assistant to the City Manager, Lenny Austin; Police Chief, Gary Gorman; Fire Chief, John Larkin, Assistant Fire Chief, Kevin Hansen; Public Works Director, Joe Hogeboom; Community Development Director, Keith Dahl; Economic Development Manager, and Katie Bruno; City Clerk.

### Circle Terrace Park

#### a. Facilities Policy

Public Works Director Kevin Hansen presented a Facility Use Policy for the recently constructed Circle Terrace Community Building. Hansen reported that there is not full time staff at the building, so users/renters will be responsible for clean-up. A rental fee will apply on weekends and evenings, but there would be no fee during the weekday hours. A \$100 damage deposit would be required. Hansen requested to have the item brought to the May 14<sup>th</sup> City Council meeting and to have it in place prior to the June 6<sup>th</sup> scheduled Grand Opening.

#### b. Naming of Building

City Manager Walt Fehst reported Councilmember Murzyn, Jr. has been talking to people in the community regarding naming the Circle Terrace park and building "The Bruce Nawrocki City of Peace Park." Councilmember Novitsky indicated the Park and Recreation Commission recommended removing "City of Peace" from the name. Fehst indicated that because "City of Peace Park" was the submitted name on the grant application, we are required to retain that. Fehst stated the "City of Peace" initiative was influential in the 2016 All America City Award. Fehst shared his opinion that because of Bruce Nawrocki's long standing service to the City, this would be appropriate. Former City Manager Malcolm Watson submitted a letter requesting the pedestrian bridge at 49<sup>th</sup> and Central Ave be named after Bruce Nawrocki. Former Employee Liz Bray submitted a letter requesting the council keep the name "City of Peace," as the park was significant in the 2016 All America City recognition.

Councilmember Buesgens asked if the building could be named for Bruce Nawrocki and the park named "City of Peace Park."

Mayor Schmitt questioned who has said the name must include "City of Peace." Director Hogeboom indicated the CDBG grant is a federal grant, and the original approval was for the "City of Peace Park." Novitsky questioned if other aspects of the application have changed--namely design and size. Hogeboom indicated the design details were completed after the grant was awarded.

Mayor Schmitt commented that the council never approved the name City of Peace Park. Fehst stated that it was approved when the grant application was submitted.

Councilmember Murzyn, Jr. spoke with Geri Nawrocki, and she and her family were excited about the naming of the park honoring Bruce; she noted that Bruce enjoyed the Circle Terrace neighborhood. She was not in favor of naming the bridge for Bruce.

Councilmember Buesgens stated that while she didn't always agree with Nawrocki, he was very committed to the City of Columbia Heights, and therefore, he was deserving of recognition.

Hansen indicated the Park & Recreation Commission had a good discussion, and suggested naming the park the "Bruce Nawrocki Park" and the building the "City of Peace Building."

Mayor Schmitt requested background information on when the park was originally constructed. Director Hogeboom said he would look into it.

Mayor Schmitt indicated she would like to wait until after the Grand Opening of the Circle Terrace Community Building and seek input from community members. Councilmembers Buesgens, Murzyn Jr., Novitsky and Williams agreed and suggested the item be placed on the May 14<sup>th</sup> council agenda.

#### Planned Unit Development (PUD) Ordinance

Community Development Manager Keith Dahl reported in 2001, the City Council unanimously approved an ordinance eliminated the PUD District. The intent was for the newly created Mixed Use Development District to replace the traditional PUD District. However, over the years, staff has determined that the Mixed Use District is not adequately functioning how it was intended to. A PUD District is generally described as a type of development or redevelopment that follows a separate regulatory approval process, which results in a development outcome that exceeds the typical development achievable through the standard requirements of the primary zoning district. A PUD District would provide flexibility and more control for the city. Dahl reported the request will go to the Planning Commission as a courtesy prior to council consideration.

#### Welcome Signs

Community Development Director Joe Hogeboom reported that currently, Columbia Heights only has "welcome" signs on University Avenue and on Central Avenue. Staff has researched installing metal "welcome" signs at fifteen different entrance points to the City. In all but three locations, signs would be added to existing metal poles.

In addition to the "welcome" signs, staff proposes to replace signs at the two municipal parking ramps and the municipal parking lot near Central Avenue to better advertise the free parking. Staff also proposes installing directional signs in the downtown area to guide motorists to the ramps.

Hogeboom reported the total cost to have all of the signs formally designed and installed will be approximately \$300-\$500, and public works will be able to install the signs.

#### On-Street Parking Issues

Community Development Director Joe Hogeboom reported that there have been complaints from residents near the Columbia Heights Event Center related to on-street parking. Hogeboom met with the business owner, and provided him with a map showing the public parking areas. The Police Department has been monitoring the area. Hogeboom stated that the proposed signage at public parking spaces should help the problem. If issues continue in the area, the Traffic Commission may be consulted.

#### Public Safety Staffing discussion

Human Resources Director/Assistant to the City Manager Kelli Bourgeois distributed a draft RFP for the Public Safety Staffing Study. \$60,000 has been budgeted for the study, to include evaluating both the Police and Fire Departments. Bourgeois will bring the item to Council for consideration on May 14<sup>th</sup>, and proposals would be due June 25, 2018. The proposal will include a thorough review of current staffing levels of both the police and fire departments individually as well as a combined police and fire administration department.

#### Advisory Commission Terms

Councilmember Buesgens suggested council interview all applicants, including returning commissioners as terms expire. The other members agreed and also requested attendance requirements be implemented on all commissions.

Council Travel policy

City Manager Walt Fehst stated that Councilmember Buesgens has requested to attend the Growing Sustainable Communities Conference in Dubuque, IA later this year. Council approval is required for out of state travel. The item will be added to an upcoming agenda.

Discussion regarding Welcome Wagon

Councilmember Buesgens suggested resurrecting a program that assembled pertinent information for new homeowners, as well as new renters. City Manager Fehst reported the idea was discussed with Division Heads, and they agreed it was a nice idea. Kelli Bourgeois indicated she would follow-up on the request.

Town Hall meeting

Councilmember Buesgens requested council and staff begin planning for a Town Hall meeting in 2019, providing an update on the adopted Goals & Objectives. Mayor Schmitt suggested the council hold a follow-up to the Goals & Objectives sessions. Bourgeois asked for direction, if they would like to have the consultant return, or conduct an informal meeting. Manager Fehst said he thinks it is a bit too soon to bring the consultant in, and he suggested the Department Heads provide updates to the council. Bourgeois stated she will send out an update that was prepared for the February work session.

Jamboree Marketing discussion

Councilmember Novitsky asked the members to let him know if they will be participating in the Jamboree Parade. Novitsky indicated the advertisement in the Jamboree brochure would be \$35 for each council member.

Meeting Adjourned at 9:48 PM  
Respectively Submitted,



Katie Bruno, Council Secretary/City Clerk