



City of Columbia Heights

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Visit our website at: www.columbiaheightsmn.gov

Mayor

Donna Schmitt

Councilmembers

Robert A. Williams

John Murzyn, Jr.

Connie Buesgens

Nick Novitsky

City Manager

Walter R. Fehst

NOTICE OF WORK SESSION

Meeting of:	Columbia Heights City Council
Date of Meeting:	Tuesday , September 4, 2018
Time of Meeting:	7:00 PM (Following the EDA Meeting)
Location of Meeting:	City Hall-Conference Room No. 1
Purpose of Meeting:	Worksession


1. Request to purchase speed enforcement equipment
2. City of Peace Neighborhood Center Facility Use Policy
3. Summary presentation on 2019 City Manager's Proposed Budget

COLUMBIA HEIGHTS POLICE DEPARTMENT



MEMORANDUM

To: Mayor Donna Schmitt
Members of the Columbia Heights City Council
Walt Fehst, City Manager

From: Lenny Austin, Chief of Police 

Subject: Request to purchase speed enforcement equipment

Date: August 30, 2018

One of the biggest concerns expressed to law enforcement by citizens is speeding in residential neighborhoods. Over the past 17 years we have used our CHPD speed trailer to analyze speeding complaints as well as to reduce speeding issues in targeted areas. The current CHPD speed trailer was purchased in June of 2001 for \$13,840. The trailer is fairly heavy, which makes it difficult for CSO's to park by hand in the CHPD garage. At this time the trailer only runs off a battery that needs to be recharged every other day in order for it to work. Over the years, the trailer has sustained some damage, including an accident around 2009 where the solar panel was broken off.

We have explored different equipment options from Stalker Radar. We are requesting to purchase a new speed trailer that is much lighter to move and can stay parked indefinitely while running off of solar power. The new speed trailer is **\$7,588.00**.

One of the issues with using a speed trailer to collect speeding data is that the trailer in itself causes traffic to slow down and in turn produces data that is not entirely accurate. Therefore, we are also requesting to purchase a traffic data collector. The data collector mounts to a pole or sign post inconspicuously and counts the number of cars traveling on the street along with speed data. The data collector will not be recognized by cars and therefore will provide a more accurate analysis of traffic issues on a street. The data collector is **\$1,990.00**.

The Police Department would also like to partner with Public Works on the purchase of a message trailer which would be an effective communication tool. The trailer has a speed sensor built into it along with a solar panel, with a programmable message board which is 3 feet by 6 feet in size. The police department would use the trailer to notify the public of events like the Jamboree and holiday train, traffic changes, training events in the area and other uses. The Columbia Heights Public Works Department also has a need for this message trailer to help with road construction and other traffic events. Public Works has agreed to split the cost of the trailer with the police department.

The total cost of the message trailer is **\$14,924.00**. The police department would be responsible for **\$7,462.00** and public works would be responsible for **\$7,462.00**. We request that the police share of the message trailer be purchased using DWI forfeiture money. Public Works has provided line items from their annual budget that they would like to use to purchase their half of the trailer.

The Police Department's total expenditure for the speed trailer, data collector and message center is **\$17,040**. Our current city DWI forfeiture fund has a balance of \$22,624.35. We ask that this equipment be purchased using DWI forfeiture money.



Stalker SAM | Speed Awareness Monitor

Stalker's SAM trailers are powered by Precision Solar Controls and feature Stalker speed measurement accuracy in a rugged, dependable trailer platform.



- Optional Solar Panels
- 18" Amber LED characters - legible at up to 1000 ft.
- 4D Deep-cycle battery - provides over 18 days of operation and longer time between charges
- Stalker K-Band Doppler Radar
- New Optional Programmable LED Violator Alert
- Optional Integrated Statistics Package
- Hand-held controller



◀ Programmable LED Violator Alert (Optional)



STALKER®

Power to Enforce.

stalkerRadar.com

Stalker Message Center 360 Mast-Mounted Variable Message Sign



Rotates 360 degrees - Innovative design allows mast to raise, lower, pivot, and lock for easier towing, setup and positioning.

Now 2 models to choose from:

- 3' x 6' display panel
- 4' x 8' display panel



Product Features:

- MUTCD-compliant
- Highly efficient travel configuration
- 300+ memorized, customized, user-programmable messages
- Full matrix, amber LED characters - legible at up to 850 ft.
- (4) Deep-Cycle batteries - provide a longer time between charges and up to 21 days of operation
- Optional [Stalker Traffic Analyst](#)
- Optional top-mount solar panels for increased autonomy
- **NEW - Optional on-board modem and WiFi** provides web-based 4G remote access for real-time message updating, battery voltage monitoring, and alerts



AGENDA SECTION	Work Session
ITEM NO.	WS2
MEETING DATE	SEPTEMBER 4, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	CITY OF PEACE NEIGHBORHOOD CENTER FACILITY USE POLICY		
DEPARTMENT: Recreation	CITY MANAGER'S APPROVAL:		
BY/DATE: Keith Windschitl 08/22/18	BY/DATE:		

BACKGROUND: The City of Peace Neighborhood Center was completed at the end of 2017 with a soft opening on January 17, 2018. The building is a moderate size room with seating capacity of 26 and total capacity of 64. It has interior restrooms and an attached covered picnic area with three large picnic tables. The building is heated and cooled and is access controlled with video monitoring. The space also has a small office that is intended for staff use only as it houses a computer linked to the Police network and IT systems.

The City Council, on the date of May 14, 2018, approved the original Facility Use Policy. Upon implementation of the policy the Recreation Department had many concerns based on the safety, security, and feasibility of public use in the building. On August 22, 2018 the Park and Recreation Commission discussed and recommended various changes to the current policy.

The building is intended to serve the needs of users from the Recreation Department, School District, and Police outreach for the neighborhood.

ANALYSIS/CONCLUSIONS: The Park and Recreation Commission is recommending the policy be amended to only rent out the facility to civic groups within Columbia Heights to be used for community events. This recommendation is based on several concerns.

- Parking limitations and congestion concerns especially given all of the children in the immediate area.
- To keep the building, technology, and furnishings protected from damage that could occur from renters.
- The computerized access card, dog key, and alarm system.
- The original intent of the building was not intended for commercial or private use.
- To minimize the weekly maintenance, cleaning, and trash collection at the facility.
- The facility does not have a building custodian. Users will be required to pick up after usage.
- Rental fee of \$100 per hour, a 3-hour minimum, and a refundable \$250 damage deposit, cash or credit.

STAFF RECOMMENDATION: Recreation recommends approval of the revised City of Peace Neighborhood Center Facility Use Policy.

RECOMMENDED MOTION(S): Move to accept the revised City of Peace Neighborhood Center Facility Use policy.

ATTACHMENT(S): City of Peace Neighborhood Center Facility Use Policy (Revised)



City of Columbia Heights | *City of Peace Neighborhood Center*

1311 Circle Terrace Boulevard NE, Columbia Heights, MN 55421 ▪ www.columbiaheightsmn.gov

CITY OF PEACE NEIGHBORHOOD CENTER FACILITY USE POLICY

PURPOSE: To list requirements for use of the City of Peace Neighborhood Center by individuals and organizations.

GUIDELINES:

1. The primary purpose of the space within the City of Peace Neighborhood Center is to support City programs and services. Activities, meeting, exhibits, and programs sponsored, co-sponsored or otherwise provided by the City of Peace Neighborhood Center will have priority for the use of all rooms.
2. The City of Peace Neighborhood Center makes meeting space available to civic groups regardless of beliefs or affiliation of the individuals or groups requesting their use.
3. Scheduling for rooms will be handled by the Recreation Department or designated staff.
 - a. All reservations are placed on the calendar. The phone number and name of the person assuming responsibility for the use of the City of Peace Neighborhood Center, and name of the group are needed to reserve a room.
 - b. Those reserving City of Peace Neighborhood Center must complete and sign a "Facility Use Responsibility Agreement" and will receive a copy of this policy. The person must be of legal age.
 - c. The City of Peace Neighborhood Center may be rented for a fee of \$100 per hour, a 3-hour minimum, and a damage deposit of \$250. Payments must be received in cash or credit card. The room may be rented when not being used for City programs between the hours of 7 a.m. and 10 p.m., Monday through Saturday. A completed "Facility Use Responsibility Agreement" and all rental fees are due in full before the scheduled meeting.
 - d. Lessee should notify the Recreation Department of cancellations as soon as possible so that the space may be used by others. Rental fees may be refundable with a forty-eight hour notice of cancellation. Three no-shows for a reservation will result in loss of rental privileges for one year.
4. The City of Peace Neighborhood Center may be scheduled by Columbia Heights civic groups that are open to the general public and appropriate to the facility.
 - a. Appropriate use would not include activities that might damage the facilities, and those which may interfere with the regular use of the City of Peace Neighborhood Center.
5. The rooms may not be used for commercial purposes or functions.
 - a. No fees may be charged to individuals attending meetings or programs.
 - b. Exceptions may be made for recreation or law-related activities and materials required for training.

6. Approval to use the City of Peace Neighborhood Center room does not constitute an endorsement by the City of any beliefs, policies, information, or programs of the user. All advertisements, press releases; announcements, and posters must list the individual or organization responsible for the event and include the following statement: "This event is NOT sponsored by the City of Columbia Heights."
7. The number of persons using a room must not exceed the legal capacity of the room. Persons reserving the room must sign a responsibility form and agree to leave the room in good condition. Person reserving the room will be responsible for any damage incurred.
8. Reservations will not be accepted more than thirty (30) days in advance of meetings. Rooms are available on a first-come, first-served basis. No provision will be made to reserve the room on a constant or re-occurring basis; the room will be booked for each meeting as appropriate.
9. The City of Peace Neighborhood Center is intended for the use of local civic groups. Any organization requesting use of the building may write a letter of request to the Park & Recreation Commission.
10. No cooking will be allowed; no small appliances may be used; no meals will be served; no alcoholic beverages will be allowed.
11. State and local fire codes apply to use of City of Peace Neighborhood Center.
12. Storage of equipment or supplies for groups using the room will not be allowed.
13. The City of Peace Neighborhood Center includes a screen and HDMI or USB connections. Presenters must bring their own laptops.
14. Nothing may be affixed to the walls (e.g. tape, tacks, putty, temporary hangers, etc.)
15. Furniture must remain in the space. No other items may be brought into the room without prior permission of the City.
16. Rooms are to be in the good order in which they are found. Chairs and tables will be returned to the original places. The room must be vacant by the hour specified on the application or 15 minutes before closing time. The City of Peace Neighborhood Center may be rented between the hours of 7:00 a.m. and 10:00 p.m., Monday through Saturday. User will be responsible for any damage to room, furniture, or equipment.
17. Smoking is NOT allowed anywhere in the City of Peace Neighborhood Center.
18. The City reserves the right to revoke a reservation to use the meeting room if the room is needed for City purposes at the specified time. A two-week notice of cancellation will be given.

Approved: _____

City Council



City of Columbia Heights / City of Peace Neighborhood Center
www.columbiaheightsmn.gov 1311 Circle Terrace Boulevard NE, Columbia Heights, MN 55421

CITY OF PEACE NEIGHBORHOOD FACILITY USE POLICY
RESPONSIBILITY FORM

I, the undersigned, as a representative of the following named organization, do hereby understand that I and my group are to leave the meeting room of the Columbia Heights City of Peace Neighborhood Center in good condition after our use of it. Trash will be picked up and the room will be left as it was found. Any damage incurred as a result of our use of the room will be the responsibility of myself and the group. I have read and understand the facility use policy.

I understand that the City of Columbia Heights is not a sponsor of my program or meeting and that it assumes no responsibility for the program or its contents. Notices and advertisements may list the City of Peace Neighborhood Center as the location but will clearly identify the program sponsor and will not imply either City of Columbia Heights endorsement or sponsorship.

I further guarantee that the room will no be used for a profit-making enterprise either by myself or the group.

WAIVER OF CLAIMS: *In consideration of your accepting this application, I, on behalf of said organization agree that the City of Columbia Heights shall be held Harmless and will not be liable for any injury or disability suffered by any attendee of said organization's event as a result of use of the facility. This agreement is specifically binding upon any attendee (i.d. employee, member, agent, contractor or event participant) of said organization's event.*

I, THE UNDERSIGNED, CERTIFY THAT I UNDERSTAND AND AGREE TO THE PROVISIONS LISTED ABOVE ON BEHALF OF SAID ORGANIZATION.

Group representative:

Signature

Print name

Phone number

Date

Group name and address:

OFFICE USE ONLY

Reservation Fee plus tax amount paid _____ Reservation Date: _____ Time: _____

ROOM CAPACITY IS LIMITED TO 64 PEOPLE