



**Mayor**  
Donna Schmitt  
**Councilmembers**  
Robert A. Williams  
John Murzyn, Jr.  
Connie Buesgens  
Nick Novitsky  
**City Manager**  
Kelli Bourgeois

**AGENDA**  
**CITY COUNCIL SPECIAL MEETING**  
**PUBLIC SAFETY BUILDING – TRAINING ROOM**  
**825 41<sup>ST</sup> AVE NE**  
**MONDAY, JULY 20, 2020**  
**2 PM**

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. 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.

**4. APPROVAL OF AGENDA**

**5. Items for Consideration**

**A. New Business & Reports**

**a. CARES Act Funding Review and Action**

**6. CITY COUNCIL AND ADMINISTRATIVE REPORTS**

Report of the City Council

Report of the City Manager

**7. ADJOURNMENT**

---

Kelli Bourgeois, City Manager

Auxiliary aids or other accommodations for disabled persons are available upon request when the request is made at least 48 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.



AGENDA SECTION	ITEMS FOR CONSIDERATION
ITEM NO.	5A
MEETING DATE	JULY 20, 2020

**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<b>ITEM:</b>	CARES Act Funding Review and Action		
<b>DEPARTMENT:</b>	Administration	<b>CITY MANAGER'S APPROVAL:</b>	
<b>BY/DATE:</b>	Kelli Bourgeois/ July 17, 2020	<b>BY/DATE:</b>	<i>Kelli Bourgeois</i> 7/17/20
<b>CITY STRATEGY:</b>	#2: Economic Strength		
<b>Additional Strategy?</b>	#1; Safe Community		
<b>SHORT TERM GOAL (IF APPLICABLE):</b>	N/A		
<b>Additional Goal?</b>	N/A		

**BACKGROUND:**

As you are aware, the City of Columbia Heights is eligible to receive \$1.57 million dollars from the Federal CARES Act through the State of Minnesota to help pay for COVID-19 related expenses. Money can be used for personnel, supplies, equipment, and many other costs that were necessarily incurred directly because of COVID-19 within the timeframe of March 1 through November 15. If the funds are not expended by November 15<sup>th</sup> the City forfeits use of them.

Enclosed is a list of expenses both incurred to date and desired to be incurred prior to the November 15<sup>th</sup> deadline. Staff would appreciate having a discussion with the Council regarding all of the expenses to determine the best use of the funds. Another way we have discussed using the funds is to provide grants to local businesses to offset their COVID-19 related losses and expenses.

Please note, this list is a work in progress and will be changed and updated as we receive information. All Division Head staff will be present at this meeting and I am hoping the meeting can be a bit more informal and flow similar to a work session discussion than a formal City Council meeting.

**RECOMMENDED ACTION:** Provide staff direction on specific uses of the CARES Act funds including approval of large expenditures and direction on the concept of a local business grant program.

FINANCE (INCLUDES IS AND LIQUOR)

	3/1/20 to 7/1/20 : The actual amount from the payroll system for the 3 types of paid leave for
\$	17,600 COVID-19 matters
\$	3,980 Finance hours towards remote work plans, policies, trainings
\$	14,740 IS hours towards setting up and tech support for remote work
\$	31,280 Liquor hours towards planning, training, cleaning
\$	4,000 Microsoft surface tablets for remote meetings (2)
\$	200 USB cameras, microphones, and earbuds for desktop virtual meeting capabilities (2)
\$	3,000 Desktop sheet-feed scanners for digital file sharing (3 for Finance & 7 for other depts)
	First yr of 3 yr subscription for PDF Xchange Editor for digital file sharing (\$40/user for 100
\$	100 users)
\$	1,000 UV air filters for two Finance office spaces
\$	2,770 Miscellaneous IS purchases to support remote work
\$	3,000 Network patch cables for EOC upgrades
\$	5,000 First year of 3 year subscription to Nyotron cybersecurity software
\$	3,000 Mitel Border Gateway for call forward fm city to non-city phone for remote work
\$	1,500 Additional desk phones so if remote working can keep city computer plugged in (5)
\$	3,340 Liquor 272 purchases - cleaning supplies, PPE, etc.
\$	1,500 UV air filters for manager offices at TV1 and TV2, and TV3 sales floor
\$	1,000 City Hall 272 purchases - cleaning supplies, PPE, etc.
	<b>97,010</b> 47,010

ADMINISTRATION

\$	300 Clerk time switching polling locations
\$	8,800 4 days PW & Fire staff time for polling place setup & take-down beyond normally reqd
\$	3,300 Ben and Will hours for EM meetings, signage design, and remote meetings
\$	13,000 Patty time for policy development and FFCRA administration
\$	17,500 Kelli hours for policy dev, creation of re-open plans, review of Dept plans & policies
\$	22,800 Kelli hours for EM meetings
\$	27,500 1st and 2nd quarter Unemployment - citywide
\$	39,950 Emergency FFCRA pay
\$	5,860 Plexiglas Shields for polling locations and absentee voting
\$	1,410 Election high top tables
\$	1,850 Tables and chairs for Hylander Center to be polling place
\$	750 Additional tables for polling places to ensure social distancing
\$	410 Notice for polling place changes
\$	250 Bins for pens and folders
\$	250 Plastic folders
\$	100 Laminated election signs
\$	300 Ramp rental for polling place for single direction movements/social distancing
\$	5,000 Agenda mgmt software to eliminate paper packets & improve remote meetings
\$	2,000 City Clerk computer with camera and audio for remote meetings
\$	12,000 Tablets for City Council members for electronic packets and remote meetings (6)
\$	20,000 Tablets for Commission members for electronic packets and remote meetings (20)
	Video cameras, microphones, tripods (3 each); webcams and microphones (10) to improve
\$	4,000 remote meetings and allow for additional virtual programs

\$	53,000	Vendor provide cable live broadcast for Council and other mtgs to minimize in-person
\$	450	Printer for HR and Admin for social distancing and limit physical contact with surfaces
\$	520	Admin 272 purchases - Election barriers, Zoom subscription
	<b>241,300</b>	175,600

RECREATION

		80 hours for Katie program planning, client contact, virtual meetins, social media updates,
\$	4,000	staff training and instructor policies
\$	750	15 hours for Candy - refunds and policy edits
		60 hours for Deanna - research State guidelines, policy creation, customer refunds,
\$	3,000	rescheduling
\$	1,320	20 hours for Delynn - client contact, research guidelines, program adj, policy drafting
		35 hours for Keith - create opening plan, program adjustments, contact customers, refunding,
\$	3,300	cleaning event wagon
\$	10,000	Custodial staff 1.5 hrs/day for 5 days/week for 35 weeks (morning & eve JPM & CH)
\$	4,000	Laptops for staff to remote work and hold virtual meetings (2)
\$	500	Door foot pulls to minimize spread of virus
\$	500	Hand sanitier stations
\$	4,000	Portable hand washing stations for outdoor programming (2)
\$	2,240	Rec/Murzyn Hall 272 purchases - cleaning supplies, PPE, etc.
\$	<b>33,610</b>	\$ 21,240

LIBRARY

		Community Room backup EOC upgrades - waiting on cost from consultant
\$	4,000	Laptops for staff to remote work, virtual programming, and hold virtual meetings (2)
\$	1,000	Improved Story Stroll storyboards
\$	700	Video editing software for YSL to provide virtual programming
\$	3,600	Library 272 purchases - cleaning supplies, PPE, etc.
\$	<b>9,300</b>	

COMMUNITY DEVELOPMENT

\$	11,500	100 hours Aaron for EM meetings, planning for remote work, emergency ordinance
\$	1,750	20 hours for Elizabeth for emergency ordinance prep and remote work setup
\$	3,500	40 hours for Ryan for EM meetings, planning and policy prep for inspections
\$	400	10 hours for Shelley for response policy implementation
\$	750	15 hours for Christy for response policy implementation
\$	6,000	Laptops for staff to remote work and hold virtual meetings (3)
\$	150,000	ProjectDox software for electronic plan review across all Departments
\$	31,500	Grant to businesses for liquor license fees (11)
		COVID-19 grants to CH businesses for lost revenue and COVID related expenses
\$	<b>205,400</b>	\$ 187,500

FIRE

		Turnout gear - two sets for each firefighter so contaminated gear can be sent out for cleaning
\$	92,000	(46)
\$	9,200	Helmets (23)
\$	2,150	Gloves (43 pair)

\$	3,000	Nomex Hoods (60)
\$	6,900	Boots (23)
\$	6,000	SCBA Masks (20)
\$	2,300	Suspenders (46)
\$	44,700	KN-95 Masks (30,000)
\$	14,700	3-Layer Masks (30,000)
\$	66,000	Response Vehicle for Asst. Chief
\$	225,700	EOC Tech Upgrades at PS for remote technology and separation of command staff
\$	32,000	Squad Computer replacements
\$	38,550	Wages for Tony
\$	30,000	Wages for Grant
\$	7,000	Wages for Emily
\$	8,100	Wages for Tom
\$	7,300	Wages for Zach
\$	5,600	Wages for Mike
\$	23,000	Wages for Kristin
\$	73,000	Wages for Charlie
\$	14,700	Wages for Dan
\$	17,800	Fire 272 purchases - cleaning supplies, PPE, PT staff time, etc.
\$	<b>729,700</b>	\$ 522,450

POLICE

\$	30,000	Bow-Mac Emergency Management Training
\$	30,000	Captain Office Remodel to improve social distancing
\$	2,000	Portable wash station for garage
\$	4,000	Laptops for remote work and virtual meetings (2)
\$	1,000	External credit card swipe for front counter
\$	5,700	Police 272 purchases - cleaning supplies, PPE, etc.
\$	305,500	25% of all staff time
\$	<b>378,200</b>	\$ 72,700

PUBLIC WORKS

\$	6,380	Air Purifiers for PW (4)
\$	4,500	Small room medical grade HEPA filters for PW (5)
\$	2,200	UV Disinfection box for tablets and phones
\$	2,500	Disinfection backpack sprayers (2); tanks (6) and gloves (6)
\$	3,900	Desktop sheet-fed scanners (13)
\$	4,500	Projector, video, speaker, mic for remote meetings (3)
\$	<b>33,000</b>	Forklift for loading/unloading sanitizer and other supplies in 55 gallon drums
\$	2,400	Full mask respirators for protection when jetting sewers (10)
\$	500	Goggles per CDC guidelines (30)
\$	5,000	Air cooled Tyvek suits for protection from infected sanitary sewer waste (10)
\$	1,000	Mobile hand washing stations (6)
\$	300	Wall cleanser
\$	900	Fit test for respirators (5)
\$	1,200	Rubber steel toe boots (30)
\$	900	Reusable face shields (30)

\$	700	Disinfecting fogging equipment and pre-mix for Vactor and Jetter
\$	25,500	Pathogen defense system for disinfecting the Jetter hose (2) and disinfectant
\$	14,000	Pressure washer and disinfectant
\$	81,000	Vehicles to allow single occupancy when going to work sites (2)
\$	90,200	Ion generating air handling units for CH, library, JPM, PS, and PW
\$	8,300	COVID Killer software programming model for all Interceptors
\$	17,500	Mobile radios for vehicles - single occupants to communicate with one another (5)
\$	9,220	PW/Gargae 272 purchases - cleaning supplies, PPE, etc.
\$	<b>315,600</b>	

<b>TOTAL:</b>	<b>2,010,120</b>
<b>TOTAL MINUS WAGES:</b>	<b>1,342,100</b>

Ideas for items to cut:

33000	PW Forklift
32000	Fire squad comp replacements
40000	PW 1 Vehicle (1 remains)
15000	Police Captain Office Remodel
31500	CD - Liquor License Grants (wrap into general business grants)