1. CALL TO ORDER/ROLL CALL

2. INVOCATION
   Invocation provided by Bonnie Wilcox, First Lutheran

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
   A. Update from Amanda Scheevel, Director of Senior Programs ACAAP
   B. National Public Works Week Proclamation
   C. Follow up from Anoka County Assessors Alex Guggenberger and Theodore Anderson

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 April 23, 2018
      MOTION: Move to approve the minutes of the City Council work session of May 7, 2018

   B. Accept Board and Commission Meeting Minutes
      MOTION: Move to accept the Planning & Zoning Commission minutes from April 3, 2018
      MOTION: Move to accept the Park & Recreation commission minutes from February 28, 2018
      MOTION: Move to accept the Traffic commission minutes from November 6, 2017
MOTION: Move to accept the EDA commission minutes from April 2, 2018
MOTION: Move to accept the Library Board minutes from April 4, 2018

C. Public Safety Staffing Study Request for Proposals
MOTION: Move to issue a Request for Proposals for a Public Safety Staffing Study of the Police and Fire Departments as provided for in the 2018 budget

D. Authorizing a mandatory six month review process, as required by State Statute, to allow adjacent communities to review the City’s draft 2040 Comprehensive Plan.
MOTION: To authorize staff to distribute the City’s draft 2040 Comprehensive Plan to adjacent communities for a mandatory six month review process, as required by State Statute.

E. Resolution 2018-31 changing the name of Circle Terrace Park To Bruce Nawrocki Park, and naming the adjacent building to City of Peace Neighborhood Center.
MOTION: Move to waive the reading of Resolution 2018-31, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2018-31 changing the name of Circle Terrace Park To Bruce Nawrocki Park, and naming the adjacent building to City of Peace Neighborhood Center based upon a recommendation of the Park & Recreation Commission

F. Approve Resolution 2018-28 Amending 2018 Budget (re Transfer of Funds)
MOTION: Motion to waive the reading of Resolution No. 2018-28, being a resolution amending the 2018 budget to use certain additional revenue, there being ample copies available to the public.
MOTION: Motion to adopt Resolution 2018-28 being a Resolution amending the 2018 budget to use certain additional revenue.

G. 2018 Agreement for Residential Recycling Program with Anoka County (Annual Score Grant)
MOTION: Move to authorize the Mayor and City Manager to execute the annual SCORE Agreement for Residential Recycling Program with Anoka County to provide cooperation between the City and the County in the implementation of the Residential Recycling Program with $102,435 in funding available to reimburse eligible recycling expenses.

H. Circle Terrace Community Building Facility Use Policy
MOTION: Move to accept the Circle Terrace Community Building Facility Use policy.

I. Resolution 2018-29 Designating “No Parking” On the South Side Of 39th Avenue from Jefferson Street/Huset Parkway to Central Avenue
MOTION: Move to waive the reading of Resolution 2018-29, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2018-29 designating “No Parking” on the south side of 39th Avenue NE from Jefferson Street/Huset Parkway to Central Avenue.

J. Resolution 2018-30 Declaring the Intent to Bond for 37th Avenue State Aid Street Rehabilitation, Project 1805
MOTION: Move to waive the reading of Resolution 2018-30, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2018-30, being a resolution approving the declaration for the official intent of the City of Columbia Heights to bond for the 37th Avenue State Aid Street Rehabilitation, Main Street to 5th Street, Project 1805.

K. Joint Powers Agreement with the City Of Minneapolis for Street Rehabilitation Of 37th Avenue from Main Street to 5th Street

MOTION: Move to enter into a Joint Powers Agreement for 37th Avenue street rehabilitation from Main Street to 5th Street.

L. Authorize the Capital Equipment Replacement of Unit #226, Toro Groundsmaster 580-D Lawnmower

MOTION: Move to authorize the capital equipment replacement of Unit #226 with one (1) new Toro Groundsmaster 5910 from MTI Distributing in the amount of $97,896.22 plus tax from the Minnesota State Purchasing Contract. Funding shall be from the Park Capital Equipment fund, 431-45200-5180.

M. Accept Bids and Award Contract for Library LED Signage

MOTION: Move to accept bids and award the construction of a Columbia Heights Library sign, contingent upon the conditional use permit to allow for a Dynamic LED monument sign, to Albrecht Sign Company of Fridley, Minnesota, based upon their low, qualified, responsible bid in the amount of $49,800 from Fund 450-51410-5185; and furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

N. Accept Bids and Award Contract for Public Safety Building Garage Floor Coating

Move to accept bids and award the contract to SwedeBro Company for epoxy coating the Public Safety Building floor in the amount of $20,750, and, authorize Mayor and City Manager to enter into a contract for the same, and to appropriate funds from the 2018 Public Safety Fund 411-42100-4020.

O. Approve Business License Applications

MOTION: Move to approve the items as listed on the business license agenda for May 14, 2018.

P. 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 $1,377,950.83.

MOTION: Move to approve the Consent Agenda items.

8. PUBLIC HEARINGS

A. Approving a Conditional Use Permit to allow for a Dynamic LED Monument Sign with certain Variances on the property located at 3939 Central Avenue NE.

MOTION: Waive the reading of Resolution No. 2018-26, there being ample copies available to the public.

MOTION: Waive the reading of Resolution No. 2018-27, there being ample copies available to the public.

MOTION: To approve Resolution No. 2018-26, approving a Conditional Use Permit to allow for a Dynamic LED Monument Sign with certain Variances on the property located at 3939 Central Avenue NE.
LED Monument Sign on the property located at 3939 Central Avenue NE.
MOTION: To approve Resolution No. 2018-27, approving the Variances for the property located at 3939 Central Avenue NE.

9. ITEMS FOR CONSIDERATION
   A. Other Ordinances and Resolutions
   B. Bid Considerations
   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

Walt Fehst, City Manager
NATIONAL PUBLIC WORKS WEEK

Proclamation

WHEREAS, Public Works services provided in our community are an integral part of our citizen’s everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of Public Works systems and programs such as water, sewer, streets and highways, parks, public buildings, solid waste collection, and snow removal; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Public Works departments is materially influenced by the people’s attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I, Donna K. Schmitt, Mayor of the City of Columbia Heights, do hereby proclaim the week of May 20 through May 26, 2018 as

“NATIONAL PUBLIC WORKS WEEK”

in the City of Columbia Heights, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which Public Works officials make every day to our health, safety, comfort and quality of life.

___________________________________
Mayor Donna K. Schmitt

(Seal)
The following are the minutes for the regular meeting of the City Council held at 7:00 PM on Monday April 23, 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 7:33 p.m.

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

Also Present: Walt Fehst; City Manager, Jim Hoeft; City Attorney, Kelli Bourgeois, Human Resources Director/Assistant to the City Manager, John Larkin; Assistant Fire Chief, Sergeant Matt Markham, Sergeant Justin Pletcher, Keith Dahl; Community Development Manager, and Katie Bruno; City Clerk/Council Secretary

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

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 the following additions to section 6:
A. Introduction of Ben Sandell, Communication Coordinator
C. Announcement of Columbia Heights High School musical “The Spitfire Grill”

Motion by Councilmember Buesgens, seconded by Councilmember Williams to approve the agenda as amended. All Ayes, Motion Carried.

6. PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS
A. Introduction of Ben Sandell, Communication Coordinator
Kelli Bourgeois, Human Resources Director/Assistant to the City Manager introduced Communications Coordinator, Ben Sandell.

B. Recognition of Columbia Heights High School Basketball Team
Mayor Schmitt read a proclamation recognizing the second place finish of the Columbia Heights High School Boys Basketball team. Coach Willie Braziel accepted the proclamation on behalf of the team, and school. Gratitude was expressed to the City and Community for the outpour of support.

C. Announcement of Columbia Heights High School musical “The Spitfire Grill”
Schoolboard Chairperson John Larkin announced the High School Drama Department will be performing “The Spitfire Grill.” Performances run through April 28th, attendance was encouraged.
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 April 9, 2018
MOTION: Move to approve the minutes of the City Council work session of April 2, 2018

B. Accept Board and Commission Meeting Minutes
MOTION: Move to accept the Charter Commission minutes from January 18, 2018

C. Replacement of data processing and storage system
MOTION: Move to authorize the purchase of two Hewlett Packard Enterprise servers, software, and support and three-year maintenance from Works Computing for the price not to exceed $68,000.00 plus taxes and shipping, and to amend the original 2018 budget estimate by $8,000.

D. Final payment To Cool Air Mechanical Company for Library Mechanical Contract, Project No. 1410
MOTION: Move to accept the mechanical work for the new Columbia Heights Public Library, Project No. 1410, and authorize final payment of $49,317.55 to Cool Air Mechanical Company of Ham Lake, Minnesota

E. Final payment to Cobra Construction Company for Building Construction Contract, Project No. 1609
MOTION: Move to accept the building construction work for the new Circle Terrace Park Building, Project No. 1609, and authorize final payment of $19,071.15 to Cobra Construction of White Bear Lake, Minnesota

F. Approve Gambling Permit, Immaculate Conception Church
MOTION: Move to direct the City Manager to forward a letter to the State Charitable Gambling Control Board indicating that the City of Columbia Heights has no objection to a gambling permit for Immaculate Conception Church to conduct bingo, pull-tags and a raffle at their Fun Fest event being held August 3-5, 2018 at 4030 Jackson Street NE, Columbia Heights; and furthermore, that the City of Columbia Heights hereby waives the remainder of the thirty-day notice to the local governing body.
MOTION: Move to direct the City Manager to forward a letter to the State Charitable Gambling Control Board indicating that the City of Columbia Heights has no objection to a gambling permit for Immaculate Conception Church to conduct bingo, pull-tabs and a raffle at their Fun Fest event being held August 3-5, 2018 at 4030 Jackson Street NE, Columbia Heights; and furthermore, that the City of Columbia Heights hereby waives the remainder of the thirty-day notice to the local governing body.

G. Public Hearing Request for Issuance of a Revenue Note
Motion: Move to waive the reading of Resolution 2018-24, there being ample copies available to the public.
Motion: Move to approve Resolution No. 2018-24, a resolution calling for a public hearing on the issuance of a revenue note and providing preliminary approval to the issuance thereof.

H. Public Works Seasonal Wage Adjustment
MOTION: Move to waive the reading of Resolution 2018-25, there being ample copies available to the public.
MOTION: Move to adopt Resolution No. 2018-25, being a resolution setting seasonal wages for public works seasonal staff effective May 1, 2018.

I. Annual declaration that the City of Columbia Heights does NOT waive the monetary limits on the Municipal Tort Liability under Minnesota Statutes, Section 466.04.
MOTION: Move to declare that the City of Columbia Heights does NOT waive the monetary limits on municipal tort liability under Minnesota Statutes, section 466.04.

J. Consideration of approval of attached list of Rental Housing Applications
MOTION: Move to approve the items listed for rental housing license applications for April 23, 2018, in that they have met the requirements of the Property Maintenance Code

K. Approve Business License Applications
MOTION: Move to approve the items as listed on the business license agenda for April 23, 2018.

L. 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 $842,767.42.

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

8. PUBLIC HEARINGS
A. Consideration of revocation of the licenses to operate rental units within the City of Columbia Heights is requested against the rental property at 615 42nd Street NE for failure to meet the requirements of the Residential Maintenance Codes.
John Larkin, Assistant Fire Chief reported the property is currently being rented without a license. Attempts to speak to the owner have been unsuccessful.

Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr. to close the public hearing and to waive the reading of Resolution Number 2018-21, being ample copies available to the public. All Ayes, Motion Carried.

Motion by Councilmember Buesgens, seconded by Councilmember Novitsky to adopt Resolution Number 2018-21 being Resolutions of the City Council of the City of Columbia Heights approving revocation pursuant to City Code, Chapter 5A, Article IV, Section 5A.408(A) of the rental licenses listed. All Ayes, Motion Carried.
9. ITEMS FOR CONSIDERATION

10. CITY COUNCIL AND ADMINISTRATIVE REPORTS

Councilmember Buesgens reported that City Staff has applied for a grant for Central Ave Median improvements from 47th to 51st, and that application was denied. Staff will continue to look for other funding sources. Councilmember Buesgens attended the Columbia Heights School District Conversations meeting, the HeightNEXT hosted movie: Growthbusters, the SACA fundraiser: Empty Bowls, and the Columbia Heights Athletic Booster’s dinner. Buesgens attended the Charter Commission meeting; and the proposed revisions to Chapter 2, Sections 10 and 53 of the City Charter will be brought to the Council. She attended the final Comp Plan steering committee meeting, and she thanked Staff for their work through the long process.

Councilmember Murzyn, Jr. assisted with the Columbia Heights Lion’s shredding event, and he attended the Columbia Heights Booster Banquet.

Councilmember Murzyn, Jr. suggested naming the Circle Terrace building in honor of Councilmember Bruce Nawrocki, commenting that Bruce always took care of the residents in Columbia Heights. Murzyn, Jr. proposed name The Bruce Nawrocki City of Peace Park & Recreation Center. ”

City Manager Walt Fehst commented that this would be a great way to honor Nawrocki’s 47 years of public service, and he indicated he will forward the information to the Park & Recreation Commission to discuss at their April meeting. Mayor Schmitt requested the council discuss this at their May work session as there may be other options to consider as well.

Councilmember Novitsky attended the Columbia Heights School District Conversations meeting, the SACA fundraiser: Empty Bowls, and the Booster Awards where the Lions were awarded the Ron Wojciak Community Award. 75 people volunteered for the adopt-a-highway cleanup event, and over 3,000 pounds of paper was shredded on April 21st.

Mayor Schmitt visited the fourth graders at Global Academy, and attended a reconstruction meeting for the 39th Ave project. Northeast Bank presented the City with a check for the library. She attended the Columbia Heights School District Conversations meeting, the Salad Luncheon at Community United Methodist Church, and the SACA fundraiser: Empty Bowls. Mayor Schmitt gave a “State of the City” speech at the Twin Cities North Chamber Breakfast, and at the Kiwanis meeting. The Interfaith Prayer Breakfast was announced.

City Manager Walt Fehst clarified that the Park & Recreation commission will be notified of Councilmember Murzyn, Jr’s suggestion for Circle Terrace Park, and the Council will make the final decision.

City Manager Walt Fehst commented that the Board of Appeal & Equalization meeting prior to the council meeting was very well attended. Fehst speculated that maybe because the market is favorable in Columbia Heights, resulting in a larger than average increase in value. Mayor Schmitt indicated the City will inform residents about Property Tax Refund filing in the coming weeks.

11. COMMUNITY FORUM

Nelle Bing - 3966 5th St NE announced HeightsNEXT is organizing a second clean up event on May 19th, starting at 8:30 AM.
Sean Broom–4117 5th St NE, representing Heights Citizens for Safer Streets announced the group will be meeting on April 28th at 11:30 AM at the Columbia Heights Library to discuss road improvements to address some next steps related to pedestrian safety.

12. ADJOURNMENT

*Motion by Councilmember Buesgens seconded by Councilmember Williams to adjourn. All Ayes, Motion carried.*

Meeting adjourned at 8:17 p.m.

______________________
Respectively Submitted,
Katie Bruno, Council Secretary/City Clerk

RESOLUTION NO. 2018-21

Resolution of the City Council for the City of Columbia Heights approving revocation pursuant to City Code, Chapter 5A, Article IV, Section 5A.408(A) of that certain property rental license held by Julio Medina (Hereinafter "License Holder").

Whereas, license holder is the legal owner of the real property located at 615 42nd Avenue N.E., Columbia Heights, Minnesota,

Whereas, pursuant to City Code, Chapter 5A, Article IV, Section 5A.408(B), written notice setting forth the causes and reasons for the proposed Council action contained herein was given to the License Holder on March 19, 2018, of a public hearing to be held on April 23, 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 or about January 16, 2018, inspection office staff sent a letter requesting the owner of the property to submit a rental license application and schedule a rental inspection for this property. The letter was mailed by regular mail to the owner at the address listed in the property records.

2. That on February 5, 2018, inspection office staff reviewed the property file and noted that the property remained unlicensed. A Statement of Cause was mailed by regular mail to the owner at the address listed in the property records.

3. That based upon said records of the Enforcement Office, the following conditions and violations of the City’s Property Maintenance Code were found to exist, to-wit:

   a. Failure to schedule a rental property inspection.
   b. Failure to submit a rental license application and fees.

4. That all parties, including the License Holder and any occupants or tenants, have been given the appropriate notice of this hearing according to the provisions of the City Code, Chapter 5A, Article III
ORDER OF COUNCIL

1. The rental license belonging to the License Holder described herein and identified by license number F-UNLIC-615 is hereby revoked;

2. The City will post for the purpose of preventing occupancy a copy of this order on the buildings covered by the license held by License Holder;

3. All tenants shall remove themselves from the premises within 45 days from the first day of posting of this Order revoking the license as held by License Holder.

RESOLUTION NO. 2018-24

RESOLUTION CALLING A PUBLIC HEARING ON THE ISSUANCE OF A REVENUE NOTE AND PROVIDING PRELIMINARY APPROVAL TO THE ISSUANCE THEREOF

BE IT RESOLVED by the City Council (the “City Council”) of the City of Columbia Heights, Minnesota (the “City”), as follows:

Section 1. Recitals.

1.01. Pursuant to the Constitution and laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.152 through 469.1655, as amended (the “Act”), the City is authorized to issue revenue obligations to finance, in whole or in part, the cost of the acquisition, construction, reconstruction, improvement, betterment, or extension of a “project,” defined in the Act, in part, as any properties, real or personal, used or useful in connection with a revenue producing enterprise, whether or not operated for profit.

1.02. Pursuant to Minnesota Statutes, Section 471.656, as amended, a municipality is authorized to issue obligations to finance the acquisition or improvement of property located outside of the corporate boundaries of such municipality if the governing body of the municipality in which the property is located consents by resolution to the issuance of such obligations.

1.03. Love To Grow On, a Minnesota nonprofit corporation, or any of its affiliates (the “Borrower”), has proposed that the City issue its revenue note, in one or more series, as a taxable or tax-exempt obligation (the “Note”), in an aggregate principal amount not to exceed $3,800,000. The Borrower has proposed to apply the proceeds of the Note to (i) finance the acquisition, construction, and equipping of an approximately 13,000 square foot early childhood educational facility located at 6499 Lakota Trail, Lino Lakes, Minnesota (the “Project”); (ii) finance capitalized interest on the Note during construction of the Project, if necessary; (iii) fund required reserves for the Note, if any; and (iv) pay the costs of issuing the Note. The Project will be owned and operated by the Borrower.

1.04. Pursuant to Section 469.154 of the Act, prior to the issuance of the Note by the City, the Commissioner of the Minnesota Department of Employment and Economic Development (“DEED”) must approve the costs of the Project on the basis of an application submitted by the City with all required
attachments and exhibits (the “DEED Application”).

1.05. Under Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), prior to the issuance of the Note, the City Council must conduct a public hearing after one publication of notice in a newspaper circulating generally in the City at least fourteen (14) days before the hearing. Under Section 469.154, subdivision 4 of the Act, a public hearing must be held after one publication of notice in the official newspaper of and a newspaper of general circulation in the City at least fourteen (14) days before the hearing.

1.06. The Borrower has requested that the City Council conduct a public hearing on Tuesday, May 29, 2018, to (i) approve the issuance of the Note pursuant to the requirements of Section 147(f) of the Code and the regulations promulgated thereunder; and (ii) approve the Project pursuant to Section 469.154, subdivision 4 of the Act.

Section 2. Preliminary Findings. Based on representations made by the Borrower to the City to date, the City Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The proceeds of the Note will be loaned to the Borrower and the proceeds of the loan will be applied to (i) finance the Project; (ii) finance capitalized interest on the Note during construction of the Project, if necessary; (iii) fund required reserves for the Note, if any; and (iv) pay the costs of issuing the Note. The City will enter into a loan agreement (or other revenue agreement) with the Borrower requiring loan repayments from the Borrower in amounts sufficient to repay the loan of the proceeds of the Note when due and requiring the Borrower to pay all costs of maintaining and insuring the Project, including taxes thereon.

(b) In preliminarily authorizing the issuance of the Note and the financing of the Project, the City’s purpose is to further the policies of the Act.

(c) The Note will be a special, limited obligation of the City payable solely from the revenues pledged to the payment thereof, will not be a general or moral obligation of the City, and will not be secured by or payable from revenues derived from any exercise of the taxing powers of the City.

Section 3. Public Hearing.

3.01. The City Council shall meet at 7:00 p.m. on Tuesday, May 29, 2018, to conduct a public hearing as requested by the Borrower, notice of which hearing (the “Public Notice”) will be published as required by Section 469.154, subdivision 4 of the Act and Section 147(f) of the Code.

3.02. Kennedy & Graven, Chartered, as bond counsel to the City (“Bond Counsel”), is hereby authorized and directed to publish the Public Notice, in substantially the form attached hereto as EXHIBIT A, in the Sun-Focus, the official newspaper of and a newspaper of general circulation in the City. The Public Notice shall be published once at least fourteen (14) days prior to the date of the public hearing. At the public hearing, reasonable opportunity will be provided for interested individuals to express their views, both orally and in writing, on the proposed issuance of the Note and the Project.

3.03. In accordance with Section 469.154 of the Act, the City Manager and other City staff are hereby authorized and directed to cause a draft copy of the DEED Application, together with drafts of all required
attachments and exhibits, to be prepared by Bond Counsel. The DEED Application, together with all attachments and exhibits, shall be made available for public inspection in the office of the City Manager during regular business hours of the City. The City Manager and other officers, employees, attorneys, and agents of the City are hereby authorized to provide DEED with any information needed for this purpose, and the City Manager is authorized to initiate and assist in the preparation of such documents as may be deemed appropriate by Bond Counsel.

Section 4. Preliminary Approvals.

4.01. The City Council hereby states its preliminary intention to issue the Note in the maximum aggregate principal amount of $3,800,000 to (i) finance the Project; (ii) finance capitalized interest on the Note during construction of the Project, if necessary; (iii) fund required reserves for the Note, if any; and (iv) pay the costs of issuing the Note. The issuance of the Note is also subject to the mutual agreement of the City, the Borrower, and the initial purchaser of the Note as to the details of the Note and provisions for its payment.

4.02. The Note shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City except the City’s interest in the loan or revenue agreement with respect to the Note and the Project. The Note, when, as, and if issued, shall recite in substance that the Note, including interest thereon, is payable solely from the revenues received from the Project and property pledged to the payment thereof, and shall not constitute a general or moral obligation of the City.

4.03. The law firm of Kennedy & Graven, Chartered, is authorized to act as Bond Counsel and to assist in the preparation and review of necessary documents relating to the Project and the Note issued in connection therewith. The Mayor, the City Manager, and other officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents.

Section 5. Reimbursement of Costs under the Code.

5.01. Treasury Regulations. The United States Department of the Treasury has promulgated final regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or a borrower from the City for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than sixty (60) days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within eighteen (18) months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than three (3) years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

5.02. Reimbursement for Expenditures. To the extent any portion of the proceeds of the Note will be applied to expenditures with respect to the Project, the City reasonably expects to reimburse the Borrower for the expenditures made for costs of the Project from the proceeds of the Note after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, costs of issuance of the Note, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Act.
Section 6. Costs. The Borrower will pay the administrative fee of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Note, whether or not the Note is issued.

Section 7. Commitment Conditional. The adoption of this resolution does not constitute a guaranty or firm commitment that the City will issue the Note as requested by the Borrower. The City retains the right in its sole discretion to withdraw from participation and accordingly not to issue the Note, or to issue the Note in an amount less than the amount referred to herein, should the City at any time prior to issuance thereof determine that it is in the best interest of the City not to issue the Note, or to issue the Note in an amount less than the amount referred to herein, or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents required for the transaction.

Section 8. Effective Date. This resolution shall be in full force and effect from and after its passage.

RESOLUTION NO. 2018-25
ADOPTING CHANGES IN WAGE RANGES AND ESTABLISHING WAGES FOR SEASONAL PUBLIC WORKS POSITIONS, SEASONAL/TEMPORARY RECREATION POSITIONS, AND INTERNS

WHEREAS, the City of Columbia Heights adopted a Wage Compensation Program for Non-Unionized City Employees effective January 1, 1980 (Resolution 80-47), which indicated that on an annual basis, changes may be adopted in Wage Ranges; and

WHEREAS, on July 11, 2016 the City Council adopted Resolution 2016-61 establishing seasonal wages for public works positions to be effective August 1, 2016; and

WHEREAS, given the current economy and job market, the Public Works is having difficulty filling seasonal positions.

NOW, THEREFORE, BE IT RESOLVED, that the City of Columbia Heights establishes new wage ranges for non-unionized seasonal/temporary public works positions as indicated on Schedule II, which is attached and on file in the office of the City Manager; and

BE IT FURTHER RESOLVED that such schedule be effective May 1, 2018.
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 14th City Council meeting and to have it in place prior to the June 6th 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 that 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 49th 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 14th 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 14th, 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
The meeting was called to order at 6:00 pm by Elizabeth Holmbeck, City Planner.

The following members were sworn in: Rob Fiorendino (re-appointment), and new member Eric Sahnow.

Commission Members present- Novitsky, Fiorendino, Hoium, Schill, Szurek, and Sahnow,

Also present were Elizabeth Holmbeck (Planner), Shelley Hanson (Secretary), Jodi Griffin (staff), and John Murzyn (Council Liaison).

**ELECTION OF OFFICERS:**

Chairperson: Fiorendino nominated Szurek for Chair. There were no other nominations. Roll Call: all ayes.

Chair Szurek then took over the meeting and continued with the elections.

Vice Chair: Szurek nominated Fiorendino for Vice Chair. There were no other nominations. Roll Call: all ayes.

Secretary/Treasurer: Szurek nominated Hoium for Secretary/Treasurer. There were no other nominations Roll Call: all ayes.

**APPROVAL OF MINUTES**

Motion by Fiorendino, seconded by Schill, to approve the minutes from the meeting of February 7, 2018. All ayes. MOTION PASSED.

**PUBLIC HEARING**

<table>
<thead>
<tr>
<th>CASE #:</th>
<th>2018-0401</th>
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<tbody>
<tr>
<td>APPLICANT:</td>
<td>City of Columbia Heights</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>3939 Central Ave NE</td>
</tr>
</tbody>
</table>
| REQUEST:         | Conditional Use Permit  
                  | **Tabled by Applicant** |

<table>
<thead>
<tr>
<th>CASE #:</th>
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<tbody>
<tr>
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<td>City of Columbia Heights</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>3939 Central Avenue NE</td>
</tr>
</tbody>
</table>
| REQUEST:         | Variance  
                  | **Tabled by Applicant** |

Motion by Fiorendino, seconded by Schill to table the requests for Cases 2018-0401 and 2018-0402 until May 1, 2018. All ayes. MOTION PASSED.
Holmbeck explained that Renaissance Fireworks, Inc. has applied for an Interim Use Permit to allow the operation of a seasonal fireworks sales tent at 4005 Central Avenue. The specific development standards for outdoor fireworks sales/display are found in Section 9.107 (C) (22) of City Code, and will be added as conditions of approval for this permit. The attached property and tent location map illustrates the configuration and orientation of the fireworks tent to Central Avenue. The Fire Chief has inspected the plans and will conduct a site inspection of the tent. The applicant must schedule the inspection with the Fire Department before sales can occur on the property.

ZONING ORDINANCE
The property located at 4005 Central Avenue is located in the CBD, Central Business District. The properties to the north, south and west are also zoned Central Business and the properties to the east are zoned in the R-4, Multiple Family Residential District. Seasonal Fireworks Sales is allowed as Interim Use in the Central Business Zoning District.

COMPREHENSIVE PLAN
The Comprehensive Plan designates the property for commercial use. The proposal for seasonal fireworks sales is consistent with the intent of the City’s Comprehensive Plan.

FINDINGS OF FACT
Section 9.104 (I) of the Zoning Ordinance outlines seven findings of fact that must be met in order for the City to grant an interim use permit. They are as follows:

1. The use is one of the interim uses listed for the zoning district in which the property is located, or is a substantially similar use, as determined by the Zoning Administrator.
   Fireworks tents are specifically listed as an Interim Use in the Central Business District, and are considered retail sales, which are permitted.

2. The use is in harmony with the general purpose and intent of the Comprehensive Plan.
   The Comprehensive Plan designates the property for commercial use, including retail sales. The proposal is consistent with the intent of the City’s Comprehensive Plan.

3. The use will not impose hazards or disturbing influences on neighboring properties.
   The proposed temporary use should not have hazardous or disturbing influence on neighboring properties because of its proximity to Central Avenue and because it’s shielded from adjacent residential uses by the surrounding commercial buildings.

4. The use will not substantially diminish the use of property in the immediate vicinity.
   The fireworks tent shouldn’t diminish the use of the adjacent properties.
5. The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area. The fire department will conduct an on-site inspection prior to any temporary sales. All State and City requirements regarding fireworks sales will be achieved.

6. Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic. The traffic generated by the fireworks tent will not significantly increase the traffic on the public streets, and the site is large enough to handle additional interior traffic.

7. The use will not cause a negative cumulative effect on other uses in the immediate vicinity. As indicated by prior descriptions, the fireworks tent should not have a negative impact on other uses in the immediate vicinity, which are all zoned commercial.

Staff recommends that the Planning Commission approve the Interim Use Permit to allow the operation of a seasonal fireworks sales tent at 4005 Central Avenue, subject to conditions of approval outlined below.

Questions by members:

Hoium asked if they are required to carry insurance in order to place their tents within the city limits. Holmbeck said the City doesn’t have a requirement as part of the Interim Use Permit. She said the Fire Dept. does the review of the application, and does an inspection of the site to ensure all fire code issues are met. The applicant was in the audience and told members that they carry 2 million dollar limited liability coverage on each site.

Fiorendino asked if there were any other changes. Holmbeck said no, it is the same as the last several years.

Public Hearing Opened:

No one wished to speak on this issue.

Public Hearing Closed
Motion by Fiorendino, seconded by Schill, to waive the reading of Resolution No. 2018-PZ02, there being ample copies available to the public. All ayes. MOTION CARRIED.

Motion by Fiorendino, seconded by Schill, to adopt Resolution No. 2018-PZ02, being a Resolution approving an Interim Use Permit for a fireworks tent at 4005 Central Avenue NE, from June 15, 2018 to July 12, 2018, subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

1. The fireworks tent, display area, access aisles, and surrounding area shall be reviewed by the Fire Department prior to operation. The applicant must contact the Fire Department to set up an inspection prior to any sales occurring on the property.
2. The sale of fireworks shall meet all requirements of Chapter 24 of the Fire Code and NFPA Chapter 1124.
3. The fireworks tent shall be accessory to a commercial use.
4. Fireworks tents located within the public right-of-way are prohibited.
5. All goods shall be displayed on a designated impervious surface area.
6. All goods shall be displayed in an orderly fashion, with access aisles provided as needed.
7. Music or amplified sounds shall not be audible from adjacent residential properties.
8. The fireworks tent shall not reduce the amount of off-street parking provided on-site below the level required for the principal use.
9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
10. Signage shall be limited to two professionally made signs, with a combined square footage not exceeding 32 square feet.
11. Fireworks tents may be allowed for a maximum of 90 days per calendar year.
12. The tent must be anchored to withstand 90MPH/3Second wind gusts. Any electrical use will need a permit and is required to be inspected by the State Electrical Inspector.

All ayes. MOTION PASSED.

RESOLUTION NO. 2018-PZ02

A resolution of the Planning Commission for the City of Columbia Heights, Minnesota,

WHEREAS, a proposal (Case # 2018-0403) has been submitted by Renaissance Fireworks to the Planning Commission requesting an Interim Use Permit from the City of Columbia Heights at the following site:

ADDRESS: 4005 Central Avenue NE., Columbia Heights, MN 55421
LEGAL DESCRIPTION: On file at City Hall
THE APPLICANT SEEKS THE FOLLOWING: An Interim Use Permit to allow for the operation of a seasonal fireworks sales tent on the subject property.

WHEREAS, the Planning Commission has held a public hearing as required by the City of Columbia Height’s Zoning Code on April 3, 2018;
WHEREAS, the Planning Commission has considered the advice and recommendations of City staff regarding the effect of the proposed Interim Use upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas; and

NOW, THEREFORE, BE IT RESOLVED, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the Planning Commission of the City of Columbia Heights makes the following:

FINDINGS OF FACT

1. The use is one of the interim uses listed for the zoning district in which the property is located, or is a substantially similar use, as determined by the Zoning Administrator.
2. The use is in harmony with the general purpose and intent of the Comprehensive Plan.
3. The use will not impose hazards or disturbing influences on neighboring properties.
4. The use will not substantially diminish the use of property in the immediate vicinity.
5. The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
6. Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
7. The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

FURTHER, BE IT RESOLVED, that the attached conditions, maps, and other information shall become part of this permit and approval; and in granting this permit the City and the applicant agree that this permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit. Further, the permit is subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

CONDITIONS

1. The fireworks tent, display area, access aisles, and surrounding area shall be reviewed by the Fire Department prior to operation. The applicant must contact the Fire Department to set up an inspection prior to any sales occurring on the property.
2. The sale of fireworks shall meet all requirements of Chapter 24 of the Fire Code and NFPA Chapter 1124.
3. The fireworks tent shall be accessory to a commercial use.
4. Fireworks tents located within the public right-of-way are prohibited.
5. All goods shall be displayed on a designated impervious surface area.
6. All goods shall be displayed in an orderly fashion, with access aisles provided as needed.
7. Music or amplified sounds shall not be audible from adjacent residential properties.
8. The fireworks tent shall not reduce the amount of off-street parking provided one-site below the level required for the principal use.
9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
10. Signage shall be limited to two professionally made signs, with a combined square footage not exceeding 32 square feet.
11. Fireworks tents may be allowed for a maximum of 90 days per calendar year.
12. The tent must be anchored to withstand 90MPH/3Second wind gusts. Any electrical use will need a permit and is required to be inspected by the State Electrical Inspector.
ORDER OF PLANNING COMMISSION

Passed this 3rd day of April, 2018.

Offered by: Fiorendino
Seconded by: Schill
Roll Call: All ayes

Chair

Attest:

Shelley Hanson, Secretary

OTHER BUSINESS

A. Planning Commission By-Law Changes

Holmbeck shared Ordinance #1645 with members that addressed the latest changes to the By-Laws of the Planning Commission. The Ordinance was approved by the City Council at the February 12, 2018 meeting. Holmbeck stated that the main change was to add two members to the Commission and to change the start time of the meetings from 7:00 pm to 6 p.m. A copy was included in the agenda packets.

B. Memo to Planning Commission regarding Training Options

Jodi Griffin reviewed the memo that was enclosed in the agenda packets regarding training options available to members of the Commission. She explained that Option #1 is a free online training done through the League of MN Cities. Most of the current members and staff have taken this training. She stated that it takes about 45 minutes to complete and it can be done at the member’s leisure.

She went on to explain that Option #2 would be a staff led training session that would be presented as a round table discussion with the City Council and the EDA members also present that would be scheduled at the end of May and would take about 2 hours.

Szurek thought the joint training session sounded like a good idea if the City Council and EDA members are open to it. That way it would help the new members get acquainted with the roles of the EDA and City Council. She also thought the new members should take the online training which is helpful and explains the role and limitations of being a Planning Commission member.
C. Comprehensive Plan Update

Holmbeck told members that we have moved into Phase Three of the Comprehensive Plan Process. The draft should be completed by April 13th and then 3 Open Houses will be held at the Library for final comments. These are scheduled for April 19th, May 2nd and May 4th. Major changes of the new plan will be emphasized on Posters for each Chapter and be on display at the open houses. The draft will also be available on the City’s website. After comments are received, a second draft will be assembled for approval and then it will be sent to surrounding communities for review and comment. At the end of the 6 month review period, the City can formally adopt the Plan.

Szurek asked what the deadline is to submit the Plan to the Met Council. Holmbeck said it must be submitted by the end of the year and they are on schedule to do so.

The meeting was adjourned at 6:25 pm.

Respectfully submitted,

Shelley Hanson
Secretary
Park & Recreation Commission
Minutes of the Meeting
February 28, 2018

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

Roll Call
Members present: Anne Carder, Sean Clerkin, Bruce Evans, Tom Greenhalgh, David Payne, Marsha Stroik
Staff present: Kevin Hansen, Public Works Director; Deanna Saefke, Commission Secretary; Nick Novitsky, Council Liaison; also present Elizabeth Holmbeck, Community Development City Planner; Rebecca Krueger local artist; Rita Trapp, Hoisington Koegler Group Inc.

Approval Consent Agenda
Motion by Stroik, second by Evans, to approve the consent agenda. Upon vote: All ayes. Motion Carried.

Letters and Requests
A. Letter of request from HeightsNEXT and the Columbia Heights Lions Club, to waive the rental fee of John P. Murzyn Hall on Thursday, May 31, 2018 from 4:00 p.m. until 10:00 p.m. for a fundraiser event called Cheers to Beers.
Saefke noted that the CH Lions Club will be providing the insurance coverage for the event and asked Novitsky to discuss the event details. Novitsky reported the Top Valu Liquor stores will be involved with the beer tasting. This event will be a fundraiser for HeightsNEXT. The Lions Club will also offer a cash bar. Payne asked if the local breweries were bringing in their own samples. Novitsky replied yes, the breweries were lined up through the city liquor stores. Stroik asked since there will be food trucks outside of Murzyn Hall has the group thought about wrist bands so that people do not need to be rechecked coming and going. Novitsky replied he was unsure about the use of wrist bands but knows that the city liquor store employees will be checking IDs as will the Lions Club at the bar. Saefke replied seeing an email with the city Finance Director Kloiber discussing the use of wrist bands for those in attendance 21 years and older.

Motion by Stroik, second by Carder, to approve the request to waive the rental fee for the use of Murzyn Hall on Thursday, May 31, 2018 for HeightsNEXT and the Columbia Heights Lions Club fundraiser event Cheers to Beers. Upon vote: All ayes. Motion Carried.

B. Letter of request for a private bar using staff approved bartenders for a birthday party on April 6, 2018 for 150-200 people.
Saefke indicated this family has rented Murzyn Hall for numerous family events over the past few years. Recently they held a 60th birthday in the fall having a private bar and all events have been successful.

Motion by Evans, second by Greenhalgh, to approve the request for a private bar using staff approved bartenders for a birthday party on April 6, 2018 for 150-200 guests. Upon vote: All ayes. Motion Carried.

C. Letter of request to waive the rental fee for a Columbia Heights/Fridley Kiwanis Club 5K fundraiser at Sullivan Lake Park on Saturday, May 12, 2018 from 8:00 a.m. until 12:00 p.m., and to request the fee to be waived for the use of the Event Wagon during that same time.
Saefke handed out a letter of request to the Commission. She explained the Kiwanis Club includes the
youth division of the Key Club with both high schools. The Key Club recently rented the park building at McKenna Park for a sledding fundraiser and winter clothing drive to benefit SACA. Saefke reminded the Commission of previous discussions where community groups such as this could be granted requests like this up to so many times. Since this event is in May and the group wanted to waive the fee for both the park and the event wagon Saefke felt it appropriate to have the commission discuss the request. Staff indicated if the commission desires to waive the fee for the park but still charges for the wagon because it is only used one time over a weekend that would be an option as well. Clerkin replied there isn’t much of a cost to deliver the wagon. Saefke replied no. Stroik indicated it is not graduation time yet so she feels it can be waived.

**Motion** by Clerkin, second by Stroik, to waive the rental fee for both the use of Sullivan Lake Park and the Event Wagon on Saturday, May 12, 2018 for the Columbia Heights/Fridley Kiwanis Club 5K fundraiser. Upon vote: All ayes. **Motion Carried.**

**Old Business**
A. Dog Park overlay considerations / City Park impacts
Hansen indicated staff has identified four parks to consider for a dog park location; Lomianki, Gauvitte, Prestemon, and Huset Parks. He stated this component will go into the component of the Comprehensive Plan that was just discussed. Staff found ten dog parks within five miles of Columbia Heights and three parks that are adjacent to the City. Based on staff research Prestemon Park would be the first suggestion and Huset Park as a second. Greenhalgh and Payne said no to Huset Park. Stroik agreed to save Huset Park for the field use as listed in the master plan. Clerkin stated Prestemon is the best location.

Stroik suggested since three members were missing to table the dog park discussion.

**Motion** by Clerkin, second by Greenhalgh, to table the dog park discussion until the next meeting. Upon vote: All ayes. **Motion Carried.**

**New Business**
A. Trash Can Mural Project
Rebecca Krueger, Columbia Heights resident, artist, art educator, and project manager of the Trash Can Mural Project, presented the project. The Trash Can Mural Project is a public art project with a purpose to create functional art works that enhance the landscape, inspire litter prevention, and empower the community with environmental education. The first series of murals are located along Central Avenue at 45th & 46th Avenue. Recently the project has received additional funding and is looking to expand the project by installing two more sets of murals within Huset Park. The new expansion would include both recycling and trash receptacles at the Jefferson building in Huset East and along the walking path around Zurek Pond on the Huset West side. The images on the can will continue to educate the community on how litter prevention can specifically impact the storm water and rivers. The new murals will be created by youth in the community. The first series of murals was created during a camp held at the CH Public Library with approximately 10 youth. The second series will be created by youth this spring and installed in the summer.

Payne asked what the cost is and who pays for it. Krueger explained the additional cost is funded through a grant that was given to the City by the MWMO, Mississippi Watershed Management Organization. The second series of the project is being funded by a private donor. The only cost to the city will be the installation and maintenance crew for taking care of the garbage. Krueger stated the cans will be finished before the Jamboree and would ask the city to have them installed by the Jamboree
week. Stroik indicated a desire to see a mural on the garage behind Murzyn Hall for a future project. Payne replied on the Huset Park Master Plan the garage is removed. Clerkin clarified the installation is placing a casing around an existing garbage can. Hanse replied yes. Payne asked where the cans would be around the pond area. Krueger replied it will be where the cans are currently. What is being build is a wood casing like a sleeve that will be placed over the existing trash can. Hansen replied a new concrete slab will be needed by the Jefferson building and on the west side it will be where an existing can is near the splash pad.

Motion by Evans, second by Greenhalgh, to approve the installation of the Trash Can Mural Project on both sides of Huset Park. Upon vote: All ayes. Motion Carried.

B. 2040 Comprehensive Plan Update
Holmbeck indicated the 2040 Comprehensive Plan includes a chapter on parks and trails. The goal for this meeting is to review the goals and policies within that chapter. Rita Trapp from the consulting firm Hoisington Koegler Group Inc., (HKGI) will discuss the plan. Trapp indicated the commission will review the existing goals and policies, talk about general park and trail needs, discuss some of the specific parks that do not have master plans, discuss the trail system, and go over what the next steps will be.

Goals and Policies. Trapp indicated the 2030 Comprehensive Plan included a series of goals and policies, staff reviewed this plan and make revisions. The objective is to make sure the goals and policies capture where the city and the citizens want to head as we look into 2040. The goals are the aspiration of what we want to achieve by 2040 and the policies are how that is going to be accomplished and what needs to be done to reach that goal. Trapp opened up the discussion to the commission.

Clerkin asked if when installing bicycle trails or lanes will that take away any traffic lanes. Hansen replied it will not take away traffic lanes but may impact some parking lanes. In 2008 the city created an overall pedestrian plan that included sidewalks and bicycle lanes. One of the recommendations was to create a city-wide bike loop and provide designation pathways for destinations. For example staff explored the possibility of removing the parking lane and installing a bicycle lane at grade along 49th Avenue but staff received disapproving comments from residents. Clerkin indicated he is not opposed to bike lanes, but does not want to see Columbia Heights make the same mistakes that Minneapolis did making it difficult to plow, bike, park, and drive down some of the streets. Stroik and Carder agreed. Hansen explained the destination points to existing areas. On the south there are two; one on Central Avenue to Columbia Park and one further west that gets along to the grand rounds and the golf course. On the west side the trail would require going over the bridge to connect to the Mississippi Trail Corridor. The east side a connection would be nice to St. Anthony Village and the shopping area along 45th Avenue. Hansen indicated it is a difficult venture to install bicycle trails into an existing fully urbanized environment. Clerkin asked what other streets or even business along 40th Avenue could be affected by removing a parking lane. Hansen replied no it should not affect the local businesses as the routing indicates the concentration of business is on Central and University Avenues. Staff discussions with Anoka County have concentrated on the redevelopment of 40th Avenue. The redesign would decrease the four lane road to be a two and three lane road where the center lane would be a turn lane with bicycle lanes on both sides of the road and one side for parking. When any reconstruction projects arise within the city the introduction of bicycle lanes are taken into consideration. Hansen indicated 37th Avenue from Central Avenue to Stinson Boulevard has a preliminary layout because it was needed in order to apply for grant funding. If funding is received for this redevelopment there would be bicycle lanes. 49th Avenue was selected for redevelopment because it has the least amount of properties that have fronting along 49th Avenue. The same is true for 40th Avenue residential properties. Stroik recommended that even if there are not designated bike lanes that signage is needed to indicate routes that connect to existing
bicycle routes, going both north and to Minneapolis. Hansen confirmed that the intent is to designate a safe way with a bicycle lane, but it can also be accomplished through signage and advertising the route as a bike loop with destinations.

Hansen referred to another goal in the comprehensive plan, to develop financing strategies to maintain and improve the park and trail system. He asked the commission if they wanted to specifically mention for the public to consider a referendum. This would be listed as a plan to further support the idea within the next one or two general elections and to inform the public that there currently is no money available. Stroik asked if this is common practice to include that in a Comprehensive Plan. Hansen replied have a referendum would be listed as a form of funding. Trapp replied many cities do a separate park master plan and others do include it specifically as a foundation element for funding. It would be appropriate to include in the 2040 Comprehensive Plan as one of the things that is being explored for funding. Stroik stated that should be included in the comp plan. Holmbeck feels that many citizens have expressed support for park funding.

Hansen indicated staff reviews the Parks and Trails Plan every year. The written pedestrian plan is intended to be a final document but the Parks and Trails Plan Recommended Route Network is more of a living or dynamic document that can change every couple of years based on what the community feels or if there is redevelopment in the area. This document was updated in 2013, and does include 37th Avenue.

Trapp referred back to the agenda asking for opinions from the Commission regarding each listed goal. Goal: Maintain, improve, and redevelop the system of parks within the Community. Evans replied the listed items are all good things and feels that the commission has been doing many of the items with each master park plan. Goal: Develop a system of trails within the community. Trapp explained these policies were all mentioned during the previous discussion and hopes the listed items reflect the goals of that discussion. Goal: Maintain and improve current standards for all parks to provide safe, accessible (meet ADA requirements), and attractive facilities for all residents. Payne asked if the parks are currently ADA compliant. Hansen replied no. All new parks are ADA compliant and there is a certified playground inspector. The city is compliant with those parks with the exception of some older facilities that are grandfathered. When equipment is replaced we have to bring it up to ADA standards; as a public governmental agency we are compelled to. Goal: Provide a park and open space system that serves the wide-ranging recreation, health, and leisure needs of the community. Hansen indicated the City of Columbia Heights does not conduct many community surveys and this may change in the future. However the frequency listed is more than what is needed especially for parks. He suggests conducting community surveys every two to four years or as appropriate. Payne stated have community surveys is a good idea. Hansen replied there have been two recent surveys. The last large one that included parks questions was approximately 2002 or 2004. The community feedback at that time was the willingness to pay more taxes to have the parks improved. When the police did a community survey in 2010 or 2012 there were three to five questions related to parks. Payne thinks that it is a good idea to conduct the surveys. Clerkin asked what the cost is to do a survey. Hansen replied when the police conducted the survey he believes it was under $5,000 to $6,000, and when Decision Resources were hired it was approximately $14,000 to $15,000 but that was a city-wide survey. Trapp explained the difference between the two types of surveys is being statistically valid or not. Having Decision Resources conduct the survey is statistically valid results. Goal: Preserve and protect natural features and resources in existing parks and when planning and redeveloping park and recreational facilities. Stroik cited a desire to strive to use the natural environment of the parks to create some recreational activities rather than importing major structures. If there is a hill like at Keyes Park for example you use that as a sledding hill. Have a focus at other parks to use the natural aspects of the parks to create their own recreational
activities. Goal: Develop financing strategies to maintain and improve the park and trail system. Trapp indicated the referendum language would be added in this section. Hansen indicated Payne had mentioned grant funding during a discussion, and staff has applied for DNR and playground grants in the past. Using larger scale DNR recreational grants are very hard to get approved. They are more often approved for outstate or larger regional projects that involve trails. With our projects they are for small neighborhood parks. Trapp indicated there are not many grant opportunities available for these types of projects. Most cities are funding it through referendums or dedicated city budgets and development with park dedication fees. Payne asked about ownership or business ownership of the parks to collect funds. Trapp replied some cities have done sponsorship or advertising but that is generally with recreational facilities or sport complexes. She explained the long term goal is to get the residents to think about what is there, what needs to happen, and to change the discussion element that there needs to be a constant level of investment that needs to happen within a community. Trapp stated that park dedication funds can only be used for expansion or new development and cannot be used for replacement per the state statute. Carder asked if fundraising is an option. Trapp replied yes, some cities have created a separate foundation for specific projects. Hansen replied yes the library has a foundation. The second fundraising event was when Bobby & Steve’s had a concert in the park for Huset funding and that did fall short. It takes a lot of effort when fundraising to even raise a small amount of money. For park redevelopment we are talking about large amounts of money. Stroik asked about doing a round up on utility bills. She was told the city billing system does not allow for that. The City of Lino Lakes used that type of fundraising for a new community center. Trapp replied the best way to raise a significant amount of money is through a referendum that will also provide funding over an extended period of time. Trapp will look into the round up idea.

Trapp moved on to the Parks and Trails Discussion. The long-term goal is to have a master plan at each park. Updating the playgrounds. Repair, resurface existing park trails. Correct drainage problems. Identify the evolution or next step with the wading pools. Clerkin asked what the cost would be to modify the wading pools instead of replacing them. Hansen replied the direction of the City Council and of the Park & Recreation Commission is to keep up with current facilities that will draw people to the park like the splash pad does. To resurface one of the wading pools is still going to cost approximately $80,000 to $100,000. The splash pad cost around $550,000. Clerkin stated by retrofitting a pool less water would be used. Hansen replied yes it would use less water, but we do not have to man or staff the splash pad and the wading pools need to be tested for water quality every day. He believes the operational/personnel costs verses the water costs the splash pad will still costs more but not a lot. Hansen reported the water consumption was reduced in 2017 from 9.4 to 5.7 million gallons. Clerkin asked what the approximate cost is for a smaller splash pad. Hansen replied $350,000. Trapp indicated this has been a great discussion and that not all park commissions are this engaged in the process. She asked if the wording needed to be updated or changed in the plan. Hansen replied no, the wording can stay the same. Greenhalgh and Clerkin agreed.

Trapp began the discussion on master park plans and needs at each specific park. Lomianki Park. Greenhalgh indicated this is a neighborhood park where people view it as part of their own back yard. Hansen reported the major difficulty with this park is lack of parking and access into the park. One idea from the public is to use this area from 38th to 37th, to plant trees and in a few years make the trees available for sale to the public. Stroik replied that would be nice. Hansen indicated these trees would start from a bare root tree, grown them to an inch or so diameter, and then sell them to the public. There is water access at that location too. Due to the lack of parking and access to the park, staff does not see a good use for this area. Greenhalgh suggested selling the land. Holmbeck likes the idea of using the area for a tree farm. Stroik and Clerkin agreed.
Edgemoor Park. Hansen indicated this park needs playground replacement.

Gauvitte Park. Hansen reported one or two residents request for park improvements often. The facilities at this location; the ballfield, hockey rink, and football field, are not used and are not planned for program use. The building should be torn down. This winter the heat went out in the building and it flooded. Hansen reported the city will have requirements put in place in the near future that will require additional storm water treatment. The primary storm sewer pipe goes right on 44th Avenue making this the only open land area where major impact could occur for storm water treatment. Hansen asked if any recreational programming occurs at this park. Saefke replied no. Hansen indicated this park should start to be noted as a transitional park to storm water use. Trapp indicated this could still be a nice park with a walking path. Hansen mentioned this would have a filtrations system with plantings, a walking path would be great, small playground equipment, and this would be a joint effort but the majority of the land area of the park would go away. The look would be similar to Ramsdell Park with large infiltration basins.

Wargo Court. Hansen reported this needs complete redevelopment. Since this is a namesake park there is a binding agreement with the Wargo family because they gave $100,000 to redevelop the park with an agreement that this always remains a park. There is some seed money available to redevelop the park. There is a time capsule in the Wargo monument. The fountain is in total disrepair. All planned redevelopment and work needs to be brought to the Wargo Trust Fund prior to initiating the work. Payne suggested leaving the park the way it is until Central Avenue is redeveloped. Trapp replied this is the time to think about how this park will be integrated in the development of that area.

McKenna Park. Hansen reported this park has new playground equipment. The building is old. The southwest corner was a Twins Grant recipient and has updated backstop fencing. The hockey rink is used year round and flooded each winter. Staff would suggest putting in a multiuse field and reduce the ballfields from two to one. Hansen asked if the hill is used for sliding. Members replied yes. Stroik asked if a soccer field could be located there. Hansen replied a half size soccer field would fit if a baseball field was removed. Saefke replied this is a concern for Windschitl because the outfield gets worn out from overuse in the middle. Hansen indicated this park also needs parking spaces. Trapp asked what sports are programmed here. Greenhalgh replied 3rd & 4th grade baseball and T-ball. Hansen reported a small parking lot is planned and this park has a wading pool.

Ostrander Park. Clerking stated this park is used the most for skating both in the rink and free skate. Hansen indicated this park needs drainage. There has never been any borings done in the ground. The building needs lots of work. Stroik indicated it would be nice to have a small shelter and more trees. Payne agreed. Trapp asked if the warming house would be needed for skating. Saefke replied the building is not staffed for a warming house purpose. Trapp replied without the building it would be nice to offer benches for seating near the skating rinks.

Prestemon Park. Hansen reported a dog park would fit well at this location. There is existing parking in two areas and trails. The playgrounds were redone in 2001 or 2002. The ballfield redone in 2000 with lighting added in 2005. The building is not utilized for anything other than storage. The trails need resurfacing and the playground would eventually need updating. Hansen indicated the ballfield is designed to retain water for a short period of time and that is for drainage purposes.

Silver Lake Park. The boat landing and sewage lift station are located on the west side of the lake. The algae pond will be reconstructed in 2019 with grant funding. The boat landing does need work.
Trapp indicated the plan elements will be finalized and then presented back to the Commission for review and commentary. Once the draft plan is available community engagement will begin. There is not a planned format for that at this time.

C. Park Facilities Inventory Update
Hansen suggested for the park facilities report to be a work in progress. This document needs to be updated as the parks are redeveloped. He suggests for the Commission to pick two or three parks and make a site visit to each park. The Commission can discuss the future needs at each park and what updates might be considered over the next five years. Payne likes the idea of visiting each park to review the changes that have been made and look at the other parks for future needs.

Reports
A. Recreation Director
Saefke reported the boys basketball teams are doing very well this season and are playing in a new league in Coon Rapids and Anoka. Teams will be playing in the playoffs this upcoming weekend. The Recreation Program Coordinator Goebel has been at the majority of the games during the weeknights and weekends.

The Spring City newsletter is out to the public. Murzyn Hall is very busy with rentals.

The controls at the Hylander Center gym are broken. The divider between the two gyms cannot come down. Greenhalgh reported the company that installed the controls is not making that component anymore. Clerkin asked how old the system is. Saefke replied they are the original controls from when the Hylander Center was built. Greenhalgh indicated a replacement could be as much as $5,000. Stroik asked if MYAS uses the Hylander Center for tournaments. Greenhalgh replied no.

B. Public Works Director/City Engineer
Hansen reported Keyes Park received bids today and will go to City Council on March 12. Last year the base bid was $525,000 this year the base bid was $407,000. With add alternates the estimate would be closer to $450,000 up to $465,000. One item was the south parking lot on 45th and this would be replaced with an additional sidewalk from the parking lot along 45th Avenue. Payne asked if the work was being done in the spring. Hansen replied yes, but the fields will not be usable until 2019. Stroik asked if this will affect programming. Hansen replied that other parks will be used for 2018.

C. Commission Members
Clerkin reported the Lions Club will be donating money to purchase portable round tables to Murzyn Hall for use in the LaBelle Lounge as a high top or low cocktail table. They will donate money to install directional restroom signs near the LaBelle Lounge directing people across the hall to the restrooms.

Payne adjourned the meeting at 7:26 p.m.

_________________________________
Deanna Saefke, Recreation Secretary
CALL TO ORDER
The meeting was called to order by Chairperson Carlson at 5:30 p.m.

ROLL CALL
Members present: Commissioners Carlson, Doty, and Olson
Members absent: Commissioner Clerkin

Staff present: Kathy Young, Assistant City Engineer
Lenny Austin, Police Captain
Sue Schmidtbauer, Public Works Secretary

Council Liaison: Nick Novitsky

Residents Present: Polly Philblad, 4151 Madison Street
Tim Brady, 4203 Madison Street
Ryan Sebesta, 4232 Madison Street
Kim Sebesta, 4232 Madison Street
Sheila Krause, 4537 5th Street
Scott Kyseth, 4121 Madison Street
Sean Broom, 4117 5th Street
Jennifer Laine, 4537 Jefferson Street

APPROVAL OF MINUTES
Motion by Doty, seconded by Olson, to approve the minutes of February 6, 2017 as presented. Motion passed unanimously.

OLD BUSINESS
None

OTHER OLD BUSINESS
None

NEW BUSINESS

A. REQUEST TO CHANGE MONROE STREET FROM 40th AVENUE TO 42nd AVENUE FROM ONE-WAY TO TWO-WAY TRAFFIC

Ms. Sally Whittaker has requested Monroe Street from 40th Avenue to 42nd Avenue be changed from one-way to two-way traffic. Drivers tend to ignore the one-way designation on Monroe Street.

Olson questioned if there have been any requests for Jackson or Quincy Streets. Quincy Street is a one-way because of Immaculate Conception, changing this may be a problem because of the school buses. The Fire Department uses southbound Jackson Street so most likely they would prefer to keep that a one-way. Olson suggested reviewing all three streets.
Motion by Olson to direct staff to research the one-way designation on Monroe Street and if feasible, remove it after a survey from residents on Monroe Street from 40th to 43rd Avenue, and to research one-way designation on Quincy Street and Jackson Street as well and report back to the Traffic Commission. Motion seconded by Doty. Motion passed unanimously.

B. REQUEST FOR STOP SIGNS AT THE INTERSECTION OF MADISON STREET AND 42ND AVENUE

Ms. Polly Philblad and Ms. Emily Meyers have requested traffic control signs at the intersection of Madison Street and 42nd Avenue. The concern is the number of accidents at this intersection.

Visibility at the intersection is fair. There is a small hill in the southwest quadrant that partially blocks visibility for both eastbound and northbound traffic.

The Traffic Commission denied the request for traffic control at this intersection in 2016. Commissioners felt the MMUTCD guidelines for installing a stop sign were not met. At that time, the Police Department review of reported accidents for the past five years consisted of one accident in 2012, one accident in 2013, three accidents in 2014, and one accident through July, 2016.

Updated reported accident information (distributed at the meeting) showed two accidents in 2017, one on June 21 and another on October 22. The June 21st driver was cited for an instruction permit violation and the October 22nd driver was cited for driving without a license and no proof of insurance.

On Madison Street, traffic stops at 41st Avenue and 43rd Avenue. On 42nd Avenue, traffic stops at Jefferson Street and Quincy Street.

The number of traffic accidents is approaching the MMUTCD guidelines of five crashes within a three-year period and three crashes within a two-year period.

Ms. Polly Philblad lives at 4151 Madison Street which is near the corner of the intersection. She advised that her records show this is the third time this intersection has been brought up before the Traffic Commission. Also, her records show one accident in 2012, one in 2013, three in 2014, one in 2015 and three in 2016. She is aware of two accidents so far this year, one on May 5 where an unlicensed driver was heading northbound on Madison Street, struck a parked car, and ended up in a yard. The second accident was on October 27 at approximately 8:30 p.m. There is an eastbound hill on 42nd Avenue and a northbound hill on Madison Street. A car was going downhill and collided with another car. She did not witness the collision but felt it. One car spun around and landed in a front yard, the other ended up somewhat across the intersection. Complicating factors of the intersection are the hills and that there are no stop signs between Jefferson Street and Quincy Street, leaving three blocks where drivers can speed. Ms. Philblad states she was an EMT and has seen first-hand the physical damage of a 30 MPH crash. She is also concerned about the cost for emergency response, police, etc. at this intersection.

She hears brakes squealing and is concerned about the continual near misses, which occur at least weekly. There are multiple children, pedestrians, bicyclists, and dog walkers in the neighborhood. Buses drop off children and several neighbors have motorcycles. States she sees this intersection as a liability to the City as this is the third request for signage. The residents in the neighborhood feel stop signs are
warranted and are concerned about vehicles traveling into yards while children are playing.

Ms. Philblad highlighted items in the MMUTCD that she feels fit for why this intersection should have signage.

Carlson stated the intersection is wide open and there’s no reason for accidents to occur, he feels vehicles are traveling too fast. Ms. Philblad advised that the MMUTCD guidelines state signage should be placed in an intersection where there is an expectation of having signage. There’s signage at all the surrounding intersections, making motorists expect to see signage at this intersection. Does not know why anyone would not expect to see signage. She does agree that traveling at a safe speed is also important. Olson asked what type of traffic control she would advocate. She would like two east-west stop signs because they would be easier to see. Doty stated there are stop signs on 44th, 43rd, now 42nd, 41st and 40th and the other direction is the same. The entire area is inundated with stop signs. Ms. Philbad stated the guidelines have nothing to do with the number of signs. Doty advised that after a while motorists tend to disregard them. She feels running stop signs is a traffic control problem, a violation of the law, and is a different issue than the safety of this intersection. Doty advised drivers are also supposed to yield to the right of way. Ms. Philbad stated that even if two vehicles collide at 30 MPH, knowing which vehicle arrived first for the right of way cannot be determined at those speeds. Doty advised drivers are supposed to scan an intersection before they come to it. Ms. Philbad feels there is an expectation that there will be signage.

Ms. Philbad read from the MMUTCD guidelines. She emphasized the crash records that involved failure to yield right of way and that they are almost double at this intersection. Carlson advised the law is to yield to the right and motorists driving through the intersection at 30 MPH are usually reckless drivers. He does not want to change the intersection. Ms. Philbad stated that she is worried a child will be injured or a vehicle will end up in a yard. Reiterated this is the third time the Traffic Commission has been approached. Doty suggested approaching the City Council regarding this matter.

Carlson questioned a speed check. Captain Austin advised that if one was done, it’s been quite some time. He also advised that the last two accidents were not due to speed. Both drivers were driving without a license, etc. and shouldn’t have been driving. He stated most accidents happen in the middle of the intersection and are due to not yielding. Olson’s concern is the saturation of stop signs and that after a while drivers just roll through them like they’re not there rather than stopping.

Young read citations issued for the accidents: 2012 no citation issued, 2013 driver cited for failure to yield right of way, winter of 2014 driver cited for failure to yield right of way, 2014 driver traveling at a high rate of speed, 2014 driver traveling at a high rate of speed, 2016 no citation issued and no comment about speed.

Ms. Philbad reviewed accidents at the last two meetings where the motion failed, August 1, 2016 and December 5, 2016, and then the MMUTCD guidelines. Stated the neighbors stop at the intersection but other drivers expect a sign from the other way. Just because people run stop signs doesn’t mean it doesn’t make sense to put one at this intersection. The accidents have proven that point.

Olson questioned the value of a public hearing. Young explained that if the Traffic Commission feels a
stop sign is warranted, then it would go through the public hearing process so other residents who are
not aware of the issue have the opportunity to speak as to whether or not they want a stop sign at that
intersection. The options are to deny the request for traffic control or proceed with a public hearing. If
the Traffic Commission denies the request, there is an appeal process through the City Council.

Doty asked if we can post signs saying “Children Ahead.” Young advised these are not approved signs
because drivers are expected to see children in any neighborhood.

Motion by Carlson to deny the request for stop signs at the intersection of Madison Street and 42nd
Avenue. Motion seconded by Olson. Motion passed unanimously.

Ms. Philbad asked each individual’s reason for the denial. Carlson advised his reason is because the
intersection is wide open with control all the way around. Doty feels a stop sign would be more of a
hazard because drivers just don’t stop. There are already complaints of too many stop signs in the city,
vehicles not stopping, and the police unable to monitor them all. They tend to provide a false sense of
security. Olson agrees with Doty; feels that when a city is inundated with stop signs as we are today,
they provide a false sense of security. Young will contact Ms. Philbad regarding the appeal process.
Novitsky asked when this item will be on the next council meeting. Young advised possibly November
27th, but she will need to discuss it with the City Engineer.

C. REQUEST FOR STOP SIGN AT THE INTERSECTION OF 7th STREET AND 43rd AVENUE

Ms. Jennifer Laine has requested traffic control at the intersection of 7th Street and 43rd Avenue. Her
concern is a near accident at that intersection.

The intersection is at the top of a hill. Visibility is limited until near the intersection, and then it is good.

The Traffic Commission reviewed this intersection in 2016. Commissioners agree that the topography of
the area makes installation of traffic control impractical, especially with winter driving conditions.

At that time, the Police Department review of reported accident records for the past five years consisted
of one accident in 2012, two accidents in 2014, and one accident through July, 2016. Updated reported
accident information was distributed at the meeting.

A speed survey was done by the Police Department in 2015. The average speed on 7th Street for
northbound traffic was 21 mph. On 7th Street, traffic yields at 41st Avenue and stops at 44th Avenue. On
43rd Avenue, traffic stops at 5th Street and Jefferson Street.

Ms. Laine lives at 4537 Jefferson Street and is concerned about the uncontrolled intersections on 43rd
Avenue at 7th Street and 6th Street. States many people drive on auto-pilot and are not expecting
uncontrolled intersections. For her personally, not being prepared to yield or stop due to lack of signage
has caused her near misses and she is slightly anxious when driving in these areas of the city.

Her son, as well as other children, catch the bus for school in this area and walk on the city roads in all
kinds of weather. She would like signage warning drivers to slow down and be cautious due to children
walking to the bus.
Also, she was recently a passenger in a vehicle driving on 7th Street to 49th Avenue when she realized the driver was acting strange. He stated he was unsure of the road due to no signage. However, he did drive very slowly but was leery of the intersections. She feels competent drivers from other cities are not used to the uncontrolled intersections in Columbia Heights. Feels if the driver had been drinking he may not have gone so slowly and could have encountered an accident. She feels that with all the new restaurants and bars in the area the volume of drinking and people coming to our city has increased. Stated these people are not used to Columbia Heights and the uncontrolled intersections and feels we need more signs to trigger the brain to yield, stop, or slow down for intersections. She feels she can drive 30 MPH through an intersection if there’s no signage and thinks other drivers feel the same way.

Cars passing right in the middle of this intersection are a frequent occurrence. She believes the average person does try to obey the signs, that it’s the City’s job to put up signs and for the police to enforce them. If drivers are running the stop signs it is the responsibility of the police not the City. If the police feel there are too many yield or stop signs then it should be their responsibility to dictate their removal. She is requesting signage at this intersection so there are no accidents in the future.

Carlson stated this intersection is unique because of the hill on 43rd Avenue and three other hills lead up to the intersection. Ms. Laine stated 7th Street is a smaller hill. Because people are drinking at Millers a couple of blocks away, she feels a yield sign is warranted at the intersection. Carlson stated if you put up a westbound stop sign motorists will slide down the hill in the winter and not be able to get back up. There are up and down hills east and west. Ms. Laine suggested a sign on 7th Street.

There is a large dip between 7th and 6th Streets. Carlson feels a stop sign on 7th Street east and west is not warranted because you don’t have to worry too much about yielding, due to the hill and where the intersection is located. Ms. Laine states if a driver is not from Columbia Heights they do not know the quirks of the city. She would like signage put up that is natural and instinctive, especially around bars. Doty stated there a hill issue with cars in the winter, it has come up before. Olson agrees the hill is a problem. Ms. Laine stated she is not requesting the sign be placed on the steep hill; she would like it on 7th Street. Young stated there is a slight hill coming southbound on 7th Street. Ms. Laine does not believe the hill would deter cars from slowing down or stopping. Doty stated cars will slide right through it. Ms. Laine would prefer a driver slide through the intersection with their foot on the brake skidding versus driving through at 30 MPH; that is the reason for putting up a sign.

Olson questioned advance warning signs. Young suggested, depending on which direction the drivers are coming from, signs that state “Hill Blocks View” and/or “Intersection Ahead”. We would most likely need to combine those two signs. Another option is an “Intersection Ahead” sign along with a slower speed sign (recommended speed 20 MPH). Motorists don’t realize there’s an intersection ahead until you near the intersection so an advance warning sign is appropriate.

Motion by Doty to deny the request for traffic control signs at the intersection of 7th Street and 43rd Avenue and instead direct staff to install warning signs in accordance with the guidelines in the MMUTCD. Motion seconded by Olson. Motion passed unanimously.
REPORTS

CITY ENGINEER

1. 43½ Avenue and Pierce Street

There was only a stop in one direction for westbound 43-1/2 Avenue which is a dead end street. The vehicles coming from the cul de sac had to stop before continuing on. The City Council approved removal of that stop sign. The stop sign for northbound traffic on Pierce Street will remain in place.

2. 49th Avenue from Monroe Street to Jackson Street

The Anoka County Highway Department conducted a traffic study near the schools on 49th Avenue from Monroe Street to Central Avenue and Fillmore Street to Johnson Street. A school zone with reduced speed limit has been established on 49th Avenue between Monroe Street and Jackson Street. A temporary school zone sign has been installed. In the future, flashing yellow lights will be installed.

3. Requests for Disabled Parking Signs

At the request of residents, disabled parking signs have been installed at the following locations:
- 4447 Van Buren Street, Permit number 44264176
- 4237 6th Street, Permit number B68239

4. A survey for the Comprehensive Plan that deals with traffic corridors is available on the City’s website. Copies were distributed at the meeting.

POLICE CHIEF

None

COMMISSIONERS

Doty stated he would like accident reports going back five years for pedestrians on 49th Avenue by the High School from Fillmore to Johnson Street. Captain Austin agreed to obtain this information.

Sean Broom, 4117 5th Street, helps out with Heights Citizens for Safer Streets. He stated a child was hit last spring on 49th Avenue near the crosswalk at the signal lights by Highland Elementary School. In response to this, the group approached Anoka County about the entire length of 49th Avenue in front of the schools. Anoka County did put in some other signage along 49th Avenue. Due to school concerns, the group also made a general request to the City about what can be done differently with the intersecting streets that approach the school, i.e. painted zebra stripes, crosswalks, fluorescent signs, bump outs, etc.

All intersecting streets except University and Central Avenues are city streets--Madison, Monroe, Jefferson, and on the other side of Central--Fillmore and Tyler and up by the parking lots. Carlson
advised the Traffic Commission can have the City review the options. Young advised that the City is aware of the request and has been involved in discussions.

ADJOURNMENT
Motion by Olson, seconded by Doty to adjourn the meeting at 6:40 p.m. Motion passed unanimously.

Respectfully submitted,

Sue Schmidtbauer
Public Works Secretary
The meeting was called to order at 6:30 pm by President, Marlaine Szurek.

Members Present: Murzyn, Schmitt, Buesgens, Williams, Novitsky, Herringer and Szurek

Staff Present: Walt Fehst, Keith Dahl, Joseph Hogeboom, and Shelley Hanson

Lenny Austin and Jason Nihart from the Police Dept.

PLEDGE OF ALLEGIANCE—RECITED

CONSENT AGENDA

1. Approve minutes of February 5, 2018 and March 26, 2018


Questions from Members:

Herringer questioned whether the payment to Hoisington Koegler Group was the full amount being paid for the Comp Plan Work. Dahl responded that the amount indicated is a partial payment, and shows up on the report as it comes through the 420 account, but the EDA is not actually paying this amount. The City transfers funds to the 420 account to cover the expense.

Buesgens asked what the payment to NE Bank for $121,000 was for. Dahl stated it was a wire transfer to cover the purchase of the property at 4827 University Ave.

Motion by Buesgens, seconded by Schmitt, to approve the Minutes of February 5 and March 26, 2018, and the Financial Report and Payment of Bills for January and February, 2018 as presented. All ayes. MOTION PASSED.

RESOLUTION NO. 2018-04


WHEREAS, the Columbia Heights Economic Development Authority (EDA) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and

WHEREAS, said Statute also requires the EDA to examine the statement and treasurer's vouchers or bills and if correct, to approve them by resolution and enter the resolution in its records; and

WHEREAS, the financial statement for the months of January and February 2018 has been reviewed by the EDA Commission; and
WHEREAS, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

WHEREAS, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

WHEREAS, financials statements are held by the City’s Finance Department in a method outlined by the State of Minnesota’s Records Retention Schedule,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Columbia Heights Economic Development Authority that it has examined the referenced financial statements including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statements are acknowledged and received and the check history as presented in writing is approved for payment out of proper funds; and

BE IT FURTHER RESOLVED this resolution is made a part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT

AUTHORITY
Passed this 2nd day of April, 2018
Offered by: Buesgens
Seconded by: Schmitt
Roll Call: All ayes

BUSINESS ITEMS

1. Façade Improvement Grant Program Discussion

Dahl reminded members that on February 5, 2018, the Columbia Heights Economic Development Authority (the “EDA”) directed staff to collaborate with the Columbia Heights Police Department (the “CHPD”) to develop a grant program to encourage the revitalization, rehabilitation, and restoration of exterior facades, but also to increase the presence of security throughout the Central Avenue NE commercial corridor in the City of Columbia Heights (the “City”). Therefore, staff worked with the CHPD to develop the Façade Improvement Grant Program (the “Grant Program”). Dahl stated that the initial draft documents of the guidelines and budget overview for the Grant Program, as well as a crime overlay map to delineate where the crime incident rate has been more prevalent along Central Avenue NE was included in the agenda packets for their review.

Dahl told members that staff met with representatives from Target Corp. to obtain information on their system and the quality of cameras they use. Since the Police Dept. would have access to the videos, they wanted to know the clarity of the surveillance tapes produced by these cameras.

Staff, including the CHPD, was on hand to answer questions, and discuss options. No action is required at this time.
Questions/comments from members:

Szurek asked if the grant for the façade improvements and security cameras were linked. Dahl stated, yes. The EDA would give a grant of 50%, up to $5,000 for the façade work, and if the business is in a high risk area, the EDA would pay to have security cameras installed, over and above the grant amount.

Herringer clarified that the business would not be paying for the surveillance cameras. Dahl stated that is correct. He explained that the City would actually own the camera system and would have the access to the videos. We will enter into a lease agreement with the business for a period of five years to place them at their business and the City would be responsible for the annual maintenance of the system. Herringer asked if any other city does this. Dahl stated that Minneapolis has a program in place, but it is different than the proposed one. Herringer asked if they could be installed on light posts or street signs rather than on the businesses. Austin said they could but felt due to the range of the cameras, they’d work better on particular businesses.

Chief Austin said this proposed program ties together the improvement to the façade of the building as well as the security camera system. This will clean up the exterior of the buildings which will also help reduce crime. This way we are supporting our business community as we both invest in making the City more visibly attractive and safer overall.

Herringer asked whether the business had to do façade improvements in order to get a security camera. Dahl said, yes and that the target area to start the program would be from 37th to 45th, along Central Avenue. It is not for properties used as residences, or for Corporate owned-chain businesses.

Fehst asked is we wanted to continue for a longer period than five years, can we make that happen. Dahl said that language would incorporated into the lease agreement to allow for the lease to be extended depending on the success the security cameras have on reducing crime. The expected life span of a security camera system is approximately 5-6 years, so that is why a five year lease period was suggested.

Schmitt asked if there would be a payment required for the lease agreement, since it is a general rule that some type of “consideration” be established. Dahl said he had discussed this with the City Attorney and that $1.00/year would be paid by the City to the business owner for the placement of the cameras. She then asked what the cost would be to maintain the cameras on an annual basis or to replace them if necessary. Dahl said he didn’t have that information yet. She asked how often the Police would look at the tapes. Chief Austin said that would depend on the time of year and the amount of crime taking place near a particular location.

Buesgens asked how they would know if a camera quit working and needed repair. Dahl said that is yet to be determined. He expects that they would have to be tested annually by City staff or someone from the Police Dept. Buesgens thought it sounded like a good program.

Novitsky thought it would add to the Community Policing Program we already have in place.

Schmitt asked what would happen to the cameras or the lease if a business moves out during the five year period. Dahl said language would be included in the initial lease that states that the lease automatically transfers to the next owner, and that the new owner must be made aware of that prior to the transfer of ownership. The lease agreement and the camera system go with the property rather than an individual. She then asked who would pay utilities to run the cameras if the building becomes vacant. Dahl said that is a good point and something we would have to address in the lease agreement. Hogeboom concurred that language would be put in the lease that we have the right to access the system and to keep it operating.
Dahl asked members if they want the business owners to have access to the videos. The members agreed that the camera systems should be locked and secured and if an owner would want access to the video, they should be required to make a request to the Police Dept. This would eliminate anyone from tampering with possible evidence of a crime.

Dahl told members that if the EDA appropriated $50,000 approximately 6-9 grants could be provided for the first year. He asked members if they had a preference whether they wanted grants awarded on a “first come”, “first served” basis or whether a business owner should submit an application and then the City would pick and choose which businesses are awarded the grant based on high priority targets of where we want to locate the cameras. If we go through a selection process, businesses would be allowed to re-apply the following year if they are not chosen on the first go around. Members thought businesses should apply by a given date and then the City would go through a selection process.

Schmitt thought it would be great if several businesses that were grouped together would apply. This would help coordinate the facades of building to be similar and blend into a more aesthetically, block by block, look.

Dahl told members he would work with Barna, Guzy, Steffen to develop a lease agreement and finalized the guidelines during April and May and bring it back to the EDA for approval.

**OTHER BUSINESS**

No other business was discussed.

*Motion by Novitsky, seconded by Murzyn to adjourn the meeting at 7:04 pm.*  All ayes.

Respectfully submitted,

Shelley Hanson
Secretary
The meeting was called to order in the History Room by Treasurer, Catherine Vesley, at 5:35pm. Members present: Catherine Vesley, Stephen Smith, Tricia Conway, and Council Liaison, Robert “Bobby” Williams. Also attending: Library Director, Renee Dougherty; Recording Secretary, Nick Olberding; and private citizen, Bryan Olson. Not present: Patricia Sowada and Nancy Hoium.

The Minutes of the March 21st, 2018 Board Meeting were approved.

Bill List dated March 7th, 2018 was reviewed. It was moved, seconded, and passed that the bills be paid.

Bill List dated March 21st, 2018 was reviewed. It was moved, seconded, and passed that the bills be paid.

Accounting Sheet as of March was reviewed, and approved.

- Questions and discussions based on Bills and Accounting:
  - Dust Jackets: Yes, 2000 purchased (in multiple sizes), for covering and protecting our new books.
  - “883”: Paid for by donation funds provided by the CHPL Foundation; Early Literacy PlaySpace in the children’s area is currently set up as a greenhouse storefront but will change themes seasonally.
  - Older Books: We purchase older titles, generally to replace damaged, lost, or worn-out copies, but also if there is a resurgence in popularity (eg. film adaptations), and/or patron’s requests and suggestions.
  - AMH Maintenance Charge: Attempted to pay in 2017, but Finance opted to apply it to 2018 budget because the maintenance period covers 2018. Consequently, Line 4000 (Repair & Maintenance) is overspent by 51%.
  - Snowmelt System: Warranty coverage has been extended due to performance issues during the first year.

Old Business:

- Public Library Art Committee: Catherine made a Motion to Appoint all three applicants to the Columbia Heights Library Public Arts Committee; the motion was seconded, and approved. The Board would like to send out appointment letters welcoming them to the Committee. Proposed date of the first meeting for the group is Wednesday, June 27th, 2018 at 5pm. The Board would like to extend an invitation to the applicants to help and support the library’s creative efforts in the Columbia Heights Jamboree Parade (which occurs before the proposed first meeting date).
  - Related discussion: Should move forward on either accepting or denying the sculpture donation offer made by Dr. Good. Vesley said she will follow-up on this.
- 90th Anniversary (Jamboree Parade): Tim Utz cordially invited the Library to participate in the parade this year. We will be joining the parade and celebrating our birthday as an unofficial kick-off to our 90th Anniversary festivities. Bobby Williams will provide the library with a flatbed truck and a driver for the parade.
  - A “birthday party” theme was suggested and well received.
    - Details discussed: Oversized birthday cake on flatbed (foam or inflatable), along with a giant #90; banners along each side of the flatbed (hung on the library building afterwards); additional volunteers pulling red wagons along the route and passing out candy.
    - Invited to participate: CHPL Staff (past & present), Boardmembers, Foundation, Friends, Volunteers, Volunteens...and others.
    - For the May meeting, we need to have some estimated costs for supplies (including fake cakes, foam, banners, etc.), and the dimensions of the flatbed.
New Business:

• **National Library Week proclamation:** NLW is next week (April 8-14th), and Renee Dougherty has requested that Mayor Donna Schmidt make an NLW proclamation on behalf of the library at next week’s City Council meeting. The theme of this year’s NLW is “Libraries Lead”. Catherine Vesley and Steve Smith will be in attendance.

• **Staffing Update:** Last week we lost one of our Pages to relocation to the East Coast. Farrah was a great asset; always stepping up and taking on more duties when needed, and filling in on short notice if we needed coverage due to vacation or illness; she will be missed. Also, Nancy Soldatow has submitted her notice of retirement (currently set for June). Nancy has been with the CHPL as a night/weekend supervisor since 2000, and has seen a lot of change through the years. The Board would like to send Farrah a card to thank her for her service and wish her well (once we have a forwarding address), and would like to acknowledge Nancy’s retirement with a celebration.

• **Items from the Floor:**
  - The library’s monument sign, scheduled to be installed in the spring, has been held up by city code. Apparently the size exceed the city’s 50 sq. ft. of surface area sign ordinance. The area of our desired display is less than 50, but the sign’s base is also calculated into the total. Will need to apply for a variance in order to install. The sign would promote activities at the library, along with our hours. The city would also use it as a supplement to their sign at City Hall (Central sees upwards of 35,000 vehicles on a given weekday).
  - Gail Olsen (Northeaster): would like to feature the CHPL 90th Anniversary in an article. The Board would like to then approach her about the possibility of writing a sequel to the Columbia Heights history book “Bootstrap Town”.
  - Upcoming programs: **Family Night** is tonight (occurs once a month due to demand for an evening storytime); **Mysteries of History** (deducing the origin, age, and content of historical photos) will be at 6:30pm on April 9th; **BookTalk with Rick Shefchik** (author of “Everybody’s Heard About the Bird: The True Story of 1960’s Rock n’ Roll in Minnesota”) will take place at 1pm on Saturday, April 21st.

There being no further business, a motion to adjourn was made at 6:35pm by Catherine Vesley, and seconded.

Respectfully submitted,

Nicholas P. Olberding
Recording Secretary, Library Board of Trustees

The City of Columbia Heights does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Columbia Heights services, programs, and activities.
**ITEM:** Public Safety Staffing Study Request for Proposals

**DEPARTMENT:** Administration

**CITY MANAGER’S APPROVAL:**

**BY/DATE:** Kelli Bourgeois / May 10, 2018

**CITY STRATEGY:**

- #7: Strong Infrastructure/Public Services
- Additional Strategy? #2: Economic Strength

**SHORT TERM GOAL (IF APPLICABLE):** #2 Conduct an Evaluation of City Services and Staffing Levels

**Additional Goal?** N/A

**BACKGROUND:**

The City Council included $60,000 for a staffing study of the Police and Fire Departments in the 2018 budget. Although issuing a Request for Proposals for the study is not required, it was felt that doing so would benefit the City by opening the process up to all interested parties and establishing a competitive process in which to evaluate proposals. Following is the draft that staff would like to distribute to consulting firms who specialize in public safety staffing analyses as well as posting on the League of MN Cities website and the City’s website.

Once proposals are received and evaluated, staff will bring a request for the contract to conduct the study to the City Council for action.

**RECOMMENDED MOTION:** Move to issue a Request for Proposals for a Public Safety Staffing Study of the Police and Fire Departments as provided for in the 2018 budget.
CITY OF COLUMBIA HEIGHTS

REQUEST FOR PROPOSALS

PUBLIC SAFETY STAFFING STUDY
FIRE AND POLICE

RFP Release Date: May 15, 2018
Proposal Submittal Due Date: June 25, 2018

Submit To:
Kelli Bourgeois
Human Resources Director / Assistant to the City Manager
City of Columbia Heights Administration Department
590 40th Avenue NE
Columbia Heights MN  55421

763.706.3609
kbourgeois@columbiaheightsmn.gov
1. INTRODUCTION

Purpose
The City of Columbia Heights is seeking proposals from qualified firms to conduct an analysis of police and fire operations and provide a recommendation for the provision of existing and future police and fire staffing and services.

Community Summary
The City of Columbia Heights is a diverse first ring suburb, located directly northeast of Minneapolis, in southern Anoka County. The City is just over 3.52 square miles and is considered a fully developed community. Incorporated in 1921, Columbia Heights is located in an ideal location due to its proximity to downtown Minneapolis and major thoroughfares. The City is bordered by the City of Fridley to the north and west, New Brighton and Saint Anthony to the east, and Minneapolis to the south. The small City of Hilltop is located in the center of Columbia Heights.

The City has access to a well-connected transit system, provided by Metro Transit. The Columbia Heights Transit Center is located in the City’s downtown area near the intersection of 41st Avenue and Central Avenue NE. The Transit Center serves a number of routes that connect to the neighboring inner ring and second ring suburbs, and downtown Minneapolis. The Interstate 694 is located just blocks from the City’s northern boundary, accessed by Central Avenue (Minnesota State Highway 65) and University Avenue (Minnesota State Highway 47).

During the 1950’s and 1960’s the City’s population almost doubled due to the post World War II growth and demand for suburban housing. This growth trend reversed in the 1970’s through the 1990’s, where the City experienced a population decline. According to the 2010 United States Census, the population was approximately 19,496 with 7,926 households. The Metropolitan Council forecasted that in 2014 the population had grown to 19,709 with 8,059 households. Current projections show that the population and total households will continue to increase in the next 10-20 years, due primarily to an influx of new Americans.

Department Summaries

Police: The Columbia Heights Police Department has been in existence since 1921. The current staffing structure includes: Police Chief, two Captains, four Sergeants, twenty Officers, one full time and five part time Community Service Officers, an Office Manager, a Police IS Specialist, and three Records Technicians. The City Charter establishes that the Mayor has appointment, control, and direction of all police officers of the city. In 2017 the Police Department responded to 18,841 calls for service with a majority of those calls being property crimes and non-criminal,
service type calls. With many of the service calls the Police Department attempts to utilize its COP philosophy in order to provide better customer oriented long term solutions.

**Fire:** The Columbia Heights Fire Department is a combination department that provides the City with modern EMS and fire service. The current staffing structure includes: Fire Chief, Assistant Fire Chief, three full time Fire Captains, three full time Firefighters, one full time Fire Secretary, one part time Clerk Typist, and approximately 20 paid on call firefighters. The full time Fire Captains and Firefighters work 24 hour shifts and the POC Firefighters respond to calls, fill in providing additional staffing when needed, and can sign up to work as a third member on weekend shifts.

The Fire Department also provides rental licensing and property maintenance inspections and enforcement for all properties in the City as well as commercial inspections for the city of Hilltop. There were a total of 3,887 site visits and 4,719 inspection data entries conducted in 2017.

The City provides both police and fire services via contracts for service to city of Hilltop which is a city of approximately 800 residents located in the center of Columbia Heights. The above numbers of police and fire calls for service incorporate the calls responded to under the Hilltop contracts.

2. **PROPOSAL**

**Project Scope**
The City of Columbia Heights is seeking proposals from qualified firms to conduct an operational analysis and provide recommendations in the following areas:

**Police**

a. A review of current staffing levels and organizational effectiveness of sworn classifications within the Police Department and a recommendation for determining adequate staffing and performance standards based on current and future service demands – to include a proposed organizational structure and the recommendation of benchmarks for increasing staff. A focus should be placed on increasing efficiencies and enhancing the COP and POP philosophies as the department continues to build off the President’s Task Force on 21st Century Policing recommendations.

b. A review of current staffing levels and organizational effectiveness of civilian classifications within the Police Department and a recommendation for determining adequate staffing and performance standards based on current and future service
demands – to include a proposed organizational structure for a combined Police/Fire
administration department and recommended benchmarks for increasing staff levels.

c. An analysis of response times for all priority calls for service.
d. An analysis of current and budgeted technology within the entire Department and a
recommendation for improved procedures and technology enhancements in both the
sworn and administrative functions.

Fire

a. A review of current staffing levels and organizational effectiveness of fire fighting
personnel, including full time and paid on call, within the Fire Department and a
recommendation for determining adequate staffing and performance standards based
on current and future service demands – to include a proposed organizational structure
and the recommendation of benchmarks for increasing staff. This analysis should
include an analysis of the mixed full time and paid on call staffing model to determine
organizational and cost effectiveness.

b. A review of current staffing levels and organizational effectiveness of civilian
classifications within the Fire Department and a recommendation for determining
adequate staffing and performance standards based on current and future service
demands – to include a proposed organizational structure for a combined Police/Fire
administration department and recommended benchmarks for increasing staff levels.

c. An analysis of all calls for service including response times for all priority calls for service
and a review and recommendations for responses to all current and future medical calls
for service.

d. An analysis of the rental licensing and property maintenance inspections program and
recommendations for determining efficiency opportunities, adequate staffing and
performance standards based on current and future service demands.

Please include in your response what you would recommend to complete a comprehensive
study and work outline as they correlate to review of both Police and Fire. Outlines should
include detailed steps and milestones.

Timeline
Proposals should include an estimated timeframe to complete both the study and project
milestones.

Budget
Please identify the estimated cost for the requested study and indicate the portions
attributable to each Section.
3. ADMINISTRATIVE INFORMATION

RFP Response Format
The RFP respondent should submit four (4) copies of their proposal plus an electronic copy of all documents. The respondent should be sent to:

Kelli Bourgeois, Human Resources Director / Assistant to the City Manager
Columbia Heights City Hall
590 40th Avenue NE
Columbia Heights MN  55421
763-706-3609
Kbourgeois@columbiaheightsmn.gov

Proposals must be received no later than 4:30 p.m. on June 25, 2018.

Selection Timeframe:
Release RFP – May 2018
Review RFP Responses – June/July 2018
Select Consultant/Council Approval – July 2018
Start Planning Study – July/August 2018

Questions regarding this RFP may be directed to Kelli Bourgeois by phone or e-mail at any time. Responses to all questions will be provided to all interested parties.

Limitation
The Request for Proposals does not commit the city of Columbia Heights to award a contract or to pay any cost incurred in the preparation of the response. The city of Columbia Heights reserves the right to accept or reject any or all RFP responses received as a result of this request, or to cancel all or any part of this Request for Proposals.

Rights of the city of Columbia Heights
The city of Columbia Heights reserves the right to:
- Make the selection of a service provider based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposal process; and
- Negotiate with any, all, or none of the Proposers.
AGENDA SECTION | CONSENT
--- | ---
ITEM NO. | 7D
MEETING DATE | MAY 14, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

| ITEM | Authorizing a mandatory six month review process, as required by State Statute, to allow adjacent communities to review the City’s draft 2040 Comprehensive Plan. |
| DEPARTMENT | Community Development |
| CITY MANAGER’S APPROVAL | |
| BY/DATE | Elizabeth Holmbeck/May 10, 2018 |
| CITY STRATEGY | #6: Excellent Housing/Neighborhoods |
| Additional Strategy | #7: Strong Infrastructure/Public Services |
| SHORT TERM GOAL (IF APPLICABLE) | N/A |
| Additional Goal | N/A |

BACKGROUND:
A draft of the City’s 2040 Comprehensive Plan is complete and ready for review by adjacent communities. As per State Statute, Cities are required to provide adjacent and affected jurisdictions and other local governmental agencies, the opportunity to review and comment on the plan prior to submission to the Metropolitan Council. Cities must allow for up to six months for this review time period. However, most often adjacent communities will complete their review prior to this time.

The effort of updating the Columbia Heights 2040 Comprehensive Plan has occurred over a year long process, which has included various public engagement events and periodic updates to the Planning Commission, Parks and Recreation Commission, and City Council. Currently the draft plan is posted on the City’s website. The public may review the plan and provide comments by using an online survey. A link to the survey is posted on the City’s website, on the Comprehensive Plan page.

The draft plan has been guided by a City Council appointed Advisory Committee made up of 15 community members. The Advisory Committee’s last meeting was held on April 23, 2018 to review the document. Overall, the Advisory Committee is pleased with the outcomes of the draft and the public engagement activities that have occurred to date. The last meeting was an opportunity to review and discuss the draft plan. Based on their comments, City staff is adding more language on social equity and water conservation. Additional changes include stronger callout boxes on job creation and funding opportunities, and community comments gathered at the events held over the last year.

Our next step is to begin the mandatory six-month review by adjacent jurisdictions and other local governmental agencies. To move forward with this process, City staff is seeking City Council authorization to initiate this review period. City staff anticipates the six-month review to occur between May 2018 and November 2018. At the end of this review period, City staff will determine the appropriate changes that need to be made. Once these changes are made, City staff will be seeking the official adoption of the 2040 Comprehensive Plan by City Council in December of 2018.

RECOMMENDED MOTION(S):
Motion: To authorize staff to distribute the City’s draft 2040 Comprehensive Plan to adjacent communities for a mandatory six month review process, as required by State Statute.
AGENDA SECTION | CONSENT
ITEM NO. | 7E
MEETING DATE | MAY 14, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: Resolution 2018-31 - Changing the Name of Circle Terrace Park to Bruce Nawrocki Park, and Naming the Adjacent Building the City of Peace Neighborhood Center

DEPARTMENT: Community Development
CITY MANAGER’S APPROVAL:
BY/DATE: Joe Hogeboom, May 10, 2018
BY/DATE:
CITY STRATEGY: #4: Opportunities for Play and Learning
Additional Strategy? #8: Engaged, Multi-Generational Population

SHORT TERM GOAL (IF APPLICABLE): #6 Build On and Expand Collaboration with the School District and Other Public Entities
Additional Goal? N/A

BACKGROUND:
At the April 25th meeting of the Park and Recreation Commission, the Commission voted 3-2 to recommend approval of renaming Circle Terrace Park to Bruce Nawrocki Park. The City Council discussed this matter at the May 7th Work Session meeting, and the majority of the City Council asked that this item be placed on the City Council meeting agenda.

According to County and City records, in July, 1975, the City of Columbia Heights acquired the lot at 1301 Circle Terrace Boulevard, removed a twin home that was located on the lot, and dedicated the site as a playlot. Though referred to as “Circle Terrace Park”, the lot was considered part of adjacent LaBelle Park, and was connected to LaBelle Park via a stairway which led into the LaBelle Pond ravine area. (The stairway has since been removed.) The purpose of the original acquisition of land was to provide a playground on the southern end of LaBelle Park. Playground equipment and a tennis court were installed on the site. In July, 1975, Bruce Nawrocki was mayor of Columbia Heights. City Councilmembers at the time included Walter Logacz, E. “Sebe” Heintz, Gail Norberg and William Land.

The playground equipment on the site was replaced several times in subsequent years, and the tennis court was converted to a basketball court in the 1990’s. In 2014, the City acquired 1303 and 1309 Circle Terrace Boulevard, directly adjacent to the playlot site, and demolished the blighted twin home that was located on the site. In 2016, the City received Community Development Block Grant (CDBG) funding in the amount of $236,771 for the construction of the multi-use building. The City later received an additional $130,000 in CDBG funding for the project. Construction of the building was essentially completed at the end of 2017. A Grand Opening Celebration for the park and the new building has been scheduled for evening of June 6th. In coordination with this project, the City installed a new multi-use sport court on the site, installed a new playground, installed new benches, and improved the Park’s landscaping.

When the City applied for the CDBG funding for the construction of the park building, the building was referred to in various documents as the “City of Peace Park and Recreation Building”. The term “City of Peace” was selected due to its representation of the City’s various efforts to support a safe, vibrant and welcoming, multi-cultural community. The term “City of Peace” was officially adopted in 2016 by the City Council as one of the City’s official taglines. The “City of Peace” terminology was used to help promote the City during the 2016 All-America City award competition. The term was also used when discussing this project, and various other
endeavors, with local, state and federal leaders throughout the past several years, including then United States Attorney Andrew Lugar and Congressman Keith Ellison. The Park and Recreation Commission discussed incorporating the term “City of Peace” into the name of the building on the site, although no formal vote was taken as part of that discussion. Staff recommends officially naming the building the “City of Peace Neighborhood Center”.

**STAFF RECOMMENDATION:**
Staff recommends approval of Resolution 2018-31 as presented.

**RECOMMENDED MOTION(S):**
**Motion:** Move to waive the reading of Resolution 2018-31, there being ample copies available to the public.

**Motion:** Move to approve Resolution No. 2018-34, a resolution changing the name of Circle Terrace Park to Bruce Nawrocki Park and naming the adjacent building the City of Peace Neighborhood Center.

**ATTACHMENTS:**
1. Resolution No. 2018-31 (1 page)
A resolution of the City Council for the City of Columbia Heights, Minnesota, changing the name of Circle Terrace Park to Bruce Nawrocki Park, and naming the adjacent building the City of Peace Neighborhood Center

Whereas, this park has been referred to as either Circle Terrace Park or as an extension of Labelle Park; and

Whereas, the official naming of this area was reviewed by the Park and Recreation Commission and their recommendation is to officially name the park the Bruce Nawrocki Park; and

Whereas, the Park and Recreation Commission discussed incorporating the name City of Peace into the naming of the building

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 approves Resolution No. 2018-31 changing the name of Circle Terrace Park to Bruce Nawrocki Park, and naming the adjacent building the City of Peace Neighborhood Center.

ORDER OF COUNCIL

Passed this 14th day of May, 2018.

Offered by:
Seconded by:
Roll Call:

______________________________________________
Donna Schmitt, Mayor

Attest:

______________________________________________
Katie Bruno, City Clerk/Council Secretary
CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: Approve Resolution 2018-28 Amending 2018 Budget (re Transfer of Funds)

DEPARTMENT: Police

BY/DATE: Chief Lenny Austin/05-09-2018

CITY STRATEGY: #2: Economic Strength
Additional Strategy? #1: Safe Community

SHORT TERM GOAL (IF APPLICABLE): Choose an item.
Additional Goal? Choose an item.

BACKGROUND:
The Police Department has received payment in the amount of $11,440 from the Cities of Brooklyn Center, Crystal and Robbinsdale in payment for rental of the Columbia Heights Police Department gun range. The Police Department is requesting that amount be transferred into the following line items to cover gun range maintenance and 2018 equipment needs.

- $1,850 line item 3050 for Expert and Professional Services
- $3,890 line item 2171 for General Supplies related to range maintenance
- $5,700 line item 2010 for Minor Equipment (firearm and related) purchases

The attached memo from Captain Matt Markham outlines the expenses required for maintenance of the range, along with equipment purchases which are recommended. The purchases and expenses outlined in Captain Markham’s memo total $10,406. In addition, I am requesting that the remaining balance of the $11,440 received as gun range rental be transferred to line item 2171 for any additional supplies or equipment that may be needed for range maintenance.

STAFF RECOMMENDATION:
The above mentioned funds were deposited into the General Fund. The Police Department is requesting that these funds be transferred back into the 2018 Police Department Budget line items as noted, which requires a Resolution of the City Council.

RECOMMENDED MOTION(S):
MOTION: Motion to waive the reading of Resolution No. 2018-28, being a resolution amending the 2018 budget to use certain additional revenue, there being ample copies available to the public.

MOTION: Motion to adopt Resolution 2018-28 being a Resolution amending the 2018 budget to use certain additional revenue.

ATTACHMENTS:
Resolution 2018-28
Memo from Captain Markham and list of expenditures
RESOLUTION NO. 2018-28

A resolution of the City Council for the City of Columbia Heights, Minnesota, amending the 2018 budget to use certain additional revenue.

Whereas, the City has contracted for and received the following revenue:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brooklyn Center PD</td>
<td>$5,390.00</td>
</tr>
<tr>
<td>City of Crystal PD</td>
<td>$3,630.00</td>
</tr>
<tr>
<td>City of Robbinsdale PD</td>
<td>$2,420.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11,440.00</td>
</tr>
</tbody>
</table>

Whereas, this revenue was not included in the initial 2018 budget adopted by resolution 2017-130, nor in any subsequent amendments to that budget; and

Whereas, the activity related to this revenue and expense is consistent with the goals and objectives of the City of Columbia Heights Police Department;

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

ORDER OF COUNCIL

IT IS HEREBY RESOLVED, that the 2018 budget for general fund revenue and expense is amended for an increase of $11,440.00.

Passed this ______ day of _______________________, 2018

Offered by:
Seconded by:
Roll Call:

Attest:

______________________________
Donna Schmitt, Mayor

______________________________
Katie Bruno, City Clerk/Council Secretary
COLUMBIA HEIGHTS
POLICE DEPARTMENT

MEMORANDUM

To: Lenny Austin, Chief of Police

From: Matt Markham, Captain

Subject: 2018 Range Rental Fees Fund Transfer

Date: May 2, 2018

In 2018, we have received $11,964.40 from gun range rental fees through contracts we have with other metro police departments. I am asking that we have the range rental fees transferred into the police department budget in order to pay for gun range maintenance and 2018 equipment needs.

Attached you will find an itemized list of expenditures that we would like to purchase with the range rental fees. Half of the list applies to the actual maintenance of the gun range along with the disposal cost of lead contaminated materials.

The second half of the list applies to equipment. I am requesting to purchase four Smith and Wesson patrol rifles that would replace four older rifles that we currently own. The older rifles do not have removable carry handles, which in turn do not allow for the mounting of the new optics we are purchasing for all department rifles. The four older rifles would be traded in towards the four new rifles. The four new rifles would standardize all of our patrol rifles. Since the rifles currently mounted in the trunk vaults of the unmarked squads will change due to barrel size and optics, we will need to purchase new foam for the vaults.

As part of the department’s ongoing strategy to focus on de-escalation tactics in crisis responses, the Police Department started equipping some of our patrol cars with less lethal shotguns. Purchasing these additional four less lethal shotguns and mounting equipment will allow all patrol cars to be equipped with less lethal options.

The last few items on the list pertain to some training guns and cleaning supplies for the new 9mm Glock transition.

The current total needed to make these purchases is $10,406.58.
- Range mining and cleaning $1234.00 3050
- Range HEPA filters for ventilation system $ 691.84 2171
- Nilfisk 127 Industrial Vacuum Parts (Range HEPA Vacuum)
  - Main filter $ 520.32 2171
  - HEPA filter cartridge $ 603.49 2171
  - Polyliners pack of 25 $ 55.50 2171
- Disposal of hazardous material estimated (2016) barrel $ 305.75 3050
- Disposal of hazardous material estimated (2018) barrel $ 305.75 3050
- (4) MP15 S&W 5.56 rifles $3396.00 2010
  - $1000.00 for trade in of (4) 2002 heavy barrel rifles -$1000.00
- (4) 12 GA. Less Lethal Shotgun $2316.00 2010
- (2) Shotgun Squad locks with install $ 950.00 2010
- Gun locker foam inserts for unmarked squads $ 750.00 2171
- Training and cleaning supplies
  - (4) Glock 17 blue guns $ 277.93 2171
  - (10) Bore brushes
  - (1) 250 pack of cleaning patches
  - (2) Packs Dummy training rounds 9mm

Total $10,406.58
RESOLUTION NO. 2018-28

A resolution of the City Council for the City of Columbia Heights, Minnesota, amending the 2018 budget to use certain additional revenue.

Whereas, the City has contracted for and received the following revenue:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>City of Brooklyn Center PD</td>
<td>$5,390.00</td>
</tr>
<tr>
<td>City of Crystal PD</td>
<td>$3,630.00</td>
</tr>
<tr>
<td>City of Robbinsdale PD</td>
<td>$2,420.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11,440.00</td>
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</tbody>
</table>

Whereas, this revenue was not included in the initial 2018 budget adopted by resolution 2017-130, nor in any subsequent amendments to that budget; and

Whereas, the activity related to this revenue and expense is consistent with the goals and objectives of the City of Columbia Heights Police Department;

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

ORDER OF COUNCIL

IT IS HEREBY RESOLVED, that the 2018 budget for general fund revenue and expense is amended for an increase of $11,440.00.

Passed this _________ day of ______________________, 2018

Offered by:
Seconded by:
Roll Call:

______________________________
Donna Schmitt, Mayor

Attest:

______________________________
Katie Bruno, City Clerk/Council Secretary
ITEM: 2018 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM WITH ANOKA COUNTY (ANNUAL SCORE GRANT)

DEPARTMENT: PUBLIC WORKS / REFUSE & RECYCLING

CITY MANAGER’S APPROVAL:

BY/DATE: KEVIN HANSEN / JESSE DAVIES

BACKGROUND:
MN State SCORE (Select Committee on Recycling and the Environment) continues to provide grants for recycling programs funneled through the counties. The City received the full amount of the $95,607 request per the 2017 agreement, plus an additional $7,908 of remaining year-end funds distributed by Anoka County for other enhancement activities. The 2017 SCORE tonnage report from the County showed the City achieved 83% of the recycling goal. The SCORE goal for 2018 is 2,030 tons which is a 3% increase from 2017.

ANALYSIS/CONCLUSIONS:
Attached is the 2018 agreement for the Residential Recycling Program, also known as “SCORE grant”. The SCORE agreement with Anoka County awarded the City a base recycling reimbursement of $50,775 for eligible expenses. Again this year, the SCORE agreement has enhancement funds available for recycling programs such as a drop-off center, parks and community events, multi-unit outreach, special curbside, and organics, providing $31,310 in reimbursement funds. In addition, Anoka County may reimburse up to 10% more if funds are available at year end. The City was also awarded an additional $20,350 for curbside organics and bulk recycling. Below is a summary of activities submitted to the county in the grant application.

1. 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/parks and events recycling.

2. The City, in partnership with the Heights-Fridley Kiwanis Club, 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 high school Key Club will also conduct the "Plate to Garden Compost" fundraiser at the recycling center to promote organics recycling and to return fresh compost for participating households.

3. 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 groups such as HeightsNext with organizing reuse events such as a Fix-it clinic and the City Garage Sale weekend. The local Lions Club and BRIDGING may also assist with the bulk collection and reuse/recycling program.
4. The City will conduct extensive promotions including two citywide flyers and direct outreach to multi and other rental properties. 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 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.

5. We expect our recycling tons to increase 10% in 2018.

RECOMMENDED MOTION(S): Move to authorize the Mayor and City Manager to execute the annual SCORE Agreement for Residential Recycling Program with Anoka County to provide cooperation between the City and the County in the implementation of the Residential Recycling Program with $102,435 in funding available to reimburse eligible recycling expenses.

ATTACHMENT(S): Anoka County 2018 SCORE Letter and Agreement
2017 Municipal Recycling Report
Date: April 5, 2018

To: Municipal Recycling Coordinators

From: Sue Doll, Solid Waste Specialist

Regarding: Municipal Contracts for 2018, Funding and Goals

The 2018 Residential Recycling Agreements include a fixed base of $10,000 for each municipality and $5.00 per household (HH). In addition, targeted program funds are available for specific program areas and funds may be used for problem materials and yard waste/organics. The household count is based on the latest population and household estimate available from the Metropolitan Council. This funding allocation is not dependent upon the receipt of the second SCORE allocation. The county will use reserve funds if the second grant payment is not received in the spring of 2018.

The 2018 funding includes enhancement funds for the following program areas:
- Monthly/Quarterly Drop-off Events – $10,000 or $15,000 depending on HH’s
- General Enhancement Grant $1/HH
- Organics Collection $0.50/HH if no organics drop-off or curbside program
- Organics Collection $1/HH if there is an organics drop-off or curbside program
- Additional Grant Request up to $30,000

The 2018 municipal recycling goal is 210 pounds per person for single family households (up to 4 units) and 160 pounds per person for multi-unit households (5 units or more). This goal reflects the estimated tonnage needed to assist the county in achieving its recycling goal as established by the State of Minnesota. The goals have been set to reflect the differences between single family and multi-unit housing.

One copy of the contract has been enclosed for signature by your municipality. Please obtain the necessary signatures. The funding amounts you requested on Attachment B and the final funding award, Attachment C, are included as part of this contract.

Mail the signed copy back to our department and we will obtain remaining signatures. We will return the original to you once fully-executed. We will not be able to reimburse any expenditures until we have a signed contract returned by your municipality.

Thank you for your cooperation and efforts to reduce waste and increase the amount of material recycled in our county. Please do not hesitate to contact me if you have any questions regarding this information.
2018 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January, 2018, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the “COUNTY”, and the CITY OF COLUMBIA HEIGHTS, hereinafter referred to as the “MUNICIPALITY”.

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter “SCORE funds”) during 2018; and

WHEREAS, pursuant to legislation a portion of the SCORE funds must be used to encourage recycling of source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter “LRDG funds”) during 2018; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is $1,551,029; and

WHEREAS, the County Solid Waste Master Plan 2012 (Master Plan 2012) and MPCA Metropolitan Solid Waste Management Policy Plan 2010-2030 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2012 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, in 2017, the County engaged in a process of drafting an updated Master Plan which will be submitted to the MPCA for review and approval in 2018. The anticipated Master Plan 2018 will supersede the current Master Plan 2012 upon approval. The Master Plan 2018 has been developed with the participation of a representative from the Municipality staff, and the Municipality will be required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:
1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan.

2. **TERM.** The term of this Agreement is from January 1, 2018 through December 31, 2018, unless earlier terminated as provided herein.

3. **DEFINITIONS.**
   a. "Eligible Expenses" means those expenses for recycling projects/programs and education and outreach and for priority issue activities that assist the municipality in collecting additional tons to help meet its recycling goal. Such expenses may include administration, but only to the extent of salary and legal costs of personnel who are directly working on the planning, implementation and promotion of eligible activities as detailed in this definition.
   
b. "Full Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source-separated compostable materials, electronics, etc.
   
c. "Mixed municipal solid waste" (MSW) shall have the meaning set forth in Minn. Stat. §115A.03, Subd. 21.
   
d. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
   
e. "Opportunity to Recycle" means providing recycling and curbside pickup or collection centers for recyclable materials for residents, including single and multi-family dwellings, as required by Minn. Stat. § 115A.552. Subd. 1.
   
f. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 24a.
   
g. "Public entity waste" shall have the meaning set forth in Minn. Stat. § 115A.471 (b).
   
h. "Quasi-Municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
   
i. "Recyclable materials" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25a.
   
j. "Recycling" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25b.
   
k. "Refuse-derived fuel" (RDF) as defined by Minn. Stat. § 115A.03, Subd. 25d., or other material that is destroyed by incineration is not a recyclable material.
   
l. "Source-separated compostable materials" (commonly called "organics") shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 32a.
   
m. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 38.
4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 2,030 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

a. The Municipal recycling program shall include the following components:

i. Each household (including multi-unit households) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.

ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.

iii. The Municipality shall implement a public information program that contains at least the following components:

   (1) One promotion is to be mailed to each household focused exclusively on the Municipality’s recycling program;

   (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality’s newsletter or local newspaper; and

   (3) Two community outreach activities at Municipal or Quasi-Municipal events to inform residents about recycling opportunities.

iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality. The Municipality shall incorporate Rethink Recycling images and use the toolkits provided when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials for review prior to publication to ensure accuracy.

v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.

vi. The Municipality shall offer one or two spring and fall cleanup/recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described in 4.b.i below, the spring/fall cleanup/recycling drop-off events may be included within that program.
b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-Municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.

iv. Organize and manage a Full Service Recycling Drop-off Center.

v. Develop enhanced recycling promotion and assistance for multi-units.

vi. Develop additional opportunities for Source-Separated Compostable Materials collection.

vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, carpet, electronics, mattresses and scrap metal) from residents on an on-going basis either curbside or at a drop-off.

c. If the Municipality’s recycling program did not achieve the Municipality’s recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

d. The Municipality’s recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility.¹ Minn. Stat. §§ 115A.46, 115A.471 and 473.848.

¹ See pages 44-45 of the 2012 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
f. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by city/township government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for city/townships that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Grant Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time. 

5. REPORTING. The Municipality shall submit the following reports semi-annually to the County no later than July 20, 2018 and January 10, 2019.

a. An accounting of the amount of waste which has been recycled as a result of the Municipality’s activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality’s residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

b. Information regarding any revenue received from sources other than the County for the Municipality’s recycling programs.

c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. BILLING AND PAYMENT PROCEDURE. The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than July 20, 2018 and January 10, 2019. Costs not billed by January 10, 2019 may not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

7. ELIGIBILITY FOR FUNDS. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up
to the project maximum as computed below, which shall not exceed $102,435.00. The project maximum for eligible expenses shall be computed as follows:

a. A base amount of $10,000 and $5 per household for recycling activities only;

b. Enhancement activities as provided according to the schedule in Attachment A and the applications in Attachment B for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly/Quarterly Drop-off Events; Municipal Park Recycling; Community Event Recycling; Special Curbside Pickup Events; Multi-unit Recycling; and Organics Collection;

c. After considering the 2018 Municipal Funding Request applications (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and

d. Including an additional change order contingency of up to 10% of the total of the total base funding, Monthly/Quarterly Drop-offs, and General Enhancement grants.

For the Municipality’s convenience in determining the amounts for the 2018 Municipal Funding Request, a work plan is included with the Packet. Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B. The County also reserves the ability to assess the programs and reallocate unused SCORE and LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

10. **GENERAL PROVISIONS.**

a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement.
In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan, and shall participate in the preparation of the successor Master Plans.

b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.

c. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.

d. It is understood and agreed that the entire agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

e. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

f. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.

g. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.

h. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.

11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: “Funded by the Anoka County Board of Commissioners and State SCORE funds.” The Municipality shall provide copies of all promotional materials funded by SCORE funds.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.
Information about the County’s business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days’ written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.
IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

CITY OF COLUMBIA HEIGHTS

By: ____________________________
Name: ____________________________
Title: ____________________________
Date: ____________________________

By: ____________________________
Municipality’s Clerk
Date: ____________________________

COUNTY OF ANOKA

By: ____________________________
Rhonda Sivarajah, Chair
Anoka County Board of Commissioners
Date: ____________________________

By: ____________________________
Jerry Soma
County Administrator
Date: ____________________________

Approved as to form and legality:

By: ____________________________
Kathryn M. Timm
Assistant County Attorney
Date: ____________________________

kmt\contracts\integrated waste contracts\SCORE grants\2018 SCORE Col Hts
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<td>2018 Funding for Municipal Waste Abatement Programs</td>
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Attachment A
Attachment B

2018 Grant Funding
Applications due January 31, 2018

The City or Town of __Columbia Heights__ is requesting the following funding for their municipal program abatement efforts in 2018.

General Instructions

**Eligible Expenses:**

**Staffing:** Salary and benefits to cover a portion of full-time or part-time recycling program staff who are directly working on the planning, implementation and promotion of waste reduction, recycling and composting programs can be covered with base funding.

**Collection Costs:** If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

**Equipment:** The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

**Containers:** The cost for recycling or organics containers.

**Promotion:** The percentage of cost for the portion of a municipal newsletter dedicated to waste reduction, recycling or composting information.

**Ineligible Expenses:**
The following costs should not be submitted for reimbursement from dedicated waste abatement funds (SCORE, LRDG and SWMC).

**General Municipal Staff:** Administrative, clerical, finance and legal staff that provide general support to municipal employees at the city or town.
Attachment B

General Operational Costs/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serves multiple roles at the city/township, it is assumed that the general cost of space, office equipment and basic office supplies would need to be provided with or without the recycling program, therefore, these costs are not eligible for reimbursement.

Project Costs: Specific to energy or ground water protection.

Collection Costs: General waste and recycling costs for the collection of materials from municipal buildings, trash costs when accepted at a recycling/cleanup day or costs associated with roadside cleanup of illegally dumped materials.

2018 Base Funding Grant Application Form

Since the start of SCORE (Select Committee On Recycling and the Environment) funding, a similar formula has been distributed to municipalities, $10,000 base and $5/household.

This amount should pay for the basic program elements including the percentage of time the recycling coordinator spends on recycling duties, regular curbside collection costs, general operations of a drop-off center, costs for spring and fall recycling days, basic promotion costs and yard waste collection costs.

<table>
<thead>
<tr>
<th>BASE FUNDING REQUESTED+A35:CA35:B77</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>% of time for Recycling Coordinator</td>
<td>37,269</td>
</tr>
<tr>
<td>Other staff that directly administers the recycling program</td>
<td>43,311</td>
</tr>
<tr>
<td>Office supplies needed for recycling program</td>
<td>154</td>
</tr>
<tr>
<td>Training/Mileage/Dues</td>
<td>1,060</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$ 81,794.00</td>
</tr>
</tbody>
</table>

| Curbside Collection                  |              |
| Estimated curbside collection contract costs | 397,000 |
| Estimated curbside collection revenue  | 398,132      |
| **Difference that requires funding**  | **Subtotal** $ (1,132.00) |

| Regular Drop-off Expenses            |              |
| Equipment - standard equipment maintenance | 900 |
| Facility costs e.g. electricity, rent, supplies, trash removed from recyclables | 16,944 |
| Service Providers/collection costs   |              |
| Labor                                |              |
| Estimated revenue                    | 18,000       |
| **Difference that requires funding** | **Subtotal** $ (156.00) |
There is $686,847 available for enhancement activities. When the county started offering additional enhancement grants, the intent was to make these funds available to collect more materials to help the county meet its 75% recycling/composting goal by 2030. This attachment is an application form. All communities must apply for these funds and explain what projects they are proposing that meet the following categories.

**Monthly/Quarterly Drop-off Events Grant**

- $10,000 is available for communities with up to 4,999 households
- $15,000 is available for communities with 5,000 or more households

**Additional Drop-off Collection Programs**

From the list of targeted materials, it is expected that spring and fall drop-off recycling events will accept appliances, automotive products, bicycles, carpet, confidential paper, electronics, fluorescent lamps, household batteries, mattresses and scrap metal from residents. This funding is provided for additional events beyond the regularly scheduled spring and fall recycling days.

**Program Costs for Collecting the Following Targeted Materials**

**Examples of materials that can be collected for reuse/recycling/composting:**

<table>
<thead>
<tr>
<th>Standard Recyclable Materials Collected at Drop-off Events</th>
<th>Additional Items</th>
</tr>
</thead>
</table>
Attachment B

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Fluorescent Bulbs</th>
<th>Block n Shape Polystrene</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Products</td>
<td>Household Batteries</td>
<td>Furniture*</td>
</tr>
<tr>
<td>Bicycles</td>
<td>Mattresses*</td>
<td>Small Household Goods</td>
</tr>
<tr>
<td>Carpet*</td>
<td>Scrap Metal</td>
<td>Source Separated Organics</td>
</tr>
<tr>
<td>Confidential Paper</td>
<td></td>
<td>Vinyl Siding</td>
</tr>
<tr>
<td>Electronics</td>
<td></td>
<td>Yard Waste</td>
</tr>
</tbody>
</table>

None of these materials should be advertised and then collected as trash, specifically those items marked with the *.

Items that should be evaluated for reuse prior to recycling:

- Bicycles
- Clothing
- Furniture
- Mattresses

<table>
<thead>
<tr>
<th>Special Monthly/Quarterly Drop-off Events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>195</td>
</tr>
<tr>
<td>Service Providers/Collection Costs</td>
<td>4,300</td>
</tr>
<tr>
<td>Promotional Coupon Costs</td>
<td>1,000</td>
</tr>
<tr>
<td>Labor - Staff/organizations</td>
<td>11,123.70</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Service Drop-off Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Service Providers/Collection Costs</td>
</tr>
</tbody>
</table>

Additional staffing requirements

| Total Drop-off Program Request | $16,618.70 |

Please describe the additional drop-off activities and how they will increase the amount of material collected for recycling:

The City will work with a local service club to operate a weekly drop-off recycling center which is very convenient for Southern Anoka County residents and small businesses, to keep hazardous materials out of the waste and for recycling of special items that are not acceptable in the single sort system. For example, materials such as curbside recyclables, plus hard to dispose of items, i.e., scrap metal, oil and filters, tires, fluorescent bulbs, string lights and cords, household batteries, and large cardboard boxes. This funding ensures we will be able to open the recycling center every Saturday in 2018 (except major holidays) instead of holding only one or two drop-off events, thereby increasing the amount of material collected throughout the year.

General Enhancement Grant — $1/household — all municipalities are all eligible for this regardless of size
Attachment B

Eligible categories are listed below. Staffing for multi-family outreach, park recycling or dedicated recycling program interns, event recycling expenses, new recycling containers and promotional materials for additional recycling opportunities are some examples of eligible expenses.

<table>
<thead>
<tr>
<th>Park Recycling</th>
<th>Price/Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Recycling Containers</td>
<td></td>
</tr>
<tr>
<td>-- Recycling Bags</td>
<td></td>
</tr>
<tr>
<td>Service Providers/Collection Costs</td>
<td></td>
</tr>
<tr>
<td>Labor - Staff costs needed for collection</td>
<td>7,000</td>
</tr>
<tr>
<td>Park Recycling Subtotal</td>
<td>$ 7,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Recycling - Please list any organics costs in organics section.</th>
<th>Price/Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Recycling Containers</td>
<td></td>
</tr>
<tr>
<td>-- Recycling Bags</td>
<td></td>
</tr>
<tr>
<td>Service Providers/Collection Costs</td>
<td></td>
</tr>
<tr>
<td>Labor - Staff costs needed for collection</td>
<td>617</td>
</tr>
<tr>
<td>Event Recycling Subtotal</td>
<td>$ 617.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Curbside Recycling Pickups</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Costs</td>
<td>9,100</td>
</tr>
<tr>
<td>Subsidy to resident -- # of items collected x</td>
<td></td>
</tr>
<tr>
<td>Special Curbside Subtotal</td>
<td>$ 9,100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multi-Unit Recycling Outreach</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Promotion</td>
<td>775</td>
</tr>
<tr>
<td>Staff costs</td>
<td>2,662</td>
</tr>
<tr>
<td>Multi-unit Enhancement Subtotal</td>
<td>$ 3,437.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Promotion Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion/Printing/Postage/Advertising</td>
<td>1,775</td>
</tr>
<tr>
<td>Promotion Subtotal</td>
<td>$ 1,775.00</td>
</tr>
</tbody>
</table>

| Total General Enhancement Request                                  | $ 21,929.10     |
Attachment B

Please describe the additional general enhancement activities and how they will increase the amount of material collected for reuse or recycling.

All parks, City events, plus City facilities will have as much recycling service as needed. Coordinate with private events to utilize recycling and organic kits.
The City will work with a local service club to collect bulk (furniture, mattresses, carpet) on the curb for donation and recycling. In an effort to reduce improperly discarded electronics, the City will collect electronics curbside as well as appliances and Christmas trees for recycling.
The City will conduct apartment manager outreach to improve recycling in their buildings, plus all residential rental property owners/managers will be mailed a promotion as well. Upon request, meet on site with managers where they are offered tenant recycling kits. All Multidwelling properties will have recycling containers that will be emptied weekly and they can order larger or additional containers as well. We will also coordinate a clothing collection service for our multi-unit buildings.
Homes will have every-other-week recycling collection, but can order larger and/or additional carts and will have extras taken as well.
The City of Columbia Heights plans to mail at least two citywide recycling promotions this year and will have a recycling article in each City newsletter. Recycling promotions will also be conducted on our cable channel, website, Facebook, utility bills, Public Works news subscribers, at the City public picnic and other local gatherings, and by request of any news outlet. Plus specialized publications for spring/fall cleaning and garage sale reuse & recycling information. The City may also help coordinate a Southern Anoka County Master Recycler Course.

Other reduce/reuse events include an organized city garage sale weekend event, and support for a Fix-it clinic hosted by local volunteer groups.

Organics Grant
- $0.50/household for municipalities that do not have a permanent organics program
- $1/household for municipalities that have a permanent organics drop-off(s) or a curbside program

<table>
<thead>
<tr>
<th>Organics Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>-- Organics Containers/Starter Kits</td>
</tr>
<tr>
<td>-- Compostable Bags</td>
</tr>
<tr>
<td>-- Compostable Serving Ware - cups/bowls/utensils</td>
</tr>
<tr>
<td>-- Container rental or collection costs</td>
</tr>
<tr>
<td>Promotional costs</td>
</tr>
<tr>
<td>Labor - Staff/organizations # of hours</td>
</tr>
</tbody>
</table>

**Total Organics Program Request** $14,411.30
Attachment B

Please describe the additional organics activities planned and how they will increase the amount of material collected for composting.

The City is offering curbside organics collection and households are provided a kitchen starter kit, plus multi-dwelling locations are included. The City will conduct an extensive promotion for this service, plus the Minnesota Composting Council's "Plate to Garden Compost" program will be conducted at the recycling center as a promotional tool for organics recycling.

Additional Grant Program Request

$30,000 is available based on need. If more applications are received than funds available, applications will be reviewed and those projects with the greatest potential to increase materials collected for recycling will receive the funding. Eligible costs for this category are expenses that cannot be funded by all the other categories. Preference will be given to those communities that are currently spending all enhancement funding on innovative, new program ideas and need additional funds to continue to expand program opportunities throughout 2018 to meet their recycling goal.

Project Description:

Provide a brief, one page or less, project description. The project description should address:

- project scope and design;
- expected outcomes - increased materials collected, increased tons from this project;
- if the project will benefit multiple municipalities or the county;
- key individuals participating in project activities, including any project collaborators;
- overall project timeline; and
- why project is compelling and worthy of funding

Project Budget:

<table>
<thead>
<tr>
<th>Tasks/Items</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base additional funding request for curbside organic recycling</td>
<td>23,700</td>
</tr>
<tr>
<td>General Enhancement additional Funding request for Bulk recycling</td>
<td>3,600</td>
</tr>
<tr>
<td>Organics Program additional Funding request for promotions/supplies</td>
<td>2,700</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Additional Grant Program Request</strong></td>
<td><strong>30,000.00</strong></td>
</tr>
</tbody>
</table>
Attachment B

The City of Columbia Heights will have a robust recycling program 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.

The City, in conjunction with the Heights-Fridley Kiwanis Club, 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 high school Key Club will also conduct the "Plate to Garden Compost" fundraiser at the recycling center to promote organics recycling and to return fresh *compost* for participating households.

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 groups such as HeightsNext with organizing *reuse* events such as Fix-it clinic, and the City Garage Sale weekend. The local Lions Club and BRIDGING may also assist with the *bulk* collection and reuse/recycling program.

The City will conduct extensive promotions including two citywide flyers and direct outreach to Multi & other rental properties. Plus we will produce *localized* publications for spring/fall cleaning and garage sale reuse & recycling information. The city will promote recycling through all it's own 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 Council approved 2018 budget for all of this recycling is projected to cost over $753,000. Our projected revenue based on council authorized rates for 2018 is almost $572,000. City revenue consists of recycling utility rates, fees for special recycling services, and rebates for certain materials of value. Anoka County basic SCORE formula (Base + Weekly drop-off + General enhancement + Base organics) will provide over $82,000 in financial support which is 11% of the cost for our full service recycling operations and is greatly appreciated. The city is requesting an additional $30,000 of SCORE funding to help offset the cost for curbside organics service carts, collection, disposal, promotion, and also to provide starter kits for households beginning the program. This funding will also be used to help offset the cost of collecting bulk from the curb and donating or recycling it. We expect our recycling tons to increase 10% in 2018.

### Total Funding Requested

<table>
<thead>
<tr>
<th>Total Base Funding*</th>
<th>$ 50,775.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Enhancement Funding</strong></td>
<td></td>
</tr>
<tr>
<td>• Monthly/Quarterly Drop-off Funding*</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>• General Enhancement Funding*</td>
<td>$ 8,155.00</td>
</tr>
<tr>
<td>• Organics Program Funding</td>
<td>$ 8,155.00</td>
</tr>
<tr>
<td>• Additional Grant Program</td>
<td>$ 30,000.00</td>
</tr>
<tr>
<td><strong>Total Funding Requested</strong></td>
<td>$ 112,085.00</td>
</tr>
</tbody>
</table>

* These amounts are eligible for up to 10% change order if unexpected costs exceed budgeted amounts.
Grant Funding Decision

2018 Grant Year

The City of Columbia Heights is eligible for a total of $82,085 for their Municipal program abatement efforts in 2018. The City submitted a timely application for funds (Attachment B) in the amount of $112,085, including additional grant funding of $30,000.

To the extent that the City requested funds in excess of the total eligible amount and/or the eligible amount in any category it is denied.

The approved funding for the 2018 Residential Recycling Program based on the budgeted expenditures set out in Attachment B and the eligible amount is $82,085.

<table>
<thead>
<tr>
<th></th>
<th>ELIGIBLE</th>
<th>REQUESTED</th>
<th>Award/(Deny)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Amount: (no application needed)</td>
<td>$ 50,775</td>
<td>$ 50,775</td>
<td>$ 50,775</td>
</tr>
<tr>
<td>Monthly /Quarterly Drop off Events</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>General Enhancement grant</td>
<td>8,155</td>
<td>8,155</td>
<td>8,155</td>
</tr>
<tr>
<td>Organics Grant</td>
<td>8,155</td>
<td>8.155</td>
<td>8,155</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 82,085</strong></td>
<td><strong>$ 82,085</strong></td>
<td><strong>$ 82,085</strong></td>
</tr>
</tbody>
</table>

The City has also applied for the Additional Grant program which provides funds up to $30,000. The City has requested $30,000 in additional funding for off-setting the costs for curbside organics service carts, collection, promotion and disposal, and to provide starter kits for households beginning the program. The City has been awarded an Additional Grant of $20,350.

The total Award to the City of Columbia Heights is $102,435.

Reviewed by: [Signature]  Dated: [Signature]

Kathryn Timm  Assistant County Attorney

Extra up to $30,000
<table>
<thead>
<tr>
<th>Population</th>
<th>City/Township</th>
<th>2017 Goal (in tons)</th>
<th>Jan-June Tons Abated</th>
<th>July-Dec Tons Abated</th>
<th>Total</th>
<th>% of Goal Achieved</th>
<th>Pounds per person</th>
<th>Pounds per person per month</th>
<th>HH</th>
<th>#/HH/YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>31,704</td>
<td>Andover</td>
<td>3,230</td>
<td>1,953.04</td>
<td>1,611.36</td>
<td>3,564.41</td>
<td>110.353%</td>
<td>224.86</td>
<td>18.74</td>
<td>10,257</td>
<td>695.02</td>
</tr>
<tr>
<td>17,665</td>
<td>Anoka</td>
<td>1,667</td>
<td>679.84</td>
<td>671.38</td>
<td>1,351.22</td>
<td>81.057%</td>
<td>152.98</td>
<td>12.75</td>
<td>7,374</td>
<td>366.48</td>
</tr>
<tr>
<td>473</td>
<td>Bethel</td>
<td>48</td>
<td>36.62</td>
<td>44.24</td>
<td>80.86</td>
<td>168.463%</td>
<td>341.91</td>
<td>28.49</td>
<td>178</td>
<td>908.56</td>
</tr>
<tr>
<td>63,180</td>
<td>Blaine</td>
<td>6,257</td>
<td>2,931.48</td>
<td>3,081.50</td>
<td>6,012.98</td>
<td>96.100%</td>
<td>190.34</td>
<td>15.86</td>
<td>23,104</td>
<td>520.51</td>
</tr>
<tr>
<td>4,005</td>
<td>Centerville</td>
<td>405</td>
<td>117.78</td>
<td>143.40</td>
<td>261.18</td>
<td>64.488%</td>
<td>130.42</td>
<td>10.87</td>
<td>1,345</td>
<td>388.36</td>
</tr>
<tr>
<td>4,904</td>
<td>Circle Pines</td>
<td>491</td>
<td>234.62</td>
<td>492.15</td>
<td>726.77</td>
<td>148.019%</td>
<td>296.40</td>
<td>24.70</td>
<td>1,995</td>
<td>728.59</td>
</tr>
<tr>
<td>19,995</td>
<td>Columbia Heights</td>
<td>1,974</td>
<td>808.99</td>
<td>832.06</td>
<td>1,641.05</td>
<td>83.133%</td>
<td>164.15</td>
<td>13.68</td>
<td>8,141</td>
<td>403.16</td>
</tr>
<tr>
<td>3,828</td>
<td>Columbus</td>
<td>392</td>
<td>176.47</td>
<td>219.55</td>
<td>396.02</td>
<td>101.025%</td>
<td>206.91</td>
<td>17.24</td>
<td>1,426</td>
<td>555.43</td>
</tr>
<tr>
<td>62,527</td>
<td>Coon Rapids</td>
<td>6,190</td>
<td>3,549.34</td>
<td>3,665.47</td>
<td>7,214.81</td>
<td>116.556%</td>
<td>230.77</td>
<td>19.23</td>
<td>24,023</td>
<td>600.66</td>
</tr>
<tr>
<td>11,761</td>
<td>East Bethel</td>
<td>1,190</td>
<td>606.07</td>
<td>765.31</td>
<td>1,371.39</td>
<td>115.242%</td>
<td>233.21</td>
<td>19.43</td>
<td>4,115</td>
<td>666.53</td>
</tr>
<tr>
<td>28,547</td>
<td>Fridley</td>
<td>2,723</td>
<td>1,046.77</td>
<td>1,369.05</td>
<td>2,415.82</td>
<td>88.719%</td>
<td>169.25</td>
<td>14.10</td>
<td>11,530</td>
<td>419.05</td>
</tr>
<tr>
<td>15,773</td>
<td>Ham Lake</td>
<td>1,593</td>
<td>801.97</td>
<td>855.46</td>
<td>1,657.43</td>
<td>104.044%</td>
<td>210.16</td>
<td>17.51</td>
<td>5,358</td>
<td>618.67</td>
</tr>
<tr>
<td>799</td>
<td>Hilltop</td>
<td>70</td>
<td>47.34</td>
<td>49.13</td>
<td>96.47</td>
<td>137.818%</td>
<td>241.48</td>
<td>20.12</td>
<td>388</td>
<td>497.28</td>
</tr>
<tr>
<td>2,040</td>
<td>Lexington</td>
<td>200</td>
<td>77.31</td>
<td>118.79</td>
<td>196.10</td>
<td>98.051%</td>
<td>192.26</td>
<td>16.02</td>
<td>772</td>
<td>508.04</td>
</tr>
<tr>
<td>20,519</td>
<td>Lino Lakes</td>
<td>2,082</td>
<td>989.46</td>
<td>913.64</td>
<td>1,903.10</td>
<td>91.407%</td>
<td>185.50</td>
<td>15.46</td>
<td>6,412</td>
<td>593.61</td>
</tr>
<tr>
<td>5,364</td>
<td>Linwood</td>
<td>545</td>
<td>246.21</td>
<td>258.11</td>
<td>504.32</td>
<td>92.536%</td>
<td>188.04</td>
<td>15.67</td>
<td>1,949</td>
<td>517.52</td>
</tr>
<tr>
<td>4,426</td>
<td>Nowthen</td>
<td>453</td>
<td>166.04</td>
<td>212.80</td>
<td>378.85</td>
<td>83.631%</td>
<td>171.19</td>
<td>14.27</td>
<td>1,480</td>
<td>511.96</td>
</tr>
<tr>
<td>8,313</td>
<td>Oak Grove</td>
<td>849</td>
<td>489.33</td>
<td>525.41</td>
<td>1,014.74</td>
<td>119.522%</td>
<td>244.13</td>
<td>20.34</td>
<td>2,809</td>
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<td>25,362</td>
<td>Ramsey</td>
<td>2,555</td>
<td>1,360.56</td>
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<td>224.69</td>
<td>18.72</td>
<td>8,690</td>
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<td>6,326</td>
<td>Spring Lake Park</td>
<td>620</td>
<td>356.82</td>
<td>483.55</td>
<td>840.37</td>
<td>135.543%</td>
<td>265.69</td>
<td>22.14</td>
<td>2,620</td>
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<td>7,327</td>
<td>St Francis</td>
<td>727</td>
<td>439.73</td>
<td>462.33</td>
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<td>124.080%</td>
<td>246.23</td>
<td>20.52</td>
<td>2,603</td>
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<td>344,838</td>
<td>TOTAL</td>
<td>34,261</td>
<td>17,115.80</td>
<td>18,263.40</td>
<td>35,379.20</td>
<td>103.264%</td>
<td>205.19</td>
<td>17.10</td>
<td>126,569</td>
<td>12,212.27</td>
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</table>

05/09/2018
BACKGROUND: The Circle Terrace Community Building (CTCB) 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 building is intended to serve the needs of a broad range of users from the Recreation Department, School District, Police outreach and neighborhood wide activities.

ANALYSIS/CONCLUSIONS: Staff is recommending a policy that guides the community usage of the building. The basis is similar to usage of the Library Community Room and Recreation picnic shelters. A few key points to note:

- The primary purpose of the space within the Circle Terrace Community Building is to support City programs and services.
- Scheduling is performed by the Recreation Department on a calendar.
- An hourly rental fee and a key/security deposit are applied as part of the reservation.
- The building is not intended for commercial use.
- Reservations may not be made more than 30 days in advance.
- Hours are 7 a.m. to 10 p.m., Monday through Saturday.
- Users are responsible for leaving the room as they found it, including picking up any trash.

It should be noted that this facility does not have a building custodian. Users will be required to pick up and straighten up after meetings.

There are no setup services (room arrangements).

Parking is very limited and is on-street only.

STAFF RECOMMENDATION: Public Works recommends approval of the Circle Terrace Community Building Facility Use Policy.

RECOMMENDED MOTION(S): Move to accept the Circle Terrace Community Building Facility Use policy.

ATTACHMENT(S): CTCB Facility Use Policy
FACILITY USE POLICY

PURPOSE: To list requirements for use of the Circle Terrace Community Building by individuals and organizations.

GUIDELINES:

1. The primary purpose of the space within the Circle Terrace Community Building is to support City programs and services. Activities, meeting, exhibits and programs sponsored, co-sponsored or otherwise provided by the Circle Terrace Community Building will have priority for the use of all rooms.

2. The Circle Terrace Community Building makes meeting space available to the public 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 Circle Terrace Community Building, and name of the group are needed to reserve a room.
   b. Those reserving Circle Terrace Community Building 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 Circle Terrace Community Building may be rented for a fee of $25 per hour. 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 Circle Terrace Community Building may be scheduled by Columbia Heights residents or non-profit 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 Circle Terrace Community Building.

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 Circle Terrace Community Building 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 rooms on a constant or re-occurring basis—rooms will be booked for each meeting as appropriate.

9. Rooms are intended for the use of local residents/organizations. They will receive priority over non-residents.

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 Circle Terrace Community Building spaces.

12. Storage of equipment or supplies for groups using the room will not be allowed.

13. The Circle Terrace Community Building room 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 Circle Terrace Community Building may be rented between the hours of 7 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 Circle Terrace Community Building.

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

Adopted May 14, 2018
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 Circle Terrace Community Building 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 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 Circle Terrace Community Building 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.

Group name and address: __________________________________________________________
........................................................................................................................................
........................................................................................................................................

Group representative: _____________________________________________________________
Signature
........................................................................................................................................
Print name
........................................................................................................................................
Phone number
........................................................................................................................................
Date

☐ $100 key/security deposit received

ROOM CAPACITY IS LIMITED TO 64 PEOPLE
**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<table>
<thead>
<tr>
<th>ITEM:</th>
<th>RESOLUTION 2018-29 DESIGNATING “NO PARKING” ON THE SOUTH SIDE OF 39TH AVENUE FROM JEFFERSON STREET/HUSET PARKWAY TO CENTRAL AVENUE</th>
</tr>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Public Works</td>
</tr>
<tr>
<td>BY/DATE:</td>
<td>Kevin Hansen / May 8, 2018</td>
</tr>
<tr>
<td>CITY STRATEGY:</td>
<td>#1: Safe Community</td>
</tr>
<tr>
<td>Additional Strategy?:</td>
<td>#7: Strong Infrastructure/Public Services</td>
</tr>
<tr>
<td>SHORT TERM GOAL (IF APPLICABLE):</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Additional Goal?:</td>
<td>Choose an item.</td>
</tr>
</tbody>
</table>

**BACKGROUND:** “No Parking” designation on the south side of 39th Avenue was requested by fronting businesses during public meetings held with residents and business representatives to discuss the 39th Avenue street rehabilitation project. With the addition of a sidewalk on the south side of the roadway, the functional design of the roadway and safety of pedestrians also supports no parking on this side.

**STAFF RECOMMENDATION:** Staff recommends designating “No Parking” on the south side of 39th Avenue from Jefferson Street/Huset Parkway to Central Avenue. Limiting parking will improve safety for pedestrians on the sidewalk as well as vehicles turning onto 39th Avenue from driveways and the adjacent streets.

**RECOMMENDED MOTION(S):** Move to waive the reading of Resolution 2018-29, there being ample copies available to the public.

Move to adopt Resolution 2018-29 designating “No Parking” on the south side of 39th Avenue NE from Jefferson Street/Huset Parkway to Central Avenue.

**ATTACHMENT(S):** Resolution 2018-29
RESOLUTION NO. 2018-29

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

Whereas, the City of Columbia Heights has planned improvements to 39th Avenue NE, State Aid Route No. 113-110, between Jefferson Street/Huset Parkway and Central Avenue; and

Whereas, the City of Columbia Heights has ordered the project for the 2017 State Aid Street Rehabilitation and Sidewalk Improvements; and

Whereas, the City of Columbia Heights will be expending Municipal State Aid System funds on improvements to 39th Avenue NE; and

Whereas, this improvement technically provides adequate width for parking on both sides of the street, the majority of the project is within an industrial area and parking is being restricted on the south side to enhance pedestrian safety on the sidewalk, improve site distance for vehicles on adjacent streets and driveways, and allow adequate space for truck turning movements.

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

The City of Columbia Heights shall prohibit the parking of motor vehicles on the south side of 39th Avenue NE from Jefferson Street/Huset Parkway to Central Avenue.

ORDER OF COUNCIL

Passed this 14th day of May, 2018

Offered by:
Seconded by:
Roll Call:

Attest:

_____________________________________
Donna Schmitt, Mayor

_____________________________________
Katie Bruno, City Clerk/Council Secretary
**BACKGROUND:** At the City Council meeting of April 9, 2018, Council authorized staff to seek bids for street rehabilitation of 37th Avenue from Main Street to 5th Street.

Currently cash available from city inter-fund loans to fund the utility construction is limited. For this reason, there is a potential for bonding for street rehabilitation on 37th Avenue. The fact that bonding rates are at their lowest point in years makes bonding a very viable financing option.

**STAFF RECOMMENDATION:** To keep the potential bonding alternative open, a resolution declaring the intent to bond should be approved by the City Council prior to awarding bids. This has been done for both Utility and Street Rehabilitation construction projects since 1998. It should be noted that the resolution does not commit the City to bonding or the dollar amount stated, but keeps the option for bonding open in the future, up to the dollar amount specified.

**RECOMMENDED MOTION(S):**

- Move to waive the reading of Resolution 2018-30, there being ample copies available to the public.

- Move to adopt Resolution 2018-30, being a resolution approving the declaration for the official intent of the City of Columbia Heights to bond for the 37th Avenue State Aid Street Rehabilitation, Main Street to 5th Street, Project 1805.

**ATTACHMENTS:** Resolution 2018-30
RESOLUTION NO. 2018-30

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

WHEREAS, the Internal Revenue Service has issued Tres. Reg. 1.140.2 providing that proceeds of tax exempt bond used to reimburse prior expenditures will be not be deemed spent unless certain requirements are met; and,

WHEREAS, the City of Columbia Heights (the “City”) expects to incur certain expenditures which may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a bond;

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 reasonably intends to make expenditures for State Aid Street Rehabilitation, Project No. 1805, on Main Street NE from 37th Avenue to 40th Avenue and on 37th Avenue NE from Main Street to 5th Street, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the City in one or more series in the maximum principal amount of $225,000.

2. This resolution is intended to constitute a declaration of official intent for purposes of Tres. Reg. 1.150-2 and any successor law, regulating or ruling.

ORDER OF COUNCIL

Passed this 14th day of May, 2018

Offered by:  
Seconded by:  
Roll Call:  

__________________________________________  
Donna Schmitt, Mayor

Attest:

__________________________________________  
Katie Bruno, City Clerk/Council Secretary
AGENDA SECTION | CONSENT
ITEM NO. | 7K
MEETING DATE | MAY 14, 2018

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

| ITEM: | JOINT POWERS AGREEMENT WITH THE CITY OF MINNEAPOLIS FOR STREET REHABILITATION OF 37TH AVENUE FROM MAIN STREET TO 5TH STREET |
| DEPARTMENT: | Public Works |
| CITY MANAGER’S APPROVAL: | |
| BY/DATE: | Kevin Hansen / May 8, 2018 |
| CITY STRATEGY: | #7: Strong Infrastructure/Public Services |
| Additional Strategy? | Choose an item. |
| SHORT TERM GOAL (IF APPLICABLE): | #6 Build On and Expand Collaboration with the School District and Other Public Entities |
| Additional Goal? | Choose an item. |

BACKGROUND: City staff has been in discussions with the City of Minneapolis to develop a cost-sharing agreement for street rehabilitation on 37th Avenue from Main Street to 5th Street. 37th Avenue is the municipal boundary between the two cities. The mill and overlay project is proposed for 2018 construction. An agreement is attached that defines the responsibilities of the each city, and has been reviewed by each city’s attorneys.

In summary, the agreement defines that:

1. The City of Columbia Heights is the lead agency for this project and shall prepare plans and specifications, advertise and open bids for the projects.
2. The City Councils of Columbia Heights and Minneapolis must approve the award of contract for work to proceed on their respective sides of 37th Avenue from Main Street to 5th Avenue.
3. Columbia Heights will be responsible for construction engineering. Work in Minneapolis will be coordinated with their City Engineer.
4. Minneapolis will reimburse Columbia Heights for construction costs in Minneapolis plus 8% of their construction costs for engineering services.

STAFF RECOMMENDATION: Staff recommends approval of the Joint Powers Agreement for 37th Avenue from Main Street to 5th Avenue Improvements.

RECOMMENDED MOTION(S): Move to enter into a Joint Powers Agreement for 37th Avenue street rehabilitation from Main Street to 5th Street.

ATTACHMENT(S): Joint Powers Agreement for 37th Avenue Street Rehabilitation
JOINT POWERS AGREEMENT

37th AVENUE NORTH EAST IMPROVEMENTS
MAIN STREET NORTH EAST TO 5TH STREET NORTH EAST

THIS AGREEMENT is made as of the _____ day of April, 2018, by and between the City of Columbia Heights, Minnesota (“Columbia Heights”), and the City of Minneapolis, Minnesota (“Minneapolis”) both Minnesota municipal corporations.

WHEREAS, Columbia Heights and Minneapolis share a common boundary and wish to undertake street improvement project on 37th Avenue North East from Main Street North East to 5th Street North East; and

WHEREAS, the improvements consist of bituminous street resurfacing on 37th Avenue North East from Main Street North East to 5th Street North East on the Minneapolis side (south side) and bituminous street rehabilitation, sewer improvements and various other improvements on the Columbia Heights side (north side), identified as Columbia Heights Project 1805; reference Attachment A which contains the project construction plans, and

WHEREAS, Minn. Stat. § 471.59 provides for the joint exercise of common or similar powers by governmental units and also provides that any one governmental unit may perform on behalf of another governmental unit any service or function which that unit would be authorized to perform for itself.

NOW, THEREFORE, by virtue of the powers granted by law and in consideration of the mutual covenants and agreements of the parties hereto, it is agreed as follows:

1. Columbia Heights will prepare plans and specifications for the project and obtain approval of the City of Minneapolis City Engineer for those plans and specifications. The plans will exhibit separate quantities for the City of Minneapolis portion of the project. Columbia Heights will advertise and open bids in accordance with State of Minnesota law.

2. Columbia Heights shall tabulate bids upon their receipt and make a recommendation of award. Columbia Heights will award the project for the work to move forward on the 37th Avenue NE project as provided by state law and will manage the project. Minneapolis will authorize their participation in the project through action of their City Council and by their execution of this Agreement.

3. Construction engineering, including contract administration, staking, construction inspection and materials testing shall be performed by Columbia Heights, or their representative. Minneapolis may increase or decrease the amount of bituminous restoration work done in their City, prior to the contractor beginning work.

4. The material testing will be performed as detailed in Attachment C.

1
5. Any concerns by Minneapolis regarding the work of the Contractor shall be immediately brought to the attention of the City Engineer of Columbia Heights.

All costs on the Minneapolis side shall be the City of Minneapolis’s costs. The City of Minneapolis cost participation (construction, design, construction administration and other administrative expenses related to the project) will not exceed $135,000 except by approval in the form of an amendment to this agreement authorized by the Minneapolis City Council and executed by both parties.

The parties agree that the City of Minneapolis costs shown in Attachment B are an estimate.

6. The final City Project construction costs will be based on the unit prices in the City of Columbia Heights construction contract, the final quantities, and any amendments and change orders. All monthly progress payments to the contractor shall be made by Columbia Heights. Final contract payment shall occur only after final written acceptance of the improvements by the City authorized representative of each city.

The final acceptance documentation shall include the following:

1. The Final Acceptance letter has been issued by the Engineer.
2. A written release approving final payment has been received by the Engineer and from the Contractor’s Sureties.
3. Proof provided by the Contractor, subcontractors and trucking companies that they have complied with the provisions of M.S. 290.92 regarding withholding of MN State income taxes.
4. An affidavit has been received by the Engineer from the Contractor (including his subcontractors and suppliers) showing that all claims against them by reason of this Contract have been either paid or satisfactorily secured.
5. The complete bound original of the Erosion Control Logs and Traffic Control Logs

Minneapolis will reimburse Columbia Heights for the actual construction costs of the Minneapolis portion of the project plus 8%. The additional 8% is for the following: design, bidding, inspection, material testing, contract administration and other administrative expenses associated with the Minneapolis portion of the project. Any costs associated with the work required for Columbia Heights portion of the project shall not be included in this reimbursement. Minneapolis shall reimburse Columbia Heights within 30 days of receiving the invoice. Columbia Heights shall manage and document these costs to Governmental Accounting Standards Board (GASB). Payment to the City of Columbia Heights will be made from the City of Minneapolis fund 04100-9010937-PV056.

7. Records – Availability/Access. Subject to the requirements of Minnesota Statutes, Section 16C.05, Subd. 5 (as may be amended), the City of Columbia Heights agrees that
the State Auditor, the Legislative Auditor, the City of Minneapolis or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City of Columbia Heights, but only to the extent that they relate to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of this Agreement and for six (6) years after its termination or cancellation.

8. Each party agrees to defend and indemnify the other, its officers, agents, and employees, for claims arising out of its conduct or resulting from breach of this Agreement. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466.

9. Each City represents that its governing body has duly authorized the execution and delivery hereof, and that upon such execution and delivery, this Agreement will be binding as against such party.

10. This Agreement constitutes the entire agreement of the parties on the matter related hereto. This Agreement shall not be altered or amended, except by agreement in writing signed by the parties hereto. If any provision of this Agreement shall be held invalid, illegal, or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, and the remaining provisions shall not in any way be affected or impaired thereby. This Agreement may be simultaneously executed in several counter parts, each of which shall be any original and all of which shall constitute but one and the same instrument. This Agreement shall be construed in accordance with the laws of the State of Minnesota.

11. This Agreement shall terminate with the expiration of the project warranties, or one year after the agreement date, whichever is later.

IN WITNESS WHEREOF, the parties hereto by their authorized representatives hereunto set their hands as of the day and date first above written.

CITY OF MINNEAPOLIS

Approved ______________________
Department Head responsible for Contract Monitoring for this contract
Dated: ______________________

CITY OF COLUMBIA HEIGHTS

By: __________
Donna K. Schmitt, Mayor
Countersigned: ______________________  And by: ____________
Walter Fehst, City Manager

Dated: ________________
Finance Officer Designee

Approved as to Form:

By: ______________________________
Assistant City Attorney

LIST OF ATTACHMENTS
4
Attachment A – Signed project construction plans

Attachment B – Engineer’s estimate – construction costs for Minneapolis portion

Attachment C – Material testing requirements for work within City of Minneapolis right of way
BACKGROUND: Unit #241, a Toro Groundsmaster 580-D self-propelled riding lawn mower, was purchased in 2007 for $80,655, with an eight year or 3,000 hour life expectancy. It is equipped with three rotary mowing/mulching decks and capable of mowing a 16’ width and will trim less than an 18” circle around trees.

Unit #241 has in excess of 4,000 recorded hours of operation. To date, $38,587 has been spent on labor and repairs. The shop supervisor has rated the mechanical condition as fair / poor. The 2018 Park Capital Equipment Replacement budget allocated $110,000 for the replacement of Unit #241.

ANALYSIS/CONCLUSIONS: Since 1996, when the City purchased its first Toro 580-D, turf quality has greatly improved and mowing time has been significantly reduced. The 580-D mulches grass clippings and leaves, returning nutrients to the soil. The 16-foot cutting width minimizes soil compaction, caused by mower traffic. Prior to 1996, during periods of heavy growth, crews were unable to keep up with mowing demand and consequently would have to work overtime mowing or spend numerous hours of unproductive time raking and disposing of huge piles of clippings. Time that had been used for mowing is now used for park maintenance or construction.

Staff has field-tested and compared Toro and Jacobsen mowers that offer a 16 foot cutting width. The results of the comparison are as follows.

Quality of Cut – The Toro 580-D does a better job of cutting, especially in heavy, wet grass. The Jacobsen HR-9016 turbo tends to discharge the clippings in clumps and the center deck tends to windrow the clippings to the left side. The Toro disperses the clippings evenly over the entire width of the cut. The Jacobsen HR-9016 decks are designed to pivot to prevent scalping while the Toro 580-D decks actually float to prevent scalping. The Toro is also equipped with anti-scalp cups. The result is the Toro scalps less than the Jacobsen. The Toro is capable of 180 degree turns with no uncut grass while the Jacobsen leaves an 18” uncut circle.

Traction on Hills – The Toro 580-D with its patented Traction-Plus system offers superior performance on hills. This system senses wheel slippage and automatically lifts the uphill wing deck to add weight to the wheel that is slipping and increase traction. The Jacobsen does not offer this feature.

Wing Deck Design – The wing decks on the Toro 580-D are designed to break away mechanically when the decks strike a stationary object. The operator simply backs up to reset the wing decks. The Jacobsen HR-9016 wing decks do not break away. This results in costly repairs. In addition, the wing decks on the Toro 580-D
automatically lock into the transport position when raised and cannot accidentally fall. The raised wing decks on the Jacobsen HR-9016 must be manually secured with chains.

**STAFF RECOMMENDATION:** Staff recommends the purchase of a new Toro Groundsmaster 5910 available for purchase from the Minnesota State Purchasing Contract from MTI Distributing of Plymouth, MN based on design features and proven performance mowing in Columbia Heights since 1996. Staff recommends trade-in of Unit #241.

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost</th>
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</thead>
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<tr>
<td>MTI Distributing</td>
<td>$109,396.22</td>
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<tr>
<td>Less trade in</td>
<td>(11,500.00)</td>
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<tr>
<td>Total</td>
<td>$ 97,896.22</td>
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</table>

**RECOMMENDED MOTION(S):** Move to authorize the capital equipment replacement of Unit #226 with one (1) new Toro Groundsmaster 5910 from MTI Distributing in the amount of $97,896.22 plus tax from the Minnesota State Purchasing Contract. Funding shall be from the Park Capital Equipment fund, 431-45200-5180.

**ATTACHMENT(S):**
ITEM: ACCEPT BIDS AND AWARD CONTRACT FOR LIBRARY LED SIGNAGE, CONTINGENT UPON THE CONDITIONAL USE PERMIT TO ALLOW FOR A DYNAMIC LED SIGN

DEPARTMENT: Public Works

CITY STRATEGY:
#4: Opportunities for Play and Learning
#3: Affordability

SHORT TERM GOAL (IF APPLICABLE): Choose an item.

BACKGROUND: One of the components of the building not bid in the General Contract was the “Monument Sign”, intended to provide messaging on Central Avenue regarding library programs, activities and events, and also to provide a primary venue for City messaging. The library architect developed plans for the monument sign and reviewed them with both the Library Foundation and Library Board. The final plans are attached.

The monument sign carries a consistent theme used in the building exterior of natural limestone and brick. This foundation was approved by Council at their February meeting. The bids for the dynamic LED sign include electrical and backlit name lettering. It is a two-sided LED board for viewing from both the south and north.

ANALYSIS/CONCLUSIONS: Plans were sent out to selected contractors who specialize in this type of work for the complete installation. Three bids were received:

Albrecht Sign Co of Fridley: $49,800
Scenic Signs of St. Cloud: $52,195
Spectrum Signs of Blaine: $57,085

The Library Funding Plan included $67,500 for the LED Monument Sign.

RECOMMENDED MOTION(S): Move to accept bids and award the construction of a Columbia Heights Library sign, contingent upon the conditional use permit to allow for a Dynamic LED monument sign, to Albrecht Sign Company of Fridley, Minnesota, based upon their low, qualified, responsible bid in the amount of $49,800 from Fund 450-51410-5185; and furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

ATTACHMENT(S): Monument Sign Plan
Total Surface Area = 74.2 Sq. ft.
BACKGROUND:
The Public Safety Building was completed and occupied in 2009. The lower level has underground parking for police vehicles. When built, the concrete floor was sealed only. A protective epoxy coating needs to be applied to preserve the integrity of the concrete slab. This work is budgeted for in the 2018 Public Safety budget.

ANALYSIS/CONCLUSIONS:
While not a structural floor, the floor has recently shown signs of surface impacts from salt and wear and has been slippery when wet (snow melt and rain). Staff considers this work routine and necessary maintenance to protect the integrity of the concrete floor, with funding provided from the 2018 Public Safety budget. A summary of the bids received is as follows:

1. SwedeBro $20,750  
2. TMI Coatings, Inc. $46,600

The work scope includes shot blast and vacuuming the existing floor for bonding, fill minor cracks, seams and minor defects, apply epoxy coating, apply a urethane topcoat with a non-skid additive, and apply yellow traffic line striping.

RECOMMENDED MOTION:
Move to award the Garage Floor Coating Project to SwedeBro Company in the amount of $20,750.00 based upon their low qualified responsible bid with funds to be appropriated from 411-42100-4020; and, furthermore, to authorize the Mayor and City Manager to enter into an agreement for the same.

STAFF RECOMMENDATION:
Staff recommends acceptance of the proposal from SwedeBro Company.

RECOMMENDED MOTION(S):
Move to accept bids and award the contract to SwedeBro Company for epoxy coating the Public Safety Building floor in the amount of $20,750, and, authorize Mayor and City Manager to enter into a contract for the same, and to appropriate funds from the 2018 Public Safety Fund 411-42100-4020.
**BACKGROUND/ANALYSIS**

Attached is the business license agenda for the May 14, 2018 Council meeting. This agenda consists of applications for 2018 Contractor Licenses, an Ice Cream Truck, and a Peddler License for the Jamboree Parade.

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 May 14, 2018 as presented.
TO CITY COUNCIL May 14, 2018
*Signed Waiver Form Accompanied Application

**CONTRACTOR’S LICENSES-2018**

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<th>Contractor</th>
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<td>*Ray N. Welter Htg</td>
<td>4637 Chicago Ave, Mpls</td>
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<td>2610 Snelling Curve, Roseville</td>
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<td>*NAC Mech</td>
<td>1001 Labore Industrial Ct, Vadnais Hts</td>
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**PEDDLER/SOLICITOR**

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**ICE CREAM TRUCK**

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CITY OF COLUMBIA HEIGHTS

FINANCE DEPARTMENT


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 $1,377,950.83.
Report Selection:

Optional Report Title.......05/14/2018 COUNCIL LISTING

INCLUSIONS:
Fund & Account. thru
Check Date. ............... thru
Source Codes. ............... thru
Journal Entry Dates. ....... thru
Journal Entry Ids........... thru
Check Number................ 170202 thru 170452
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

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REPORT TOTALS: 1,097,299.79

RECORDS PRINTED - 001142
## ACS FINANCIAL SYSTEM

**City of Columbia Heights**

05/10/2018  11:04:21  Check History  GL060S-V08.08 RECAPPAGE  GL540R

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For Council Meeting: 05/14/18 $74,490.99
CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM: Approving a Conditional Use Permit to allow for a Dynamic LED Monument Sign with certain Variances on the property located at 3939 Central Avenue NE.

DEPARTMENT: Community Development

CITY MANAGER’S APPROVAL:

BY/DATE: Elizabeth Holmbeck/May 10, 2018

BACKGROUND:
The City of Columbia Heights is requesting a Conditional Use Permit to allow a monument sign with a Dynamic LED component to be constructed at the Municipal Library located at 3939 Central Avenue NE, per Section 9.106 (P)(12)(c) of City Code. In conjunction with the CUP, the City is requesting Variances from the required setback and square footage requirements for the monument sign per City Code Section 9.106 (P) (12) (a) (2).

Construction of the new Municipal Library was completed in June 2016 with the official grand opening on June 26, 2016. Due to visibility issues along Central Avenue, the proposed location of the monument sign is closer to the front (west) property line than is currently permitted by City Code. The building itself was constructed at this distance (allowed by City Code); therefore, in order to effectively promote upcoming Municipal Library and City events and information, the location of the monument sign is proposed to be placed on an adjacent plane to the building, closer to Central Avenue. The proposal for the monument sign went before the Planning Commission for review on May 1, 2018. One Planning Commissioner voted against the recommendation. However, the Planning Commission ultimately voted to recommend approval of the proposed Conditional Use Permit and Variances.

STAFF RECOMMENDATION:
Staff recommends approval of Resolution No. 2018-26, approving the a Conditional Use Permit for the property located at 3939 Central Avenue NE, subject to certain conditions.

Staff recommends approval of Resolution No. 2018-27, approving the Variances for the property located at 3939 Central Avenue NE.

RECOMMENDED MOTION(S): There are a total of four recommended motions. Two motions for the Conditional Use Permit including recommended conditions, and two motions for the Variances found on the following page).

Motion: Move to waive the reading of Resolution No. 2018-26, there being ample copies to the public.

Motion: Move to approve Resolution No. 2018-26, approving a Conditional Use Permit to allow for a Dynamic LED Monument Sign with certain Variances on the property located at 3939 Central Avenue NE.
LED Monument Sign on the property located at 3939 Central Ave NE., subject to certain conditions.

1. Dynamic LED signs are allowed only on monument signs for conditionally permitted uses in all zoning districts, with the exception of the PO, Public District, in which LED signage may be utilized in existing pylon signs. Motor fuel stations may display dynamic LED signs as part of the pylon sign to promote motor fuel prices only. Such motor fuel price signs do not require a conditional use permit. All dynamic LED signs may occupy no more than 60% of the actual copy and graphic area. The remainder of the sign must not have the capability to have dynamic LED signs, even if not used. Only one, contiguous dynamic display area is allowed on a sign face.

2. A dynamic LED sign may not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses, except one for which changes are necessary to correct hour-and-minute, date, or temperature information.

3. A display of time, date or temperature information may change as frequently as once every five seconds, however information displayed not relating to the date, time or temperature must not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses.

4. The images and messages displayed must be static, and the transition from one state display to another must be instantaneous without any special effects. Motion, animation and video images are prohibited on dynamic LED sign displays.

5. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.

6. Dynamic LED signs must be designed and equipped to freeze the device in one position if a malfunction shall occur. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.

7. Dynamic LED signs may not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Dynamic LED signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one-half hour before sunset and one half-hour after sunrise.

8. Dynamic LED signs existing on the effective date of Ordinance 1593, passed April 25, 2011, must comply with the operational standards listed above. An existing dynamic LED sign that does not meet the structural requirements may continue as a non-conforming sign subject to § 9.105(E).

9. The area around the base of the sign shall be landscaped.
Motion: Move to waive the reading of Resolution 2018-27 there being ample copies available to the public.

Motion: To approve Resolution 2018-27, approving the Variances for the property located at 3939 Central Avenue NE.,

1. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to exceed fifty (50) square feet, by twenty four and two tenths (24.2) square feet, for a total surface area of seventy four and two tenths (74.2) square feet.

2. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to be located four (4) feet off of the required five (5) feet to a distance of one (1) foot from the edge of the monument sign to the front (west) property line.

ATTACHMENTS:
Resolution No. 2018-26
Resolution No. 2018-27
Planning Report
Applications
Applicant’s Narrative
Location Map
Sign Drawings
RESOLUTION NO. 2018-26

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A DYNAMIC LED MONUMENT SIGN FOR THE COLUMBIA HEIGHTS MUNICIPAL LIBRARY LOCATED AT 3939 CENTRAL AVENUE NE.

WHEREAS, a proposal (Case # 2018-0501) has been submitted by the City of Columbia Heights to the City Council requesting a Conditional Use Permit at the following site:

ADDRESS: 3939 Central Avenue NE.

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING: A Conditional Use Permit per Code Section 9.106 (P)(12)(c)(d), to allow for a dynamic LED Monument Sign to be located in the CB, Central Business District on the property located at 3939 Central Ave NE.

WHEREAS, the Planning Commission held a public hearing as required by the City Zoning Code on May 1st, 2018;

WHEREAS, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Conditional Use Permit upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

NOW, THEREFORE, BE IT RESOLVED, 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 adopts the following findings of the Planning Commission:

FINDINGS OF FACT
Section 9.104 (H) of the Zoning Ordinance outlines nine conditions that must be met in order for the City Council to grant a Conditional Use Permit. They are as follows:

(a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.

(b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.

(c) The use will not impose hazards or disturbing influences on neighboring properties.

(d) The use will not substantially diminish the use of property in the immediate vicinity.

(e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.

(f) The use and property upon which the use is located are adequately served by essential public facilities and services.

(g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
(h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

(i) The use complies with all other applicable regulations for the district in which it is located.

FURTHER, BE IT RESOLVED, that the attached conditions, plans, maps, and other information shall become part of this Conditional Use Permit and approval; and in granting this Conditional Use Permit the City and the applicant agree that this permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit. The Conditional Use Permit is subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning Ordinance, including:

CONDITIONS

1. Dynamic LED signs are allowed only on monument signs for conditionally permitted uses in all zoning districts, with the exception of the PO, Public District, in which LED signage may be utilized in existing pylon signs. Motor fuel stations may display dynamic LED signs as part of the pylon sign to promote motor fuel prices only. Such motor fuel price signs do not require a conditional use permit. All dynamic LED signs may occupy no more than 60% of the actual copy and graphic area. The remainder of the sign must not have the capability to have dynamic LED signs, even if not used. Only one, contiguous dynamic display area is allowed on a sign face.

2. A dynamic LED sign may not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses, except one for which changes are necessary to correct hour-and-minute, date, or temperature information.

3. A display of time, date or temperature information may change as frequently as once every five seconds, however information displayed not relating to the date, time or temperature must not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses.

4. The images and messages displayed must be static, and the transition from one state display to another must be instantaneous without any special effects. Motion, animation and video images are prohibited on dynamic LED sign displays.

5. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.

6. Dynamic LED signs must be designed and equipped to freeze the device in one position if a malfunction shall occur. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.

7. Dynamic LED signs may not exceed a maximum illumination of 5,000 nits (candelas per square meter)
during daylight hours and a maximum illumination of 500 nits (candels per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Dynamic LED signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one-half hour before sunset and one half-hour after sunrise.

8. Dynamic LED signs existing on the effective date of Ordinance 1593, passed April 25, 2011, must comply with the operational standards listed above. An existing dynamic LED sign that does not meet the structural requirements may continue as a non-conforming sign subject to § 9.105(E).

9. The area around the base of the sign shall be landscaped.

ORDER OF COUNCIL

Passed this 14th day of May, 2018.

Offered by:
Seconded by:
Roll Call:

_______________________________
Donna Schmitt, Mayor

Attest:

_______________________________
Katie Bruno, City Clerk/Council Secretary
RESOLUTION NO. 2018-27

A RESOLUTION APPROVING VARIANCES FOR A MONUMENT SIGN FOR THE COLUMBIA HEIGHTS MUNICIPAL LIBRARY LOCATED AT 3939 CENTRAL AVENUE NE.

WHEREAS, a proposal (Case # 2018-0501) has been submitted by the City of Columbia Heights to the City Council requesting a Variance at the following site:

ADDRESS: 3939 Central Avenue NE.

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING:

1. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to exceed fifty (50) square feet, by twenty four and two tenths (24.2) square feet, for a total surface area of seventy four and two tenths (74.2) square feet.

2. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to be located four (4) feet off of the required five (5) feet to a distance of one (1) foot from the edge of the monument sign to the front (west) property line.

WHEREAS, the Planning Commission held a public hearing as required by the City Zoning Code on May 1, 2018;

WHEREAS, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Variance upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

NOW, THEREFORE, BE IT RESOLVED, 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
Section 9.104 (G) of the Zoning Ordinance outlines five conditions that must be met in order for the City Council to grant a variance. They are as follows:

(a) Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the zoning ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the zoning ordinance.

(b) The conditions upon which the variance is based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classification.

(c) The practical difficulties are caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.

(d) The granting of the variance is in harmony with the general purpose and intent of the Comprehensive Plan.
(e) The granting of the variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.

FURTHER, BE IT RESOLVED, that the attached plans, maps, and other information shall become part of this variance and approval; and in granting this variance the City and the applicant agree that this variance shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the variance.

ORDER OF COUNCIL

Passed this 14th day of May, 2018.

Offered by:
Seconded by:
Roll Call:

Donna Schmitt, Mayor

Attest:

Katie Bruno, City Clerk/Council Secretary
NON-RESIDENTIAL - CONDITIONAL USE PERMIT APPLICATION
ORDINANCE NO. 9.104 (H)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

PROPERTY INFORMATION
Project Address/Location: 3939 Central Avenue Northeast, Columbia Heights, MN 55421
Legal Description of property: THAT PRT OF BLK 4 WALTONS REAR OF LOTS 33 & 34 BLK 6 RESERVOIR HILLS LYG S OF N 150 FT, LYG W OF E 165 FT OF S 180 FT OF N 330 FT, & LYG N OF S 100 FT OF W 183 FT THEREOF
Present use of property: Municipal Public Library
Proposed conditional use of property: Proposed Monument Sign for Municipal Public Library

PROPERTY OWNER (As it appears on property title):
Company/Individual (please print): City of Columbia Heights, MN
Contact Person (please print): Joseph S. Hogeboom, Community Development Director
Mailing Address: 590 40th Avenue Northeast
City: Columbia Heights State: MN Zip: 55421
Daytime Phone: 763-706-3675 Cell Phone: 763-706-3670
E-mail Address: jhogeboom@columbiaheightsmn.gov
Signature/Date: 2/28/18

APPLICANT:
Company/Individual (please print): same as above
Signature/Date: 2/28/18
REASON FOR REQUEST (please attach a written narrative describing the intended use of the property and justification for your request. Describe any modifications and/or limitations of the use that have been made to insure its compatibility with surrounding uses and with the purpose and intent of the Zoning Ordinance and the Comprehensive Plan.)

FOR OFFICE USE ONLY

CASE NO: _______________________
APPLICATION REC’D BY: ________________________ DATE APPLICATION REC’D: _______________ 
$500 APPLICATION FEE REC’D: _______RECEIPT NUMBER: ____________________

Approved by Planning & Zoning Commission on ________________

Approved by City Council on ________________

Revised June 2017
The City of Columbia Heights was pleased to open its new Municipal Library in the June of 2016. Since opening the new facility, patronage of the Library has increased. The new facility also offers meeting space for large and small groups, which contributes to the Library being a destination for people.

As had been part of the initial plan, the City of Columbia Heights is now seeking to install a monument sign for the Library on the south side of the Central Avenue driveway entrance to the facility. The proposed sign base would have a length of 15’ 4” and a height of 3’ 4” at its tallest point. The sign base would be constructed out of a stone veneer material that would complement the color and texture of the Library building.

The proposed sign would include two LED full-color monitors which would be placed on both sides of the sign base. The viewing width of the LED monitors is proposed to be 8’ in length and 3’ 10” in height. The proposed sign would also display permanently the name “Columbia Heights Public Library” on both sides of the sign face. The sign may include the words “open” and “closed” within an LED capacity in the future.

Once a Conditional Use Permit is approved for this sign, a Building Permit must be obtained. If approved, installation of the sign is expected to occur this spring. The proposed sign itself conforms to municipal Design Guidelines and most Zoning requirements. However, a variance is requested to allow the sign to be partially located within the required setback area, as well as to allow the sign structure to be slightly larger than typically permitted by City Code. A separate Variance Request application explains the rationale for this request.

The City of Columbia Heights formally requests approval of the Conditional Use Permit to operate the LED sign for the Municipal Library.
INTRODUCTION

The City of Columbia Heights is requesting a Conditional Use Permit to allow a monument sign with a Dynamic LED component to be constructed at the Municipal Library located at 3939 Central Avenue NE, per Section 9.106 (P)(12)(c) of City Code. Section 9.104 (H) (4) requires the Planning Commission to hold a public hearing to consider the Conditional Use Permit application and submit its recommendation to the City Council.

In conjunction with the CUP, the City is also requesting Variances from the required setback and square footage requirements for the monument sign per City Code Section 9.106 (P) (12) (a) (2). Section 9.104 (G) of the Zoning Ordinance requires the Planning Commission to hold a public hearing to consider the Variance application and submit its recommendation to the City Council.

Construction of the new Municipal Library was completed in June 2016 with the official grand opening on June 26, 2016. Due to visibility issues along Central Avenue, the proposed location of the monument sign is closer to the front (west) property line than is currently permitted by City Code. The building itself was constructed at this distance (allowed by City Code); therefore, in order to effectively promote upcoming events and information the location of the monument sign is proposed to be placed on an adjacent plane to the building, closer to Central Avenue. Renderings of the proposed sign and a narrative detailing the requests are included with this report for the Planning Commission’s review.

ZONING ORDINANCE

The property located at 3939 Central Ave. NE is located in the Central Business (CB) Zoning District. The properties to the north, south and west are located in the Central Business (CB)
Zoning District and the properties to the east are located in R-3 Multiple Family Residential Zoning District. In the CBD (Central Business District), a Dynamic LED sign requires a Conditional Use Permit.

**DESIGN GUIDELINES**

The subject property is located within the Design Guideline Overlay District, and is governed by the “Central Avenue” standards within the Design Guidelines. The intent of the Design Guidelines is to make the City more aesthetically appealing, by requiring a set of minimum standards for new construction along Central Avenue and 40th Avenue. The proposed monument sign meets the design guidelines.

**FINDINGS OF FACT- Conditional Use Permit**

Section 9.104 (H) of the Zoning Ordinance outlines nine conditions that must be met in order for the City Council to grant a Conditional Use Permit. They are as follows:

(a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.

*This is correct. Dynamic LED signs are allowed as a Conditional Use in the Central Business District.*

(b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.

*The Comprehensive Plan guides this area for Commercial uses. While not specifically commercial, the City Library, a Government Office, is a permitted use in the Central Business District. The plan notes that reinvestment in this area will be key to the future success of the City’s historic downtown. One of the Comprehensive Plan goals is to establish and maintain a strong sense of community. This area is considered the City’s gateway, physical improvements to the corridor such as the newly constructed library facility and now a new attractive monument sign aims to achieve this goal. Enabling the City to promote events and information through the use of an electronic display sign provides a service that supports residents in the community; and therefore, appears to be consistent with the goals outlined in the Comprehensive Plan.*

(c) The use will not impose hazards or disturbing influences on neighboring properties.

*The City will have to abide by specific standards as they relate to LED signs. These standards were adopted to limit disturbing influences on neighboring properties. Given the location of the property in the Central Business District, as well as the location of the proposed sign and its orientation to Central Avenue, it appears that the use will not impose hazards on the neighboring properties.*

(d) The use will not substantially diminish the use of property in the immediate vicinity.
The use of property in the immediate vicinity should not be diminished by the placement of a dynamic LED sign on the subject property.

(e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.

The City will have to abide by standards and design guidelines as they relate to LED signs. These standards help to ensure compatibility in new development with the appearance of the existing surrounding area.

(f) The use and property upon which the use is located are adequately served by essential public facilities and services.

This is correct.

(g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.

Staff does not anticipate that the sign will influence traffic congestion.

(h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses is the immediate vicinity.

The proposed sign will be subject to certain standards outlined in the City’s Ordinance which governs the use of Dynamic LED Signs; therefore it is assumed that the use will not cause a negative cumulative effect.

(i) The use complies with all other applicable regulations for the district in which it is located.

This is correct.

FINDINGS OF FACT - Variances

Section 9.104 (G) of the Zoning Ordinance outlines five conditions that must be met in order for the City Council to grant Variances. They are as follows:

a) Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the Zoning Ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the Zoning Ordinance.
Due to visibility issues along Central Avenue, the sign is proposed to be located closer to the property line than currently permitted by City Code. The sign will be used for City communication efforts; the request to have a larger sign is being made to ensure the messaging is visible.

b) The conditions upon which the variances are based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classification.

This is correct. As previously stated, due to the buildings proximity to Central Avenue, the sign is proposed to be located closer and slightly larger than permitted to ensure visibility.

c) The practical difficulties caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.

This is correct.

d) The granting of the variance is in harmony with the general purpose and intent of the Comprehensive Plan.

This is correct.

e) The granting of the variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.

This is correct.

RECOMMENDATION – Conditional Use Permit – Staff recommends approval of Resolution No. 2018-26, approving the Conditional Use Permit for the property located at 3939 Central Avenue NE., subject to certain conditions

The Planning Commission must make a recommendation to the City Council on the Conditional Use Permit. Recommended motions are below.

Motion: Move to waive the reading of Resolution No. 2018-26, there being ample copies to the public.

Motion: Move to recommend that the City Council approve Resolution No. 2018-26, approving the Conditional Use Permit for the property located at 3939 Central Ave NE., subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning Ordinance, including:
1. Dynamic LED signs are allowed only on monument signs for conditionally permitted uses in all zoning districts, with the exception of the PO, Public District, in which LED signage may be utilized in existing pylon signs. Motor fuel stations may display dynamic LED signs as part of the pylon sign to promote motor fuel prices only. Such motor fuel price signs do not require a conditional use permit. All dynamic LED signs may occupy no more than 60% of the actual copy and graphic area. The remainder of the sign must not have the capability to have dynamic LED signs, even if not used. Only one, contiguous dynamic display area is allowed on a sign face.

2. A dynamic LED sign may not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses, except one for which changes are necessary to correct hour-and-minute, date, or temperature information.

3. A display of time, date or temperature information may change as frequently as once every five seconds, however information displayed not relating to the date, time or temperature must not change or move more often than once every ten seconds for commercial, industrial uses, or public uses, and no more than once every ten minutes for religious and/or educational institution uses.

4. The images and messages displayed must be static, and the transition from one state display to another must be instantaneous without any special effects. Motion, animation and video images are prohibited on dynamic LED sign displays.

5. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.

6. Dynamic LED signs must be designed and equipped to freeze the device in one position if a malfunction shall occur. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.

7. Dynamic LED signs may not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Dynamic LED signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one-half hour before sunset and one half-hour after sunrise.

8. Dynamic LED signs existing on the effective date of Ordinance 1593, passed April 25, 2011, must comply with the operational standards listed above. An existing dynamic LED sign
that does not meet the structural requirements may continue as a non-conforming sign subject to § 9.105(E).

9. The area around the base of the sign shall be landscaped.

**RECOMMENDATION – Variances** - Staff recommends approval of Resolution No. 2018-27, approving the Variances for the property located at 3939 Central Avenue NE.

*The Planning Commission must make a recommendation to the City Council on the Variances. Recommended motions are below.*

**Motion:** Move to close the public hearing and waive the reading of Resolution 2018-27 there being ample copies available to the public.

**Motion:** The Planning Commission recommends that the City Council approve Resolution 2018-27, approving the Variances for the property located at 3939 Central Avenue NE.,

1. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to exceed fifty (50) square feet, by twenty four and two tenths (24.2) square feet, for a total surface area of seventy four and two tenths (74.2) square feet.

2. Waiver to City Code Section 9.106 (P) (12) (a) (2). One monument sign to be located four (4) feet off of the required five (5) feet to a distance of one (1) foot from the edge of the monument sign to the front (west) property line.

**ATTACHMENTS**

Resolution No. 2018-26
Resolution No. 2018-27
Applications
Applicant’s Narrative
Location Map
Sign Drawings
VARIANCE APPLICATION (ALL OTHERS)
ORDINANCE NO. 9.104 (G)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

**PROPERTY INFORMATION**

<table>
<thead>
<tr>
<th>Project Address/Location:</th>
<th>3939 Central Avenue Northeast, Columbia Heights, MN 55421</th>
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<tr>
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<td>THAT PRT OF BLK 4 WALTONS REAR OF LOTS 33 &amp; 34 BLK 6 RESERVOIR HILLS LYG S OF N 150 FT, LYG W OF E 165 FT OF S 180 FT OF N 330 FT, &amp; LYG N OF S 100 FT OF W 183 FT THEREOF</td>
</tr>
<tr>
<td>Present use of property:</td>
<td>Municipal Public Library</td>
</tr>
<tr>
<td>Proposed use of property:</td>
<td>Proposed Monument Sign for Municipal Public Library</td>
</tr>
</tbody>
</table>

**PROPERTY OWNER (As it appears on property title):**

| Company/Individual (please print): | City of Columbia Heights, MN |
| Contact Person (please print): | Joseph S. Hogeboom, Community Development Director |
| Mailing Address: | 590 40th Avenue Northeast |
| City: | Columbia Heights |
| State: | MN |
| Zip: | 55421 |
| Daytime Phone: | 763-706-3675 |
| Cell Phone: | 763-706-3670 |
| E-mail Address: | jhogeboom@columbiaheightsmn.gov |

**Signature/Date:**

2/28/18

**APPLICANT:**

| Company/Individual (please print): | same as above |

**Signature/Date:**

2/28/18
REASON FOR REQUEST (please attach a written narrative describing the intended use of the property and justification for your request. Describe any modifications and/or limitations of the use that have been made to insure its compatibility with surrounding uses and with the purpose and intent of the Zoning Ordinance and the Comprehensive Plan.)

<table>
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<tr>
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<tr>
<td>APPLICATION REC’D BY: ___________________</td>
</tr>
<tr>
<td>$500 APPLICATION FEE REC’D: <strong>WAIVED – CITY PROJECT</strong>_</td>
</tr>
</tbody>
</table>

Approved by Planning & Zoning Commission on ____________

Approved by City Council on _________________

Revised June 2017
Applicant Narrative
Columbia Heights Planning Commission

The City of Columbia Heights is proposing to install a new monument sign for the Municipal Library, located at 3939 Central Avenue NE. This proposal requires a Conditional Use Permit. The sign, as it is proposed, will also require the following variance:

Waiver to City Code, Section 9.106(P)(12)(a)(2) to allow the following:

One monument sign to exceed fifty (50) square feet, by twenty four and two tenths (24.2) square feet, for a total surface area of seventy four and two tenths (74.2) square feet.

Four (4) feet off of the required five (5) feet to a distance of one (1) foot from the edge of the monument to the front (west) property line.

Due to visibility issues in the Central Business Zoning District, it is proposed that the sign be located closer to the front property line than currently permitted by City Code. The building, itself, was allowed to be constructed at this distance. In order to be effective, the City believes that the monument sign must be placed on an adjacent plane to the building. In addition, due to the community-centered nature of advertisements on the sign, the City is seeking a variance to construct the sign slightly larger than typically allowed by City Code.

The proposed sign complies with all other requirements of the Zoning Code, and is in compliance with the City’s Comprehensive Plan.

The City of Columbia Heights formally requests approval of this Variance to allow the construction of an LED sign for the Municipal Library.