



**CITY COUNCIL WORK SESSION**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Monday, May 06, 2024  
5:30 PM

**Mayor**  
*Amada Márquez Simula*  
**Councilmembers**  
*Connie Buesgens*  
*Kt Jacobs*  
*Rachel James*  
*Justice Spriggs*  
**Interim City Manager**  
*Kevin Hansen*

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**AMENDED AGENDA**

**\*AGENDA AMENDED ON 5/3/24 TO ADD ITEM 9**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams at [columbiaheightsmn.gov/joinameeting](https://columbiaheightsmn.gov/joinameeting): ID 278 254 427 462 and passcode pfepBS. Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

**CALL TO ORDER/ROLL CALL**

**WORK SESSION ITEMS**

- 1. 8.106 - Chickens. (25 Minutes)**
- 2. Liquor Store 3 Redesign. (30 Minutes)**
- 3. Status of Youth Commission. (15 Minutes)**
- 4. Community Survey Questions for Murzyn Hall. (20 Minutes)**
- 5. Bituminous Paving of Two City Lots. (10 Minutes)**
- 6. Polling Place Locations. (10 Minutes)**
- 7. Council Corner. (10 Minutes)**  
Updates from council regarding schedules, information sharing and priorities for continued education.  
  
Proposed Resolution Urging the Department of Homeland Security to Grant Ecuador Temporary Protected Status (TPS).
- 8. Old Business. (5 Minutes)**  
Follow up from Interim City Manager on items needing further resolution from the April Work Session.
- 9. Potential Executive Session: Discussion of Labor Negotiation Strategies for City Manager Contract. Closed per Minn. Stat. 13D.03.**

**ADJOURNMENT**



**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	MAY 6, 2024

<b>ITEM:</b>	<b>8.106 - Chickens</b>		
<b>DEPARTMENT:</b>	<b>Community Development</b>	<b>BY/DATE:</b>	<b>Andrew Boucher, City Planner May 6, 2024</b>
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input checked="" type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input checked="" type="checkbox"/> Sustainable	

**BACKGROUND:**

The City of Columbia Heights has fielded calls or inquiries regarding City restrictions on the raising of chickens going back to 2012. The Zoning Code and Municipal Code do not specifically address this issue and the City Attorney’s interpretation of the existing code is that chickens are livestock and can be placed in the same category as cows, horses, sheep, pigs, etc. These animals are allowed only in agriculturally zoned properties, and since Columbia Heights does not have any agriculturally zoned property, then they (including chickens) would not be allowed unless the existing ordinances were modified.

The City’s 2040 Comprehensive Plan identifies healthy food access and community resilience as an Emerging Topic. One of the key land use goals identified in the 2040 Comprehensive Plan includes increasing access to affordable healthy food options through establishing and maintaining community food assets to bring food closer to under-resourced consumers. By including food, equity and health-related policy and systems changes in city codes, communities in Minnesota can establish:

- Affordable, safe, and reliable transportation to food sources.
- Support for local, small-sized food enterprises.
- Zoning that supports healthy food infrastructure.
- Access to and preservation of land for food production.
- Development of community food assets (community gardens, pollinator-habitats, local chickens).

**SUMMARY OF CURRENT STATUS:**

At the time, staff felt it was necessary to amend the existing ordinances to clarify whether chickens should or shouldn’t be allowed in residential zones, but there was no follow-up action taken, so the ordinance currently does not allow for the raising of chickens. A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions.

Urban chicken ordinances were examined by peer-reviewing other cities such as Fridley, New Hope, Shakopee, St. Anthony’s Village and Minneapolis for key components. Additionally, staff have consulted with the League

of Minnesota Cities and the University of Minnesota Extension program for their guidance on what a model ordinance should include.

Small-scale keeping of chickens is different than a business that raises hens for eggs and meat as those businesses are regulated differently than residents who want to keep a few chickens in their backyards. There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm animal ordinance or by passing an ordinance specific to keeping chickens. If the city chooses to regulate the keeping of urban chickens, some common requirements include;

- Licensing and education requirements.
- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.
- Inclusion of an inspection and property maintenance code compliance.

The University of Minnesota's Extension program also identifies additional information that would be beneficial in the consideration of a proposed ordinance to ensure that chickens are properly cared for in a healthy, clean environment. An enclosed, quality coop must provide protection from the weather and predators and should include;

- A well-insulated area with a light bulb or heat lamp for the winter months as well as ventilation for fresh air.
- Each bird should have a minimum of 3-5 sq. ft. including outdoor space.
- Ensure that the coop is free of small holes, woodpiles, or equipment as they attract predators.
- Chickens need to be fed and water changed daily as well as being let out of the coop each morning and put into the coop at dusk with eggs picked up twice a day.
- A sanitation plan shall be prepared showing how the food will be secured and the coop and pen will be cleaned out weekly to maintain sanitation and odor control.

### **STAFF RECOMMENDATION:**

Staff recommends that the City Council direct staff on whether to pursue an urban chicken ordinance and consider providing feedback on the following items: licensure, permitting, and education requirements; location and size of coop/run; development conditions, and inspection/compliance requirements.

### **ATTACHMENT(S):**

Animal Regulation in Cities – League of Minnesota Cities  
LMC and University of Minnesota Extension Guidance  
Fridley Chicken Ordinance  
New Hope Chicken Ordinance  
Shakopee Chicken Ordinance  
St. Anthony's Village Chicken Ordinance  
Minneapolis Chicken Ordinance

**RELEVANT LINKS:**

[Minn. Stat. 609.833, subd.4. “Service Animals,”](#)  
Minnesota Council on Disability.

Section III-A, *Minnesota Pet and Companion Animal Welfare Act*.

[Minn. Stat. § 346.16.](#)

[Stewart v. Frisch](#), 381 N.W.2d 1 (Minn. Ct. App. 1986).

[State v. Nelson](#), 499 N.W.2d 512 (Minn. Ct. App. 1993).

[“Backyard Chicken Basics,”](#)  
University of Minnesota Extension, Small Farms.

Second and subsequent violations are a misdemeanor. A sign may be posted in places of public accommodation advising the public of this law.

## C. Farm animals

Farm animals generally include animals that live on farms, such as cattle, sheep, goats, pigs, and horses. A city can define “farm animals” in its ordinance to include whatever animals it wishes.

In addition to the Animal Welfare Act requirements, cities take different approaches in how they regulate farm animals in their communities. Some cities will only allow farm animals in certain zoning districts, such as land zoned for agricultural uses. Other cities allow some farm animals anywhere in the city as long as the requirements in the ordinances are met, such as having a lot over a specified size. It is important to be clear what animals the ordinance covers and to provide clear definitions.

### 1. Farm animals at large

If any person herds cattle, horses, asses, mules, sheep, swine, or goats on land over the protest of the land owner, the animals are considered to be running at large. Court opinions have determined that “at large” means when animals are not restrained or confined. Any person who knowingly allows animals to run at large is liable for damage caused.

### 2. Chickens

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

“Urban chickens,” also called “city chickens,” are becoming a more common issue in cities across the state and country. The urban chicken “movement” is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis.



**RELEVANT LINKS:**

“[Backyard Poultry](#),” Centers for Disease Control and Prevention (Nov. 16, 2022).

Contact the [LMC Research Department](#) for sample ordinances.

“[Apiary Program Information](#),” Minnesota Department of Agriculture. [Minn. Stat. § 17.445](#).

“[Beekeeping Help](#),” University of Minnesota Bee Lab.

This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm-animal ordinance or by passing an ordinance specific to keeping chickens.

If the city chooses to regulate the keeping of urban chickens, some common requirements include:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

### **3. Farm animals as pets**

It is not uncommon for a resident to want to keep a farm animal, such as a miniature horse or potbelly pig, as a pet. Some city ordinances would not allow for these animals as pets because the ordinance includes them as farm animals and prohibits them in residentially zoned areas. Other cities may allow for these types of animals by specific ordinance provisions, sometimes requiring a permit from the city. Given that these animals have been gaining in popularity, it is a good idea for the city to consider the issue and have an ordinance in place.

## **D. Insects and bugs**

Insects and bugs are a part of life in Minnesota. While cities cannot regulate where insects and bugs choose to live, there are some things a city can do, such as regulating beekeeping or abating mosquitoes.

### **1. Beekeeping**

Since 2006, beekeeping is no longer regulated by state law, except for apiary inspection services related to the transportation of bees to other states. Cities may choose to regulate beekeeping within city limits. Some cities prohibit the practice while others allow it after obtaining a permit or allow it outright.

## LMC - Chickens

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

“Urban chickens,” also called “city chickens,” are becoming a more common issue in cities across the state and country. The urban chicken “movement” is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis. This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards. There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm animal ordinance or by passing an ordinance specific to keeping chickens. If the city chooses to regulate the keeping of urban chickens, some common requirements include;

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

## UMN – Extension: Chickens

### Housing

An enclosed, quality coop is essential to backyard chicken production. Coops must provide protection from the weather and predators. There should be a well-insulated area with a light bulb or heat lamp for the winter months as well as ventilation for fresh air. Be sure to have a minimum of 3 to 5 square feet per bird, including outdoor space. Ensure that the coop is free of small holes for predators to sneak in. The space should be free of unnecessary objects like woodpiles or equipment, as they attract predators.

Chickens need to be fed and water changed daily. They need to be let out of the coop each morning and put into the coop at dusk each night to protect them from predators. Eggs should be picked up twice a day. The coop and pen should be cleaned out weekly to maintain sanitation and odor control.

### Sanitation

To maintain a clean, healthy environment, the coop and outdoor area should be cleaned out weekly or as needed to control manure and odor build up. Feeders and waterers should be regularly cleaned and disinfected. Dust baths should be available, as they help control mites. It is important that at least once a year, usually in the spring, a thorough cleaning is done on the coop and yard. Also cleaning before introducing new birds to the area will limit the spread of disease.

A fall cleaning is also helpful with mite control over winter. Rake and clean out the yard. All feeders should be removed and bedding completely cleared out. It is important to remove dust and cobwebs from corners of the coop. The inside of the coop needs to be disinfected — including troughs, perches and nests. To disinfect, use one-tablespoon chlorine bleach to one gallon boiling water.

### Manure management

Chicken manure is made up of feed residue, intestinal bacteria, digestive juices, mineral by-products from metabolic processes, and water. In fact, 85 percent of chicken droppings, by weight, is water. This leads to issues with humidity and odor. So what are the options for managing manure?

- One option is to complete thorough cleanings of the coop more than once a year. This will control the odor and fly populations.
- Another option is to pasture the chickens. Moveable shelters are a valuable tool for pasturing chickens and reducing cleaning time. Simply move the location of the house when manure begins to build up. It offers new space for chickens to graze and peck, and it provides free fertilizer for the lawn!
- A third option is composting. Composting can be done right in the chickens' bedding. To start this process, lay down about 4 inches of bedding. Regularly stir up the bedding to prevent clumping, and add fresh bedding until it is 10 inches deep by winter. Continue this process until the bedding gets 12 to 15 inches deep. At this depth, composting actively begins and after 6 months can kill harmful bacteria. This composting releases heat, which keeps chickens warm in cooler months and attracts natural fly predators. To maintain the compost, it must be stirred regularly to prevent crusting. The same process can be done outside of the coop in a separate bin.

### Regulations

There are several regulations that you may encounter with chicken ownership. Raising chickens in the backyard may require a permit from your city, and each has different requirements and restrictions. It is not legal in some cities to keep poultry. Some cities may also limit the number of animals you can keep.

If you begin selling eggs or meat, you will encounter additional regulations. The Minnesota Department of Agriculture Dairy and Food Inspection Division manages and enforces these.

## 8.106 – Chickens

## Columbia Heights – Chicken ordinance

- 1) *Purpose.* “Urban chickens” or “city chickens,” are becoming more common in cities across the state and country due to the desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis. This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Residents who want to keep chickens in their backyards shall do so in a manner and under such conditions as described by this section.
- 2) License (if desired to be an annual renewal)/Permit (one-time and runs with the property) Required
  - a. No person may keep, harbor, maintain or allow the keeping of poultry on any property in the City without an approved license. If the applicant is a tenant, they must also provide proof of approval by the property owner permitting the keeping of poultry on the property.
  - b. Education and training on how to raise poultry is required for the individual prior to the issuance of the initial license by the City. At the time of application for licensing, the individual must submit proof of completion of an approved educational course on the care and keeping of poultry.
  - c. The application for licensing must be upon a form provided by the City. The applicant must pay for a license fee as set forth in the Fees chapter of the Code. All required information must be complete, including the number and breed of poultry, a diagram or photograph of the proposed coop and run, description of sanitation control and a description on how poultry feed will be maintained or stored.
  - d. A site plan of the property showing the location, size, and setback requirements of the proposed poultry coop and run is required.
  - e. The property must be in compliance with all other applicable City regulations in order to receive approval and renewal.
  - f. If the licensee fails to maintain the conditions set forth below subsequent to issuance of the license, the City Manager or their designee license may revoke the license.
  - g. The license term, license fee, license renewal fee, and impound fee are established in the Fees chapter of the Code.
  - h. An applicant or licensee may appeal the denial, revocation, or non-renewal of a license issued under this Section pursuant to the procedures set forth in Section 300.22 of this Chapter.
- 3) Location and Size of Coop and Run
  - a. Residents on properties zoned R-1, Single Family Residential; R-2A and R-2B, Two-Family Residential, and R-3, Limited Multiple-Family Residential and R-4, Multiple-Family Residential districts may be permitted to keep and raise poultry as a hobby with a license and be limited to a maximum combination of six poultry per property. This does not apply to multifamily buildings containing three or more units.
  - b. Coop and run area must be located in the backyard and must be located a minimum of 10 feet from all adjacent property lines and shall be situated closer to the chicken owner’s dwelling than to any of the neighboring dwellings.
  - c. Coop and covered run area is limited to no more than 120 square feet and shall not exceed 6 feet in height.

- d. Coop size must not be less than three square feet per bird, be weatherproof and fully enclosed.
- e. The coop must comply with current zoning and building codes. The coop must be constructed with architecturally appropriate building materials including exterior grade siding and either a metal, composite or shingled roof. In the alternative, coop may be purchased from a commercial source that constructs structures specifically to be used as coops for poultry.
- f. The run must have a fence around the enclosure and must be securely constructed with mesh type material to prevent the poultry from roaming freely and to protect them from other animals.
- g. If the keeping of poultry has been discontinued for more than 12 consecutive months, the licensee must remove the coop and run and restore the site within five business days.

#### 4) Conditions

- a. No roosters will be permitted.
- b. No poultry are to be allowed or kept inside of any residential garage or dwelling unit.
- c. Poultry must be secured inside of a shelter from sunset to sunrise each day to prevent nuisance noise and attraction of predators.
- d. Poultry must be confined to the coop and run area and may not roam free on the property.
- e. Housing facilities and grounds must be maintained in a clean and sanitary condition and kept in good repair. Flies, rodents, and noxious odors must be controlled. Facilities must be kept free of fecal matter and collected fecal matter must be properly stored and disposed of weekly.
- f. If poultry are to be maintained during the winter months, the coop must be winterized to protect the birds in cold weather.
- g. Poultry must be fed within the confines of the coop or run area. Feed must be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.
- h. The raising of poultry for breeding purposes is prohibited on residentially used or zoned properties.
- i. There will be no slaughtering or butchering of any poultry on residential properties within the City.

#### 5) Inspection

- a. As a part of the initial license application or annual renewal each resident must allow an inspection of the coop and run area by the City. The City Manager or their designee has the right to inspect any coop and run for the purpose of ensuring compliance with this Section upon providing prior notice to the owner of the property. In the case of a complaint regarding the coop and run, the site may be inspected by the City without prior notice. In the event the licensee moves to a new residential lot within the City, the licensee is required to complete a new license application for the new location.

- 6) Sale of eggs. Owners must comply with all requirements and performance standards for home enterprises in the city code and all Minnesota Department of Agriculture requirements for the sale of eggs.

### **300.05 Poultry**

1. Purpose. The keeping of chickens or ducks on a small scale for the purpose of raising such animals to have access to fresh eggs, meat, or feathers is of growing interest in the community. This section addresses the City's desire to protect the health and safety of such animals and residents.

#### 2. License Required

(a) No person may keep, harbor, maintain or allow the keeping of poultry on any property in the City without an approved license. If the applicant is a tenant, they must also provide proof of approval by the property owner permitting the keeping of poultry on the property.

(b) Education and training on how to raise poultry is required for the individual prior to the issuance of the initial license by the City. At the time of application for licensing, the individual must submit proof of completion of an approved educational course on the care and keeping of poultry.

(c) The application for licensing must be upon a form provided by the City. The applicant must pay for a license fee as set forth in the Fees chapter of the Code. All required information must be complete, including the number and breed of poultry, a diagram or photograph of the proposed coop and run, description of sanitation control and a description on how poultry feed will be maintained or stored.

(d) A site plan of the property showing the location, size, and setback requirements of the proposed poultry coop and run is required.

(e) The property must be in compliance with all other applicable City regulations in order to receive approval and renewal.

(f) If the licensee fails to maintain the conditions set forth below subsequent to issuance of the license, the City Manager or their designee license may revoke the license.

(g) The license term, license fee, license renewal fee, and impound fee are established in the Fees chapter of the Code.

(h) An applicant or licensee may appeal the denial, revocation, or non-renewal of a license issued under this Section pursuant to the procedures set forth in Section 300.22 of this Chapter.

#### 3. Location and Size of Coop and Run

(a) Residents on properties zoned R-1, Single Family Residential may be permitted to keep and raise poultry as a hobby with a license and be limited to a maximum combination of six poultry per property.

(b) Coop and run area must be located in the backyard and must be located a minimum of 10 feet from all adjacent property lines and 30 feet from any neighboring structure.

(c) Coop and covered run area is limited to no more than 120 square feet.

(d) Coop size must not be less than three square feet per bird, be weatherproof and fully enclosed.

(e) The coop must comply with current zoning and building codes. The coop must be constructed with architecturally appropriate building materials including exterior grade siding and either a metal

composite or shingled roof. In the alternative, coop may be purchased from a commercial supplier that constructs structures specifically to be used as coops for poultry.

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(f) The run must have a fence around the enclosure and must be securely constructed with mesh type material.

(g) The run must have protective overhead netting or fencing to prevent the poultry from roaming freely and to protect them from other animals.

(h) If the keeping of poultry has been discontinued for more than 12 consecutive months, the licensee must remove the coop and run and restore the site within five business days.

#### 4. Conditions

(a) No more than six poultry may be kept on site at any one time.

(b) No roosters will be permitted.

(c) No poultry are to be allowed or kept inside of any residential garage or dwelling unit.

(d) Poultry must be secured inside of a shelter from sunset to sunrise each day to prevent nuisance noise and attraction of predators.

(e) Poultry must be confined to the coop and run area and may not roam free on the property.

(f) Housing facilities and grounds must be maintained in a clean and sanitary condition and kept in good repair. Flies, rodents, and noxious odors must be controlled. Facilities must be kept free of fecal matter and collected fecal matter must be properly stored and disposed of weekly.

(g) If poultry are to be maintained during the winter months, the coop must be winterized to protect the birds in cold weather.

(h) Poultry must be fed within the confines of the coop or run area. Feed must be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.

(i) The raising of poultry for breeding purposes is prohibited on residentially used or zoned properties.

(j) There will be no slaughtering or butchering of any poultry on residential properties within the City.

#### 5. Inspection

As a part of the initial license application or annual renewal each resident must allow an inspection of the coop and run area by the City. The City Manager or their designee has the right to inspect any coop and run for the purpose of ensuring compliance with this Section upon providing prior notice to the owner of the property. In the case of a complaint regarding the coop and run, the site may be inspected by the City without prior notice. In the event the licensee moves to a new residential lot within the City, the licensee is required to complete a new license application for the new location.

#### HISTORY

Adopted by Ord. [1349](#) on 11/27/2017

Amended by Ord. [1388](#) on 4/26/2021

Amended by Ord. [1406](#) on 4/10/2023





It shall be a public nuisance and unlawful to allow, permit, keep, maintain, sell or harbor animals within the city, in violation of the following regulations:

- (1) *Dogs*. No more than three dogs over six months old, up to a limit of ten dogs if the additional dogs are puppies under six months old, unless a kennel license is obtained.
- (2) *Cats*. No more than three cats over six months old, up to a limit of ten cats if the additional cats are kittens under six months old, unless a kennel license is obtained.
- (3) *Other household pets*. No more than three other domesticated household pets of any kind or combination thereof kept for companionship and pleasure, including, but not limited to, small caged animals in the rodent family, members of the lagomorph family, domesticated ferrets, caged birds in the parrot or finch families, non-venomous reptiles less than six feet in length and non-poisonous amphibians. This limitation shall not apply to non-game fish sold at retail in pet shops for the purpose of being kept in an aquarium.
- (4) Chickens. No more than four chickens. No roosters of any kind are permitted within the city by this section.
  - a. Shelter requirements. Chickens shall be properly protected from the weather and predators in a shelter or coop, and have access to the outdoors in an enclosed or fenced area. The shelter and/or enclosure shall meet all of the following requirements:
    1. Applicable building, property maintenance and zoning requirements of the city code;
    2. All electrical work shall be done according to applicable codes and with appropriate permits;
    3. The shelter shall be situated closer to the chicken owner's dwelling than to any of the neighboring dwellings, and in no case closer than ten feet to the lot line;
    4. Shelter and enclosure must be located in the rear yard;
    5. Screening from abutting residential properties in the form of a solid privacy fence of at least four feet in height constructed according to the fence standards of the city code shall be provided for the shelter and enclosure;
    6. A shelter shall not exceed 120 square feet in size and shall not exceed six feet in height;
    7. An enclosure or fenced area for chickens shall not exceed 20 square feet per bird and shall not exceed six feet in height and shall have protected overhead netting to prevent attracting predators;
    8. An enclosure or fenced area may be constructed with wood and/or woven wire materials that allow chickens to contact the ground; and

The structure must be properly constructed and of quality materials to deter rodents and predators.

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Code of Ordinances

- b. Prevention of nuisance conditions. Owners shall care for chickens in a humane manner and shall prevent nuisance conditions by ensuring the following conditions are met:
    - 1. The shelter and enclosure are maintained in good repair, and in a clean and sanitary manner free of vermin and objectionable odors;
    - 2. Feces and discarded feed is regularly collected and stored in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin until it can be disposed of properly;
    - 3. Chicken feed shall be stored in a leak-proof container with a tight-fitting cover to prevent attracting vermin;
    - 4. Chickens shall be secured inside of a shelter from sunset to sunrise each day to prevent nuisance noise and attracting predators;
    - 5. Chickens shall remain in either the shelter or enclosure at all times and shall not run at large; and
    - 6. The shelter shall be winterized to protect the chickens in cold weather.
  - c. Sale of eggs. Owners must comply with all requirements and performance standards for home enterprises in the city code and all Minnesota Department of Agriculture requirements for the sale of eggs.
- (5) *Wild animals.* No live wild animals of any kind.
- (6) *Hoofed animals.* No horses, cows, sheep, goats, pigs or any kind of other hoofed animals with the exception of one pot-bellied pig.
- (7) [*Nuisance animals.*] No combination of animals and/or chickens of any age referred to in subsections (1) through (6) above kept in such numbers or under such conditions which unreasonably annoy, injure, or endanger the health, safety, comfort, repose or welfare of the public or of said animals or chickens.

(Ord. No. 15-23, § 2, 10-26-2015; Ord. No. 21-04, § 1, 9-13-2021)

## Sec. 7-7. - Exempt animals.

⋮

The provisions of this Code shall not apply to the following circumstances:

- (1) Owners or possessors of wild animals where such animals are exhibited in the city for the education and entertainment of the public by a person authorized by either federal law or Minn. Stat. § 97A.041 provided the following conditions are met:
  - a. The animals are not permanently sheltered, kept or maintained in the city.

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## Minneapolis – Chicken Ordinance

**63.90. - Fowl.**

1. No person shall keep, harbor, or maintain care, custody, or control over any fowl such as a chicken, turkey, duck, or pigeon, without obtaining a permit. Any person desiring a permit shall make written application to MACC. Approval of application is subject to reasonable conditions prescribed by MACC. Failure to adhere to permit conditions shall constitute cause for adverse action against the permit and shall be a violation of this section.
2. MACC may grant a permit pursuant to this section only after the applicant has met any educational requirements as established and published by MACC and has provided evidence of notification to all immediately adjacent property owners, in a format supplied by or approved by and to the satisfaction of MACC. If the applicant is a renter, approval from the property owner shall be required. Neighbor notification will be the responsibility of the property owner, though it may be carried out by the applicant.
3. Fowl must be purchased or acquired in accordance with Minn. Statute Sections 70.40 and 74.100 and any other applicable law.
4. The requirements of this section shall not prohibit the adoption of fowl to the public by any releasing agency, private shelter, rescue group, or public sheltering agency provided the adoption contract specifies that the animal cannot be sold, transferred, or otherwise disposed of for a period of six (6) months following the adoption without written consent of the releasing agency, except for euthanization by a licensed veterinarian to prevent pain and suffering or disease transmission.
5. No person having the care, custody, and control of any fowl shall abandon said fowl or allow any fowl to run at large off the property of its owner or custodian.
6. All permits shall expire twelve (12) months from the date of issuance unless sooner revoked. The application fees for such permits shall be as established in the license fee schedule and shall be payable upon application. MACC may inspect the premises annually or as deemed necessary.
7. Permits shall be classified into three (3) tiers, with Tier I consisting of one (1) to six (6) hens, Tier II of seven (7) to fifteen (15) hens, and Tier III of sixteen (16) to thirty (30) hens, with associated fees as established in the license fee schedule.
8. Standards of care, practice, restrictions, and enclosure requirements include the following:
  - a. Residential coops, pens or other structures shall be limited to six (6) fowl of any kind per permit. Permits in excess of the allowable number shall need to be approved by MACC and may require additional conditions.
  - b. Location of coop, run, or pen must be in compliance with all zoning code requirements and enclosed to ensure fowl are confined to permittee's property. The enclosure must be of proper size for the number and type of fowl being housed as prescribed by MACC.
  - c. Residential coops, pens, or other structures shall be an allowed accessory to a dwelling subject to the following:
    - i. The use shall be located not less than twenty (20) feet from any habitable building on an adjacent property.
    - ii. The use shall be visually screened from any adjacent residential use.
    - iii. The use shall be constructed of durable materials and shall be compatible with the principal structure and adjacent residential properties.
    - iv. The use shall be located entirely to the rear of the principal residential structure.

- v. Fecal waste or litter shall be removed at such reasonable times to prevent odors from emitting over property lines. Such waste or litter must be double bagged and disposed of in city garbage or composted provided the method used and the location does not present a public nuisance or health issue.
- vi. Slaughter of any kind shall be prohibited within the City of Minneapolis.
- vii. Roosters shall be prohibited without special permit.
- viii. A permit to keep more than six (6) fowl or to keep roosters shall require the written consent of at least eighty (80) percent of the occupants of the several descriptions of real estate situated within one hundred (100) feet of the applicant's real estate. Such written consent shall be required on the initial application and as often thereafter as MACC deems necessary.
- ix. Any coop found to be a public nuisance provided notice to abate the issues has failed to correct the issue within a reasonable time is prohibited and all permits associated with the coop may be revoked or denied. The coop and all fowl shall be removed by the property owner within forty-eight (48) hours of notice of the revoked or denied permit at the expense of the permit holder or applicant.
- x. MACC may deny, suspend, revoke or take other authorized adverse action against any permit applied for or granted pursuant to this section if any condition or requirement is violated or if the keeping of fowl becomes a public nuisance or for other good cause.
- xi. Public nuisance for the purpose of coops includes, without limitation, any chicken coop that on three (3) or more occurrences in a twelve (12) month period receives complaints of noise, odor, or any other violation from more than one complainant, provided the complaints are founded and established by MACC.
- xii. No person, business, or entity shall maintain or cause to be maintained any commercial business related to the keeping of fowl on residential property unless otherwise permitted by the City of Minneapolis. If so permitted, commercial coops must:
  - 1. Maintain any applicable business license, health department permit, zoning permit, and permit issued by the MACC.
  - 2. Be limited to thirty (30) fowl of any kind with at least four (4) square feet provided for each fowl housed inside the physical coop and ten (10) square feet for each fowl while housed in outside run.
  - 3. Be maintained in such a manner as to prevent a public nuisance.
  - 4. Comply with all zoning and health regulations as well as any other applicable law.
  - 5. Be properly identified as required by MACC.
  - 6. Provide adequate care, as defined in this title.
  - 7. Provide adequate safeguards to protect the fowl from animals and to prevent unauthorized access to the fowl by general members of the public.
  - 8. Be kept in good repair, maintained in a clean and in a sanitary condition, and free of any vermin, obnoxious smells, and substances. ( [Ord. No. 2016-009](#) , § 1, 2-12-16)

**§ 91.46 REPORT OF DOG BITE.**

Any person knowing of a human being bitten by a dog shall immediately notify the Police Department and the dog shall then be confined and kept under observation for a period of 10 days before being disposed of, if necessary.  
(Ord. 08-007, passed 12-8-2008)

***ANIMALS PROHIBITED AS NUISANCES***

**§ 91.55 HABITUAL BARKING.**

(A) It shall be unlawful for any person to keep or harbor a dog which habitually barks or cries. Habitual barking shall be defined as barking for repeated intervals of at least 5 minutes with less than 1 minute of interruption. The barking must also be audible off of the owner’s or caretaker’s premises.

(B) The animal control officer or police officer shall not enter the property of the owner of an animal described in this section unless the officer has first obtained the permission of the owner to do so or has obtained a warrant issued by a court of competent jurisdiction, as provided for in § 10.20, to search for and seize the animal.

Penalty, see § 10.99

**§ 91.56 KEEPING OF CERTAIN ANIMALS.**

No person may keep farm animals or wild animals as defined in this Code, nor more than 2 dogs or 3 dogs allowed under § 91.01 through 91.05 or fowl, within the city nearer than 500 feet to any human habitation or platted land, without approval of the City Council. The City Council may, before approving or denying any request for approval, request a report from the Health Officer concerning the effect on public health.

(1993 Code, § 1210.02) Penalty, see § 10.99 (Am. Ord. 2022-07, adopted 10-11-22)

**§ 91.57 FEEDING OF WILD ANIMALS.**

1) No person shall intentionally feed wild animals within the City. Intentional feeding means the provision of any grain, fruit, vegetables, nuts, salt licks, or any other food that attracts wild animals.

a) Living food sources such as trees and other live vegetation shall not be considered food for wild animals.

2) Feeding Songbirds. The feeding of songbirds is permitted under the following conditions:

a) Feeding is done from a bird feeder that is designed to prevent other wild animals from feeding and is placed at least 5 feet above the ground.

b) The bird feeder does not become an attractive nuisance to other wild animals.

c) Songbird feeding occurs on private property owned or controlled by the person responsible for the feeder.

returned to the owner provided the owner shall first pay for the cost of keeping said animal. If the owner does not claim or retrieve the animal, the animal may be disposed of as provided in this code of ordinances. Item 1.

b. Whenever the city can determine the person owning, possessing or harboring the animal that has bitten the human being, the city may permit the owner to impound such animal for a period of 10 days separate and apart from other animals under the supervision of a licensed veterinarian until it is determined whether the animal had or has rabies. If the animal is rabid, it shall be destroyed. In all cases, the city shall make the determination of how the animal shall be impounded, and shall base its decision upon the owner's ability to properly impound the animal, and the current rabies vaccination status of the animal.

2. *Animal bites animal.* Any animal known to have been bitten or exposed to rabies shall be impounded or destroyed; provided, however, that such animal may be immediately destroyed, if with reasonable effort it cannot first be taken up and impounded. If such an animal is impounded, it shall not be destroyed if the owner makes provision for suitable quarantine for a period of not less than 6 months, or proof of immunization is furnished and booster injections are given by a licensed veterinarian at the expense of the owner.

H. *Hen chickens.*

1. No more than 5 hen chickens are allowed on any parcel of land in the city.
2. Every person who owns, controls, keeps, maintains, or harbors hen chickens must keep them confined on the premises at all times in a chicken coop or chicken run. Hen chickens are not allowed in any part of a house or garage.
3. Any chicken coop or chicken run must comply with all applicable building and zoning codes and regulations.
4. No chicken coop or run shall be constructed on any parcel of land before construction of the principal building.
5. A chicken coop or run cannot be located in the front or side yard.
6. A chicken coop or run must be setback at least 50 feet from any residential structure on any adjacent lot and at least 10 feet from the property line.
7. A chicken coop or run must be screened from view with a solid fence or landscaped buffer with a minimum height of 4 feet.
8. A chicken coop can be no larger than 10 square feet per chicken and cannot exceed 6 feet in height. A chicken run cannot exceed 20 square feet per chicken and the fencing cannot exceed 6 feet in height. A chicken run may be enclosed with wood or woven wire materials, and may allow chickens to contact the ground. A chicken run must have a protective overhead netting to keep the chickens separated from other animals.
9. A chicken coop must be elevated a minimum of 12 inches and a maximum of 24 inches above grade to ensure circulation beneath the coop.
10. Chicken grains and feed must be stored in rodent-proof containers.
11. No chicken may be kept or raised in a manner as to cause injury or annoyance to persons on other property in the vicinity by reason of noise, odor, or filth.
12. Any chicken running at large may be impounded by the city and, after being impounded for 3 days or more without being reclaimed by the owner, may be destroyed or sold. A person reclaiming any impounded chicken must pay the cost of impounding and keeping the same.



**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 6, 2024</b>

<b>ITEM:</b>	<b>Liquor Store 3 Redesign. (30 Minutes)</b>		
<b>DEPARTMENT:</b>	Liquor	<b>BY/DATE:</b>	Joseph Kloiber, Finance Director / April 30, 2024
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
X Healthy and Safe Community		_ Thriving and Vibrant Destination Community	
_ Equitable, Diverse, Inclusive, and Friendly		X Strong Infrastructure and Public Services	
_ Trusted and Engaged Leadership		_ Sustainable	

**BACKGROUND:**

At the August 7<sup>th</sup>, 2023, work session, three preliminary design options to incorporate the former Heartland Tire Store property at 5229 University Ave NE into the City’s existing Top Valu Liquor Store #3 at 5225 University Ave NE were reviewed with the City Council. The estimated costs for those three options were relatively close to each other ranging from roughly \$1 million to \$1.2 million at 2023 pricing.

The lowest cost option (referred to as #1 at August work session), would meet the project’s primary goals of relocating the inventory storage and the manager’s office from the basement to the same level as the sales floor, as well as improve both customer parking and delivery truck parking. Unlike the other two options, however, the lowest cost option would not increase cooler space or sales floor space. In the staff’s judgement, the marginal additional cost to increase cooler and sales floor space under the other options is justified by the sales opportunity that would be provided by carrying a wider variety of products. These alternative options (referred to as #2 & #3 at the August work session) were also preferred by those council members that expressed a preference at the August work session.

At the August 7<sup>th</sup>, 2023, work session, a majority of the City Council expressed interest in including a possible municipal cannabis dispensary within the preliminary design options considered for this project. Staff subsequently obtained and reviewed with the City Council information on several regulatory and business plan matters affecting this emerging industry. Per the council’s direction, the project architect has also updated the original options to include a dispensary.

**RECOMMENDATION:**

At the May 6<sup>th</sup>, 2024, work session, the project architect will present the updated preliminary design options for review and discussion. Staff will also update the council with the most recent information available on regulatory matters and business plans. Staff and Council will then determine the next steps forward for this project.

**ATTACHMENT(S):**

Preliminary floor plan options prepared by Wold Architects





**Facility Analysis and Master Planning**  
**City Council Work Session**  
**May 6, 2024**





CITY OF COLUMBIA HEIGHTS  
FACILITY ANALYSIS AND MASTER PLANNING

Item 2.

Agenda

1. Review Goals
2. Options Development
3. Feedback/ Questions



Goals

Goals

- Improve customer experience
- Increase sales floor space
- Replace existing cooler
- Move office and storage space upstairs
- Vacate basement level
- Potential Plan for future dispensary



# CITY OF COLUMBIA HEIGHTS FACILITY ANALYSIS AND MASTER PLANNING Option 1: Liquor Store Renovation

## Storage Capacity

- 1,200 square footage of floor space
- 27 pallets shown (243 sq. ft.)
- 73' linear feet of liquor shelving shown
- 120 square foot office, break room moves to basement

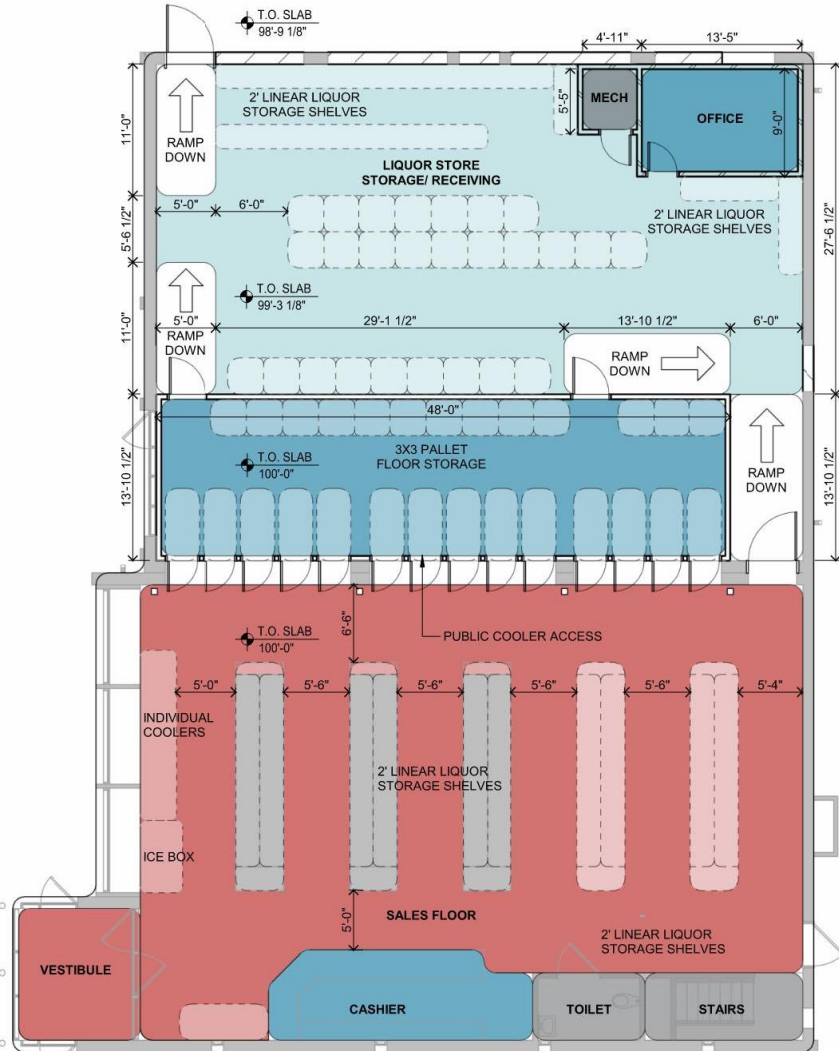
## Cooler Capacity

- 13 pallets shown in cooler (117 sq. ft.)
- 14 doors @ 30" each
- 615 sq. ft. Cooler space

## Sales Floor Capacity

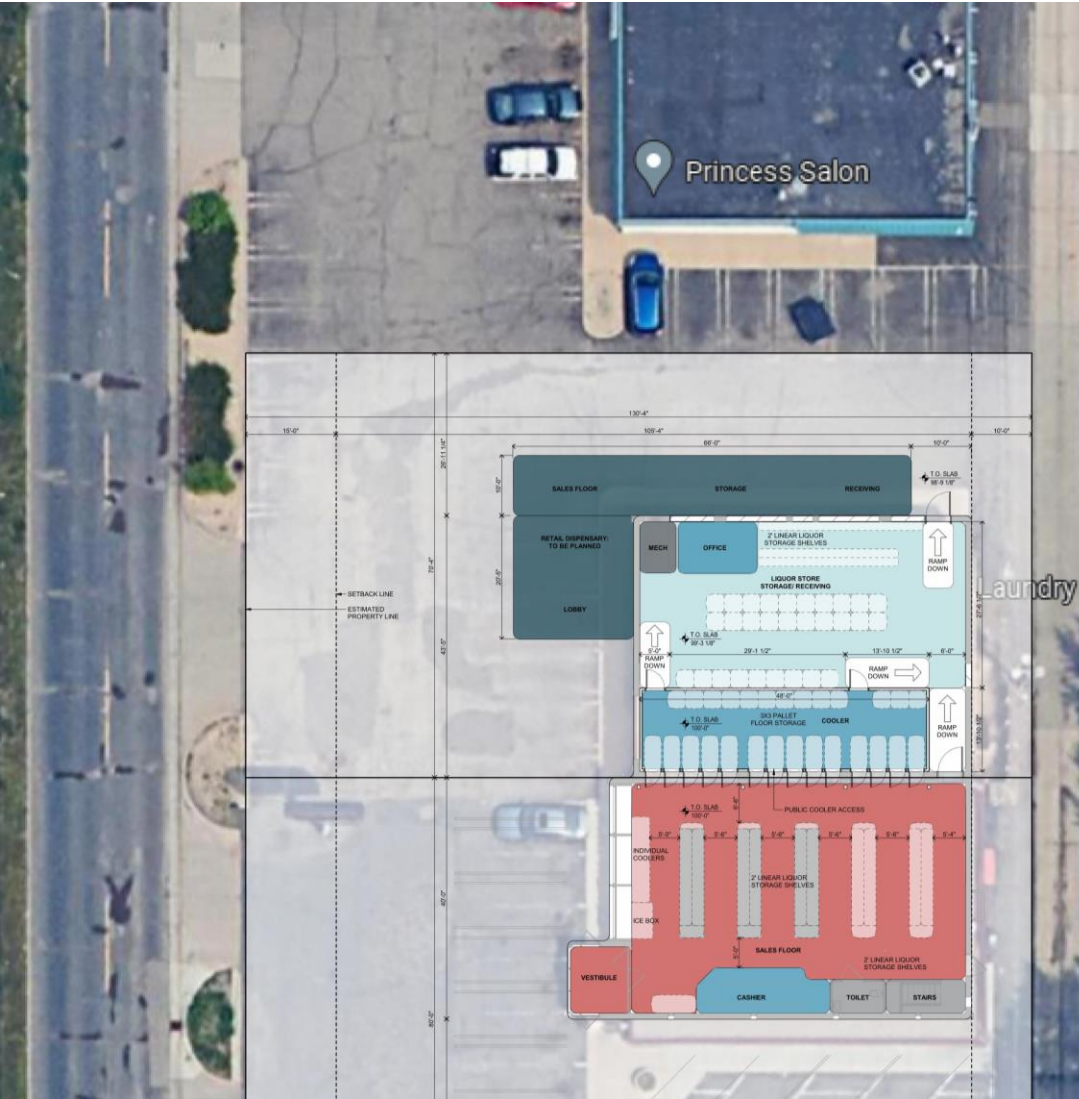
- Additional 40' linear feet of shelves
- Open sales floor with side facing cooler

**Cost Estimate: \$1,250,000**





# CITY OF COLUMBIA HEIGHTS FACILITY ANALYSIS AND MASTER PLANNING Option 2: Liquor Store Renovation & Future Dispensary Addition



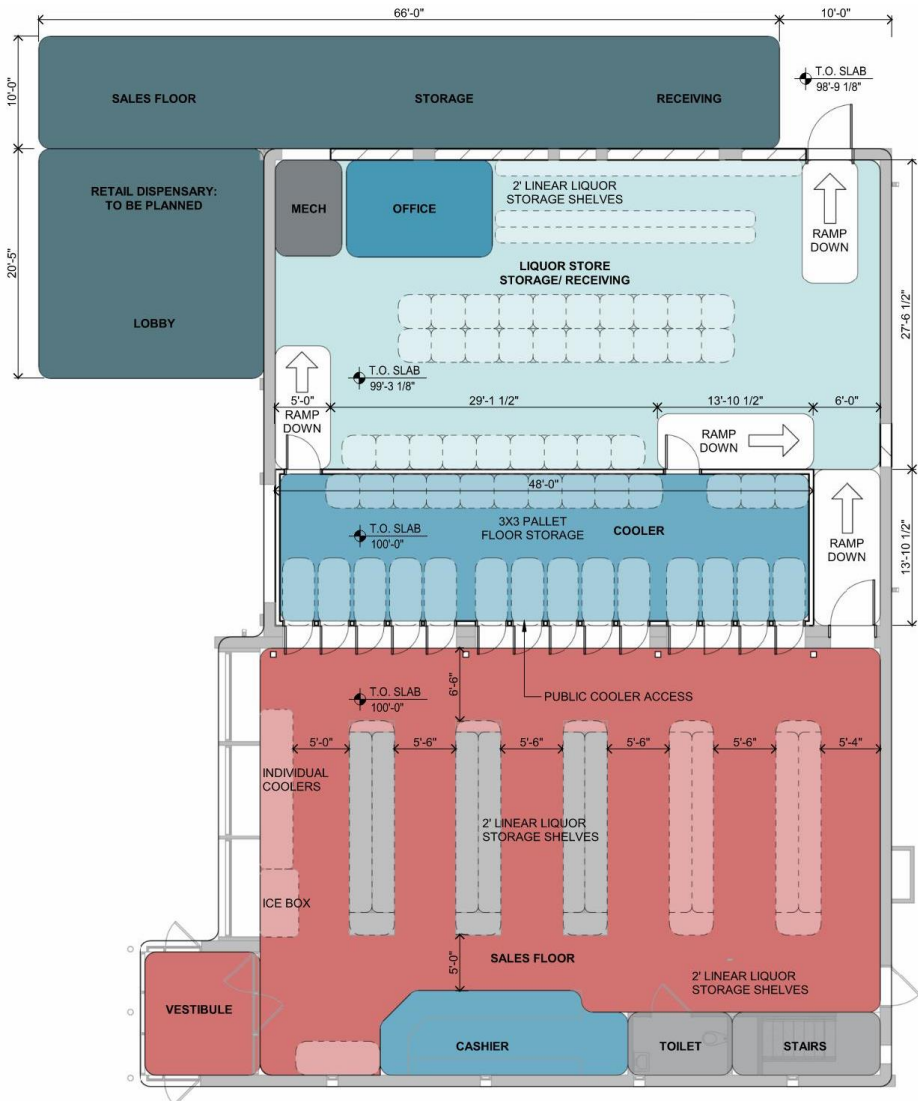
## Site Considerations

- Requires some site work to increase parking spaces.
- Needs to accommodate 3 spaces per 1000 sq ft. (18 total)
- Additional 6 spaces required.
  
- Setbacks:
  - Front: 15 feet
  - Sides: None
  - Rear: 20 feet (alley)
  
- Parking setbacks:
  - Front: 15 feet
  - Sides and Rear: 5 feet



# CITY OF COLUMBIA HEIGHTS FACILITY ANALYSIS AND MASTER PLANNING

## Option 2: Liquor Store Renovation & Future Dispensary Addition



### Storage Capacity

- 1,200 square footage of floor space
- 27 pallets shown (243 sq. ft.)
- 112' linear feet of liquor shelving shown
- 120 square foot office, break room moves to basement

### Cooler Capacity

- 13 pallets shown in cooler (117 sq. ft.)
- 14 doors @ 30" each
- 615 sq. ft. Cooler space

### Sales Floor Capacity

- Additional 40' linear feet of shelves
- Open sales floor with side facing cooler

### Dispensary Capacity

- 1,000 square footage of floor space

### Site Considerations

- Requires some site work to increase/ replace parking
- No side setbacks but should maintain driveway to North

**Cost Estimate (Renovation): \$1,250,000**

**Cost Estimate (Addition): \$1,100,000 + inflation**



# CITY OF COLUMBIA HEIGHTS FACILITY ANALYSIS AND MASTER PLANNING

## Option 3: Renovation of Liquor Store & Future Dispensary Shell

### Storage Capacity

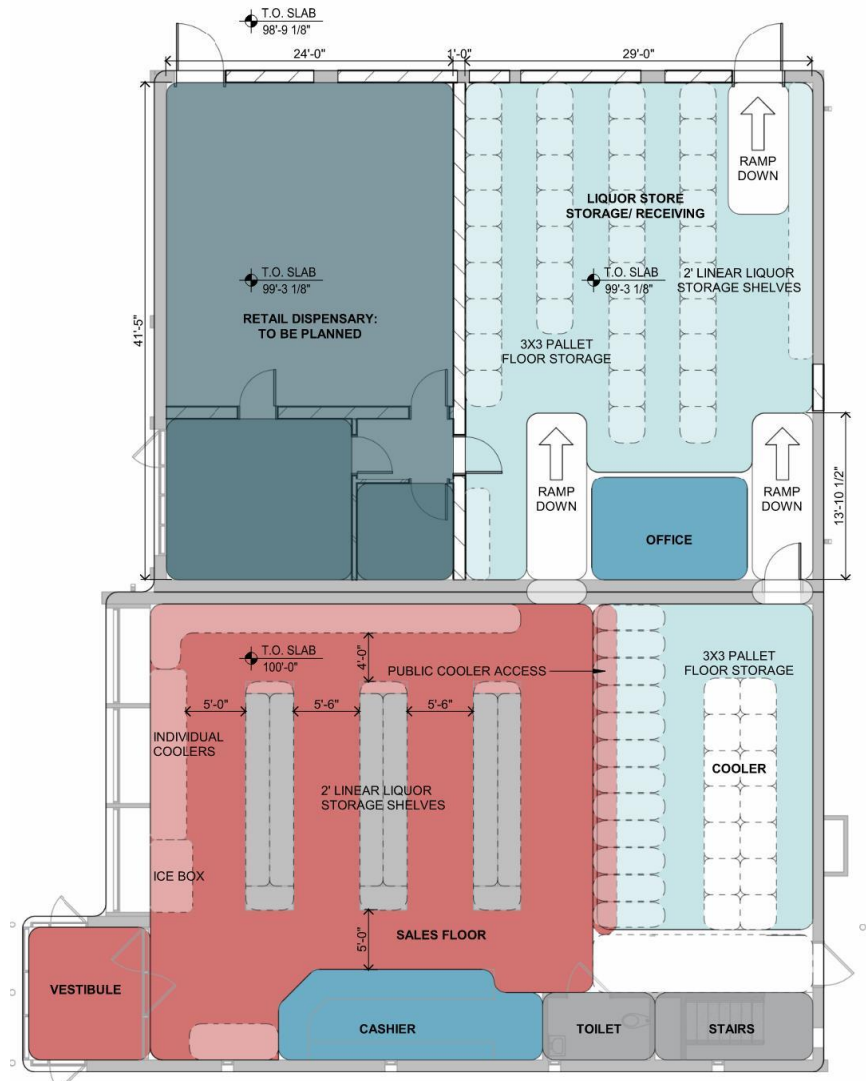
- 1,000 square footage of floor space
- Pallets could be upgraded to shelving racks
- 37 pallets shown (333 sq. ft.)
- 36' linear feet of liquor shelving shown
- 120 square foot office, break room moves to basement

### Dispensary Capacity

- 1,000 square footage of floor space
- Central lobby with hallway to connect to back of house, and staff bathroom.

**Cost Estimate: \$1,150,000\***

\* Retail Space Shell Only





CITY OF COLUMBIA HEIGHTS  
FACILITY ANALYSIS AND MASTER PLANNING  
Option Feedback

Item 2.

Questions?





**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 6, 2024</b>

<b>ITEM:</b>	<b>Status Update Regarding the Youth Commission</b>	
<b>DEPARTMENT:</b>	Administration	<b>BY/DATE:</b> Will Rottler / May 2, 2024
<p><b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <p> <input type="checkbox"/> Healthy and Safe Community             <input type="checkbox"/> Thriving and Vibrant Destination Community  <input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly             <input type="checkbox"/> Strong Infrastructure and Public Services  <input checked="" type="checkbox"/> Trusted and Engaged Leadership             <input type="checkbox"/> Sustainable           </p>		

**BACKGROUND:**

On Oct 25, 2021, the Columbia Heights City Council approved amending the City Code to create a Columbia Heights Youth Commission. The first of its kind in Columbia Heights. The purpose of the Columbia Heights Youth Commission will be to serve as an advisory body to the Columbia Heights City Council, and other boards and commissions as appropriate, inspire and bring to light new ideas from a youth perspective, create an educational environment for youth looking to expand their knowledge of government and leadership functions, and provide experience-building opportunities for area youth seeking increased community and government engagement.

**SUMMARY OF CURRENT STATUS:**

The Youth Commission, in its second year of existence, currently has nine members with five eligible for returning for the 2025-26 term. Due to lack of attendance this year, the quorum was not met twice. With scheduling speakers or planning civics projects there has been uncertainty if a quorum would be established for the meeting or event.

Heading into the next term of the Youth Commission, staff are unsure of the number of returners and potential applicants which may result in adapting the by-laws to accommodate for the number of members to establish a commission.

After consulting with the City of Roseville and the City of Eden Prairie, staff would like to appoint Youth Commission Members to select Boards and Commissions instead of having a dedicated Youth Commission.

**STAFF RECOMMENDATION:**

Staff recommends reconfiguring the Columbia Heights Youth Commission to Columbia Heights Youth Commission Members.

The following Boards and Commissions would have at least one and no more than two Youth Commission Member(s) to provide insight and give feedback from Columbia Heights residents who are currently enrolled in high school or a home school program educational program. These appointments would be non-voting



positions, would not impact the quorum, and the terms would be one year each from September to May of the following year. Re-appointment would be required for the students if they would like to serve in the program the following year. Preference would be given to previous appointments.

**Potential Boards and Commissions with a Youth Commission Member:**

- Library Board
- Park and Recreation Commission
- Planning Commission
- Sustainability Commission

**ATTACHMENT(S):**

City of Eden Prairie Students on Commissions Program Application.



OFC **952 949 8300**  
TDD **952 949 8399**

8080 Mitchell Road  
Eden Prairie, MN  
55344-4485

[edenprairie.org](http://edenprairie.org)

## 2024-2025 Students on Commissions Program

The **2024-2025** term runs from **September to May**. Students can apply to serve on one of the following commissions:

**Flying Cloud Airport Advisory Commission** — Advises the City Council and Metropolitan Airports Commission on matters affecting the operation of Flying Cloud Airport and the community. The Commission also monitors noise abatement methods to reduce aircraft noise in the community. Meetings are quarterly on the second Thursday of January, April, July and October in the Heritage Rooms at City Center.

**Heritage Preservation Commission** — Safeguards the heritage of Eden Prairie by preserving sites and structures that reflect significant elements of the City’s cultural, social, economic, political, visual or architectural history, and also promotes the preservation and continued use of historic sites and structures for the education and general welfare of its residents. Meetings are the third Monday of the month at 7 p.m. in the Heritage Rooms at City Center.

**Human Rights and Diversity Commission** — Advises the City on matters of diversity, civil and human rights, and the Americans with Disabilities Act. The Commission has been involved in such important social issues as identifying needs of the immigrant population and finding solutions to “bullying” in local schools. Meetings are the second Thursday of every month at 7 p.m. in the Heritage Rooms at City Center.

**Parks, Recreation and Natural Resources Commission** — Advises the City Council on matters of development and use of parks and recreation facilities, leisure services, recreation programming, preservation of natural resources and promotion of environmental awareness. Meetings are on the first Monday of every month at 7 p.m. in the Heritage Rooms at City Center.

**Sustainability Commission** — Advises the City Council about policies and practices that promote sustainable development and conservation of the City’s air, water and land resources. The commission works on the reduction of residential and commercial solid waste, and the more efficient use of energy in the economic activities of both the public and private sectors. Meetings are on the second Tuesday of each month at 7 p.m. in the Heritage Rooms at City Center.

**Complete the “Students on Commissions” application in either of two ways:**

1. Submit the fillable PDF “Students on Commissions” application to **Sara Aschenbeck** at [SAschenbeck@edenprairie.org](mailto:SAschenbeck@edenprairie.org).
2. Print a paper version of the “Students on Commissions” application and drop off or mail to:

Eden Prairie City Center  
ATTN: Sara Aschenbeck  
8080 Mitchell Road  
Eden Prairie, MN 55344

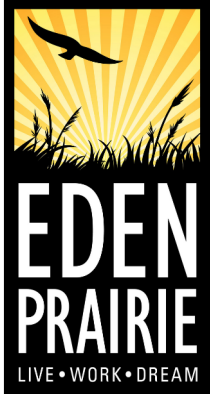
The **deadline** for submitting applications is **Friday, May 24**. For additional information, please contact **Sara Aschenbeck** at [SAschenbeck@edenprairie.org](mailto:SAschenbeck@edenprairie.org) or **952-949-8412**.

# 2024-2025 Students on Commissions Application

We welcome your application to serve as a student commission member on a City of Eden Prairie advisory commission. Please provide complete information to assist us in giving your application full consideration. Additional information which further qualifies you may be attached to this application.

The City of Eden Prairie does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance or disability in the admission or access to programs, services, activities or employment.

**DATA PRIVACY NOTICE:** Our application requests that you furnish both public and private information about yourself. Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Act (Minn. Stat. Sect. 13.43, subd. 2 & 3). It is available to anyone who requests the information. The data you give us about yourself is needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City’s ability to evaluate your application.



OFC **952 949 8300**  
TDD **952 949 8399**

8080 Mitchell Road  
Eden Prairie, MN  
55344-4485

[edenprairie.org](http://edenprairie.org)

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Phonetic Pronunciation of Name</b>		<b>Preferred Pronouns (optional)</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
	Eden Prairie	MN	
<b>Email</b>	Note: Applicants will be informed of appointment via email in June. Please provide an email address you access year-round.		<b>Phone</b>
<b>Commission(s) of Interest</b> 1. Flying Cloud Airport Advisory 2. Heritage Preservation 3. Human Rights and Diversity 4. Parks, Recreation and Natural Resources 5. Sustainability  1 <sup>st</sup> Choice: _____ 2 <sup>nd</sup> Choice: _____			

**PERSONAL INFORMATION**

Education	
School you attend: <input type="checkbox"/> Eden Prairie High School <input type="checkbox"/> Academy of Holy Angels High School <input type="checkbox"/> Minnetonka High School <input type="checkbox"/> Holy Family Catholic High School <input type="checkbox"/> Hopkins High School <input type="checkbox"/> International School of Minnesota <input type="checkbox"/> Benilde-St. Margaret's High School      Other:	Year in school next year: <input type="checkbox"/> Senior (Class of 2024) <input type="checkbox"/> Junior (Class of 2025)

Memberships, School Activities, Civic Experiences and/or Volunteer Experience			
Organization name	Location	Dates of participation	Positions/accomplishments

Employment Information (if employed)
Current Employer <span style="float: right;">Employer Phone Number</span>
Position Title
Job Responsibilities

**Supplemental Questions** (Please answer on this application or attach answers in a separate file)

1. What are your primary interests for wanting to serve as a student representative on a City Commission?

2. What aspects from your personal experiences, school activities, civic experiences and/or volunteer work experiences demonstrate why you should be selected as a student commission member?

3. As a student representative, are there any issues which might cause conflict between civic responsibility and personal interests?

**IMPORTANT: READ BEFORE SIGNING!**

Students appointed to “Students on Commissions” are appointed to one (1) term from September 2024 through May 2025. Students who participate in the program as juniors must reapply if they wish to serve again as seniors. Appointments do not carry over from year to year. Only Eden Prairie residents who are juniors and seniors are appointed.

Student commission members, like all appointed City commission members, serve without remuneration, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties when such expenses have been authorized by the City Council in advance.

Any student commission member may be removed for just cause by a two-thirds vote of the City Council. Each commission conducts its regular meetings at an established time. All commission members are required to be residents of the City. The City Manager or his designee serves as a non-voting, ex-officio member of each commission.

The facts set forth in my application are true and complete. I understand that if appointed, false statements on this application shall be considered cause for dismissal. I authorize investigation of all statements and matters contained in this application which the City of Eden Prairie may deem relevant to my appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 6, 2024</b>

<b>ITEM:</b>	<b>Community Survey Questions for Murzyn Hall</b>	
<b>DEPARTMENT:</b>	Administration	<b>BY/DATE:</b> City Manager / May 2, 2024
<p><b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <p> <input type="checkbox"/> Healthy and Safe Community             <span style="margin-left: 200px;"><input checked="" type="checkbox"/> Thriving and Vibrant Destination Community</span>  <input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly             <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</span>  <input type="checkbox"/> Trusted and Engaged Leadership             <span style="margin-left: 200px;"><input type="checkbox"/> Sustainable</span> </p>		

**BACKGROUND:**

At the March work session, the update of the City’s Park Plan was discussed with the Council. The Commission will be seeking input from the community to help guide and update the Park Plan. The Commission may utilize outreach at events such as the City Services Expo, Community Art and Info Fair and Music in the Park events. The Communications department will also assist with a survey available through the City’s website and other social media. Some park related questions were asked in the most recent City wide survey. Staff provided the Park and Recreation Commission a copy of both the City-wide survey completed by Morris Leatherman and the online survey completed by City staff. Utilizing these, staff will work with the Commission to focus the survey questions on the plan update and avoid repeating the recent survey questions.

**SUMMARY OF CURRENT STATUS:**

As discussed at that work session and also in the past with the Council is Murzyn Hall, but focusing on a future redevelopment of JPM to a community center. To facilitate that outreach, staff has prepared a listing of potential questions to be asked of the community to provide feedback and develop a direction for future redevelopment of Murzyn Hall. For the initial set of community questions – it is staff’s recommendation to keep the total questions to 8-12, but no more than 15 questions.

**STAFF RECOMMENDATION:**

Review and discussion of questions for the public engagement process for Murzyn Hall.

**ATTACHMENT(S):**

- Suggested questions for community engagement specific to Murzyn Hall
- Morris Leatherman survey questions/responses (Park highlighted)
- Staff website survey questions / responses (Parks highlighted)

### Past Use of Murzyn Hall

- What did you like most about Murzyn Hall?
- What did you dislike about Murzyn Hall?

### Programming Questions of JPM

- What types of new activities or programs would you like to see introduced at John P. Murzyn Hall that you feel are currently lacking?

### Future Use

- What features would you like to see in a new community center?
- Would you prefer more indoor or outdoor spaces in a new community center?
- What types of recreational facilities do you think are missing in Murzyn Hall?
- How important is having sports facilities (e.g., soccer, pickleball, basketball courts, swimming pools) at a community center?
- Would you use a fitness center if one were available at the community center?

### Community Use

- How important are spaces for artistic activities (e.g., painting, music) to you?
- Would you like the new center to offer daycare or children's play areas?
- What types of educational programs would you like the community center to offer?
- How important is having technology-equipped spaces (e.g., computer labs, Wi-Fi) in the community center?
- Would you participate in job training and career development workshops if offered at the center?
- What types of cultural events would you like the community center to host?
- What kinds of health and wellness programs would you value at the community center?
- How important is having a cafe or coffee services at the community center?
- What kinds of outdoor amenities (e.g., picnic areas, walking trails) would you like included?
- Would you like the community center to provide services for senior citizens?
- Would you be willing to pay a membership fee for using the community center facilities?
- Would you use a swimming pool if included in the community center?
- How can the community center cater to the needs of teenagers and young adults?

Questions that can help gauge public opinion on the current use of JPM wedding venue and explore potential future uses that may align more closely with broader community needs:



**How often do you think the community center should be available for private events like weddings?**

- Frequently, as it is a good revenue source.
- Occasionally, but priority should be given to community events.
- Rarely or never, it should primarily serve public community functions.

**Do you believe that using the community center as a wedding venue is an effective use of taxpayer money?**

- Yes, it generates necessary revenue.
- Unsure, I need more information on financial benefits.
- No, taxpayer money should be used for more inclusive community services.

**What alternative uses would you propose for the community center that might better serve the needs of all residents?**

**Would you support reallocating resources from hosting private events to expanding community programs such as educational workshops, health services, or youth activities?**

- Strongly support
- Somewhat support
- Do not support

**Looking to the future, how do you envision the role of the community center in Columbia Heights? What services or functions should it prioritize?**

**Questions that can help understand the broader purpose and value of a community center for residents, focusing on their overall needs and how the community center can best serve them:**

**What types of community-wide events would you like the community center to host?**

- Cultural festivals
- Sports tournaments
- Educational workshops
- Social meetups

**What are the key facilities that a community center must have to effectively meet the needs of the community?**

**Questions designed to gather opinions on funding options for the community center, including residents' willingness to support financial initiatives like increased taxes or bonds:**

**How important do you think it is to have a community center in your area?**

- Very important
- Somewhat important
- Not important

**Would you support an increase in local taxes if it directly funded the construction of a new community center?**

- Definitely yes
- Maybe
- Definitely no

**Are you in favor of using city bonds to finance the building of the new community center?**

- Strongly favor
- Somewhat favor
- Oppose

**How much would you be willing to pay annually in additional taxes to support the community center?**

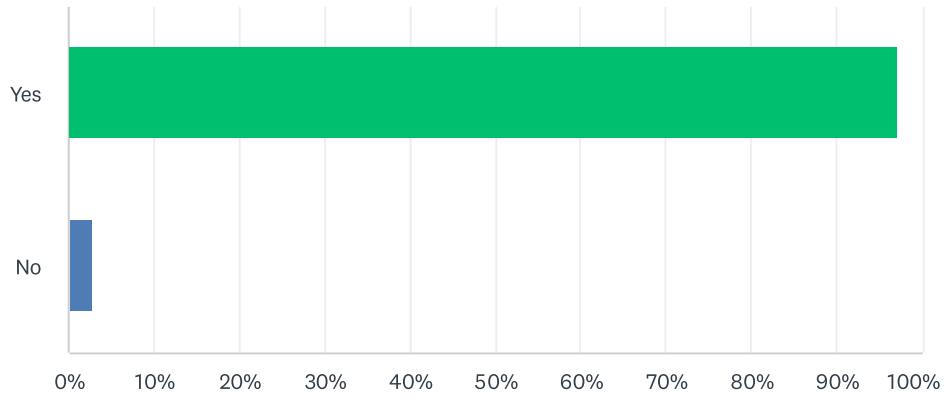
- Less than \$75
- \$75 to \$150
- More than \$150

**What is your opinion on forming partnerships with local businesses to fund the community center?**

- Strongly in favor
- Neutral
- Opposed

# Q1 Are you a current Columbia Heights resident?

Answered: 262 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	97.33%	255
No	2.67%	7
TOTAL		262

## Q2 What is your favorite thing about living in Columbia Heights?

Answered: 247 Skipped: 16

#	RESPONSES	DATE
1	Multicultural	3/11/2022 10:20 PM
2	Jamboree festival	3/11/2022 9:57 PM
3	Central and convenient location to inner city, outer areas and parks.	3/11/2022 9:48 PM
4	The city allowing people to speed through the streets.	3/11/2022 5:37 PM
5	Being close to Target	3/11/2022 5:34 PM
6	Small community feel	3/11/2022 5:30 PM
7	Small town feel	3/11/2022 5:20 PM
8	House prices	3/11/2022 3:13 PM
9	Close to family	3/11/2022 3:08 PM
10	Proximity to my employer	3/11/2022 3:01 PM
11	Being anoka county	3/11/2022 2:42 PM
12	I love living in a diverse, safe community that is close to everything!	3/11/2022 12:58 PM
13	Location	3/11/2022 12:28 PM
14	love the area very diverse and up and coming	3/11/2022 9:29 AM
15	Diversity, smaller town feel	3/11/2022 9:04 AM
16	Low crime	3/11/2022 8:07 AM
17	Parks Shopping/restaurants nearby Community events (Jamboree, public forums, etc.)	3/11/2022 7:45 AM
18	Its connectivity to the metro area without being "too metro"	3/11/2022 7:42 AM
19	Diversity and the restaurants	3/11/2022 7:39 AM
20	So many good food options and a lot of great parks	3/11/2022 7:23 AM
21	Close to things	3/11/2022 1:53 AM
22	Taco trucks	3/11/2022 12:37 AM
23	Close to everything.the community	3/10/2022 11:53 PM
24	Low cost, great neighborhood, close to shopping	3/10/2022 11:07 PM
25	The central location	3/10/2022 10:17 PM
26	I love the beauty of the building of the fire station is always clean and has light on .	3/10/2022 9:48 PM
27	The many community activities provided by the City.	3/10/2022 9:32 PM
28	I was raised there	3/10/2022 9:05 PM
29	Small community, close to Minneapolis	3/10/2022 8:56 PM
30	My friends at the VFW 230	3/10/2022 8:42 PM
31	It's not a big city. I can actually call somebody, get a real (friendly) person, and get my question answered or need responded to.	3/10/2022 8:16 PM
32	The diversity and strong community. Lots of great schools and restaurants.	3/10/2022 8:15 PM

## Online Community Survey

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33	It used to be because it's close to the city but now it's because a small community	3/10/2022 8:00 PM
34	Small community but near downtown	3/10/2022 7:10 PM
35	Small town feeling less government control	3/10/2022 7:02 PM
36	Low property taxes	3/10/2022 6:03 PM
37	Close to downtown and highways	3/10/2022 5:26 PM
38	Small city feel in a big métro are	3/10/2022 5:15 PM
39	Peace and safety	3/10/2022 5:00 PM
40	Nice community	3/10/2022 4:57 PM
41	Small local ethnic grocery stores, access to the NE restaraunts	3/10/2022 4:52 PM
42	Nothing specific comes to mind.	3/10/2022 4:11 PM
43	My neighbors/the community.	3/10/2022 3:49 PM
44	The parks and lakes east of Central.	3/10/2022 3:26 PM
45	The diversity of the residents: race, culture, backgrounds, age, socioeconomic, etc. It gives a well rounded feel to the area.	3/10/2022 12:55 PM
46	The people.	3/10/2022 12:36 PM
47	Small town feel	3/10/2022 6:14 AM
48	I like that it seems to be developing more and that there are plans for revitalization. I hope!	3/9/2022 8:54 PM
49	friendly neighbors	3/9/2022 6:34 PM
50	Close to 694.	3/9/2022 6:22 PM
51	Small town atmosphere	3/9/2022 4:56 PM
52	Just works right.	3/9/2022 1:37 PM
53	Almost everything you need, you can find it on Central.	3/9/2022 11:59 AM
54	I love the parks and rec programs, especially for children. There are lots of great classes and programs that my kids can be part of. It is also helpful that the programs are affordable. I really appreciate that.	3/9/2022 10:07 AM
55	Own home by park	3/9/2022 8:30 AM
56	It's close to the places I like to go to for play and work, but more affordable to live in. That the city does a good job plowing.	3/9/2022 7:49 AM
57	People	3/8/2022 11:50 PM
58	The streets are always clean They pick up trash on time	3/8/2022 9:46 PM
59	Small town feel but easy to access city amenities	3/8/2022 9:28 PM
60	Diversity	3/8/2022 9:15 PM
61	Access to public transportation and the diverse community.	3/8/2022 4:44 PM
62	Location	3/8/2022 3:45 PM
63	Nothing really. The parking rules are dumb, the trash company does what they want and people in my neighborhood do what they want and the police do nothing about it. Like parking and driving on their lawn (which is against CH rules). Yeah I am looking forward to leaving.	3/8/2022 3:30 PM
64	The diversity - particularly of culture but just feels like a place where people of many socio-economic backgrounds find a place to call home.	3/8/2022 3:18 PM
65	That we aren't run like Minneapolis	3/8/2022 2:48 PM
66	The friendliness of neighbors.	3/8/2022 1:28 PM

# Online Community Survey

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67	Tightknit community, pretty walkable, good small businesses	3/8/2022 1:22 PM
68	Walkability	3/8/2022 12:19 PM
69	The parks, all of the small, local food spots, the community.	3/8/2022 10:13 AM
70	Ethnic food options	3/8/2022 10:13 AM
71	close to the city, mellow neighborhood	3/8/2022 10:02 AM
72	It is a small city, next to a large one. I'm glad to live in an urban area, and I'm glad to live in a city that is small enough to personally make a difference.	3/8/2022 9:36 AM
73	The people, parks, availability of the Mayor and council, Senior center, parks and rec, library, restaurants, heights rental!	3/8/2022 9:35 AM
74	the parks	3/8/2022 9:05 AM
75	The people, a sense of community.	3/8/2022 8:53 AM
76	The people	3/8/2022 8:44 AM
77	Centrally located in twin cities. Good community atmosphere	3/8/2022 8:42 AM
78	parks, diversity, local events	3/8/2022 8:36 AM
79	Proximity to shopping, medical, entertainment. Our waste mgmt system is first rate. Recycling center.	3/8/2022 8:35 AM
80	The proximity to Minneapolis with the benefit of lower taxes.	3/8/2022 8:35 AM
81	The diversity.	3/8/2022 8:18 AM
82	The parks.	3/8/2022 8:06 AM
83	The community aspect, small friendly and helpful, turning progressive, close to NE	3/8/2022 8:06 AM
84	It's affordability and the friendly neighbors. Also, the tree lined streets.	3/8/2022 8:06 AM
85	Lower tax rates	3/8/2022 7:50 AM
86	Diversity & community events	3/8/2022 7:44 AM
87	The small community feel and the neighbors	3/8/2022 7:44 AM
88	The walkways around the parks are well maintained, making walking more pleasant.	3/8/2022 7:20 AM
89	The diversity	3/8/2022 7:14 AM
90	Close to city	3/8/2022 5:41 AM
91	Close to Minneapolis	3/8/2022 3:12 AM
92	Small Town and friendly neighborhood feel in the city.	3/7/2022 11:41 PM
93	How central to the metro it is...	3/7/2022 11:23 PM
94	The diversity	3/7/2022 11:01 PM
95	Small town feel / small government but close to everything	3/7/2022 10:59 PM
96	Location. Easy to get other places.	3/7/2022 10:50 PM
97	The people. In my short two years of living here, I have met so many fantastic people who are kind and willing to help out!	3/7/2022 10:49 PM
98	Love all the small businesses	3/7/2022 10:46 PM
99	The diversity	3/7/2022 10:01 PM
100	The people, diversity, and opportunities to be involved.	3/7/2022 11:15 AM
101	Location to city.	3/6/2022 6:08 PM
102	I like the diversity and the small town community feel in a bigger city	3/6/2022 8:46 AM

## Online Community Survey

Item 4.

103	Great location on the edge of the city.	3/5/2022 8:00 PM
104	How diverse it is. It's got a small town feel while being close to everything the metro area.	3/5/2022 7:53 PM
105	Active community members. Responsive mayor.	3/5/2022 11:34 AM
106	Small town feeling. We have good police & fire support, parks & rec, and friendly citizens. Lots to offer.	3/4/2022 3:40 PM
107	It's my home. Lived here all my life. It's convenient to all parts of the metro.	3/4/2022 11:18 AM
108	Friendliness	3/4/2022 10:54 AM
109	diversity of people	3/4/2022 8:42 AM
110	The working class diversity.	3/4/2022 1:45 AM
111	Friendly.	3/4/2022 12:19 AM
112	There is no parking on the streets in the winter... So the front of my house always always gets plowed!	3/3/2022 9:15 PM
113	The people.	3/3/2022 1:16 PM
114	Close to events downtown.	3/3/2022 10:30 AM
115	Beautiful and well maintained parks, a fantastic library, small town feel close to the city	3/3/2022 8:45 AM
116	Friendly community	3/3/2022 7:58 AM
117	My neighbors	3/3/2022 6:43 AM
118	Near my church and close in to Minneapolis downtown area	3/2/2022 10:28 PM
119	I love living near Minneapolis and major freeways for convenience to lots of fun things to do but usually doesn't feel too close or too noisy in general.	3/2/2022 10:09 PM
120	Nothing	3/2/2022 8:01 PM
121	I appreciate our proximity to nearby cities and other destinations.	3/2/2022 7:11 PM
122	The Heights Theater (but also Filfillah, the public library, and Kordiak)	3/2/2022 6:04 PM
123	Location	3/2/2022 5:30 PM
124	Small town feel close to the city	3/2/2022 2:07 PM
125	Variety of restaurants and parks close by	3/2/2022 9:42 AM
126	Location	3/2/2022 8:23 AM
127	Close to most of what I Use & Need	3/2/2022 8:07 AM
128	close to Northeast Minneapolis	3/2/2022 12:11 AM
129	Small town feel that's close to downtown Mpls... I love getting the quarterly mailed newsletters with all sorts of community happenings and enjoy our annual Jamboree celebration! It seems the Lions Club do a lot for our community; I am thankful for their hard work!	3/1/2022 10:26 PM
130	Convenient to Minneapolis and surrounding area. Friendly people.	3/1/2022 8:10 PM
131	Close to Silverwood Park!	3/1/2022 6:23 PM
132	Physical size of the city	3/1/2022 6:11 PM
133	I love the smaller sense of community and being connected to my neighbors.	3/1/2022 5:13 PM
134	Many different cultures, food, and artists. Recreation and parks opportunities. Excellent teachers who care. Access to U of M and downtown without having to use the freeway. Community involvement of the police department.	3/1/2022 4:38 PM
135	The people	3/1/2022 4:34 PM
136	Access to other places	3/1/2022 4:30 PM

## Online Community Survey

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137	My family has been here for about 100 years, so it was always be my "home."	3/1/2022 4:28 PM
138	Family has been here since 1940, great neighbors.	3/1/2022 3:44 PM
139	Proximity to Minneapolis and St. Paul. Its parks. The people are neighborly.	3/1/2022 3:43 PM
140	Quiet city, good neighborhoods, well-kept city	3/1/2022 3:41 PM
141	The public library, the diversity of residents and businesses and beautiful parks.	3/1/2022 3:32 PM
142	Close to a lot of things/places	3/1/2022 3:28 PM
143	it is a small and friendly community	3/1/2022 3:18 PM
144	Peace and quiet	3/1/2022 3:12 PM
145	Easy access to freeways, close to shipping, quite neighborhood	3/1/2022 3:09 PM
146	LOCATION	3/1/2022 10:50 AM
147	Diversity of cultures, languages, and skin colors. I have neighbors from Tibet, Iraq, Ecuador, Somalia, and more.	3/1/2022 8:25 AM
148	The diversity of people!	2/28/2022 11:58 PM
149	Small town feel, affordability, diverse food options, parks, library, heights theater.	2/28/2022 10:51 PM
150	Pretty good suburb close to downtown. Good access to other areas.	2/28/2022 8:58 PM
151	The community and activities/events offered	2/28/2022 11:40 AM
152	It is near Minneapolis and the Mississippi River	2/28/2022 11:18 AM
153	Low crime	2/28/2022 11:01 AM
154	non-intrusive government	2/28/2022 10:57 AM
155	Other than a full-sized grocery store, there is everything I need within 2 miles of my house.	2/28/2022 10:43 AM
156	Close to shopping restaurants. Diversity.	2/28/2022 10:23 AM
157	Small town feel near minneapolis	2/28/2022 10:20 AM
158	The people	2/28/2022 9:53 AM
159	Feeling of safety in my neighborhood. Nice long time neighbors. Lower taxes in Anoka than Hennepin counties.	2/28/2022 9:46 AM
160	Close to lots of interesting things to do.	2/27/2022 8:55 PM
161	Close to everything	2/27/2022 6:32 PM
162	All the trees. And all the local great places to eat.	2/27/2022 3:10 PM
163	Multicultural city	2/27/2022 1:54 PM
164	The library	2/27/2022 1:39 PM
165	Sullivan Lake	2/27/2022 9:49 AM
166	Location	2/27/2022 9:01 AM
167	The ppl	2/26/2022 9:25 PM
168	Amenities, close to downtown mpls and small town feel	2/26/2022 8:43 PM
169	We live in a quiet neighborhood with good neighbors. Also it's a perfect central location.	2/26/2022 8:02 PM
170	Owning a home. Feels like a small town right in the city.	2/26/2022 8:02 PM
171	Diversity, especially in our excellent schools!	2/26/2022 3:45 PM
172	Access to almost anything I could want or need.	2/26/2022 2:29 PM
173	Diversity and streets plowed quickly	2/26/2022 1:44 PM



## Online Community Survey

Item 4.

174	Diversity The mayors monarch pledge Location	2/26/2022 1:22 PM
175	Proximity to everything but with a small town feel.	2/26/2022 1:18 PM
176	It's a diverse small city with access to metro amenities.	2/26/2022 12:09 PM
177	My neighbora	2/26/2022 11:29 AM
178	The small town feel and Millers Bar.	2/26/2022 11:29 AM
179	Peace ful and friendly people I've live for LONG TIME my grandfather Tony Netkow also was on a council at one time I think .	2/26/2022 10:48 AM
180	For the most part I have felt safe here. i have decent working neighbors, we look out for each other and with the exception of loosing a grocery store can find most of what I need within it's borders.	2/26/2022 10:42 AM
181	Accessibility to good highways and shopping	2/26/2022 10:33 AM
182	Our amazing people.	2/26/2022 10:04 AM
183	Diversity & community	2/26/2022 9:37 AM
184	Quiet, but still close to the city	2/26/2022 9:14 AM
185	Diversity of people and housing	2/26/2022 9:06 AM
186	Diverse, safe, not pretentious.	2/26/2022 9:02 AM
187	Supportive community	2/26/2022 9:02 AM
188	Parks Being close to the city	2/26/2022 8:54 AM
189	Small, diversity, proximity to highways, parks	2/26/2022 8:48 AM
190	Still has a small town feel	2/26/2022 8:47 AM
191	Small town feel, but close to the city.	2/26/2022 8:20 AM
192	The suburban feel while still having proximity to the city.	2/26/2022 8:09 AM
193	Recreation Departments offerings for youth and adults.	2/26/2022 8:06 AM
194	Nothing	2/26/2022 7:56 AM
195	I work in Heights. I appreciate the sense of community, diversity and BIPOC-owned businesses.	2/26/2022 7:49 AM
196	The diversity	2/26/2022 7:33 AM
197	I miss living in the heights. I lived there 39 yrs. Sold my house so I could live in nice apt. None in the Zheifhrs so I needed to move out	2/26/2022 7:30 AM
198	I like being close to the city. And I like our little neighborhood with a park my kid can walk to.	2/26/2022 7:19 AM
199	The community events	2/26/2022 7:05 AM
200	The location and great police.	2/26/2022 6:58 AM
201	Small community of diverse population living in the city.	2/26/2022 4:22 AM
202	How close our community is.	2/26/2022 4:08 AM
203	The small community feel.	2/26/2022 2:06 AM
204	Grew up here, familiarity	2/25/2022 11:34 PM
205	Small town feel, location	2/25/2022 11:16 PM
206	Small town feel in an urban community	2/25/2022 11:13 PM
207	All the events the city offers for the community The senior services The recreation services for kids All the parks A super great mayor that cares about the community and its people	2/25/2022 10:58 PM
208	Very little elitism	2/25/2022 10:54 PM

# Online Community Survey

Item 4.

209	The community	2/25/2022 10:37 PM
210	The people	2/25/2022 10:05 PM
211	Parks	2/25/2022 10:02 PM
212	Close to downtown Mpls and freeways. Cultural diversity of the city. And The caring community.	2/25/2022 8:55 PM
213	Being able to walk to breweries, restaurants, theater, etc	2/25/2022 8:09 PM
214	Diversity, location	2/25/2022 8:03 PM
215	The community members I have connected with are wonderful. Great parks too!	2/25/2022 8:01 PM
216	Quick plowing.	2/25/2022 7:46 PM
217	The fact that it feels like a small-town community, but has all the amenities of living in a large city	2/25/2022 7:43 PM
218	Small town feel	2/25/2022 7:26 PM
219	The growing amount of cultural diversity	2/25/2022 7:03 PM
220	Close to Minneapolis, but not actually Minneapolis	2/25/2022 6:53 PM
221	I feel safe here	2/25/2022 6:42 PM
222	Close to almost everything	2/25/2022 6:25 PM
223	Restaurants	2/25/2022 6:25 PM
224	I love the diversity of cultures and people, the authentic amazing local restaurants, and the public schools!!!	2/25/2022 6:01 PM
225	Combination of city and suburban life, diversity, parks	2/25/2022 5:57 PM
226	Location	2/25/2022 5:45 PM
227	Easy access to everything Minneapolis at Anoka County Prices.	2/25/2022 5:35 PM
228	Convenient for shopping and restaurants, centrally located in the Twin Cities.	2/25/2022 5:35 PM
229	All the food trucks, events in the park, nice parks, good location within the metro	2/25/2022 5:34 PM
230	So easy to get to other places. Good roads. Great snow plowing! Different ethnic groups.	2/25/2022 5:20 PM
231	The people and local businesses. Also, all the parks.	2/25/2022 5:10 PM
232	Close to work	2/25/2022 5:06 PM
233	Small welcoming, friendly community	2/25/2022 5:00 PM
234	Used to be great schools	2/25/2022 4:55 PM
235	The library and park & rec.	2/25/2022 4:52 PM
236	The low property taxes	2/25/2022 4:49 PM
237	The community of neighbors engaging one another through diversity and service.	2/25/2022 4:45 PM
238	Community	2/25/2022 4:43 PM
239	It still has a feeling of a small town	2/25/2022 4:42 PM
240	It used to be low property taxes :( More than double in 30 years!	2/25/2022 4:41 PM
241	All the benefits of Northeast Minneapolis with the taxes of Anoka.	2/25/2022 4:40 PM
242	We're 15 minutes from everywhere and the parks are lovely	2/25/2022 4:36 PM
243	Location	2/25/2022 4:33 PM
244	We have a good blend of the best of urban and smaller town living, with lots of diversity, but also a lot of community involvement.	2/25/2022 4:32 PM

# Online Community Survey

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245	Walkability, small town feel while still being adjacent to a big city	2/25/2022 4:15 PM
246	Our library and parks!	2/25/2022 4:09 PM
247	Proximity to NE Mpls happenings	2/25/2022 4:07 PM

### Q3 What do you think is the main thing currently missing or lacking from the City of Columbia Heights which, if present or enhanced, would most improve the quality of life for residents?

Answered: 238 Skipped: 25

#	RESPONSES	DATE
1	Kids play / activity area	3/11/2022 10:20 PM
2	More businesses & a clinic	3/11/2022 10:20 PM
3	Community Center and activities for youth	3/11/2022 9:57 PM
4	More variety of small businesses and restaurants that attract people. Not more car repair, fast food, discount or tobacco shops up and down central.	3/11/2022 9:48 PM
5	A leadership that actually puts it's tax payer money back into the city, not politicians pockets.	3/11/2022 5:37 PM
6	Central Avenue aesthetics. Need to clean it up south of 49th ave. Looks like N Mpls	3/11/2022 5:34 PM
7	Things seem to be just fine.	3/11/2022 5:30 PM
8	Something for kids to do. Wading pools are great for toddlers but there needs to be something for 8,9,10.... Kids to do.	3/11/2022 5:20 PM
9	Lower taxes	3/11/2022 3:44 PM
10	Fill the pot holes	3/11/2022 3:13 PM
11	It seems fine to me	3/11/2022 3:08 PM
12	Housing that is not defined as "affordable"	3/11/2022 3:01 PM
13	Smart leadership	3/11/2022 2:42 PM
14	night life	3/11/2022 9:29 AM
15	I can't think of anything off hand.	3/11/2022 9:04 AM
16	more online services	3/11/2022 8:07 AM
17	Dog park Grocery store	3/11/2022 7:45 AM
18	Rent controls would improve and preserve property values and quality of life in neighborhoods; too many high- rise rentals - owner occupied units provide a stable investment in the city	3/11/2022 7:42 AM
19	Sidewalks, reasonable snow parking laws (overnights November- April is unreasonable, it should just be during snow emergencies until the Street has been plowed), and getting businesses into unused buildings.	3/11/2022 7:39 AM
20	Its tough to pinpoint a specific thing missing. I think as a community - there are a lot of opportunities for engaging the citizens (i.e. Jamboree, parade, Events at Murzyn. These events are things that I really look forward to each year and I love that the traditions continue. If we had a way to create more community wide events, I'd really welcome that! Im thinking Hylander Games in the spring, Some winter event with a polar plunge, Oktoberfest in the fall. It would be great to have more community wide family friendly events like the jamboree	3/11/2022 7:23 AM
21	Better policing. Crack down on crime.	3/11/2022 1:53 AM
22	Common sense	3/11/2022 12:37 AM
23	Roads	3/10/2022 11:53 PM
24	People. Getting along. To much shooting, guns should be taken away. offenders permanently	3/10/2022 11:07 PM
25	More regulation of rental property, higher standards when inspecting inside and out.	3/10/2022 10:17 PM

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26	Security is very important and I think we are alone and clean. I live where the rainbow used to be and it looks sad abandoned and dirty. They should put a beautiful family park on that lot.	3/10/2022 9:48 PM
27	Improving sidewalk quality/maintenance.	3/10/2022 9:32 PM
28	Slow the low income housing	3/10/2022 9:05 PM
29	Sidewalks and bike paths	3/10/2022 8:56 PM
30	Would like to see more interesting shops and restaurants, something other than thrift stores or fast food places.	3/10/2022 8:16 PM
31	Better park upkeep	3/10/2022 8:00 PM
32	OFF STREET PARKING / WINTER PARKING RULES creating burden for renters who are not supplied off street parking. Causing major stress for many and has impacted me in deciding to move to a different city more than once. Many folks do not have off street parking. We request the winter parking ban be lifted except for on days when it snows 3+ inches. Maybe allowing residents to use a municipal lot to park if need be. Something should change.	3/10/2022 7:10 PM
33	Winter parking enforcement more towing for people that don't move when plowing	3/10/2022 7:02 PM
34	Grocery store, Panera, caribou coffee, specialty stores.	3/10/2022 6:41 PM
35	More restaurants and entertainment	3/10/2022 6:03 PM
36	Improve crime rate ( break-in and cars)	3/10/2022 5:26 PM
37	More walkable shops/café's	3/10/2022 5:15 PM
38	A grocery store	3/10/2022 5:00 PM
39	Grocery store	3/10/2022 4:57 PM
40	Pedestrian and bike infrastructure	3/10/2022 4:52 PM
41	More city sidewalks	3/10/2022 4:11 PM
42	Maybe a community garden?	3/10/2022 3:49 PM
43	Traffic calming/pedestrian enhancements/beautification of Central Avenue.	3/10/2022 3:26 PM
44	More outdoor events during the summer (farmers market, craft fairs, etc)	3/10/2022 12:55 PM
45	Dog Park.	3/10/2022 12:36 PM
46	Weekly summer outdoor fair (Marketfest in White Bear Lake)	3/10/2022 6:14 AM
47	Generally, I think a lot of the stores along the Central Ave corridor could be better ones that improve walkability and encourage more foot traffic. There are so many defunct, unnecessary, or repetitive businesses. My dream is to see this area transformed with properly maintained sidewalks - think seasonal plants, green space, benches, independent shops and places to find food, coffee and groceries.	3/9/2022 8:54 PM
48	Cleanliness, especially in the areas of rental properties. The streets & alleyways (in all areas) are awful. Furniture & doors (2 different households) have sat in my alley all winter. Businesses on Central don't maintain nice lawns which makes it look rundown all along most of Central Ave.	3/9/2022 6:34 PM
49	Housing low interest loans to fix the housing decay. Less rentals. More policing of hwy 65.	3/9/2022 6:22 PM
50	Brewery or wine tasting Major grocery store	3/9/2022 4:56 PM
51	Worried about crimes.	3/9/2022 1:37 PM
52	a grocery store and more security because there is a increase in crimes.	3/9/2022 11:59 AM
53	I would like to see a city wide waste collection day. For example in neighboring cities residents can put out large items like couches, appliances etc. on a certain day and it is free of charge, for that day only. This I think would be really helpful and something residents would like to utilize.	3/9/2022 10:07 AM

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54	Grocery store	3/9/2022 8:30 AM
55	Winter parking causes huge issues for most residents. Figure out something different like day plow / night plow routes.	3/9/2022 7:49 AM
56	I would like to a indoor and water pool or some community gym or a place like rock climbing or activities for kids I would like a home outlet a store for home	3/8/2022 9:46 PM
57	I'm sure I will have an opinion as I learn more about my new home!	3/8/2022 9:28 PM
58	Shoveled sidewalks I	3/8/2022 9:15 PM
59	A central meeting and browsing area which my be provided by the new city hall complex.	3/8/2022 4:44 PM
60	Grocery store and fill in the empty buildings	3/8/2022 3:45 PM
61	Consistency and allowing on street parking when no bad weather is coming.	3/8/2022 3:30 PM
62	I wish the downtown had more variety of shops and food...similar to like Central and Lowery. I would probably never move if there was a small grocery store, bar and a few shops within walking distance!	3/8/2022 3:18 PM
63	Additional and some parking for our park and more sidewalk city wide	3/8/2022 2:48 PM
64	Maybe not the main thing. But even after many complaints about run down, trashy , sometimes vacant properties either nothing is done or it takes years. It makes the city look awful. But put one tire on a grassy area and you get a ticket.	3/8/2022 1:28 PM
65	city-level climate action plan	3/8/2022 1:22 PM
66	Cub	3/8/2022 12:19 PM
67	An overall cleanup	3/8/2022 10:13 AM
68	Empathy and true sense of community	3/8/2022 10:13 AM
69	Livability- upgraded parks/public spaces, creating a more walkable city, more diverse restaurants and service providers.	3/8/2022 10:02 AM
70	Safe, walkable streets.	3/8/2022 9:36 AM
71	Soccer fields, an outdoor gathering space with a good parking lot (Murzyn hall lot is in terrible shape). A gathering space that isn't next to a street and ball field (Huset park East) for the music in the parks. "Outdoor amphitheater", electric vehicle charging stations, paths that safely connect our parks, way signs directing people to our parks. Wider sidewalks and/or more trails.	3/8/2022 9:35 AM
72	sidewalks	3/8/2022 9:08 AM
73	some popular businesses - we're close to some but we have none in our city. modernized winter parking rules	3/8/2022 9:05 AM
74	More funding for schools, stop signs at all the intersections (especially around 40th to 49th on the West side of Heights).	3/8/2022 8:53 AM
75	Fiber internet	3/8/2022 8:44 AM
76	More police patrols. Enforcement of parking codes. Safety and Lighting on university ave	3/8/2022 8:42 AM
77	more community events, enforces noise ordinance (motorcycles, barking dogs(	3/8/2022 8:36 AM
78	More community activities. Park clean ups, tree planting, create areas with prairie gardens, fundraiser walks or campaigns. Beautify Central Avenue.	3/8/2022 8:35 AM
79	More independent bars/ restaurants	3/8/2022 8:35 AM
80	Walkability - sidewalks, pedestrian signage and crossing options, pedestrian-friendly redesign of Central.	3/8/2022 8:06 AM
81	More small businesses like restaurants, coffee shops, coop	3/8/2022 8:06 AM
82	The ability to walk safely throughout the city which is not possible now because of missing sidewalks, high rates of traffic speed, and poorly controlled intersections.	3/8/2022 8:06 AM



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83	Higher end restaurants and retail businesses	3/8/2022 7:50 AM
84	Rent control	3/8/2022 7:44 AM
85	Sidewalks on every street. It makes it hard to get out and walk when you have to be on the street due to lack of sidewalks.	3/8/2022 7:44 AM
86	Walkability. More small businesses to walk to, and better access from the residential areas to those businesses. Or maybe a better mix of business and residential in the same area.	3/8/2022 7:20 AM
87	A grocery store	3/8/2022 7:14 AM
88	Lack of creative business, Lack of "healthy" (coop, tj's, whole foods)	3/8/2022 5:41 AM
89	Grocery store	3/8/2022 3:12 AM
90	Grocery store, coffee shops, more accessible/useable community center	3/7/2022 11:41 PM
91	Can't think of a thing...	3/7/2022 11:23 PM
92	Upgrading central Ave and walkways across streets that you can easily get to bus stops	3/7/2022 11:01 PM
93	Higher quality business district- nicer storefronts, better site management required for businesses, more walkable/ bikeable. We need shops that will thrive and attract other quality businesses- not just Discount stores, auto parts stores, storage facilities, fast food.	3/7/2022 10:59 PM
94	Would like to see more engagement with new residents. When I moved in two years ago, I do not remember getting much/any info about things about the city, whether it was useful city contacts, school info, things to do, etc (of course this was the beginning of the pandemic and was a challenging time)	3/7/2022 10:49 PM
95	We need another grocery store where rainbow used to be	3/7/2022 10:46 PM
96	Rec center	3/7/2022 10:01 PM
97	It can feel like a smaller group of people do a lot of the work to help or plan things. How could we get a more diverse group of engaging? Supporting one another?	3/7/2022 11:15 AM
98	Aquatic center	3/6/2022 6:08 PM
99	I would like to see more full-time pre-school options for our residents. We enrolled our child 3 weeks after the open house and he was 5+ on the waitlist. I've also noticed that we have a lot of homeless people that hang around Menards, the liquor store off 50th and central, and off central in general. I'm not sure what the homeless support is in the area but could be an improvement.	3/6/2022 8:46 AM
100	Sidewalks and street lighting are kind of spotty. Sometimes walking on the roadside can be scary.	3/5/2022 8:00 PM
101	SIDEWALKS in the neighborhoods! As a disabled person, I hardly dare walk outside in the winter around our neighborhood. It doesn't feel safe having to walk out in the street and deal with piles of ice, and the rest of the year it just doesn't feel conducive to walking either. Things on Central Ave are so close, but it doesn't feel like I can actually walk to any of them. And a bigger grocery store. Aldi is great, but it would be good to have more options available.	3/5/2022 7:53 PM
102	Sidewalks and bike paths	3/5/2022 11:34 AM
103	Kind of shallow answer, but a coffee shop with more open hours would be nice. I don't don't think the one in city hall will have good parking.	3/4/2022 3:40 PM
104	our main street, Central Ave., needs updating.	3/4/2022 11:18 AM
105	No family restaurants to sit down with our children grandchildren only take out	3/4/2022 10:54 AM
106	outstanding, high-quality schools	3/4/2022 8:42 AM
107	A grocery store at the former Rainbow Foods location. Aldi needs some competition.	3/4/2022 1:45 AM
108	Street parking for residents Poorly lit streets at night	3/4/2022 12:19 AM
109	Have the city pay for getting all the sidewalks plowed! I realize it might mean a raise in taxes... But it would be transformative for me. As an older woman, it would make so much	3/3/2022 9:15 PM

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difference in my life. Maybe people in Columbia Heights could be hired to snow plow or snow blow their whole block! It's really easy to walk up and down the block, snowblowing as you go. I would happily personally pay for a service where I knew that someone would plow the public portion of the sidewalk in front of my house. It would take so much stress off me as a senior person.

110	More grocery stores and nice community center.	3/3/2022 1:16 PM
111	Clean up the city!!! The trash is all of the business parking lots and their properties is unsightly, dirty and nasty. Enforce clean up of properties owned by landlords, rental companies and homeowners.	3/3/2022 10:30 AM
112	Improved retail options - groceries in particular	3/3/2022 8:45 AM
113	Uncontrolled intersections	3/3/2022 7:58 AM
114	Major grocery store.	3/3/2022 6:43 AM
115	More affordable housing for starter homes and families including decent affordable apartments	3/2/2022 10:09 PM
116	Single family homes	3/2/2022 8:01 PM
117	We need to improve the safety and enjoyment of our city for humans by prioritizing safe, complete streets and reducing vehicle speeds and traffic volume on our streets.	3/2/2022 7:11 PM
118	Live music venue (though I have heard about The Shroom Room and am excited)	3/2/2022 6:04 PM
119	New restaurants definitely	3/2/2022 5:30 PM
120	Arts and cultural spaces	3/2/2022 2:07 PM
121	A nice grocery store, an urgent care/clinic office,	3/2/2022 9:42 AM
122	New development of old commercial properties. A vibrant and refreshed Central Ave.	3/2/2022 8:23 AM
123	Nothing	3/2/2022 8:07 AM
124	coffee shop, fun place to hang out indoors	3/2/2022 12:11 AM
125	I don't know. I'm very happy here and feel my quality of life is quite high but I'm sure I'm missing something in regard to others around me.	3/1/2022 10:26 PM
126	Grocery store and more modern look bring Central ave up to the 20th century not 1970. Offer more store that are not discount to attract middle class people. We look like a poor community with very little to offer.	3/1/2022 8:10 PM
127	Better bikes lanes	3/1/2022 6:23 PM
128	Major discount retailer which would provide a wide variety of goods at competitive prices	3/1/2022 6:11 PM
129	Continued and increasing support for city residents from marginalized communities. Mayor Amáda Márquez Simula's acknowledgments of police violence against communities of color when incidents happen in Minneapolis has been very helpful and feels like it balances the need to support city workers (like law enforcement) while also making clear to all residents that city officials are aware of the disparate impact of policing against residents of color. I've noticed a bit more formal support for Pride month and LGBTQ2S community residents as well, which has been heartening to see. Continuing these sorts of efforts to ensure that people of all communities feel that Columbia Heights is a safe, welcoming place for them to live is vital.	3/1/2022 5:13 PM
130	Needs to be more bike and pedestrian friendly. More trees and natural landscaping.	3/1/2022 4:38 PM
131	Follow Minneapolis's lead and eliminate styrofoam containers, cups, to-go, etc. Do the same with plastic, either biodegradable or use the cardboard with a waxed bottom to prevent leaking. Even a step up from MSP, eliminate plastic shopping bags.	3/1/2022 4:34 PM
132	Schools, sidewalks	3/1/2022 4:30 PM
133	Winter time street parking ban needs to be enforced. People are also putting their yard waste out too early in the summer. They need to be notified they shouldn't do this. One house in my neighborhood has his containers out several days before pick-up.	3/1/2022 4:28 PM
134	More accountability for citizens to take pride. Better schools, use to be that families moved to	3/1/2022 3:44 PM



the heights for the education that Heights offered. Now families are looking else where due to poor handling of gangs, drugs and violence in schools. Don't always like that so many kids are bussed from other areas due to them getting in trouble in their home schools. They bring those issues to Heights. Need better choices for spending my money. Look to downtown Robbinsdale or Hopkins they have done a great job of investing.

135	Openess to diversity.	3/1/2022 3:43 PM
136	Additional grocery store(s) - as more apartments are built, this will be key. Would also like to see more retail beyond the Central Ave corridor.	3/1/2022 3:41 PM
137	I would love an off-leash dog park and a non-franchise coffee shop on Central.	3/1/2022 3:32 PM
138	Better bus service, bus stops with benches and / or shelters.	3/1/2022 3:28 PM
139	There are many neighborhood streets with four-way intersections that do not have stop signs or yeilds. We need these to stay safe	3/1/2022 3:27 PM
140	Profitable business on Central Av and our Grocery store	3/1/2022 3:12 PM
141	Grocery store	3/1/2022 3:09 PM
142	POLICE DEPARTMENT THAT ENFORCES THE LAWS & ORDINANCES	3/1/2022 10:50 AM
143	Internet as a public utility.	3/1/2022 8:25 AM
144	Having a local YMCA with swimming, pickleball courts, play rooms, yoga classes, aerobic classes, etc.	2/28/2022 11:58 PM
145	sidewalks-needs to be more pedestrian friendly-hardly anywhere to walk and feel safe, more parks-native restoration-beautification.	2/28/2022 10:51 PM
146	Heights has a negative connotation to others. We need to improve our appearance so we do not appear a poor crime ridden town.	2/28/2022 8:58 PM
147	Better biking and walking trails; nice supermarkets; nicer "downtown" (Central area) that would draw people there	2/28/2022 11:18 AM
148	Enforcement of ordinances ,that would encourage us all to maintain our properties.So to make the whole of Col. Hgts look like an orderly and welcoming place for young families to raise a family.Especially there is a need to control weeds and garbage recepticals from being seem from the front yard.	2/28/2022 11:01 AM
149	a Dog Park	2/28/2022 10:57 AM
150	Full-sized grocery store	2/28/2022 10:43 AM
151	Proactive enforcement of property maintenance issues mostly relating to trash refuse and exterior storage	2/28/2022 10:23 AM
152	Better shopping, appealing storefronts along central (so many auto part shops and thrift/unclaimed freight stores). Better communication about city events, especially those through parks and rec.	2/28/2022 10:20 AM
153	Horrible snow and ice removal on our side streets. My son walks to school, there isn't a safe place to walk in CH in the winter.	2/28/2022 9:53 AM
154	I'm satisfied.	2/28/2022 9:46 AM
155	Better landlord control.	2/27/2022 8:55 PM
156	Grocery store	2/27/2022 6:32 PM
157	Sidewalks!	2/27/2022 3:10 PM
158	1. Sidewalks. Struggling with taking walks (in winter or summer). 2. Terrible public transport. So many bus stops and the bus to go to Minneapolis takes for ever. It will be better if there is another "express" without stops that goes to Minneapolis. 3. Streets in terrible shape to drive in some areas. Some streets due to the heigh speed limit (40) are just so dangerous for pedestrians or cyclists or even cars.	2/27/2022 1:54 PM
159	Sidewalks / pedestrian and bicycle safety improvements	2/27/2022 1:39 PM

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160	SIDEWALKS & Bike lanes Development of small business (not auto parts stores) & car traffic on Central Ave needs to be reduced and slow down	2/27/2022 9:49 AM
161	A grocery store aside from Aldi.	2/27/2022 9:01 AM
162	A hyvee or a cub	2/26/2022 9:25 PM
163	Open warming houses/facilities at more parks	2/26/2022 8:43 PM
164	A community center similar to Shoreviews. Also a nice grocery store.	2/26/2022 8:02 PM
165	Variety of local restaurants/shopping. The parking situation is challenging for us in the winter. Garbage pick up is really lacking.	2/26/2022 8:02 PM
166	Safety on Central Avenue. Lots of folks treat it like a highway out of Minneapolis instead of a busy pedestrian street in a small town. It should be safe to cross at ANY crosswalk, not only on the bridge at 49th.	2/26/2022 3:45 PM
167	Grocery store that's coming. I feel like all the improvements on Central will help lots	2/26/2022 2:29 PM
168	Uniform, safe sidewalks	2/26/2022 1:44 PM
169	More green space	2/26/2022 1:22 PM
170	A community center with pools, indoor facilities, game courts, picnic shelters meeting rooms.	2/26/2022 1:18 PM
171	A walkable downtown. Central is the closest we have, but doesn't feel like a community gathering space.	2/26/2022 12:09 PM
172	Retail business ie grocery store	2/26/2022 11:29 AM
173	More community events	2/26/2022 11:29 AM
174	Get rid of some of these eating places put something that would attract people and CLEAN up that strip mall on central get better business in there!!!! and on central .	2/26/2022 10:48 AM
175	Grocery store	2/26/2022 10:42 AM
176	I am concerned about lack of transparency on panels such as the Planning Commission, and the appointment process for such committees. From what I read, it sounds as though the Council has been less than helpful with CH residents displaced by their decision on HavenBrook, which is bothersome.	2/26/2022 10:33 AM
177	Access to quality foods. A mid-priced grocery store or a farmer's market. I would also like to see social spaces like brewery or cidery, and at least one destination restaurant, but mainly food. I hate that I have to drive to MPLS or New Brighton for farmers market.	2/26/2022 10:04 AM
178	A centrally located hub for residents of all ages with space to play board games, etc..possibly a food hall	2/26/2022 9:37 AM
179	More restaurants/coffee shops to walk to, redevelopment of old Rainbow Foods site	2/26/2022 9:14 AM
180	Better walkability of the 'downtown' central ave area. Increasing access across central and university ave.	2/26/2022 9:06 AM
181	Safer speeds on the two main thoroughfares.	2/26/2022 9:02 AM
182	More restaurants	2/26/2022 9:02 AM
183	Replace old broken up sidewalks - unsafe walking conditions - people are walking on the street so not to trip.	2/26/2022 8:47 AM
184	More social settings.	2/26/2022 8:20 AM
185	A YMCA type facility.	2/26/2022 8:09 AM
186	More community events like the truck or treating and snow blast. This is where we have met more people that don't live directly next to us. Developing of more neighborhood groups as well to unite neighbors will help deter crime etc.	2/26/2022 8:06 AM
187	Better choice of restaurants	2/26/2022 7:56 AM
188	Continued with in anti-racism	2/26/2022 7:49 AM

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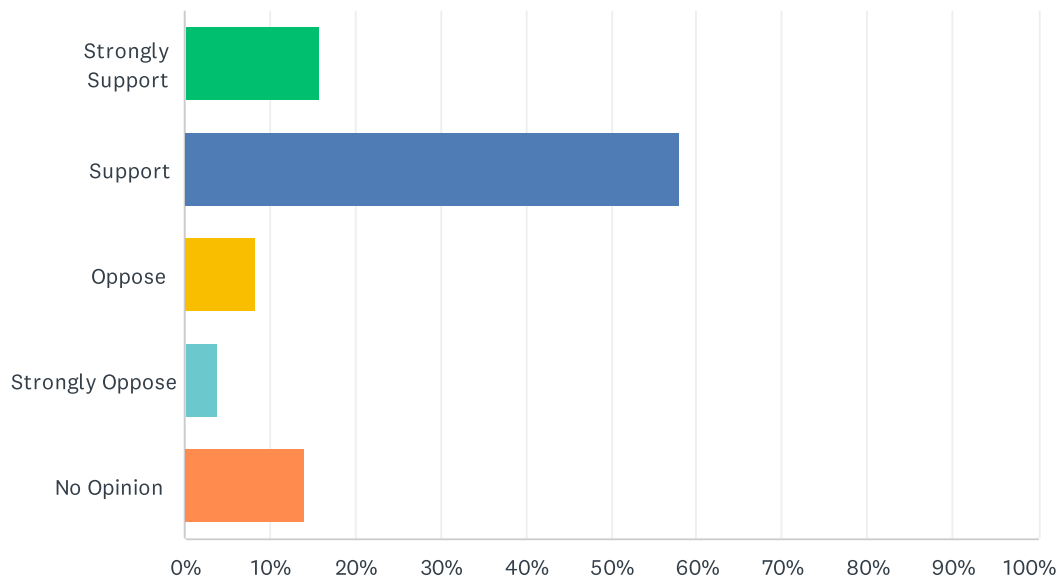
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189	People who look like me working in the city	2/26/2022 7:33 AM
190	Nice apts. , better downtown, walkable city	2/26/2022 7:30 AM
191	Sidewalks. It's difficult (esp. in winter) to walk places safely sometimes.	2/26/2022 7:19 AM
192	I'm concerned about a neighbor that rents out to young men. Multiple cars all the time and cars that show up for a night then you never see them again.	2/26/2022 6:58 AM
193	Recreational center for city residents	2/26/2022 4:22 AM
194	A revitalized downtown area.	2/26/2022 4:08 AM
195	Permanent soccer fields skateboard park Permanent chess tables in parks	2/26/2022 2:06 AM
196	Quality of education from CH schools, lack of discipline for students and/or consequences for parents. If the schools were improved, I believe more people would choose to live and send their kids to school here.	2/25/2022 11:34 PM
197	Sidewalks that don't end randomly, more independent restaurants, coffee shops, stop signs at more intersections	2/25/2022 11:16 PM
198	a housing program for seniors still living in their single resident homes that need maintenance/repairs. That the city would pay for new siding, windows, roofs, etc. (whatever was needed) as long as the resident lives in the home for a # of years and then the loan would be forgiven. If the resident moves before the time limit, then the loan would be paid out of the sale of home proceeds.	2/25/2022 10:58 PM
199	More walking paths	2/25/2022 10:54 PM
200	A water park for the kids	2/25/2022 10:37 PM
201	more transparency regarding renters' rights	2/25/2022 10:05 PM
202	Public safety -	2/25/2022 10:02 PM
203	Broader representation. Especially on boards and committees. Our city is very diverse and we need to hear from all of the various voices. It sometimes looks like "the 'ol boys club".	2/25/2022 8:55 PM
204	Grocery store in CH proper, better bike lanes, more green space	2/25/2022 8:09 PM
205	Indoor Swimming pool, Dog park,	2/25/2022 8:03 PM
206	Diverse leadership.	2/25/2022 8:01 PM
207	Tennis courts!	2/25/2022 7:46 PM
208	More diverse representation in our city council	2/25/2022 7:43 PM
209	Finish those empty buildings, like the old Rainbow grocery store, major eye sore for our community	2/25/2022 7:26 PM
210	Sidewalks, nothing else come close. We need more sidewalks. Many residential streets are dangerous for pedestrians, especially children.	2/25/2022 7:03 PM
211	Sidewalks	2/25/2022 6:53 PM
212	A fill service grocery store	2/25/2022 6:42 PM
213	Better bus service on University , better bus stops with lights and benches or shelters.	2/25/2022 6:25 PM
214	Parking	2/25/2022 6:25 PM
215	I think there are too many empty buildings that are ugly and a waste of space. I would love to see successful local and small businesses filling them, affordable housing, and a community center with a swimming pool. I would love places to hang out like tap rooms, breweries, music venues, art spaces, arcades, etc. Maybe a skate park.	2/25/2022 6:01 PM
216	A swimmable beach, beautification grants for residents to update the outsides of their homes,	2/25/2022 5:57 PM
217	Adhering to the ordinances. The city has gotten junkie. Following rules has been forgotten	2/25/2022 5:45 PM
218	I would love to see enough people move in so we could support a full service grocery store	2/25/2022 5:35 PM

	again.	
219	More community programs/involvement for adults	2/25/2022 5:35 PM
220	Walkability. The city is terribly unwalkable currently.	2/25/2022 5:34 PM
221	Large Grocery store	2/25/2022 5:20 PM
222	Youth activities like a rec center.	2/25/2022 5:10 PM
223	A drive for more owner-occupied housing.	2/25/2022 5:06 PM
224	I would like to see a nice large grocery store	2/25/2022 5:01 PM
225	Community programming, a place to hold community events, classes etc	2/25/2022 5:00 PM
226	Quality restaurants	2/25/2022 4:55 PM
227	More restaurants. Not fast food	2/25/2022 4:55 PM
228	More things to do. There is no recreation center with a pool. There are no grocery stores.	2/25/2022 4:49 PM
229	Better transit oppportunities with bike lanes, sidewalks and buses.	2/25/2022 4:45 PM
230	Grocery store (of course I realize that's been a whole thing). A couple of fine dining establishments would be nice. A clean up along university especially at the border with Minneapolis. (Just some junk removal and cosmetic clean up of some buildings would go far)	2/25/2022 4:43 PM
231	Communication with the resident regarding both good and bad things that are going on that are important A full-service grocery store	2/25/2022 4:42 PM
232	Restraint in adding more new housing. Too urban already! Crime will come with more people:(	2/25/2022 4:41 PM
233	Columbia Heights seems to look north for its identity, ascribing its policies and aspirations communities like Fridley/Blaine. However there is significant opportunity to grow the community by pulling in elements of the highly sought after Northeast Mpls Arts District.	2/25/2022 4:40 PM
234	Market Sector Housing... lots of rentals and "affordable" choices not enough owner and market priced housing	2/25/2022 4:36 PM
235	Given our size, I would like to see more walkability. For instance, even with lighted crosswalks, crossing Central in the middle of the day can still be risky. Drivers don't look before turning sometimes.	2/25/2022 4:32 PM
236	24-hour grocery store, public parking for residents that don't have adequate parking at their home and can't get a parking permit for the winter	2/25/2022 4:15 PM
237	Walkability throughout the city.	2/25/2022 4:09 PM
238	-Winter Parking laws are ridiculous	2/25/2022 4:07 PM

### Q4 Do you support or oppose the City providing financial incentives to attract specific types of development and increase the City's tax base?

Answered: 255 Skipped: 8



ANSWER CHOICES	RESPONSES
Strongly Support	15.69% 40
Support	58.04% 148
Oppose	8.24% 21
Strongly Oppose	3.92% 10
No Opinion	14.12% 36
TOTAL	255

#	IF SUPPORT OR STRONGLY SUPPORT, WHAT KIND OF BUSINESSES OR DEVELOPMENTS WOULD YOU MOST LIKE TO SEE MORE OF?	DATE
1	Indoor playground	3/11/2022 10:20 PM
2	Grocery, clinic,	3/11/2022 10:20 PM
3	Would like to see minimal dollars go to new business. I would like to see more focus on getting crime under control. I support money being used to redevelop problem areas.	3/11/2022 9:57 PM
4	Not more apartments. Assist homeowners and small landlords (not corporate ownership) to fix/improve their properties. Incentives to attract a variety of businesses, food, entertainment, cultural arts. Make downtown a place people want to visit. Example downtown Anoka has been able to attract a variety of small shops	3/11/2022 9:48 PM
5	I would support if its anything BUT low income housing	3/11/2022 5:34 PM
6	Anything but more auto body shops and ethnic food. It would be nice to have a choice of good old American feels like we had with Mr. Steak,etc.	3/11/2022 5:20 PM

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7	Businesses that draw people into the community to spend money. No non-profits. Housing that brings people into the community with discretionary income to spend.	3/11/2022 3:01 PM
8	Both affordable housing and small markets	3/11/2022 12:58 PM
9	Restaurants, brewery, distillery	3/11/2022 9:29 AM
10	Low income housing, small businesses	3/11/2022 9:04 AM
11	Grocery Non-chain restaurants Mom & Pop shops	3/11/2022 7:45 AM
12	A business or light industry/office development would be great; and a limit on rental developments - especially adjacent to neighborhoods and not 400+ units like the HyVee proposal. Get the trashy businesses off Central Avenue - it looks like a big city low-income strip and no more fast-food places	3/11/2022 7:42 AM
13	It seems like something that would be case by case. But I'm more in favor of financial incentives for citizens	3/11/2022 7:39 AM
14	I would LOVE to see a brewery in Columbia Heights! So often I hear of breweries engaging with youth sports sponsorship and finding ways to give back to the community. It would be great to support a business like that!	3/11/2022 7:23 AM
15	Specialty restaurants and professional businesses.	3/10/2022 9:32 PM
16	Family owned business	3/10/2022 9:05 PM
17	Grocery store	3/10/2022 8:56 PM
18	Restaurants, convenience stores, bars	3/10/2022 8:00 PM
19	Breweries, entertainment, non-profits, small mom-and-pop shop businesses	3/10/2022 7:10 PM
20	See above answer	3/10/2022 6:41 PM
21	Restaurants and entertainment	3/10/2022 6:03 PM
22	Stores ( grocery, clothing)	3/10/2022 5:26 PM
23	I don't know what kind of business or development is being supported, so i can't answer this	3/10/2022 5:15 PM
24	Grocery store	3/10/2022 4:57 PM
25	Non-chain restaurants	3/10/2022 4:52 PM
26	Co-ops, internet cafes, community center for kids, Comic Book store.	3/10/2022 12:36 PM
27	Affordable housing Small retail	3/10/2022 6:14 AM
28	Housing, restaurants, coffee shops, independent shops, art, thrift, bookstores, a community centre to rival the one in New Brighton with an indoor playground and pool.	3/9/2022 8:54 PM
29	Grocery store. Places to eat. No more auto stores.	3/9/2022 6:22 PM
30	See above	3/9/2022 4:56 PM
31	grocery store and restaurants.	3/9/2022 11:59 AM
32	bookstores, things to include for families with children (play areas etc.), some great coffee/tea shops, bigger farmers market.	3/9/2022 10:07 AM
33	Grocery store, Marshall's or tj max	3/9/2022 8:30 AM
34	More gyms with pool and sauna. Indoor theme park Marshals or a home outlet	3/8/2022 9:46 PM
35	It would depend. I think subsidies and incentives should be focused on those who otherwise could not afford to be here...NOT millionaire property developers. I think things like the NEIC are great and have attracted quality businesses that contribute and are an integral part of the community. Eg. We are all devastated that Sen Yai/Dipped and Debris is going to be ending. I'd love to see Central Ave extending into Col Hts in a similar way, with great restaurants and shops that care about the community, and not just a bunch of dollar stores.	3/8/2022 9:28 PM
36	Super market	3/8/2022 9:15 PM



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37	Grocery and small retail.	3/8/2022 4:44 PM
38	No opinion, cause I don't know what they are.	3/8/2022 3:30 PM
39	See above - businesses for socializing and for needs (grocery) in Central and 40th area. Less box stores like Dollar Store, Public Storage	3/8/2022 3:18 PM
40	Independent businesses ie. not Walmart like.	3/8/2022 2:48 PM
41	Cub	3/8/2022 12:19 PM
42	Retail, updated shops	3/8/2022 10:13 AM
43	Family owned businesses!!!	3/8/2022 10:13 AM
44	I would love to see a YMCA or skatepark, more small restaurants for people who enjoy more than just steak and potatoes.	3/8/2022 10:02 AM
45	Full-size grocery store, florist, coffeeshops, more "third places" (coffeeshops, restaurants, places that folks congregate that is not work or home).	3/8/2022 9:36 AM
46	More jobs, light industry	3/8/2022 9:35 AM
47	a big/popular shop, creative classes or businesses, park improvements	3/8/2022 9:05 AM
48	Affordable housing, restaurants, childcare.	3/8/2022 8:53 AM
49	Arts	3/8/2022 8:44 AM
50	I would have to know more on what types of businesses and what the plan or proposal would be. This is a very vague question	3/8/2022 8:42 AM
51	Minority owned business - no big box stores - art gallery	3/8/2022 8:36 AM
52	Higher end clothing stores, animal rescue organization, garden stores, easy access medical facility. Not sure what happened to Fairview clinic?	3/8/2022 8:35 AM
53	Restaurants and entertainment. Anything independently owned.	3/8/2022 8:35 AM
54	Small businesses	3/8/2022 8:18 AM
55	Restaurants, bars, cafes, yoga centers, galleries, artist studios, art centers.	3/8/2022 8:06 AM
56	Higher end restaurants and a grocery store	3/8/2022 7:50 AM
57	Grocery store	3/8/2022 7:44 AM
58	Locally owned business like craft shops, coffee shops, maybe micro breweries.	3/8/2022 7:20 AM
59	Shopping & restaurants	3/8/2022 7:14 AM
60	Resident owned and operated	3/8/2022 5:41 AM
61	Grocery store	3/8/2022 3:12 AM
62	Industrial, good solid jobs. Affordable housing, not low income housing...good landlords who rent to good safe people.	3/7/2022 11:23 PM
63	Restaurants --- entertainment venue---Amphitheater	3/7/2022 11:01 PM
64	Small start up business, Trader Joe's, health food stores, craft stores, novelty shops like Patina, I Like you , sit down Restaurants, breweries, game stores, clothes stores, salons	3/7/2022 10:59 PM
65	Investments in parks, sidewalks	3/7/2022 10:49 PM
66	Mission BBQ	3/7/2022 10:01 PM
67	support for schools, families. tutoring, mental health, youth mentorship	3/7/2022 11:15 AM
68	I would like to see stronger community centers that attract people to get services, etc. I like seeing immigrant owned businesses and would love to see more of that in our area.	3/6/2022 8:46 AM
69	A grocery store would be great. Bars, restaurants, multi-unit housing, curling rink, bowling alley, roller rink, flea market,	3/5/2022 8:00 PM

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70	Something like Fresh Thyme or Trader Joe's anywhere in the city, or a cafe/coffee shop on Central Ave. We don't need more car related businesses or discount stores.	3/5/2022 7:53 PM
71	I support affordable multi-housing developments.	3/5/2022 11:34 AM
72	Restaurants stores	3/4/2022 10:54 AM
73	grocery store	3/4/2022 8:42 AM
74	Restaurants with rooftop dining. Prefer family or individually owned over corporate owned.	3/4/2022 1:45 AM
75	Co-op grocery store, co-op hardware, community supported, locally sourced food restaurant.	3/3/2022 9:15 PM
76	Grocery store, Company with lots of employees to support existing businesses restaurants and such.	3/3/2022 1:16 PM
77	Support businesses that will keep properties clean. NOT support any more rentals in apartments or single family homes.	3/3/2022 10:30 AM
78	Was very disappointed the Hyvee project failed and would like to see something along those lines	3/3/2022 8:45 AM
79	Affordable apartments, or first time homebuyers money, incentives	3/3/2022 7:58 AM
80	Only to a major grocery store.	3/3/2022 6:43 AM
81	Any	3/2/2022 10:28 PM
82	I'd like to see more fun things to do (wineries, distilleries, bowling, archery, gun range, dancing, water craft to rent - boats, paddle boats, canoes), more updates to parks. I'd like to see more safe food security options like improvements to SACA's location (including the thrift store since they raise money for food with it) and refrigerators at Murzyn Hall for the food delivered there for free pick up to keep it safer to eat.	3/2/2022 10:09 PM
83	Less large scale low income apartment and more businesses	3/2/2022 8:01 PM
84	Imagine a stretch of walkable storefronts offering shopping, dining, art, meeting spaces, etc. We could use a bike shop, a brewery, art gallery, craft/maker space, etc. Start by making our city a destination for people, not just a shortcut from 694 to downtown.	3/2/2022 7:11 PM
85	Medical office buildings, restaurants, possibly a small modern retail square to get rid of all of the ugly current retail strip malls or closed stores.	3/2/2022 5:30 PM
86	Would love to see a nice grocery store, like Trader Joe's... something small but nice would be great. I would also love a coffee shop with outdoor seating that has normal operating hours. We really miss the Fairview clinic and really want that back... we really dislike driving to Fridley for everything.	3/2/2022 9:42 AM
87	Market rate apartments, retail, parks, single family homes.	3/2/2022 8:23 AM
88	coffeeshop, bookstore, skate park,	3/2/2022 12:11 AM
89	I wouldn't mind a HyVee grocery store in the area. I currently shop at Cub in Fridley. I'm also sorry to see that Heartland Tire on University near I-694 recently closed.	3/1/2022 10:26 PM
90	Shopping a look similar to Sliver Lake up on Silver Lake Road Better eating establishment, Make sidewalk more appealing.	3/1/2022 8:10 PM
91	More businesses of all types - especially another grocer and a large discount retailer.	3/1/2022 6:11 PM
92	Locally-owned businesses and affordable housing	3/1/2022 5:13 PM
93	Affordable and clean housing.	3/1/2022 4:38 PM
94	We have no good shopping areas. I drive to Hopkins, Robbinsdale, Hastings and other towns just because of their cute shops.	3/1/2022 4:34 PM
95	Grocery stores	3/1/2022 4:30 PM
96	Good sit-down restaurants. Book stores. An Arby's franchise.	3/1/2022 4:28 PM
97	Independent boutiques, coffee shops, Good grocery stores, nicer restaurants. At Market rental properties No more section 8, No more low income housing. Allow already existing business to	3/1/2022 3:44 PM



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	obtain liquor licenses to expand their business . As long as they have no issues.	
98	More independent restaurants, destination arts businesses	3/1/2022 3:43 PM
99	Non-chain restaurants. Grocery store. Coffee shop. Pharmacy. Hardware store (especially if we lose the one we have). FEWER discount/dollar stores.	3/1/2022 3:41 PM
100	Non franchise dining, bookstores	3/1/2022 3:32 PM
101	fewer auto repairs and more goods and services. Restaurants, grocery, etc.	3/1/2022 3:27 PM
102	a new Grocery Store	3/1/2022 3:12 PM
103	ANYTHING BUT AUTO RELATED	3/1/2022 10:50 AM
104	More vertical farms (we have 1). Replace automotive recycling and junkyards with tech recycling. Replace fossil fueled vehicle business with electric vehicle businesses.	3/1/2022 8:25 AM
105	Caribou or Starbucks coffee, an antique store or two, breakfast/diner place, nice hair salon and spa, sports store, upscale clothing.	2/28/2022 11:58 PM
106	SMALL, local busineses, community based businesses/non-profits (eg. YWCA),	2/28/2022 10:51 PM
107	Aldi is great but a bigger grocery store as well would be awesome.	2/28/2022 8:58 PM
108	A nice grocery -- Hyvee (not in favor of how many apartments are planned for 44th and Central!!), Lunds-Byerlys. More walkable city -- freshen up the "downtown area" on Central (use Anoka or Hopkins as an example)	2/28/2022 11:18 AM
109	More quality shopping options.	2/28/2022 11:01 AM
110	Grocery store. Owner-occupied housing.	2/28/2022 10:43 AM
111	See above	2/28/2022 10:20 AM
112	Restaurant, not fast food or drive thru.	2/28/2022 9:46 AM
113	Industrial.	2/27/2022 8:55 PM
114	Improving the streets and making them more walkable and safer.	2/27/2022 1:54 PM
115	Small business, restaurants (not fast food)	2/27/2022 9:49 AM
116	Single family homes, more restaurants	2/26/2022 8:43 PM
117	Grocery store. Shopping area with unique shops. Community center.	2/26/2022 8:02 PM
118	I guess it depends on the businesses, how much inventive or what incentive vs what kind of tax revenue increase. There are already too many chains/banks/etc. What about entertainment options that don't require leaving CH?	2/26/2022 8:02 PM
119	I would LOVE LOVE LOVE to see some kind of family recreation business—like Grand Slam, a trampoline park, escape room, or some kind of arcade/restaurant combo. Those establishments attract folks from miles away and would bring revenue to other local businesses as well.	2/26/2022 3:45 PM
120	More variety of stores: clothes, home goods, etc	2/26/2022 2:29 PM
121	Small, diversely owned businesses	2/26/2022 1:44 PM
122	Restaurants and shopping. Less auto parts!	2/26/2022 1:18 PM
123	Local grocery store, outdoor recreation store, organic cafe/grocer, gaming store/cafe, local coffee shop, live music venue of any kind, live theatre.	2/26/2022 12:09 PM
124	Restaurants and bars, small business retail coffee shops	2/26/2022 11:29 AM
125	I said it above .	2/26/2022 10:48 AM
126	Retail businesses	2/26/2022 10:42 AM
127	Support small businesses. Would like to have seen Hy-Vee replace Rainbow in that location. At what point do we have enough residential development? I would like to see the community encourage house owners over renters and condos.	2/26/2022 10:33 AM

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128	See above. Destination food or beverage spots, social spaces. Green or community focused businesses. Cultural focused spots...art, theater, music, athletics.	2/26/2022 10:04 AM
129	International boutique, food hall	2/26/2022 9:37 AM
130	Small family owned reaturants/coffee shops/breweries or wine bars	2/26/2022 9:14 AM
131	Local businesses, preferably minority owned.	2/26/2022 9:06 AM
132	Technology, light industrial.	2/26/2022 9:02 AM
133	Italian restaurant	2/26/2022 9:02 AM
134	Grocery, restaurants, coffee shops, small retail like book or game stores	2/26/2022 8:54 AM
135	Entertainment, retail, parks	2/26/2022 8:20 AM
136	Mixed use buildings, more small retail businesses, restaurants	2/26/2022 8:09 AM
137	BIPOC-owned businesses Tech companies Business that would provide living-wage jobs	2/26/2022 7:49 AM
138	Entertainment, grocery stores	2/26/2022 7:33 AM
139	More nice, sit down restaurants. Drive through coffee. More drive through food places.	2/26/2022 7:30 AM
140	A Panerea Bread.	2/26/2022 6:58 AM
141	Small businesses & a grocery store.	2/26/2022 4:08 AM
142	Restaurants, small businesses, health food stores, yoga/gym studios	2/25/2022 11:16 PM
143	A grocery store A microbrewery	2/25/2022 11:13 PM
144	More retail, a grocery store, businesses serving healthy living (such as a workout place, a pickleball court)	2/25/2022 10:58 PM
145	Wind energy(we are the heights)	2/25/2022 10:54 PM
146	Minority-owned local businesses	2/25/2022 10:05 PM
147	Nice restaurants	2/25/2022 10:02 PM
148	I love all of the independent small businesses we have (restaurants & grocery stores). Let's keep them thriving. If you are going to support development of/for large corporations, some guidelines to ensure their labor practices are sound and inclusive and they are good environmental stewards would be appreciated.	2/25/2022 8:55 PM
149	Small grocery store, coffee shop, fabric store	2/25/2022 8:09 PM
150	Wish there was down payment assistance, land trusts or ANY help for people wanting to become homeowners.	2/25/2022 8:03 PM
151	Brewery	2/25/2022 8:01 PM
152	Costco, Walmart, restaurants.	2/25/2022 7:46 PM
153	More community engagement businesses - it would be great to see a gym, more coffee shops, a bookstore, etc.	2/25/2022 7:43 PM
154	Grocery store or department store	2/25/2022 7:26 PM
155	Arts and/or entertainment based.	2/25/2022 7:03 PM
156	Anything that also supports a decent wage	2/25/2022 6:53 PM
157	Grocery store Retail stores	2/25/2022 6:42 PM
158	Restaurants, brewing, things for kids and teens to do.	2/25/2022 6:25 PM
159	POC-owned businesses, tap-rooms or breweries, music venues, arts related businesses.	2/25/2022 6:01 PM
160	Things for families and kids	2/25/2022 5:57 PM
161	Family restaurants. Specialty shops	2/25/2022 5:45 PM

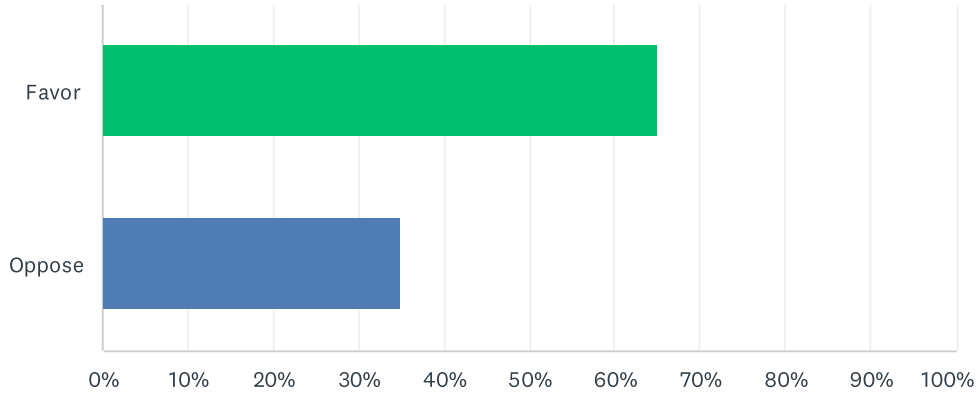
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162	Housing and more housing. I'd love to see the city population double as soon as possible. Every effort should be made to allow developers to build as many units of house as is possible.	2/25/2022 5:35 PM
163	Unique gift or other specialty shops	2/25/2022 5:35 PM
164	Missing a cute little downtown. No gift stores or antique shops Love the heights bakery but need more variety.	2/25/2022 5:20 PM
165	Owner occupied housing Businesses that bring customers to Columbia Heights and not just redistribute dollars already spent here.	2/25/2022 5:06 PM
166	More restaurants like the ground round and Mr steak	2/25/2022 5:01 PM
167	No more housing/	2/25/2022 4:55 PM
168	Every type of business development would be fantastic! We need to add to our tax base to take the burden off of homeowners. So I would preference development that led to the highest taxes being collected.	2/25/2022 4:45 PM
169	Restaurant, boutique business, tattoo shops	2/25/2022 4:43 PM
170	Healthcare clinic full-service grocery store	2/25/2022 4:42 PM
171	New original ones	2/25/2022 4:41 PM
172	Breweries, art studios, co-ops, small business retail, restaurants/fine dining.	2/25/2022 4:40 PM
173	Coffee Shops, boutique shopping, higher end choices all the way around, mixed use developments with restaurants, shopping, recreation choices	2/25/2022 4:36 PM
174	Restaurants, brew pub, small shops or boutiques. Stay away from car centered businesses and dollar stores	2/25/2022 4:33 PM
175	It would be nice to have a full selection grocery store in the city proper. Aldi is nice, but has limited selection.	2/25/2022 4:32 PM
176	LIHTC housing, 24-hour grocery store, non-chain businesses	2/25/2022 4:15 PM
177	A grocery store!	2/25/2022 4:09 PM

## Q5 Would you favor or oppose an increase in your City property taxes if it were needed to improve or enhance current City services or facilities?

Answered: 251 Skipped: 12



ANSWER CHOICES	RESPONSES	
Favor	64.94%	163
Oppose	35.06%	88
TOTAL		251

#	IF YES, WHAT SERVICES OR FACILITIES WOULD YOU MOST LIKE TO SEE IMPROVED OR ENHANCED (NAME UP TO THREE):	DATE
1	Seniors activities Kids activities classes City coliseum	3/11/2022 10:20 PM
2	New community center or health club like a YMCA, skate park, and dog park	3/11/2022 9:57 PM
3	Not impressed with the short sightedness of building police station, city hall and library locations separately which probably could have been included on one campus at a reduced overall cost	3/11/2022 9:48 PM
4	Would favor but depends on what the enhancements are. A new expensive fire truck definitely was not needed.	3/11/2022 5:34 PM
5	None None None	3/11/2022 3:01 PM
6	face lift for some of the strip malls. Would be cool to have more bike trails	3/11/2022 9:29 AM
7	Parks	3/11/2022 7:45 AM
8	NO - be more fiscally minded when proposing improvements/programs and look for money from outside resources	3/11/2022 7:42 AM
9	I'd like to vote individually on tax increases but I'm generally in favor of increases for schools, arts, and social services.	3/11/2022 7:39 AM
10	Water, parks, schools	3/11/2022 7:23 AM
11	Better police	3/11/2022 1:53 AM
12	Police and fire.	3/10/2022 11:07 PM
13	Education Parks and recreation	3/10/2022 9:48 PM
14	Sidewalks, street lights, park safety/clean up	3/10/2022 9:32 PM

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15	Rosds	3/10/2022 9:05 PM
16	Parks Trails	3/10/2022 8:56 PM
17	The store fronts on central ave need updating. Cleaner streets, garbage picked up around the stores. Better maintenance of the green spaces.	3/10/2022 6:41 PM
18	Police presence and stores	3/10/2022 5:26 PM
19	A supermarket, café or restaurant that is walkable, continue improvement of parks	3/10/2022 5:15 PM
20	Better pay for firefighter Better support to the police department Summer activities for all people, like live music in parks...	3/10/2022 5:00 PM
21	Side walks! Bike infrastructure! Parks that provides interest for people without kids!	3/10/2022 4:52 PM
22	Teen outreach programs	3/10/2022 3:49 PM
23	More amenities (of all kinds) at our lovely parks. We should double down on them -- and add safer connections to all of them for pedestrians and bikers.	3/10/2022 3:26 PM
24	Huset part could use a facelift. Also 40th and Central could use a unified branding refresh.	3/10/2022 12:36 PM
25	Parks	3/10/2022 6:14 AM
26	Sidewalks - too many disappear or end abruptly, they affect walkability in the area. Green space, seasonal plants and trees/grasses in the centre Islands on Central Avenue. Facade revitalization and better maintenance in general, so many run down shops or fast food joints are just plain ugly!	3/9/2022 8:54 PM
27	Bike lane on 37th between Central & Stinson.	3/9/2022 4:56 PM
28	Updates to some parks. Ostrander park had a broken little slide a few years ago and they just removed it. It would be great to have a little slide added for our young kiddos who may not be ready for the big slides.	3/9/2022 10:07 AM
29	Sidewalks and street cleaning. There are many holes and water filtration, big puddles. Trees	3/8/2022 9:46 PM
30	I just bought a house that was overpriced to begin with so this is a sensitive area for me! I really don't want to see my taxes go up any more than they inevitably will already.	3/8/2022 9:28 PM
31	Mental health	3/8/2022 9:15 PM
32	bike lanes on off streets cross city bus lines park trails	3/8/2022 4:44 PM
33	City is already getting a new building with apartments above it. Use that income to fund other improvements.	3/8/2022 3:30 PM
34	Bike lanes, stop signs (there's multiple intersections with no stop signs in all directions, public events that get more funding to have more breweries, food trucks, entertainment.	3/8/2022 3:18 PM
35	Parks, sidewalk, alleys and infrastructure (sewers)	3/8/2022 2:48 PM
36	Education, environment, public health	3/8/2022 1:22 PM
37	Roads and infrastructure, rental slum lords, and parking regulations	3/8/2022 10:13 AM
38	Parks, sidewalks, create speed barriers for neighborhood streets	3/8/2022 10:02 AM
39	I'd LOVE a community center or a YMCA-like center (or a YMCA!) with a pool and gym. I have friends in other inner-ring suburbs and I am agog at their city facilities. Murzyn Hall is outdated and we need a pool for all.	3/8/2022 9:36 AM
40	Murzyn hall, Public works, garbage pick up	3/8/2022 9:35 AM
41	Parks and rec maintenance. Better traffic control (stop signs, lighting, speed bumps and such) Enhanced recycling program/facility	3/8/2022 8:42 AM
42	Mgmt of street waste and water runoff. Too much garbage going into the sewer system. Park with picnic tables and facilities. Changes and enhancements to Central Ave.	3/8/2022 8:35 AM
43	Better quality roads. Public beautification projects.	3/8/2022 8:35 AM



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44	Aesthetics, parks	3/8/2022 8:18 AM
45	Add a center tree boulevard to Central to make it cuter Sidewalks	3/8/2022 8:06 AM
46	Parks and recreation, library	3/8/2022 8:06 AM
47	Make the roads safer.	3/8/2022 8:06 AM
48	Add sidewalks and increase public works to be sure walks are plowed and people follow all city ordinances. Also police to stop all the people from crossing Central Ave where there is no stoplight for their and drivers safety	3/8/2022 7:50 AM
49	Sidewalks, improve 37th between central and silver lake road, community center	3/8/2022 7:44 AM
50	Traffic calming on Central Avenue to enhance walkability to existing businesses.	3/8/2022 7:20 AM
51	Tennis courts	3/8/2022 7:14 AM
52	Entertainment centers Sports bar Community center	3/7/2022 11:01 PM
53	Open bathrooms in parks, more park programs for kids, skate park, team gymnastics	3/7/2022 10:59 PM
54	Public works, we have many potholes on our street that need fixing	3/7/2022 10:49 PM
55	Rec center (although our property taxes seem to be continuing to rapidly increase already)	3/7/2022 10:01 PM
56	Community Center type activities for families, more resources for Rec options for kids and adults, After-school partnerships/programs.	3/7/2022 11:15 AM
57	-Education -Homeless support -Education :)	3/6/2022 8:46 AM
58	Sidewalks, street lights, park amenities	3/5/2022 8:00 PM
59	Adding more sidewalks! Not having sidewalks or a neighborhood conducive to walking is honestly one of the major reasons we will likely move.	3/5/2022 7:53 PM
60	I have voted to increase taxes for school improvements. I would pay for sidewalk, bike path installation within the city.	3/5/2022 11:34 AM
61	I don't know enough about our city budget to know if we need addition taxes.	3/4/2022 3:40 PM
62	serving children & families park programs health & wellness focused services	3/4/2022 8:42 AM
63	Parks need more jungle gym equipment. Kids want to climb. More programs to get youth off their cell phones & outside. Make parking ramp behind Jimmy's Pool Hall safe. Better lighting, security cameras.	3/4/2022 1:45 AM
64	A better senior facility. Something like Fridley's senior center. I'd like to go to a center that had comfortable furniture, maybe a fireplace, a place to get coffee or tea, or make your own.	3/3/2022 9:15 PM
65	fiber internet, new water mains in homes if there are lead ones esp , park improvements. I'd love an small outdoor Amphitheater for plays, music to bring community together. Bike paths, more sidewalks. the city needs to be more walking, biking friendly.	3/3/2022 1:16 PM
66	ONLY for CLEAN UP of the city or improve the streets.	3/3/2022 10:30 AM
67	Improved - city garbage services	3/3/2022 8:45 AM
68	Stop signs	3/3/2022 7:58 AM
69	1) Online access to all city property records. Permits, inspections and any other property owner requests whether approved or denied (See Fridley website). 2) Housing inspections for all sales. 3) Follow-up inspections for permits.	3/3/2022 6:43 AM
70	I would like to see how the new city hall looks and what is going to be there - I would like to see more of the city offices in one building for convenience and most of them really need new offices with the old ones being renovated and filled again or demolished and replaced. Businesses on Central and University need to be improved so the two main drags look better. We need more focus on crimes like theft of catalytic converters, break-ins, robbery, street racing, etc.	3/2/2022 10:09 PM
71	Put stop signs on all uncontrolled intersections Remove snow from sidewalks and prioritize pedestrian traffic safety all year More sidewalks and safe routes to school for students	3/2/2022 7:11 PM

Online Community Survey

Item 4.

72	Library, Parks, and Recreation	3/2/2022 6:04 PM
73	You need to be more specific with this question.	3/2/2022 5:30 PM
74	arts and culture, low cost physical recreation	3/2/2022 2:07 PM
75	Would like more programs for young kids (5 and under). Majority of programs are for grade school kids. We again have to go to Fridley for any younger child programs.	3/2/2022 9:42 AM
76	Schools, streets, Central Ave commercial properties.	3/2/2022 8:23 AM
77	more sidewalks! public art - sculptures and murals commissioned by local artists regular trash clean up, especially along Central Ave	3/2/2022 12:11 AM
78	Clean water and good roads (i.e. no potholes)	3/1/2022 10:26 PM
79	Roads	3/1/2022 9:58 PM
80	Park & Recreation facilities	3/1/2022 6:11 PM
81	Columbia Heights Public Library (they do an amazing job, but more resources is always good!)	3/1/2022 5:13 PM
82	Recycling crack down, when I am walking the neighborhood I see so many items that could be recycled in people's bins. Also need to more strongly discourage people from putting plastic bags in the recycle bin.	3/1/2022 4:34 PM
83	Parks	3/1/2022 4:30 PM
84	Question 5 is worded incorrectly. You ask about favoring OR opposing and then want a Yes or No answer. You should have asked for "Favor" or "Oppose" for the response.	3/1/2022 4:28 PM
85	More police officers, mental health, family support. Crime is terrible, drugs are awful, families in crisis seem to be rising	3/1/2022 3:44 PM
86	Taxes keep going up in Minnesota. Makes it hard if you are mid income.	3/1/2022 3:43 PM
87	Roads, parks.	3/1/2022 3:41 PM
88	I would favor. That question is worded really awkwardly. I would favor paying more property taxes for an increase in services of any kind.	3/1/2022 3:32 PM
89	Busses Well lit streets City wide sidewalk shoveling	3/1/2022 3:28 PM
90	Parks (lower hights area)	3/1/2022 3:27 PM
91	ADDITIONAL PATROL OFFICERS TO ENFORCE SPEED, A DEDICATED CITY EMPLOYEE INFORCING RENTAL PROPERTY ORDIANCES & STANDARDS.	3/1/2022 10:50 AM
92	Remodel/rebuild Murzyn Hall into a community center that includes an indoor performance space, such as an auditorium that could be used for a wide range of community events. Maplewood, St. Louis Park, and Burnsville all have great ones. Public internet service as a utility. I'd like to see all city communications to meet WCAG accessibility standards, including accessibility in the many languages that are present in Columbia Heights.	3/1/2022 8:25 AM
93	Sidewalks for areas that do not have sidewalks. Bury electric wiring. Our neighborhood has electric wires that are low and dangerous; these were to be temporary. Never fixed! Have better street lighting! Crosswalk identification/lines at all junctions.	2/28/2022 11:58 PM
94	It depends. Schools, yes! Sidewalks, yes! City safety (pedestrian), yes!	2/28/2022 10:51 PM
95	Updated parks Nicer "downtown" -- more like Anoka or Hopkins	2/28/2022 11:18 AM
96	Maintain streets.Adding more attractive street lighting.Add more family useful accoutrements to our many beautiful parks.	2/28/2022 11:01 AM
97	Inspection of rental housing to keep up appearances of our city. I am tired of seeing junk in yards and along the alleys, houses in need of painting, weed-filled yards, etc.	2/28/2022 10:43 AM
98	The money is being mishandled now.	2/28/2022 9:53 AM
99	Police & safety employees.	2/28/2022 9:46 AM
100	Police Maintenance Signage	2/27/2022 8:55 PM

# Online Community Survey

Item 4.

101	Sidewalks. Bike infrastructure	2/27/2022 3:10 PM
102	Public transportation with more frequencies and another line express to go straight to downtown Minneapolis. Improve streets to be more walkable and safer.	2/27/2022 1:54 PM
103	Sidewalks with safe pedestrian crossings, protected bike lanes/paths that connect to parks and grocery stores inside (Dong Yang, Pooja, etc) and outside (Cub in St Anthony) the city, and a larger community center or YMCA with fitness areas, pool, locker rooms, saunas, indoor basketball courts, community rooms. A bigger better Murzyn Hall. But it would be nice if it was also integrated with the rest of the YMCA system.	2/27/2022 1:39 PM
104	Better web site for City services to be done on-line. Ex: on line chat to answer questions Improving city streets with sidewalks & bike lanes Create a department specifically for native gardens & plants and a resource for residents	2/27/2022 9:49 AM
105	The schools	2/27/2022 9:01 AM
106	Park facilities Police facility	2/26/2022 8:02 PM
107	Garbage.	2/26/2022 8:02 PM
108	I'm always in favor of more funding for schools! I would also love to see improvements to parks, as well—more splash pads, a skate park, nicer buildings to rent for parties/picnics.	2/26/2022 3:45 PM
109	Schools Roads Parks	2/26/2022 2:29 PM
110	This wording is completely confusing. We support taxes for services, not to attract businesses.	2/26/2022 1:44 PM
111	More parks and green space; trees or greenery on university and central, more security and camera monitoring and overall safety measures	2/26/2022 1:22 PM
112	Murzyn Hall needs an update. Park facilities in general should have buildings that could be rented like the kind Roseville has for use. Community pool.	2/26/2022 1:18 PM
113	That question is poorly worded. It is unclear what a yes means. I would support an increase in property taxes to better fund parks, public schools (they need a library and librarian), diversity initiatives.	2/26/2022 12:09 PM
114	Our city already has some of the highest taxes in the anoka County area, figure out how to work with what you have to make improvements	2/26/2022 11:29 AM
115	Police/Fire	2/26/2022 10:42 AM
116	More and improved walkways...improve walkability. Community center, parks.	2/26/2022 10:04 AM
117	I feel like city services are good, would love to see more beautification like trees/lighting on medians of Central and University	2/26/2022 9:14 AM
118	Improving walkability and parks and recreation activities.	2/26/2022 9:06 AM
119	Youth programs, mental health, addiction recovery support.	2/26/2022 9:02 AM
120	City park updates	2/26/2022 9:02 AM
121	School facilities Parks/playgrounds Recreation programs	2/26/2022 8:54 AM
122	Police	2/26/2022 8:47 AM
123	Internet Education Parks/outdoor recreation	2/26/2022 8:20 AM
124	Sidewalks	2/26/2022 8:09 AM
125	Parks, Schools, Libraries	2/26/2022 7:19 AM
126	Restaurants and stores	2/26/2022 4:22 AM
127	Parks & roads	2/26/2022 4:08 AM
128	Murzyn Hall Park amenities More sidewalks	2/26/2022 2:06 AM
129	Sidewalks, bike lanes, community classes/events	2/25/2022 11:16 PM



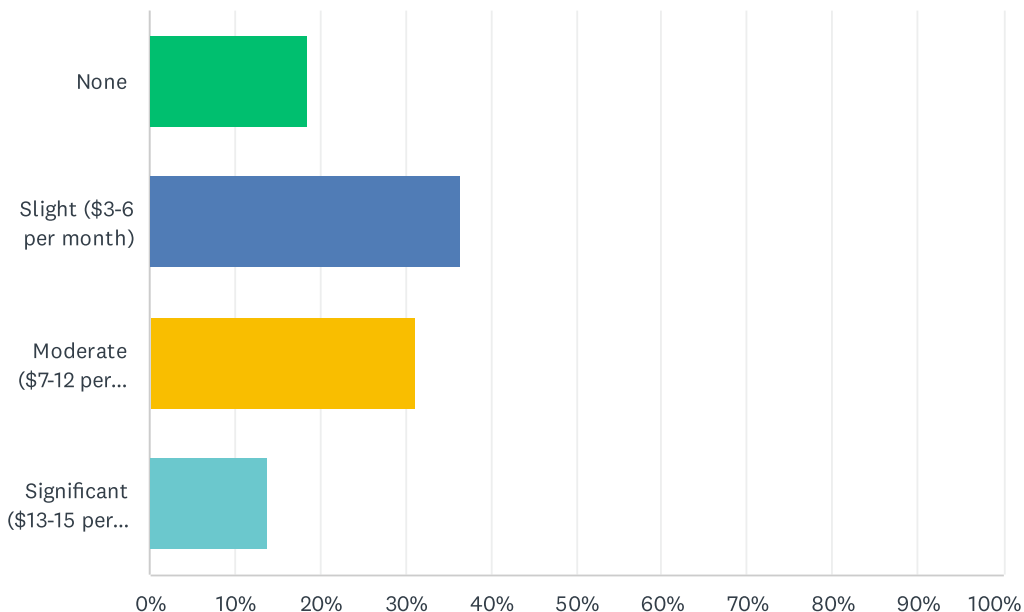
## Online Community Survey

Item 4.

130	Not sure	2/25/2022 10:58 PM
131	The parks for the kids	2/25/2022 10:37 PM
132	Schools Parks Schools	2/25/2022 10:05 PM
133	Quicker police response for calls for service, improve the outdated look of central Avenue, redeveloped Sheffield neighborhood	2/25/2022 10:02 PM
134	Parks, more walking and bike paths. Traffic calming on side streets such as stop signs at uncontrolled intersections. The speed that I see on 45th especially is nuts. Only 1 stop sign between Central and University isn't enough. Additional safety for people walking and crossing Central and University between about 44th through 53rd. Too many accidents between people and cars.	2/25/2022 8:55 PM
135	Swimming pool,	2/25/2022 8:03 PM
136	Sidewalks! Park improvements!	2/25/2022 7:43 PM
137	The parks new work especially the one we've lived across the street from for 20 years, Gauvitte park, been the same since the 80's, time to update	2/25/2022 7:26 PM
138	Sidewalks, dog park, soccer fields, public art.	2/25/2022 7:03 PM
139	Keep our schools well maintained and up to date	2/25/2022 6:42 PM
140	Buses on University Betters bussing from Central to University City wide Plowing of sidewalks, as a senior it's hard for me to do it.	2/25/2022 6:25 PM
141	Any public school needs, a community center	2/25/2022 6:01 PM
142	Parks maintained, snow removal is sketchy. More controls on yards, sidewalk clearing	2/25/2022 5:45 PM
143	I think the city should keep an open mind about potential improvements but I'm quite happy with the level of services right now.	2/25/2022 5:35 PM
144	Education Infrastructure Social Services	2/25/2022 5:35 PM
145	Walking and biking paths City parks	2/25/2022 5:34 PM
146	Walkability.	2/25/2022 5:10 PM
147	The trash/recycling/compost service is pretty iffy. I love that there is compost pick up though.	2/25/2022 4:52 PM
148	Community Center Improvements - new Muryn Hall New park developments including a dog park, skate park, accesible parks	2/25/2022 4:45 PM
149	A notification service for snowfalls that require plowing by text, email, social media, web.	2/25/2022 4:43 PM
150	Road conditions, investment in the school system, parks/ trails	2/25/2022 4:40 PM
151	Police, fire, maintenance	2/25/2022 4:36 PM
152	Improve view of city while driving or walking central Ave or university. Keep sidewalks shoveled, grass cut, litter picked up.	2/25/2022 4:33 PM
153	I would like to see public art. I would like guest parking permits to be available online. Sometimes, emergencies happen and those don't happen only during M-F office hours. We should encourage people trying to do the right thing when they try to get the permits on the weekend.	2/25/2022 4:32 PM
154	Parks, street sweeping	2/25/2022 4:15 PM
155	Sidewalk repair/installation	2/25/2022 4:09 PM

Q6 Suppose the City of Columbia Heights proposed a bond referendum for park and recreation facility and trail renovations and improvements. Residents would be asked to fund the bond through a property tax increase for a twenty-year period. How much would you be willing to see your property taxes increase to fund these improvements?

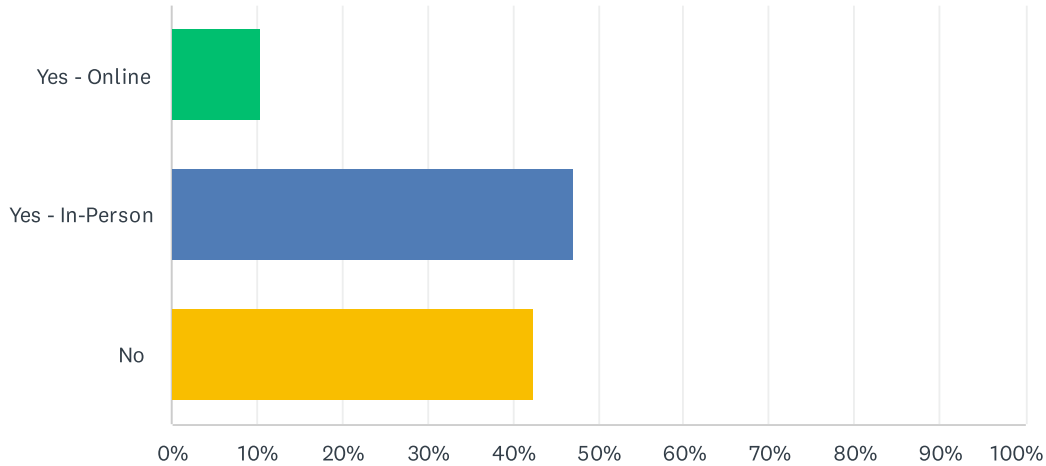
Answered: 260 Skipped: 3



ANSWER CHOICES	RESPONSES	
None	18.46%	48
Slight (\$3-6 per month)	36.54%	95
Moderate (\$7-12 per month)	31.15%	81
Significant (\$13-15 per month)	13.85%	36
<b>TOTAL</b>		<b>260</b>

**Q7 Have you or members of your household visited the Columbia Heights Library or participated in any of the library’s online or in-person programs in the past three years? Yes or No. If yes, do you primarily use the library online or in-person?**

Answered: 261 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes - Online	10.34%	27
Yes - In-Person	47.13%	123
No	42.53%	111
<b>TOTAL</b>		<b>261</b>

#	IF YES, WHAT ARE THE PRIMARY SERVICES/PROGRAMS YOU USED? IF NO, WHY HAVEN'T YOU VISITED OR USED THE LIBRARY SERVICES OR PROGRAMS?	DATE
1	Printing	3/11/2022 10:20 PM
2	Online book loan	3/11/2022 10:20 PM
3	Should be run by the county and not the city.	3/11/2022 9:57 PM
4	Checking out books	3/11/2022 9:48 PM
5	Both	3/11/2022 5:20 PM
6	No need	3/11/2022 3:13 PM
7	Checking out books	3/11/2022 3:08 PM
8	I have better things to do than go to library programs that do not interest me. My daughter goes there because it is a quiet place and does not attend the programs	3/11/2022 3:01 PM
9	Get books...	3/11/2022 2:42 PM
10	We love the library and mostly utilize the in-person services, renting books, movies and books on tape.	3/11/2022 12:58 PM
11	haven't gotten around to it yet	3/11/2022 9:29 AM

Online Community Survey

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12	Participated in online Library events (i.e. making beds for shelter pets).	3/11/2022 9:04 AM
13	Needed to scan and email some documents	3/11/2022 8:07 AM
14	Reserve online and pickup in person Pet bed making Speakers/presentations	3/11/2022 7:45 AM
15	item check-outs and study rooms	3/11/2022 7:42 AM
16	Visiting during covid with children too young to be vaccinated has been too risky. This is especially true when the city (particularly Novitsky, Jacobs, and the third one who opposed) didn't pass the mask mandates during omicron.	3/11/2022 7:39 AM
17	Children's story time	3/11/2022 7:23 AM
18	Information	3/10/2022 11:53 PM
19	For kids	3/10/2022 9:48 PM
20	Books	3/10/2022 8:56 PM
21	Computer	3/10/2022 8:42 PM
22	Attended presentations and activities in the meeting rooms.	3/10/2022 8:16 PM
23	Children's programs.	3/10/2022 8:15 PM
24	Books. Children activities.	3/10/2022 6:41 PM
25	Pick up books	3/10/2022 5:26 PM
26	We visit the library often and have participated in activities for kids/teens	3/10/2022 5:15 PM
27	Books, videos and internet	3/10/2022 5:00 PM
28	We plan on doing it soon. Just had a baby and then COVID hit.	3/10/2022 3:49 PM
29	I love our beautiful library!	3/10/2022 3:26 PM
30	Visited to ck out books	3/10/2022 12:55 PM
31	Check out books	3/10/2022 12:36 PM
32	I don't know. Used to go there weekly when my kids were younger	3/10/2022 6:14 AM
33	It has been extremely frustrating and sad not to have access to a kids' play area at the library. It was something I enjoyed immensely in another state and my youngest has never experienced it.	3/9/2022 8:54 PM
34	Organizing seminar.	3/9/2022 6:34 PM
35	Books and book club	3/9/2022 4:56 PM
36	Haven't needed to.	3/9/2022 1:37 PM
37	the services are typically happens when I'm working.	3/9/2022 11:59 AM
38	-libby app online -reservations of items and pick up. -kids story time.	3/9/2022 10:07 AM
39	Covid, caregiving	3/9/2022 8:30 AM
40	Online class, or in-person to print or get books	3/9/2022 7:49 AM
41	I would like them to advertise more on fb or have it more appealing to go in. Make it more visual welcoming. Outside have a more of bright logo or something more appealing. Inside have more activities for toddlers and families. Comfortable seating	3/8/2022 9:46 PM
42	I just moved here in August.	3/8/2022 9:28 PM
43	Classes. Computer. Books	3/8/2022 9:15 PM
44	book lending free information program use of meeting rooms	3/8/2022 4:44 PM
45	we go there to get books, that is all.	3/8/2022 3:30 PM

## Online Community Survey

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46	Check out books, bike clinic	3/8/2022 3:18 PM
47	Take out books.	3/8/2022 1:28 PM
48	Check out books	3/8/2022 1:22 PM
49	Kid services	3/8/2022 12:19 PM
50	Just checking out books, audio books and movies	3/8/2022 10:13 AM
51	Check out books.	3/8/2022 10:02 AM
52	I borrow books and media. I have attended in-person programs in the past (prior to Covid) and would be happy to attend again. It's a great facility and great staff. I particularly like that the CHPL is an independent library that is able to do its own collection development and programming, while still having access to the resources of the Anoka County Library system.	3/8/2022 9:36 AM
53	Classes, check out books, used meeting rooms, copier. Meetings in the community room.	3/8/2022 9:35 AM
54	book check out	3/8/2022 9:08 AM
55	books, movies, printer, classes	3/8/2022 9:05 AM
56	Audiobooks, inter library loan, workshops in the community space like pet bed building. Love that they have book club and ESL practice groups.	3/8/2022 8:53 AM
57	Book check outs with my child. Community events (reading stories and such). Voting	3/8/2022 8:42 AM
58	Book lending. Mainly haven't attended the in person programs because of Covid.	3/8/2022 8:35 AM
59	I use the library both online and in person, Childrens programs and take away craft programs	3/8/2022 8:06 AM
60	Have not visited the library much recently due to covid.	3/8/2022 8:06 AM
61	Don't need to. I can find everything I need online these days	3/8/2022 7:50 AM
62	Preschool programs, check out books	3/8/2022 7:44 AM
63	Books	3/8/2022 7:14 AM
64	We love the Library. We have not participated in many programs but hey books weekly. Summer reading challenges/prizes have been a big hit for the kids in our house.	3/7/2022 11:41 PM
65	Printer. I need to get a card and start using online books!!	3/7/2022 11:23 PM
66	Rented books	3/7/2022 10:01 PM
67	book borrowing, reading programs, room rental	3/7/2022 11:15 AM
68	I took one of the classes and we go often to the library for books.	3/6/2022 8:46 AM
69	Checking out books. Voting. Very nice library.	3/5/2022 8:00 PM
70	My husband is a regular library patron and picks up new books every single week.	3/5/2022 7:53 PM
71	I regularly check out books and dvds.	3/5/2022 11:34 AM
72	Borrow books, movies & to participate in events.	3/4/2022 3:40 PM
73	books	3/4/2022 11:18 AM
74	meeting rooms children's programs	3/4/2022 8:42 AM
75	I reserve books online & pick them up at the library.	3/4/2022 1:45 AM
76	Study / work I wish there were smaller rooms	3/4/2022 12:19 AM
77	Check out books and movies. I would like to see the library have seating that feels more cozy and welcoming.	3/3/2022 9:15 PM
78	I heavily used the library and its programs when my kids were little, would have loved having the current one back then.	3/3/2022 1:16 PM
79	Has nothing that I am interested in.	3/3/2022 10:30 AM

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80	Mostly just come to check out books	3/3/2022 8:45 AM
81	Books, internet, printer, copier	3/3/2022 7:58 AM
82	I've mostly done online during the pandemic, of course, but I attend whatever programs I can for my daughter and/or myself online or in-person. I like the pet bed making, jewelry making, beading, stained glass making, organizing important paperwork, reading programs, children's programs (though too many are for pre-K and under or 3rd grade and up instead of her age so we miss out).	3/2/2022 10:09 PM
83	Computer	3/2/2022 8:01 PM
84	We often reserve books and movies from the library. I plan to attend more programs with the pandemic easing soon.	3/2/2022 7:11 PM
85	Storytime, NASA class, Rad ZOO visit	3/2/2022 6:04 PM
86	I stopped going to a library long ago. I purchase books and for a short time had a kindle. Most research is done online.	3/2/2022 5:30 PM
87	checked out books	3/2/2022 2:07 PM
88	For some reason it just does not feel welcoming. I have young kids and feel nervous bringing them into a quiet space. I also do not like the location of the library being right on central... central just seems unsafe to me with traffic and crime.	3/2/2022 9:42 AM
89	Yes, I've used both online and in-person library programs but wasn't able to select both in the survey. Primarily, my family prefers in-person programs.	3/2/2022 12:11 AM
90	Books, music and videos	3/1/2022 10:26 PM
91	Computer, books, copying meetings	3/1/2022 8:10 PM
92	Newspaper research	3/1/2022 6:11 PM
93	The Columbia Heights Library is amazing! I always brag to others about how incredible our librarians are. They're knowledgeable, supportive, and welcoming, and they've always been helpful when I've gone to the library. I have gone to use the computers, to work on my laptop using the WiFi, to reserve conference rooms for meetings, and to check out books and movies. I've also utilized some of the online programming the library has put on since the pandemic started.	3/1/2022 5:13 PM
94	Book pick up and drop off.	3/1/2022 4:38 PM
95	Bicycle repair	3/1/2022 4:34 PM
96	It is impossible to access the library! It's never open and it's not within walking distance to ANYONE! Also, if you do walk it is completely unsafe to cross Central. What a terrible place for a library	3/1/2022 4:30 PM
97	On-line requests for DVDs. I have also visited the library. You didn't have a response for "both."	3/1/2022 4:28 PM
98	I use the library at my work.	3/1/2022 3:41 PM
99	I pick up books almost every week.	3/1/2022 3:32 PM
100	lots of the services for kids. Art kits, etc.	3/1/2022 3:27 PM
101	it doesn't seem like a library anymore. Just an internet cafe	3/1/2022 3:12 PM
102	Check out books	3/1/2022 3:09 PM
103	EVER HEARD OF THE INTERNET....NEVER SHOULD OF BEEN BUILT ON OUR PRIME TAX BASE LOCATION, AND SHOULD OF HAD CITY HALL BUILT ON THE SECOND FLOOR.	3/1/2022 10:50 AM
104	I've helped organize and volunteer through the library programs that are partnered with HeightsNEXT.	3/1/2022 8:25 AM
105	Ordered specific books to read.	2/28/2022 11:58 PM

Online Community Survey

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106	Children's programming	2/28/2022 10:51 AM
107	Checking out books and DVDs	2/28/2022 11:18 AM
108	No time during COVID.	2/28/2022 11:01 AM
109	checking out books	2/28/2022 10:57 AM
110	Check out books and DVDs.	2/28/2022 10:43 AM
111	Online holds/pick up, story time	2/28/2022 10:20 AM
112	Pick up books.	2/28/2022 9:46 AM
113	Limited hours, I haven't been able to stop in due to my schedule.	2/27/2022 3:10 PM
114	I wish there are more cultural and artistic events to go in person to the library otherwise I can just access everything online there is no real need to go to the library except picking up the physical books.	2/27/2022 1:54 PM
115	Libby for audiobooks. Alldata for car repair manuals. Peacock for movies. I would go to the library more often if the hours were better. The should be open long during the week and open for at least a few hours on Sunday.	2/27/2022 1:39 PM
116	Not enough knowledge of events	2/27/2022 9:49 AM
117	I just haven't yet. It looks like a lovely library and I know I should check it out.	2/27/2022 9:01 AM
118	Senior..too far to walk	2/26/2022 9:25 PM
119	Just for books. Programs are oriented to families and not single adults.	2/26/2022 8:02 PM
120	Just checking out books	2/26/2022 3:45 PM
121	Both	2/26/2022 1:44 PM
122	Borrow books. Made copies.	2/26/2022 1:18 PM
123	I have visited and use the library's programs and materials both online and in person. While I'd say that I primarily use the library online, that's because I use the library several times a week. I very much value the library's in person offerings.	2/26/2022 12:09 PM
124	Books	2/26/2022 11:29 AM
125	Through the Libby app, I am reading for fun again. I can read books and magazines, listen to audiobooks.	2/26/2022 10:33 AM
126	I have no good excuse for not going to the library. Pandemic? I follow on social media and think they're great.	2/26/2022 10:04 AM
127	Art show, checked out books	2/26/2022 9:37 AM
128	Rented a book	2/26/2022 9:06 AM
129	Storytime in-person and online Book check out	2/26/2022 8:54 AM
130	Storytime, book checkout, adult classes	2/26/2022 8:20 AM
131	Location is poor, access to that area via Central Ave is dangerous when walking with children. Not many programs there that we can't do elsewhere or online. Libraries are unfortunately a thing of the past and our city wasted all that money on a new one instead of community center. Sad waste of money.	2/26/2022 8:06 AM
132	Meeting space	2/26/2022 7:49 AM
133	Check out books, story time	2/26/2022 7:33 AM
134	Speakers at the library. Book club in a bag	2/26/2022 7:30 AM
135	We take our child to find new books to read. He loves the library!	2/26/2022 7:19 AM
136	Summer reading programs for kids.	2/26/2022 4:22 AM
137	The meeting rooms.	2/26/2022 4:08 AM



## Online Community Survey

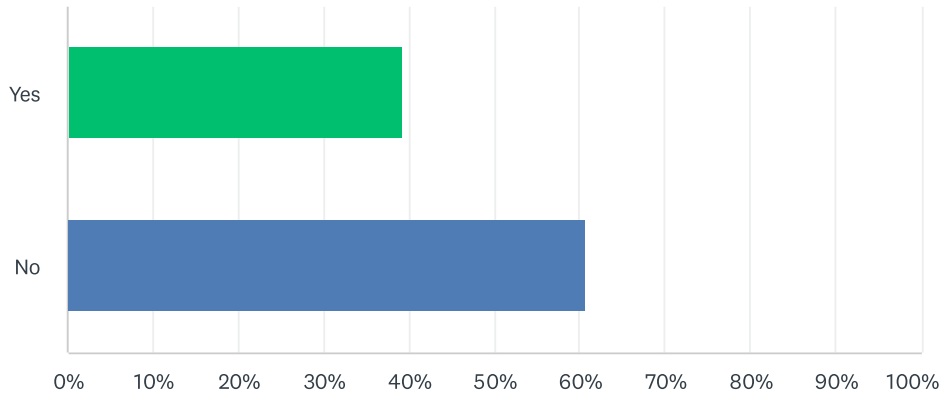
Item 4.

138	Books, printed copies, also donated books to the library	2/25/2022 11:34 PM
139	Borrow books Use WiFi Attend classes/events/talks, etc. - for kids and adults (can be online)	2/25/2022 10:58 PM
140	Just checking out books	2/25/2022 10:54 PM
141	I go to the library with my kids each week for reading	2/25/2022 10:37 PM
142	Stuff for little kids.	2/25/2022 10:05 PM
143	This is a county responsibility and service and shouldn't be funded by city funds	2/25/2022 10:02 PM
144	Checking out books. And the use of the community rooms for meetings.	2/25/2022 8:55 PM
145	The hours dont work for us, so we have to go to the roseville library:-<	2/25/2022 8:03 PM
146	Library services	2/25/2022 7:43 PM
147	Our family goes there regularly, to check out books	2/25/2022 7:26 PM
148	Books, public meetings, art exhibits.	2/25/2022 7:03 PM
149	Went to the grand opening of the new building, have gone to the library so a friend could pick up books	2/25/2022 6:42 PM
150	Using the internet, printing forms and checking out books	2/25/2022 6:25 PM
151	Children's activities, checking out books and movies	2/25/2022 6:01 PM
152	Newspapers	2/25/2022 5:45 PM
153	Polling place, printing and faxing	2/25/2022 5:35 PM
154	Book checkout	2/25/2022 5:34 PM
155	Grandson checking out books.	2/25/2022 5:20 PM
156	Checked out books and movies.	2/25/2022 5:10 PM
157	I used the computers and the copy machine	2/25/2022 5:01 PM
158	Checking out books	2/25/2022 5:00 PM
159	Kids programs	2/25/2022 4:52 PM
160	Checking out books	2/25/2022 4:49 PM
161	Winter Reading Program - adults Collaborative Art Program - kids Learning presentations - adults Fun days - kids	2/25/2022 4:45 PM
162	Voting, book rental	2/25/2022 4:40 PM
163	Online books	2/25/2022 4:33 PM
164	I'm at the library more or less weekly, to return items and get new ones. I haven't done as many of their programs in the last couple years due to COVID, but prior to that, did attend several library and community run events.	2/25/2022 4:32 PM
165	Haven't had a need	2/25/2022 4:15 PM
166	Book check-out	2/25/2022 4:09 PM



## Q8 Have you or members of your household participated in any of Columbia Heights Parks and Recreation programs in the past three years?

Answered: 262 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	39.31%	103
No	60.69%	159
TOTAL		262

#	IF YES, WHICH ONES, OR IF NO, WHY NOT?	DATE
1	Kids classes	3/11/2022 10:20 PM
2	Art class & summer kids program	3/11/2022 10:20 PM
3	Haven't seen anything i want to participate in	3/11/2022 5:30 PM
4	Music in the park, winter fest, jamboree, etc	3/11/2022 5:20 PM
5	Baseball	3/11/2022 3:08 PM
6	Boys Basketball and Baseball - when there is sufficient enrollment and the program isn't cancelled for lack of interest.	3/11/2022 3:01 PM
7	Baseball	3/11/2022 2:42 PM
8	Take home crafts and community events	3/11/2022 12:58 PM
9	Various programs - LOVE these opportunities	3/11/2022 9:04 AM
10	Covid	3/11/2022 7:45 AM
11	Jamboree and really liked the Winterfest and music in the park	3/11/2022 7:42 AM
12	Music, karate, dance	3/11/2022 1:53 AM
13	None that interest me, as a senior citizen	3/10/2022 11:07 PM
14	Aerobics classes, senior program activities, craft and art fairs.	3/10/2022 8:16 PM
15	Softball. Would love a volleyball league!	3/10/2022 8:00 PM
16	Drop in yoga at Murzyn Hall	3/10/2022 7:10 PM

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17	Children activities and Columbia Heights events.	3/10/2022 6:41 PM
18	Summer programs for kids, ice skating, outdoor movies and music, snow blast....	3/10/2022 5:15 PM
19	Nothing that I like. I only see things for families and children. I don't have a family!	3/10/2022 5:00 PM
20	There isn't much offered for kids my son's age yet. Times are not accommodating for families that both parents work.	3/10/2022 4:11 PM
21	Haven't had the time yet.	3/10/2022 3:49 PM
22	Art classes, Puppet Wagon, baking contest	3/10/2022 12:55 PM
23	My wife Nikki and I are always in the parks walking our dogs. We also try to make it to any events.	3/10/2022 12:36 PM
24	Zumba Yoga	3/10/2022 6:14 AM
25	I can't remember. The Snow Day one and the ones in the summer. We've also done Little Tigers martial arts, and we hope to do more as the kids get older.	3/9/2022 8:54 PM
26	More of a home body.	3/9/2022 6:34 PM
27	Community events	3/9/2022 4:56 PM
28	To old for programs offered.	3/9/2022 1:37 PM
29	Halloween. Parade.	3/9/2022 11:59 AM
30	-glitter bugs/dino heights.(We love this program!) -dance class	3/9/2022 10:07 AM
31	Same as above	3/9/2022 8:30 AM
32	Movies in the Park	3/9/2022 7:49 AM
33	There is not many events or is not advertised enough	3/8/2022 9:46 PM
34	Just moved here...I did go to an art fair. I am excited to explore the parks in the area!	3/8/2022 9:28 PM
35	Poetry	3/8/2022 9:15 PM
36	No longer involved in sporting activities	3/8/2022 4:44 PM
37	Covid and some scheduling conflicts. We plan to utilize programming more as Covid numbers decrease.	3/8/2022 3:18 PM
38	Books in the park, music, sledding, skiing, Halloween	3/8/2022 12:19 PM
39	Art in the park and the gold medallion treasure hunt	3/8/2022 10:13 AM
40	Movies in the park, yoga	3/8/2022 10:02 AM
41	There haven't been any of particular interest to me. I think I fall into the demographic donut hole: not a kid, not a senior. Still interested in rec programs, though.	3/8/2022 9:36 AM
42	Senior center classes	3/8/2022 9:35 AM
43	Some openings of a facility by LaBelle park, some opportunities for kids and cops to meet.	3/8/2022 8:53 AM
44	Movies in the park. We should do more of this, it is inexpensive and inclusive to all	3/8/2022 8:42 AM
45	Aerobics	3/8/2022 8:35 AM
46	Pride festival	3/8/2022 8:35 AM
47	Summer camp, Rec programs like tae kwon do	3/8/2022 8:06 AM
48	Timing did not work for me	3/8/2022 7:50 AM
49	Truck or treat, CH Pride, Jamboree	3/8/2022 7:44 AM
50	Dance, Easter egg hunt	3/8/2022 7:44 AM
51	Zumba, soccer camp, park rental	3/7/2022 11:41 PM

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52	Haven't had any interest. Requested intro to sewing, quilting...and even other classes.	3/7/2022 11:23 PM
53	Art	3/7/2022 11:01 PM
54	Poor quality program- this was gymnastics over 4 years ago.. instructor was mean to the kids- space was not adequate-	3/7/2022 10:59 PM
55	Not sure if this qualifies but we've gone to Trunk or Treat and Snow Blast	3/7/2022 10:01 PM
56	soccer, basketball, softball	3/7/2022 11:15 AM
57	They look great but we just haven't participated in any yet. We look to sign our kids up in the summer or fall.	3/6/2022 8:46 AM
58	Obviously Covid put a damper on not wanting to take part in any recreation activities.	3/5/2022 7:53 PM
59	Not sure.... Art in the Park. Music in the Park.	3/5/2022 11:34 AM
60	Centennial events, pretty much what I see advertised.	3/4/2022 3:40 PM
61	shelter rental for family events walking path wading pool	3/4/2022 8:42 AM
62	I didn't find anything suitable for me in my age range with my health issues.	3/3/2022 9:15 PM
63	When my kids were little they did.	3/3/2022 1:16 PM
64	Just haven't had time	3/3/2022 8:45 AM
65	Movie in the park at Huset park	3/3/2022 7:58 AM
66	Love the alphabet detectives and other scavenger hunts, Story Strolls (and Poetry Walks), Get Egged! for Easter, The Great Bake off, craft bags to take home	3/2/2022 10:09 PM
67	Youth summer activities	3/2/2022 8:01 PM
68	Visited the art sale at Kordiak park.	3/2/2022 7:11 PM
69	Puppet Wagon	3/2/2022 6:04 PM
70	I have only lived here since 4/2019 and have not seen anything I am interested in yet.	3/2/2022 5:30 PM
71	Did not know about them	3/2/2022 9:42 AM
72	youth gymnastics and dance	3/2/2022 12:11 AM
73	Senior programs	3/1/2022 8:10 PM
74	Primary interest is in adult volleyball programs and none exist in the city	3/1/2022 6:11 PM
75	The youth activities are wonderful!	3/1/2022 4:38 PM
76	Dance, community events	3/1/2022 4:30 PM
77	Not interested.	3/1/2022 4:28 PM
78	Jamboree which is awful! Really nothing but drinking and feeling unsafe. Look to Blaine , Hopkins or Anoka.	3/1/2022 3:44 PM
79	Don't have children.	3/1/2022 3:41 PM
80	Art in the Park	3/1/2022 3:32 PM
81	Hard for me to get around.	3/1/2022 3:28 PM
82	Kids are a bit too young and do not have the covid vaccine yet	3/1/2022 3:27 PM
83	Monarch Butterfly Campaign.	2/28/2022 11:58 PM
84	Children's events	2/28/2022 10:51 PM
85	Winter fest, summer fest/Carnival.	2/28/2022 8:58 PM
86	Theater, trips, trunk or treat, SnowBlast	2/28/2022 11:40 AM
87	I have participated in some programs (finding out about Medicare, Social Security, Defensive	2/28/2022 11:18 AM

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Driving, etc.) but not "recreation." The recreation for adults over 55 aren't of interest as I go to a health club.

88	Can't remember.	2/28/2022 11:01 AM
89	Children's Theater at Murzyn. Music in the park.	2/28/2022 10:57 AM
90	Age relsted.	2/28/2022 9:46 AM
91	None interesting	2/27/2022 8:55 PM
92	Not enough variety seem geared for seniors or kids (nothing for groups in the middle)	2/27/2022 9:49 AM
93	Senior programs	2/26/2022 9:25 PM
94	Usually scheduling conflicts	2/26/2022 8:43 PM
95	Programs are oriented to families and not single.adults	2/26/2022 8:02 PM
96	Adult Aerobic Dance—Judy is the best! I also enjoyed Zumba with Anne.	2/26/2022 3:45 PM
97	Gymnastics, dance class	2/26/2022 2:29 PM
98	Pandemic	2/26/2022 1:44 PM
99	Art in the park events, the event which had booths about community and other local services. Would like to attend music programs, but timing hasn't worked out. Very interested in fitness classes, but Covid has made that difficult.	2/26/2022 12:09 PM
100	Covid	2/26/2022 10:33 AM
101	Pandemic, no kids.	2/26/2022 10:04 AM
102	Busy with work	2/26/2022 9:37 AM
103	Fireworks and centennial celebrations	2/26/2022 9:14 AM
104	Lack of adult programs	2/26/2022 9:06 AM
105	Art festival,	2/26/2022 9:02 AM
106	Firehouse open house, truck or treat, puppet wagon	2/26/2022 8:54 AM
107	Geared towards children I'm a single senior not in need of the programs. I have done a couple field trips before covid. A	2/26/2022 8:47 AM
108	Gymnastics, soccer	2/26/2022 8:20 AM
109	Rec at home during the pandemic was amazing, so innovative and what a way to stay connected to the community. We had signed up for gymnastics before pandemic began and it was canceled, but plan on signing up for soccer and tall this year. We continue to do rec at home programs and can't wait until we can do an activity for each child each season. When school-age children lived here they did the summer park programs and wacky Wednesday trips. The recreation department has been so important to our family for the past 30 years and continues to be.	2/26/2022 8:06 AM
110	Karate, gymnastics, ballet	2/26/2022 7:33 AM
111	Exercise with Donna	2/26/2022 7:30 AM
112	Lack of time & the children's activities were inconvenient for my family.	2/26/2022 4:08 AM
113	My kids participated in the parks & rec programs in the past but, they are all 16+ now.	2/25/2022 11:34 PM
114	Chalk fest Wild Wednesdays	2/25/2022 10:58 PM
115	Events at Murzyn Hall, and walking	2/25/2022 10:54 PM
116	Most recent was the winter fest. We love going to events in the park.	2/25/2022 10:05 PM
117	Truck n Treat. Watched puppet wagon. Movie at one of the parks. Kid played baseball.	2/25/2022 8:55 PM
118	Pride festival, movies in the park,	2/25/2022 8:03 PM

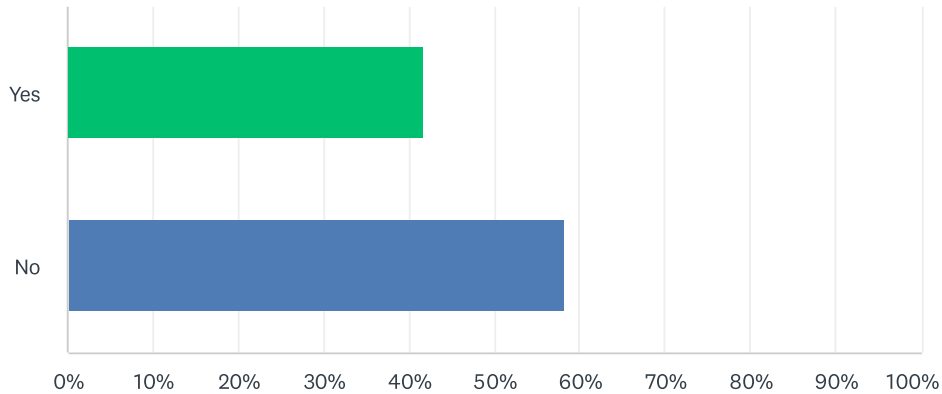
## Online Community Survey

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119	I'm not sure what is available	2/25/2022 8:01 PM
120	Any programs for school age children, like dinomites, puppet wagon, snowblast, etc.	2/25/2022 7:43 PM
121	No interest, kids are older now and there isn't much available for her age group, 16 years old	2/25/2022 7:26 PM
122	Movies in park, winter thing.	2/25/2022 7:03 PM
123	Arts in the park and the LGBTQ event in the park	2/25/2022 6:42 PM
124	I want to check them out but haven't had time yet. We love the jamboree though!!!	2/25/2022 6:01 PM
125	I'm anti-social.	2/25/2022 5:35 PM
126	We haven't found one that fits our interests	2/25/2022 5:35 PM
127	Movies in the park Winter blast	2/25/2022 5:34 PM
128	A few of the outdoor events at Huset Park.	2/25/2022 5:20 PM
129	Kid activities	2/25/2022 5:10 PM
130	Baseball and basketball	2/25/2022 5:06 PM
131	Not enough opportunities for Senior age	2/25/2022 5:00 PM
132	Too old	2/25/2022 4:55 PM
133	Softball, martial arts, movies in the parks, baking competition, craft bags, fall festival/rollerskating, jamboree, puppet wagon, tween trips to valley fair, etc. Park and rec is amazing!	2/25/2022 4:52 PM
134	There is not a lot of interesting things to do.	2/25/2022 4:49 PM
135	Tae Kwon Do, Ice Skating, Community Rec Trips, Dance, Theater, Puppet Wagon, adult programs	2/25/2022 4:45 PM
136	A few festivals that have occurred	2/25/2022 4:43 PM
137	Keyes Park is the closest want to me. Most of the parks are too far away. I am a person with a disability who does not drive	2/25/2022 4:42 PM
138	Aerobics	2/25/2022 4:41 PM
139	Unfamiliar with current park/rec program offerings	2/25/2022 4:40 PM
140	Love the parks though, I should check out the programs	2/25/2022 4:36 PM
141	I did an online Medicare info class and an Instapot pot cooking series. some of the recent talks, music or movies in the park might be something I will try this year	2/25/2022 4:33 PM
142	Haven't had a need	2/25/2022 4:15 PM

**Q9 Are there any park and recreation programs you'd like to see offered (that aren't currently offered) or expanded?**

Answered: 232 Skipped: 31



ANSWER CHOICES	RESPONSES
Yes	41.81% 97
No	58.19% 135
TOTAL	232

#	IF YES, NAME UP TO THREE:	DATE
1	Music Multicultural activities Cooking with parents	3/11/2022 10:20 PM
2	Archery, sports sampler	3/11/2022 10:20 PM
3	Summer camps, bike safety, baby sitter clinic	3/11/2022 9:57 PM
4	Art and Music programs in the parks	3/11/2022 9:48 PM
5	Build some pickle ball courts. Room for one behind the pool at Ramsdell. I'm sure other parks have room as well. Build a city owned pickle ball facility-Lucky Shots in NE is well attended.	3/11/2022 5:34 PM
6	Rec needs to get kids involved with what they got before expanding to something new.	3/11/2022 3:01 PM
7	More toddler summer activities like soccer, tball, swimming, etc	3/11/2022 12:58 PM
8	Yoga, more online options	3/11/2022 9:04 AM
9	Not sure at this time	3/11/2022 7:45 AM
10	I need to find out what these are!	3/11/2022 7:23 AM
11	Activities for and with kids	3/10/2022 9:48 PM
12	Really enjoyed the Kordiak Art Fair.	3/10/2022 8:16 PM
13	Volleyball, more food events at Murzyn	3/10/2022 8:00 PM
14	Bilingual classes (Spanish etc) Swimming lessons for kids and adults Self defense CrossFit/more exercise	3/10/2022 7:10 PM
15	Water color painting classes and adult classes such as cooking classes	3/10/2022 6:41 PM
16	Music!	3/10/2022 5:00 PM

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17	More adult options: cooking classes, budgeting classes, crafting classes, walking club, etc.	3/10/2022 12:55 PM
18	More Soccer fields and gaming tables.	3/10/2022 12:36 PM
19	Adult/ child together activities Craft group	3/10/2022 6:14 AM
20	Art classes (painting, drawing) Swimming Craftsmanship	3/9/2022 8:54 PM
21	More retirement classes. Defensive driving class	3/9/2022 6:22 PM
22	Bocce ball Improve volleyball sand courts	3/9/2022 4:56 PM
23	more language learning options for adults. ex: learning Spanish, Arabic, Somali, Ukrainian etc.	3/9/2022 10:07 AM
24	Yoga	3/9/2022 8:30 AM
25	Coding for kids.	3/9/2022 3:09 AM
26	More 55 plus activities in the evenings or in the weekends as well some people still have to work in retirement age	3/8/2022 11:50 PM
27	Theme park inside pool with a jacuzzi Rock climbing Art activities	3/8/2022 9:46 PM
28	continuation of current youth programs	3/8/2022 4:44 PM
29	More toddler programs on evenings and weekends	3/8/2022 3:18 PM
30	More events that cater to families and people without children as well.	3/8/2022 10:13 AM
31	Programs to engage tweens and teens	3/8/2022 10:02 AM
32	Pickleball, arts and crafts, nature programming. Anything for people that are not kids and not over 55.	3/8/2022 9:36 AM
33	Ice skating expanded, dog park.	3/8/2022 8:53 AM
34	Addition of a skate park of the kids.	3/8/2022 8:42 AM
35	Consumer information for making major purchases for the home and home improvements. How to avoid contractors that ask for pymt up front and don't complete the job.	3/8/2022 8:35 AM
36	Expanded movies and concerts in the parks.	3/8/2022 8:35 AM
37	Soccer for kids.	3/8/2022 8:06 AM
38	Yoga in the park	3/8/2022 7:44 AM
39	More dance	3/8/2022 7:44 AM
40	Cooking	3/8/2022 7:14 AM
41	food preservation, small space vegetable gardening	3/8/2022 5:41 AM
42	Finding ways to engage more people...maybe getting out of Murzyn into more public spaces and increasing visibility beyond the mailer. The mailer seems to come out right before things are starting. Ongoing media campaigns that point people towards clear website info rather than waiting for mailers to be sent out.	3/7/2022 11:41 PM
43	Life long crafts...wood painting, refurbishing, sewing, quilting	3/7/2022 11:23 PM
44	Better gymnastics/add a hood dance program, tennis, karate	3/7/2022 10:59 PM
45	Not more as much as figuring how to get more kids in the community involved?	3/7/2022 11:15 AM
46	There are a fair amount of senior activities, but as a person in my 30s, it doesn't feel like there's much available for me.	3/5/2022 7:53 PM
47	Tours or organized informational walks in our parks.	3/4/2022 3:40 PM
48	History walks through the city. Snowshoeing & snowshoes rental. Outdoor movie night at parks in the City.	3/4/2022 1:45 AM
49	Swimming, but I know it's not possible! Maybe senior trips to lakes where you can swim?	3/3/2022 9:15 PM
50	Maybe something to bring non athletics kids and adults together that will get them outside.	3/3/2022 1:16 PM



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51	More movies. Maybe a citywide garage sale or flea market	3/3/2022 7:58 AM
52	Swimming More things for kids between Kindergarten and 3rd grade because there is so little for that age.	3/2/2022 10:09 PM
53	Give the Puppet Wagon more funds! Also, updating/renovating Murzyn Hall is a must, and more after-school programs.	3/2/2022 6:04 PM
54	cross country skiing	3/2/2022 2:07 PM
55	Swimming lessons.	3/2/2022 8:23 AM
56	swim lessons CPR, First Aid training martial arts for youth with mandatory masking indoors	3/2/2022 12:11 AM
57	Adult volleyball programs - both indoor and sand court	3/1/2022 6:11 PM
58	Younger programming, soccer	3/1/2022 4:30 PM
59	There is a wealth of opportunity already.	3/1/2022 3:43 PM
60	PICKELBALL COURTS, HORSESHOE PITS/LEAGUE?	3/1/2022 10:50 AM
61	SOCCER FIELDS, SOCCER FIELDS, SOCCER FIELDS	3/1/2022 8:25 AM
62	Organized walking groups.	2/28/2022 11:58 PM
63	More art-based, music-based, nature-based activities, Farmers market!	2/28/2022 10:51 PM
64	just because I can't think of any that I personally want doesn't mean I think they shouldn't do any more	2/28/2022 10:57 AM
65	Youth hockey, adult rec teams	2/28/2022 10:20 AM
66	Pickelball	2/27/2022 8:55 PM
67	I would like to see more activities related to the history of the city: historical trials, legends or stories. And also more activities to get to now the local restaurants of the city by organizing markets or special events... to get to see and learn about the multicultural community where we live.	2/27/2022 1:54 PM
68	Pickle ball Volleyball	2/27/2022 9:49 AM
69	More group trips to sporting events, museums, etc	2/26/2022 8:43 PM
70	More art for adults	2/26/2022 8:02 PM
71	More variety of adult fitness Adult groups/activities	2/26/2022 8:02 PM
72	I'd love to see cooking classes hosted by local restaurants.	2/26/2022 3:45 PM
73	Yoga	2/26/2022 1:44 PM
74	Social activities for adults who are not retired. I'd do some of the things but they are offered to seniors during the day.	2/26/2022 1:18 PM
75	Drawing/sketching classes, pickle ball classes/events, gaming events (cribbage, board gaming, etc.)	2/26/2022 12:09 PM
76	Exercise	2/26/2022 11:29 AM
77	Build a skate park	2/26/2022 10:33 AM
78	Herbalism, Japanese tea ceremony	2/26/2022 9:37 AM
79	Adult activities	2/26/2022 9:06 AM
80	More options for teens	2/26/2022 8:54 AM
81	Adult volleyball, badminton, smimming.	2/26/2022 8:09 AM
82	Dance, swimming lessons and preschool. These may start again on their own as the pandemic winds down.	2/26/2022 8:06 AM
83	Soccer, any activity for the youth other than baseball	2/26/2022 7:33 AM

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84	Pickle ball skateboard park Permanent chess tables	2/26/2022 2:06 AM
85	Adult recreational sports	2/25/2022 11:34 PM
86	Movies in the park	2/25/2022 11:16 PM
87	Disc golf	2/25/2022 11:13 PM
88	Hope Wild Wednesdays are offered in 2022	2/25/2022 10:58 PM
89	Bigger pool	2/25/2022 10:54 PM
90	Free sports for kids that can't afford it	2/25/2022 10:37 PM
91	Soccer	2/25/2022 10:02 PM
92	Any and all	2/25/2022 8:03 PM
93	Tennis.	2/25/2022 7:46 PM
94	Volleyball for teens, maybe a summer apprentice program for teens to get work experience	2/25/2022 7:26 PM
95	Soccer, archery, more arts.	2/25/2022 7:03 PM
96	Adult education art classes, like wood carving, paper crafts, anything! And DIY classes for learning building and house project skills?	2/25/2022 6:01 PM
97	Youth programming	2/25/2022 5:57 PM
98	It seems the city has too many baseball diamonds and not enough soccer fields. This is a mismatch with the drop off in the popularity of baseball and rise in popularity of soccer.	2/25/2022 5:35 PM
99	Community ed classes; cooking, hobbies, crafts	2/25/2022 5:35 PM
100	The rec department needs to work on what they have. They can't get kids to sign up now,	2/25/2022 5:06 PM
101	Upscale ball fields	2/25/2022 4:55 PM
102	Soccer, programs for kids with special needs - inclusive sports, tween/teen art club	2/25/2022 4:52 PM
103	More cooking classes. Swimming Lessons for kids	2/25/2022 4:49 PM
104	Hiking Club	2/25/2022 4:45 PM
105	Brick pizza ovens added in a couple of parks please	2/25/2022 4:43 PM
106	More healthy choices and forms of exercise	2/25/2022 4:41 PM
107	Unknown	2/25/2022 4:40 PM
108	Not sure, again I'd have to review what's available	2/25/2022 4:36 PM

THE MORRIS LEATHERMAN COMPANY  
3128 Dean Court  
Minneapolis, Minnesota 55416

City of Columbia Heights  
Residential Survey  
FINAL JANUARY 2022

Hello, I'm \_\_\_\_\_ of the Morris Leatherman Company, a polling firm located in Minneapolis. We have been retained by the City of Columbia Heights to speak with a random sample of residents about the City. This survey is being conducted because the City Council and City Staff are interested in your opinions and suggestions about current and future city needs. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

- 1. Approximately how many years have you lived in Columbia Heights?
  - LESS THAN TWO YEARS.....9%
  - TWO TO FIVE YEARS.....19%
  - FIVE TO TEN YEARS.....26%
  - TEN TO TWENTY YEARS....15%
  - 20 TO 30 YEARS.....13%
  - OVER THIRTY YEARS.....18%
  - DON'T KNOW/REFUSED.....0%
  
- 2. As things now stand, how long in the future do you expect to live in Columbia Heights?
  - LESS THAN TWO YEARS.....3%
  - TWO TO FIVE YEARS.....10%
  - FIVE TO TEN YEARS.....13%
  - OVER TEN YEARS.....16%
  - REST OF LIFE.....46%
  - DON'T KNOW/REFUSED.....12%
  
- 3. What do you like most about living in Columbia Heights?
  - DON'T KNOW/REFUSED.....1%
  - NOTHING.....0%
  - CONVENIENT LOCATION....11%
  - CLOSE TO FAMILY.....16%
  - CLOSE TO JOB.....15%
  - SAFE.....10%
  - SMALL TOWN FEEL.....15%
  - PARKS AND TRAILS.....6%
  - NEIGHBORHOOD/HOUSING...14%
  - CLOSE TO SHOPPING.....4%
  - SCHOOLS.....3%
  - QUIET AND PEACEFUL.....2%
  - SCATTERED.....3%

4. What do you think is the most serious issue facing Columbia Heights today?

- DON'T KNOW/REFUSED.....7%
- NOTHING.....11%
- HIGH TAXES.....12%
- RISING CRIME.....22%
- AGING INFRASTRUCTURE....9%
- PROPERTY MAINTENANCE....6%
- STREET MAINTENANCE.....13%
- AGING PARK SYSTEM.....6%
- LACK OF BUSINESSES.....2%
- HOMELESS.....3%
- LACK OF AFFORDABLE HOUSING.....2%
- SCATTERED.....7%

5. What is currently missing from the City of Columbia Heights which, if present, would greatly improve the quality of life for residents?

- DON'T KNOW/REFUSED.....13%
- NOTHING.....15%
- COMMUNITY CENTER.....11%
- JOBS.....15%
- RESTAURANTS.....12%
- RETAIL/SHOPS.....12%
- MORE PARKS/TRAILS.....6%
- UPDATED PARKS/TRAILS....6%
- SIDEWALKS.....2%
- SCATTERED.....8%

6. How would you rate the quality of life in Columbia Heights - excellent, good, only fair, or poor?

- EXCELLENT.....24%
- GOOD.....66%
- ONLY FAIR.....11%
- POOR.....0%
- DON'T KNOW/REFUSED.....0%

7. Would you recommend living in the City of Columbia Heights to others?

- YES.....92%
- NO.....5%
- DON'T KNOW/REFUSED.....4%

Thinking about economic development and redevelopment....

I would like to read you a list of characteristics of a community. For each one, please tell me if you think Columbia Heights currently has too many or too much, too few or too little, or about the right amount.

	MANY MUCH	FEW/ LITT	ABOUT RIGHT	DK/ REF
8. Parks and open spaces?	4%	21%	75%	0%
9. Trails and bikeways?	5%	38%	52%	5%
10. Sidewalks?	2%	34%	65%	0%
11. Recreation programs?	3%	13%	73%	11%
12. Sports athletic fields, courts and ice rinks?	3%	26%	62%	10%
13. Playgrounds?	3%	16%	75%	6%
14. Library programs and services?	3%	7%	81%	10%

15. Are there any types of businesses you would like to see in the City of Columbia Heights? (IF "YES," ASK:) What would that be?

UNSURE, 2%; NO, 38%; RESTAURANTS, 18%; CLOTHING STORES, 2%; GROCERY STORE, 14%; BARS/NIGHTLIFE, 2%; BOUTIQUE RETAIL, 9%; COFFEE SHOPS, 2%; FITNESS CENTER, 2%; JOB PRODUCING, 4%; SCATTERED, 7%.

16. Do you support or oppose the City providing financial incentives to attract specific types of development? (WAIT FOR RESPONSE) Do you feel strongly that way?	STRONGLY SUPPORT.....	17%
	SUPPORT.....	65%
	OPPOSE.....	11%
	STRONGLY OPPOSE.....	2%
	DON'T KNOW/REFUSED.....	6%

IF "OPPOSE" OR "STRONGLY OPPOSE," ASK: (N=51)

17. Would you still oppose providing financial incentives if they could bring in desired businesses and increase the city's tax base?	YES.....	45%
	NO.....	41%
	DON'T KNOW/REFUSED.....	14%

18. How would you rate the general appearance of homes in the city - excellent, good, only fair or poor?	EXCELLENT.....	13%
	GOOD.....	63%
	ONLY FAIR.....	23%
	POOR.....	0%
	DON'T KNOW/REFUSED.....	0%

19. How would you rate the general appearance of multi-family rental properties the city - excellent, good, fair or poor?	EXCELLENT.....	11%
	GOOD.....	43%
	ONLY FAIR.....	37%
	POOR.....	8%
	DON'T KNOW/REFUSED.....	1%

20. Do you think the City has too many TOO MANY.....16%  
 or too few rental properties or is TOO FEW.....13%  
 it about the right amount? ABOUT RIGHT AMOUNT.....64%  
 DON'T KNOW/REFUSED.....7%

IF "TOO MANY," ASK: (N=65)

21. What type of rental properties are you most concerned about?

UNSURE, 3%; APARTMENTS, 29%; LOW INCOME, 29%; SINGLE FAMILY HOMES, 6%; LARGE MULTI-FAMILY HOMES, 15%; TOWNHOMES, 6%; CORPORATE OWNED SINGLE FAMILY HOMES, 3%; RUNDOWN PROPERTIES, 8%.

22. How would you rate general appearance of business, industrial and commercial areas in the city - EXCELLENT.....11%  
 excellent, good, only fair or GOOD.....66%  
 poor? ONLY FAIR.....21%  
 POOR.....2%  
 DON'T KNOW/REFUSED.....0%

For each of the following, please tell me whether the City is too tough, about right, or not tough enough in enforcing these city codes in your neighborhood. (ROTATE)

	TOO TOU	ABO RIG	NOT TOU	DK/ REF
23. Storage of garbage and recycling cans?	1%	90%	10%	0%
24. Storage of lawn mowers and tools outside?	1%	91%	8%	0%
25. Junk vehicles?	4%	70%	25%	2%
26. Junk and debris in yards?	5%	56%	37%	2%
27. Storage of boats, trailers and non-motorized campers outside?	6%	74%	17%	4%
28. Long grass and weeds?	5%	72%	22%	1%
29. Deteriorating siding, foundation, doors, windows, roofing, painting, gutters and downspouts?	2%	62%	32%	4%
30. Loud noise after 9pm?	7%	71%	22%	0%
31. Winter parking restrictions and parking rules?	17%	59%	23%	2%
32. Vehicles parked in yards?	2%	79%	17%	2%

Now, I would like to briefly re-read the list.

33. Please tell me which one, if any, of those code violations would you place as the top priority?

- Storage of garbage and recycling cans.....1%
- Storage of lawn mowers and tools  
outside.....0%
- Junk vehicles.....9%
- Junk and debris in yards.....15%
- Storage of boats, trailers and  
non-motorized campers outside.....6%
- Long grass and weeds.....7%
- Deteriorating siding, foundation,  
doors, windows, roofing,  
painting, gutters and downspouts.....21%
- Loud noise after 9pm.....13%
- Winter parking restrictions and other  
parking rules.....16%
- Vehicles parked in yards.....6%
- NONE/DON'T KNOW/REFUSED.....7%

Moving on....

I would like to read you a list of a few city services. For each one, please tell me whether you would rate the quality of the service as excellent, good, only fair, or poor? (ROTATE)

	EXCL	GOOD	FAIR	POOR	DK/R
34. Police services?	36%	58%	5%	0%	2%
35. Fire services?	48%	48%	1%	0%	3%
36. Garbage, recycling, composting and yard waste collection?	43%	48%	7%	2%	1%
37. Building inspections and permits?	11%	57%	11%	1%	20%
38. Utility billing?	14%	75%	9%	0%	3%
39. Top Valu Liquor stores?	21%	57%	11%	0%	11%
40. Park maintenance?	24%	60%	14%	1%	2%
41. City recreation programs?	21%	56%	10%	1%	12%
42. Code enforcement?	14%	53%	23%	2%	9%
43. Library services and programs?	30%	53%	6%	0%	12%

Now, for the next five city services, please consider only their job on city-maintained streets and roads. That means excluding interstate highways, state and county roads that are taken care of by other levels of government. Hence, Highway 65, University Avenue and 40<sup>TH</sup> Avenue should not be considered. How would you rate ....



	EXCL	GOOD	FAIR	POOR	DK/R
44. City street and alley maintenance?	11%	57%	28%	3%	1%
45. Snow plowing of city streets?	16%	60%	23%	2%	0%
46. Do you consider the city portion of your property taxes to be very high, somewhat high, about average, somewhat low, or very low in comparison with neighboring cities?					
		VERY HIGH.....	5%		
		SOMEWHAT HIGH.....	25%		
		ABOUT AVERAGE.....	58%		
		SOMEWHAT LOW.....	3%		
		VERY LOW.....	1%		
		DON'T KNOW/REFUSED.....	9%		
47. Would you favor or oppose an increase in YOUR city property taxes if it were needed to maintain city services at their current level?		FAVOR.....	80%		
		OPPOSE.....	12%		
		DON'T KNOW/REFUSED.....	9%		

IF "OPPOSE," ASK: (N=47)

48. What services would you be willing to see cut?

UNSURE, 26%; NONE/CUT WASTE, 40%; STREET REPAIR, 2%; RECREATION PROGRAMS, 6%; PARK MAINTENANCE, 9%; CITY EVENTS, 2%; ACROSS THE BOARD, 15%.

49. And, would you favor or oppose an increase in YOUR city property tax if it were used to improve and enhance current city services?	FAVOR.....	40%
	OPPOSE.....	47%
	DON'T KNOW/REFUSED.....	13%

IF "FAVOR," ASK: (N=160)

50. What services would you like to see improved or enhanced?

UNSURE, 5%; STREET REPAIR, 32%; TRAILS, 2%; RECREATION PROGRAMS, 10%; RECREATION FACILITIES, 4%; PARK MAINTENANCE, 4%; SNOW PLOWING, 13%; SIDEWALKS, 6%; CODE ENFORCEMENT, 3%; SENIOR TRANSPORTATION, 3%; CITY EVENTS, 5%; POLICE, 5%; SCATTERED, 8%.

51. When you consider the property taxes you pay and the quality of city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor?

EXCELLENT.....	12%
GOOD.....	65%
ONLY FAIR.....	17%
POOR.....	1%
DON'T KNOW/REFUSED.....	6%

52. Prior to this survey, were you aware the Top Valu liquor stores were owned and operated by the City of Columbia Heights? (WAIT FOR RESPONSE) Have you or members of your household visited Top Valu stores?

YES/YES.....	61%
YES/NO.....	18%
NO/YES.....	13%
NO/NO.....	7%
DON'T KNOW/REFUSED.....	2%

IF "NO/NO," ASK: (N=29)

53. Does knowing the City owns and operates Top Valu liquor stores make you more likely to visit them?

YES.....	24%
NO.....	76%
DON'T KNOW/REFUSED.....	0%

For garbage, recycling, composting and yard waste collection, the city contracts with Waste Management.

54. Overall, how would you rate Waste Management's collection service - excellent, good, only fair or poor?

EXCELLENT.....	43%
GOOD.....	37%
ONLY FAIR.....	12%
POOR.....	6%
DON'T KNOW/REFUSED.....	3%

IF "GOOD," "ONLY FAIR," OR "POOR," ASK: (N=218)

55. Why didn't you rate the service as excellent?

UNSURE, 2%; POOR CUSTOMER SERVICE, 10%; MESSY PICK-UPS, 12%; MISSED PICK-UPS, 34%; DISPLACED BINS, 7%; LIMIT ACCEPTED ITEMS, 12%; LATE PICK-UPS, 5%; HIGH RATES, 6%; LOOSE RULES, 4%; RUDE DRIVERS, 3%; SMALL TRASH BINS, 6%.

56. Have you or members of your household visited the Columbia Heights Library or participated in any of the library's online or in-person programs?

YES.....	65%
NO.....	35%
DON'T KNOW/REFUSED.....	1%

IF "YES," ASK: (N=260)

- 57. Do you primarily use the Library online or in-person?
  - ONLINE.....20%
  - IN-PERSON.....64%
  - BOTH (VOL.).....17%
  - DON'T KNOW/REFUSED.....0%

IF "NO," ASK: (N=138)

58. Why haven't you visited or used the library services or programs?

NOT INTERESTED, 26%; NO TIME, 20%; GO ELSEWHERE, 6%; NO NEED, 36%; COVID PANDEMIC, 6%; NOT AWARE OF SERVICES, 6%.

For each of the following additional city services, please tell me if you were aware of it. (ROTATE)

	YES	NO	DKR
59. Home Energy Assessment service?	46%	54%	1%
60. Home Improvement loans?	43%	57%	1%
61. Recycling facility to dispose of items such as batteries and tires?	66%	33%	1%

I am going to read you a list of priorities for City.

62. Please tell me which one do you think should be the highest priority for the City to focus on? (ROTATE AND READ LIST)

- CREATING AND IMPROVING COMMUNITY CONNECTIONS, SUCH AS NEIGHBORHOOD ASSOCIATIONS, COMMUNITY EVENTS AND ACTIVITIES AND EDUCATION AND ATHLETIC PROGRAMS.....10%
- MAINTAINING AND IMPROVING INFRASTRUCTURE, SUCH AS ROADS, WATER AND SEWER.....32%
- IMPROVING PUBLIC SAFETY.....15%
- ECONOMIC DEVELOPMENT.....19%
- EQUITY, EQUALITY AND ACCESSIBILITY.....6%
- PARKS, PLAYGROUNDS, TRAILS, RECREATION.....12%
- NEIGHBORHOOD CENTERS, LIBRARIES AND OTHER PUBLIC FACILITIES.....5%
- SOMETHING ELSE.....1%
- DON'T KNOW/REFUSED.....1%

Thinking about another topic....

63. Do you feel safe in the City of Columbia Heights? YES.....93%  
 NO.....7%  
 DON'T KNOW/REFUSED.....1%

IF "NO," ASK: (N=26)

64. In which areas do you not feel safe?

EVERYWHERE, 12%; PARKS, 4%; CENTRAL AVENUE, 65%;  
 UNIVERSITY AVENUE, 12%; COMMUNITY CENTER, 8%.

65. What would make you feel more safe?

MORE POLICE PATROLS, 62%; STREET LIGHTS, 8%; REDUCING  
 CRIME, 8%; FIX HOMELESSNESS, 4%; LOWER SPEED LIMITS,  
 15%; SCATTERED, 4%.

66. Do you feel safe in your immediate neighborhood walking alone at night? YES.....80%  
 NO .....18%  
 DON'T KNOW/REFUSED.....2%

IF "NO," ASK: (N=73)

67. What would make you feel more safe?

NOTHING/NOT SAFE ANYWHERE, 29%; MORE POLICE PATROLS,  
 23%; STREET LIGHTS, 33%; REDUCING CRIME, 4%; MORE  
 PEOPLE OUTSIDE, 7%; SCATTERED, 4%.

68. Do you feel safe using city parks and trails? YES.....94%  
 NO.....4%  
 DON'T KNOW/REFUSED.....2%

IF "NO," ASK: (N=17)

69. In which parks and trails do you not feel safe?

ALL, 53%; SULLIVAN PARK, 12%; SCATTERED, 35%.

70. What would make you feel more safe?

UNSURE, 12%; MORE POLICE PATROLS, 35%; STREET LIGHTS,  
 18%; REDUCING CRIME, 12%; NO LOITERING YOUTH, 12%;  
 MORE ANIMAL CONTROL, 6%; MORE PEOPLE OUTSIDE, 6%.

71. Do you feel safe using the City's Library, Murzyn Hall and other city buildings? YES.....96%  
 NO.....2%  
 DON'T KNOW/REFUSED.....2%

IF "NO," ASK:

72. What would make you feel more safe?

UNSURE, 25%; MORE POLICE PATROLS, 63%; NO LOITERING YOUTH, 13%.

73. How would you rate the amount of police patrolling - too much, about the right amount or not enough? TOO MUCH.....1%  
 ABOUT RIGHT AMOUNT.....77%  
 NOT ENOUGH.....21%  
 DON'T KNOW/REFUSED.....1%

74. How would you rate the amount of traffic enforcement by the police -- too much, about right amount or or not enough? TOO MUCH.....0%  
 ABOUT RIGHT AMOUNT.....70%  
 NOT ENOUGH.....29%  
 DON'T KNOW/REFUSED.....1%

75. Have you or anyone in your household had contact with the Police Department in the past year? YES.....28%  
 NO.....72%  
 DON'T KNOW/REFUSED.....0%

IF "YES," ASK:

76. How would you rate your contact - excellent, good, only fair or poor? EXCELLENT.....52%  
 GOOD.....44%  
 ONLY FAIR.....3%  
 POOR.....2%  
 DON'T KNOW/REFUSED.....0%

IF "ONLY FAIR" OR "POOR," ASK: (N=5)

77. Why did you rate the contact as (only fair/poor)?

SLOW RESPONSE TIME, 20%; RACIAL PROFILING, 40%; JUDGEMENTAL, 40%.

Continuing....

78. Have you or members of your household participated in any City park and recreation programs? YES.....35%  
 NO.....65%  
 DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (N=140)

79. Which ones?

UNSURE, 1%; SOCCER, 9%; FOOTBALL, 3%; BASKETBALL, 9%; BASEBALL/SOFTBALL, 9%; FITNESS CLASSES, 13%; ADULT ENRICHMENT, 2%; VOLLEYBALL, 7%; HOBBY CLASSES, 5%; GOLF, 4%; MARTIAL ARTS, 7%; MUSIC/MOVIES IN PARK, 7%; DANCE, 3%; SPECIAL EVENTS, 7%; OTHER YOUTH SPORTS, 3%; ART FAIR, 7%; SENIOR, 2%; SCATTERED, 2%.

80. Overall, how would you rate the program - excellent, good, only fair or poor? EXCELLENT.....47% GOOD.....46% ONLY FAIR.....6% POOR.....0% DON'T KNOW/REFUSED.....0%

IF "NO" IN QUESTION #78, ASK:

81. Why hasn't your household participated in any of these programs?

NO INTEREST, 43%; NO TIME, 24%; AGE/HEALTH, 17%; NO CHILDREN, 3%; NOT AWARE, 4%; COVID PANDEMIC, 6%; SCATTERED, 3%.

82. Are there any park and recreation programs you would like to see offered or expanded?

UNSURE, 4%; NO, 75%; FITNESS, 2%; YOUTH SPORTS, 5%; SCATTERED, 14%.

83. How would you rate park and recreational facilities and amenities in Columbia Heights -- excellent, good, only fair or poor? EXCELLENT.....15% GOOD.....69% ONLY FAIR.....11% POOR.....1% DON'T KNOW/REFUSED.....5%

84. How would you rate the maintenance and upkeep of park and recreation facilities in Columbia Heights - excellent, good, only fair or poor? EXCELLENT.....17% GOOD.....62% ONLY FAIR.....17% POOR.....1% DON'T KNOW/REFUSED.....4%

I will now read you a list of park and recreational facilities and amenities within the City of Columbia Heights. First, for each one, please tell me if you or members of your household have used it during the past year. Then, for those you have used, please rate it as excellent, good, only fair, or poor....

	NOT	EXC	GOO	FAI	POR	DKR
85. Neighborhood and community parks?	6%	25%	60%	8%	1%	1%
86. Trails?	16%	18%	53%	11%	1%	2%
87. Athletic fields used for soccer and football?	53%	9%	27%	7%	0%	4%
88. Ballfields for softball and baseball?	52%	11%	28%	5%	0%	4%
89. Courts for basketball and tennis?	50%	7%	24%	13%	1%	6%
90. Green spaces and natural areas?	18%	31%	39%	9%	1%	3%
91. Picnic shelters?	28%	15%	44%	12%	0%	1%
92. Playgrounds?	37%	10%	40%	10%	1%	3%
93. Murzyn Hall?	43%	9%	29%	12%	2%	5%
94. Outdoor ice skating rinks?	56%	7%	23%	9%	0%	6%

95. In general, do you feel existing recreational facilities and amenities offered by the City meet the needs of you and members of your household?

YES.....89%  
 NO.....7%  
 DON'T KNOW/REFUSED.....5%

IF "NO," ASK: (N=26)

96. What additional recreational facilities and amenities would you like to see in city parks?

- HANDICAP ACCESSIBLE, 15%; MORE TRAILS, 27%; PICNIC SHELTERS, 8%; COMMUNITY CENTER, 4%; SENIOR FITNESS, 8%; DOG PARK, 4%; INDOOR SPORTS DOME, 8%; POOL, 15%; YOUTH SPORTS FACILITIES, 12%.

For each of the following, please tell me if you would strongly support a property tax increase for that purpose, somewhat support, somewhat oppose or strongly oppose a property tax increase. (ROTATE)

	STS	SMS	SMO	STO	DKR
97. Construction of a new Recreation Center?	31%	46%	17%	4%	2%
98. Renovation of Murzyn Hall recreation building?	34%	39%	16%	4%	8%
99. Renovation of City parks?	44%	40%	11%	3%	2%
100. Funding for public art and beautification projects?	41%	40%	11%	5%	3%

Suppose the City of Columbia Heights proposed a bond referendum for park and recreation facility and trail renovations and



improvements. Residents would be asked to fund the bond through a property tax increase for a twenty year period.

101. How much would you be willing to see your property taxes increase to fund these improvements? Let's say, would you be willing to see your monthly property taxes increase by \$____? (CHOOSE RANDOM STARTING POINT; MOVE UP OR DOWN DEPENDING ON RESPONSE) How about \$____ per month?	NOTHING.....16%
	\$3.00.....29%
	\$6.00.....27%
	\$9.00.....10%
	\$12.00.....3%
	\$15.00.....3%
	OVER \$15.00.....2%
	DON'T KNOW/REFUSED.....11%

Moving on.....

The City currently has many City-funded community events, such as Music in the Park, Movies in the Park, Truck or Treat, the Community Art and Info Fair, the Fire Department Open House and Snowblast.

102. During the past three years, have you or other members of your household participated in any of these community events? (IF "YES," ASK:) How would you rate the event - excellent, good, only fair or poor?	NO.....38%
	YES/EXCELLENT.....45%
	YES/GOOD.....16%
	YES/ONLY FAIR.....2%
	YES/POOR.....0%
	DON'T KNOW/REFUSED.....0%

IF "GOOD," "ONLY FAIR," OR POOR," ASK: (N=70)

103. What changes or improvements would you suggest to make the events excellent?

UNSURE, 16%; NOTHING, 16%; MORE RESTROOMS, 14%; MORE VENDORS, 13%; MORE SEATING, 10%; MORE CULTURAL EVENTS, 22%; WIDER VARIETY, 9%.

IF "NO," ASK: (N=150)

104. Why hasn't your household participated in any of these events?

UNSURE, 1%; NO INTEREST, 32%; NO TIME, 12%; AGE/HEALTH, 21%; NOT AWARE, 17%; NO CHILDREN, 4%; COVID PANDEMIC, 6%; NOT ENOUGH FOR ADULTS, 3%; SCATTERED, 4%.

Moving on....

105. How much do you feel you know about the work of the Mayor and City Council -- a great deal, a fair amount, very little, or none at all?	A GREAT DEAL.....9%
	A FAIR AMOUNT.....42%
	VERY LITTLE.....39%
	NONE AT ALL.....9%
	DON'T KNOW/REFUSED.....1%

106. From what you know, do you approve or disapprove of the job the Mayor and City Council are doing? (WAIT FOR RESPONSE) And do you feel strongly that way?	STRONGLY APPROVE.....15%
	APPROVE.....68%
	DISAPPROVE.....5%
	STRONGLY DISAPPROVE.....1%
	DON'T KNOW/REFUSED.....11%

The City of Columbia Heights has a Library Board and six Commissions, including the Charter, Planning, Traffic, Youth, Park and Recreation, made of residential volunteers.

107. Would you ever consider volunteering to be on one of these Boards or Commissions?	YES.....30%
	NO.....64%
	DON'T KNOW/REFUSED.....6%

IF "NO," ASK: (N=257)

108. What is the main reason you wouldn't be interested in volunteering for these?

NO INTEREST, 41%; NO TIME, 36%; AGE/HEALTH, 18%; NOT AWARE, 2%; SCATTERED, 3%.

109. How much first-hand contact have you had with Columbia Heights City staff -- quite a lot, some, very little, or none at all?	QUITE A LOT.....2%
	SOME.....38%
	VERY LITTLE.....43%
	NONE AT ALL.....17%
	DON'T KNOW/REFUSED.....0%

110. From your experience, how would you rate the job performance of Columbia Heights City staff - excellent, good, only fair or poor?	EXCELLENT.....24%
	GOOD.....58%
	ONLY FAIR.....8%
	POOR.....0%
	DON'T KNOW/REFUSED.....11%

Changing topics....

111. How would you rate the ease of getting from place to place in the City of Columbia Heights - excellent, good, only fair or poor?

EXCELLENT.....	47%
GOOD.....	38%
ONLY FAIR.....	12%
POOR.....	3%
DON'T KNOW/REFUSED.....	1%

IF "GOOD," "ONLY FAIR" OR "POOR," ASK: (N=211)

112. What would make it easier for you to get from place to place within the city?

UNSURE, 13%; NOTHING, 11%; BETTER TIMED STOPLIGHTS, 10%; FEWER STOP SIGNS, 4%; HANDICAP ACCESSIBLE, 4%; BETTER PLOWING, 4%; MORE SIDEWALKS, 6%; MORE PUBLIC TRANSPORTATION, 11%; BETTER SIGNAGE, 4%; BETTER STREET MAINTENANCE, 14%; SENIOR TRANSIT, 2%; LESS TRAFFIC, 2%; LESS CONSTRUCTION, 4%; MORE TRAILS, 3%; BETTER DRIVERS, 2%; SCATTERED, 6%.

113. Excluding gasoline, what do you consider to be your principal retail shopping area?

NONE, 2%; FRIDLEY TARGET, 25%; FRIDLEY CUB, 8%; ROSEDALE, 4%; COLUMBIA HEIGHTS ALDI, 14%; ONLINE SHOPPING, 5%; COLUMBINA HEIGHTS CENTRAL AVENUE, 18%; SAINT ANTHONY SILVER LAKE, 6%; FRIDLEY WALMART, 8%; COLUMBIA HEIGHTS MENARDS, 5%; SCATTERED, 5%.

114. Do you leave the city for dining and entertainment? (IF "YES," ASK;) What city do you usually go to?

NO, 37%; MINNEAPOLIS, 22%; SAINT PAUL, 5%; ROSEVILLE, 7%; FRIDLEY, 13%; MAPLE GROVE, 2%; BROOKLYN CENTER, 5%; SCATTERED, 9%.

Moving on.....

115. What is your principal source of information about Columbia Heights City Government and its activities?

UNSURE/NONE, 2%; CITY NEWSLETTER, 37%; CITY WEBSITE, 26%; WORD OF MOUTH, 8%; LOCAL NEWSPAPER, 13%; SOCIAL MEDIA, 8%; MAILINGS, 5%; SCATTERED, 2%.

116. How would you prefer to receive information about Columbia Heights City Government and its activities?

UNSURE/NONE, 1%; CITY NEWSLETTER, 40%; E-MAIL, 6%; CITY WEBSITE, 21%; WORD OF MOUTH, 4%; LOCAL NEWSPAPER, 11%; SOCIAL MEDIA, 7%; MAILINGS, 8%; SCATTERED, 2%.

117. During the past year, did you receive the City's quarterly newsletter and recreation brochure? (IF "YES," ASK:) Do you or any members of your household regularly read it?

NO.....	11%
YES/YES.....	75%
YES/NO.....	13%
DON'T KNOW/REFUSED.....	0%

IF "YES/YES," ASK: (N=299)

118. Overall, how would you rate the newsletter and brochure -- excellent, good, only fair, or poor?

EXCELLENT.....	26%
GOOD.....	65%
ONLY FAIR.....	7%
POOR.....	0%
DON'T KNOW/REFUSED.....	2%

119. Do you have access to the internet at home? (WAIT FOR RESPONSE) Do you have access to the Internet at work?

HOME ONLY.....	36%
WORK ONLY.....	1%
BOTH.....	56%
NEITHER.....	8%
DON'T KNOW/REFUSED.....	0%

IF "NEITHER," ASK: (N=30)

120. Why don't you have access to the internet?

UNSURE, 7%; NO INTEREST, 37%; AGE/HEALTH, 17%; COST IS TOO HIGH, 23%; DON'T TRUST, 10%; DON'T KNOW HOW, 7%.

IF "HOME ONLY," "WORK ONLY," OR "BOTH", ASK: (N=370)

121. Have you accessed the City's website in the past six months? (IF "YES," ASK:) Did you access the website on a computer or mobile device?

NO.....	31%
YES/COMPUTER.....	35%
YES/MOBILE DEVICE.....	18%
YES/BOTH (VOL.).....	15%
DON'T KNOW/REFUSED.....	0%

IF "YES," ASK: (N=254)

122. How would you rate the ease of navigating the website -- excellent, good, only fair, or poor?

EXCELLENT.....	17%
GOOD.....	71%
ONLY FAIR.....	9%
POOR.....	3%
DON'T KNOW/REFUSED.....	0%

123. Have you used the City's on-line payment system to pay your utility bills?

YES.....	70%
NO.....	29%
DON'T KNOW/REFUSED.....	0%

IF "NO," ASK: (N=108)

124. Why have you not paid your utility bill online?

UNSURE, 9%; DON'T TRUST, 3%; DON'T KNOW HOW, 3%; NOT AWARE, 2%; INCLUDED IN RENT, 14%; PREFER OTHER PAYMENT METHODS, 69%.

The City uses social media, such as Twitter, Facebook, Instagram and YouTube, as an additional method of communicating with residents....

125. Have you used any of the City's social media?

YES.....	32%
NO.....	68%
DON'T KNOW/REFUSED.....	0%

IF "YES," ASK: (N=129)

126. How would you rate the City's social media -- excellent, Good, only fair or poor?

EXCELLENT.....	16%
GOOD.....	75%
ONLY FAIR.....	9%
POOR.....	0%
DON'T KNOW/REFUSED.....	0%

127. Overall, how would you rate the job the City does communicating with residents -- excellent, good, only fair, or poor?

EXCELLENT.....	20%
GOOD.....	63%
ONLY FAIR.....	14%
POOR.....	2%
DON'T KNOW/REFUSED.....	1%

Finally, just a few more questions for demographic purposes.... Could you please tell me how many people in each of the following age groups live in your household.

128. Persons 65 or over? NONE.....74%  
 ONE.....11%  
 TWO OR MORE.....16%  
 REFUSED.....0%

IF ONE OR MORE, ASK: (N=105)

129. Have you or any members of your household participated in any senior programs offered by the City of Columbia Heights? YES.....29%  
 NO.....71%  
 DON'T KNOW/REFUSED.....1%

130. Are there any additional senior programs you would like to see by offered by the City? (IF "YES," ASK:) What would those be?

UNSURE, 4%; NO, 85%; GARDENING, 2%; TRANSPORTATION, 4%; SCATTERED, 5%.

131. School-aged children and pre-schoolers? NONE.....74%  
 ONE.....7%  
 TWO.....12%  
 THREE OR MORE.....7%  
 REFUSED.....0%

132. Do you own or rent your current residence? OWN.....68%  
 RENT.....32%  
 DON'T KNOW/REFUSED.....0%

133. Which of the following categories represents your ethnicity - African, African-American, American Indian, Asian, Asian-American, Hispanic-Latino, Pacific Islander, White or something else? (IF "SOMETHING ELSE," ASK:) What would that be? AFRICAN.....2%  
 AFRICAN AMERICAN.....19%  
 AMERICAN INDIAN.....1%  
 ASIAN.....1%  
 ASIAN AMERICAN.....4%  
 HISPANIC-LATINO.....10%  
 PACIFIC ISLANDER.....1%  
 WHITE.....60%  
 MIXED/BI-RACIAL.....2%  
 DON'T KNOW.....0%  
 REFUSED.....1%

134. What is the primary language spoken in your home? ENGLISH.....88%  
 SPANISH.....7%  
 SOMALI.....2%  
 HMONG.....2%  
 SCATTERED.....2%

135. What is your age, please? (READ CATEGORIES, IF NEEDED)	18-24.....7% 25-34.....20% 35-44.....19% 45-54.....14% 55-64.....15% 65 AND OVER.....25% REFUSED.....0%
136. Does anyone in your household have a physical limitation which makes it difficult to access city services?	YES.....16% NO.....84% DON'T KNOW/REFUSED.....0%
137. Finally, thinking about your household finances, how would you describe your financial situation, would you say that -- A) Your monthly expenses are exceeding your income; B) You are meeting your monthly expenses but are putting aside little or no savings; C) You are managing comfortably while putting some money aside; D) Managing very well?	STATEMENT A.....4% STATEMENT B.....34% STATEMENT C.....44% STATEMENT D.....18% DON'T KNOW/REFUSED.....1%
138. What is your gender identity?	MALE.....49% FEMALE.....50% NON-BINARY.....1%
139. REGION OF CITY (FROM LIST)	ONE.....17% TWO.....13% THREE.....12% FOUR.....14% FIVE.....12% SIX.....10% SEVEN.....12% EIGHT.....11%





**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 6, 2024</b>

<b>ITEM:</b>	<b>Bituminous Paving of Two City Lots</b>							
<b>DEPARTMENT:</b>	Administration	<b>BY/DATE:</b> City Manager / May 2, 2024						
<p><b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input type="checkbox"/> Trusted and Engaged Leadership</td> <td><input checked="" type="checkbox"/> Sustainable</td> </tr> </table>			<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community	<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	<input type="checkbox"/> Trusted and Engaged Leadership	<input checked="" type="checkbox"/> Sustainable
<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community							
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services							
<input type="checkbox"/> Trusted and Engaged Leadership	<input checked="" type="checkbox"/> Sustainable							

**BACKGROUND:** In 2019 and 2020, staff presented a layout for an overflow parking lot for the Library. With the successful redevelopment of the NE Business Center to the new City Hall and Ratio, additional parking will supplement not only library functions and programs but also adjacent businesses and city hall overflow. COVID and the development/construction of the cell tower delayed the implementation of the original layout and paving.

**SUMMARY OF CURRENT STATUS:** Now updated, Approximately 35 - 40 new spaces will be constructed in the space available on the east side of the existing parking lot. A single entrance will be provided off the access drive from 39<sup>th</sup> Avenue that connects to Central. An isle access will also be provided to the cell tower to separate access to that site. Proposed project funding is from the Library fund and other City funds. Additionally, the lot at the northeast area of the City Hall site also needs to be graded for drainage and paved as it is currently gravel. Approximately 14 - 15 new parking spaces will be constructed adjacent to the new building. Plans and specifications for both lots, including storm water utilities for drainage and an infiltration basin for treatment at the library lot, are nearing completion. Bids will then be presented for approval by the Council.

**STAFF RECOMMENDATION:**

Staff recommends authorization of the paving of two City owned lots at the Library and City Hall sites.

**ATTACHMENT(S):**

None



**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 5, 2024</b>

<b>ITEM:</b>	Polling Place Locations. (10 Minutes)	
<b>DEPARTMENT:</b>	Administration	<b>BY/DATE:</b> Kevin Hansen 4/25/2024
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
<input checked="" type="checkbox"/> Healthy and Safe Community <input type="checkbox"/> Thriving and Vibrant Destination Community		
<input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly <input checked="" type="checkbox"/> Strong Infrastructure and Public Services		
<input type="checkbox"/> Trusted and Engaged Leadership <input type="checkbox"/> Sustainable		

**BACKGROUND:**

Cities must hold their officer elections in the fall of either even or odd numbered years (but not both) at local option. The general elections occur on the first Tuesday after the first Monday in November. Cities have the option to hold a primary election; if held, it must be on the second Tuesday in August, and the election calendar is essentially the same as for state elections.

School districts are required to conduct their board elections in November of either even or odd numbered years. If a school district is holding an election at the same time as a city election or a state primary or state general election, the city clerks in the school district will in effect be conducting the election for the school district. The school district will still take the candidate filings for school board office, prepare and supply a school district optical scan ballot, and canvass the results of the election. The city, however, is responsible for all other facets of the election including election judges, and polling locations. If the election is not held with the state election, but is held in conjunction with a city election, the city is also responsible for optical scan ballot preparation, and absentee ballots.

The city may bill the school district for a fair share of conducting the election. The OSS has developed a Cost Allocation Procedure for election expenses that can be used as the basis for billing election costs.

The City of Columbia Heights has eight voting precincts that fall into two separate legislative districts. Any updates or changes to precinct boundaries must occur by resolution by December 31<sup>st</sup> of the previous year.

Per City Clerk Election Guidelines:

Precinct boundaries are established by the governing body of each municipality, and the county board in unorganized territories. City councils and township boards establish precinct boundaries as the result of various requirements in state statutes and also to suit the needs of the community. At a minimum, each municipality must be at least one precinct; additional precincts are necessary if the municipality is divided by a county, county commissioner, legislative or congressional district boundary. Within these broad requirements, municipalities may create as many or as few precincts as suits the community. Precincts are not tied to

population size. However, precincts sized much beyond 1,500 registered voters become difficult to manage.

Precinct lines must not cross city, ward, county, county commissioner, legislative or congressional district boundaries. A municipality or county may establish new election precincts lying entirely within the boundaries of any existing precinct and shall assign names to the new precincts which include the name of the former precinct.

### **SUMMARY OF CURRENT STATUS:**

On April 2, 2024, ISD 13 (Columbia Heights) Superintendent Stenvick sent correspondence to Minnesota Election Officials requesting that school buildings not be used as polling places in the future. The correspondence affirms that MN State Statute 204B.16 provides for public schools (including K-12, colleges, and universities) to be used as polling locations. Relevant excerpts of 204B.16 follow:

### **204B.16 POLLING PLACES; DESIGNATION.**

#### **Subdivision 1.**

**Authority; location.** (a) By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution any changes to a polling place location. A polling place must be maintained for the following calendar year unless changed:

- (1) by ordinance or resolution by December 31 of the previous year;
- (2) pursuant to section 204B.175;
- (3) because a polling place has become unavailable;
- (4) because a township designates one location for all state, county, and federal elections and one location for all township only elections; and
- (5) pursuant to section 204B.14, subdivision 3.

(b) Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

#### **Subd. 6.**

**Public facilities.** Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

**STAFF RECOMMENDATION:**

Staff recommends that review of polling locations occur after the 2024 election concludes so that various statistics can be analyzed to make the best adjustments for our community for the 2026 election cycle and forward. These adjustments would factor in the following concerns:

- Upcoming development projects occurring in Precinct 2 and 7;
- Trend of registered voters since the last statewide election;
- Trend of absentee voters; and
- Availability of alternate facilities that can accommodate a high volume of voters and is also in compliance with state and federal laws regarding accessibility for elderly and disabled voters.

**ATTACHMENT(S):**

April 2, 2024, ISD 13 Correspondence to MN Election Officials  
MN State Statute 204B.16 Polling Place; Designation.  
City Clerk Election Guide (Highlighted re Polling Place and Precinct Details)  
March 5, 2024 Presidential Primary Statistics  
Columbia Heights Poling Locations  
2020 Anoka County Panhandle Population Map  
MN Legislative District 39A  
MN Legislative District 39B

**ZEN**

Superintend

1440 49th Ave. NE • Columbia Heigh

PHONE 763.528.4503 • FAX

StenvikZ@colheig

April 2, 2024

To Minnesota Election Officials,

We are writing to request that Independent School District No. 13, Columbia Heights, school buildings not be used for future polling places. This request is due to rising safety concerns stemming from unidentified individuals inside the school building when children are present. Additionally, hosting polling places at school sites is disruptive to the teaching and learning that takes place during the school day.

Currently our three elementary schools are used as polling places:

- Highland Elementary School, 1500 49<sup>th</sup> Ave. NE, Columbia Heights, MN 55421
- North Park School for Innovation, 5575 Fillmore St. NE, Fridley, MN 55432
- Valley View Elementary School, 800 49<sup>th</sup> Ave. NE, Columbia Heights, MN 55421

In the recent primary election, a member of the public entered one of our schools and went beyond the designated polling space and walked through the hallways, thereby having access to our students. This security breach is unacceptable. The Columbia Heights School Board has approved a non-school day for the 2024 Presidential election, and it is unreasonable to cancel school for every primary and every election.

We understand that per MN Statute 204B.16 Subdivision 6, that public schools are included in sites that can be used as polling places. It is also true that many communities in Minnesota have moved away from using schools as polling places due to the reasons outlined above.

Columbia Heights Public Schools does have a community center-type property that is shared with the City of Columbia Heights, the Hylander Center, located at 1400 49<sup>th</sup> Avenue NE. The Hylander Center meets the accessibility requirements outlined in Statute 204B.16 subdivision 5 and provides a separate and secure space away from where our students are learning.

Thank you for considering this request. The safety and security of our students, staff and community members is our top priority.

Sincerely,

Zena Stenvik

Peg Nelson

**204B.16 POLLING PLACES; DESIGNATION.**

Subdivision 1. **Authority; location.** (a) By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution any changes to a polling place location. A polling place must be maintained for the following calendar year unless changed:

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(4) because a township designates one location for all state, county, and federal elections and one location for all township only elections; and

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Subd. 1a. **Notice to voters.** If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. **Designation effective until changed.** The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. **Prohibited locations.** No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. **Access by elderly and persons with disabilities.** Each polling place shall be accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. **Public facilities.** Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. **Appropriate facilities.** The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

**History:** 1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25; 1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30; 2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8; 1Sp2021 c 12 art 4 s 8; 2023 c 62 art 4 s 78



# 2022

## City Clerk Election Guide



**Office of the Minnesota Secretary of State – Elections Division**

180 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

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Toll Free: 1-877-600-8683  
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## ABBREVIATED ELECTION ADMINISTRATION CALENDAR

This abbreviated calendar lists important deadlines related to a state election year. Each listing includes citations to Minnesota Statutes or Minnesota Rules. Full text of Minnesota Election Statutes and Rules are available at the [Minnesota Office of the Revisor of Statutes](https://www.revisor.mn.gov) (<https://www.revisor.mn.gov>). This calendar is not intended to provide legal advice and should not be used as a substitute for legal guidance. Readers should consult with an attorney for advice concerning specific situations.

When a statutory reference is to a certain number of days before an election or other event, start counting from the day before the event. When determining the days after the event, start counting from the day after the event. If the last day falls on a weekend or legal holiday, that day is usually omitted. For example, if a deadline falls on a Sunday, that day is omitted and Monday becomes the day of the deadline.

The complete detailed version of the 2022 Election Calendar is available at the Office of the Minnesota Secretary of State [Election Calendars](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>).

Beginning in 2018, special elections for local jurisdictions are to be held on the uniform election dates identified in [M.S. 205.10, subd. 3a](#) and [205A.05, subd. 1a](#). Federal and state special elections are not required to be held on the newly identified uniform election dates.

### MAY

- **5-17 to 5-31-22: Candidate filing period (cities with a primary)** – not more than 84 days nor less than 70 days before election. The municipal clerk’s office must be open for filing from 1:00 p.m. to 5:00 p.m. on the last day of the filing period. [M.S. 205.13, subd. 1a](#)
- **5-27-22: Last day to provide notice of election items to be on State Primary ballot (or cancellation)** – at least 74 days before election. [M.S. 205.10, subd. 6](#); [205.16, subds. 4 & 5](#)

### JUNE

- **6-2-22: Withdrawal period ends (cities with a primary)** – until 5:00 p.m. 2 days after filing closes. [M.S. 204B.12, subd. 1](#); [205.13, subd. 6](#)
- **6-24-22: Absentee voting available for State Primary Election** – during the 46 days before the election. [M.S. 203B.05, subd. 2](#); [203B.085](#); [204B.35](#)

### JULY

- **7-19-22: Last day to publish notice of “late” filing period** – at least 2 weeks before beginning filing date. [M.S. 205.13, subds. 1a & 2](#)
- **7-19-22: Voter pre-registration closes** – at 5:00 p.m. 21 days before the state primary. [M.S. 201.061, subd. 1](#)

### AUGUST

- **8-2 to 8-16-22: Filing period for cities without a primary** - opens 98 days before and closes 84 days before the election. Hospital district office seat candidates also file with city or town clerk during this same time. The municipal clerk’s office must be open for filing from 1:00 p.m. to 5:00 p.m. on the last day of the filing period. [M.S. 205.13, subd. 1a](#); [M.S. 447.32, subd. 4](#)
- **8-6 & 8-8-22: Clerk’s office is open for state primary absentee voting (if applicable)** – from 10:00 am to 3:00 p.m. on the Saturday before the election and until 5:00 p.m. on the day before the election. [M.S. 203B.085](#)

- **8-9-22: State Primary Election Day** – 2nd Tuesday in August. [M.S. 205.065, subd. 1](#); [204D.03](#)
- **8-11 or 8-12-22: Canvass primary results** – city canvasses its primary results on the 2<sup>nd</sup> or 3<sup>rd</sup> day after election. [M.S. 205.065, subd. 5](#)
- **8-18-22: Withdrawal period ends for cities without a primary** – until 5:00 p.m. 2 days after filing closes. [M.S. 204B.12, subd. 1](#); [205.13, subd. 1a](#)

## SEPTEMBER

- **9-23-22: Absentee ballots available for State General Election** – 46 days before state general election. [M.S.203B.05](#); [203B.081](#); [204B.35](#)

## OCTOBER

- **10-18-22: Voter pre-registration closes for November general election** – at 5:00 p.m. 21 days before the general election. [M.S. 201.061, subd. 1](#)

## NOVEMBER

- **11-5 & 11-7-22: Clerk's office open for absentee voting (if applicable)** – from 10:00 a.m. to 3:00 p.m. on the Saturday before the November general election and until 5:00 p.m. on the day before the election. [M.S. 203B.085](#)
- **11-8-22: State General Election Day** – the 1st Tuesday after the 1st Monday in November. [M.S. 204D.03](#); [205.065, subd. 1](#)
- **11-11 to 11-18-22: Canvass the results of the November general election** – between the 3rd and 10th day following the November general election. [M.S. 204C.33, subd. 1](#); [205.185, subd. 3](#)

## DECEMBER

- **12-31-22: Cities designate polling places for the next calendar year** – by December 31 of each year. [M.S. 204B.16, subd. 1](#)

## JANUARY

- **1-2-23: Terms begin for city officers elected at the November general election** – 1st Monday in January following the year of election. [M.S. 412.02, subd. 2](#)



## LIST OF ELECTION ACTIVITIES BY MONTH

### JANUARY

- Send polling place designation resolutions/ordinances to county elections office as soon as possible (December 31<sup>st</sup> deadline) so changes can be made in SVRS if needed
- If polling place has changed, notice of change must be sent out. The 25-day deadline falls in January if there is a February special election scheduled.
- Elected city officials take office.
- Confirm the city's contact information with all the county auditors that fall within your city's boundaries.
- Confirm city's election schedule, odd or even year general elections? Primary possible?
- Charter items that affect elections?
- Confirm offices that are scheduled to be on that year's general ballot.
- Inform county auditors as to potential special elections, vacancies, change in election schedules, change in primary possibility, etc.
- Confirm health care facility outreach locations and contacts.
- ALM is conducted by OSS. This might affect the registration status of voters with AB ballots already distributed for a February special election.

### FEBRUARY

- February uniform election date – 2<sup>nd</sup> Tuesday in February

### MARCH

- Possibility of city meeting restrictions on statewide caucus date in even years.
- Make note of election supplies on hand and contact auditors to replenish supplies if needed.
- Review HR policies regarding hiring and appointment of election judges.
- Possibility of presidential nomination primary in presidential election year

### APRIL

- April uniform election date – 2<sup>nd</sup> Tuesday in April.
- Many election year materials, guides, calendars are updated for the year's election cycle and placed on OSS webpages (end of April, beginning of May).
- "Primary possible" candidate filing notices.

### MAY

- May uniform election date – 2<sup>nd</sup> Tuesday in May.
- Even years, many OSS election year paper materials are delivered to Auditor's Office for distribution to local jurisdictions.
- "Primary possible" candidate filings.
- Primary ballot preparation. In odd years, counties might not assist with ballot ordering activities.
- Campaign financial reporting.
- Even years, political party election judge lists are shared with municipalities.

## JUNE

- Absentee voting for primary elections begins. UOCAVA ballots are distributed by 46 days by county auditors.
- Odd years, master lists provided by all counties for primary voting not using SVRS.
- Review emergency election plans by July 1<sup>st</sup> in state general election years.

## JULY

- Primary AB voting continues.
- Election judge training conducted by auditor or delegated municipal clerk.
- Notices of candidate filings for jurisdictions that are not “primary possible.”

## AUGUST

- Primary elections. Canvass meetings. Notices of nomination.
- “Late” candidate filing period.
- Campaign financial reporting.
- Begin preparing general election ballots. In odd years, counties might not assist with ballot ordering activities.

## SEPTEMBER

- Review previous years’ election items and determine if retention period is over.
- AB voting for general elections begins. UOCAVA ballots are delivered by 46 days by county auditors.

## OCTOBER

- AB voting for general elections continues.

## NOVEMBER

- General Election. Canvass meetings. Certificates of election.

## DECEMBER

- Polling place designation resolutions/ordinances due by December 31st.

## 1.0 INTRODUCTION

This guide is designed to aid city clerks and their staff to administer city elections. Please use this guide with the Office of the Minnesota Secretary of State (OSS) publication “Minnesota Election Laws”. Citations in this guide refer to the Minnesota election laws (M.S. citations) or rules (M.R. citations). Full text of the Minnesota election laws and rules can be found at the [Minnesota Office of the Revisor of Statutes](https://www.revisor.mn.gov) (<https://www.revisor.mn.gov>). If you are using an interactive electronic edition of this guide, you may simply click on the citations to retrieve current statute or rule.

Home rule charter cities should refer to their city charter for specifics concerning their municipal elections.

City clerks have a key role in administering the election process that involves a sequence of “must do” tasks. For this reason, this guide is organized to generally follow the election calendar.

For a more comprehensive view of election administration in Minnesota we refer you to the following election guides:

- County Auditor Elections Guide
- Township Clerk Election Guide
- School District Clerk Election Guide
- Election Judge Guide
- Voting Equipment Testing Guide
- Absentee Voting Administration Guide
- Mail Election Guide
- Recount Guide
- Post Election Review Guide
- Campaign Manual
- Presidential Nomination Primary Administration Guide

These guides, training materials and other publications are updated periodically. Current editions are available at the Office of the Minnesota Secretary of State [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

Please contact the OSS Elections Division if you have comments on how this publication could better support the needs of city clerks at [elections.dept@state.mn.us](mailto:elections.dept@state.mn.us) or 651/251-1440.

**SVRS Technical Support Note:** If your city accesses SVRS or SVRS View for absentee voting administration, please be advised that the old system of submitting “tickets” to our office regarding access (passwords, set up a user) or technical issues (labels not working) has been discontinued. Your county elections office is to provide access and technical support to you. Please contact the county elections office right away for these issues. With added security measures, OSS cannot provide access to SVRS for municipal users. County election officials will contact us if they are not able to resolve a city’s SVRS technical issues.



## 2.0 ELECTION ADMINISTRATOR TRAINING & CERTIFICATION

City clerks who serve as the local election administrators must be trained and certified before they may administer elections.

### 2.1 INITIAL CERTIFICATION

- initial certification requires successful completion of five hours of training
- initial certification is good for the election cycle in which it is earned and through the following election cycle
- each election cycle begins on January 1 of an even-numbered year and ends on December 31 of an odd-numbered year

### 2.2 ANNUAL CERTIFICATION MAINTENANCE

To maintain certification to administer elections, city clerks need to complete 4 hours of election training during each election cycle after the expiration of the initial certification. [M.R. 8240.2700, subp. 4](#)

The county elections office maintains the certification documents and certification status of their jurisdictions' election clerks.

Training may be provided by the county auditor or by the OSS.

If the county auditor has delegated election judge training responsibility under [M.S. 204B.25](#), the clerk is responsible for training election judges. If delegated, the clerk must complete, in addition to the initial training or maintenance training, a “train the trainer” course conducted by or approved by the OSS before each state primary election. [M.R. 8240.1100](#)

If a city clerk is designated to provide absentee voting using the statewide voter registration system (SVRS), the clerk must receive training approved by the OSS on the use of SVRS before accessing the system. The auditor will notify the OSS of the clerk’s access to the system. [M.S. 203B.05, subd. 1](#)

There is emergency training provisions in statute for a city clerk who has taken office less than six months before an election. They may administer that election after completing two hours of emergency training conducted by the home county auditor or the OSS. [M.R. 8240.0100, subp. 2](#); [8240.1100](#); [8240.2700](#)

### 2.3 CITY CLERK ELECTION ADMINISTRATION TRAINING AREAS

City clerk election training addresses the following:

- candidate filings;
- campaign practices;
- campaign finance;
- election calendar;
- ballot preparation;
- election judge recruitment and duties;
- notice requirements;
- voting systems;
- mail elections;
- absentee voting;
- security practices; and
- post election duties. [M.R. 8240.2700, subp. 5](#)

## 2.4 ALTERNATE TRAINING

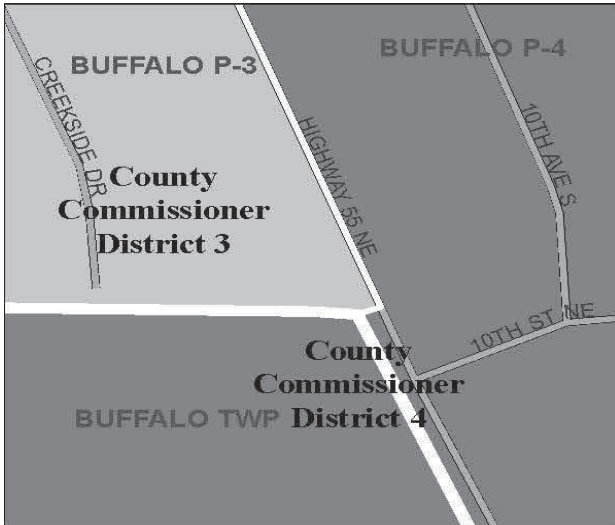
Up to four of the five training hours for initial certification, and three of the four training hours for certification maintenance, may be from other sources, subject to the approval of the home county auditor. Time spent attending, or teaching, election judge training may be counted toward a clerk's initial certification or biennial certification maintenance requirement, however, "train the trainer" sessions may not be counted toward these requirements. The clerk's county auditor will issue their election administrator certificate and maintain a record of related training. [M.S. 204B.25](#); [M.R. 8240.2700, subp. 6](#); [8240.2700, subp. 7](#)

### 3.0 PRECINCTS

County election officials must know when municipal governments change precinct boundaries to ensure that voter registration records for affected voters in SVRS and the related online precinct finder are updated. The address ranges that individual voters are tied to in SVRS must be kept up to date. M.S. 201.022; M.R. 8200

### 3.1 WHAT ARE PRECINCTS?

Precincts are the basic geographical areas for organizing and administering elections. The graphic below shows three different sample precincts: Buffalo P-3, Buffalo P-4 and Buffalo Twp.



Precinct boundaries are established by the governing body of each municipality, and the county board in unorganized territories. City councils and township boards establish precinct boundaries as the result of various requirements in state statutes and also to suit the needs of the community. At a minimum, each municipality must be at least one precinct; additional precincts are necessary if the municipality is divided by a county, county commissioner, legislative or congressional district boundary. Within these broad requirements, municipalities may create as many or as few precincts as suits the community. Precincts are not tied to population size. However, precincts sized much beyond 1,500 registered voters become difficult to manage. M.S. 204B.14

### 3.2 PRECINCT BOUNDARY CHANGES

The municipality (or county board for unorganized territories) may make precinct boundary changes at any time except:

- after January 1 of a year ending in 0 until after the legislature has been redistricted in a year ending in 1 or 2. See M.S. 204B.14, subd. 3 for exceptions (a) through (d).
- no later than December 1 in the year prior to the year of the state general election. M.S. 204B.14, subd. 4
- within 10 weeks before the next election. M.S. 204B.14, subd. 4

Precinct lines must not cross city, ward, county, county commissioner, legislative or congressional district boundaries. A municipality or county may establish new election precincts lying entirely within the boundaries of any existing precinct and shall assign names to the new precincts which include the name of the former precinct. M.S. 204B.14, subds. 2 & 3; 375.025, subd. 1

The municipal clerk (or county board for unorganized territories) must provide the following notification after a boundary change occurs:

- the municipal clerk must immediately notify the county auditor and the OSS
- the municipal clerk must file a corrected base map with the county auditor and the OSS within 30 days after the boundary change was made.
- post a notice of the change for at least 56 days; the change cannot go into effect until a notice has been posted for the 56-day period.
- if polling locations change, make arrangements with the county auditor to notify the affected voters and their households of the change. [M.S. 204B.14, subd. 5](#)

The county auditor must use the corrected map filed by the municipal clerk to update the precinct finder in SVRS. The corrected map and precinct finder must be made available for inspection. If a municipality makes a change to the boundary of an election precinct (or if an annexation occurs affecting a precinct boundary) the auditor must notify each school district with territory affected by the boundary change at least 30 days before the effective date of the change. [M.S. 204B.14, subd. 5](#)

### 3.3 ANNEXATIONS & PRECINCT BOUNDARY CHANGES

A common trigger event for precinct boundary changes is municipal annexation, which usually goes through the [Minnesota Boundary Adjustments Unit](#) of the Office of Administrative Hearings (<http://www.mba.state.mn.us/>). The Minnesota Boundary Adjustments staff works with property owners, local governments, and state agencies to review and facilitate municipal boundary adjustments. After an annexation has occurred affecting a precinct boundary, the city clerk must comply with the precinct boundary change requirements in [M.S. 204B.14, subd. 5](#), described above. Annexed territory may be incorporated into the existing adjacent precinct if the new precinct meets all legal requirements and the pre-annexation municipal boundary was **not** coterminous with a county, county commissioner, legislative or congressional district boundary. Coterminous boundaries have a boundary in common. In the graphic in Section 3.1, the boundaries of the Buffalo P-3 precinct are coterminous with the boundaries between County Commissioner Districts 3 and 4.

If the pre-annexation municipal boundary **was** coterminous with a county, county commissioner, legislative or congressional district boundary, a new precinct must be created. If the affected territory is contiguous with the municipal boundary, in the same county, and contains 50 or fewer registered voters, the OSS may move the boundary to be coterminous. Please call the Elections Division at (651) 215-1440 or 1-877-600-8683 for more information on the process of obtaining a Boundary Adjustment Order from the OSS. [M.S. 204B.14, subd.5; 204B.146, subd. 3](#)

A change in the boundary of a precinct that has occurred as a result of a municipal boundary adjustment that is effective more than 21 days before a regularly scheduled election takes effect at the scheduled election. A change that is effective less than 21 days before a regularly scheduled election takes effect the day after the scheduled election. [M.S. 204B.14, subd. 4a](#)

### 3.4 MAPS & DATA

The map information sent to the OSS is used to update the statewide database of precinct and election district boundaries. The precinct map data is used by a variety of state agencies and is available to the public for download, find links at the OSS [Shapefiles](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/data-maps/shapefiles/>).



A variety of maps are available for download and most are formatted to print on 8 ½ x 11-sized paper. These maps can be found on pages in the [Data & Maps](#) section of the Office of the Minnesota Secretary of State's website (<http://www.sos.state.mn.us/election-administration-campaigns/data-maps/>).

Printed maps are also available from OSS for the cost of production. Information on costs and a downloadable order form are found at the [Ordering Maps](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/data-maps/ordering-maps/>). [M.S. 204B.146](#)

### **3.5 HOUSE NUMBER & STREET ADDRESS CHANGES**

If a municipality administratively changes the number or name of a street address of an existing residence, the city clerk shall promptly notify the county auditor and the county auditor shall immediately update the voter records of registered voters in SVRS to reflect the change. A municipality must not make a change to the number or name of a street address of an existing residence effective during the 45 days prior to any election in a jurisdiction which includes the affected residence. [M.S. 201.11, subd. 2](#)



## 4.0 POLLING PLACES

Polling places are designated by the governing body of each municipality or each county for unorganized territory.

### 4.1 DESIGNATION

By December 31 of each year, municipalities and counties for their unorganized territories must designate by ordinance or resolution a polling place for each election precinct. The designated polling place remains the polling place for that election precinct throughout the next calendar year unless:

- an emergency occurs after the deadline to designate a polling place but before the polls close on election day
- a polling place becomes unavailable
- a township designates one location for state/federal elections and one location for a township's standalone elections. [M.S. 204B.16, subd. 1; 204B.175](#)

It is suggested that municipalities send copies of their designation resolution or ordinance to the county election office each year so the information regarding polling places can be verified or updated by them in SVRS.

If the designated polling place has changed, the governing body shall send to every affected household a nonforwardable, mailed notice stating the location of the new polling place at least 25 days before the next election. Counties may work with local jurisdictions to fulfill this administrative requirement including providing address data or labels. PVCs can be used to send notifications of municipal and county (unorganized territory) election precinct polling place changes. PVCs are not required; any type of notification document (i.e., letter, trifold) can be used, as long as it is sent as non-forwardable. [M.S. 204B.16, subd. 1a](#)

All polling places must be:

- fully accessible (see section 4.6);
- large enough to accommodate the election activities;
- free of other, non-election, activities;
- smoke free;
- liquor free and not next to a liquor service area; and
- for cities in the metro area, within the precinct or within one mile of the precinct boundary or it is part of a combined polling place (see the Combined Polling Place section 4.3). [M.S. 144.414; 200.02, subd. 24; 204B.16, subd. 1](#)

**Note:** Governing bodies using school district buildings as polling places should contact the school district annually to verify that their security requirements have not changed.

## 4.2 RECOMMENDATIONS FOR POLLING PLACES DURING A PANDEMIC

### 4.2.1 Polling Place Guidelines in a pandemic

#### General Best Practices in a Pandemic:

All election judges should:

- Practice social distancing as much as possible by staying at least six feet away from each other and voters
- Frequently wash and sanitize their hands, following CDC handwashing guidelines
- Wear cloth face coverings, covering their nose and mouth

- Frequently disinfect surfaces that election judges and voters make contact, using CDC and EPA approved disinfectants.
- In election judge training, promote certain behavioral norms, such as social distancing, cleaning, disinfection, and hand hygiene. Include instructions to wipe down doorknobs, push plates, and other non-election specific surfaces
- Provide detailed guidance and templates to show election judges where to set up polling place equipment
- Election judges should clean equipment within full view of voters to maintain public confidence
- Ensure that any changes to operations do not limit accessibility to voters with disabilities

#### **4.2.2 Station & Scenario-Specific Guidelines in a Pandemic:**

- The greeter judge may need to help manage lines outside of the polling place
- Prepare the greeter judge to set expectations for voters in regards to wait times, social distancing guidelines, and available safety items
- When able, registration judges should only examine proof of residence materials visually, without physically touching the voter's documents
- If using pollbooks, encourage election judges to use and frequently sanitize the stylus
- Create a 'neutral zone' for passing materials. Voters and election judges can pass voter receipts and documents back and forth by placing them on a table, and then backing away as the other person approaches to retrieve them
- When election judges assist a voter with marking their ballot, they should attempt to social distance while maintaining voter privacy. They can view the ballot together in larger print on the assistive voting device, or work with the voter from across a table that is away from the main traffic of voters.
- The use of hand sanitizer is encouraged, but check that your hands are dry before handling ballots. Hand sanitizer can wet and damage ballots, which could possibly render them unreadable

#### **4.2.3 Polling Place Layout & Sanitation in a Pandemic:**

- Hand sanitizer should be available at the entrance and exit of the polling place room
- Disposable face coverings for voters who arrived unequipped but are willing to wear one should be made available near the entrance
- Post any "Health and Safety" polling place poster
- Spacious, well-ventilated rooms make for the safest polling locations. If possible, have windows and doors open to increase outdoor air flow in the polling place
- Disinfect surfaces between use, especially voting booths, assistive voting devices, tables, and pens. The best method to disinfect surfaces depends on the surface and the disinfectant used, and may require gloves
- Use tape to mark spots on the floor for voters to stand in line, and at stations, which are at least six feet apart
- Clearly mark points of entry and exit to prevent bottlenecks, and provide signage or physical markers to ensure voters move in one direction through the polling place
- Ensure that distancing is maintained outside of the facility as well if voters are queueing up outside
- To encourage social distancing, put two tables between the voters and the check-in and ballot judges. This creates a wider space between the election judge and voter which prevents voters from unintentionally stepping too close to the judge.
- Spread voting booths as far apart as possible

- On common contact surfaces, such as voting booths, overflow tables, and assistive voting devices place a laminated sheet of paper with text similar to: “This surface has been sanitized and is ready for use, please flip this sheet over when you leave.” Once flipped over, the other side says: “This surface needs to be sanitized before use.” This is to help election judges track what needs to be sanitized and when
- Ask voters to discard used pens into a clearly marked bin, and sanitize them before next use
- Cut “I Voted” stickers and spread them out on a table for voters to pick up on their own
- Consider putting a wipe-able cover on touch screen electronics, or regularly changed plastic wrap

#### 4.2.4 Increased Use of Curbside Voting in a Pandemic:

- It is expected during times of a pandemic, that voters will be hesitant to enter a polling place building.
- **With the increased use of curbside voting in 2020, it is expected that voters will continue to request this type of voting on a larger scale than pre-pandemic.**
- Curbside voting is available to voters, for any reason, who do not wish to enter the polling place building.
- Local election officials should plan for an increase in the use of curbside voting by:
  - Assigning an increased amount of elections judges affiliated with different major political parties to provide curbside voting in teams of two to multiple voters throughout voting hours.
  - Finding and designating a location for multiple voters to wait near the polling place entrance for curbside voting.
  - Placing signs at curbside voting spots with the phone number to reach election judges in the polling place building.
  - Instructing the greeter judge to continually watch for voters in curbside voting locations and notifying election judges.
  - Instructing election judges to double check curbside voting locations before officially closing the polls.

### 4.3 EMERGENCY DESIGNATION

When an emergency occurs after the deadline to designate a polling place pursuant to [M.S. 204B.16](#) but before the polls close on Election Day, a new polling place may be designated. An emergency is any situation that prevents the safe, secure, and full operation of a polling place.

#### 4.3.1 Changing Polling Place due to an Emergency

If a local election official determines that an emergency has occurred or is imminent, the local election official must procure a polling place that is as near the designated polling place as possible and that complies with the requirements of [M.S. 204B.16, subds. 4 & 5](#).

If it is not possible to locate a new polling place in the precinct, the polling place may be located outside of the precinct without regard to the distance limitations in [M.S. 204B.16, subd. 1](#). The local election official must certify to the appropriate governing body the expenses incurred because of the change. These expenses shall be paid as part of the expenses of the election.

#### 4.3.2 Emergency Change of Polling Place Notice

Upon making the determination to relocate a polling place, the local election official must immediately notify the county auditor and the secretary of state. The notice must include the reason for the relocation and the reason for the location of the new polling place.

As soon as possible, the local election official must also post a notice stating the reason for the relocation and the location of the new polling place. The notice must also be posted on the website of the public body, if there is one.

The local election official must also notify the election judges and request that local media outlets publicly announce the reason for the relocation and the location of the polling place.

#### 4.3.3 Emergency Change of Polling Place Notice on Election Day

On Election Day, the local election official must post a notice in large print in a conspicuous place at the polling place where the emergency occurred, if practical, stating the location of the new polling place. The local election official must also post the notice, if practical, in a location visible by voters who vote from their motor vehicles as provided in [M.S. 204C.15, subd. 2](#).

If polling place hours are extended pursuant to [M.S. 204C.05, subd. 2\(b\)](#), the posted notices required by this paragraph must include a statement that the polling place hours at the new polling place will be extended until the specified time. [M.S. 204B.175](#)

## 4.4 COMBINED POLLING PLACE

Under certain circumstances, the governing body of a municipality may combine polling places into a single, accessible location, with a single team of election judges. A copy of the ordinance or resolution establishing a combined polling place must be filed with the county auditor within 30 days after approval by the governing body or, in the case of multiple municipalities, all governing bodies. Separate ballot boxes and separate returns are kept for each precinct involved.

A single, accessible, combined polling place may be established no later than May 1 of any year in any of the following:

- cities of the 3<sup>rd</sup> and 4<sup>th</sup> class;
- cities located in more than one county;
- contiguous precincts in the same city;
- up to four contiguous municipalities located outside the metro area and in the same county;
- noncontiguous precincts located in one or more counties subject to approval by both of the governing bodies of each municipality and the secretary of state; and
- mail election precincts, in which case the designation by the municipality or the auditor of only one centrally located polling place is required. See the Mail Voting Guide found at the OSS [Election Guides](#) webpage ([www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/)). [M.S. 204B.45](#); [M204B.14](#)

**Note:** The metropolitan area is defined as Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright counties. [M.S. 200.02, subd. 24](#)

One precinct-count voting system and one memory unit may be used to count ballots for combined precincts. A separate summary statement must be produced for each precinct being counted by the precinct count voting system and the voted ballots must be separated and sealed by precinct. [M.R. 8230.4365](#)

A municipality withdrawing from participation in a combined polling place must do so by resolution. The resolution of withdrawal must be filed with the county auditor no later than April 1 of any year. [M.S. 204B.14, subd. 2](#)

## 4.5 VOTER NOTIFICATION

When municipalities change polling places, in addition to notifying the auditor to update SVRS, they also must notify all affected households with at least one registered voter by a non-forwardable mailing no later than 25 days before the next election. [M.S. 204B.16, subd. 1a](#)

There are multiple ways to provide the required voter notification:

- The clerk may request that the county auditor mail a Postal Verification Card (PVC) to all households with at least one registered voter in the affected precincts.
- The clerk may request that the county auditor mail a PVC to all the voters in the affected precincts.
- The clerk may purchase household address labels from the OSS to send their own notification to all affected households with at least one registered voter.
- The clerk may purchase voter labels from the OSS to send their own notification to all affected voters.

Be sure the County Auditor enters the new polling place information into SVRS BEFORE PVCs are mailed out.

Ordering information is found at the Office of the Minnesota Secretary of State's [Registered Voter List Requests](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/campaigning/registered-voter-list-requests/>).

## 4.6 POLLING PLACE ACCESSIBILITY

Federal and state laws require that all polling places be fully accessible and usable by elderly voters or voters with disabilities. [M.S. 204B.16, subd. 4](#)

Minimum requirements include:

- paved parking with extra wide spaces reserved for disabled persons;
- curb cuts or temporary ramps;
- paved main routes free of stairs or with ramp or elevator bypasses;
- entrances/doorways a minimum of 32 inches wide;
- walkways and hallways at least 36 inches wide;
- hallways free of protrusions overhanging the floor;
- handrails on all stairs;
- signs directing voters around obstructed entrances or stairs to accessible routes;
- signs outlining the assistance available to voters; and
- one or more wheelchair accessible voting booth(s) or station(s) with stable, flat writing surfaces 34 inches high. [M.S. 204B.16](#)

Minnesota election law offers some additional accommodations if the voter needs assistance with the voting materials:

- voting by absentee ballot;
- curbside voting;
- a team of election judges from different major political parties to provide assistance in the polling place;
- voters bringing someone of their choosing to assist in the polling place; and
- assistive voting equipment available at the polling place. [M.S. 203B.02](#); [204B.16, subd. 5](#); [204C.15](#)

When using large buildings such as a school or athletic complex for a polling location, accessible parking is to be made available at the *closest entrance to the polling place within the building*. If the building's permanent accessible locations are at another entrance, election judges are to use the accessible parking signs found in their election supplies to set aside accessible parking spots right next to the entrance that is the shortest distance to the polling place within the building.

Municipalities should visit polling locations periodically to verify that polling locations are still accessible. The OSS Polling Place Accessibility Diagnostic Tool posted on the [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>) provides instructions on how polling place inspections should be performed.

See the text of the [Americans with Disabilities Act](https://www.ada.gov/pubs/ada.htm) (<https://www.ada.gov/pubs/ada.htm>) for more specific details on accessibility.

#### **4.7 POLLING PLACE MATERIALS & EQUIPMENT**

City clerks are responsible for ensuring that all necessary supplies are delivered to the polling place for use on Election Day. This includes ballots, ballot boxes, voting equipment such as precinct optical scan ballot counter, assistive voting device, rosters, posters, flags, and boxes, envelopes and seals to secure ballots and other election materials. A more extensive example supply list is included in the Appendix 2 of this guide.

[M.S. 204B.28](#)

#### **4.8 ELECTION SUPPLIES/COSTS**

The clerk is responsible for providing all the supplies for conducting a city election. An example polling place supply list is provided in the Appendix 2 of this guide, although specific needs may vary. Generally, the cost of these supplies is borne by the city. Costs may be prorated, however, for elections that involve other jurisdictions such as county, school district, soil and water district, or a hospital district. Local units of government can agree on any method of cost sharing that is mutually agreeable or use methods described in the OSS Cost Allocation Procedures. This document is also available at the OSS [Election Administrator Forms](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-administrator-forms/>). [M.S. 204B.32, subd. 2](#)



## 5.0 ELECTION JUDGES

### 5.1 ELECTION JUDGE QUALIFICATIONS

An election judge must be:

- eligible to vote in the State of Minnesota;
- able to read, write and speak English;
- appointed by the appointing authority (county, city, township, or school board); and
- trained and currently certified as an election judge. [M.S. 204B.19, subd. 2](#); [204B.21](#); [204B.25](#)

Individuals applying to be election judges need to declare their party affiliation, if they are affiliated with a major political party.

An exception to the requirement that all election judges be trained and certified is provided for precincts in which less than 100 people voted at the last state general election. In these precincts, having only 2 of the required number of election judges trained is sufficient if they are not from the same major political party. If electronic voting equipment is in use in the precinct such as in a statewide election, it is highly recommended that all election judges be trained and certified. [M.S. 204B.25, subd. 3](#)

An election judge cannot be:

- a candidate in that election (i.e., they are running for an office on a ballot used in that precinct. An individual actively campaigning as a write-in candidate is a candidate.);
- the husband, wife, parent, child, brother, sister of or domiciled with (permanently or temporarily) a candidate;
- the husband, wife, parent, child, stepchild, brother, or sister, or stepsibling, of a candidate or another judge in the same precinct; or
- a challenger.

Individuals who are related to each other may serve as election judges in the same precinct provided that they serve on separate shifts that do not overlap. [M.S. 204B.19](#)

### 5.2 STUDENT ELECTION JUDGE TRAINEES

High school students, including home schooled students that are 16 and 17 years of age can be trainee election judges. Students who are 18 years of age or older can serve as regular election judges.

To serve as trainee election judges students must:

- be a United States citizen;
- be at least 16 years of age;
- serve in the county where they reside or adjoining county;
- be in good academic standing; and
- have permission from their school and parents.

Trainee election judges can serve for all elections. They serve without party affiliation and must be paid at least 2/3 of the minimum wage. They cannot serve past 10:00 p.m. and cannot number more than 1/3 of the election judges in any one precinct. Trainee election judges, like other election judges, are not required to serve the entire day.

Because trainee judges serve without party affiliation, they cannot perform tasks that must be performed by two judges of different political parties, like curbside voting. Trainee election judges can perform any other election judge tasks and should be assigned those duties just as other election judges are assigned. Trainees do not count toward the minimum number of election judges required. [M.S. 204B.19](#); [M.R. 8240.1655](#)

## 5.3 APPOINTING ELECTION JUDGES

### 5.3.1 County Lists

Each major political party will furnish electronic lists of potential election judges to the Secretary of State's office by May 1 of even-numbered years. The OSS will in turn furnish the list to the auditor's office by May 15. County auditors must promptly forward the lists to city and town clerks. [M.S. 204B.21](#)

The party lists are used to appoint election judges to serve at elections in their jurisdictions over the next two years. If there are not enough people on the lists from your municipality or no lists have been received, the governing body may appoint other people who meet the qualifications. [M.S. 204B.21](#); [M.R. 8240.0300](#)

An individual who is appointed from a source other than the major political party list must provide to the appointing authority the individual's major political party affiliation or a statement that the individual does not affiliate with any major political party. An individual who refuses to provide the individual's major political party affiliation or a statement that the individual does not affiliate with a major political party must not be appointed as an election judge.

The major political party affiliation of an election judge or a statement that the judge does not affiliate with a major political party may be shared with other election judges assigned to the precinct at the same election, to verify compliance with party balance requirements. This data may not be disclosed or used by the election judges for any other purpose. [M.S. 204B.21](#); [M.R. 8240.0300](#)

### 5.3.2 Appointment by City Council

The clerk recommends elections judges to be appointed for the upcoming election (including health care and absentee ballot boards if applicable), and then the city council makes the appointments at least 25 days before the election. The city council may pass a resolution authorizing additional election judges within 25 days before the election, if they deem necessary. If there aren't enough people on the list, the city council may appoint other people who meet the qualifications. The city council may evaluate applicants to determine if they are capable of carrying out the duties. [M.S. 204B.21, subd. 2](#)

**Note:** The clerk may suggest that the council include wording to the resolution to allow the clerk substitutions, as necessary.

**Note:** In 1988, the U.S. Immigration and Naturalization Service exempted jurisdictions that hire election judges from the Form I-9 employment verification procedures.

### 5.3.3 Party Balance

At least two election judges in each precinct must serve with a different major political party designation (except in school district and township elections not held in conjunction with a statewide election, and for student trainee election judges). The remaining election judges in a precinct can serve without an affiliation to a major political party. No more than half the judges in a precinct may belong to the same major political party. [M.S. 204B.19, subd. 5](#); [M.S. 204B.21, subd. 2](#); [205A.10, subd. 2](#); [205.075, subd. 4](#)

### 5.3.4 Required Number of Election Judges

A minimum of four election judges shall be appointed for each precinct in the state general election, provided that a minimum of three election judges shall be appointed for each precinct with fewer than 500 registered voters as of 14 weeks before the state primary. In all other elections, a minimum of three election judges shall be appointed for each precinct. In a combined polling place, at least one judge must be appointed from each municipality that has precincts in the combined polling place.

Student election judge trainees do not count towards the election judges appointed per precinct requirement. [M.S. 204B.22](#)

Currently, in the State of Minnesota, there are four major parties: Grassroots-Legalize Cannabis, Legal Marijuana Now, Republican and DFL.

### 5.3.5 Head Election Judge

When the city council appoints the election judges, they designate one of the judges as head election judge. The head election judge assigns duties among the judges and is responsible for the performance of all required duties. In addition to election judge training and certification, head election judges complete an additional hour of training every two years to be certified as head election judge. [M.S. 204B.20](#); [M.R. 8240.1750](#)

### 5.3.6 Health Care Facility Outreach Voting Election Judge

Health care facility (HCF) outreach voting must be administered during 20 days before election. The municipal clerk is responsible for the administration of this type of absentee voting for the health care facilities within their jurisdiction. Election judges who are appointed to conduct HCF outreach voting must have an additional hour of HCF-specific training in addition to their two-hour, election judge certification training.

## 5.4 VACANCIES

If a judge doesn't show up at the polling place or doesn't perform required duties, the other judges may select a qualified person from the precinct to fill the vacancy. The clerk may also fill vacancies as they occur. [M.S. 204B.23](#)

## 5.5 COMPENSATION

The city council sets the compensation for election judges, but it must be at least the state minimum hourly wage. Training and work-related travel time along with work related travel mileage must be included. Judges may volunteer their time without pay by submitting a written statement no later than 10 days before the election. [M.S. 204B.31](#)

## 5.6 TIME-OFF FROM WORK

People who would like to be election judges may take time-off from work without loss of pay. Prospective judges must give their employer at least 20 days' written notice and a certificate from the city that shows the hours the person will work and rate of pay. The employer may deduct what the person receives for being an election judge from their salary for the hours that overlap.

For example, if the employee normally works eight hours per day at \$10 per hour (8 hours X \$10=\$80), and the rate of pay established by the city for election judges is \$8 per hour for the same eight hours of service as an election judge (8 hours X \$8=\$64), the city will pay the election judge \$64 and the employer must pay the difference of \$16.

As an alternative, if the employee takes vacation for the time off, the employee can keep the salary paid by the city for election judge service. An employer can also restrict the number of persons serving to no more than 20 percent from any single work site. An employer cannot force an employee to take vacation. [M.S. 204B.195](#)

**Note:** Federal employers might not be required to provide time off from work. Federal employees are encouraged to discuss election judge service with a supervisor and/or human resources department to clarify the organization's policies regarding election judge service.

A March 2022 US Presidential Executive Order #14109 contains information about federal employees and possible administrative leave to serve as non-partisan poll workers. Information about this executive order can be found at: <https://www.opm.gov/news/releases/2022/03/release-opm-announces-paid-time-off-for-federal-employees-to-vote/>

## 5.7 ELECTION JUDGE TRAINING

### 5.7.1 Certification & Administration

All election judges must successfully complete training. Student election judge trainees (16 -17-year-olds) complete the same training as all other election judges. County auditors are responsible for training election judges or delegating the responsibility to municipal clerks. If the clerk will be conducting election judge training, the clerk or a designee must attend an adult education (“train the trainer”) training provided by the OSS. A review of the Train the Trainer Manual found on the OSS website for guides equates to the required OSS training. [M.S. 204B.25](#); [M.R. 8240.1100](#); [8240.1655](#)

Working through the county auditors, the OSS will provide copies of the Election Judge Guide, Election Judge Workbook, customizable slide presentation, and other training materials to municipalities. Current editions of guides and training materials are available at the [Election Judge Training](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/>). Clerks must arrange to have at least one Election Judge Guide available in each polling place on Election Day. The training authority, whether auditor or clerk, must develop a training plan that outlines the staff and resources assigned to training, the dates, topics to be covered, and materials to be used. The plan must be kept available for public inspection. [M.R. 8240.2000](#); [8240.2400](#)

Trainers must keep a record of the training each election judge has completed. The trainer must give a certificate to each election judge, head election judge, or health care facility absentee voting election judge who successfully completes a training course. [M.R. 8240.2100](#); [8240.2300](#)

Time spent attending, or conducting, election judge training may be counted toward a clerk’s initial election administrator certification, or biennial certification maintenance requirement. City clerks (and their deputies) are strongly encouraged to take advantage of election judge training. [M.R. 8240.2700, subp. 7](#)

The training includes the following phases:

- basic training course;
  - all election judges must complete a two-hour basic training course every two years;
- maintaining certification;
  - a person must successfully complete the basic training course every two years to remain qualified to serve as an election judge; and
- additional training;
  - after completing the basic training course, judges may need to complete additional training if they will be administering health care facility voting or serving as a head judge. [M.R. 8240.1300](#)

### 5.7.2 Election Judge Training Plan & Course Content

Each training authority shall prepare a training plan which shall be available for public inspection. The training plan must include:

- the names of persons conducting training;
- number of sessions planned;
- projected attendance at each session; training materials to be used;
- training methods employed; and
- an outline of the content of each election judge training course. [M.R. 8200.2400](#)

Election judge training is two hours long and covers the following topics:

- eligibility;
- training and assignment;
- new laws, rules, forms, and procedures;

- role of head judge;
- preparations on Election Day before polls open;
- poll opening activities;
- greeting and directing duties;
- roster duties;
- challenge process;
- providing assistance to voters with disabilities;
- operation of voting equipment;
- vote tabulation duties; and
- closing the polls. [M.S. 204B.25](#); [M.R. 8240.1600](#)

Additional training requirements may be adopted provided they are reasonably related to the ability to perform election judge duties in that election. [M.S. 204B.25, subd. 2](#); [M.R. 8240.1600, subp. 2](#)

### **5.7.3 Health Care Facility (HCF) Absentee Voting Election Judge Training**

If the city has a health care facility (HCF), special outreach to that facility is required by any full-time clerk responsible for absentee balloting in that election. (See Section 11 for more information). HCFs located in a particular area can be looked up at [www.health.state.mn.us](http://www.health.state.mn.us). In order to be certified as a HCF absentee election judge, in addition to the basic election judge training, an individual must complete another hour of training every two years.

There are slides found on the OSS [Election Judge Training](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/) webpage ([www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/)) that can be used for HCF outreach voting election judge training.

The HCF absentee voting course shall be at least one hour long and cover the following topics:

- who is eligible to vote absentee from HCF;
- application process, including methods for providing proof of residence;
- voter registration;
- providing assistance to voters, consent for assistance;
- voting procedures;
- names and addresses of eligible facilities;
- name of contact person at each facility; and
- transporting the materials and voted ballots. [M.R. 8240.1800](#)

### **5.7.4 Head Election Judge Training**

In addition to election judge training, head election judges must complete an additional hour of training. This training includes:

- duties before Election Day;
- training and assignment;
- new laws, rules, forms, and procedures;
- preparations on Election Day before polls open;
- polling place opening activities;
- use of training materials to find answers to questions on Election Day;
- helping election judges work together on Election Day;
- use of voting equipment;
- handling emergencies;
- preparing election returns; and
- returning election materials to the local election official. [M.R. 8240.1750](#)

## 5.8 ABSENTEE BALLOT BOARD ELECTION JUDGE TRAINING

In order to serve as an election judge on an absentee ballot board, individuals must be appointed as provided in [M.S. 204B.19 to 204B.22](#) and trained on the handling and processing of absentee ballots. It is recommended that this be at least a one-hour training that covers all aspects of the handling and processing of absentee ballots. An individual does not need to attend a basic election judge training course to serve on an absentee ballot board. [M.S. 203B.121](#)

## 5.9 PRESIDENTIAL NOMINATION PRIMARY ELECTION JUDGE TRAINING

Election judges appointed to serve during the presidential nomination primary will need to have obtained election judge training within the past two years and attend an additional, specific training session shortly before the primary.

## 6.0 GIVING NOTICE

### 6.1 CANDIDATE FILING PERIOD NOTICE

City clerks must publish a notice of filing dates at least two weeks before the first day of the candidate filing period. The city shall publish a notice in the official newspaper stating the first and last dates on which affidavits may be filed in the clerk's office and the closing time for filing on the last day for filing. The clerk must post a similar notice 10 days before filing opens. The notice must list separately any office(s) where candidates can file affidavits to fill the unexpired term of a vacancy at a special election. The posted notice must also state the opening date, the closing time on the last day of the filing period, and where candidates may file affidavits of candidacy. [M.S. 205.13, subd. 2](#)

**Note:** The municipal clerk's office must be open for filing from 1:00 p.m. to 5:00 p.m. on the last day of its filing period.

### 6.2 ELECTION NOTICE TO COUNTY AUDITOR

Before every municipal election the municipal clerk must provide at least 74 days' written notice to the county auditor.

The notice should include the date of the election, the offices to be voted on, and the title and language for each ballot question. With this information, auditors are able to provide accurate information to the public, coordinate absentee voting, and begin ballot layout. [M.S. 205.16, subd. 4](#); [205A.07, subd. 3](#)

At least 74 days' written notice must be given to the county auditor by the city clerk of any special election cancelled. [M.S. 205.16, subd. 4](#); [M.S. 205A.05, subd. 3](#)

For mail elections, additional notice of the mail procedures must begin at least six weeks before the election. Please refer to the Mail Voting Guide found at the OSS [Election Guides](#) webpage ([www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/)). [M.S. 204B.45, subd. 2](#)

### 6.3 ELECTRONIC VOTING SYSTEM NOTICE REQUIREMENTS

#### 6.3.1 Notice of Public Accuracy Test (PAT)

Public notice of the time and place of the Public Accuracy Test (PAT) must be given at least two days in advance by publication once in official newspapers. The PAT of the voting system must be performed within 14 days before Election Day. [M.S. 206.83](#)

#### 6.3.2 Notice to OSS of Use of New Equipment

When using new voting equipment, the clerk must submit a plan for the use of this equipment to the OSS more than 60 days before the first election where the municipality will use the new equipment. This plan must include information regarding the acquisition of sufficient facilities, computer time, and professional services. The plan must be signed and notarized before it is submitted to the OSS. The OSS shall review each plan for sufficiency. Within 20 days of receiving the plan, the OSS shall notify each reporting authority of the sufficiency or insufficiency of its plan. [M.S. 206.58](#); [206.80](#); [206.82](#)

#### 6.3.3 Notice to Public of New Voting System

The governing body of a municipality must provide information to the public regarding the use of a new voting system at least 60 days prior to the election. A demonstration voting system must be provided in a public place for the six weeks immediately prior to the first election at which the new voting system will be used. [M.S. 206.58](#)



### 6.3.4 Notice to Secretary of State of Change in Plan

The clerk or auditor must notify the OSS of any changes to the plan on file prior to May 1<sup>st</sup> of each year following general election year. [M.S. 206.82](#)

## 6.4 NOTICE OF MAIL ELECTION PROCEDURES

In a city where a mail election under M.S. Chapter [204B](#) for mail ballot precincts will occur, notice of the election and procedures must be given at least 10 weeks prior to the election. When a mail election will occur, notice of the election and procedures must be given at least six weeks prior to that election. Please refer to the Mail Voting Guide found at the OSS [Election Guides](#) webpage ([www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/)). [M.S. 204B.45](#); [204B.46](#)

## 6.5 PUBLIC NOTICE OF ELECTION

In every city, except for those of the fourth class, the clerk must publish notice of the election two weeks before Election Day and again one week before Election Day. The clerk may also give 10 days' posted notice. [M.S. 205.16, subd. 1](#)

Cities of the fourth class not located within a metropolitan county, as defined in [M.S. 471.121](#) are not required to provide published notice of the election but must provide posted notice 10 days before Election Day. [M.S. 205.16, subd. 1](#)

All notices of election must include:

- the election date;
- voting hours;
- all polling place locations; and
- a list of all offices and questions on the ballot. [M.S. 205.16, subd. 1](#)

## 6.6 NOTICE OF NO PRIMARY

If there are no partisan or nonpartisan offices for which nominees must be selected, the city council may decide whether a state primary will be held. If the city council decides that there will not be a primary, within 15 days of the close of filing, the clerk must post a notice of the primary cancellation and must also notify the OSS. [M.S. 204D.03](#); [204D.07](#)

## 6.7 SAMPLE BALLOT

For every municipal election, the clerk must publish a sample ballot at least two weeks before the city election, post the sample ballot at least four days before the election, and post a sample ballot on Election Day in each polling place. [M.S. 205.16, subs. 2 & 3](#)

Fourth class cities not located within a metropolitan county, as defined in [M.S. 473.121](#), are not required to publish the sample city ballot. [M.S. 205.16, subd. 2](#)

**Note:** Providing an electronic sample ballot file to the OSS is optional for elections not held in conjunction with state elections. [M.S. 205A.07, subd. 2](#)



## 7.0 CANDIDATE FILING

### 7.1 FILING PERIOD

Candidate filing is the process through which candidates have their names placed on the ballot. City clerks are the filing officers for the city offices, meaning the clerk, or a designated deputy, administers candidate filing. [M.S. 205.13, subd. 1](#)

Candidates must file during a two week filing period. In cities nominating candidates at a municipal primary, an affidavit of candidacy for a city office voted on in November must be filed during a two-week period that opens not more than 84 days (May 17, 2022) before the primary and closes not less than 70 days (May 31, 2022) before the primary. In all other cities, affidavits of candidacy must be filed during a two-week period that opens not more than 98 days (August 2, 2022) before the general and closes not less than 84 days (August 16, 2022) before the general. Hospital district office candidates file with the city or township clerk during the same “late filing” time period. [M.S. 447.32, subd. 4](#)

For special elections not held in conjunction with another election, candidates file affidavits of candidacy during a two-week period that opens not more than 70 days before the election and closes not less than 56 days before the election. [M.S. 205.13, subd. 1a](#)

If a candidate will be absent from the state during the filing period, the candidate may file an affidavit, and filing fee or required petition during the seven days immediately before the candidate leaves the state. The candidate must state in writing the reason for being unable to file during the normal filing period. In cities of the first class (and other cities which permit the use of a nominating petition under city charter), a nominating petition for an absent candidate may be signed during the 14 days immediately before the affidavit is filed. [M.S. 205.13, subd. 1a; 205.13, subd. 1b](#)

The clerk must publish a notice of filing dates, location and closing time at least two weeks before filing opens and must post a similar notice 10 days before filing opens. The municipal clerk’s office must be open from 1 p.m. to 5 p.m. on the last day of filing. [M.S. 205.13, subd. 2](#)

### 7.2 CANDIDATE ELIGIBILITY

For a city office, any person may be a candidate who is:

- eligible to vote;
- will be 21 years old on assuming office; and
- will have been a resident of the city for 30 days before the general election. [M.S. 204B.06, subd. 1](#)

Also, mayor or city council member elected or appointed after August 1, 2010 may not be a full-time permanent employee of the city. [M.S. 410.191, 412.02, subd. 1a](#)

**Note:** Charter cities may have additional requirements.

### 7.3 FILING PROCESS

A candidate for city office must file an affidavit of candidacy with the city clerk. The steps for candidate filing are as follows:

- a candidate for an office to be voted for at the city general election must file an affidavit of candidacy with the city clerk;
- affidavits must be signed, notarized and delivered in person or otherwise to the clerk during the candidate filing period;
  - in most cases, affidavits are completed, signed and signed by the authorized filing officer at the time of filing;

- however, some are completed before arriving. If so, affidavits must be signed, notarized and delivered in person or otherwise to the clerk during the filing period;
- absent candidates may follow the process listed in section 7.1 above;
- alternatively, five or more voters can “draft” a candidate by filing an application on behalf of an eligible voter in the city with the city clerk;
  - this candidate’s name is placed on the ballot after the proper filing fee is received;
- the proper filing fee must be paid or a petition in place of a filing fee must be filed at the time of filing;
- candidate filings are not complete unless accompanied by the filing fee or petition in place of the filing fee;
  - filing fees are nonrefundable once accepted by the filing officer;
  - filing fees are \$20 in first class cities, \$5 in second or third class cities, and \$2 in fourth class cities;
  - a home rule charter or statutory city may adopt, by ordinance, a filing fee of a different amount not to exceed the following:
    - in first class cities, \$80, in second and third class cities, \$40, and in fourth class cities, \$15
  - A home rule charter city that sets filing fees by authority provided in city charter is not subject to the fee limits of this section
- the candidate may file in place of the filing fee a petition by eligible voters having either 500 or a number equal to 5% of the total number of persons who voted in the last general election when the office was on the ballot (whichever is less);
- affidavits of candidacy must be numbered in the order they are received by the filing officer;
- when the similarity of both the first and last names of two more candidates for the same office and election may cause confusion, candidates may provide up to three additional words to be printed to distinguish between the two;
- the name placed on the ballot is the candidate’s true name or the name by which the candidate is commonly and generally known in the community;
- confirm the capitalization of a candidate’s name;
- any individual who has an issue with the names placed on a ballot or with the candidate filing process may file an error and omissions petition in accordance with [M.S. 204B.44](#); and
- Charter cities may have additional requirements. [M.S. 204B.10](#); [204B.11, subd. 2\(d\)](#); [205.13, subd. 1](#); [205.13, subd. 3](#); [205.13, subd. 4](#)

Because candidate names will now appear on ballots with upper and lower case lettering, it is important to make sure that the candidate has listed exactly how the ***name should be spelled and capitalized***. It is suggested to make a copy of the affidavit and go over the spelling and capitalization of the name with the candidate, underlining the exact letters that should be capitalized, before the candidate leaves.

### 7.3.1 Withdrawal

A candidate may withdraw from participation in the election by filing an affidavit of withdrawal with the filing officer. The affidavit shall request that the official withdraw the candidate’s name from the ballot. The candidate’s filing fee is non-refundable. A candidate may stop campaigning but their name will remain on the ballot if they fail to submit an affidavit of withdrawal during the withdrawal period. City candidates have until 5:00 p.m. two days after the close of filing to withdraw.

A copy of the Affidavit of Withdrawal is available at the OSS [Candidate Withdrawal](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/become-a-candidate/candidate-withdrawal/>). [M.S. 205.13, subd. 6](#)

### 7.3.2 Non-partisan Vacancy in Nomination

A non-partisan vacancy in nomination exists when:

- a candidate for any non-partisan office, for which one or two candidates filed, withdraws as provided in [M.S. 204B.12, subd. 1](#); or
- a candidate for any nonjudicial nonpartisan office, for which only one or two candidates filed or who was nominated at a primary, dies on or before the 79<sup>th</sup> day before the date of the general election.

A non-partisan vacancy in nomination may be filled by:

- filing an affidavit of candidacy and paying a filing fee, or
- by filing an affidavit of candidacy and filing a petition in place of a filing fee, in the manner provided in [M.S. 204B.06](#), [204B.09](#) and [204B.11](#).

All documents and fees required must be filed within five days after the non-partisan vacancy in nomination occurs. There must be a two-day period for withdrawal of candidates after the last day for filing.

If the non-partisan vacancy in nomination resulted from a withdrawal during the withdrawal period held on the 68<sup>th</sup> to 69<sup>th</sup> day before the primary, and if, at the end of the withdrawal period to fill the vacancy, there are more than two candidates, the candidates' names must appear on the primary ballot. In all other cases, the candidates' names must appear on the general election ballot. [M.S. 204B.131](#)

## 7.4 WHEN NO ONE FILES FOR AN OFFICE

If no one files for an office, the general election ballot will reflect only write-in spots for candidates. If it is a "vote for one" office, there will only be one write-in space. If it is a "multi-seat" office (i.e., vote for up to 3), the number of write-in spaces matches the number of candidates to be voted.

## 7.5 CAMPAIGN PRACTICE & FINANCIAL REPORTING (CAMPAIGN MANUAL)

As candidates file, the clerk must give them a copy of the Minnesota Campaign Manual, available the OSS [Election Guide](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>). This Manual explains campaign financial reporting requirements, found in [M.S. 211A](#), and campaign practices requirements, found in [M.S. 211B](#), that apply to municipal candidates. [M.S. 211B.14](#)

Although the clerk does not interpret or enforce campaign finance laws, the clerk must:

- give a copy of the Minnesota Campaign Manual, the financial reporting form, and the Certificate of Filing form to each candidate at the time of filing;
- receive financial reports from candidates and committees according to campaign finance report filing schedule, described in the Minnesota Campaign Manual; with the clerk's permission, these forms may be filed electronically;
- the campaign report filing schedule is triggered after a committee or candidate files an initial campaign finance report, due within 14 days after they receive contributions or make expenditures in excess of \$750;
- charter cities may have additional campaign finance requirements;
- collect Certification of Filing forms from all candidates and committees within seven days after the election;
- have financial reports available for public inspection;
- post the financial reports on web site for four years if a web site is maintained as soon as received, but not later than 30 days after receipt;
- provide the Campaign Finance and Public Disclosure Board with the link to the financial reports section of their web site;

- if a candidate or committee has filed an initial report, but fails to file a subsequent campaign finance report when due, notify the candidate or committee of the failure; if no reply is received within 10 days after notification is mailed, file a complaint before the Minnesota Office of Administrative Hearings; and
- must issue Certificates of Election only to winning candidates who have filed Certification of Filing forms. [M.S. 13.601, subd.1; 211A.02; 211A.05; 211B.14](#)

For information on campaign practices for state office candidates or constitutional amendment campaigns, call the Minnesota Campaign Finance and Public Disclosure Board at (651) 296-5148 or visit [www.cfb.mn.gov](http://www.cfb.mn.gov).

## 7.7 CAMPAIGN COMPLAINTS

Complaints of campaign finance or practice violations ([M.S. 211A](#) or [211B](#)) are heard by the Office of Administrative Hearings (OAH). To initiate a complaint, a completed form must be filed with the OAH; the matter is then subject to review and possible hearing. For further information on complaints and penalties, see the OAH's [Fair Campaign Practices](#) webpage (<https://mn.gov/oah/self-help/administrative-law-overview/fair-campaign.jsp>). [M.S. 211B.32](#)

In addition to receiving financial reports required under [M.S. 211.02](#), clerks also have to notify a candidate or committee that has filed an initial report of the failure to file a subsequent report. If a report is not filed within 10 days after the notification is mailed, the filing officer must file a complaint with the OAH. [M.S. 211A.05, subd. 2; 211A.32](#)

Clerks are not responsible for interpreting or enforcing campaign finance or practices laws but have the following administrative duties for local candidates who report under [M.S. 211A](#):

- provide report forms to candidates or committees. The forms are printed by the OSS and distributed through the auditors and are available at the OSS [Campaign Filing Packet](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/become-a-candidate/campaign-filing-packet/>)
- receive financial reports from candidates and committees (They may be filed electronically);
- notify a candidate or committee that has filed an initial report of the failure to file a subsequent report on the date it is due;
- file a complaint with the OAH of any candidates or committees who appear to have collected or spent more than \$750 but did not file Campaign Financial Reports and/or a Certification of Filing form;
- hold financial reports available for public inspection;
- collect Certification of Filing forms from all candidates and committees within seven days after the election, available at the OSS [Campaign Filing Packet](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/become-a-candidate/campaign-filing-packet/>); and
- issue Certificates of Election only to winning candidates who have filed Certification of Filing forms. [M.S. 13.60; 211A.02; 211A.05; 211B.32](#)

## 7.6 STATEMENT OF ECONOMIC INTEREST

Candidates in a metropolitan governmental unit, as defined in [M.S. 10A.01, subd. 24](#), are required to file a statement of economic interest within 14 days of filing an affidavit of candidacy or a petition to appear on the ballot. A supplemental statement of economic interest must be filed on April 15 of each year after this initial filing if the individual remains in office and the information on a previously filed statement has changed. Any city clerk collecting statements of economic interest must maintain them as public data. [M.S. 10A.01; 10A.09](#)

## 8.0 BALLOT PREPARATION

### 8.1 BALLOT PRINTING ARRANGEMENTS

Contact the county election official to confirm the specifics of responsibilities for printing ballots for the city. During state election years the county auditor will instruct on how ballot preparation will be coordinated with the city.

The official administering the election must identify a ballot printer as early as possible and begin working with the printer well before filing closes. Immediately after the filing period closes and the withdrawal period has passed, the official administering the election needs to finalize the ballot preparation. The ballots must be prepared in time to have a supply for every precinct available to cover absentee voting at least 46 days before all elections. [M.S. 203B.081](#); [204B.35](#)

The official charged with preparation of the ballots prepares instructions for the printer in writing addressing candidate name rotation, if any, and ballot layout. These instructions must be approved by the legal advisor of the official before delivery to the printer. If the printing contract will exceed \$1000, the election official may request the printer first furnish a bond, letter or credit, or certified check conditioned on the ballot being prepared in accordance with the furnished instructions and Minnesota election law. [M.S. 204D.04, subd. 2](#)

Each precinct must be provided with at least 100 ballots for every 85 individuals who voted in that precinct at the previous election for the same office or on similar questions, or in an amount at least 10 percent greater than the number of votes which are reasonably expected to be cast in that precinct, whichever supply of ballots is greater. The auditor or clerk must certify the number of ballots being provided to each precinct, without opening any of the packages of ballots, and provide this number to the election judges for inclusion on the summary statement. [M.S. 204B.28, subd. 3](#); [204B.29 sub. 1](#)

When determining ballot quantities, also consider:

- referring to turnout statistics of previous similar elections;
- noting campaign activity and public interest which may increase voter turnout. [M.S. 204B.29, subd. 1](#)

A major decision to resolve well in advance is whether to use an electronic voting system or traditional hand counted ballots. Even when normally using an electronic voting system for state elections, it may be more convenient and cost-effective to hand count the ballots for low turnout elections. Even with hand counting, ballots must be in optical scan format to accommodate use of the assistive voting devices.

### 8.2 BALLOT LAYOUT

By May 1 of state election years, the OSS will distribute examples of the ballots to auditors and on the [Example Ballots](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/example-ballots/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/example-ballots/>). The county auditor distributes copies of the example ballots to the clerks in municipalities holding elections that year. [M.R. 8250.1810, subp. 18](#); [M.S. 204D.09, subd. 1](#)

#### 8.2.1 Optical Scan Ballot Layout

Ballots *must* be prepared by the county auditor according to the rules for format of optical scan systems. The ballots must be packaged for each precinct in groups of 25, 50 or 100. [M.R. 8250.1810](#)

### 8.3 PROOFING TIPS

- Check ballot header language for accuracy.
- Check that the layout matches the example ballot.
- Check the headings on the ballot.
- Check order of offices on ballot.
- Check the vote for # on each office.
- Check to make sure candidates are in proper order for each race.
- Check that candidate names are spelled correctly.
- Check capitalization of candidate names.
- Check these items for both the front and back sides of the ballots.

**Note:** If it is determined that the candidate's name provided on the affidavit of candidacy should not appear on the ballot because it gives the candidate an advantage over an opponent, including words descriptive of the candidate's occupation, qualifications, opinions or principles, then the candidate should be notified that their name will appear on the ballot in a different form than was provided in the affidavit of candidacy. [M.S. 204B.06](#); [204B.35 subd. 2](#)

### 8.4 COURT REMEDY FOR ERRORS & OMISSIONS

Any person may petition a court to seek to correct any error, omission or wrongful act that they feel has occurred or is about to occur in the election process or ballot preparation. This includes mistakes in preparing or printing ballots, errors or omissions in printing names or questions, or any error or wrongful act of any individual charged with any duty concerning an election.

The petitioner must state the problem and the proposed solution in the petition. In matters concerning election for state or federal office the petition must be filed with any judge of the state Supreme Court. In matters concerning election for county, municipal, or school district office the petition must be filed with any judge of the district court in the county where the election was held. The court will hold an expedited hearing and issue its findings and order as soon as possible after. Failure to obey the order is contempt of court. [M.S. 204B.44](#)

## 9.0 BALLOT QUESTIONS

### 9.1 WHAT ARE BALLOT QUESTIONS?

The city may decide to place certain questions on the ballot that the voters are authorized or required under the law to vote on. Some of the more common questions include:

- Adoption or amendment of a city charter.
- Changing options for organizing governing body.
- Liquor licensing or Sunday liquor sales.
- Issuance of city bonds.
- Other subjects authorized by the city charter. [M.S. 275.60](#); [340A.416](#); [416](#); [340A.504, subd 3\(c\)](#)

### 9.2 PETITIONS

Special elections may be held in a city on a question on which the voters are authorized by law to pass judgment. In these cases, a special election may be ordered by a city council by its own motion or upon receipt of a petition signed by a number of voters equal to 20 percent of the voters at the last city general election. A question is carried only with a majority in its favor required by law or charter. The same question must not have been submitted to voters within the previous six months. Specific directions for all petitions used in elections are provided in [M.R. 8205](#). This rule addresses petition form, circulation, signing, filing and verification. [M.S. 205.10](#); [M.R. 8205](#)

### 9.3 ADVISORY ELECTIONS

Occasionally there will be calls for an “advisory” election on a given topic. The Attorney General has previously ruled that unless authorized by a specific law, advisory elections would violate Minnesota law. [M.S. 205.10, subd. 1](#)

A specific exception is provided for cities when the council has sole authority to decide whether the city should join a special district or similar independent governmental body having taxing powers within the city. In these cases, the council has authority to submit to the voters at a regular or special election the question of whether the municipality should join such a body. The results of the election on the question so submitted shall be advisory to the council only and shall have no binding effect upon its decision to join or withdraw from the special district or similar independent body. [M.S. 412.221, subd. 33](#)

An additional specific exception is a special election held by a city to authorize a city charter. [M.S. 205.10 subd 1](#)

### 9.4 BOND & LEVY REFERENDUMS

A bond referendum is a referendum held to determine if the jurisdiction should be authorized to sell bonds to obtain the funds to finance a project, such as a new building. For all bond or levy referendums that will have the effect of raising property taxes, the ballot must include the notice:

BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE. [M.S. 275.60](#)

A levy referendum is a referendum held to determine if the jurisdiction should be authorized to levy additional property taxes to fund general operational expenses. Levy referendum ballots may also require notice of the maximum amount of the increased levy as a percentage of market value and the amount that will be raised by the new referendum tax rate in the first year it is to be levied. [M.S. 275.61](#)



## 10.0 VOTING SYSTEMS

### 10.1 WHAT ARE VOTING SYSTEMS?

All voting systems must meet standards issued by the federal government and be certified by the OSS before they can be used in Minnesota.

#### 10.1.1 Optical Scan

Optical scan voting systems are electronic ballot counters that use scanners for reading the marks voters make on the ballots similar to the process used for standardized testing. They can instantly produce vote totals, even on the most complex ballots. Other than paper ballots, current state law permits the use of only optical scan type voting systems. [M.S. 206.57, subd. 6](#)

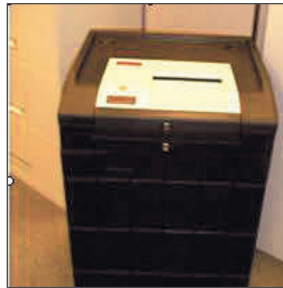
Optical scan systems are available in two configurations:

- "precinct ballot counters" that sit on top of the ballot box in the polling place and that scan the ballot as the voter places the ballot into the ballot box.
- "central count" systems where ballots are collected from several precincts and brought to the scanner for tabulation. [M.S. 206.56, subd. 8; 206.57](#)

The following are certified precinct optical scan voting systems in the State of Minnesota:



M100



Accu-Vote



DS200



VerityScan



ImageCast Evolution

#### 10.1.2 Assistive Voting Device

Every precinct must have at least one assistive voting device. The assistive voting device allows voters with disabilities to mark their ballot independently and privately but does not count the ballot. Local jurisdictions must make assistive voting devices purchased with HAVA funds available to other jurisdictions holding stand-alone elections. The jurisdictions providing the equipment cannot charge the jurisdiction using the equipment a rental fee, but may require reimbursement for any actual direct cost that results from the equipment's use and prorated indirect cost of maintaining and storing the equipment. Reimbursements for any cost paid for with HAVA funds must be deposited in the counties HAVA account. [M.S. 204B.18, subd. 1](#)



The following are certified assistive voting devices in the State of Minnesota:



AutoMARK



ImageCase Evolution



Verity TouchWrite



OmniBallot

## 10.2 STATE COOPERATIVE PURCHASING VENTURE (CPV)

The Minnesota Department of Administration, working with the OSS, may enter into purchasing agreements with certified vendors of optical scan voting systems to provide low prices and easy purchasing of precinct ballot counters.

For a nominal fee, local governmental subdivisions may join the CPV program and make purchases at state prices without the necessity of doing a competitive procurement. For more general information about the state CPV program, visit the MN Dept. of Administration's [CPV](http://www.mmd.admin.state.mn.us/coop.htm) webpage at <http://www.mmd.admin.state.mn.us/coop.htm>.

If you have questions regarding the 2020 voting equipment state contract, you may contact Elizabeth at 651/201-3122 or [elizabeth.randa@state.mn.us](mailto:elizabeth.randa@state.mn.us) and note that it is related to Contract Release #V-55(5). State contract prices are "ceilings." Purchasing entities are encouraged to ask for deeper discounts especially if ordering a large quantity. The state did not negotiate voting equipment *licensing* terms. So it is suggested that purchasing entities review all license terms and negotiate them as needed.

## 10.3 PROGRAMMING & BALLOT LAYOUT

Voting systems require specific programming for each election, and the programming must be carefully coordinated with ballot printing. Some jurisdictions opt to do their own programming, but the vast majority contract for this service. Either way, timeliness is critical. As soon as possible, jurisdictions must provide the programmer with complete ballot information including office order, candidate names, base rotation, ballot questions, and the precinct registration counts used in the rotation algorithm. The deadline for providing the candidate names is within five days after the withdrawal period closes. If all candidates are entered into ERS, the OSS works to electronically transfer the candidate information to the vendor. Share candidate name pronunciation instructions with the auditor to enter into ERS for ballot vendors.

The vendor or programmer, in turn, must provide the completed programming to the jurisdiction at least 21 days prior to the election. [M.R. 8220.0850](#)

## 10.4 TESTING

State statutes and rules require jurisdictions to complete two rounds of testing of optical scan equipment and assistive voting equipment and programming prior to Election Day. Contact the county election official to confirm the specific responsibilities in the testing process. Preliminary testing is extensive and should be performed as soon as possible. The second round of testing is a Public Accuracy Test which occurs within 14 days of the election. Each jurisdiction that operates electronic voting equipment, even if only an assistive voting device is employed, must hold a PAT, giving at least 48 hour published and posted notice of the time and place of the test. At least two election judges from different parties must be on hand to witness the test. If the jurisdiction has three or fewer precincts, all precincts must be tested. If more precincts exist, test at least three including one from each congressional, legislative, county commissioner, school district and ward. The public is welcome to watch the test. See the Equipment Testing Guide for more details on conducting testing available at the OSS [Elections Guide](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>). [M.S. 206.83](#); [M.R. 8220.1550](#)



## 11.0 ABSENTEE VOTING

There are two distinct absentee voting processes:

- the Minnesota process (i.e. regular), found in [M.S. 203B.04 to 203B.15](#); and
- the process for military and overseas voters (those covered by UOCAVA – the Uniformed and Overseas Citizens Absentee Voting Act), found under [M.S. 203B.16 to 203B.27](#).

The county auditor administers UOCAVA voting for all elections. The jurisdiction responsible for administration of the regular (Minnesota) process varies depending on the type of election.

The following section provides a brief introduction to absentee voting administration. Complete information can be found in the Absentee Voting Administration Guide available on the [OSS Election Guides](#) website at <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>

### 11.1 WHO – ADMINISTERS REGULAR ABSENTEE VOTING

#### 11.1.1 State Elections

The county auditor administers regular absentee voting for county, state and federal elections. They may also designate regular AB administration to a full-time municipal clerk. A full-time clerk must accept the designation. If the auditor has not designated, a full-time clerk may give the auditor notice that the municipality will administer regular absentee voting. (A clerk of a city that is located in more than one county may only administer absentee voting if the clerk has been designated by the county auditor or has provided notice to each of the county auditors that the city will administer absentee voting.) In order to be designated, the municipality must have the technical capacity to access SVRS and must first receive SVRS training from the OSS. The designation by the auditor or notice provided by the clerk must specify whether the clerk will be responsible for the administration of a ballot board as provided in [M.S. 203B.121](#). [M.S. 203B.05, subd. 1](#); [203B.22](#)

#### 11.1.2 Standalone City Elections

When a city election is held on a different day than a state election, the city is responsible for administering absentee voting for its election (with the exception of UOCAVA absentees). However, if the city asks the county, and the county agrees, the county may administer all absentee voting on their behalf.

#### 11.1.3 Special Elections

County, municipal and school district special elections must be held on one of five uniform election dates in a given year. So, it is possible that overlapping jurisdictions may hold special elections on the same day. (For example, city and school district holding concurrent special elections.)

Voters must not be required to go to more than one location in order to cast an absentee ballot. So, if concurrent special elections occur, absentee voting will be administered by jurisdiction ranked highest in the election hierarchy.

**Note:** Election Hierarchy Top to Bottom: Federal/State, County, Municipal, School District.

For example, if a county and a municipality are conducting an election on the same day, the auditor administers absentee voting for the other jurisdictions whose residents also reside in the county. If a city and a school are conducting an election on the same day, the city clerk will administer absentee voting for the school district's residents who also reside in the city. The school district would administer absentees for all other voters.

## 11.2 WHERE & WHEN – ABSENTEE VOTING LOCATIONS & THE ABSENTEE TIME PERIOD

At county/state elections, an eligible voter may vote by absentee ballot in the office of the county auditor and at any other absentee polling place designated by the county auditor. The auditor must designate absentee polling places at least 14 weeks before the election at which they will be used. These AB polling places must include at least one voting booth and an assistive voting device. [M.S. 203B.081, subs. 1 & 2](#)

For standalone city elections, the office of the clerk and any other locations designated by the clerk serve as the absentee voting location(s).

The absentee time period is for 46 days before the election. Regardless of the jurisdiction, or whether it is a regularly-scheduled or special election, all absentee voting laws, processes and procedures must be followed. Clerks administering absentee voting are subject to the same polling place prohibitions that election judges enforce on Election Day. During absentee voting, the place of business is the voter’s polling place.

In-person absentee voting locations must be open during the entire absentee voting period. Additional In-person absentee voting locations that only provide for “direct balloting” (the alternate procedure described in [M.S. 203B.081, subd. 3](#)) during the seven days preceding an election, are only required to be open for the seven days preceding election day. [M.S. 203B.081, subs. 1 & 3; AG Opinion, January 2, 2020](#)).

### 11.2.1 Voting Hours

Absentee voting should be available during the office’s regular business hours throughout the absentee period. For certain jurisdictions, additional extended hours are required:

- Saturday before Election: Counties, cities and townships must be open from 10:00 a.m. to 3:00 p.m.
  - Exception: For town general elections held in March, the clerk’s office must be open from 10:00 a.m. to 12 noon. Note: If the county is administering ABs for this election, the county must remain open until 3:00 p.m.
- Day immediately before Election Day: Counties, cities and townships must remain open until 5:00 p.m.
  - Exception: If ‘day immediately before’ is a Saturday or Sunday, counties and municipalities do not need to be open until 5:00 p.m.

**Note:** There is not a Minnesota Statutes or Rules requirement to publish or post the office’s absentee voting hours. However, many offices will do so as a public service best practice.

## 11.3. HOW – BALLOTS & BALLOT BOARDS

### 11.3.1 Anticipating Absentee Voter Counts

Use your past experience in similar elections and feedback from county and/or municipal election administrators to estimate the number of anticipated absentee voters. Adjust for health care facilities within your jurisdiction and for municipal growth. Some counties have formulas to use for this process.

### 11.3.2 Ballot Supply Has Not Arrived

Ballots must be available for absentee voters at least 46 days before the election. If the vendor preparing your ballot is late in providing them, absentee voting must still begin as scheduled. You must accommodate absentee voters under emergency procedures using substitute ballots. (This situation is similar to running out of printed ballots at the polling place on Election Day.) [M.S. 204B.35, subd. 4; 204B.39](#)

Substitute ballots are prepared to look like the official ballots as much as possible. The words “Substitute” must be printed in brackets directly above the words “Official Ballot” on the ballots. When delivered, these ballots must be accompanied by an initialed affidavit from the election official who prepared them that lists the reason why the official ballots were not ready. [M.S. 204B.39](#)

### 11.3.3. Issuing Ballots

An application is required before an absentee ballot can be issued. Any eligible voter may apply for an absentee ballot using the Minnesota process. If an applicant is not registered, they will register as part of the absentee voting process. [M.S. 203B.02](#); [203B.04, subds. 1 & 4](#)

**Note:** Minnesota law does not provide for a continuous absentee ballot request. A voter who has voted AB for an election of the same type in the past must submit a new absentee ballot application form for the current election.

### 11.3.4 Ballot Boards

The governing body of the jurisdiction administering regular absentee voting must authorize an absentee ballot board by ordinance or resolution. The absentee ballot board is a special board of election judges or election administrators that process and count returned regular absentee ballots. The county auditor must establish a UOCAVA ballot board to process returned UOCAVA absentees.

Minnesota law does not provide a defined time period for establishing a ballot board. However, as a regular AB board must meet at regular intervals shortly after the receipt of returned absentee ballots and a UOCAVA board must meet immediately after ballots are returned, it is good practice to have the board established by the start of the elections absentee period. [M.S. 203B.121, subd. 1](#)

The absentee ballot board must consist of a sufficient number of election judges trained in the handling and processing of absentee ballots. The board may include deputy city clerks who have received training on AB processing. Election Judges performing ballot board duties must be of different major political parties; deputy clerks are exempt from the party balance requirement. [M.S. 203B.121, subd. 1](#)

#### Notes:

- A sample resolution establishing a ballot board is available in the Absentee Voting Administration Guide.

When a city clerk is designated to administer regular absentee voting for county/state/federal elections, the designation must specify whether the clerk is responsible for the administration of the ballot board.



## 12.0 ELECTION DAY

### 12.1 VOTING HOURS & POSTPONEMENT

For state primaries and general elections, polling places must be open from 7:00 a.m. to 8:00 p.m.

For municipal elections, the minimum voting hours for cities in the metropolitan area are from 10:00 a.m. to 8:00 p.m. For municipal elections outside the metropolitan area, minimum hours are from 5:00 p.m. to 8:00 p.m. The “metropolitan area” for elections is defined as the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright. [M.S. 205.175, subd. 1](#)

Voters waiting in line at closing time are allowed to register and/or vote. Those who arrive after the closing hour cannot vote.

Local municipal elections not held in conjunction with a state or federal election may be postponed for inclement weather. When one or more local jurisdictions are holding elections in conjunction with one another, the jurisdiction with the largest local geographic area has the authority, after consulting with other auditors and clerks, to postpone the election. A decision to postpone must apply to every precinct in the jurisdiction and must be made no later than 6:00 p.m. on the day before the election. A postponed election must be rescheduled for the next following Tuesday. An election that is postponed due to weather may be postponed again. [M.S. 204C.05; 205.07, subd. 1a; 205.105; 205.175](#)

### 12.2 ACTIVITY IN OR NEAR THE POLLING PLACE

#### 12.2.1 Authorized Persons in the Polling Place during Voting

The polling place will be administered by the head election judge and the other election judges on Election Day. No public official, including the clerk may assume the duties of an election judge simply because they hold elected or appointed office. All election judges must be eligible to serve, trained, and appointed according to the law. Each official on duty in the polling place must wear an identification badge that shows their name and role in the election process, such as head judge, election judge, or election judge trainee. The name and role badge must not show their party affiliation. [M.S. 204C.06, subd. 2; 204B.19; 204B.20; 204B.21; 204B.25](#)

During voting hours, the law allows only election judges, people directly engaged in voting, and authorized persons to be present in the polling place.

Authorized persons are:

- Persons helping a voter who is disabled or unable to read English.
- Persons who are vouching for a voter’s residence.
- Observers with written authorization from the OSS, the county auditor, or the clerk for the purpose of observing election procedures.
- Peace officers, if the election judges request their presence to keep order.
- Children when accompanying voters.
- Challengers authorized to observe in the polling place.
- Teachers, elementary and high school students if participating in a mock election that has been authorized by the secretary of state.
- The news media.
- Persons making a written complaint. [M.S. 204C.06](#)

### 12.2.2 Election Materials & Equipment Security

Election judges represent the first line of defense for the physical and cyber security of Minnesota's elections. All election judges must keep a watchful eye on all voting equipment, removable memory devices, ballots & supplies throughout the Election Day. Individuals observed inspecting, assessing or attempting to access or connect a device to voting equipment input/output data ports should be addressed by the head judge (and additional election judges if needed), with the incident communicated to the local election official immediately.

Further, it is good practice to view/inspect the seals and any port plugs on voting equipment & ballot storage containers throughout the day, with concerns again being reported immediately.

Voter reports to election judges of observation of any of the above, or of e-mail, text, social media, phone or other communications attempting to disrupt or influence the elections process should similarly be reported.

A sergeant-at-arms or a peace officer may be requested to arrest or remove from the polling place any individual who, despite a warning to desist, engages in disorderly conduct, to include attempting to tamper with voting equipment.

A sergeant-at-arms or a peace officer shall not otherwise interfere in any manner with voters. The sergeant-at-arms or peace officer cannot remain in or within 50 feet of the entrance of the polling place once peace has been restored.

Note the details of all security concerns & how they were addressed on incident log. [M.S. 204C.06, subds. 5 & 6](#)

### 12.2.3 Media Access

A news media representative may enter a polling place during the voting hours only to observe the voting process. A media representative must present photo identification to the head election judge upon arrival at the polling place, along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials.

A media representative must:

- Stay at least six feet from voters.
- Not converse with voters or interfere with the voting process.
- Not make a list of those voting or not voting. [M.S. 204C.06, subd. 8](#)

### 12.2.4 Prohibited Polling Place Activities

Some persons, items and activities are not allowed in the polling place:

- Disorderly persons.
- Intoxicated persons and/or liquor.
- Persons who are campaigning and/or campaign materials including literature or buttons.
- Smoking.
- Lingering. [M.S. 204B.06](#)

People may not gather or linger in the polling place or within 100 feet of the building in which the polling place is located. One exception is an individual conducting an exit poll. Exit polls cannot be conducted within the polling place, but may be conducted anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach voters as they leave the polling place after having voted to ask them to take an anonymous written questionnaire. Furthermore, campaigning is also not allowed in the polling place, within 100 feet of the building where the polling place is located or on public property if the polling place is on public property. This prohibition on campaigning means that campaign



buttons cannot be worn in the polling place and campaign signs cannot be displayed within 100 ft of the building or on public property if the polling place is on public property.

Voters, however, may take sample ballots from the newspapers or campaign flyers into the voting booth for personal use but they should take care not to display these materials outside of the voting booth. These prohibitions also limit where meetings and other activities can be held in polling place sites with multiple rooms. [M.S. 204C.06](#); [204C.13, subd. 2](#); [211B.11](#)

See the Election Judge Guide for additional information regarding prohibited conduct in the polling place. The Election Judge Guide can be found at the OSS [Election Guides](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

On Election Day, if the clerk and other elected officials are not eligible to be appointed as election judges (e.g., they may be candidates in that election), special care must be taken to ensure that they do not act “in any manner” to influence voters in, or near, the polling place.

**Note:** Per *Schimming v. Riverblood*, OAH 7-6347-20326-CV (June 5, 2009), the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.

### 12.3 ELECTION JUDGE NEUTRALITY IN THE POLLING PLACE

Even though many judges are affiliated with major parties and often have strong political opinions about candidates and ballot questions, once a judge steps into the polling place and takes the oath, they are to remain neutral while serving in the role of election judge. Voters have the right to vote in a polling place, free of any influence.

This can be difficult when there is a controversial question on a ballot; especially a constitutional amendment. Many people will ask election judges, what does this “mean?” Or, what effect does this or that action have on the outcome of the election?

There should be nothing for election judges to explain orally about any question. The instruction wording is printed on the ballot above all questions. The instructions above a constitutional amendment are very clear and are explicitly laid out in law.

It is suggested that when election judges are asked about ballot questions, to refer the voter to the instructions. If needed, the election judge may read the instructions out loud. No further explanation is needed.

#### 12.3.1 Election Judge Code of Conduct

- Always remain courteous and professional.
- Do not bully or harass local election officials, head judges, other election judges, challengers, media, election administration representatives, voters, or voter assistants.
- Follow all instructions and complete all assignments given to you by the head judge.
- Keep the head judge informed of all concerns and document details on incident logs.
- Refrain from partisan comments or discussions.
- Do not discuss the decisions and/or actions of political leaders.
- Refrain from personal opinions of current election administration laws, rules, procedures and/or tasks.
- Except to verify “party balance,” do not disclose or use for any other purpose the party affiliation or unaffiliated status of other election judges.
- Avoid any action that may influence how a person votes.

- Respect a voter’s right to use the lawful assistance of any eligible person of their choice.
- Provide respectful assistance to persons with language and/or disability challenges.
- Respect the secret ballot and the privacy of voters.
  - Do not give advice, scrutinize ballots, or reveal how people voted.
  - Never disclose personal information about voters found on the polling place roster (for example, a voter’s birth date).
  - Conceal or hide a “challenge” status notation of voters from the view of other voters. [M.S. 204B.19, subd. 5](#); [204B.21, subd. 3](#); [204B.24](#); [204C.10\(e\)](#); [204C.15, subd. 1](#)

## 12.4 ELECTION DAY VOTER REGISTRATION

Minnesota permits Election Day registration. The clerk may expect 20 percent or more of voters to register at the polling places on Election Day. To help avoid delays and congestion, plan a flow of traffic for voter registration and voting lines. Consider appointing additional judges to handle registration duties. Judges who register voters cannot also handle ballots for the same voter. These duties must be separated. [M.S. 201.061](#); [201.018](#); [M.R. 8200.5300](#)

Election judges must make sure each applicant is registering in the proper place. The clerk must supply an accurate precinct finder or precinct map to each polling place in the city. Election judges use the precinct finder or precinct map supplied by the clerk to determine if persons are registering in the correct precinct. [M.R. 8200.5300](#)

The clerk must return the polling place roster(s) and completed VRAs to the county auditor within 48 hours following the end of voting. [M.S. 204C.07](#); [201.018](#)

## 12.5 CHALLENGERS

Specifically-appointed “challengers” are permitted to be present in the polling place during the hours of voting. When challengers arrive at a precinct, they should be directed to the Head Judge to prove their Minnesota residency by presenting one of the proofs of residence accepted for Election Day registration (see [M.S. 201.061, subd. 3](#) for list) and a letter of appointment from a party or non-partisan candidate. Challengers do not need to prove residence in the precinct where they are appointed on Election Day. [M.S. 204C.07](#); [204C.12](#)

The challenger cannot speak to voters. Furthermore, the challenger cannot:

- handle or inspect any of the voting materials
- make lists of who has or has not voted
- compile lists of voters to challenge on the basis of mail sent by a political party that was returned undeliverable, and
- cannot attempt to influence voting in any manner.

Challenge of a particular voter’s eligibility to vote takes place through the election judge. The challenger must complete the Oath of Challenge to Voters Eligibility form for each challenge and the election judge then resolves the issue with the voter. See the Election Judge Guide for more detailed information.

Appointment as a challenger requires issuance of a written certificate according to the following circumstances:

**Partisan elections.** At an election to fill partisan offices, the chair of an authorized committee of each major political party may appoint by written certificate voters from that political party to act as challengers of

voters at the polling place for each precinct. Only one challenger from each major political party for each precinct is allowed to remain in the polling place at one time.

**Nonpartisan elections.** At an election to fill nonpartisan offices, nonpartisan candidates may appoint, by written certificate, voters to act as challengers of voters at the polling place for each precinct. Only one challenger for each candidate is allowed to remain in the polling place for each precinct at one time.

**Elections on questions.** At an election where a question is to be voted upon, the mayor of a city, or the school board of a school district, or the board of supervisors of a town, upon receiving a written petition signed by at least 25 eligible voters, must appoint by written certificate one voter for each precinct in the municipality, or school district if applicable, to act as a challenger of voters in the polling place for that precinct.

## 12.6 EMERGENCIES

### 12.6.1 County Elections Emergency Plans

County election officials, in consultation with the political subdivision's local organization for emergency management established under [M.S. 12.25](#) and the municipalities and school districts within the county, must develop a county elections emergency plan to be made available for use in all state, county, municipal, and school district elections held in that county.

In developing the county elections emergency plan, the county must address the needs of voters with disabilities in all aspects of the plan.

Where ballot security is affected, the plan must provide procedures to maintain the security of the ballots.

### 12.6.2 Emergency Polling Place Relocation Procedures

When an emergency requires the relocation of the polling place, the plan must include:

- procedures for securing the ballots and voting equipment
- notifying the public and other government officials
- restoring voting activities as soon as possible.

If the county contains jurisdictions that cross county lines, the affected counties must make efforts to ensure that the emergency procedures affecting the local jurisdiction are uniform throughout the jurisdiction.

### 12.6.3 Local Jurisdiction Elections Emergency Plans

Cities, towns, and school districts may create a local elections emergency plan that meets the requirements of the county elections emergency plan. If a local jurisdiction creates a local elections emergency plan, the procedures within the local elections emergency plan govern in all election emergencies within that local jurisdiction.

### 12.6.4 Review of Election Emergency Plans

County election officials and any municipality with a local elections emergency plan must review their county or local elections emergency plan prior to each state general election. Any revisions to the county or local elections emergency plan must be completed and filed with the secretary of state by July 1 prior to the state general election. [M.S. 204B.181](#)

## 12.7 PUBLIC COUNTING

After all voters in line at 8:00 p.m. have voted, the polling place is open to the public, including members of the media and candidates, until votes are counted and results are declared. Please make sure to notify those present that the results are only for the poll place itself (do not include absentee ballot totals) and are “unofficial.” Election judges will count the ballots/run results tapes, prepare the summary of results, secure and turn in election materials. Unless appointed as an election judge, no individual will touch election materials during this process, including the clerk. [M.S.204C.19, subd.1](#); [204C.19, subd. 2](#); [204C.07](#)

## 12.8 SUMMARY STATEMENTS

After the last voter in line at 8:00 p.m. has voted, the election judges count the ballots; prepare summary statements of the votes for each candidate for each office for and against each ballot question; and sign the summary statement.

Three copies of the summary statements must be completed by the election judges, except that only two copies of the summary statements are needed for elections not held on the same day as the state elections.

In precincts with a precinct ballot counter, the summary statement is printed at the end of the results tape. All present election judges must complete the three copies of the summary statement and seal each in individually signed envelopes. The first copy must remain attached to the “zeros” report printed when the polls were opened.

Each copy of the summary statements must include the following:

- Total ballots delivered to your precinct as adjusted by the actual count
  - From any adjustments noted on the incident log;
- The number of voting booths
  - All stations set up to provide a space for a voter with a ballot;
- The number of election judges
  - Count number of signatures of judge’s oath;
- The number of unofficial ballots made, if any;
- The number of spoiled ballots;
- The number of duplicate ballots made, if any;
- The number of unused ballots at the end of the day;
- The number of persons registered to vote at 7am on Election Day;
  - This number is listed in the back of the pre-registered roster.
- The number of persons who registered to vote at the polling place on Election Day;
  - This is the number of voter signatures on the Election Day registration roster (or the number of EDR voter registration applications).
- The number of signatures on the rosters (pre-registered roster plus the election day registration roster);
  - This is the number of voter signatures on both rosters.
- Do not count “AB” notations printed, written, or stamped on the registered roster. Do not count the names listed on the non-registered AB supplemental report.
- The total number of voters that voted at the polling place on Election Day. [M.S. 204C.24](#)

Example of a Summary Statement

Precinct Summary Statement
State General Election November 8, 2022

Municipality \_\_\_\_\_

Ward \_\_\_\_\_ Precinct \_\_\_\_\_ [ ] Check if Absentee (AB)

County \_\_\_\_\_

Number of Election Judges who worked in this precinct \* \_\_\_\_\_

Number of Voting Booths in this precinct \* \_\_\_\_\_

Registration Statistics

Number of persons registered at 7 a.m. \*1. \_\_\_\_\_

Number of new registrants on election day (Polls = EDRs) (ABs = non-registered ABs) \*2. \_\_\_\_\_

Ballots delivered to the precinct

Ballots delivered as certified by the auditor/clerk (Polls = blank ballots delivered for voting) (ABs = blank ballots for duplication) 3. \_\_\_\_\_

Ballot count adjustments from incident log (+/-) 4. \_\_\_\_\_

Number of unofficial ballots made 5. \_\_\_\_\_

Number of accepted absentee ballots (regular registered and non-registered, military-overseas, federal-only & SAH) 6. \_\_\_\_\_

Total number of ballots delivered to precinct (3+4+5+6 = A) A [ ]

Ballots not in the ballot box

Number of spoiled ballots \*7. \_\_\_\_\_

Number of originals for which duplicates made \*8. \_\_\_\_\_

Number of rejected absentees \*9. \_\_\_\_\_

Number of unused ballots 10. \_\_\_\_\_

Total number ballots not in the ballot box (7+8+9+10 = B) B [ ]

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR) \*11. \_\_\_\_\_

Number of accepted absentee ballot (regular registered and non-registered, military-overseas & SAH ballots) \*12. \_\_\_\_\_

Number of accepted federal only absentee ballots \*13. \_\_\_\_\_

Number of accepted presidential only absentee ballots (presidential elections only) \*14. \_\_\_\_\_

Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C) C [ ]

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D) D [ ]

Difference for auditor/clerk notation on delivery record (A - D = E) E [ ]

\* are entered into ERS stats



## 13.0 AFTER THE ELECTION

### 13.1 RECEIVING MATERIALS

On election night at least one election judge from each precinct must deliver the following items to the county auditor or the city clerk (who delivers to the county auditor) after all ballots have been counted but no later than 24 hours after voting ends at 8:00 p.m. on election night:

- two sets of summary statements; and
- all voted, duplicated and spoiled ballots. [M.S. 204C.27](#)

Every auditor (or city clerk) must remain in their office on the night of the election until all returns have been delivered. The auditor (or city clerk) must prepare a record of all materials delivered to their office on the night of the election. This record must be prepared in the presence of who delivered the materials to the auditor's office (or clerk's office).

The record must include all materials delivered, the time of delivery, the name of the individual who made the delivery, the number of ballots delivered to the precinct and the total number of ballots returned as listed on the summary statement. A discrepancy between the number of ballots delivered and returned must be noted. All envelopes returned on election night must remain sealed and stored in a secure place. [M.S. 204C.28, subd. 1](#)

At least one election judge from each precinct must deliver the following to the city clerk within 24 hours after voting has ended on the night of the election:

- remaining summary statements and returns;
- all unused and defective municipal ballots;
- completed voter registration applications;
- voter rosters (both EDR and pre-registered); and
- voting systems.

The city clerk then must return all polling place rosters and completed voter registration applications to the county auditor within 48 hours after voting ends on election night. Rosters may need to be returned to the county auditor sooner to complete accepting/rejecting absentee ballots within 24 hours after the polls close. [M.S. 204C.27](#)

### 13.2 CANVASSING OF THE RETURNS

The city council serves as the canvassing board for city elections. The council must meet to canvass the returns and declare the results on the second or third day after a primary and within three to 10 days after a general election. The canvass may only be held on the second day after a primary if the county auditor agrees to review primary voting statistics within a time that permits the canvass to be conducted on that day. [M.S. 205.185, subd. 3](#); [205.065, subd. 5](#)

The steps to canvass the results are:

- the clerk prepares a canvassing report (abstract) to accumulate results from multiple precincts; this report may be available from the state Election Reporting System (ERS);
- the canvass board publicly canvasses the election returns by reviewing the abstract and write-in reports
- the board may ask to examine summary statements before it declares the results;

- when satisfied that the abstract reports are correct, the board signs the abstracts and they become the official results;
- in the case of a tie vote, the canvassing board determines the winner by lot;
- errors by election judges in counting may be corrected by following specific procedures as prescribed by law. [M.S. 204C.38](#); [204C.39](#); [205.185](#)

## 13.3 RECOUNTS

Minnesota election law authorizes administrative recounts after the canvassing board certifies the results. Rather than seeking a court order, the election administrator, on behalf of the canvassing board, may conduct a manual recount. A recount is limited in scope; the sole issue a recount may resolve is whether the election judges arrived at the correct vote total. Original ballots that have been duplicated are not within the scope of a recount and must not be examined except as provided by a court in an election contest. Rejected absentee envelopes may not be opened or subject to further review except in an election contest pursuant to [Chapter 209](#). [M.S. 203B.121, subd. 2](#); [204C.35, subd. 3](#)

[Minnesota Rules Chapter 8235](#) provides a complete discussion of the procedures for conducting a recount. See the Minnesota Recount Guide for more information on general procedures. See also the Minnesota Recount Guide found at the OSS [Election Guides](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>) for more information on general procedures.

### 13.3.1 Publicly Funded Municipal Recounts

There are no automatic recounts for local, municipal office races. There are provisions for a publically funded recount:

**Written Request:** Candidates for city offices who wish to ask for a recount or those who would like a recount of a ballot question shall file a written request with the city clerk. All requests shall be filed during the time for notice of contest as per [M.S. 209.021, subd. 1](#): Within five days after the canvass of primary results and within seven days after the canvass of a general election's results. [M.S. 204C.36, subd. 1](#)

**More than 50,000 total votes cast for the office:** If the total number of votes cast for that election was more than 50,000, a losing municipal candidate may request a recount, at the expense of the city, of the votes cast if the difference between the votes cast for that candidate and for the winning candidate is less than one-quarter of one percent of the total votes counted for that office. In the case of offices where two or more seats are being filled from among all the candidates for the office, the one-quarter of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

**Between 400 and 50,000 total votes cast for the office:** If the total number of votes cast for that election was between 400 and 50,000, a losing candidate may request a recount of the votes cast, at the expense of the city, if the difference between the votes cast for that candidate and for a winning candidate is less than one-half of one percent. If two or more seats are being filled from among all the candidates for the office, the one-half of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

**Less than 400 total votes cast for the office:** If the total numbers of votes cast for that election was fewer than 400, a losing candidate may request a recount of the votes cast, at the expense of the city, if the difference between the votes cast for that candidate and for a winning candidate is less than 10 votes. In cases of offices where two or more seats are being filled from among all the candidates for the office, the 10



vote difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

### 13.3.2 Discretionary Municipal Recounts

A losing candidate for a city office may request a recount at the candidate's own expense when the vote difference is greater than the differences mentioned in 13.3.1. The requesting candidate files with the city clerk a bond, cash or surety in an amount set by the city for the payment of the recount expenses. The requesting candidate may provide the city clerk with a list of up to three precincts that are to be recounted first and may waive the balance of the precincts after the precincts have been counted. If a list is provided, the expected costs of the three or less precincts must be determined. If the winner of the race is changed by the optional recount, the costs of the recount are then paid by the city. And, if a result of the vote counting is different from the result of the vote counting reported on election night by a margin greater than the standard for acceptable performance of the voting systems, the cost of the recount is also then paid by the city. [M.S. 204C.36, subd. 2](#)

### 13.3.3 Ballot Question Recounts

A written request for a recount on a question must be:

- filed by any person eligible to vote on the ballot question
- filed with the city clerk and
- be accompanied by a petition containing the signatures of 25 voters eligible to vote on the question.

A recount on a ballot question may be requested within five days after a primary election canvass, and within seven days following the canvass of a general election. The clerk is responsible for conducting the recount on behalf of the city. The recount will be conducted at the city's expense if the difference between votes for and against the ballot questions is at or less than what is listed in 13.3.1. If the difference between votes for and against the ballot question is greater, the person requesting the recount shall also file with the clerk a bond, cash or surety in an amount set by the city for payment of recount expenses at the time when the written request and petition is submitted. [M.S. 204C.36, subd. 3](#)

## 13.4 CONTEST OF ELECTION

A "contest of election" means to challenge the result of an election in district court, usually seeking a specific correction. A voter or candidate may contest the election of a candidate or ballot question in which they were eligible to vote. An election may be contested over an irregularity in the conduct of an election, canvass of votes or on the grounds of deliberate, serious, and material violations of Minnesota election law. [M.S. 209.02; 209.021](#)

The individual contesting the election must file a written notice of contest with the clerk of the district court of the county. The notice must specify the points the contest is based on, and must be filed within seven days after the canvassing board declares the results of the election or recount. For a primary, the notice of contest must be filed with the clerk of the district court within five days. Anyone considering filing a notice of contest, should read and carefully comply with [M.S. 209](#), which governs the contest of election process. As a clerk, do not allow yourself to be misunderstood as providing legal counsel to an individual. Advise citizens to seek legal counsel to ensure that their efforts are in compliance with the law. [M.S. 209.02; 209.021](#)

If an election is contested, the clerk cannot issue a certificate of election until the contest has been determined by the court. The clerk takes no other action except as directed by the court. [M.S. 205.185, subd. 3\(b\); 209](#)

### 13.4.1 Security and Storage of Election Items for a Contest

There are numerous statutes and rules regarding the retention and safeguarding of election materials:

#### **Secured and sealed in ballot boxes and precinct supply boxes**

- All ballots cast and counted in original sealed envelopes. [M.S. 204C.27](#); [204C.28](#); [209.05](#); [M.R. 8235.0400](#); [8235.0600](#)
- All precinct summary statements. [M.S. 204C.27](#); [204C.28](#)
- All defective ballots not counted in original sealed envelopes. [M.S. 204C.23](#); [204C.25](#); [204C.27](#); [204C.28](#)
- All spoiled and unused ballots. [M.S. 204C.27](#); [204C.28](#)
- All electronic voting systems and counting programs.
- All polling place rosters and completed election day registration applications. [M.S. 204C.27](#)
- All county auditor records of materials delivered to them after completion of voting. [M.S. 204C.28](#)
- All county canvassing board reports. [M.S. 204C.33](#)
- All records of access to ballots. [M.S. 204C.28](#)
- All lists submitted by residential facilities and educational institutions pursuant to [M.S. 135A.17](#) & [201.061, subd. 3](#)
- All Election Day challenges to voters pursuant to [M.S. 204C.12](#).
- All precinct incident logs. [M.S. 204C.27](#); [204C.28](#)
- All absentee ballot applications. [M.S. 203B.06](#)
- All absentee and mail ballot return envelopes. [M.S. 203B.08](#); [203B.12](#)
- Any voting machine tape reports recording the votes cast on Election Day in each precinct. [M.S. 204C.27](#)

#### **Other materials that have varying retention schedules**

- Pre-election accuracy test results, including copies of any machine tapes generated as part of the process, or copies of any other similar documented means of verification. [M.S. 206.83](#)
- All voter registration applications. [M.S. 201.081](#)
- All records of notices of late, incomplete and deficient registrations. [M.S. 201.061](#), [M.R. 8200.2900](#); [8200.3100](#); [8200.3110](#)
- All records of notices of ineligibility for registration. [M.S. 201.061, subd. 7](#)
- All reports of deceased voters, name changes, felony convictions, guardianships and commitments. [M.S. 201.13 through 201.155](#)
- All records of notices of challenge removal. [M.R. 8200.3550](#)
- All records of notices of application removal. [M.R. 8200.3700](#)
- All challenges to voter registration submitted pursuant to [M.S. 201.195](#).
- Copies of post-election machine audits, including machine tapes generated as part of the process, or copies of any other similar documented means of verification. [M.S. 206.89](#)

#### **During a contest period it is suggested:**

- Communicating with all county staff about the importance of preserving and/or protecting any election items.
- Search all offices and premises under the auditor's jurisdiction and authority, including computer networks, to ensure that all documents, materials and election items are preserved and protected.

- Except when conducting official or court ordered tasks, the ballots remain under lock and key at all times. No less than two official elections staff enter the room at any time. A room-access log, including the time, date and purpose, shall be kept. No “visual guards” posted pursuant to [M.S. 209.05](#) may enter the ballot storage room at any time.
- A copy of the county’s security policy should be posted on the ballot storage room.

### 13.5 CERTIFYING RESULTS

The clerk must certify the results of the city election to the county auditor. If a question on the ballot involves intoxicating beverages or a change in the form of city government, the clerk must promptly notify the county auditor and certify to the OSS the form of the question and votes for and against the proposition. [M.S. 204C.40](#); [205.185](#); [340A.416](#)

### 13.6 CAMPAIGN FINANCE REPORTING

The clerk shall ensure that candidates have certified that all campaign financial reports required by [M.S. 211A.02](#) have been submitted, including the Certification of Filing. The Certification of Filing is due no later than 7 days after the general or special election. [M.S. 211A.02](#); [211A.05, subd. 1](#)

If a candidate or committee fails to file a campaign finance report when due, the clerk shall notify the candidate or committee of the failure. If no reply is received within 10 days after notification is mailed, the clerk must file a complaint with the Minnesota Office of Administrative Hearings. [M.S. 211A.05, subd. 2](#)

### 13.7 CERTIFICATE OF ELECTION

After the time for recounts and contesting election results has passed (and after any contests have been resolved), and after confirming that all required campaign financial reports due from the successful candidate are on file, the clerk shall issue a certificate of election to the successful candidate. A clerk or auditor who issues a certificate of election to a candidate who has not certified that all campaign finance reports have been filed is guilty of a misdemeanor. [M.S. 205.185](#); [211A.02](#); [211A.05](#)

### 13.8 OATH OF OFFICE

Every person elected or appointed to any public office shall take and subscribe an oath or affirmation to support the U.S. Constitution and the Constitution of Minnesota, and to discharge faithfully the duties of their office to the best of their judgment and ability. This requirement applies to every official commissioner or member of a public board or body before transacting any of the business or exercising any privilege of such office. Unless otherwise specified in law, city officials take and subscribe their oath of office with their city clerk or recorder. [M.S. 358.05](#); [359.04](#); [358.11](#); [Constitution of the State of Minnesota](#)

### 13.9 RECORD RETENTION

The clerk is responsible for custody of the ballots and returns in city elections. The clerk must secure all materials used in the election including optical scan testing materials and the voted ballots for 22 months following the election. Abstracts filed by canvassing boards shall be retained permanently by the officer with whom those abstracts are filed. Abstracts are permanently retained because they contain the original signatures of the canvassing board. [M.S. 138.163](#); [204B.40](#)

### 13.10 POST ELECTION REVIEW

For the state general election, the county canvass board will select the precincts by lot for a post election review. Details can be found in the Post Election Review Guide, available at the OSS [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>). The county auditor is the post election review official unless the auditor designates the city clerk as the review official within 24 hours after the county canvass of the state general election. [M.S. 206.89](#)

## 14.0 VACANCIES IN ELECTIVE OFFICES

### 14.1 OCCURRENCES

Vacancies in elective offices occur due to the incumbent's death, resignation, becoming ineligible or moving out of the elective district. Occasionally, someone who has been elected to an office will decline or refuse to serve, and this is considered a vacancy as well. A resignation creates a vacancy when the letter of resignation is received and accepted by the officer, body, or board authorized to receive it, or upon the effective date specified in that letter. Preparations for a special election, if needed, may begin immediately after the written resignation is received by the official(s) authorized under [M.S. 351.01](#) to receive it. [M.S. 351.01, subd. 2](#); [351.02](#); [351.055](#)

### 14.2 FILLING VACANCIES

For charter cities, refer to your city charter for how vacancies are filled for your city.

For statutory cities, a vacancy in an elected city office shall be filled by council appointment of an individual who is eligible to hold the office until a special election is held or the remainder of the term expires. In the case of a vacancy arising from a mayor's or council member's inability or refusal to serve, the appointee serves until the mayor or council member is able to resume their duties or until the term expires. [M.S. 412.02, subd. 2a](#); [412.02, subd. 2b](#)

A special election shall be held at or before the next regular city election if more than two years remain in the unexpired term and the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election. [M.S. 412.02, subd. 2a](#)

If less than two years remain in the unexpired term, or the vacancy occurs on, or after the first day to file affidavits of candidacy for the regular city elections, a special election may be held, or a person appointed by the city council may serve the remainder of the unexpired term. [M.S. 412.02, subd. 2a](#)

The city council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

If a special election is being held to fill a vacancy, candidates must file their affidavit of candidacy for the specific office with the vacancy to fill the unexpired portion of the term. [M.S. 412.02, subd. 2a](#)

When filling a vacancy by special election, regular laws, including election related deadlines, must be followed as far as practicable. [M.S. 204D.18](#), [205.02](#)

Also, the precincts, polling places, and election judges are the same as the last general election, unless they are changed according to law. [M.S. 204D.24](#)



## 15.0 OTHER ELECTIONS

### 15.1 UNIFORM LOCAL GENERAL ELECTION DAY

Cities must hold their officer elections in the fall of either even or odd numbered years (but not both) at local option. The general elections occur on the first Tuesday after the first Monday in November. Cities have the option to hold a primary election; if held, it must be on the second Tuesday in August, and the election calendar is essentially the same as for state elections. If a city wishes to choose nominees for municipal offices by a primary, the city council must adopt a resolution or ordinance by April 15<sup>th</sup> in the year when the municipal general election is held. The resolution or ordinance is effective for all municipal elections until it is revoked. The clerk must provide notice of the adoption of the resolution or ordinance within 30 days after adoption. [M.S. 205.065](#); [205.13](#); [205.16](#)

Timeline for municipalities without a primary:

- Notice of Filing published 15 weeks before election—municipal clerk’s office is open from 1-5:00 p.m. on last day of filing;
- filing opens no more than 84 days and remains open no less than 70 days before;
- candidate withdrawal closes at 5:00 p.m., two days following the close of filing;
- clerk notifies auditor of election details at least 74 days before an election;
- Notice of Election is published two weeks before; and
- the governing body canvasses between three and 10 days after the election.

Metropolitan area cities minimum voting hours are from 10:00 a.m. to 8:00 p.m. In non-metro areas, minimum hours are from 5:00 p.m. to 8:00 p.m. [M.S. 205.16](#); [205.175](#); [205A.09](#)

### 15.2 MAIL BALLOTING & MAIL ELECTIONS

Minnesota Statutes provide procedures for the conducting of an election by mail, where the only polling place is the office of the clerk or auditor. [M.S. 204B.45](#) allows certain municipalities or counties to use special mail balloting procedures for precincts for all of their elections. [M.S. 204B.46](#) allows a special election for question(s) to be conducted as a mail election for precincts which would normally vote at a regular polling place in other elections.

A Mail Voting Guide (for mail balloting and mail elections) is available at the OSS [Election Guides](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

#### 15.2.1 Mail Balloting

Minnesota Statutes permit mail balloting for the following:

- Towns of any size located outside the seven-county metro area,
- Cities with fewer than 400 registered voters located outside the seven-county metro area (June 1 voter registration number),
- Any precinct having fewer than 100 registered voters (June 1 voter registration number),
- Unorganized territories if provided for by the county board.

Mail balloting can be used at any municipal, county or state election. The governing body of a municipality, or county board for unorganized territories, must authorize mail balloting no later than 90 days prior to the first election at which mail balloting will be used. The resolution must specify at which elections (municipal, county and/or state) mail balloting will be used.

If conducting balloting by mail, the Notice of Special Mail Election procedures must be given at least 10 weeks prior to the election. The clerk will need to develop a plan for the mailing and for processing the voted ballots. The Office of the County Auditor or municipal clerk is the only polling place. Excluding a mail

special election for a question, the county auditor (all auditors if municipality is located within multiple counties) must give approval before mail ballot procedures can be used for elections.

Ballots are mailed no more than 46 days nor later than 14 days before a regularly scheduled election, and not more than 30 days nor later than 14 days prior to any other election day. If needed, the county auditor or clerk does a second mailing no later than 14 days before the election to voters who registered to vote after the initial mailing but before the voter registration cutoff.

The auditor or clerk must appoint a ballot board, as done for processing regular absentee ballots, to process returned mail ballots. One board may be created to process both AB and MB ballots. The ballot board must mark returned ballots “accepted” or “rejected” within five days they are received, and within three days if they are received 14 or fewer days before the Election Day. [M.S. 204B.45](#); [M.R. 8210.3000](#)

### 15.2.2 Mail Election Questions

A county, municipality, or school district submitting questions to the voters at a special election may conduct the election by mail with no polling place other than the office of the auditor or clerk. No offices may be voted on at a mail election under this provision. The county auditor must be given a 74-day notice and a notice must be posted at least six weeks prior to the election. Ballots are mailed no more than 46 or later than 14 days prior to the election. No later than 14 days before the election, the auditor or clerk must make a subsequent mailing of ballots to voters who registered to vote after the initial mailing was sent but before the voter registration cutoff (20 days before Election Day) for the election.

The auditor or clerk must appoint a ballot board, as done for processing regular absentee ballots, to process returned mail election ballots. One board may be created to process both ABs and MBs. The ballot board must mark returned ballots “accepted” or “rejected” within five days after they are received, and within three days if they are received 14 or fewer days before Election Day. More detailed information regarding mail balloting is available in the Mail Elections Guide. [M.S. 204B.46](#); [M.R. 8210.3000](#)

## 15.3 CITY SPECIAL ELECTIONS

Beginning in 2018, special elections for local jurisdictions (county, municipal, school district) are to be held on the uniform election dates identified in [M.S. 205.10, subd. 3a](#) and [205A.05, subd. 1a](#). Federal and state special elections are not required to be held on the newly identified uniform election dates.

The dates that a county or local jurisdiction may now hold a special election are:

- the second Tuesday in February
- the second Tuesday in April
- the second Tuesday in May
- the second Tuesday in August
- the first Tuesday after the first Monday in November

With the newly identified uniform special election dates, there is a greater likelihood of multiple jurisdictions holding special elections on the same date. Counties should review notices of elections for the same date and provide information to jurisdictions holding concurrent elections regarding the “hierarchy” of election administration. Concurrent elections will affect absentee voting locations, polling place locations, election judge appointments, roster printing, results reporting, etc.

Depending upon the type of special election being held on a uniform election date and if there are concurrent elections, there are variances in deadlines for notices, candidate filing periods, canvassing results, etc. The county should review each special election notice and provide guidance regarding variances in deadlines from “usual” special election administration if appropriate.



## 15.4 STATE ELECTIONS

Clerks share responsibility for administering state elections with county auditors and the OSS. State elections are held every even-numbered year.

### 15.4.1 State Primary

Held on the 2nd Tuesday in August (August 9, 2022) to select political party and nonpartisan candidates for elective offices to be filled at the general election. [M.S. 204D.03](#)

If there are no partisan or nonpartisan offices for which nominees must be selected, the city council may decide whether a state primary will be held. If the city council decides that there will not be a primary, within 15 days of the close of filing, the clerk must post a notice of the primary cancellation, and must also notify the OSS. [M.S. 204D.03](#); [204D.07](#)

At least 15 weeks before the state primary, the OSS notifies each county auditor of the offices to be voted for in that county at the next state general election for which candidates file with OSS. Within 10 days after notification by the OSS, each county auditor must notify each city clerk in the county of all the offices to be voted for in the county at that election and the time and place for filing for those offices. The county auditors and city clerks must promptly post a copy of that notice in their offices. [M.S. 204B.33](#)

Notice of election must be posted in the clerk's office 15 days before the election stating: officers to be nominated; location of each polling place; and hours for voting. The notice may also be published. [M.S. 204B.34](#)

No write-in candidates are permitted on a primary ballot. Voters may vote in only one party's primary column on the ballot; voters may not "cross-party vote" between the parties' columns and candidates. [M.S. 204B.36](#)

Nonpartisan (judicial, local, and school) offices appear on the primary ballot only when more than twice the number of persons to be elected file for the nomination. Municipalities and schools must, by resolution or ordinance, elect to choose nominees for municipal or school office by primary. [M.S. 204D.07](#); [205.065](#); [205A.03](#)

### 15.4.2 State General Election

Held on 1st Tuesday after the first Monday in November (November 8, 2022) to elect all elective state and county officers, judges of the state supreme, appeals, and district courts, members of the legislature, senators and representatives in congress, and presidential electors. Proposed amendments to the Minnesota Constitution may be on the ballot as well as elective offices for soil and water conservation districts and hospital districts. For specific dates and notices see the 2022 Elections Calendar on the OSS [Election Calendars](#) webpage (<https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>). [M.S. 103C.305](#); [204D.03](#); [204D.13](#); [204D.15](#); [447.32](#)

### 15.4.3 Summary Statements for Returns

For state elections, each official responsible for printing ballots must furnish three or more blank summary statement forms for the returns of those ballots for each precinct. Blank summary statement forms are furnished at the same time and in the same manner as the ballots. After election judges complete the returns, they deliver at least three copies of the summary statement to the clerk. In first-, second- and third-Class cities the clerk must remain in the clerk's office to receive delivery of the summary statements and other election materials from the election judges or until 24 hours have elapsed since the polls were closed, whichever occurs first. [M.S. 204C.24](#); [204C.26](#); [204C.28](#)

### 15.4.4 Canvassing

Results of state elections are declared by the appropriate county canvassing boards and the state canvassing board. [M.S. 204C.32](#); [204C.33](#)

## 15.5 PRESIDENTIAL NOMINATION PRIMARY

The state legislature approved presidential nomination primaries. Except as otherwise noted in the new legislation, the primary must be conducted, and the results canvassed and returned, in the manner provided by law for the state primary. The first presidential nomination primary held under the new legislation was March of 2020.

A presidential nomination primary must be held each year in which a president and vice president of the United States are to be nominated and elected. The party chairs of Minnesota's major political parties may jointly submit to the OSS by March 1 of the year prior to the presidential nomination primary year a single date to conduct the election. The date chosen cannot be the date of the March town general elections. If a date is not submitted by March 1<sup>st</sup> of the prior year, the presidential primary will be held the first Tuesday in March of the year of the presidential election.

Presidential nomination primary voters must be eligible to vote in the State of Minnesota. The presidential nomination primary voter must request the ballot of the party for whose candidate the individual wishes to vote. The choice must be recorded on the roster, will be added as part of the voting history for the primary and included in the voter public information list.

The state canvassing board shall meet seven days after the primary date. The state canvassing board will declare the results of the presidential nomination primary and the OSS will notify the chairs of each major political party of the results. The results must bind the election of delegates of presidential nomination conventions in each party. [Chapter 207A of Minnesota Statutes](#)

### 15.5.1 Presidential Nomination Primary Ballots

Presidential nomination primary ballots shall be printed in the same manner as state primary ballots as far as practicable with a few notable exceptions:

- The heading will be "Presidential Nomination Primary Ballot"
- There must be separate ballots for each major political party
- Major political party chairs will submit the names to be placed on their ballot to the OSS no later than 63 days before the primary. Once submitted, no changes can take place.
- If requested by a major party's chair, the ballot for their party must contain a place for a voter to indicate a preference for having delegates remain uncommitted (deadline is no later than 63 days before the primary)
- If requested by a major party's chair, the ballot for their party must contain a place for write-in name (deadline is no later than 63 days before the primary) [M.S. 207A.13](#)

### 15.5.2 Presidential Nomination Primary Notices & Sample Ballots

The OSS will provide notice of the date of the presidential nomination primary to county election offices 20 weeks before the primary. Within 10 days after notification each county shall provide notice of the date to each municipal clerk.

Presidential nomination primary sample ballots will be supplied by the OSS to county elections offices no later than 70 days before the primary.

Municipal clerks and county elections offices (unorganized territory) shall post (publishing is an option in addition to) a public notice stating:

- the date of the presidential nomination primary
- the location of each polling place
- the hours during which the polling places will be open
- requirements to vote in the primary as per [M.S. 207A.12\(b\)](#)

- notice that the voter's choice of a political party's ballot will be recorded and is public information. [M.S. 207A.14](#)

## 15.6 SCHOOL DISTRICT ELECTIONS

School districts are required to conduct their board elections in November of either even or odd numbered years. If a school district is holding an election at the same time as a city election or a state primary or state general election, the city clerks in the school district will in effect be conducting the election for the school district. The school district will still take the candidate filings for school board office, prepare and supply a school district optical scan ballot, and canvass the results of the election. The city, however, is responsible for all other facets of the election including election judges, and polling locations. If the election is not held with the state election, but is held in conjunction with a city election, the city is also responsible for optical scan ballot preparation, and absentee ballots. [M.S. 205A.04](#); [205A.06](#)

A school board may, by resolution, decide to choose nominees for school board by a primary. If school candidates are to be nominated by primary, a primary must be held when there are more than two candidates for a specified school board position or more than twice as many candidates as there are at-large school board positions available. The primary would be held on the first Tuesday in August. The candidate filing period would open 84 days before and close 70 days before the primary. [M.S. 205A.03, subd. 1](#)

The city may bill the school district for a fair share of conducting the election. The OSS has developed a Cost Allocation Procedure for election expenses that can be used as the basis for billing election costs. This document is available at the OSS [Election Administrator Forms](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-administrator-forms/>).



## GLOSSARY

**Absentee ballot board:** A special board of election judges, that handles all processing of regular absentee ballots.

**Agent delivery:** A process by which during the seven days preceding an election, and up until 2:00 p.m. on Election Day, specific eligible voters designate someone to serve as an agent to pick up and return absentee ballots to them. [M.S. 203B.11, subd. 4](#)

**Assistive voting device:** An electronic ballot marker with a touch screen, keypad, keyboard, earphones, or any electronic ballot marker that assists voters to use an audio or electronic ballot display in order to cast votes. [M.S. 206.56, subd. 1](#)

**Ballot, defective:** A ballot is defective if the voter overvoted, voter’s intent cannot be determined during counting, or if the voter has written their name, ID number, signature on the ballot. A ballot may be defective in whole (as in cross-party voting in a primary) or as to a single office or ballot question (as in voting for too many candidates for one office).

**Ballot, duplicate:** A ballot created by an election judge team to replace a ballot that cannot be scanned by a ballot counter.

**Ballot, spoiled:** A ballot returned to an election judge due to an error made by the voter. The voter can exchange this for a new blank ballot.

**Ballot box:** Secure box used to hold voted ballots. The ballot counter sits atop the ballot box.

**Ballot counter:** Electronic optical scan device that counts paper ballots.

**Bond referendum:** A referendum held to determine if the jurisdiction should be authorized to sell bonds to obtain the funds to finance a project, such as a new building.

**Challenger:** An individual with written authorization to be present in a polling place to question the eligibility of voters. A challenger must prove they are a resident of Minnesota by providing the Head Judge with one of the proofs of residence acceptable for Election Day registration and complete an Oath of Challenge to Voter’s Eligibility form to challenge a voter’s eligibility.

**City:** A home rule charter or statutory city. [M.S. 200.02, subd. 8](#)

**City, first class:** A city with more than 100,000 inhabitants. [M.S. 410.01](#)

**City, second class:** A city with between 20,000 and 100,000 inhabitants. [M.S. 410.01](#)

**City, third class:** A city with between 10,000 and 20,000 inhabitants. [M.S. 410.01](#)

**City, fourth class:** A city with less than 10,000 inhabitants. [M.S. 410.01](#)

**Clerk:** Statutes refer to “municipal” clerks meaning either the city clerk or township clerk or a designee. References to school districts mean the school district clerk or a designee.

**Coterminous:** Two precincts having the same border or covering the same area.

**Cross-party voting:** Voting for candidates of more than one party when candidates compete for party nomination in a partisan primary. “Cross-party” voting is not allowed in a partisan primary.

**DOH:** Department of Health. Also known as the Minnesota Department of Health or MDH.

**Exit polling:** Individuals may conduct exit polls, surveys of voters, anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach a voter as they leave the polling place after having voted to ask them to complete a written anonymous questionnaire.

**General election:** An election held at regular intervals on a day set by law at which voters of the state or any of its subdivisions choose by ballot public officials or presidential electors. [M.S. 200.02, subd. 2](#)

**Governing body:** The board of commissioners of a county, the elected council of a city, the board of supervisors of a township, or the school board of a school district. [M.S. 200.02, subd. 10](#)

**Health care agent delivery:** When a patient in a healthcare facility authorizes a person to pick up and return absentee ballots for the patient.

**Health care facility:** A hospital, residential treatment center, or nursing home licensed under Minnesota Statutes [144A.02](#) or [144.50](#). The Minnesota Department of Health has lists of licensed facilities.

**Levy referendum:** A referendum held to determine if the jurisdiction should be authorized to levy additional property taxes to fund general operational expenses.

**Mail balloting:** A method of voting that a qualified jurisdiction has chosen to be used for its regularly scheduled elections. [M.S. 204B.45](#)

**Mail election:** A special election for question(s) submitted to the voters of a county, municipality or school district with no polling place other than the office of the auditor or clerk. [M.S. 204B.46](#)

**Metropolitan Area:** The counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright. [M.S. 200.02, subd. 24](#)

**Metro Towns:** Towns located in the “metropolitan area” as defined above.

**Multi-Factor Authentication (MFA):** A security mechanism in which users are authenticated through more than one required security and validation procedure. Beginning in 2018, SVRS and ERS will have 2-factor authentication.

**Municipality:** Any city or township. [M.S. 200.02, subd. 9](#)

**Non-partisan:** Offices that do not have party designation.

**Partisan:** Offices with party designation.

**Posted:** “Posted” notice refers to the posting of a copy of the notice in a manner likely to attract attention by affixing the notice to a wall, post, or bulletin board, etc. [M.S. 645.12](#)

**Precinct:** The basic geographical units for organizing and administering elections. [M.S. 200.02, subd. 3](#)

**Primary:** An election at which voters choose the nominees for the offices to be filled at a general election. A primary can be either partisan or non-partisan, based on the office. [M.S. 200.02, subd. 3](#)

**Prior registration:** The registration record of an individual at the individual's most recent prior residence address.

**Published:** "Published" notice means the publication in full of the notice in the regular issue of a qualified newspaper, once each week for the number of weeks specified. [M.S. 645.11](#)

**Roster:** The document provided to each precinct listing the voters registered in that precinct current residence address and date of birth.

**Summary statement:** The precinct summary statement is the official record of the numbers of voters and vote totals for the precinct. In precincts using an electronic ballot counter, the machine tape is the summary statement.

**Voter Registration Application (VRA):** Application used to register to vote or to update an existing registration.

**Vouching:** An Election Day procedure that permits an individual to register to vote and to cast a ballot if another authorized individual swears an oath that the individual resides in that precinct. Election Day voter vouchers within a polling place are limited to vouching for eight voters. However, that limitation does not apply to employees of residential facilities vouching for residents of those facilities.

**Registered Voter in the Precinct:** A registered voter in the precinct or a voter who registers on Election Day in the precinct who can attest to a new registrant's residence allowing them to register in the same precinct on Election Day. A voter may vouch for a maximum of 8 persons. Vouched for voters cannot vouch for new voters on Election Day.

**Employee of a Residential Facility:** An individual who proves that they are an employee of a residential facility in the precinct and attests to know a new registrant's residence at the facility. The employee voucher may vouch for an unlimited number of residents of the facility.

**Witness:** A registered voter who signs an absentee ballot envelope to document that the ballots inside were marked by the voter entitled to cast the ballots. Please refer to [M.S. 200.02](#). for other definitions that may be used in this guide.

Please refer to [M.S. 200.02](#) for other definitions that may be used in this guide.





## APPENDIX 1

### ELECTION RESOURCES

#### COUNTY AUDITOR

County auditors are required to train municipal clerks, election judges and individuals serving on the absentee ballot board (unless delegated) prior to the state primary. Training will address election laws and procedures; duties of municipal clerks and duties of election judges; and related subjects. [M.S. 204B.25](#); [204B.28](#)

#### SECRETARY OF STATE

The OSS supports county auditors' training programs by training the auditors (or their designees) in the administration of election laws and the training of local election officials and election judges. As part of the OSS's training program, the Secretary meets with election officials to present information about new laws and rules, and to discuss proposals for laws and for amendments to rules. The OSS also collaborates with other programs and conferences offered for election officials by their own associations. [M.S. 204B.27](#)

To assist county auditors, municipal clerks, and other election officials in their duties, the OSS makes available the following publications in hardcopy or electronic form:

**MINNESOTA ELECTION LAWS** - A compilation of Minnesota's election laws with annotations by the Attorney General. Printed in odd-numbered years, copies and updates are sent to county auditors for distribution to municipal clerks. It is updated online in even-numbered years. In all matters, the law and rule are the final authority. [M.S. 204B.27](#)

**MINNESOTA ELECTION JUDGE GUIDE** - Explains election judge duties.

**MINNESOTA CITY CLERK ELECTIONS GUIDE** - Provides city election procedure summary and references to Minnesota election laws.

**MINNESOTA TOWNSHIP CLERK ELECTIONS GUIDE** - Provides township election procedure summary and references to Minnesota election laws.

**MINNESOTA SCHOOL DISTRICT CLERK ELECTIONS GUIDE** - Provides school board election procedure summary and references to Minnesota election laws.

**MINNESOTA CAMPAIGN MANUAL** – Summarizes campaign financial reporting and fair campaign practices references to Minnesota election laws.

**MINNESOTA ABSENTEE VOTING ADMINISTRATION GUIDE** – Provides Absentee voting procedures summary and references to Minnesota Election Laws.

**MINNESOTA MAIL ELECTIONS GUIDE** – Provides Mail Election and Mail balloting procedures summary and references to Minnesota Election Laws.

**MINNESOTA ELECTION RECOUNT GUIDE** – Provides procedural summary for Election recounts and references to Minnesota Election Laws.

**MINNESOTA POST-ELECTION REVIEW GUIDE** – Provides procedural summary for Post Election Reviews and references to Minnesota Election Laws.

**MINNESOTA VOTING EQUIPMENT TESTING GUIDE** – contains procedures for creating test decks, conducting pre-testing and public accuracy tests when using electronic voting equipment.

**MINNESOTA PRESIDENTIAL NOMINATION PRIMARY ADMINISTRATION GUIDE** – Provides presidential nomination primary procedures summary and references to Minnesota Election Laws.

## APPENDIX 2

### EXAMPLE POLLING PLACE SUPPLY LIST

This list is provided as an example only. Depending on your voting equipment, or arrangements your office may have with other units of government, you may not use certain items, you may use items not listed.

- Alphabetical tabs – 1 set
- Assistive voting device
- Bag of rubber bands & paper clips
- Ballot counter & power cord
- Ballots
- Ballot marking pens
- Ballot marker boxes/strings
- Ballot receipts for registered voter
- Blank cardboard pieces for signs
- Certificate of registered voter for curbside voting
- Clipboard
- Deceased voter forms
- Demonstration ballot
- Duplicated ballot envelope
- Duty cards
- Election Judge Manual(s) – add phone numbers on the back
- Election day registration applications
- Extension cords
- Flag(s) & stand
- HAVA Election Complaint Form
- State Election Law Complaint Forms
- Highlighter
- “I Voted” stickers
- Identification Badges
- Incident logs
- Key(s) to polling place; ballot box
- Letter opener
- Magic marker
- Magnifying lens
- Masking tape
- Oath of election judge form
- Oath of challenge to voter’s eligibility form
- Official certification sheet
- Opening/closing the polls checklist
- Payroll/timesheet records for election judges
- Poll closing sign for last voter in line at 8 p.m.
- Polling place posters and signs
- Precinct finder
- Precinct list of persons vouched for Form
- Precinct map
- Precinct rosters
- Results tape envelope
- Rubber fingers
- Sample ballots
- Scissors
- Secrecy cover for ballots
- Security seals for ballot transfer case
- Spoiled ballot envelope
- Voter registration tally sheet
- Voter registration bags
- Oath of Vouching to Voter’s Eligibility
- Precinct List of Person’s Vouched for Form
- Non-registered AB voter supplemental report(s)
- Voter receipts (may be different receipts to identify different school districts within same precinct)
- Write-in tally sheets/summary statements
- Greeter’s Lists
- During a Pandemic: Health risk mitigation supplies such as plexi-glass, disinfectants & masks.

# Important Telephone Numbers

County Elections Office \_\_\_\_\_

Voting Machine Repair \_\_\_\_\_

County Sheriff / Local Police \_\_\_\_\_

Fire Department \_\_\_\_\_

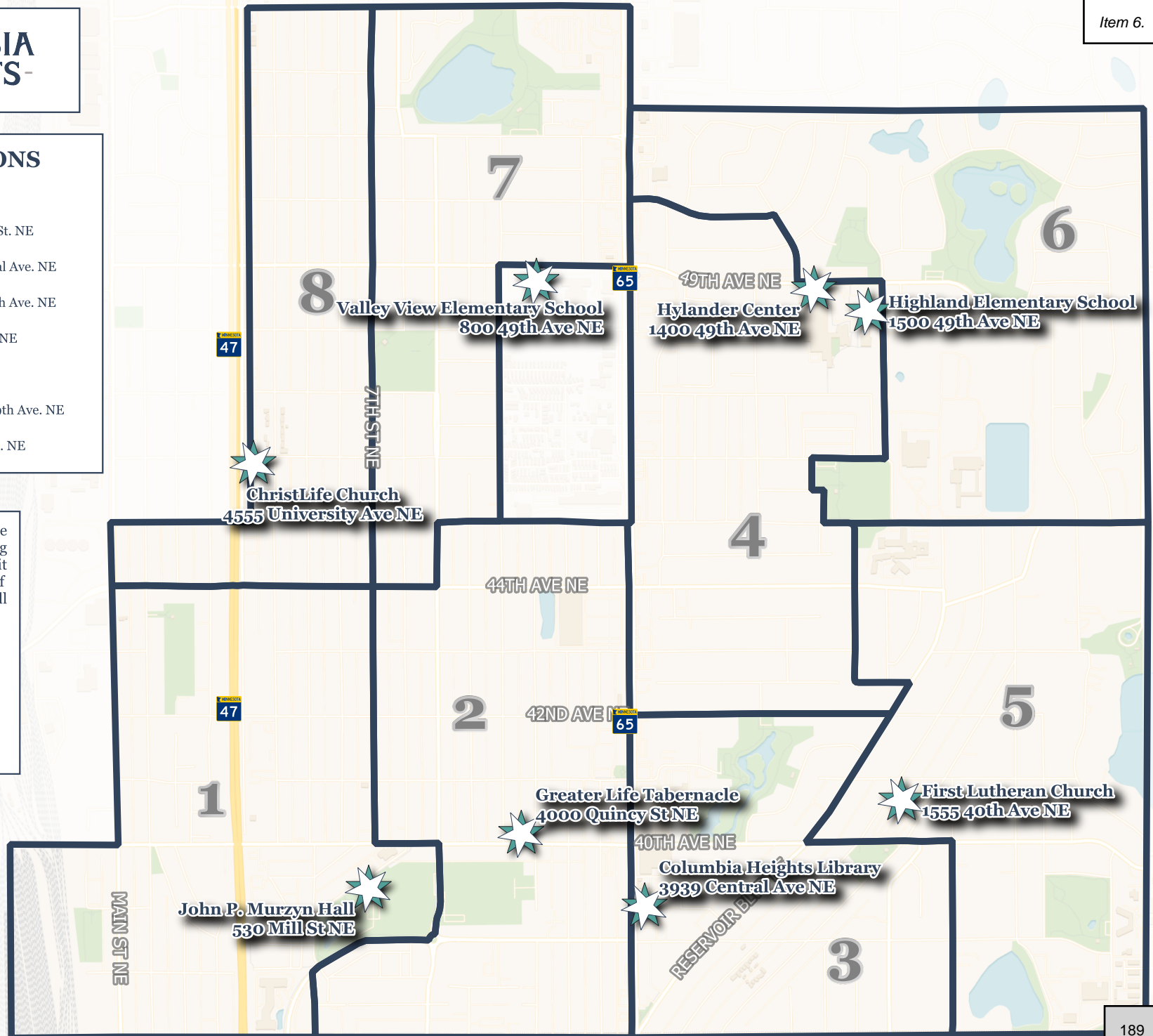
Emergency Medical Services \_\_\_\_\_

	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Precinct	Absentee	Absentee	Absentee	Absentee	Absentee	Absentee	Absentee	Absentee	COUNTY	COUNTY
	Election Judges	Voting Booths	Regis @ 7 am	Election Day Registrants	Spoiled	Duplicate	Signatures on Roster	# Ballots Counted	Election Day Regis AB Voters	Spoiled	Duplicate	Rejected	Regular/Military/Overseas	Federal	Presidential	Total Accepted Absentee Ballots	Total Persons Voting	Turnout
<b>COUNTY-WIDE</b>	<b>868</b>	<b>1,077</b>	<b>230,620</b>	<b>881</b>	<b>149</b>	<b>1</b>	<b>32,383</b>	<b>32,383</b>	<b>73</b>	<b>94</b>	<b>6</b>	<b>122</b>	<b>2,965</b>	<b>14</b>	<b>0</b>	<b>2,979</b>	<b>35,362</b>	<b>15.33%</b>
COLUMBIA HEIGHTS P1	11	9	1948	10	1	0	210	210	1	0	0	3	26	0		26	236	12.11%
COLUMBIA HEIGHTS P2	6	10	1740	8	3	0	210	210	0	0	0	1	25	0		25	235	13.51%
COLUMBIA HEIGHTS P3	6	8	1480	10	1	0	211	211	1	0	0	1	29	0		29	240	16.22%
COLUMBIA HEIGHTS P4	6	19	1603	8	2	0	183	183	1	0	0	2	20	0		20	203	12.66%
COLUMBIA HEIGHTS P5	7	9	1467	9	4	0	233	233	0	0	0	1	35	0		35	268	18.27%
COLUMBIA HEIGHTS P6	7	9	1202	4	0	0	188	188	0	0	0	3	27	0		27	215	17.89%
COLUMBIA HEIGHTS P7	8	11	1182	2	0	0	131	131	0	0	0	1	13	0		13	144	12.18%
COLUMBIA HEIGHTS P8	5	8	1283	4	0	0	170	170	0	0	0	2	16	0		16	186	14.50%

**POLLING LOCATIONS**

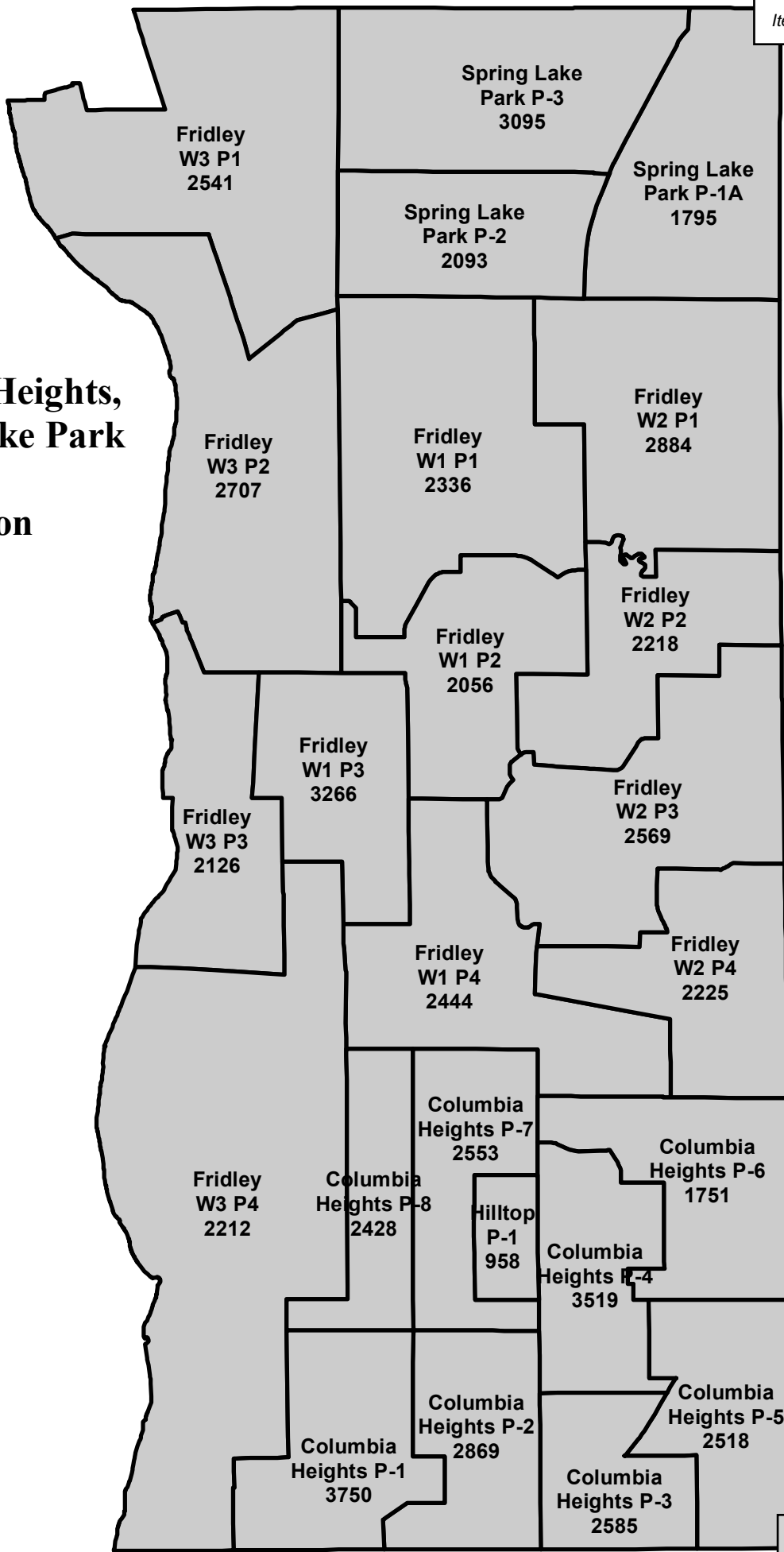
- Precinct 1:  
John P. Murzyn Hall, 530 Mill St. NE
- Precinct 2:  
Greater Life Tabernacle, 4000 Quincy St. NE
- Precinct 3:  
Columbia Heights Library, 3939 Central Ave. NE
- Precinct 4:  
Highland Elementary School, 1500 49th Ave. NE
- Precinct 5:  
First Lutheran Church, 1555 40th Ave. NE
- Precinct 6:  
Hylander Center, 1400 49th Ave. NE
- Precinct 7:  
Valley View Elementary School, 800 49th Ave. NE
- Precinct 8:  
ChristLife Church, 4555 University Ave. NE

Poll location may be outside of the corresponding precinct boundary. Visit [pollfinder.sos.state.mn.us](http://pollfinder.sos.state.mn.us) if you are unsure of your poll location:



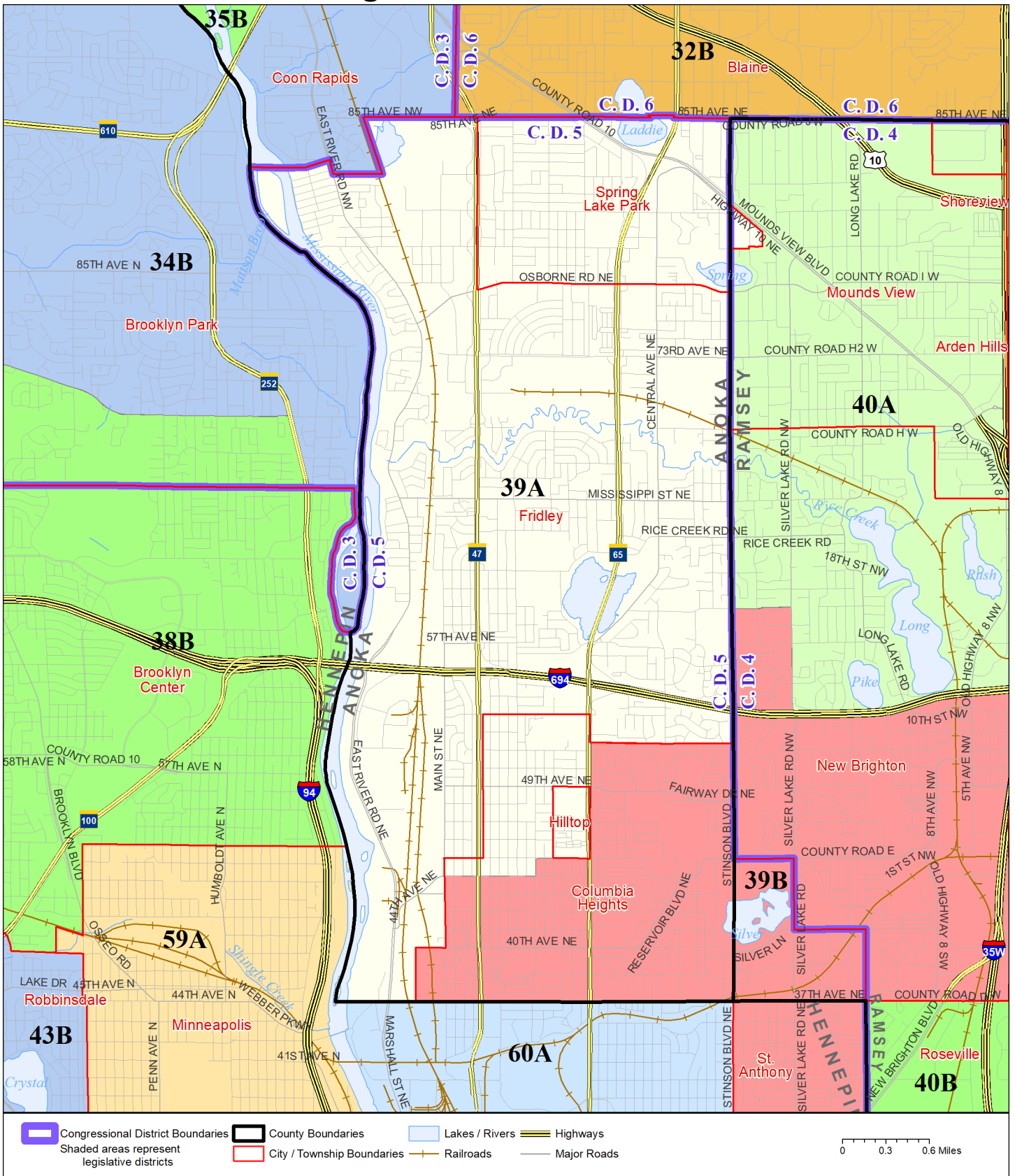


# Fridley, Columbia Heights, Hilltop & Spring Lake Park Precincts 2020 Population





# Legislative District 39A



Published by Office of the Minnesota Secretary of State, Elections Division. Current as of February 2024. Look up districts & polling places at <https://pollfinder.sos.mn.gov>

### About this map

This map shows the Congressional and Legislative Districts ordered by the Special Redistricting Panel in the matter of *Wattson, et al. v. Simon, et al*, No. A21-0243 and A21-0546, on February 15, 2022, as modified by 2022 Session Laws Chapter 92, as corrected under *Minnesota Statutes* 2.91, subd. 2, or as adjusted under *Minnesota Statutes* 204B.146, subd. 3. Derived from precinct boundaries that are maintained by the Secretary of State and available for download at the [Minnesota Geospatial Commons](https://gisdata.mn.gov) (<https://gisdata.mn.gov>). Road data is from Mn/DOT and U.S. Census (Statewide) and NCompass (Metro). Rail data is from Mn/DOT. Water data is from MN DNR.

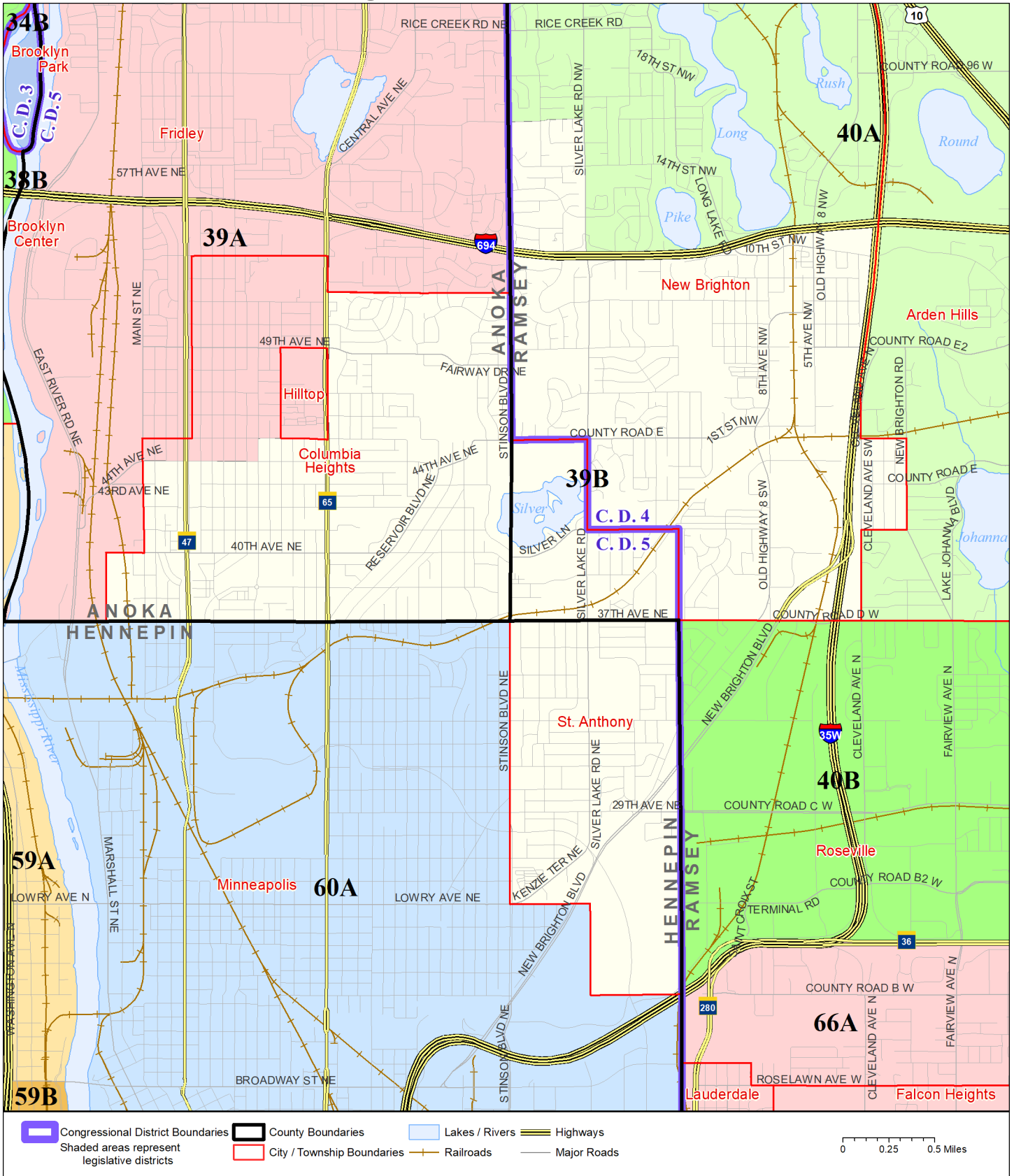


## District Description

Territory of Minnesota Legislative District 39A:

- This area in Anoka County:
  - These precincts in Columbia Heights:
    - COLUMBIA HEIGHTS P-7
    - COLUMBIA HEIGHTS P-8
  - Fridley
  - Hilltop
  - Spring Lake Park
- This area in Ramsey County:
  - Spring Lake Park

# Legislative District 39B



Published by Office of the Minnesota Secretary of State, Elections Division. Current as of February 2024. Look up districts & polling places at <https://pollfinder.sos.mn.gov>

### About this map

This map shows the Congressional and Legislative Districts ordered by the Special Redistricting Panel in the matter of *Wattson, et al. v. Simon, et al*, No. A21-0243 and A21-0546, on February 15, 2022, as modified by 2022 Session Laws Chapter 92, as corrected under *Minnesota Statutes* 2.91, subd. 2, or as adjusted under *Minnesota Statutes* 204B.146, subd. 3. Derived from precinct boundaries that are maintained by the Secretary of State and available for download at the [Minnesota Geospatial Commons](https://gisdata.mn.gov) (<https://gisdata.mn.gov>). Road data is from Mn/DOT and U.S. Census (Statewide) and NCompass (Metro). Rail data is from Mn/DOT. Water data is from MN DNR.

## District Description

Territory of Minnesota Legislative District 39B:

- This area in Anoka County:
  - These precincts in Columbia Heights:
    - COLUMBIA HEIGHTS P-1
    - COLUMBIA HEIGHTS P-2
    - COLUMBIA HEIGHTS P-3
    - COLUMBIA HEIGHTS P-4
    - COLUMBIA HEIGHTS P-5
    - COLUMBIA HEIGHTS P-6
- This area in Hennepin County:
  - St. Anthony
- This area in Ramsey County:
  - These precincts in New Brighton:
    - NEW BRIGHTON P-1
    - NEW BRIGHTON P-2
    - NEW BRIGHTON P-3
    - NEW BRIGHTON P-4
    - NEW BRIGHTON P-5
  - St. Anthony

From: Kevin Hansen  
To: Rachel James  
Cc: Sara Joo  
Subject: RE: For Council Work Session: resolution urging the Department of Homeland Security to grant Ecuador TPS  
Date: Thursday, May 2, 2024 12:35:50 PM  
Attachments: image002.png  
image003.png

Hi Rachel –  
I will put this under Council Corner.....



**Kevin Hansen | Interim City Manager**  
City of Columbia Heights | Administration  
3989 Central Avenue NE | Columbia Heights, MN 55421  
khansen@columbiaheightsmn.gov  
Direct: 763-706-3609 | Main: 763-706-3600

From: Rachel James <RJJames@columbiaheightsmn.gov>  
Sent: Thursday, May 2, 2024 9:47 AM  
To: Kevin Hansen <KHansen@columbiaheightsmn.gov>; Amáda Márquez Simula <AMarquezSimula@columbiaheightsmn.gov>  
Subject: For Council Work Session: resolution urging the Department of Homeland Security to grant Ecuador TPS

I would like to request a conversation at the work session on Monday regarding a council resolution similar to the one below. This is the St Paul text and I know Minneapolis is doing one as well. The reason I'm interested in this is because of the huge impact it has in our local community. During our joint city council and school board meeting, it was a discussion point that hundreds of Ecuadorian students had registered in our district. This could potentially be in council corner but I would like to have this sample text printed out.

Thank you, Rachel James

Hi Rachel – Thanks for your work! I've copied the initial language, below, that will come before Saint Paul City Council next Wednesday (5/8/2024):

**RES 24-695**  
..Title  
Calling on the U.S Department of Homeland Security to designate Ecuador for Temporary Protected Status.

..Body  
WHEREAS, the Secretary of Homeland Security may designate a country for Temporary Protected Status (TPS) due to conditions in the country that temporarily prevent the country's nationals from returning safely, or in certain circumstances, where the country is unable to handle the return of its nationals adequately; and

WHEREAS, the Secretary may designate a country for TPS due to ongoing armed conflicts (such as civil war), environmental disasters (such as earthquakes or hurricanes) or epidemics, and other extraordinary and temporary conditions; and

WHEREAS, during a designated period, individuals who are TPS beneficiaries or who are found preliminarily eligible for TPS upon review of their cases, are not removable from the United States, can obtain an employment authorization document, and may be granted travel authorization; and

WHEREAS, Ecuadorians have endured recent displacement due to natural disasters, economic downturn, severe political unrest, and civil armed conflict; and

WHEREAS, Ecuador experienced a surge in violence following the assassination of presidential candidate Fernando Villavicencio in August 2023; and

WHEREAS, nations currently with TPS status include: Afghanistan, Burma, Cameroon, El Salvador, Ethiopia, Haiti, Honduras, Nepal, Nicaragua, Somalia, South Sudan, Sudan, Syria, Ukraine, Venezuela, and Yemen; and

WHEREAS, Minnesota has the 10th highest Ecuadorian population in the United States; and

WHEREAS, the number of asylum cases in Minnesota's immigration court originating from Ecuador surged by 900% in the last five years; and

WHEREAS, the Ecuadorian community has contributed positively to the development of this city; and

WHEREAS, Ecuador continues to struggle with conditions that are not adequate for their nationals to return; and

NOW, THEREFORE, BE IT RESOLVED, That the Council of the City of Saint Paul calls upon the Secretary of the Department of Homeland Security to designate Ecuador for Temporary Protected Status to provide temporary immigration relief to eligible Ecuadorian nationals.

BE IT FURTHER RESOLVED, that the Council of the City of Saint Paul calls upon our U.S congressional delegation; Representative McCollum, Senator Smith and Senator Klobuchar to support the Temporary Protected Status (TPS) for Ecuador Act of 2024.

Hope this is helpful!  
**Jenna McCullough** (she/they)  
**Executive Assistant to Council Vice President Kim**  
City Council - Ward 5  
15 W Kellogg Blvd, Ste 320  
Saint Paul, MN 55102  
P: 651-266-8650  
ward5@stpaul.gov  
www.StPaul.gov/ward5



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**CITY COUNCIL WORK SESSION MEETING**

<b>AGENDA SECTION</b>	<b>WORK SESSION ITEM</b>
<b>MEETING DATE</b>	<b>MAY 6, 2024</b>

<b>ITEM:</b>	<b>Potential Executive Session: Discussion of Labor Negotiation Strategies for City Manager Contract. Closed per Minn. Stat. 13D.03.</b>							
<b>DEPARTMENT:</b>	Administration	<b>BY/DATE:</b> May 3, 2024						
<p><b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_ Healthy and Safe Community</td> <td style="width: 50%; border: none;">_ Thriving and Vibrant Destination Community</td> </tr> <tr> <td style="border: none;">_ Equitable, Diverse, Inclusive, and Friendly</td> <td style="border: none;">_ Strong Infrastructure and Public Services</td> </tr> <tr> <td style="border: none;">_ Trusted and Engaged Leadership</td> <td style="border: none;">_ Sustainable</td> </tr> </table>			_ Healthy and Safe Community	_ Thriving and Vibrant Destination Community	_ Equitable, Diverse, Inclusive, and Friendly	_ Strong Infrastructure and Public Services	_ Trusted and Engaged Leadership	_ Sustainable
_ Healthy and Safe Community	_ Thriving and Vibrant Destination Community							
_ Equitable, Diverse, Inclusive, and Friendly	_ Strong Infrastructure and Public Services							
_ Trusted and Engaged Leadership	_ Sustainable							

**CLOSED EXECUTIVE SESSION SCRIPT:**

May I hear a motion to close the executive session to discuss Agenda Item 9 pursuant to Minnesota Statute 13D.03?

- Is there a second?
- I have a motion by Councilmember \_\_\_\_\_
- And a second by Councilmember \_\_\_\_\_
- All in favor? Any opposed? That motion carries.
- 

At this time I will close the meeting pursuant to Minnesota Statute 13D.03 so the Council can discuss negotiation strategies related to the City Manager Contract.

At this time I will ask all attendees to leave the room. I will also note that at the conclusion of this closed session we will resume the regular work session meeting.

Now that the discussion for Agenda Item 1 is completed, can I hear a motion to reconvene the open session?

- Is there a second?
- I have a motion by Councilmember \_\_\_\_\_
- And a second by Councilmember \_\_\_\_\_
- All in favor? Any opposed? That motion carries.

We will now reconvene the open session.