



ECONOMIC DEVELOPMENT AUTHORITY
City Hall—Shared Vision Room, 3989 Central Ave NE
Monday, June 03, 2024
5:00 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams and entering **meeting ID 224 457 257 667** and **passcode gVthwt** . For questions please call the Community Development Department at 763-706-3670.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. Approve May 6, 2024, Regular EDA Meeting Minutes**
- 2. Approve Financial Reports and Payment of Bills of April 2024.**

MOTION: Move to approve the Consent Agenda as presented.

BUSINESS ITEMS

- 3. Anoka County Housing Study Presentation, Karen Skepper**
- 4. Deconstruction of 3851 Central Ave**

MOTION: Move to accept the proposal from Better Futures Minnesota, in the amount of \$6,995 for deconstruction work on the property located at 3851 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same.

BUSINESS UPDATES

ADJOURNMENT

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.



ECONOMIC DEVELOPMENT AUTHORITY

City Hall—Council Chambers, 3989 Central Ave NE

Monday, May 06, 2024

5:00 PM

Item 1.

MINUTES

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams and **entering meeting ID 212 740 385 445 and passcode 32jnSy** . For questions please call the Community Development Department at 763-706-3670.

The meeting was called to order at 5:00 pm by President Szurek.

CALL TO ORDER/ROLL CALL

Members present: Connie Buesgens; Lamin Dibba; Kt Jacobs; Rachel James; Justice Spriggs; Marlaina Szurek

Members absent: Amada Márquez-Simula

Staff Present: Kevin Hansen, Interim City Manager; Aaron Chirpich, Community Development Director; Alicia Howe, Administrative Assistant

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of April 01, 2024.
2. Approve financial reports and payment of bills for March 2024 – Resolution No. 2024-12.

Motion by James, seconded by Jacobs, to approve the Consent Agenda as presented. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-12

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF MARCH 2024, AND THE PAYMENT OF THE BILLS FOR THE MONTH OF MARCH 2024.

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

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

WHEREAS, the financial statements for the month of March 2024 have been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

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

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

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

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

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

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of May 2024

Offered by: KT Jacobs

Seconded by: Connie Buesgens

Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

BUSINESS ITEMS

3. Façade Improvement Grant Report Heights Grand Ballroom, 2201 37th Ave

Forney reported that this item pertains to the Heights Grand Ballroom 2024 Façade Improvement grant application for 2201 37th Ave. The ballroom is looking to install a new sign for the new business. A rendering of the proposed sign was included in the packet. The lowest bid for the sign came in at \$10,385, which is above the amount needed for the full \$5,000 grant. Community

Development Staff recommend funding the project in full as it is a major upgrade to one of the City's vacant commercial spaces and assists bringing a new business to the City. He noted the EDA has approved 4 façade improvement grant applications, approving \$19,750 this year with \$10,000 being asked for at this meeting. This leaves \$20,250 in Façade Grant funds for the remainder of the year.

Questions/Comments from Members:

Jacobs asked if there has been any conversation with the Police Department about how it might affect where they want cameras this year. Forney updated that there has been no conversation with the Police Department yet, but typically they will wait until the end of the year to see how much funding is left, let them know that amount, then ask what their priorities are.

Motion by Jacobs, seconded by Buesgens, to waive the reading of Resolution No. 2024-13, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Jacobs, seconded by Buesgens, to approve Resolution No. 2024-13, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Heights Grand Ballroom. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-13

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH THE HEIGHTS GRAND BALLROOM

WHEREAS, the City of Columbia Heights (the "City") and the Columbia Heights Economic Development Authority (the "Authority") have collaborated to create a certain Façade Improvement Grant Program (the "Program"); and

WHEREAS, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City's Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

WHEREAS, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

WHEREAS, the Authority has thoroughly reviewed copies of the proposed form of the Grant

Agreement.

NOW, THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Heights Grand Ballroom
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of May 2024

Offered by: Connie Buesgens
Seconded by: Lamin Dibba
Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

4. Façade Improvement Grant Report for 4024-4026 Central Ave

Forney reported that this item pertains to 2024 Façade Improvement Grant application for 4024-4026 Central Avenue. The property owner/business owner is applying for the façade improvement grant to install an awning on the front of the building. A rendering of the proposed awning was included in the packet. The lowest bid for the awning came in at \$15,000, which is above the amount needed for the full \$5,000 grant. Community Development Staff recommend funding the project in full as the new awning would bring continuity to the front of the building, which is located within the city’s central business district. The EDA has approved 4 façade improvement grant applications, approving \$19,750 this year with \$10,000 being asked for at this meeting. This leaves \$20,250 in Façade Grant funds for the remainder of the year.

Questions/Comments from Members:

Buesgens commented that it will look very nice and the mosaic could be freshened up.

Motion by Buesgens, seconded by Dibba, to waive the reading of Resolution No. 2024-14, there being

ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Dibba, to adopt Resolution No. 2024-14, a Resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with the owner of 4024-4026 Central Ave. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-14

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH THE OWNER OF 4026 CENTRAL AVE

WHEREAS, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

WHEREAS, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

WHEREAS, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

WHEREAS, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

NOW, THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Darryl Tilden
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate

to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of May 2024

Offered by: Lamin Dibba
Seconded by: Justice Spriggs
Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

5. CEE Home Energy Squad Extension

Forney reported that in 2019 the EDA started its partnership with the Center for Energy and Environment (CEE), buying down the Home Energy Squad program for the residents of Columbia Heights. The Home Energy Squad program provides a variety of visits from energy experts who inspect and assess how a home uses energy. As part of the inspection, experts will offer ways to create a more energy-efficient home. The EDA has budgeted \$5,000 per year to buy down the program costs so that residents pay \$35 for an Energy Saver visit and \$50 for an Energy Planner visit, rather than \$70 and \$100 respectively. The contract entered by the EDA recently expired so staff have brought an extension to the contract for the authority’s consideration. In addition to the expiration of the contract, there has also been a change regarding the program’s provider. Excel Energy and CenterPoint Energy offer the Home Energy Squad Program through the utilization of providers like CEE. CEE recently renewed their contract with Excel to execute the program for Hennepin, Ramsey, and Washington counties. After Q3 2024 CEE will no longer be the provider for Anoka County and the City will need to work with the new unnamed provider to execute the program. It is unknown to CEE who the new provider will be but staff have reached out to Excel Energy to clarify the changes. Excel will remove their portion of funding at the end of Q3 so even if the City extended the contract beyond that period the program cost would increase due Excels share being removed and reestablished with the new provider. Via Resolution 2024-15, Community Development staff are recommending that the EDA extend the buydown until the end of Q3 of 2024 at which time we will shift to the new provider but the same contract.

Questions/Comments from Members:

Buesgens asked if they know why Anoka County got dropped or if other counties were also dropped. Forney updated that he believed every other county in the metro area also got dropped because the bid came in too high. Buesgens also asked how many people take advantage of this program. Forney updated that they recently received numbers, but he does not have them with him at the moment. Chirpich updated they are not spending the \$5,00 cost-share.

Szurek asked how they informed residents about doing this. Forney stated they put it in the newsletter and advertise it through all the City events. He also stated that CEE does a great job of providing marketing material so the Communications Team can push it out, and they do about \$2,000 in revenue on average.

Buesgens asked how much the EDA has every year for this program, and if that money carries over from year-to-year. Forney updated that they have \$5,000 each year, it does carry over, is used for general EDA administration, and the funds have been recycled in fund 204.

Dibba asked what feedback they have received from residents who used the program in the past. Forney stated they have not received much feedback from residents, but they will look into surveys to get more feedback.

James stated that she got the Energy Saver visit a few years ago, it was nice for her house, and she liked it.

Motion by Dibba, seconded by Spriggs, to waive the reading of Resolution No. 2024-15, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Dibba, seconded by Spriggs, to adopt Resolution No. 2024-15, a Resolution of the Economic Development Authority of Columbia Heights, Minnesota, authorizing staff and officials to take all actions necessary to enter the authority into a Home Energy Squad extension agreement until the end of Q3 2024. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-15

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AUTHORIZING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO A HOME ENERGY SQUAD EXTENSION AGREEMENT UNTIL THE END OF Q3 2024.

WHEREAS, the Center for Energy and Environment (“CEE”) administers the Home Energy Squad Program (“Program”) on behalf of Excel Energy; and

WHEREAS, the program offers a variety of inspections from energy experts meant to identify and provide advisement on the energy efficiency of an applicant’s home; and

WHEREAS, the goals and outcomes of the program increase the energy efficiency and quality of the housing stock within Columbia Heights; and

WHEREAS, in 2019 the Authority entered into a contract and established the parameters to buydown a share of the City’s residents’ costs to utilize the programs inspections; and

WHEREAS, in January of 2024 that contract expired.

NOW, THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration,

1. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into a home energy squad extension agreement with CEE, until the end of Quarter 3 2024.
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of May 2024

Offered by: Lamin Dibba
Seconded by: Justice Spriggs
Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

BUSINESS UPDATES

Forney stated the house on 39th and Central Avenue was burnt down by the Fire Department. The Department was excited it was a 2-story training burn because they are not seen very often. He updated that many people were there, and Better Futures removed a lot of the paneling and flooring. It will be up for sale at their store and the EDA is invited if they are interested in touring the facility where they sell their materials. The EDA will have demolition bids coming up. Forney also stated they will be demolishing the two properties on 39th and one at 941. Buesgens stated it was very fun to watch.

Forney updated that City Council will be considering the Housing Trust Fund. The first reading of the ordinance for establishing the Housing Trust Fund will occur at the next Council meeting and it will be open for public hearing. He added that once the Housing Trust Fund gets started, the EDA will be receiving a resolution to accept the funds and administer the funds of that Housing Trust Fund.

Forney stated he went with the Mayor and Communications team to Pizza Man, gave him his plaque, and he was very grateful.

Forney added that the EDA will be considering putting the façade improvement grant funds towards public art. The current City Code does not allow for paintings to be on the outside of any building. The City Council will be receiving some code updates before moving forward.

Buesgens asked what happened to the old library that shut down during COVID. Forney updated that they are currently operating as a daycare, from what he knows. Buesgens also asked what happened to the funding for art. Chirpich stated the funds were assigned to the SACA side of the ledger and are now gone.

ADJOURNMENT

Motion by Jacobs, seconded by Buesgens, to adjourn the meeting at 5:30 pm. All ayes. MOTION PASSED.

Respectfully submitted,

Sara LaVoie, Recording Secretary

RESOLUTION NO. 2024-16

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF APRIL 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF APRIL 2024.

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

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

WHEREAS, the financial statements for the month of April 2024 have been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

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

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

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

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

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

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 3rd day of June 2024

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 04/01/2024 - 04/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 1189 408.6414.43050	DECONSTRUCTION 3853 CENTRAL 1ST	BETTER FUTURES MN	04/11/24	INV1497	5,828.00
			Total For Check 1189		5,828.00
Check 1243 204.6314.42171	MAILBOX NUMBERS	AMAZON.COM	03/01/24	113-6379220-1983468	34.70
			Total For Check 1243		34.70
Check 198518 204.6314.43250	031524 934571297 COMM DEV ADMIN	COMCAST	03/15/24	197357247	24.30
			Total For Check 198518		24.30
Check 198568 204.6314.43050	EDA MEETING 030424	TIMESAVER OFF SITE SECRETF	03/14/24	M28996	247.25
			Total For Check 198568		247.25
Check 198617 204.6314.43210	032624 10013121 PHONE COMMDEV AD	POPP.COM INC	03/26/24	992826419	18.28
204.6314.43210	033124 -10010429 COM DEV ADMINI	POPP.COM INC	03/31/24	992827501	12.35
			Total For Check 198617		30.63
Check 198646 408.6414.44390	841 49TH AVE FULL YEAR	ANOKA COUNTY PROPERTY RECC	04/10/24	26-30-24-14-0136	53.24
			Total For Check 198646		53.24
Check 198681 408.6414.43050	CL205-00088 SALE 4243 5TH ST	KENNEDY & GRAVEN	03/19/24	180465	1,167.00
			Total For Check 198681		1,167.00
Check 198721 204.6314.43045	46000-200 LOCAL HOUSING TRUST	FU BARN A GUZY & STEFFEN LTD	03/31/24	280282	543.00
			Total For Check 198721		543.00
Check 198723 408.6414.44000	BOARD UP 941 44TH AVE	BAUER SERVICES II INC	03/21/24	2050	495.21
			Total For Check 198723		495.21
Check 198754 392.7000.43050	NE BUSINESS CENTER TIF CL205-000	KENNEDY & GRAVEN	03/25/24	180559	345.00
			Total For Check 198754		345.00
Check 198784 204.6314.43050	EDA MEETING 040124	TIMESAVER OFF SITE SECRETF	04/12/24	M29075	271.75
			Total For Check 198784		271.75
Check 198788 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	04/10/24	1100193005	931.25
			Total For Check 198788		931.25

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	1,151.63
				Fund 228 DOWNTOWN PARKING	931.25
				Fund 392 TIF BB2 ALATUS 40TH AV	345.00
				Fund 408 EDA REDEVELOPMENT PROJE	7,543.45
Total For All Funds:					9,971.33
--- TOTALS BY GL DISTRIBUTION ---					
	204.6314.42171			MAILBOX NUMBERS	34.70
	204.6314.43045			46000-200 LOCAL HOUSING TRUST FUI	543.00
	204.6314.43050			EDA MEETING 030424	519.00
	204.6314.43210			032624 10013121 PHONE COMMDEV ADI	30.63
	204.6314.43250			031524 934571297 COMM DEV ADMIN	24.30
	228.6317.43810			ELECTRIC	931.25
	392.7000.43050			NE BUSINESS CENTER TIF CL205-000'	345.00
	408.6414.43050			DECONSTRUCTION 3853 CENTRAL 1ST I	6,995.00
	408.6414.44000			BOARD UP 941 44TH AVE	495.21
	408.6414.44390			841 49TH AVE FULL YEAR	53.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Expenditures							
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(1,231.00)	1,231.00	100.00

Item 2.

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	220,000.00	0.00	0.00	1,443.10	218,556.90	0.66
204.0000.31014	AREA WIDE TAX	90,000.00	0.00	0.00	(110.75)	90,110.75	(0.12)
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(3,870.85)	3,870.85	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(112.86)	112.86	100.00
TAXES		310,000.00	0.00	0.00	(2,651.36)	312,651.36	(0.86)
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	30.00	(30.00)	100.00
MISCELLANEOUS							
204.0000.36210	INTEREST ON INVESTMENTS	3,700.00	0.00	0.00	0.00	3,700.00	0.00
MISCELLANEOUS		3,700.00	0.00	0.00	0.00	3,700.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		313,700.00	0.00	0.00	(2,621.36)	316,321.36	(0.84)
TOTAL REVENUES		313,700.00	0.00	0.00	(2,621.36)	316,321.36	(0.84)
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43045	ATTORNEY FEES-OTHER	0.00	0.00	0.00	543.00	(543.00)	100.00
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,500.00	2,310.00	271.75	1,441.25	(1,251.25)	150.05
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	3,000.00	0.00	0.00	700.00	2,300.00	23.33
204.6314.43210	TELEPHONE	700.00	0.00	0.00	449.18	250.82	64.17
204.6314.43220	POSTAGE	500.00	0.00	0.00	202.44	297.56	40.49
204.6314.43250	OTHER TELECOMMUNICATIONS	400.00	0.00	40.84	139.54	260.46	34.89
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	0.00	1,500.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	1,066.68	2,133.32	33.33
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	1,100.00	0.00	0.00	1,069.20	30.80	97.20
204.6314.44040	INFORMATION SYS:INTERNAL SVC	9,100.00	0.00	758.33	3,033.32	6,066.68	33.33
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.44380	COMMISSION & BOARDS	700.00	0.00	0.00	0.00	700.00	0.00
204.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	385.00	(385.00)	100.00
OTHER SERVICES & CHARGES		24,100.00	2,310.00	1,337.59	9,029.61	12,760.39	47.05
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	203,800.00	0.00	16,684.72	62,975.79	140,824.21	30.90
204.6314.41210	P.E.R.A. CONTRIBUTION	15,300.00	0.00	1,251.34	4,991.08	10,308.92	32.62
204.6314.41220	F.I.C.A. CONTRIBUTION	15,800.00	0.00	1,405.76	5,335.53	10,464.47	33.77
204.6314.41300	INSURANCE	23,400.00	0.00	2,126.96	8,497.25	14,902.75	36.31
204.6314.41510	WORKERS COMP INSURANCE PREM	1,600.00	0.00	64.43	486.71	1,113.29	30.42
PERSONNEL SERVICES		259,900.00	0.00	21,533.21	82,286.36	177,613.64	

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	66.18	133.82	33.09
204.6314.42010	MINOR EQUIPMENT	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	34.70	165.30	17.35
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.88</u>	<u>699.12</u>	<u>12.61</u>
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	28,900.00	0.00	2,408.33	9,633.32	19,266.68	33.33
CONTINGENCIES & TRANSFERS		<u>28,900.00</u>	<u>0.00</u>	<u>2,408.33</u>	<u>9,633.32</u>	<u>19,266.68</u>	<u>33.33</u>
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
		<u>313,700.00</u>	<u>2,310.00</u>	<u>25,279.13</u>	<u>101,050.17</u>	<u>210,339.83</u>	<u>32.95</u>
TOTAL EXPENDITURES							
		<u>313,700.00</u>	<u>2,310.00</u>	<u>25,279.13</u>	<u>101,050.17</u>	<u>210,339.83</u>	<u>32.95</u>
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		313,700.00	0.00	0.00	(2,621.36)	316,321.36	0.84
TOTAL EXPENDITURES		<u>313,700.00</u>	<u>2,310.00</u>	<u>25,279.13</u>	<u>101,050.17</u>	<u>210,339.83</u>	<u>32.95</u>
NET OF REVENUES & EXPENDITURES		0.00	(2,310.00)	(25,279.13)	(103,671.53)	105,981.53	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,600.00	0.00	0.00	0.00	56,600.00	0.00
	TRANSFERS & NON-REV RECEIPTS	56,600.00	0.00	0.00	0.00	56,600.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43600	PROP & LIAB INSURANCE	3,100.00	0.00	258.33	1,033.32	2,066.68	33.33
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	493.83	720.40	1,279.60	36.02
228.6317.43810	ELECTRIC	13,000.00	0.00	931.25	3,412.79	9,587.21	26.25
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	0.00	4,204.00	30,181.70	13.77
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	OTHER SERVICES & CHARGES	55,100.00	614.30	1,683.41	9,370.51	45,115.19	18.12
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
	PERSONNEL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total Dept 6317 - DOWNTOWN PARKING		56,600.00	614.30	1,683.41	9,370.51	46,615.19	17.64
TOTAL EXPENDITURES		56,600.00	614.30	1,683.41	9,370.51	46,615.19	17.64
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL EXPENDITURES		56,600.00	614.30	1,683.41	9,370.51	46,615.19	17.64
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	(1,683.41)	(9,370.51)	9,984.81	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	850,000.00	0.00	0.00	14,428.78	835,571.22	1.70
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	281,513.10	(281,513.10)	100.00
TAXES		850,000.00	0.00	0.00	295,941.88	554,058.12	34.82
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
MISCELLANEOUS		5,000.00	0.00	0.00	0.00	5,000.00	0.00
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Total Dept 0000 - NON-DEPARTMENTAL		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
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TOTAL REVENUES		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
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Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.44600	LOANS & GRANTS	550,000.00	0.00	0.00	0.00	550,000.00	0.00
OTHER SERVICES & CHARGES		550,000.00	0.00	0.00	0.00	550,000.00	0.00
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CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	140,000.00	0.00	0.00	140,000.00	0.00	100.00
372.7000.46110	INTEREST	50,200.00	0.00	0.00	26,150.00	24,050.00	52.09
372.7000.46200	FISCAL AGENT CHARGES	1,500.00	444.00	0.00	575.00	481.00	67.93
372.7000.46210	MISCELLANEOUS FISCAL CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		192,700.00	444.00	0.00	166,725.00	25,531.00	86.75
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Total Dept 7000 - BONDS		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
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TOTAL EXPENDITURES		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
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Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
TOTAL EXPENDITURES		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
NET OF REVENUES & EXPENDITURES		112,300.00	(444.00)	0.00	129,216.88	(16,472.88)	114.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	500.00	(500.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	500.00	(500.00)	100.00
CAPITAL OUTLAY							
392.7000.46200	FISCAL AGENT CHARGES	0.00	176.00	0.00	0.00	(176.00)	0.00
CAPITAL OUTLAY		0.00	176.00	0.00	0.00	(176.00)	0.00
Total Dept 7000 - BONDS		0.00	176.00	0.00	500.00	(676.00)	100.00
TOTAL EXPENDITURES		0.00	176.00	0.00	500.00	(676.00)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	176.00	0.00	500.00	(676.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(176.00)	0.00	(500.00)	676.00	100.00

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
393.0000.36216	LOAN INTEREST	63,700.00	0.00	0.00	0.00	63,700.00	0.00
MISCELLANEOUS		63,700.00	0.00	0.00	0.00	63,700.00	0.00
TRANSFERS & NON-REV RECEIPTS							
393.0000.39310	BOND PROCEEDS	5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
TRANSFERS & NON-REV RECEIPTS		5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
TOTAL REVENUES							
		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	465.00	(465.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	465.00	(465.00)	100.00
CAPITAL OUTLAY							
393.7000.46010	PRINCIPAL	5,935,000.00	0.00	0.00	0.00	5,935,000.00	0.00
393.7000.46110	INTEREST	13,400.00	0.00	0.00	0.00	13,400.00	0.00
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
CAPITAL OUTLAY		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
Total Dept 7000 - BONDS							
		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
TOTAL EXPENDITURES							
		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL:							
TOTAL REVENUES		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
TOTAL EXPENDITURES		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
NET OF REVENUES & EXPENDITURES		300.00	0.00	0.00	(1,465.00)	1,765.00	488.33

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	5,079.18	229,920.82	2.16
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	(353.25)	75,353.25	(0.47)
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(4,613.07)	4,613.07	100.00
TAXES		310,000.00	0.00	0.00	112.86	309,887.14	0.04
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	112.86	309,887.14	0.04
TOTAL REVENUES		310,000.00	0.00	0.00	112.86	309,887.14	0.04
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	219.00	(219.00)	100.00
408.6314.44300	MISC. CHARGES	0.00	0.00	0.00	298.89	(298.89)	100.00
408.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	4,600.00	(4,600.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	5,117.89	(5,117.89)	100.00
CAPITAL OUTLAY							
408.6314.45110	LAND	0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	0.00	20,117.89	(20,117.89)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	11,657.00	79,235.00	(79,235.00)	100.00
408.6414.44000	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	495.21	(495.21)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	53.24	53.24	(53.24)	100.00
408.6414.44600	LOANS & GRANTS	100,000.00	0.00	0.00	0.00	100,000.00	0.00
OTHER SERVICES & CHARGES		100,000.00	0.00	11,710.24	79,783.45	20,216.55	79.78
CAPITAL OUTLAY							
408.6414.45110	LAND	210,000.00	0.00	0.00	0.00	210,000.00	0.00
CAPITAL OUTLAY		210,000.00	0.00	0.00	0.00	210,000.00	0.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		310,000.00	0.00	11,710.24	79,783.45	230,216.55	25.74
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	0.00	2,872.50	47,127.50	47,127.50	(50,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	2,872.50	47,127.50	47,127.50	(50,000.00)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 04/30/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 04/30/24	YTD BALANCE 04/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
Total Dept 6418 - FIRE SUPPRESSION GRANT		0.00	2,872.50	47,127.50	47,127.50	(50,000.00)	100.00
TOTAL EXPENDITURES		310,000.00	2,872.50	58,837.74	147,028.84	160,098.66	48.36
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	112.86	309,887.14	0.04
TOTAL EXPENDITURES		310,000.00	2,872.50	58,837.74	147,028.84	160,098.66	48.36
NET OF REVENUES & EXPENDITURES		0.00	(2,872.50)	(58,837.74)	(146,915.98)	149,788.48	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		7,484,000.00	0.00	0.00	293,433.38	7,190,566.62	3.92
TOTAL EXPENDITURES - ALL FUNDS		7,371,400.00	6,416.80	85,800.28	427,370.52	6,937,612.68	5.88
NET OF REVENUES & EXPENDITURES		112,600.00	(6,416.80)	(85,800.28)	(133,937.14)	252,953.94	124.65



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	06/03/2024

ITEM:	Anoka County Housing Study Presentation, Karen Skepper	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 5/28/24

BACKGROUND:

In 2023 the Anoka County HRA contracted with Maxfield Research to conduct a county wide housing study. As part of this housing study each community within the county received a snippet on its current housing situation alongside a collection of data regarding the county as a whole. Karen Skepper, the Anoka County HRA Director will be attending the EDA meeting to give the commission a presentation regarding the studies findings. Due to the documents size the Housing study was not able to be added to the packet but can be found on the City’s Website at https://www.columbiaheightsmn.gov/departments/community_development/housing.php. After the presentation staff will work with the communications department to get the word out about the location of the study.



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	06/03/2024

ITEM:	Deconstruction of 3851 Central Ave	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 5-31-24

BACKGROUND:

During the preparation for the demolition of 941 44th and 3851-3853 Central, the EDA looked at having Better Futures deconstruct and recycle the properties. At the April 1st EDA meeting the EDA decided to work with Better Futures on the recycling of building materials but not on the general deconstruction of the buildings. As part of this, the EDA directed staff to revisit the bid for 3851 Central while moving forward with only 3853 Central. Staff have obtained a revised bid for the recyclable material in 3851 Central Ave NE. The bid specs are attached with the total bid coming in at \$6,995, for three days of work.

Better Futures is a great organization which not only offers deconstruction services but utilizes them for job training. They did an amazing job on 3853 Central and by utilizing deconstruction, the EDA can keep items and finishes that are as good as new from ending up in the land fill.

RECOMMENDED MOTION(S):
MOTION: Move to accept the proposal from Better Futures Minnesota, in the amount of \$6,995 for deconstruction work on the property located at 3851 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same.

ATTACHMENT(S):

- 1. 3853 Central Bid and Specification Sheet



Better Futures Minnesota

Date: May 31, 2024

Bid Proposal for:

City of Columbia Heights

Start Date:

Early July (1st 2 weeks) TBD

Completion Date:

TBD – within 7 business days of start date, total 3 days on site.

BFM Contact:

Quinn Jenkins 651.797.8746

Alex Baldwin 443.478.0717

Project Site:

3851 Central Ave. NE
Columbia Heights, MN
55421

Bid Submitted to:

Mitch Forney

mforney@columbiaheightsmn.gov

Bid Price for a **Partial Deconstruction**: \$6,995, 50% of which is due with this signed agreement. Final payment to Better Futures is due within 30 days of project completion.

Better Futures Minnesota is a 501c3 Non-Profit Social Enterprise and the customer is eligible to claim all materials harvested for re-use as a tax-deductible donation. (Not applicable for government entities.) For any donation surpassing \$5,000 in value the customer is required by the IRS to secure an independent appraisal. **The appraiser's fee is not included in this bid price nor is the appraisal part of this agreement.**

Why Throw Away a Building?

- Every ton of building material buried in landfills emits 1.35 metric tons of carbon dioxide (CO₂).
- Material reuse and the method of deconstruction generates net zero emissions of CO₂.
- The impact of Better Futures' building material stewardship work in 2023 was equal to taking 1,600 cars of the road for a year.

This Bid is valid for twenty business days.

The scope of work includes the following:

Better Futures Minnesota's deconstruction team will harvest the reusable and recyclable materials from the property as listed in the attached preliminary materials list.

This bid price includes the following items:

1. A supervisor and workers for deconstruction and reclamation of most re-usable and recyclable materials. The crew for this project will consist of 1 Foreman and 4 workers. All workers are OSHA-10 certified and have completed basic deconstruction training.
2. Deconstruction tools and equipment, onsite portable toilet, dumpster for recycling (as applicable). Transport of all harvested and reclaimed materials from the job-site.
3. A final materials list documenting all the items harvested for reuse and donated to Better Futures Minnesota. If an appraisal is secured, the value of the materials donated will be based on the actual number and type of materials harvested over the course of the project. The appraiser will use the final harvest list to produce a formal appraisal. This formal appraisal is used to support a tax deduction.
4. The appropriate IRS form will be sent to the customer upon receipt of the final payment to Better Futures.
5. The environmental benefits/impact of this project will be documented and presented to the customer. For this environmental report, the weight and disposition receipts of the remaining foundation and debris removal will need to be provided to BFM.
6. BFM plans to be on site for (3) workdays. Work to be performed between the hours of 8:00 am and 4:00 pm.

ITEMS AND TASKS NOT INCLUDED

This bid does not include:

1. The cost for MSW handling (trash), hazardous material handling (asbestos, paint, oil, etc.), relocation (basic electric and gas disconnects are free through the utility company that provides the service to the property), capping of wells, removal of septic tanks, a survey, bonds, testing, restoration, street patching, MDH submittals, soil corrections, traffic control, dust control and or winter conditions, unless otherwise stated above.

- 2. This bid does not include the cost of testing for and removing hazardous materials. The customer is responsible for completing this work and sharing appropriate documentation with Better Futures before deconstruction work can begin.
- 3. The cost of disconnecting all utilities.
- 4. The price of a demolition permit. If needed, the customer must secure a demolition permit before deconstruction work can be initiated.
- 5. The cost of demolition work is not included in this bid. Areas of work will be left broom clean and free of debris by Better Futures Minnesota.

ENVIROMENTAL AND ECONOMIC IMPACT OF OUR WORK

Better Futures’ deconstruction methods will divert a significant amount of materials from the landfill. In addition, this project will provide much-needed employment for up to 5 men who are committed to pursuing a better life. Wages paid on this job will enable the men to support their families and further develop marketable skills.

QUALITY WORK STANDARDS

Insurance documents provided on request. All work is guaranteed and will be performed to the specifications and standards outlined in this agreement. Better Futures is a safety-first organization and conforms to OSHA job site standards.

SITE CONDITIONS

We will maintain a safe jobsite. The Better Futures safety manual and appropriate safety equipment will always be on site. All workers will wear uniforms, hard hats, safety vests, safety glasses, and steel toe boots with steel inserts at all times.

CHANGE ORDERS

Any change orders must be in writing and signed by authorized personnel prior to execution of the change.

Customer	Date	Better Futures Minnesota	Date
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Please provide billing information:

Contact Name _____

Address _____

Phone _____

Thank you for the opportunity to bid on this project.

Please see below for important terms and conditions

1. Services. Contractor shall provide the services specified in the “Scope of Services” described on the face of this agreement which services may be referred to herein as the “Services” or the “Project.” Any change in the Services after this Agreement has been signed will be effective only if described in a written change order signed by Client and Contractor.

2. Term. The Services to be provided under this Agreement shall begin on the Start Date and be completed no later than the Completion Date set forth on page 1 of this Agreement (the “Completion Date”). Contractor shall be entitled to an extension of time for all causes beyond the Contractor’s control, including changes to the Project ordered by the Client, labor disputes, fire, and unusual delay in deliveries, abnormal weather conditions, or unavoidable casualties.

3. Compensation. Client must pay Contractor the amount stated on the face of this agreement, (the “Contract Sum”), at the times stated on the face of this agreement.

4. Right to Stop Work. If Client fails to make payment when due, Contractor shall have the right to stop performance of the Project until Contractor has been paid all amounts due it, in which case a Change Order shall be issued to increase the Contract Sum and extend the Completion Date as compensation to Contractor for the costs (including reasonable markup for overhead and profit) and delays attributable to the stoppage of the Project.

5. Relationship of Parties. Contractor and each of its employees and agents are at all times performing as an independent contractor and not as an employee of Client.

6. Subcontractors. Contractor may in its discretion engage subcontractors to perform some or all of the Services, provided that each subcontractor will be bound by the terms of this Agreement, and Contractor assumes responsibility for the actions and omissions of the subcontractor

7. Licenses, Permits, Fees and Assessments. Client shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement. Client shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor’s performance of the Services required by this Agreement, and shall indemnify, defend and hold harmless Contractor against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against Contractor hereunder.

8. Asbestos and Other Hazardous Materials. Client acknowledges that Contractor is not qualified or licensed to identify, remove, or abate hazardous materials. Client represents that to the best of its knowledge, there is no asbestos or other hazardous materials to which Contractor or its employees or agents will be exposed in performing the Services at the Client’s work site. In the event that provision of the Services are likely to expose Contractor or its employees or agents to any such hazardous materials, Contractor may at its option elect to terminate this Agreement immediately upon written notice to Client.

9. Equipment and Supplies. Contractor agrees to furnish all equipment, materials, labor and supplies necessary to perform work to be completed by Contractor under this Agreement.

10. Condition of Work Site. Contractor shall at the end of each work day establish an orderly work area, keeping the work area free from accumulation of waste materials. Upon completion of the work, Contractor shall remove all of the Contractor's equipment and surplus materials.
11. Waste. Unless otherwise specified on the face of this agreement, Client will be solely responsible for the proper disposal of waste resulting from the Services, in compliance with all federal, state, county, city, and municipal laws, orders, ordinances, rules and regulations. Client shall pay all costs associated with disposal of such waste.
12. Insurance. Contractor shall procure and maintain workers' compensation insurance as required by law and commercial general liability in reasonable amounts.
13. Claims for Concealed or Unknown Conditions. If conditions are encountered at the Project which are concealed physical conditions which differ materially from those indicated in the bid or unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in activities of the character provided for in the Agreement, and if such conditions cause an increase in the Contractor's cost of, or time required for, performance, then there shall be an equitable adjustment in the compensation paid to Contractor and the Completion Date.
14. Termination. This Agreement may be terminated at any time under the following circumstances:
 - (a) In the event of a breach of any material provision of this Agreement, on 10 days' written notice by the non-breaching party to the other party, but only if such breach is not cured within 10 days after such notice is given. The notice shall specify the nature of the breach.
 - (b) By either party without the requirement of notice if a petition for relief under the laws of bankruptcy is filed by or against the other party, the other party makes an assignment for the benefit of creditors, or the other party is the subject of the appointment of a receiver, and such petition, assignment or appointment is not dismissed or vacated within thirty days.
15. Effect of Termination or Expiration. In the event this Agreement is terminated for any reason, Contractor shall be entitled to compensation for its services based on the Project's percentage of completion, and for the cost of materials that were utilized through the termination date.
16. Assignment. Neither party shall assign the rights nor delegate the duties arising hereunder, whether by operation of law or otherwise, without the prior written consent of the other. Any attempted assignment or delegation without such prior written consent shall be null and void.
17. Force Majeure. Neither party shall be liable, nor be deemed to be in default hereunder, for any delay or failure in performance, or interruption of services, resulting directly or indirectly from acts beyond the control of such party, including but not limited to acts of God,

labor disputes, acts of a public enemy, accidents, acts of war, governmental regulations, equipment breakdown, or any cause beyond the control of the parties hereto.

Item 4.


18. Promotional Displays and Photographs: Client hereby grants Contractor the right to post the Contractor's promotional sign on Client's property during the time of construction and to allow the Contractor to photograph the Work and to use such photographs in Contractor's promotions.

19. **NOTICE TO MINNESOTA OWNERS OF LIEN RIGHTS: ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

20. Entire Agreement. This Agreement, including all Exhibits, constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings between the parties, whether written or oral. This Agreement does not confer any rights or remedies upon any person or entity not a party hereto.

21. Amendment. No amendment or modification to this Agreement will be effective unless it is in writing and signed by duly authorized representatives of both parties.

22. Notices. Whenever notice is required or permitted to be given to a party under this Agreement, such notice must be given in writing and sent by certified mail, postage prepaid, to the appropriate party at the address set forth on page 1 of this Agreement.

Better Futures Minnesota		Preliminary Materials List						Date: 5-31-24		
Job:								Sq ft.: 6,400		
Client Name: City of Columbia Heights - Mitch Forney		# of Stories: 2				Property ID#:				
Address: 3851 Central Ave. NE, Columbia Heights, MN 55421										
E-Mail: mforney@columbiaheightsmn.gov		Notes: Partial, many new double-hung windows & copper								
Phone: 763-706-3674										
										
	DESCRIPTION OF ITEM	Mfg Name	Model #	Serial #	Dimension/Size WxHxD	QTY	UNIT	WEIGHT	TOTAL WEIGHT	VALUE
1	Top Floor					1	ea		0.00	
2	Window				34x36	1	ea		0.00	
3	Vanity (trashed) top & sink are in good shape				49x36x20	1	ea		0.00	
4	Mirror/medicine chest				16x26	1	ea		0.00	
5	Window				30x44	2	ea		0.00	
6	Kitchen window				35x36	1	ea		0.00	
7	Windows				27x36	2	ea		0.00	
8	Windows				35x45	7	ea		0.00	
9	Windows				28x53	3	ea		0.00	
10	Window				22x44	1	ea		0.00	
11	Entry door -solid, no hardware				36x79	1	ea		0.00	
12	3-mirror medicine chest				36x29	1	ea		0.00	
13	railings - wood					35	lin ft		0.00	
14	Throughout					1	ea		0.00	
15	Baseboard heaters - salvage metal - estimated					140	lin ft		0.00	
16	Copper - estimated					1	ea		0.00	
17	Ceiling tiles - estimated				2x4ft	1000	sq.ft.		0.00	