



**ECONOMIC DEVELOPMENT AUTHORITY**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Monday, October 07, 2024  
5:00 PM

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## **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 227 620 017 756** and **passcode 5LKT2A** . For questions please call the Community Development Department at 763-706-3670.

### **CALL TO ORDER/ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **INTRODUCTION OF NEW STAFF**

### **CONSENT AGENDA**

- 1. Approve September 3rd, 2024, Regular EDA Meeting Minutes (pg. 3)**
- 2. Approve the Financial Reports and Payment of the Bills for August 2024 (pg. 12)**

**MOTION:** Move to approve the Consent Agenda as presented.

### **BUSINESS ITEMS**

- 3. Façade Improvement Grant Report for Klash Drums located at 3988 Central Ave (pg. 27)**

**MOTION:** Move to waive the reading of Resolution 2024-25, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-25, 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 the owner of Klash Drums.

- 4. Approval of Demolition Contract for 4416 Central Ave (pg. 42)**

**MOTION:** Move to accept the proposal from Nitti Rolloff Services, in the amount of \$21,296.5 for the demolition of all buildings and site improvements, the cutting and capping of all utilities at the property line, and the regrading of the lot located at 4416 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

Tuesday, September 03, 2024

5:00 PM

## MINUTES

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

### CALL TO ORDER/ROLL CALL

Members present: Connie Buesgens; Rachel James; Amada Márquez Simula; Justice Spriggs; Marlaine Szurek

Members absent: KT Jacobs, Lamin Dibba

Staff Present: Mitchell Forney, Community Development Director; Aaron Chirpich, City Manager; Joe Kloiber, Finance Director; Sarah LaVoie, Administrative Assistant

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of August 05, 2024.
2. Approve financial reports and payment of bills for July 2024 – Resolution No. 2024-21.

*Motion by Buesgens, seconded by Márquez Simula, to approve the Consent Agenda as presented. All ayes of present. MOTION PASSED.*

### RESOLUTION NO. 2024-21

### A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF JULY 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JULY 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 July 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 3<sup>rd</sup> day of September, 2024

Offered by:       Connie Buesgens  
Seconded by:     Rachel James  
Roll Call:         All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:  
\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

**3. Adoption of the 2025 Budget and Authorization of the EDA and HRA Levies**

Forney reported in late August, the proposed budget for the 2025 fiscal year was distributed to the City Council. Before the City Council completes its final review of the proposed budget, the Columbia Heights Economic Development Authority (“EDA”) and the Housing and Redevelopment Authority in and for the City of Columbia Heights (“HRA”) are required to adopt fund budgets for Fund 204: EDA Administration and Fund 408: EDA Redevelopment Projects; and to authorize their



respective 2024 tax levies, payable in 2025.

Forney explained the EDA effectively has two separate tax levies after the City Council granted the EDA certain HRA powers in 1996. One tax levy is administered by the City under Minnesota Statutes, Section 469.107 on behalf of the EDA (the “EDA Levy”), and the other is a special benefit tax levy administered by the EDA under Minnesota Statutes, Section 469.033 on behalf of the HRA (the “HRA Levy”). The proposed fund budgets reflect total levy amounts within the statutory limits. For 2024, the EDA Levy would capture \$317,000 from the City’s estimated market land value, whereas the HRA Levy would net \$400,000. Combined, both levies result in a total net revenue of \$719,000.

Forney noted at the August 5<sup>th</sup> EDA meeting a few members of the EDA spoke about increasing the EDA or HRA levy to provide more funds for EDA initiatives and conduct increases in increments so that any later increases don’t need to be as large. A Levy Calculations Chart was provided in the meeting packet, which is a historical breakdown of EDA and HRA changes since 2008. As demonstrated by the chart there has not been an increase in the HRA levy since 2020. Since 2020 the City’s Market Value has increased by 27.48%. For 2025 staff are recommending a \$90,000 increase to the HRA levy. \$5,000 of this increase would cover the Home Energy Squad Program. While the remaining \$85,000 would be available for the affordable housing trust fund and any projects or initiatives it takes on. At the same time, the increase would constitute a 24% increase in the HRA levy. It follows just below the pattern if the HRA Levy had been incrementally increased every year. Staff are also recommending the additional funds be placed in the Affordable Housing Trust Fund for 2025 to make up for the reduced amount of LAHA funding received from the State. This can be altered next year to shift the additional income to other programs or initiatives. The \$400,000 amount highlighted above and established in Resolution 2024-23 is the budget after the addition of the \$90,000. In 2024 the EDA budgeted \$310,000 for the HRA Levy.

Forney stated that Staff’s recommendation is reflected in the attached resolutions. If, after further discussion, the EDA would like to alter the amount on the budget resolutions, amendment motions can be made at the meeting. The other remaining documents cover the breakdown of which priorities the levied funds are attributed to. For more detail, please refer to the attached summary budgets.

Questions/Comments from Members:

Buesgens asked if the maximum tax increase was ultimately increasing the total tax percentage by .5%. Forney replied that it was for both levies. The EDA levy is an operating levy. Buesgens asked if they would increase the maximum tax increase for the EDA levy. Forney replied that Staff were not proposing that. Buesgens asked if there was a reason for not doing that. Chirpich replied that the primary reason is the EDA levy is an operational staffing support levy. There is no need to increase it. The HRA levy is for housing initiatives and redevelopment. Forney added that the programs and grants come from the HRA levy.

Chirpich mentioned that the EDA levy could be used for project-based funding. In the past, the City has separated operations and programs into two compartments so that it is easier to track.

Buesgens asked if money could be moved from the EDA levy to the HRA levy. Chirpich replied that they could. Buesgens mentioned that she would like to expand the façade program to include landscaping.

Buesgens explained that she would like to see the HRA levy maxed in order to provide the EDA with more flexibility. Márquez Simula agreed and added that she would like to invest in the parking ramp and alleyway for businesses.

Chirpich asked what the capacity was to move beyond \$319,000. Forney replied that with the extra increase, it would be at \$400,000. For 2025, there is capacity for \$27,959 more than what could be pulled from the HRA levy. Chirpich replied that the commissioners were curious about the EDA levy and added that he believed it was about the same maximum. Forney mentioned that both levies could be increased to the maximum amount. The EDA levy gets rolled into the City's budget.

Forney explained that the EDA levy could max at just over \$100,000 and an additional \$27,000 for the HRA levy.

James noted on page 31 of the agenda packet, in blue it says 315,000 proposed for the EDA and asked if the \$427,959 was the maximum. Forney replied that the numbers were pulled prior to the last EDA meeting so the numbers are incorrect.

Buesgens asked Szurek if she was comfortable going the maximum. Szurek replied that she was.

Márquez Simula mentioned she would like to see how many residents are participating in the Home Energy Squad program. Forney replied that he would bring the numbers to the next meeting.

James suggested having the additional funds that are not already allocated for the HRA money could be put into the affordable home programming. She wondered if the \$100,000 for the EDA levy could be set aside as a potential future discussion on what to do with it. Chirpich replied that it was possible.

Forney explained in fund 408 there is a breakdown of where all the money is allocated. He asked if the EDA had a general idea of where they would like to allocate the extra funds. Chirpich added that the allocation could happen at a later date. Szurek suggested waiting until the budget was complete and the EDA could address it then. Forney replied that they could readdress the allocations in October.

Forney noted that the EDA would need to make a motion to amend the Resolution to reflect the changed number. Chirpich added that the maximum for the HRA levy allowed for \$427,959; however, Staff recommended only \$400,000 to leave some wiggle room. Buesgens asked why Staff

wanted some wiggle room. Forney replied that it was based on the market value.

Márquez Simula noted an error of a number under “Now Therefore, Be It Resolved” on page 33 of the Agenda Packet.

Kloiber reviewed the levy budget. He noted that there are components that the City Council will adopt. The estimated General Fund levy, Library levy, and EDA Fund levy are estimated to be \$18,066,000. He explained that the EDA tax amount is not on the property tax statements for residents since it is combined with the City’s general levy. The HRA levy is not combined with the tax statement but instead, it is combined into other special districts on the tax statement.

Kloiber explained that Staff is proposing an 8% gross tax levy increase. Due to the increase in fiscal disparities this year, local taxpayers are not picking up the full 8% increase but would be picking up 5%.

Kloiber noted that the limit is based on the market value for the EDA and HRA levy. The EDA levy limit is \$419,402 and the HRA levy’s limit is \$427,959. Staff had originally budgeted for \$317,000 for the EDA levy and \$400,000 for the HRA levy. If the EDA chose to increase the EDA levy by \$90,000; the gross tax levy would increase to 8.5% and taxpayers would pick up 5.8%.

Kloiber reviewed the fiscal disparities trend from 2020-2025. He noted that it is possible to see a permanent contraction in the commercial real estate base relative to residential values. There is less of a need for office space as people are working remotely.

Forney asked Kloiber what the buffer should be in order to have some wiggle room in the levies. Kloiber replied that the market value is not controllable. He explained that if the money is used for one time projects that are flexible, then it is not a big deal to increase the levy. If the maximum is requested by the EDA for the HRA levy and the market declines, it could cause the statutory to be rolled back in the levy. If the funds are being used for operational uses, such as a position, it could cause issues because the EDA would rely on the funds coming through.

Buesgens asked if positions could be funded through the general fund instead of the EDA levy so that it would not have to be relied on having the EDA funds to come through. Kloiber replied that about \$200,000 of the general fund is transferred to Community Development fund 201 to pay for planning functions that are not covered by fees. General funds are not paying for any EDA functions.

Buesgens asked the EDA if they should increase the percentage. The commissioners agreed that the percentage should be increased. Spriggs added that the goal was to save up more for future projects.

Buesgens proposed doing raising the EDA Levy to \$375,000 and the HRA levy to \$425,000.

*Motion by James, seconded by Spriggs, to amend Resolution No. 2024-22, to set the EDA budget at \$375,000. All ayes of present. MOTION PASSED.*

*Motion by James, seconded by Spriggs, to waive the reading of Resolution No. 2024-22, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by James, seconded by Spriggs, to approve the amended Resolution No. 2024-22, a Resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and setting the 2024 tax levy, payable in 2025. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by James, to amend Resolution No. 2024-23, to set the HRA levy at \$425,000. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by James, to waive the reading of Resolution No. 2024-23, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by James, to approve the amended Resolution No. 2024-23, a Resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and authorizing a special benefit tax levy, payable in 2025. All ayes of present. MOTION PASSED.*

#### **RESOLUTION NO. 2024-22**

#### **A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2025 AND SETTING THE 2024 TAX LEVY, PAYABLE IN 2025.**

**BE IT RESOLVED**, by the Columbia Heights Economic Development Authority (the “EDA”) as follows:

**WHEREAS**, the City of Columbia Heights (the “City”) established the EDA by an enabling resolution adopted on January 8, 1996, pursuant to Minnesota Statutes 469.090 to 469.1081 (the “EDA Act”); and

**WHEREAS**, the City Council of the City has given to the EDA the responsibility for all development and redevelopment projects and programs; and

**WHEREAS**, under Section 469.107 of the EDA Act, the City is authorized to levy a tax for the benefit of the EDA on its area of operation for the purposes authorized under the EDA Act, subject to the approval of the City Council;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA adopts and requests the City Council’s approval of its budget in the amount of ~~\$317,000~~ **\$375,000** for 2025; and

**BE IT FURTHER RESOLVED**, that the EDA adopts and requests the City Council’s approval of an EDA tax levy under Section 469.107 of the EDA Act, in the amount of ~~\$317,000~~ **\$375,000** for taxes payable in

2025; and

**BE IT FURTHER RESOLVED**, that the Executive Director is instructed to transmit a copy of this resolution to the City Manager, Finance Director, and City Clerk of the City of Columbia Heights, Minnesota.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 3<sup>rd</sup> day of September, 2024

Offered by: Rachel James  
Seconded by: Justice Spriggs  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**RESOLUTION NO. 2024-23**

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2025 AND AUTHORIZING A SPECIAL BENEFIT TAX LEVY, PAYABLE IN 2025.**

**BE IT RESOLVED**, by the Columbia Heights Economic Development Authority (the "EDA") as follows:

**WHEREAS**, the City of Columbia Heights (the "City") established the EDA by an enabling resolution adopted on January 8, 1996, pursuant to Minnesota Statutes 469.090 to 469.1081 (the "EDA Act"); and

**WHEREAS**, the City Council granted the EDA all powers and duties of a housing and redevelopment authority by an enabling resolution and ordinance adopted on October 22, 2001, pursuant to Minnesota Statutes 469.001 to 469.047 (the "HRA Act"), except certain powers that are allocated to the Housing and Redevelopment Authority in and for the City of Columbia Heights (the "HRA"); and

**WHEREAS**, under Section 469.033 of the HRA Act, the EDA is authorized to levy a special benefit tax, in an amount not to exceed .0185 percent of the City’s estimated market value (the “HRA Levy”); and

**WHEREAS**, by separate resolution, the EDA has before it for consideration a copy of the EDA budget for the fiscal year of 2025, and the proposed amount of the HRA Levy, payable in 2025, is based on said budget;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA hereby adopts an HRA Levy payable in 2025 of ~~\$4000,000~~ **\$425,000** under Section 469.033 of the HRA Act; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Columbia Heights Economic Development Authority hereby directs staff to take such actions necessary to file with the City and certify with the County of Anoka County, the HRA Levy in the amount of ~~\$4000,000~~ **\$425,000** for taxes payable in 2025 under Section 469.033 of the HRA Act.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 3<sup>rd</sup> day of September, 2024

Offered by: Justice Spriggs  
Seconded by: Rachel James  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

Forney mentioned that the City owns a property north of Pepe. Pepe is looking to purchase a small garage and would like to see if the EDA would be interested in selling the lot. The owner is interested in building a restaurant and event space. Staff believe it is highly unlikely, but if the EDA is interested in having a restaurant in the area, Staff could speak with the buyer. The owner of Pepe’s would need to demolish the garage and turn it into a restaurant.

James asked what the value of the property would be if it were sold. Forney replied that they did not know.

Buesgens stated the lot was not big enough and suggested holding onto the property. Szurek agreed.

**ADJOURNMENT**

*Motion by Buesgens, seconded by Márquez Simula, to adjourn the meeting at 5:54 pm. All ayes.  
MOTION PASSED.*

Respectfully submitted,



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Sarah LaVoie, Recording Secretary

**RESOLUTION NO. 2024-24**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF AUGUST 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF AUGUST 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 August 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 7<sup>th</sup> day of October 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 08/01/2024 - 08/31/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 1404 408.6414.43050	DECONSTRUCTION 4416 CENTRAL AVE	BETTER FUTURES MN	07/08/24	INV1570	5,505.00
			Total For Check 1404		5,505.00
Check 199779 204.6314.43250	COMM DEV ADMIN (2.3%) INTERNET 0	ARVIG ENTERPRISES, INC	05/28/24	052824	16.54
			Total For Check 199779		16.54
Check 199806 408.6411.44600	FACADE IMPROVEMENT GRANT 2024	GOLDEN NUTS, LLC	07/22/24	072224	5,000.00
			Total For Check 199806		5,000.00
Check 199807 408.6418.44600	FIRE SUPPRESSION GRANT	H M PROPERTIES LLC	07/23/24	072324	2,872.50
			Total For Check 199807		2,872.50
Check 199815 408.6414.43050	CL205-00089 4416 CENTRAL AVE NE	KENNEDY & GRAVEN	07/16/24	182463	27.00
			Total For Check 199815		27.00
Check 199836 408.6411.44600	FACADE IMPROVEMENT GRANT 2024	SARNA'S RESTAURANT INC	07/23/24	072324	5,000.00
			Total For Check 199836		5,000.00
Check 199841 204.6314.43050	EDA MINUTES 070124	TIMESAVER OFF SITE SECRETF	07/12/24	M29322	264.00
			Total For Check 199841		264.00
Check 199865 392.7000.44600	1ST HALF DISTRICT BB2 2024	COLLIERS FUNDING LLC	07/25/24	072524	384,272.44
			Total For Check 199865		384,272.44
Check 199866 372.7000.44600	1ST HALF DISTRICT T6 2024	COLUMBIA HEIGHTS LEASED	07/25/24	072524	378,689.99
			Total For Check 199866		378,689.99
Check 199867 375.7000.44600	1ST HALF DISTRICT Z6 2024	COLUMBIA HEIGHTS LEASED	07/25/24	072524	93,502.02
			Total For Check 199867		93,502.02
Check 199885 408.6411.44600	FACADE IMPROVEMENT GRANT NEW SIG	HEIGHTS GRAND BALLROOM INC	07/30/24	07302024	5,000.00
			Total For Check 199885		5,000.00
Check 199900 204.6314.43210	072624 10013121 PHONE COMMDEV	AD POPP.COM INC	07/26/24	992842096	18.30
			Total For Check 199900		18.30
Check 199905 204.6314.43050	2023 AUDIT ENGAGEMENT	REDPATH AND COMPANY LLC	06/30/24	150488436	485.00
			Total For Check 199905		485.00
Check 199981 204.6314.43210	073024 -10010429 COM DEV ADMINI	POPP.COM INC	07/31/24	992843145	
			Total For Check 199981		

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 199996 204.6314.44330	MEMBERSHIP 080124-073125	TWIN CITIES NORTH CHAMBER	07/11/24	2022275	375.00
			Total For Check 199996		375.00
Check 200095 204.6314.43250	081524 934571297 COMM DEV ADMIN	COMCAST	08/15/24	212645805	24.54
			Total For Check 200095		24.54
Check 200140 228.6317.42171	BOLTS, STEEL-PARKING RAMP	MENARDS CASHWAY LUMBER-FRI	07/16/24	12394	15.93
			Total For Check 200140		15.93
Check 200171 204.6314.43050	EDA MINUTES 080524	TIMESAVER OFF SITE SECRETF	08/14/24	M29401	256.25
			Total For Check 200171		256.25
Check 200181 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	08/08/24	1122994882	630.20
			Total For Check 200181		630.20

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	1,453.41
				Fund 228 DOWNTOWN PARKING	646.13
				Fund 372 Huset Park Area TIF (T6)	378,689.99
				Fund 375 TIF Z6: 47TH & GRAND	93,502.02
				Fund 392 TIF BB2 ALATUS 40TH AV	384,272.44
				Fund 408 EDA REDEVELOPMENT PROJE	23,404.50
Total For All Funds:					881,968.49
--- TOTALS BY GL DISTRIBUTION ---					
	204.6314.43050			2023 AUDIT ENGAGEMENT	1,005.25
	204.6314.43210			072624 10013121 PHONE COMMDEV ADI	32.08
	204.6314.43250			COMM DEV ADMIN (2.3%) INTERNET 0	41.08
	204.6314.44330			MEMBERSHIP 080124-073125	375.00
	228.6317.42171			BOLTS, STEEL-PARKING RAMP	15.93
	228.6317.43810			ELECTRIC	630.20
	372.7000.44600			1ST HALF DISTRICT T6 2024	378,689.99
	375.7000.44600			1ST HALF DISTRICT Z6 2024	93,502.02
	392.7000.44600			1ST HALF DISTRICT BB2 2024	384,272.44
	408.6411.44600			FACADE IMPROVEMENT GRANT 2024	15,000.00
	408.6414.43050			DECONSTRUCTION 4416 CENTRAL AVE 1	5,532.00
	408.6418.44600			FIRE SUPPRESSION GRANT	2,872.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	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

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	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	128,024.57	91,975.43	58.19
204.0000.31014	AREA WIDE TAX	90,000.00	0.00	0.00	29,083.41	60,916.59	32.31
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(1,579.24)	1,579.24	100.00
204.0000.31800	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	23.16	(23.16)	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	155,439.04	154,560.96	50.14
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	155,469.04	158,230.96	49.56
TOTAL REVENUES		313,700.00	0.00	0.00	155,469.04	158,230.96	49.56
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43045	ATTORNEY FEES-OTHER	0.00	0.00	0.00	1,938.00	(1,938.00)	100.00
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,500.00	375.00	256.25	4,880.75	(2,755.75)	210.23
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	13.78	589.60	110.40	84.23
204.6314.43220	POSTAGE	500.00	0.00	0.00	1,132.27	(632.27)	226.45
204.6314.43250	OTHER TELECOMMUNICATIONS	400.00	0.00	24.54	270.06	129.94	67.52
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	2,133.36	1,066.64	66.67
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	6,066.64	3,033.36	66.67
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	375.00	125.00	75.00
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	485.00	(485.00)	100.00
OTHER SERVICES & CHARGES		24,100.00	375.00	1,319.57	19,639.88	4,085.12	83.05
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	203,800.00	0.00	8,849.24	121,075.09	82,724.91	59.41
204.6314.41210	P.E.R.A. CONTRIBUTION	15,300.00	0.00	609.48	9,256.17	6,043.83	60.50
204.6314.41220	F.I.C.A. CONTRIBUTION	15,800.00	0.00	664.64	10,060.32	5,739.68	63.67
204.6314.41300	INSURANCE	23,400.00	0.00	215.95	13,530.86	9,869.14	57.82
204.6314.41510	WORKERS COMP INSURANCE PREM	1,600.00	0.00	30.96	703.88	896.12	
PERSONNEL SERVICES		259,900.00	0.00	10,370.27	154,626.32	105,273.68	

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	122.50	77.50	61.25
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	37.69	162.31	18.85
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		800.00	0.00	0.00	160.19	639.81	20.02
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	28,900.00	0.00	2,408.33	19,266.64	9,633.36	66.67
CONTINGENCIES & TRANSFERS		28,900.00	0.00	2,408.33	19,266.64	9,633.36	66.67
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
		313,700.00	375.00	14,098.17	193,693.03	119,631.97	61.86
TOTAL EXPENDITURES							
		313,700.00	375.00	14,098.17	193,693.03	119,631.97	61.86
Fund 204 - EDA ADMINISTRATION:							
	TOTAL REVENUES	313,700.00	0.00	0.00	155,469.04	158,230.96	49.56
	TOTAL EXPENDITURES	313,700.00	375.00	14,098.17	193,693.03	119,631.97	61.86
	NET OF REVENUES & EXPENDITURES	0.00	(375.00)	(14,098.17)	(38,223.99)	38,598.99	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	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	2,066.64	1,033.36	66.67
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	0.00	1,218.24	781.76	60.91
228.6317.43810	ELECTRIC	13,000.00	0.00	630.20	6,008.40	6,991.60	46.22
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	1,396.00	8,765.93	25,619.77	26.80
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	2,284.53	18,059.21	36,426.49	33.89
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
SUPPLIES							
228.6317.42171	GENERAL SUPPLIES	0.00	0.00	0.00	15.93	(15.93)	100.00
SUPPLIES		0.00	0.00	0.00	15.93	(15.93)	100.00
Total Dept 6317 - DOWNTOWN PARKING		56,600.00	614.30	2,284.53	18,075.14	37,910.56	33.02
TOTAL EXPENDITURES		56,600.00	614.30	2,284.53	18,075.14	37,910.56	33.02
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	2,284.53	18,075.14	37,910.56	33.02
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	(2,284.53)	(18,075.14)	18,689.44	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	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	483,721.97	366,278.03	56.91
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	284,673.50	(284,673.50)	100.00
TAXES		850,000.00	0.00	0.00	768,395.47	81,604.53	90.40
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	768,395.47	86,604.53	89.87
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TOTAL REVENUES		855,000.00	0.00	0.00	768,395.47	86,604.53	89.87
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Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.44600	LOANS & GRANTS	550,000.00	0.00	0.00	378,689.99	171,310.01	68.85
OTHER SERVICES & CHARGES		550,000.00	0.00	0.00	378,689.99	171,310.01	68.85
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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	50,200.00	0.00	100.00
372.7000.46200	FISCAL AGENT CHARGES	1,500.00	1,200.00	0.00	575.00	(275.00)	118.33
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	1,200.00	0.00	190,775.00	725.00	99.62
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Total Dept 7000 - BONDS		742,700.00	1,200.00	0.00	569,464.99	172,035.01	76.84
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TOTAL EXPENDITURES		742,700.00	1,200.00	0.00	569,464.99	172,035.01	76.84
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Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		855,000.00	0.00	0.00	768,395.47	86,604.53	89.87
TOTAL EXPENDITURES		742,700.00	1,200.00	0.00	569,464.99	172,035.01	76.84
NET OF REVENUES & EXPENDITURES		112,300.00	(1,200.00)	0.00	198,930.48	(85,430.48)	176.07



REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BGD USED
Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
	TAXES	0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
TOTAL REVENUES		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	10,389.11	(10,389.11)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
	TAXES	0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
TOTAL REVENUES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
392.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TAXES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TOTAL REVENUES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
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
392.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	384,272.44	(384,272.44)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	384,772.44	(384,772.44)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	384,772.44	(384,772.44)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	384,772.44	(384,772.44)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	384,772.44	(384,772.44)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	19,724.87	(19,724.87)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
393.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	15,641.34	(15,641.34)	100.00
TAXES		0.00	0.00	0.00	15,641.34	(15,641.34)	100.00
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
<b>Total Dept 0000 - NON-DEPARTMENTAL</b>							
		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
<b>TOTAL REVENUES</b>							
		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
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
<b>Total Dept 7000 - BONDS</b>							
		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
<b>TOTAL EXPENDITURES</b>							
		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL:							
<b>TOTAL REVENUES</b>		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
<b>TOTAL EXPENDITURES</b>		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
<b>NET OF REVENUES &amp; EXPENDITURES</b>		300.00	0.00	0.00	14,176.34	(13,876.34)	4,725.45

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	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	130,509.32	104,490.68	55.54
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	30,058.02	44,941.98	40.08
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(2,339.37)	2,339.37	100.00
TAXES		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
TOTAL REVENUES		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	269.00	(269.00)	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	5,167.89	(5,167.89)	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	20,167.89	(20,167.89)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	0.00	0.00	0.00	19,374.34	(19,374.34)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	19,374.34	(19,374.34)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		0.00	0.00	0.00	19,374.34	(19,374.34)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	9,504.22	71,922.50	164,291.50	(173,795.72)	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	0.00	11,839.12	(11,839.12)	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	9,504.22	71,922.50	176,625.83	(86,130.05)	186.13
CAPITAL OUTLAY							
408.6414.45110	LAND	210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87
CAPITAL OUTLAY		210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 08/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 08/31/24	YTD BALANCE 08/31/2024	UNENCUMBERED BALANCE	% BGD USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
Total Dept 6414 - COMMERCIAL REVITALIZATION		310,000.00	9,504.22	71,922.50	403,145.38	(102,649.60)	133.11
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
Total Dept 6418 - FIRE SUPPRESSION GRANT		0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
TOTAL EXPENDITURES		310,000.00	9,504.22	71,922.50	517,123.61	(216,627.83)	169.88
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
TOTAL EXPENDITURES		310,000.00	9,504.22	71,922.50	517,123.61	(216,627.83)	169.88
NET OF REVENUES & EXPENDITURES		0.00	(9,504.22)	(71,922.50)	(358,895.64)	368,399.86	100.00
TOTAL REVENUES - ALL FUNDS							
		7,484,000.00	0.00	0.00	1,634,129.73	5,849,870.27	21.83
TOTAL EXPENDITURES - ALL FUNDS							
		7,371,400.00	11,693.52	88,305.20	1,779,327.23	5,580,379.25	24.30
NET OF REVENUES & EXPENDITURES		112,600.00	(11,693.52)	(88,305.20)	(145,197.50)	269,491.02	139.33



<b>AGENDA SECTION</b>	<b>BUSINESS ITEMS</b>
<b>MEETING DATE</b>	<b>10/07/2024</b>

<b>ITEM:</b>	<b>Façade Improvement Grant Report for Klash Drums located at 3988 Central Ave</b>	
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b> Mitchell Forney 10-2-24

**BACKGROUND:**

This report pertains to 2024 Façade Improvement Grant application for 3988 Central Ave. The property/business owner is applying for the façade improvement grant to refurbish its wall sign and replace two vinyl awnings, one on 40<sup>th</sup> Ave and one on Central. A rendering of the proposed panel sign replacement has been included in the packet. The owner was able to receive one bid. In the attempt to reuse the current signage structures the property owner sought a bid from the original installer. The bid came in at \$5,766, which sets them up for a grant amount of \$2,883. Community Development Staff recommend funding the project in full as it is a great re-use of existing signage and improves on the current conditions to reflect the new business at this location. Klash has been in operation since approximately June but has yet to update its signage to reflect the new business.

The EDA has approved 7 façade improvement grant applications, approving \$34,244 this year with \$2,883 being asked for at this meeting. This leaves \$12,873 in Façade Improvement Grant funds for the remainder of the year.

<b>RECOMMENDED MOTION(S):</b>
<b>MOTION:</b> Move to waive the reading of Resolution 2024-25, there being ample copies available to the public.
<b>MOTION:</b> Move to adopt Resolution 2024-25, 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 the owner of Klash Drums.

**ATTACHMENT(S):**

- 1. Resolution 2024-25**
- 2. Sample Façade Improvement Grant Agreement**
- 3. 3988 Central Ave Application**

**RESOLUTION NO. 2024-25**

**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 KTJ PROPERTY LLC**

**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 KTJ Property LLC
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**

Adopted this 7<sup>th</sup> day of October, 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



## FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT (“**Agreement**”), dated this \_\_\_ day of \_\_\_\_\_, 2024 (the “**Effective Date**”), is entered into by and between KTJ Property LLC, the owner (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

### RECITALS

WHEREAS, Grantee is the owner of certain Property located at 3988 Central Ave NE in the City of Columbia Heights (the “**City**”), Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

WHEREAS, the EDA, in cooperation with the City and its police department, has instituted a Façade Improvement Grant Program (the “**Program**”) for the purpose of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity;

WHEREAS, as part of the Program, the EDA has proposed to make grants of money in the maximum amount of \$5,000.00 per parcel of real property, to property owners, tenants, or nonprofit organizations, in order to revitalize, rehabilitate, and restore exterior store fronts within the Central Business District in the City (the “**CBD**”), increase business vitality and economic performance in the CBD, and in certain instances, to provide monitored surveillance within the CBD; and

WHEREAS, Grantee desires to participate in the Program, on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and of the agreements hereinafter contained, the parties agree as follows:

1. Property Improvements: Grantee agrees to complete the improvements at the Property that are identified on Exhibit B attached hereto (the “**Improvements**”), subject to the following terms and conditions:
  - a. If requested by the EDA, Grantee shall provide plans and specifications to the EDA, detailing the Improvements to be constructed (the “**Plans**”). If Grantee wishes to revise the Plans, Grantee must submit the revised Plans to the EDA at the address provided herein. The EDA shall give written notice of its approval or disapproval of the revisions to the Plans, and if the EDA does not give such written approval or disapproval within ten (10) business days after receipt of Grantee’s revised Plans, the EDA shall be deemed to have approved the revisions to the Plans.
  - b. The Improvement shall be constructed consistently with the Plans, as the same may be revised pursuant to Section 1(a) herein. The cost to complete

construction of the Improvements shall be defined as the “**Improvement Costs.**” The Improvements shall be completed in a first-class manner, consistent with the Plans, if any, and in compliance with all applicable laws, rules, and regulations. Grantee shall obtain all required permits and approvals from the City and any other governing authority with jurisdiction over the Property related to the construction of the Improvements. The out-of-pocket costs for such permitting and approvals shall be the responsibility of Grantee, provided the same shall be included in the definition of “Improvement Costs,” and subject to the provisions of Section 2 of this Agreement.

- c. Grantee agrees to commence the Improvements within sixty (60) days following the Effective Date, and to complete the Improvements within six (6) months following the issuance of all necessary building permits, but in no event later than eight (8) months following the Effective Date.
2. Payment of Grant Funds: Grantee shall be responsible for making initial payment to all contractors involved in the construction of the Improvements. Upon final completion of the Improvements, Grantee shall make a written request to the EDA for reimbursement of one-half (1/2) of the actual Improvement Costs incurred by Grantee, but in no event shall the reimbursement exceed Five Thousand Dollars (\$5,000.00). The written request shall include:
- a. Proof of final inspection of the Improvements by the City building inspector;
  - b. Before and after photographs of the Property, reflecting the Improvements made (as well as follow-up transmission of electronic files of such photographs), and reflecting that the Improvements were completed consistently with any approved Plans;
  - c. A copy of the final invoice(s) received from the contractor(s) who completed the Improvements; and
  - d. Proof of payment of invoice(s) that comprised the Improvement Costs.

Following Grantee’s written request for reimbursement, Grantee shall cooperate with the EDA in delivering to the EDA such follow-up information as is reasonably requested by the EDA in order to review the Improvements and Improvement Costs reimbursement request. Within twenty-one (21) days following receipt of Grantee’s written request for reimbursement of Improvement Costs, the EDA shall: (i) make payment of the reimbursement, (ii) send Grantee written explanation of such other items of information as are needed by the EDA to evaluate the reimbursement request, or (iii) send Grantee written explanation of the EDA’s reasons for denial of repayment of any of Grantee’s requested reimbursement.

3. Liability for Improvements: Neither the City nor the EDA shall in any event be liable to the Grantee, nor to any of its agents, employees, guests or invitees at the Property for, and the Grantee shall indemnify, save, defend, and hold harmless the City and the EDA from, any claims or causes of action, including attorney’s fees incurred by the City or the EDA, arising from defect or claimed defect of any of the Improvements,

or arising from any action of the City or the EDA under this Agreement. This section shall survive the termination or expiration of this Agreement.

- 4. Written Notice: Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

<p><u>If to the EDA:</u></p> <p>Columbia Heights EDA          Community Development Department          590 40<sup>th</sup> Avenue N.E.          Columbia Heights, MN 55421</p>	<p><u>If to Grantee:</u></p> <p>KTJ Property LLC          3988 Central Ave NE          Columbia Heights, MN 55421</p>
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- 5. Captions; Choice of Law; Etc. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the subject matter contained herein. There are no verbal agreements that change this Agreement. This Agreement binds and benefits the parties hereto and their successors and assigns. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

*[Signatures to Appear on Following Page]*

IN WITNESS WHEREOF, Grantee and the EDA have signed this Agreement as of the day and year first above written.

**GRANTEE:**

KTJ PROPERTY LLC THE OWNER

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EDA:**

COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION OF PROPERTY**

COLUMBIA HEIGHTS ANNEX TO MINNEAPOLIS, ANOKA COUNTY, MINNESOTA  
LOTS 1 & 2 BLK 62 COL HTS ANNEX

**EXHIBIT B**

**PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT**

This attachment contains a summary of the project identified in the application for the Façade Improvement Grant Program. The Summary reflects the Grantee’s proposed project as approved by the EDA on October 7<sup>th</sup>, 2024, and may reflect minor changes to the total cost and minor changes in the proposed project that occurred subsequent to application submission. The application is incorporated into this grant agreement by reference and is made a part of this grant agreement as follows. If the application or any provision in this application conflicts with or is inconsistent with other provisions of this agreement or the project summary contained in this Attachment B, the terms and descriptions contained in this grant agreement and the project summary shall prevail.

Project summary: furnish, install and replace one exterior cabinet sign and replace two custom vinyl panels totaling an amount equal to \$5,766

THE CITY OF COLUMBIA HEIGHTS

FACADE IMPROVEMENT GRANT PROGRAM

COMMUNITY DEVELOPMENT

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER: 45-3048573

PROPERTY OWNER INFORMATION  Check if Applicant

Name: Jeremy Krueh Year Purchased: 2023  
 Address: 7874 Alden Way, NE Fridley MN 55432  
 Telephone: 612-242-2039 Email Address: Klashdroms@live.com

BUSINESS INFORMATION  Check if Applicant

Business Name: KTTJ Property LLC  
 Primary Contact: Jeremy Krueh  
 Address: 3990 Central Ave NE, Columbia Heights MN 55421  
 Telephone: 612-242-2039 Email Address: ktjpropertyllc@gmail.com  
 Type of Business: Real Estate Holding

Check the appropriate type of ownership:

- The business owns the property
- The business leases the property

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements:

New awnings and Light up sign.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe any other improvements, if applicable:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Cost of Improvements: \$8000

Have you engaged the services of a Contractor, Designer, or Architect:  Yes  No

Would you be able to complete the improvements this year:  Yes  No

Would you allow the placement of surveillance cameras on your property or business:  Yes  No

**APPLICATION PROCESS**

- 1. The following documents must accompany a completed application:
  - a. Proof of property ownership or lease.
  - b. Written consent from the property owner giving permission to conduct the façade improvements.
  - c. Color photographs of existing storefront façade conditions.
  - d. Two or more competitive proposals from contractors.
  - e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.
  
- 2. Process after application submission:
  - a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
  - b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
  - c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

**APPLICANT ACKNOWLEDGEMENTS**

- 1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
- 2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
- 3. The Applicant acknowledges that they have read the Façade Improvement Grant Program and Design Guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed. Additionally, if identified by the Police Department that an Applicant qualifies for the installation of surveillance cameras, the Applicant shall be required to allow the City to place surveillance cameras on the front façade of certain buildings.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

  
\_\_\_\_\_  
APPLICANT'S SIGNATURE

10/1/24  
\_\_\_\_\_  
DATE




  
 \_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE

 \_\_\_\_\_  
 DATE

10/01/24

## PROGRAM OVERVIEW

In a collaborative effort with the Columbia Heights Police Department (the "CHPD"), the Columbia Heights Economic Development Authority (the "EDA") offers a Façade Improvement Grant Program (the "Grant Program"). The purpose of the Grant Program is to encourage businesses and commercial property owners to revitalize, rehabilitate, and restore exterior store fronts, but also for the CHPD to provide monitored surveillance in the City to reduce the incident rate of criminal activity, as well as increase business vitality and economic performance. The Grant Program reimburses businesses or commercial property owners for eligible improvements up to fifty percent (50%) of the total project cost; for a maximum reimbursement of \$5,000. Moreover, if determined by the CHPD that an exterior surveillance system is warranted, the EDA will install surveillance equipment to monitor adjacent businesses and properties, as well as parks and open spaces.

### ELIGIBLE APPLICANTS

Applicants must be an owner of a commercial property, a commercial tenant with approval from the property owner(s), or a 501(c)(3) organization in the City of Columbia Heights (the "City") located along 37<sup>th</sup> Avenue NE, 37<sup>th</sup> Place NE, 40<sup>th</sup> Avenue NE, University Avenue NE, or Central Avenue NE. Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.

### ELIGIBLE FAÇADE IMPROVEMENTS

Façade improvements must be visible from a public street, completed by a licensed contractor, and comply with one or more of the following eligible façade improvements:

- Architectural Improvements
- Canopy or Awning Installation or Repair
- Exterior lighting
- Exterior Painting, Re-siding, or Professional Cleaning
- Green Façade Improvement (i.e. Living Wall, ecofriendly [non-VOC] paint, reclaimed wood, etc.)
- Installation of New or Renovated Attached Signage (Excluding LED)
- Masonry Repairs or Tuck-pointing
- Replacement of Windows and Doors
- Restoration of Exterior Finishes and Materials
- Any other exterior façade improvement physically attached to the primary structure approved by the EDA

Please note: Labor costs of a contractor, including necessary design work are eligible costs for reimbursement through the Grant Program. Ineligible costs include, but are not limited to, new construction, interior renovations, repair or replacement of a roof, improvements to an alley façade, improvements started prior to receiving a signed grant agreement from the EDA, and any other improvements not listed above.

### EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

The CHPD shall review all Grant Program applications submitted to determine if the installation of an exterior surveillance system is warranted. If it is determined that an exterior surveillance system is warranted, the applicant will then be required to enter into a Lease Agreement with the EDA. The Lease Agreement will allow the EDA to (1) install security cameras on the exterior of the primary structure; (2) install recording equipment

Riffland Solutions Inc  
 12261 Juniper Street NW  
 Minneapolis MN 55448



Item 3.

# Estimate

Date	Estimate #
6/24/2024	4834-2024

Name / Address
Klash Drums Jeremy Krueth 3990 Central Ave. NE Columbia Heights, MN 55421

Description	Qty	Rate	Total
Job Description Klash Exterior Cabinet Sign Replacement Graphics & Installation (2) panels Size:21" x 120" Stock: 3M 3630 Translucent Vinyl (Two Sided Backlit) NEW Cut vinyl per customer color specs. 3M 3630 - Black Installation Remove Existing Graphic Panels and Replace with NEW. Bucket Truck-Rental to install new panels with a preliminary site survey. Removal of old panels and disposal of old panels.	1	2,079.00	2,079.00T
Courier Panels to Installation Site	1	65.00	65.00T

50% Deposit and Signed Agreement to Start. Remaining balance to be paid upon receipt.	<b>Subtotal</b>	\$2,144.00
	<b>Sales Tax (8.125%)</b>	\$174.20
	<b>Total</b>	\$2,318.20

Riffland Solutions Inc  
 12261 Juniper Street NW  
 Minneapolis MN 55448



Item 3.

# Estimate

Date	Estimate #
6/24/2024	4833-2024

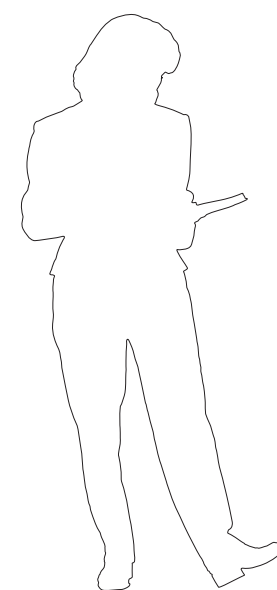
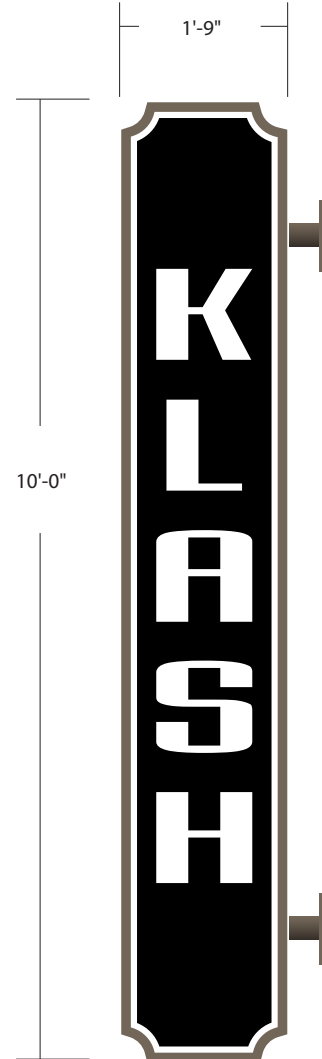
Name / Address
Klash Drums Jeremy Krueth 3990 Central Ave. NE Columbia Heights, MN 55421

Description	Qty	Rate	Total
Job Description Klash Exterior Cabinet Sign Replacement Graphics & Installation (2) Size:21" x 120" Stock: 3M 3630 Translucent Vinyl (Two Sided Backlit) No Imprint -All cut vinyl per customer color specs. 3M 3630 - Black Installation Remove Existing Graphic Panel Vinyl Overlays and Apply New Graphics	1	1,986.00	1,986.00T
Bucket Truck-Rental to remove the panels and the return installation along with a preliminary site survey	2	650.00	1,300.00
DISCLAIMER: -----*Total price pending removal of existing graphics in case of weather/sun bake. This would result in cracking of the existing vinyl which in turn would take more time on the existing graphic removal and be charged at an hourly rate of \$65/hr.			

50% Deposit and Signed Agreement to Start. Remaining balance to be paid upon receipt.	<b>Subtotal</b>	\$3,286.00
	<b>Sales Tax (8.125%)</b>	\$161.38
	<b>Total</b>	\$3,447.38



10" Item 3.









AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	10/07/2024

ITEM:	Approval of Demolition Contract for 4416 Central Ave	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 10-3-24

**BACKGROUND:**

Earlier this year, the EDA purchased the property located at 4416 Central Ave to hold the site for redevelopment. In July the EDA partnered with the nonprofit Better Futures to deconstruct the garage and various finishes within the home. At first the fire department had expressed its interest in utilizing the property for a training burn. After further review the fire department decided that the home was too close to the neighboring property to conduct a burn without possibly damaging the other home. The fire department will still utilize the home for training as the EDA prepares it for demolition.

Staff prepared bid sheets and submitted bid requests to several contractors and received six bids. To make the project easier to bid on, the EDA had taken on the environmental testing and removal of all personal items and hazardous materials from the building. As part of the demolition bid, the contractor is responsible for the removal of all outbuildings and site improvements on the property. This also includes the removal and capping of the water and sewer lines at the property line to prepare the site for redevelopment. Below is a chart outlining the bids and bid amounts received. Staff recommend awarding the project to the low bidder Nitti Rolloff Services for \$21,296.5.

Company Name	Bid Amount
Rick’s Demolition and Concrete Removal	\$28,750
Rachel Contracting	\$47,200
Kamish Excavating Inc	\$33,740
Scherber Co	\$28,222
Nitti Rolloff Services	\$21,296.5
Lloyd’s Construction	\$34,890

<b>RECOMMENDED MOTION(S):</b>
<b>MOTION:</b> Move to accept the proposal from Nitti Rolloff Services, in the amount of \$21,296.5 for the demolition of all buildings and site improvements, the cutting and capping of all utilities at the property line, and the regrading of the lot located at 4416 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same.

**ATTACHMENT(S):**

- 1. Sample Agreement
- 2. Demolition Bids Received
- 8. Bid Specs

**EDA IN AND FOR THE CITY OF COLUMBIA HEIGHTS CONTRACT FOR THE UTILITY DISCONNECTION, DEMOLITION OF SITE IMPROVEMENTS, AND SITE GRADING AT 4416 CENTRAL AVE NE**

For valuable consideration as set forth below, this Contract dated the \_\_\_\_ day of \_\_\_\_\_, 2024, is made and entered into between the Economic Development Authority in and for the City of Columbia Heights, a public body corporate and politic created pursuant to the laws of the State of Minnesota ("EDA") and Nitti Rolloff Services, a Minnesota corporation ("Contractor").

1. **CONTRACT DOCUMENTS**

Contractor hereby promises and agrees to perform and comply with all the provisions of this Contract pursuant to the specifications for demolition, water/sewer line capping, and site grading attached hereto as **Exhibit A** for the residential property located at 4416 Central Ave NE, Columbia Heights, Minnesota ("Properties"). The Contract including specifications in **Exhibit A** shall comprise the total agreement of the parties hereto. No oral order, objection, or claim by any party to the other shall affect or modify any of the terms or obligations contained in this Contract.

2. **THE WORK**

The work to be performed by Contractor under this Contract (hereinafter the "Work"), is defined in the Proposal as the demolition of all buildings and site improvements, the cutting and capping of all utilities at the property lines, and the regrading of the primary excavation areas at 4416 Central Ave. As part of the Work, Contractor agrees to remove all excess material from the Properties.

3. **CONTRACT PRICE**

The EDA agrees to pay Contractor the sum of \$21,296.5 in exchange for the Contractor furnishing labor and materials for the Work at the Properties, payable within 30 days of Contractor's completion of the Work.

**Contractor may start work on this project upon its execution of this Contract and providing proof of insurance pursuant to paragraph 5.**

4. **COMPLETION DATE/LIQUIDATED DAMAGES**

Contractor shall complete all Work on or before November 15<sup>th</sup> 2024 ("Completion Date"). Due to the difficulty in ascertaining and establishing the actual damages which the EDA or City would sustain, liquidated damages are specified as follows for failure of Contractor to complete his performance under this Contract by the Completion Date: for every calendar day that the Contract shall remain uncompleted beyond the Completion Date of November 15<sup>th</sup>, 2024, Contractor shall pay the EDA \$50.00 per day as liquidated damages.

5. **INSURANCE**

Before beginning actual work under this Contract, Contractor shall submit to the EDA and obtain the EDA's approval of a certificate of insurance on Standard Form C.I.C.C.-701 or ACORD 25 forms, showing the following insurance coverage, and listing the Contractor as a loss payee under the policies:

- a. General Contractor Liability: \$1,000,000.00
- b. Workman's Compensation: Statutory Amounts

The EDA and the City shall be named as an Additional Insureds in regard to the General Contractor Liability forms where required by written contract on a primary and non-contributory basis, including completed operations. This certificate must provide for the above coverages to be in effect from the date of the Contract until 30 days after the Completion Date, and must provide the insurance coverage will not be canceled by the insurance company without 30 days written notice to the EDA of intent to cancel. The certificate must further provide that Contractor's insurance coverage is primary coverage notwithstanding any insurance coverage carried by the EDA that may apply to injury or damage relating to the maintenance or repair of the City streets or rights-of-way by either the City, EDA or any employee, agent, independent contractor or any other person or entity retained by the City or EDA to perform the services described herein. All insurance is subject to the review and approval of the Columbia Heights City Attorney.

6. **LAWS, REGULATIONS AND SAFETY**

Contractor shall give all notices and comply with all laws, ordinances, rules, and regulations applicable to performance under this Contract. Contractor shall provide adequate signs and/or barricades, and will take all necessary precautions for the protection of the work and the safety of the public.

7. **INDEMNIFICATION**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the City, EDA, their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

8. **ASSIGNMENT**



Contractor shall not assign or transfer, whether by an assignment or novation or otherwise, any of its rights, duties, benefits, obligations, liabilities or responsibilities without prior written consent of the EDA.

9. **NOTICE**

The address and telephone number of Contractor for purposes of giving notices and any other purpose under this Contract shall be 8651 Naples St NE, Suite #100, Blaine, MN 55449, (763)238-1014.

The address of the EDA for purposes of giving notices and any other purposes under this Contract shall be 3989 Central Ave. NE. Columbia Heights, MN 55421.

**IN WITNESS WHEREOF**, the parties to this Contract have hereunto set their hands and seals as of the day and year first above written.

**ECONOMIC DEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF COLUMBIA  
HEIGHTS**

By: \_\_\_\_\_  
Aaron Chirpich  
Its: Executive Director

**NITTI ROLLOFF SERVICES INC.**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A  
Specifications**

See attached.



BID FORM

Property Owner: City of Columbia Heights Economic Development Authority

Property Address: 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$ 34,890.00, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

Name of Contractor: Lloyd's Construction Services, Inc

License Number: IR-654654

Address: 6528 County Road 101 E, Shakopee MN 55379

Telephone: 952-567-7634 E-mail Address: jstocker@lloydsmn.com

Contractor Signature: 

Date: 10/03/2024

Title: Senior Project Manager



**Property Owner:** City of Columbia Heights Economic Development Authority

**Property Address:** 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$ 28,750, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

**Name of Contractor:** Rick's Demolition and Concrete Removal

**License Number:** IR809940

**Address:** 2417 12th Avenue South, Minneapolis, MN 55404

**Telephone:** 612-400-4091      **E-mail Address:** sales@ricksdacrmn.com

**Contractor Signature:** *R. Wetter*

**Date:** 10/03/24

**Title:** President



**Property Owner:** City of Columbia Heights Economic Development Authority

**Property Address:** 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$21,296.50, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

**Name of Contractor:** Nitti Rolloff Service Inc

**License Number:** \_\_\_\_\_

**Address:** 8651 Naples St NE, Blaine MN 55449

**Telephone:** 763-286-0121      **E-mail Address:** Andy@NittiCompanies.com

**Contractor Signature:** \_\_\_\_\_

**Date:** 9-23-24

**Title:** VP of Operations



BID FORM

**Property Owner:** City of Columbia Heights Economic Development Authority

**Property Address:** 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$ 47,200.00, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

**Name of Contractor:** Rachel Contracting, LLC

**License Number:** IR651753

**Address:** 4180 Napier Court NE St. Michael, MN 55376

**Telephone:** 763-424-1500      **E-mail Address:** Estimating@rachelcontracting.com

**Contractor Signature:**   
Matthew Coz

**Date:** 10/03/2024

**Title:** President





BID FORM

Property Owner: City of Columbia Heights Economic Development Authority

Property Address: 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$ 28,222<sup>00</sup>, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

Name of Contractor: Scherber Co.

License Number: N/A

Address: 20160 75<sup>th</sup> Ave N. Corcoran MN 55340

Telephone: 612-369-7496 E-mail Address: Scherberco.Sn@gmail.com

Contractor Signature: [Signature]

Date: 10-1-24

Title: Supervisor/Estimator



Property Owner: City of Columbia Heights Economic Development Authority

Property Address: 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$ 33,740.00, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

Name of Contractor: Kamish Excavating, Inc

License Number: \_\_\_\_\_

Address: 1301 S Concord St. S. St Paul, MN 55075

Telephone: 651-775-0848 E-mail Address: brad@Kamishexcavating.com

Contractor Signature: Brad Emsud

Date: 9-19-24

Title: Project Manager





**From:** The Economic Development Authority in and for the City of Columbia Heights

**Subject:** Request for quotes for demolition, site grading, and utility disconnection at 4416 Central Ave NE.

**Overview:**

The City of Columbia Heights EDA is the owner of the property addressed 4416 Central Ave NE (P.I.D. 35-30-24-11-0009) The EDA is requesting quotes for demolition of all buildings and site improvements, the cutting of all utilities at the property lines, and the regrading of the primary excavation areas at all three locations. If you are interested in submitting a quote for this project, please review the enclosed specifications and inspect the site. Please call Mitchell Forney in the Community Development Department with any questions and for access to the property, 763-706-3675.

Proposals must be completed on the enclosed bid form and **submitted by 1:00p.m. on October 3<sup>rd</sup>, 2024.** Proposals may be submitted by U.S. Mail, e-mail or in person; please note the enclosed bid form must be used. City staff will review the submitted proposals and forward them to the EDA. City staff expect the EDA to select a demolition contractor at their next meeting on October 7<sup>th</sup>, 2024. The timeline for completion of all work will be prior **to November 15<sup>th</sup>, 2024.**

Submit proposals to the following:

Attn: Mitchell Forney  
City of Columbia Heights Community Development Department  
3989 Central Ave, NE  
Columbia Heights, MN 55421  
[mforney@columbiaheightsmn.com](mailto:mforney@columbiaheightsmn.com)



**Property Owner:** City of Columbia Heights Economic Development Authority

**Property Address:** 4416 Central Ave NE (P.I.D. 35-30-24-11-0009)

For a price of \$\_\_\_\_\_, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, water and sewer utility cut off, and site grading at 4416 Central Ave NE.

**Name of Contractor:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_



## Scope of Work

### A) General

- 1) Contractor shall furnish all labor, materials, and equipment, and shall perform all service and work required to remove all; buildings, structures, and improvements from the site along with the post demolition grading of the site, in strict accordance with these specifications and in accordance with all applicable ordinances and laws pertaining to removal of buildings, structures, grading and erosion control. **Before demolition, contractor is to install silt fencing around the entire perimeter of the disturbed area. Erosion control logs can be used at the site entrance only.**
- 2) Contractor shall thoroughly review these specifications and examine the site to evaluate existing and proposed conditions prior to making a quote. Failure to do so shall in no way relieve contractor from performing the work as required or be grounds for a claim for extra payment.

### B) Demolition and Disposal of Buildings and Site Improvements

- 1) All buildings and site improvements on the site shall be removed and properly disposed of. Demolition to include, but not limited to stairs, ramps, fences, retaining walls, floor slabs, garages, equipment bases, driveways, aprons, foundation walls and footings, and other structure components, appurtenances and contents associated with each structure, unless noted otherwise. **Include removal of all out-buildings and miscellaneous items included in the attached pictures.**
- 2) All demolition materials, substrates, debris, waste, or other materials shall be collected, stored, handled, managed, and disposed of in accordance with currently accepted practices at an approved, licensed, or permitted facility in accordance with applicable federal, state, and local ordinances, rules, and regulations.



**C) Backfill, Compaction and Grading**

- 1) No demolition material shall be left in or placed in any excavation. All excavations unless otherwise noted, shall be back filled with clean imported sand. Imported material shall be placed in 1-foot lifts and compacted to no less than 95% standard proctor density. Contractor shall provide the city with third party sampling, analysis, and reports to demonstrate that 95% compaction has been achieved.
- 2) The finished grade shall be determined by matching the existing average grade of the excavation areas prior to demolition. The final grade shall maintain pre demolition drainage patterns.
- 3) Upon completion of the finished grade, contractor shall spread 3" of imported topsoil to all disturbed areas of the site and apply seed and blanket or hydroseed to the same.

**D) Abandonment of Wells**

- 1) **The city is not aware of any wells on the property. If a well is discovered:** As part of this bid, the demolition contractor is to hire a well sealing company to properly seal the well and record the sealing with the Minnesota Department of Health. Contractor must provide records of the well sealing to the city upon completion.

**E) Utilities**

- 1) Contractor shall be responsible for calling Gopher State One Call for the location of any underground utilities prior to commencement of demolition and site grading work.
- 2) The city has completed the disconnection of electricity (Excel Energy), natural gas (CenterPoint Energy) services for the property. Other private communication utilities such as telephone and cable may still be connected; if so, contractor shall roll them back and secure them at the pole prior to demolition.



- 3) Contractor is to coordinate the shut off of water with Public Works to ensure that the water is off before the demolition work is started. **Contractor is to remove the water line from the main structure by kinking the line where it meets the curb stop and mark on-site, the location of the service termination.**
- 4) Contractor is to coordinate the termination of the private sewer line with Public Works. **The sewer lines shall be removed and capped where it meets the Property Lines. Document and mark on-site, the location of the service termination.**

#### **F) Asbestos and Other Hazardous Materials**

- 1) The City has contracted with Angstrom Analytical for the completion of a pre-demolition survey for the property. The survey is attached to this report. The City utilized Dennis Environmental to remove any asbestos or hazardous materials found in the survey, prior to the demo.

#### **G) Permits and Inspections**

- 1) Contractor will complete and submit the City of Columbia Heights demolition permit application. Contractor shall have the work inspected prior to backfilling the primary excavation. The sewer and water service termination will also be inspected by City Public Works staff. A separate sewer and water disconnection permit must be secured from the City.
- 2) If any permits from other governmental agencies are required, contractor shall, at contractor's own expense, secure such permits, pay any fees, and complete any inspections required by same, and provide a copy of the permit to the City.
- 3) Contractor shall submit "Notification of Intent to Perform a Demolition" Form to the MPCA.



#### H) Miscellaneous Provisions, and Notices

- 1) Contractor shall erect and maintain all necessary barricades and warnings to adequately safeguard workers, adjacent property, and the public.
- 2) The demolition and clearing of the site shall be carried out in such a manner to preclude damage to adjacent property or public right-of-way.
- 3) **Contractor is to provide dust control during demolition by watering the homes.** Water is available at no cost from the City by accessing adjacent hydrants. Please notify Columbia Heights Public Works one week in advance to coordinate hydrant connection
- 4) Submission of a proposal will constitute an incontrovertible representation by contractor that contractor has complied with every requirement of these specifications and attachments thereto; that without exception the proposal is premised upon performing and furnishing the work including but not limited to the specific means, methods, techniques, sequences, procedures or precautions expressly required by these specifications and attachments thereto; that contractor has received from the City satisfactory written resolution of any conflicts, errors, ambiguities, and discrepancies; and that these specifications and attachments thereto are generally sufficient to indicate and convey understanding of the terms and conditions for performing and furnishing the work.



















**Remove this section of fence**





























**Remove Pavers to the sidewalk**



































Part of the aprin can be left as to not disturb the alley

















**Part of the Apron can remain as to not disturb  
the neighbors driveway**











