



**CITY COUNCIL MEETING**  
**City Hall—Council Chambers, 590 40th Ave NE**  
**Monday, February 08, 2021**  
**7:00 PM**

---

**Mayor**  
*Amáda Márquez Simula*  
**Councilmembers**  
*John Murzyn, Jr.*  
*Connie Buesgens*  
*Nick Novitsky*  
*Kt Jacobs*  
**City Manager**  
*Kelli Bourgeois*

**MINUTES**

The following are the minutes for the regular meeting of the City Council held at 7:00 pm on Monday, February 8, 2021 in the City Council Chambers, City Hall, 590 40<sup>th</sup> Avenue N.E., Columbia Heights, Minnesota. Due to the COVID-19 pandemic, this hybrid meeting was held both virtually and in-person.

**CALL TO ORDER/ROLL CALL**

Mayor Márquez Simula called the meeting to order at 7:00 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Murzyn, Jr.; Councilmember Novitsky

Also Present: Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; James Hoeft, City Attorney; Nicole Tingley, City Clerk

**PLEDGE OF ALLEGIANCE**

**MISSION STATEMENT**

*Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively addresses changing citizen and community needs in a fiscally-responsible and customer-friendly manner.*

**APPROVAL OF AGENDA**

*(The Council, upon majority vote of its members, may make additions and deletions to the agenda. These may be items submitted after the agenda preparation deadline.)*

*Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to approve the agenda as presented. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

**CONSENT AGENDA**

*(These items are considered to be routine by the City Council and will be enacted as part of the Consent Agenda by one motion. Items removed from consent agenda approval will be taken up as the next order of business.)*

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to approve the Consent Agenda items as presented. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

**1. Approve January 4, 2021 City Council Work Session Minutes**

MOTION: Move to approve the City Council Work Session minutes of January 4, 2021.

- 2. Approve January 25, 2021 City Council Meeting Minutes**  
MOTION: Move to approve the minutes of the City Council Meeting of January 25, 2021.
- 3. Accept January 4, 2021 Economic Development Authority Minutes**  
MOTION: Move to accept the Economic Development Authority minutes of January 4, 2021.
- 4. Accept January 5, 2021 Planning Commission Minutes**  
MOTION: Move to accept the Planning Commission minutes of January 5, 2021.
- 5. Resolution 2021-13 Approving Plans and Specifications and Ordering Advertisement for Bids for 2021 Zones 4B and 5 Street Rehabilitation Program and State Aid Street Rehabilitation, City Projects 2002 and 2005**  
MOTION: Move to waive the reading of Resolution 2021-13, there being ample copies available to the public.  
MOTION: Move to adopt Resolution 2021-13 approving Plans and Specifications and ordering Advertisement for Bids for 2021 Zones 4B and 5 Street Rehabilitation Program and State Aid Street Rehabilitation, City Projects 2002 and 2005.
- 6. Establish a Public Hearing Date to Consider Mid-Block Street Lighting**  
MOTION: Move to establish March 8, 2021 at 7:00 p.m. as a Public Hearing for consideration of mid-block street lighting on Polk Street between 4212 and 4218 Arthur Street.
- 7. Resolution 2021-14 Declaring the Intent to Bond for Zones 4B and 5 Street Rehabilitation Program and State Aid Street Rehabilitation**  
MOTION: Move to waive the reading of Resolution 2021-14, there being ample copies available to the public.  
MOTION: Move to adopt Resolution 2021-14 being a resolution approving the declaration for the official intent of the City of Columbia Heights to bond for the Zones 4B and 5 Street Rehabilitation Program - Project 2002, and State Aid Street Rehabilitation - Project 2005.
- 8. Resolution 2021-15 Requesting Municipal State Aid System Construction Funds for Other Local Transportation Uses**  
MOTION: Move to waive the reading of Resolution 2021-15, there being ample copies available to the public.  
MOTION: Move to adopt Resolution 2021-15 requesting Municipal State Aid System construction funds for other local transportation uses.
- 9. Water Main Clean and Line / Replacement and Sanitary Sewer 3-Year Programs**  
MOTION: Accept the 3-year program for years 2021 -2023 for the Water Main Replacement Program and Sanitary Sewer Lining Program.

**10. Accept Proposals and Award Contract for Consulting Services for the MSC Master Plan, Project No. 2111**

MOTION: Move to award the professional services contract for the preparation of a MSC Master Plan, Project 2111, to the firm of Oertel Architects based upon their proposal dated February 3rd, 2021 for a not to exceed fee of \$52,650, plus reimbursables, appropriated from Fund 411-52111-3050.

**11. Resolution 2021-16 Approving Plans and Specifications and Ordering Advertisement for Bids for 3939 Central Avenue Monopole Telecommunication Tower, City Project 2014**

MOTION: Move to waive the reading of Resolution 2021-16, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-16 approving Plans and Specifications and ordering Advertisement for Bids for 3939 Central Avenue Monopole Telecommunication Tower, City Project 2014.

**12. License Agenda**

MOTION: Move to approve the items as listed on the business license agenda for February 8, 2021 as presented.

**13. Review of Bills**

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of \$3,223,650.66.

**PUBLIC HEARINGS**

**14. First Reading of Ordinance 1664, an Ordinance amending Chapter 3, Article 3 of the Columbia Heights City Code Relating to Administration of Boards and Commissions and Removal of Inactive Commissions.**

Clerk Tingley reported that the proposed ordinance was a follow-up from the last Council work session in which it was proposed to make changes to the City Code regarding all boards and commissions, specifically changing a term length to three years and limiting terms to two consecutive terms. With City Council direction regarding meeting attendance requirements, it was also proposed to limit the number of absences per year to two and, in addition, maintain a way for members to account for family emergencies, illnesses, etc. in (d) and (e) of the Code and provide a leave of absence option if needed. Should more than two meeting absences occur, it was proposed that it would not result in an immediate vacancy on the board or commission but, rather, prompt informing the City Council and formal action would have to be taken for removal. A clarification was added, 3.301(f), to clarify that the removal would need to be by majority of the City Council. In addition, she reported that consistency was added regarding administration of boards and commissions, such as how to fill a vacancy, removal from office and having all commissions take an oath of office. No rules and responsibilities were changed for boards and commissions, but some groups have been eliminated due to inactivity.

Mayor Márquez Simula opened the public hearing. No one was present to speak.

*Motion by Councilmember Jacobs, seconded by Councilmember Novitsky, to close the public hearing and waive the reading of Ordinance 1664, there being ample copies available to the public. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

*Motion by Council Jacobs, seconded by Councilmember Novitsky, to set the second reading of Ordinance 1664, an ordinance amending Chapter 3, Article 3 of the Columbia Heights City Code Relating to Administration of Boards and Commissions and Removal of Inactive Commissions for February 22, 2021 at approximately 7:00 pm in the City Council Chambers. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

## ITEMS FOR CONSIDERATION

### Ordinances and Resolutions

#### 15. Approve Minor Subdivision for the property located at 1209 43rd Avenue NE

Director Chirpich reported that the review before the Council is for a minor subdivision that had been recently reviewed by the Planning Commission, in which to consider a lot line adjustment. The property in question consists of two parcels, and the applicant's request is for the shift of a property dividing line to the west, as there is a single family home on the eastern parcel that the owner would like to sell independently from the vacant lot to the west. In order to do that, the lot line needs to be moved because it currently crosses over a driveway on their property; this shift would move the lot line where it needs to be and create two compliant lots for area and dimension within the R-2A district. He said the Planning Commission reviewed the application on February 2, 2021 and recommended approval on a 5-0 basis subject to conditions listed in the Council agenda packet and resolution.

Community Development recommendation is approval of Resolution No. 2021-17.

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to waive the reading of Resolution No. 2021-17, there being ample copies available to the public. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

*Motion by Council Novitsky, seconded by Councilmember Murzyn, Jr., to adopt Resolution No. 2021-17, a resolution approving a minor subdivision (lot line adjustment) for 1209 43<sup>rd</sup> Avenue NE. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

#### 16. Approve the Classification of Tax Forfeit Property

Director Chirpich reported that the property located at 1836 39<sup>th</sup> Avenue NE is currently going through the tax forfeiture process. As part of the process, the Anoka County Board of Commissioners recently passed a resolution classifying certain forfeit lands throughout the County as Non-Conservation. This classification means that such properties will not be held by the State once the forfeiture process is complete and are typically sold at auction to the highest bidders.

It is the City's role during this process to approve the Non-Conservation classification for this Columbia Heights property and approve its sale. As part of the tax forfeiture process, the City is given the opportunity to purchase the property before it is openly sold to the public. Communication Development staff, however, do not believe that acquiring 1835 39<sup>th</sup> Avenue NE is in the best interest of the City, as it is not a redevelopment priority, is currently occupied, and will likely be sold to an investor and improved on the open market.

Community Development recommends approval of Resolution No. 2021-18.

*Motion by Councilmember Murzyn, Jr., seconded by Councilmember Novitsky, to waive the reading of Resolution No. 2021-18, there being ample copies available to the public. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

*Motion by Council Murzyn, Jr., seconded by Councilmember Novitsky, to adopt Resolution No. 2021-18, approving the classification and sale of a tax forfeit parcel in the City of Columbia Heights, Minnesota, legally described as: Lot 4, and the West 2 feet of Lot 3, Hart Lake Manor, Anoka County, Minnesota. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

## **CITY COUNCIL AND ADMINISTRATIVE REPORTS**

### **Report of the City Council**

Councilmember Jacobs reported that she continues to volunteer weekly at SACA and continues with her League of Minnesota inductee training. She also facilitated three or four community reach-outs within the last two weeks.

Councilmember Buesgens attended the SnowBlast, which was "a great turn-out and the hope is to repeat it next year and include some added ice to the other side of the bridge," and she thanked all the staff and volunteers that helped make the event a success. She attended League of Minnesota Cities training for council members who had served for a while and attended the "Effective Crisis and Constituent Communications" program (which noted that hybrid council meetings are successful, more community members participate and hybrid meetings will likely continue after COVID-19) and "Who Would Follow You," which showed how council members from other cities are doing. Lastly, she attended the MNDot review of survey results for Central and University, and the organization is beginning the second 18-month phase of what to do with the input received. Councilmember Buesgens asks Community members to "keep their eyes out" for notices on the City website and Facebook so that they may provide their input.

Mayor Márquez Simula attended the SnowBlast and acknowledged staff and volunteers "for their great work," including specialist Will Rottler Will and coordinator Ben Sandell for their photos. She said that she enjoys her training with the League of Minnesota Cities and attended the Regional Council of Mayors meeting, during which she learned more about affordable housing and various ways of funding them. The Mayor's Monarch Pledge Meeting via Zoom will be held on Saturday, February 27, at 1:00 pm, and information and sign-up is available on the City website.

She met with the Superintendent of the Columbia Heights Public School District and will soon meet with the Fridley School District Superintendent as well.

**Report of the City Manager**

Manager Bourgeois thanked all the staff, departments and nonprofits for their help in making the first SnowBlast “a huge success.” The City received a few thank-yous, including one to Public Works for their excellent plowing and another to the Police Department for being professional and their help. Three new police officers are on staff: Kelvin Yang (former CSO), Tony Miller (former CSO) and Sam Foy, and their swearing-in ceremony will be held soon. The Library increased its hours and has helped tremendously with computer usage, and Manager Bourgeois thanked Renee Dougherty, Library Director, and her staff. She reported that Clerk Tingley had distributed a question to the Council regarding plaques for outgoing board and commission members, consensus was to do so, and she thanked the Council; it is hoped that they can be presented to the members at the March 22, 2021 City Council meeting. Lastly, Public Works distributed a notice to residents, as there have been about 50 properties where freezing pipes are an ongoing issue; residents are asked to check their water temperature (run water if below 40 degrees), insulate walls where pipes run, shut off water to the outside spigots, don’t turn heat down during cold and windy winter days, attempt to get heat into building pipes, and have someone check on a property if gone for an extended period of time to make sure everything is okay.

Applications are being accepted for board and commission vacancies, and anyone interested may apply on the City website through Sunday, February 28, 2021. Two vacant seats are available for Park and Recreation Board, one for Planning Commission, two for Traffic Commission, three for the Library Board and two for the Charter Commission.

**Report of the City Attorney**

Attorney Hoeft had no update to report.

**ADJOURNMENT**

*Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to adjourn. A roll call vote was taken. All Ayes, Motion Carried 5-0.*

Meeting adjourned at 7:28 pm.

Respectfully Submitted,

  
\_\_\_\_\_  
Nicole Tingley, City Clerk/Council Secretary